



**MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD  
QUARTERLY MEETING AGENDA  
August 4, 2020, 2:00 p.m.**

1. Call to Order                      Stephen King, Chairman
2. Recognitions, Resolutions and Awards – Introduce new Chief Operations  
    Captain Todd Lloyd
3. Approval of June 26, 2020 Minutes
4. Public Comments  
  
    Public Comments are intended as an opportunity for the public to give input  
    on relevant issues and not intended as a question and answer period.
5. Comments from Board Members and Legal Counsel
6. Finance Report
  - a. Not available
7. Reports and Briefings:
  - a. Population Report - Bed Report (Executive Summary #2020-058)
  - b. Community Corrections Report (Executive Summary #2020-057)
  - c. Staff vacancy Report (Attachment)
  - d. Superintendent/COVID - 1 Report (Executive Summary #2020-059)
8. Old Business:
  - a. Community Based Corrections Plan – Meeting for July canceled. Meeting  
    planned for August; not sure yet what type of meeting (electronic vs in  
    person)
  - b. Board Policy (SOP 11.1 Electronic Participation in Authority Board  
    Meetings) – Legal Counsel updated policy to reflect current law specific to  
    regional bodies by adding a distance provision. Does not need approval.
9. New Business
  - a. None
10. Closed Session:
  - a. Superintendent Annual Performance Review
11. Next meeting is scheduled for **October 6, 2020 at 2:00 p.m.**



# MIDDLE RIVER REGIONAL JAIL

Serving Staunton, Waynesboro, Harrisonburg and  
the Counties of Augusta and Rockingham

June 23, 2020 2:00 p.m.

Augusta County Government Center  
18 Government Center Lane  
Verona Virginia 24482

## 1. CALL TO ORDER

Upon determination of a quorum, Mr. King, Chairman, called the June 23, 2020 Middle River Regional Jail Authority Board meeting to order at 2:00 p.m.

Mr. King informed everyone that this meeting was being held by Webex, video, and telephone. Social distancing is available for those who are in attendance.

### **Members Present:**

Stephen King, Rockingham County Administrator (Chairman)  
Timothy Fitzgerald, Augusta County Administrator  
Jennifer Whetzel, Augusta Assistant County Administrator  
Donald Smith, Augusta County Sheriff  
Joe Harris, Waynesboro City Sheriff  
Matt Robertson, Staunton City Sheriff

### **Members Present Via Satellite:**

Steven Rosenberg, Staunton City Manager (Vice Chairman)  
Eric Campbell, Harrisonburg City Manager  
Michael G. Hamp, Waynesboro City Manager  
Cameron McCormick, Waynesboro City Finance Director  
Phillip Trayer, Staunton City Finance Director  
Larry Propst, Harrisonburg City Finance Director  
Eric English, Harrisonburg Police Chief

### **Members Absent:**

Patricia Davidson, Rockingham County Finance Director  
Bryan Hutcheson, Rockingham County Sheriff

### **Facility Staff:**

Jeffery Newton, CJM, Superintendent, Middle River Regional Jail  
Eric Young, Director of Operations, Middle River Regional Jail  
Lori Nicholson, Director of Support Services, Middle River Regional Jail  
Jeannie Colvin, Finance Director, Middle River Regional Jail  
Tina Reed, Recorder, Middle River Regional Jail

**Others Present:**

Jeff Gore, Legal Counsel, Middle River Regional Jail Authority via satellite  
Captain Jimmy L. Wimer, Rockingham County via satellite  
Kimberly Hardy, IT, Middle River regional Jail  
Tyler Moses, IT, Middle River Regional Jail  
Misty Cook, Finance Director, Augusta County via satellite  
Wyatt Brown, Lieutenant, Middle River Regional Jail via satellite  
Peter Boatner, Attorney via satellite  
Anne Nielsen, Citizen via satellite  
James Orndorff, Citizen via satellite  
Frank Sottaceti, Citizen via satellite  
Mark Robinson, Citizen via satellite  
Nitch Narduzzi, Citizen via satellite  
Nancy Insko, Citizen via satellite  
Harvey Yoder, Citizen via satellite  
Tracy Stover, Citizen via satellite  
Call-in User 4, Citizen via satellite

**2. RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS**

There were no Recognitions, Resolutions, Awards or Retirements

**3. APPROVAL OF MINUTES**

Ms. Whetzel made a motion to approve the minutes from the February 4, 2020 meeting. Mr. Fitzgerald seconded the motion. Approval was **unanimous**.

**4. CITIZEN COMMENTS AND COMMUNICATIONS**

There were no public comments.

**5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL**

There were no Board or Legal Counsel comments.

**6. FINANCE REPORT**

- a. **FY 2020 Operating Budget Status (Year-end Resolution)**-Ms. Colvin reviewed with the Board. Ms. Whetzel made a motion to accept the second budget amendment of \$250,000.00 for a total FY 2020 budget of \$21,070,576.00. Mr. Fitzgerald seconded the motion. Approval was **unanimous**.
- b. **Proposed FY 2021 Operating Budget**-Ms. Colvin reviewed with the Board. With no questions or concerns from Board members, Ms. Whetzel made a motion to accept the FY 2021 budget totaling \$22,399,175.00. Mr. Hamp seconded the motion. Approval was **unanimous**.
- c.

**7. REPORTS AND BRIEFING**

Major Young reviewed the following reports:

- a. **Population Report** – As of June 16, 2020, there is a total of 736 offenders being housed at MRRJ.
- b. **Community Corrections Report** – Due to the Covid 19 pandemic the Work Force and Work Release programs have been suspended. The HEM program has expanded. MRRJ employees are working with local Commonwealth Attorneys to get more offenders enrolled in the HEM program.
- c. **Staff Vacancy Report** – Reviewed. At this time there are twelve Officer vacancies. Four have been offered and accepted for July 1, 2020.
- d. **Superintendent's Report** –
  - Keefe Banking Software has been fully implemented.
  - Plans are being developed to re-start family visitation by July 1, 2020.
  - Staff are examining how to safely re-start work release and work force.
  - Staff are also working to get a plan in place to re-start Programs for the offenders.
  - MRRJ has experienced numerous resignations this quarter due to resignations, following a different career path or into another public safety career.
  - MRRJ has completed negotiations with GTL (inmate telephone vendor). MRRJ asked to open the current contract early to negotiate more favorable terms for MRRJ. MRRJ used cooperative language from another regional jail phone contract to negotiate the new contract. The updated contract adds about 18 months to the current contract. Hefty, Wiley & Gore reviewed and approved the terms.

## 8. OLD BUSINESS

- a. **Community Based Corrections Plan Update** – A meeting was scheduled for March and May however, both meetings were cancelled. There may be a meeting in July which MRRJ staff will attend.
- b. **Resolution to join Virginia Energy Purchasing Agreement** – Ms. Colvin reviewed the resolution with the Board members. If the Authority becomes a member it will decrease costs. There is a fee of \$250.00 to become a member. Mr. Fitzgerald made a motion to approve the resolution. Sheriff Smith seconded the motion. Approval was **unanimous**.

## 9. NEW BUSINESS

**Covid 19** – Mr. Newton reviewed all actions that have been taken by Command Staff regarding the operations of MRRJ:

- a. Part-time 65+ employees are either working from home (tele-working) or not at work at this point in time.
- b. Inmate visitation remains suspended.
- c. Work Release and Workforce programs remain suspended.
- d. Additional video terminal installed to facilitate greater court access.
- e. Staff working VDEM/FEMA for grants/reimbursement of expenses.
- f. Continue to coordinate with Dr. Kornegay, Shenandoah Valley Health Department concerning screening and operational procedures.
- g. As of April 23, 2020, all staff, contractors, professional visitors required wear mask at MRRJ.
- h. May 22, 2020 Judge Shah requested two inmates be transported to court for a hearing (first two inmates to court since the Judicial Emergency).
- i. Finally received shipment of Masks (KN95), issued to staff.

- j. MRRJ received list of 18 inmates subject to VADOC Early release program (May to Mid-July 2020). No inmate has received a substantive early release (most has been less than 7 days)
- k. Notified Board/Staff former inmate tested positive.
- l. As of June 4, 2020, notified Court, Sheriffs and Commonwealth Attorney of new Transport Procedures hearings.

As of this date no inmate or staff member has tested positive for Covid 19. We will continue to coordinate with all agencies to best determine how to respond and implement operational changes for the safety of offenders and staff.

**Board Policy (SOP 11.1) Electronic Participation in Authority Board meetings** – Mr. Newton reviewed with Board members. After a brief discussion, Mr. Fitzgerald made a motion to accept SOP 11.1, Ms. Whetzel seconded the motion. Approval was **unanimous**.

10. **ADJOURNMENT**

With no additional business before the Authority Board, the meeting was adjourned at 3:00 p.m.

**The next Authority Board meeting is scheduled for August 4, 2020 at 2:00 p.m.**

**This meeting will be held in person**

**Location: Augusta County Government Center Smith Board Room West.**

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Stephen King, Chairman

**MIDDLE RIVER REGIONAL JAIL  
EXECUTIVE SUMMARY  
July 28, 2020**

**SUBJECT:** Inmate Records Jail Board Report

**BACKGROUND:** The Inmate Records information is a summary of the information in our Offender Management System. This information is transmitted to the State of Virginia on a daily basis. It is then reconciled and certified each month through a system known as LIDS.

**DISCUSSION:** The information included in this report is a snapshot of the offender information on the date and time of this report, July 28, 2020 at 09:23am. This information is continuously changing. The number of people on HEM/HEI will differ between Inmate Records and Community Corrections. This difference is due to several people who were bonded on their charges and in home monitoring was a condition of their bond. Inmate Records is not able to count those who were released on their charges. We can only count the people who are on the HEI program and still being held on their charges. The number of people on work release could also differ from Community Corrections due to some inmates being approved for work release but have not yet started to their jobs.

<b><i>Total Inmate Population</i></b>	766		
Male Inmates	603		79%
Female Inmates	163		21%

<i>Category</i>	<i># of Inmates</i>	<i>% of Total</i>
Awaiting Trial	269	35
Totally Sentenced	388	50.5
Partially Sentenced	97	13
Awaiting Programs	5	0.5
Awaiting Appeal	0	0
Convicted but not Sentenced	7	1
Drug Court Sanction – Pre Trial	0	0
In Hospital	0	0

Department of Corrections Responsible Inmates

Number of days since last Sentenced	SAW	Rockingham Harrisonburg	Others	Total
90+	104	99	2	205
60 – 90	17	5	0	22
30 – 60	27	8	0	35
<30	25	9	0	34
Community Corrections Alternative Program	4	1	0	5
Total	177	122	2	301
% of Total Population	23	16	.3	39.3

## Work Release

Local Work Release (RC 26)	15
DOC Work Release (RC 28)	12
Total	27

\*\*\*These numbers are included in the Jurisdiction Totals

## HEM

Home Electronic Incarceration (RC 80)	28
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\*\*\*These numbers are included in the Jurisdiction Totals

## LOCAL Inmates by Jurisdiction

Locality Code	Jurisdiction	Total
015	Augusta	289
091	Highland	0
165	Rockingham	175
660	Harrisonburg	36
790	Staunton	160
820	Waynesboro	100

## Other Virginia Jurisdictions – Non Contract Holds

Locality Code	Jurisdiction	Total
003	Albemarle	2
163	Rockbridge	4

**CONCLUSION:** Movement between jails within the state has become more active. Inmate movement within Virginia jails had slowed at the beginning of the COVID-19 outbreak. Rockingham/Harrisonburg has begun transferring inmates to Middle River again for housing. Many inmates that were given a furlough in March and April have now returned to complete serving their sentence. That accounts for the upswing in the Middle River population.

Our headcount at the time of our last report on June 16, 2020 was **736**. Our current headcount is **766**. That is still a reduction of **137** inmates, from our February 29, 2020 headcount of **903** before the COVID-19 outbreak

**ACTION OFFICER:** Tami Bird, LIDS Tech

**EXECUTIVE SUMMARY #ES-2020-058**

**MIDDLE RIVER REGIONAL JAIL**  
**Executive Summary**  
**July 27, 2020**

**SUBJECT:** Community Corrections Quarterly Review

**BACKGROUND:** The Community Corrections Department is divided among Work Force, Work Release, and Home Electronic Monitoring. We have one lieutenant, one corporal, one HEM officer and one secretary at the present time. No workforce officers are assigned at the present time due to the work force crews not going out. Work release and workforce programs were suspended March 20, 2020.

**DISCUSSION:** Normally the workforce offenders do various jobs for the localities of Augusta County, Waynesboro, and Staunton. Currently, due to COVID-19 Work Force security officers have been transferred into the jail.

LOCALITY	MALE	FEMALE
Augusta County	2	0
Harrisonburg	0	0
Highland County	0	0
Page County	0	0
Rockingham County	6	0
Staunton	2	0
Waynesboro	0	0
<b>TOTAL</b>	<b>10</b>	<b>0</b>
<b>TOTAL WORK FORCE INMATES: 10</b>		

Currently, due to the COVID 19, MRJJ re-started the Home Electronic Monitoring program to accommodate the need for bed space in the facility in anticipation of a need to possibly quarantine a section of the jail population.

**HOME ELECTRONIC MONITORING INMATES**

LOCALITY	MALE	FEMALE
Augusta County	10	4
Rockingham	4	7
Harrisonburg	2	0
Staunton	13	5
Waynesboro	4	3
<b>TOTAL</b>	<b>33</b>	<b>19</b>
<b>Total HEM Inmates: 52</b>		



**Middle River Regional Jail****SUBJECT:** Community Corrections Quarterly Review

Below are the HEM participants broken down by Bond status and Custody status by Locality.

<b>Locality</b>	<b>Bond</b>	<b>Custody</b>
Augusta County	6	8
Rockingham	0	11
Harrisonburg	0	2
Staunton	12	6
Waynesboro	2	5
<b>Total HEM Inmates: 52</b>	<b>20</b>	<b>32</b>

July 2020 MRRJ restarted work release with an HEI requirement after approval from Commonwealth Attorney, Courts, and VADOC. MRRJ currently has 13 HEI inmates out to work. MRRJ is awaiting approval for work release/HEI an additional 16 VADOC and 14 Local inmates

<b>LOCALITY</b>	<b>MALE</b>	<b>FEMALE</b>
Augusta County	1	
Waynesboro	3	
Rockingham County	2	3
Harrisonburg	1	
Staunton	2	1
<b>TOTAL</b>	<b>9</b>	<b>4</b>
<b>TOTAL HEI AT WORK: 13</b>		

Action Officer: Lisa McCray  
Executive Summary # ES-2020-057

MIDDLE RIVER REGIONAL JAIL  
VACANCY REPORT

MRRJ has the following vacancies as of July 27, 2020:

Officer	16	(5 of these positions are new emergency positions added for FY 2021; 6 hired for August 1, 2020)
RN	1	
LPN	1	(1 hired for August 1, 2020)
Maintenance Technician	1	(Interviews scheduled for August 3, 2020)

**MIDDLE RIVER REGIONAL JAIL  
EXECUTIVE SUMMARY**

July 29, 2020

**SUBJECT:** Superintendent/COVID-19 Report

**BACKGROUND:** MRRJ has continued to respond and take a number of discrete actions in response to the Governor's declaration of a state of emergency concerning the spread of COVID-19.

**DISCUSSION:** MRRJ staff continue to work collaboratively on a number of issues. A summary of key decision points in addition to those outlined in the referenced Executive Summary:

- Part-time 65+ employees were permitted to return to work July 1, 2020.
- Inmate visitation was re-started July 1, 2020.
- Work Release Program re-started July 20, 2020 for some jurisdiction (VADOC, Augusta County and City of Staunton – waiting approval from City of Waynesboro and Harrisonburg/Rockingham) with the requirement the inmate work from home. Inmate authorized work release and house arrest.
- Inmate Programs re-started July 20, 2020. The full transition will take up to three months.
- Continue to coordinate with Dr. Kornegay, Shenandoah Valley Health Department concerning screening and operational procedures.
- As of July 10, 2020, all inmates issued a mask at MRRJ. Required to be worn outside the inmate housing units, recommended inmates wear the mask in the inmate housing unit.
- As of July 31, 2020, inmate mail will no longer be held for 72 hours due to COVID-19.
- 29 employees have been required to self-quarantine for over 1,200 hours of lost time due to the COVID-19.
- MRRJ received an initial list of 18 inmates subject to VADOC Early release program. All inmates have been released from that list. No inmate received more than a 30-day reduction in their release date. MRRJ subsequently received notice of another inmate subject to early release.
- Staff have reviewed and approved the data for the FY 2019 Jail Cost Report submission; requires Chairman and Superintendent signature.

**CONCLUSION:** As of the date of this document:

- One inmate has tested positive for COVID-19 when admitted to AHS as a result of an Emergency Commitment Order.
- One inmate tested positive while being cleared to being processed into MRRJ. MRRJ was not notified the test had been administered and did not receive the results until three days later.
- Neither inmate was housed in general population at MRRJ. Staff coordinated with the local Public Health Department and no staff needed to self-quarantine or be tested. Several staff are being monitored.

**RECOMMENDATION:** None.

**ACTION OFFICER:** Superintendent Newton  
**Executive Summary #2020-059**