



**MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD  
QUARTERLY MEETING AGENDA  
October 4, 2022, 2:00 p.m.**

1. Call to Order                    Michael Hamp, Chairman
2. Recognitions, Resolutions and Awards
3. Approval of June 5, 2022 Minutes
4. Public Comments

Public Comments are intended as an opportunity for the public to give input on relevant issues and is not intended as a question and answer period.

5. Comments from Board Members and Legal Counsel
6. Finance Report
7. Reports and Briefings:
  - a. Population Report - Bed Report (Executive Summary #2022-053)
  - b. Community Corrections Report (Executive Summary #2022-054)
  - c. Programs Report (Executive Summary #2022-055)
  - d. Superintendent's Report
  - e. Staff Vacancy Report (Attachment)
8. Old Business:  
None
9. New Business
  - Policy 11.1 – Electronic meetings
  - Cash Investment Policy
  - Retiree Insurance
  - MRRJ Holiday Schedule
10. Next meeting is scheduled for **December 6, 2022 at 2:00 p.m.**



# MIDDLE RIVER REGIONAL JAIL

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

June 7, 2022 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. Hamp, Chairman, called the June 7, 2022 Middle River Regional Jail Authority Board meeting to order at 2:05 p.m.

### **Members Present:**

Michael G. Hamp, Waynesboro City Manager (Chairman)  
Stephen King, Rockingham County Administrator (Vice Chairman)  
Timothy Fitzgerald, Augusta County Administrator  
Jennifer Whetzel, Augusta County Assistant Administrator  
Cameron McCormick, Waynesboro City Finance Director  
Larry Propst, Harrisonburg City Finance Director  
Bryan Hutcheson, Rockingham County Sheriff  
Christopher Johnson, Waynesboro City Sheriff  
Chris Hartless, Staunton City Sheriff  
Donald Smith, Augusta County Sheriff  
John Blair (for Leslie Beauregard, Staunton City Manager)

### **Members Absent:**

Leslie Beauregard, Staunton City Manager  
Ande Banks, Acting Harrisonburg City Manager  
Patricia Davidson, Rockingham County Finance Director  
Kelly Warner, Harrisonburg City Police Chief

### **Facility Staff:**

Jeffery Newton, CJM, Superintendent, Middle River Regional Jail  
Eric Young, Deputy Superintendent, Middle River Regional Jail  
Lori Nicholson, Director of Support Services, Middle River Regional Jail  
Tony Heflin, Director of Operations, Middle River Regional Jail  
Jeannie Colvin, Finance Director, Middle River Regional Jail  
Phillip Braverman, Finance Director, Middle River Regional Jail  
Jeff Gore, MRRJA Legal Counsel (via video)  
Tina Reed, Recorder, Middle River Regional Jail  
Suzette Anthony, Assistant Recorder, Middle River Regional Jail

**Others Present:**

Pete DeLea, IT, MRRJ  
Misty Cook, Augusta County Finance Director  
Jimmy Wimer, Captain, Rockingham County Sheriff's Department  
Megan Roane, Blue Ridge Court Services

**2. APPROVAL OF MINUTES**

Mr. King made a motion to approve the minutes from the April 5, 2022 meeting. Ms. Whetzel seconded the motion. Approval was **unanimous**.

**3. PUBLIC COMMENTS**

No comments were made.

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

- Mr. Hamp introduced John Blair representing the City of Staunton.
- Mr. Hamp stated that Mr. Newton is retiring. He has been a dedicated professional who has improved the running of Middle River Regional Jail. The Board and staff have appreciated the job he has done. The Board offers sincere gratitude for his performance during challenging times for the jail. Mr. Fitzgerald stated he was on the employment board and feels Mr. Newton has accomplished all specified tasks given to him. Mr. Newton appreciated the challenge and all of the staff that assisted him in meeting his goals.
- Ms. Colvin introduced Phillip Braverman. Mr. Braverman will be the Finance director for Middle River Regional Jail.

**5. FINANCE REPORT**

- FY 2022 Budget Review** – Ms. Colvin stated that the FY 22 is in line. Overtime at this time is \$250,000.00 over budget due to vacancies. Vacancy savings is being used to cover extra costs. Augusta County will be sending a cash advance of \$1 million dollars on May 31, 2022.
- Fiscal Agent Transition Memo** – Ms. Colvin reviewed the transition memorandum. First checks were printed this date. MUNIS will go live on June 1, 2022. After a brief discussion Mr. Fitzgerald made a motion to accept the Transition Memo as written. Mr. Propst seconded the motion. Approval was **unanimous**.

**6. REPORTS AND BRIEFING**

- **Population Report** – (Executive Summary #2022-021) Major Heflin reviewed the Executive Summary. As of June 5, 2022, there are a total of 642 offenders being housed by MRRJ in-house. We are housing 12 at RSW Regional Jail, 5 at Southside Regional Jail, and 8 at Western Virginia Regional Jail.
- **Community Corrections Report** – (Executive Summary #2022-022) Major Heflin reviewed the Executive Summary. As of June 5, 2022 there are 16 inmates on Work Release.
- **Staff Vacancy Report** –(Attachment) At this time there are 33 officer and 5 nurse vacancies. There are 3 Officers scheduled to start on June 13, 2022.

- **Programs Report** – (Executive Summary Report #2022-023) Reviewed by Major Nicholson. No notable changes at this time.
- **Superintendent’s Report** – (Executive Summary Report #2022-025) Superintendent Newton reviewed the Executive Summary
  - Middle River Regional Jail has not experienced any significant positive cases of COVID-19 in MRRJ in the inmate population in the last couple of weeks. MRRJ staff continue to monitor the situation.
  - MRRJ has not experienced any significant positive cases of COVID-19 in MRRJ staff in the last couple of weeks.
  - CDC guidance is changing and MRRJ will continue to follow guidelines set up by the CDC.

**7. OLD BUSINESS**

There was no new business to discuss.

**8. NEW BUSINESS:**

**By-Laws**-Mr. Gore has updated the Board By-Laws. The notable change is the inclusion of electronic meetings. Mr. King made a motion to adopt the by-laws. Ms. Whetzel seconded the motion. Approval was **unanimous**.

**Appointment of Interim Superintendent**-Mr. Hamp made a recommendation that the Board approve Lt. Colonel Eric Young as the Interim Superintendent. After a brief discussion Mr. Fitzgerald made a motion to name Eric Young as the Interim Superintendent. Sheriff Smith seconded the motion. Approval was **unanimous**.

**9. CLOSED SESSION**

Mr. King made a motion to go into closed session; seconded by Mr. Fitzgerald. The vote of the Authority members to go into closed session was **unanimous**.

Middle River Regional Jail Authority Board entered into closed session pursuant to:

- The legal exemption under Virginia Code §2.2-3711(A)(1) Personnel Exemption.

Mr. King made a motion to go out of closed session; seconded by Sheriff Smith. All ayes certify only discussion of personnel exemption was discussed.

Roll Call vote as Follows:

Timothy Fitzgerald	Aye
Jennifer Whetzel	Aye
Donald Smith	Aye
Stephen King	Aye
Bryan Hutcheson	Aye
John Blair	Aye
Chris Hartless	Aye
Michael Hamp	Aye
Cameron McCormick	Aye
Christopher Johnson	Aye
Larry Propst	Aye

Mr. Hamp will meet with Mr. Young to negotiate a contract.

Sheriff Smith requested information regarding ADA. Major Heflin reviewed the jail's ADA requirements and the personnel who are ADA certified.

With nothing further to discuss the meeting adjourned at 3:40 p.m.

**The next Authority Board meeting is scheduled for August 2, 2022 at 2:00 p.m.  
Location: Augusta County Government Center Smith West Board Room.**

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Michael Hamp, Chairman

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 Jail Operations							
<b>1100 Jail Operations Revenues</b>							
1100 41500 Interest Income	-25,000	0	-25,000	-58,668.67	.00	33,668.67	234.7%
1100 42100 Inmate Phone System	-500,000	0	-500,000	-125,000.01	.00	-374,999.99	25.0%*
1100 42110 Inmate Keep Fees	-300,000	0	-300,000	-60,258.29	.00	-239,741.71	20.1%*
1100 42120 Work Release	-275,000	0	-275,000	-33,400.22	.00	-241,599.78	12.1%*
1100 42130 Inmate Medical Co-Pa	-70,000	0	-70,000	-17,748.58	.00	-52,251.42	25.4%*
1100 43100 Miscellaneous	0	0	0	-230.83	.00	230.83	100.0%
1100 43110 Sale of Salvage and	0	0	0	-12,822.80	.00	12,822.80	100.0%
1100 44100 Recovered Cost Commi	-421,302	0	-421,302	-55,892.49	.00	-365,409.51	13.3%*
1100 44110 Recovered Costs-Medi	-50,000	0	-50,000	-1,087.57	.00	-48,912.43	2.2%*
1100 44120 Recovered Cost Pharm	-10,000	0	-10,000	-1,470.47	.00	-8,529.53	14.7%*
1100 44130 Recovered Costs-Oper	-10,000	0	-10,000	-1,307.40	.00	-8,692.60	13.1%*
1100 45100 City of Harrisonburg	-2,102,878	0	-2,102,878	-525,719.50	.00	-1,577,158.50	25.0%*
1100 45110 City of Staunton	-3,020,629	0	-3,020,629	-755,157.25	.00	-2,265,471.75	25.0%*
1100 45120 City of Waynesboro	-2,095,652	0	-2,095,652	-523,913.00	.00	-1,571,739.00	25.0%*
1100 45130 County of Augusta	-5,130,734	0	-5,130,734	-1,282,683.50	.00	-3,848,050.50	25.0%*
1100 45140 County of Rockingham	-2,102,878	0	-2,102,878	-525,719.50	.00	-1,577,158.50	25.0%*
1100 46100 County of Highland	-43,489	0	-43,489	-10,872.25	.00	-32,616.75	25.0%*
1100 47100 Virginia Compensatio	-8,022,808	0	-8,022,808	-1,023,703.92	.00	-6,999,104.08	12.8%*
1100 47120 Per Diem Reimburseme	-1,800,000	0	-1,800,000	-384,824.00	.00	-1,415,176.00	21.4%*
1100 49980 Appropriation PY Enc	0	-886,217	-886,217	.00	.00	-886,216.77	.0%*
1100 49990 Appropriation PY Net	-1,500,000	0	-1,500,000	.00	.00	-1,500,000.00	.0%*
<b>TOTAL Jail Operations Revenues</b>	<b>-27,480,370</b>	<b>-886,217</b>	<b>-28,366,587</b>	<b>-5,400,480.25</b>	<b>.00</b>	<b>-22,966,106.52</b>	<b>19.0%</b>
<b>1110 Security</b>							
1110 51100 Security Full-Time W	5,409,581	0	5,409,581	1,999,538.77	.00	3,410,042.23	37.0%
1110 51120 Security Part-Time W	128,020	0	128,020	160,546.35	.00	-32,526.35	125.4%*
1110 51150 Security Overtime Wa	600,000	0	600,000	225,105.09	.00	374,894.91	37.5%
1110 52100 FICA	380,531	0	380,531	177,227.31	.00	203,303.69	46.6%
1110 52110 Medicare	88,995	0	88,995	.00	.00	88,995.00	.0%
1110 52120 VRS Retirement	538,254	0	538,254	198,475.00	.00	339,779.00	36.9%
1110 52125 VRS Group Life Insur	72,488	0	72,488	26,729.40	.00	45,758.60	36.9%
1110 52130 VRS Hybrid STD/LTD	3,521	0	3,521	1,832.16	.00	1,688.84	52.0%
1110 52140 Health Insurance	1,120,000	0	1,120,000	368,812.00	.00	751,188.00	32.9%
1110 52145 Health Savings Accou	11,500	0	11,500	1,960.22	.00	9,539.78	17.0%
1110 52150 Line of Duty Premium	61,123	0	61,123	22,538.50	22,538.50	16,046.00	73.7%
1110 52160 Medical/Physicals	35,000	0	35,000	.00	.00	35,000.00	.0%

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 Jail Operations							
1110 53145 Food Services	1,369,690	0	1,369,690	234,444.02	965,555.98	169,690.00	87.6%
1110 53190 Bed Rentals-Other Fa	1,000,000	0	1,000,000	1,395.84	.00	998,604.16	.1%
1110 55190 Travel Expenses	10,000	0	10,000	710.03	.00	9,289.97	7.1%
1110 56030 Laundry & Janitorial	150,000	11,844	161,844	24,715.79	8,998.02	128,130.29	20.8%
1110 56050 Police Supplies	46,000	20,744	66,744	22,126.39	19,066.49	25,551.52	61.7%
1110 56055 Uniforms	40,000	0	40,000	2,496.96	.00	37,503.04	6.2%
1110 56065 Food Service Supplie	25,000	0	25,000	2,232.92	192.63	22,574.45	9.7%
1110 56070 Personal Supplies In	97,750	1,825	99,575	9,309.25	.00	90,265.25	9.3%
1110 56075 Wearing Apparel Inma	42,000	2,797	44,797	2,647.30	8,312.10	33,837.70	24.5%
1110 56080 Linen Supplies	30,000	3,928	33,928	18,642.90	.00	15,284.60	54.9%
1110 56085 Training	50,000	690	50,690	2,810.94	.00	47,879.06	5.5%
1110 56090 Firearms Range	2,000	0	2,000	65.50	.00	1,934.50	3.3%
1110 56095 SHEN CRIMINAL JUSTIC	93,000	0	93,000	93,620.00	.00	-620.00	100.7%*
TOTAL Security	11,404,453	41,828	11,446,281	3,597,982.64	1,024,663.72	6,823,634.24	40.4%

### 1120 Intake/release

1120 51100 Security Full-Time w	667,147	0	667,147	.00	.00	667,147.00	.0%
1120 52100 FICA	41,363	0	41,363	.00	.00	41,363.00	.0%
1120 52110 Medicare	9,674	0	9,674	.00	.00	9,674.00	.0%
1120 52120 VRS Retirement	66,381	0	66,381	.00	.00	66,381.00	.0%
1120 52125 VRS Group Life Insur	8,940	0	8,940	.00	.00	8,940.00	.0%
1120 52130 VRS Hybrid STD/LTD	400	0	400	.00	.00	400.00	.0%
1120 52140 Health Insurance	130,000	0	130,000	.00	.00	130,000.00	.0%
1120 52150 Line of Duty Premium	4,620	0	4,620	.00	.00	4,620.00	.0%
1120 56050 Police Supplies	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Intake/release	933,525	0	933,525	.00	.00	933,525.00	.0%

### 1130 Transportation

1130 51100 Security Full-Time w	365,434	0	365,434	.00	.00	365,434.00	.0%
1130 52100 FICA	22,657	0	22,657	.00	.00	22,657.00	.0%
1130 52110 Medicare	5,299	0	5,299	.00	.00	5,299.00	.0%
1130 52120 VRS Retirement	36,361	0	36,361	.00	.00	36,361.00	.0%
1130 52125 VRS Group Life Insur	4,897	0	4,897	.00	.00	4,897.00	.0%
1130 52130 VRS Hybrid STD/LTD	220	0	220	.00	.00	220.00	.0%
1130 52140 Health Insurance	70,000	0	70,000	.00	.00	70,000.00	.0%
1130 52150 Line of Duty Premium	2,695	0	2,695	.00	.00	2,695.00	.0%

YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 Jail Operations							
1130 53150 Vehicle Maintenance	20,000	0	20,000	207.71	.00	19,792.29	1.0%
1130 55170 Vehicle Insurance	20,000	0	20,000	11,730.00	.00	8,270.00	58.7%
1130 56040 Vehicle Fuel	50,000	0	50,000	3,559.66	.00	46,440.34	7.1%
1130 56045 Vehicle Maintenance	32,000	0	32,000	1,489.77	.00	30,510.23	4.7%
1130 56050 Police Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Transportation	631,563	0	631,563	16,987.14	.00	614,575.86	2.7%

1140 Communication Corrections

1140 51100 Security Full-Time W	161,019	0	161,019	.00	.00	161,019.00	.0%
1140 51200 Non Security Full-Ti	38,779	0	38,779	.00	.00	38,779.00	.0%
1140 52100 FICA	12,387	0	12,387	.00	.00	12,387.00	.0%
1140 52110 Medicare	2,898	0	2,898	.00	.00	2,898.00	.0%
1140 52120 VRS Retirement	19,880	0	19,880	.00	.00	19,880.00	.0%
1140 52125 VRS Group Life Insur	2,677	0	2,677	.00	.00	2,677.00	.0%
1140 52130 VRS Hybrid STD/LTD	120	0	120	.00	.00	120.00	.0%
1140 52140 Health Insurance	40,000	0	40,000	.00	.00	40,000.00	.0%
1140 52150 Line of Duty Premium	1,155	0	1,155	.00	.00	1,155.00	.0%
1140 53130 Technology Maint Con	70,000	0	70,000	9,925.65	.00	60,074.35	14.2%
1140 56010 Office Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
1140 56050 Police Supplies	2,000	4,280	6,280	.00	4,280.00	2,000.00	68.2%
1140 56085 Training	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Communication Corrections	354,915	4,280	359,195	9,925.65	4,280.00	344,989.35	4.0%

1150 Records

1150 51200 Non Security Full-Ti	252,445	0	252,445	.00	.00	252,445.00	.0%
1150 52100 FICA	15,652	0	15,652	.00	.00	15,652.00	.0%
1150 52110 Medicare	3,661	0	3,661	.00	.00	3,661.00	.0%
1150 52120 VRS Retirement	25,118	0	25,118	.00	.00	25,118.00	.0%
1150 52125 VRS Group Life Insur	3,383	0	3,383	.00	.00	3,383.00	.0%
1150 52130 VRS Hybrid STD/LTD	151	0	151	.00	.00	151.00	.0%
1150 52140 Health Insurance	60,000	0	60,000	.00	.00	60,000.00	.0%
1150 56010 Office Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
1150 56085 Training	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Records	363,410	0	363,410	.00	.00	363,410.00	.0%

1210 Medical

1210 51100 Security Full-Time W	161,250	0	161,250	.00	.00	161,250.00	.0%
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# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
1210 51200 Non Security Full-Ti	1,534,926	0	1,534,926	.00	.00	1,534,926.00	.0%	
1210 51220 Non Security Part-Ti	113,775	0	113,775	.00	.00	113,775.00	.0%	
1210 51250 Non-Security Overtim	50,000	0	50,000	.00	.00	50,000.00	.0%	
1210 52100 FICA	115,317	0	115,317	.00	.00	115,317.00	.0%	
1210 52110 Medicare	26,970	0	26,970	.00	.00	26,970.00	.0%	
1210 52120 VRS Retirement	168,770	0	168,770	.00	.00	168,770.00	.0%	
1210 52125 VRS Group Life Insur	22,729	0	22,729	.00	.00	22,729.00	.0%	
1210 52130 VRS Hybrid STD/LTD	1,018	0	1,018	.00	.00	1,018.00	.0%	
1210 52140 Health Insurance	280,000	0	280,000	.00	.00	280,000.00	.0%	
1210 53110 Health Professional	1,657,207	0	1,657,207	207,425.07	301,063.49	1,148,718.44	30.7%	
1210 53130 Technology Maint con	0	0	0	6,750.00	13,500.00	-20,250.00	100.0%*	
1210 56010 Office Supplies	2,000	0	2,000	528.24	.00	1,471.76	26.4%	
1210 56020 Prescription Drugs	706,965	0	706,965	104,856.54	.00	602,108.46	14.8%	
1210 56025 Medical Supplies	139,900	0	139,900	10,762.75	8,733.69	120,403.56	13.9%	
1210 56085 Training	7,000	0	7,000	.00	.00	7,000.00	.0%	
<b>TOTAL Medical</b>	<b>4,987,827</b>	<b>0</b>	<b>4,987,827</b>	<b>330,322.60</b>	<b>323,297.18</b>	<b>4,334,207.22</b>	<b>13.1%</b>	
<b>1220 Mental Health</b>								
1220 51220 Non Security Part-Ti	60,000	0	60,000	.00	.00	60,000.00	.0%	
1220 52100 FICA	3,720	0	3,720	.00	.00	3,720.00	.0%	
1220 52110 Medicare	870	0	870	.00	.00	870.00	.0%	
1220 53110 Health Professional	131,860	0	131,860	20,203.90	.00	111,656.10	15.3%	
<b>TOTAL Mental Health</b>	<b>196,450</b>	<b>0</b>	<b>196,450</b>	<b>20,203.90</b>	<b>.00</b>	<b>176,246.10</b>	<b>10.3%</b>	
<b>1310 Maintenance</b>								
1310 51100 Security Full-Time w	223,730	0	223,730	.00	.00	223,730.00	.0%	
1310 51150 Security Overtime wa	15,000	0	15,000	.00	.00	15,000.00	.0%	
1310 52100 FICA	14,801	0	14,801	.00	.00	14,801.00	.0%	
1310 52110 Medicare	3,462	0	3,462	.00	.00	3,462.00	.0%	
1310 52120 VRS Retirement	22,261	0	22,261	.00	.00	22,261.00	.0%	
1310 52125 VRS Group Life Insur	2,998	0	2,998	.00	.00	2,998.00	.0%	
1310 52130 VRS Hybrid STD/LTD	134	0	134	.00	.00	134.00	.0%	
1310 52140 Health Insurance	40,000	0	40,000	.00	.00	40,000.00	.0%	
1310 53125 Maintenance Repairs	355,245	15,543	370,788	50,820.62	35,101.10	284,866.28	23.2%	
1310 53140 Pest Extermination	2,000	0	2,000	625.00	.00	1,375.00	31.3%	
1310 55100 Electric Services	400,000	0	400,000	85,205.83	.00	314,794.17	21.3%	

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1310 55110 Natural Gas Services	125,000	0	125,000	14,804.50	.00	110,195.50	11.8%
1310 55120 Water & Sewer Serv	350,000	0	350,000	51,080.33	.00	298,919.67	14.6%
1310 55130 Refuse Collection	25,000	0	25,000	2,879.25	.00	22,120.75	11.5%
1310 55160 Property Insurance	101,468	0	101,468	91,259.00	.00	10,209.00	89.9%
1310 56035 Repair & Maintenance	192,765	2,088	194,853	30,763.92	5,721.48	158,367.60	18.7%
1310 56055 Uniforms	3,000	1,210	4,210	2,295.60	.00	1,914.25	54.5%
1310 56085 Training	5,000	0	5,000	.00	.00	5,000.00	.0%
1310 58120 Equipment	23,500	0	23,500	.00	.00	23,500.00	.0%
1310 58150 Facility Improvement	0	268,944	268,944	98,955.97	169,988.38	.00	100.0%
<b>TOTAL Maintenance</b>	<b>1,905,364</b>	<b>287,785</b>	<b>2,193,149</b>	<b>428,690.02</b>	<b>210,810.96</b>	<b>1,553,648.22</b>	<b>29.2%</b>
<b>1410 Executive</b>							
1410 51100 Security Full-Time W	482,950	0	482,950	.00	.00	482,950.00	.0%
1410 51200 Non Security Full-Ti	90,724	0	90,724	.00	.00	90,724.00	.0%
1410 52100 FICA	35,568	0	35,568	.00	.00	35,568.00	.0%
1410 52110 Medicare	8,319	0	8,319	.00	.00	8,319.00	.0%
1410 52120 VRS Retirement	57,081	0	57,081	.00	.00	57,081.00	.0%
1410 52125 VRS Group Life Insur	7,688	0	7,688	.00	.00	7,688.00	.0%
1410 52130 VRS Hybrid STD/LTD	344	0	344	.00	.00	344.00	.0%
1410 52140 Health Insurance	60,000	0	60,000	.00	.00	60,000.00	.0%
1410 53115 Legal Professional S	50,000	0	50,000	9,919.00	35,000.00	5,081.00	89.8%
1410 55190 Travel Expenses	0	0	0	106.85	.00	-106.85	100.0%*
1410 55200 Dues & Subscriptions	4,000	0	4,000	3,063.00	.00	937.00	76.6%
1410 56010 Office Supplies	10,000	1,858	11,858	4,438.38	2,944.14	4,475.97	62.3%
1410 56055 Uniforms	1,000	0	1,000	.00	.00	1,000.00	.0%
1410 56085 Training	2,000	0	2,000	.00	.00	2,000.00	.0%
<b>TOTAL Executive</b>	<b>809,674</b>	<b>1,858</b>	<b>811,532</b>	<b>17,527.23</b>	<b>37,944.14</b>	<b>756,061.12</b>	<b>6.8%</b>
<b>1420 Finance</b>							
1420 51200 Non Security Full-Ti	220,301	0	220,301	.00	.00	220,301.00	.0%
1420 51220 Non Security Part-Ti	251,340	0	251,340	.00	.00	251,340.00	.0%
1420 52100 FICA	29,242	0	29,242	.00	.00	29,242.00	.0%
1420 52110 Medicare	6,839	0	6,839	.00	.00	6,839.00	.0%
1420 52120 VRS Retirement	21,920	0	21,920	.00	.00	21,920.00	.0%
1420 52125 VRS Group Life Insur	2,952	0	2,952	.00	.00	2,952.00	.0%
1420 52130 VRS Hybrid STD/LTD	132	0	132	.00	.00	132.00	.0%

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
100 Jail Operations	APPROP	ADJSTMNTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1420 52140 Health Insurance	70,000	0	70,000		.00	.00	70,000.00	.0%
1420 53120 Professional Consult	95,000	22,345	117,345	8,092.00		17,345.00	91,908.00	21.7%
1420 53195 Indirect Cost to Fis	50,000	0	50,000	21,372.00		.00	28,628.00	42.7%
1420 55140 Postage	10,000	0	10,000	568.05		.00	9,431.95	5.7%
1420 55190 Travel Expenses	2,000	0	2,000	.00		.00	2,000.00	.0%
1420 55200 Dues & Subscriptions	1,000	0	1,000	.00		.00	1,000.00	.0%
1420 56010 Office Supplies	15,000	0	15,000	80.00		.00	14,920.00	.5%
1420 56085 Training	5,000	0	5,000	.00		.00	5,000.00	.0%
<b>TOTAL Finance</b>	<b>780,726</b>	<b>22,345</b>	<b>803,071</b>	<b>30,112.05</b>		<b>17,345.00</b>	<b>755,613.95</b>	<b>5.9%</b>
<b>1430 Human Resources</b>								
1430 51200 Non Security Full-Ti	111,077	0	111,077	.00		.00	111,077.00	.0%
1430 52100 FICA	6,887	0	6,887	.00		.00	6,887.00	.0%
1430 52110 Medicare	1,611	0	1,611	.00		.00	1,611.00	.0%
1430 52120 VRS Retirement	11,052	0	11,052	.00		.00	11,052.00	.0%
1430 52125 VRS Group Life Insur	1,489	0	1,489	.00		.00	1,489.00	.0%
1430 52130 VRS Hybrid STD/LTD	67	0	67	.00		.00	67.00	.0%
1430 52140 Health Insurance	20,000	0	20,000	.00		.00	20,000.00	.0%
1430 52155 workers Compensation	163,580	0	163,580	73,140.50		73,140.50	17,299.00	89.4%
1430 52160 Medical/Physicals	7,800	0	7,800	213.60		.00	7,586.40	2.7%
1430 52170 Unemployment Benefit	35,000	0	35,000	.00		.00	35,000.00	.0%
1430 53120 Professional Consult	0	475	475	8,226.50		3,641.00	-11,392.50	2498.4%*
1430 53180 Advertising	5,000	0	5,000	1,032.00		.00	3,968.00	20.6%
1430 56010 Office Supplies	2,000	0	2,000	109.50		.00	1,890.50	5.5%
1430 56085 Training	2,000	0	2,000	.00		.00	2,000.00	.0%
<b>TOTAL Human Resources</b>	<b>367,563</b>	<b>475</b>	<b>368,038</b>	<b>82,722.10</b>		<b>76,781.50</b>	<b>208,534.40</b>	<b>43.3%</b>
<b>1440 Information Technology</b>								
1440 51200 Non Security Full-Ti	176,647	0	176,647	.00		.00	176,647.00	.0%
1440 52100 FICA	10,952	0	10,952	.00		.00	10,952.00	.0%
1440 52110 Medicare	2,561	0	2,561	.00		.00	2,561.00	.0%
1440 52120 VRS Retirement	17,577	0	17,577	.00		.00	17,577.00	.0%
1440 52125 VRS Group Life Insur	2,367	0	2,367	.00		.00	2,367.00	.0%
1440 52130 VRS Hybrid STD/LTD	113	0	113	.00		.00	113.00	.0%
1440 52140 Health Insurance	30,000	0	30,000	.00		.00	30,000.00	.0%
1440 52145 Health Savings Accou	1,000	0	1,000	.00		.00	1,000.00	.0%

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1440 53130 Technology Maint Con	347,000	475,477	822,477	90,344.93	479,030.50	253,101.07	69.2%
1440 53135 Lease Agreements	36,000	0	36,000	4,797.19	.00	31,202.81	13.3%
1440 53195 Indirect Cost to Fis	6,174	0	6,174	.00	6,084.54	89.46	98.6%
1440 55150 Telecommunications	55,000	0	55,000	11,678.25	17,145.00	26,176.75	52.4%
1440 56010 Office Supplies	0	0	0	41.97	.00	-41.97	100.0%*
1440 56015 Computer Technology	172,600	52,169	224,769	1,858.71	59,638.98	163,271.29	27.4%
1440 56085 Training	3,000	0	3,000	.00	.00	3,000.00	.0%
<b>TOTAL Information Technology</b>	<b>860,991</b>	<b>527,645</b>	<b>1,388,636</b>	<b>108,721.05</b>	<b>561,899.02</b>	<b>718,016.41</b>	<b>48.3%</b>
<b>1510 Inmate Programs</b>							
1510 51100 Security Full-Time W	125,020	0	125,020	.00	.00	125,020.00	.0%
1510 51200 Non Security Full-Ti	62,323	0	62,323	.00	.00	62,323.00	.0%
1510 52100 FICA	11,615	0	11,615	.00	.00	11,615.00	.0%
1510 52110 Medicare	2,716	0	2,716	.00	.00	2,716.00	.0%
1510 52120 VRS Retirement	18,641	0	18,641	.00	.00	18,641.00	.0%
1510 52125 VRS Group Life Insur	2,510	0	2,510	.00	.00	2,510.00	.0%
1510 52130 VRS Hybrid STD/LTD	112	0	112	.00	.00	112.00	.0%
1510 52140 Health Insurance	30,000	0	30,000	.00	.00	30,000.00	.0%
1510 56085 Training	2,000	0	2,000	.00	.00	2,000.00	.0%
<b>TOTAL Inmate Programs</b>	<b>254,937</b>	<b>0</b>	<b>254,937</b>	<b>.00</b>	<b>.00</b>	<b>254,937.00</b>	<b>.0%</b>
<b>1520 Education</b>							
1520 51200 Non Security Full-Ti	63,671	0	63,671	.00	.00	63,671.00	.0%
1520 51220 Non Security Part-Ti	34,953	0	34,953	.00	.00	34,953.00	.0%
1520 52100 FICA	6,115	0	6,115	.00	.00	6,115.00	.0%
1520 52110 Medicare	1,430	0	1,430	.00	.00	1,430.00	.0%
1520 52120 VRS Retirement	6,335	0	6,335	.00	.00	6,335.00	.0%
1520 52125 VRS Group Life Insur	853	0	853	.00	.00	853.00	.0%
1520 52130 VRS Hybrid STD/LTD	39	0	39	.00	.00	39.00	.0%
1520 52140 Health Insurance	10,000	0	10,000	.00	.00	10,000.00	.0%
<b>TOTAL Education</b>	<b>123,396</b>	<b>0</b>	<b>123,396</b>	<b>.00</b>	<b>.00</b>	<b>123,396.00</b>	<b>.0%</b>
<b>1530 Recreation</b>							
1530 51220 Non Security Part-Ti	43,631	0	43,631	.00	.00	43,631.00	.0%

# Middle River Regional Jail, VA



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	BUDGET	USE/COL	
1530 52100 FICA	2,705	0	2,705		.00	2,705.00	.0%	
1530 52110 Medicare	633	0	633		.00	633.00	.0%	
TOTAL Recreation	46,969	0	46,969		.00	46,969.00	.0%	
<b>1800 Interest Expense &amp; Fiscal Char</b>								
1800 59100 Principal 2014 Bonds	1,200,000	0	1,200,000		.00	1,200,000.00	.0%	
1800 59115 Interest Expense 201	758,607	0	758,607		.00	758,607.00	.0%	
TOTAL Interest Expense & Fiscal Char	1,958,607	0	1,958,607		.00	1,958,607.00	.0%	
<b>1900 Transfers to Other Funds</b>								
1900 59200 Transfers out	1,500,000	0	1,500,000		.00	1,500,000.00	.0%	
TOTAL Transfers to Other Funds	1,500,000	0	1,500,000		.00	1,500,000.00	.0%	
TOTAL Jail Operations	0	0	0	-757,285.87	2,257,021.52	-1,499,735.65	100.0%	
TOTAL REVENUES	-27,480,370	-886,217	-28,366,587	-5,400,480.25	.00	-22,966,106.52		
TOTAL EXPENSES	27,480,370	886,217	28,366,587	4,643,194.38	2,257,021.52	21,466,370.87		

YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
300 Capital Improvements	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>3000 Capital Improvements</b>								
3000 49910 Transfers In	-1,500,000	0	-1,500,000		.00	.00	-1,500,000.00	.0%*
TOTAL Capital Improvements	-1,500,000	0	-1,500,000		.00	.00	-1,500,000.00	.0%
<b>3310 Maintenance</b>								
3310 58210 R&R Reserve Mech Sys	600,000	0	600,000		.00	.00	600,000.00	.0%
3310 58220 R&R Reserve Technolo	350,000	0	350,000		.00	.00	350,000.00	.0%
3310 58230 R&R Reserve Vehicles	50,000	0	50,000		.00	.00	50,000.00	.0%
3310 58240 R&R Reserve Building	500,000	0	500,000		.00	.00	500,000.00	.0%
TOTAL Maintenance	1,500,000	0	1,500,000		.00	.00	1,500,000.00	.0%
TOTAL Capital Improvements	0	0	0		.00	.00	.00	.0%
TOTAL REVENUES	-1,500,000	0	-1,500,000		.00	.00	-1,500,000.00	
TOTAL EXPENSES	1,500,000	0	1,500,000		.00	.00	1,500,000.00	

YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
400 Grants Fund	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>4000 Grants Fund Sheet</b>								
4000 47130 State Grant Revenues	-288,392	0	-288,392		.00	.00	-288,392.00	.0%*
TOTAL Grants Fund Sheet	-288,392	0	-288,392		.00	.00	-288,392.00	.0%
<b>4220 Mental Health</b>								
4220 53110 Health Professional	100,040	0	100,040	5,250.95		.00	94,789.05	5.2%
4220 53120 Professional Consult	126,452	0	126,452	.00		.00	126,452.00	.0%
4220 53195 Indirect Cost to Fis	22,130	0	22,130	918.90		.00	21,211.10	4.2%
4220 55190 Travel Expenses	580	0	580	.00		.00	580.00	.0%
4220 56010 Office Supplies	30,270	0	30,270	53.45		.00	30,216.55	.2%
4220 58120 Equipment	8,920	0	8,920	.00		.00	8,920.00	.0%
TOTAL Mental Health	288,392	0	288,392	6,223.30		.00	282,168.70	2.2%
TOTAL Grants Fund	0	0	0	6,223.30		.00	-6,223.30	100.0%
TOTAL REVENUES	-288,392	0	-288,392	.00		.00	-288,392.00	
TOTAL EXPENSES	288,392	0	288,392	6,223.30		.00	282,168.70	

YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
500 Health Insurance								
<b>5000 Health Insurance</b>								
5000 49920 Health Insurance Pre	0	0	0	-372,202.00	.00	372,202.00	100.0%	
5000 49925 EE-Health Insurance	0	0	0	-48,960.00	.00	48,960.00	100.0%	
TOTAL Health Insurance	0	0	0	-421,162.00	.00	421,162.00	100.0%	
<b>5420 Finance</b>								
5420 55900 Health Claims Paid	0	0	0	140,609.39	.00	-140,609.39	100.0%*	
5420 55910 RX Prescription Cost	0	0	0	61,681.38	.00	-61,681.38	100.0%*	
5420 55920 Stop Loss Fees	0	0	0	98,323.85	.00	-98,323.85	100.0%*	
5420 55930 Administrative Charg	0	0	0	25,990.81	.00	-25,990.81	100.0%*	
5420 55950 PCORI Fee	0	0	0	783.99	.00	-783.99	100.0%*	
TOTAL Finance	0	0	0	327,389.42	.00	-327,389.42	100.0%	
TOTAL Health Insurance	0	0	0	-93,772.58	.00	93,772.58	100.0%	
TOTAL REVENUES	0	0	0	-421,162.00	.00	421,162.00		
TOTAL EXPENSES	0	0	0	327,389.42	.00	-327,389.42		



## YEAR-TO-DATE BUDGET REPORT 2023-03

FOR 2023 03							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-844,835.15	2,257,021.52	-1,412,186.37	100.0%

\*\* END OF REPORT - Generated by Phillip Braverman \*\*

**MIDDLE RIVER REGIONAL JAIL  
EXECUTIVE SUMMARY  
SEPTEMBER 26, 2022**

**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, September 26, 2022 @ 09:16. This information is continuously changing.

<b>Total Inmate Population</b>	609		
Male Inmates	499		82%
Female Inmates	110		18%

Category	# of Inmates	% of Total
Awaiting Trial	255	41.87
Totally Sentenced	240	39.41
Partially Sentenced	90	14.78
Awaiting Programs	4	.66
Awaiting Appeal	2	.33
Convicted but not Sentenced	18	2.95
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+	16	17	1	34
60 – 90	7	13	0	20
30 – 60	35	16	0	51
<30	28	11	0	39
Sentence includes CCAP	2	1	0	3
<b>Total</b>	<b>88</b>	<b>58</b>	<b>1</b>	<b>147</b>
<b>% of Total Population</b>	<b>14.45</b>	<b>9.52</b>	<b>.16</b>	<b>24.13</b>

### Work Release

Local Work Release (RC 26)	3
DOC Work Release (RC 28)	12
Total	15

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

### HEI

Home Electronic Incarceration (RC 80)	27
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\*\*\*These numbers are included in the Jurisdiction Totals

### LOCAL Inmates by Jurisdiction

Locality Code	Jurisdiction	Total
015	Augusta	220
091	Highland	2
165	Rockingham	111
660	Harrisonburg	30
790	Staunton	156
820	Waynesboro	86

### Other Virginia Jurisdictions – Non Contract Holds

Locality Code	Jurisdiction	Total
163	Rockbridge	2
171	Shenandoah	1
187	Warren	1

**CONCLUSION:** Our efforts to reduce our in-house population due to our overcrowding continue. VADOC has been routinely taking state responsible inmates on an almost weekly basis. During the months of August and September a total of 74 inmates were transferred to the Department of Corrections, 11 were Female, 63 Male. We currently have 15 inmates on Work Release and 27 on Home Electronic Monitoring. Our headcount on September 31, 2020 was 887, on September 31, 2021 it was 761. Our current headcount is 609. Our population is down by 152 inmates compared to this time last year.

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

**EXECUTIVE SUMMARY #ES-2022-053**

**MIDDLE RIVER REGIONAL JAIL**  
**Executive Summary**  
**September 26, 2022**

**SUBJECT:** Community Corrections Quarterly Review

**BACKGROUND:** The Community Corrections Department is divided among Work Force, Work Release, and Home Electronic Incarceration.

**DISCUSSION:** Due to the COVID 19, MRRJ restarted the Home Electronic Incarceration Program to accommodate the need for bed space in the facility in anticipation of a quarantine.

1. The Home Electronic Incarceration inmates are allowed to work. They are charged a supervision fee (\$20/day), a one-time admin fee of \$25, drug test (\$1.89 each), and they must pay their court fines and or child support.
2. The Home Electronic Monitoring Program (bond inmates) was taken over by Blue Ridge Court Services effective 9-12-22.

**HEI INMATES**

<b>LOCALITY</b>	<b>MALE</b>	<b>FEMALE</b>
Augusta County	<b>6</b>	<b>3</b>
Rockingham	<b>3</b>	<b>1</b>
Harrisonburg	<b>1</b>	<b>0</b>
Staunton	<b>7</b>	<b>2</b>
Waynesboro	<b>3</b>	<b>1</b>
<b>TOTAL</b>	<b>20</b>	<b>7</b>
<b>Total HEI Inmates: 27</b>		

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

We started allowing HEI inmates to go to a paying job on July 20 after approval from Commonwealth, Courts, and VADOC. MRRJ currently has 24 HEI inmates that are working a paying job and/or are required to pay for program participation. We have 3 inmates that are not required to pay due to medical reasons.

<b>LOCALITY</b>	<b>MALE</b>	<b>FEMALE</b>
Augusta County	5	3
Waynesboro	3	1
Rockingham County	2	1
Harrisonburg	1	0
Staunton	6	2
Buena Vista	0	0
<b>TOTAL</b>	17	7
<b>TOTAL HEI AT WORK: 24</b>		

We started the Male Residential Work Release program on April 11, 2022. We currently have 15 inmates participating in this program.

<b>LOCALITY</b>	<b>LOCAL</b>	<b>DOC</b>
Augusta	0	2
Harrisonburg	1	2
Rockingham	0	4
Waynesboro	2	2
Staunton	0	2
<b>TOTAL</b>	3	12
<b>Total Work Release Inmates: 15</b>		

Since July 25, 2022 until now 11 names were submitted for approval for the Residential Work Release Program and 3 were approved, 6 were disapproved and 2 are still waiting for approval from Commonwealth or Courts. We have 1 that is still waiting from last quarter for approval.

Action Officer: Lisa McCray  
Executive Summary # ES-2022-054

## MIDDLE RIVER REGIONAL JAIL

Executive Summary

Date: September 26, 2022

- SUBJECT:** August 2022 – September 2022 Program Report for Authority Board
- BACKGROUND:** Program Department will report each quarter on programs and services provided to the inmates.
- DISCUSSION:** Report is more condensed and focused on only data than the annual Program Report that is sent to the courts. Included are short descriptions of the programs along with attendance and completion rates.

**Education Programs:** CASAS placement testing is currently underway to determine which candidates will fill the open GED class seats. There were two sessions of testing for the men and one session for women. Everyone who had signed up for GED was given the opportunity to test.

PIVA Logistics class is a collaboration between Blue Ridge Community College and Plugged In Virginia (from our local Adult Education) that focuses on skills needed to work in manufacturing. The certification earned is the same that is earned if a person takes the program at BRCC. Out of the 10 people who began the program, 7 completed the course and 6 of those passed the test and earned their certificate. One person bonded out, one was released, one was removed for disciplinary reasons.

**Addictions Programs** – Narcotics Anonymous began meetings in June, but have had to cancel the meetings due to the low number of volunteers currently available. We are working with Alcoholics Anonymous to begin meetings.

**Re-Wired** is an educationally based addictions program taught by clinicians. The class began in August and lasts for 12 weeks. Ten students began the men's class. Three students quit, one was transferred to DOC, and three were released.

**Thought Process and Behavior Programs** – This program is called Real Life. Due to staffing issues, it will be taught quarterly, alternating with the Re-Wired class.

**Therapy Dog Program** – The group bringing in the Therapy Dogs have had to stop coming in for the time being. We will re-start the program once the group is able to do so.

**Re-Entry (Mental Health Grant):**. Due to staffing issues, this program has been temporarily paused.

**Medication Assisted Treatment** (MAT) Program for inmates. Medication is Vivitrol. The target population is inmates who have an opioid addiction and whose anticipated release date is within 30 days. Program participants begin the program within their last 30 days at MRRJ and continue the program with the CSB once released. There is no charge to the participant. We had one person receive the Vivitrol shot during this reporting period.

**Staunton, Waynesboro, Augusta Re-Entry** This is a monthly workshop led by Blue Ridge Court Services, who will also work participants post-release with those who wish to do so.

**DMVConnect** – DMV has only recently approved for the program to return to Regional Jails. DMVConnect is scheduled to return to MRRJ on November 10 if enough people sign up (they require five participants).

**Veterans Re-Entry Search Services** – working with VRSS to ensure Veterans housed at MRRJ are documented and receive assistance as needed from the Virginia Department of Veterans Services. During the current reporting period, we connected one Veteran with services in Lynchburg, one Veteran said he was returning home to his wife and did not need any assistance, and one Veteran was transferred to DOC.

**Forensic Discharge Planning Service:** MRRJ is working in collaboration Valley Community Service Board, who received a Grant from Virginia Department of Behavior and Health Services (DBHDS) for Fiscal year 2022 for the purpose of expanding Forensic Discharge Planning Services to persons with Serious Mental Illness (SMI) in Local and Regional jails in the Commonwealth of Virginia. Planners are assigned to those who meet the criteria while they are incarcerated and provide services up to 90 days post-release. Staffing consists of a Supervisor, five Planners, and one Housing Specialist. The FDP Department is currently working with **126 clients** to assist them with their individual needs.

**\*\*NEW\*\* ServeSafe Program for Inmates**

Trinity kitchen staff has began a Pilot Program that gives Kitchen Trustees the opportunity to earn a ServeSafe program certificate. The program consists of three steps and requires completion of both hands on tasks and a test at the end of the program. We currently have 24 women trustees and 24 men trustees that have entered the program.

*Step 1-* The Inmate Handbook (all inmates receive an handbook within 3 days of them becoming a trustee). This handbook takes you through the nuts and bolts of kitchen work. From personal conduct expectations to safely handling food and operating the kitchen tools.

Ascend is an advanced skills, career education, and new development. The instruction is excellent for those needing fast employment and perfect for those lacking professional experience.

At the end of the handbook we will introduce some fundamental excellence in the daily operations of a kitchen. Lastly, there is a Serve Safe Practice test and answer key in the handbook.

*Step 2-* Quick core competency program (Participants learn and practice the skills that prepare them for entry level positions in the hospitality industry.) Working in commercial-style kitchens, they perform fundamental, essential aspects of kitchen operations. A trinity certified trainer will guide the trustee through Food Cost Fundamentals, Physical safety, and equipment training.

*Step 3-* After 30 days in this program, participants will receive a Serve Safe Food handlers guide that includes a food handler test that they can take to earn certification. This is an open book test and we will give them a week to complete this test. Pride, self-esteem, and personal responsibility are woven into this process towards their certification.

MIDDLE RIVER REGIONAL JAIL

SUBJECT: Programs Report August - September 2022

**RECOMMENDATIONS:** The Program Report is designed to be sent to the Authority Board so they can quickly get a good idea of what services and programs MRRJ is providing to the inmates.

**ENCLOSURES:** August - September 2022 Program Report

**ACTION OFFICER:** John Lilly, Chief of Inmate Programs

**EXECUTIVE SUMMARY # ES-2022- 055**



MIDDLE RIVER REGIONAL JAIL  
VACANCY REPORT

MRRJ has the following vacancies as of October 1, 2022:

Officer	27
Nurse	9

**MIDDLE RIVER REGIONAL JAIL**  
**EXECUTIVE SUMMARY**  
March 29, 2022

**SUBJECT:** Superintendent Report

**BACKGROUND:** Update on MRRJ activities.

**DISCUSSION:** MRRJ staff continue to work collaboratively on a number of issues.

- MRRJ has experienced a few positive cases of COVID-19 in the inmate population over the last couple of months. MRRJ staff continues to monitor the inmate population.
- MRRJ has had a few positive cases of COVID-19 in MRRJ Staff in the last couple of months.
- MRRJ has moved a significant number of inmates to VADOC since January. In the month of September, we transferred an additional 5 female and 43 male inmates. For a total of 495 since January of 2022.
- MRRJ has discontinued the HEM program which assisted with monitoring bonded individuals assigned to Blueridge Court Services. As of September 12<sup>th</sup>, BRCS has transferred all monitored individuals to BRCS HEM monitors.
- 
- Operational procedures:
  1. MRRJ continues to maintain a COVID-19 step-down screening process for new intakes.

**CONCLUSION:** Staff continue to keep the Board, Court, and Public informed.

**RECOMMENDATION:** None.

**ENCLOSURE:** None.

**ACTION OFFICER:** **Eric S. Young**  
Superintendent



# Middle River Regional Jail



## STANDARD OPERATING PROCEDURE

AMENDS <input type="checkbox"/> CANCELS <input type="checkbox"/> NEW <input checked="" type="checkbox"/>	SOP TITLE: <b>Electronic Participation in Authority Board Meeting</b>	EFFECTIVE DATE: REVIEWED: PAGES: 5	SOP NUMBER: <b>11.1</b>
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### **PURPOSE:**

To establish procedures for the electronic participation in Middle River Regional Jail Authority Board meetings by Board members.

### **POLICY:**

The Middle River Regional Jail Authority will allow Board members to participate in meetings, by electronic means, under certain circumstances.

### **REFERENCES:**

#### **Code of Virginia:**

[§ 2.2-3708.2](#) Meetings held through electronic communication means

[§ 2.2-3708.3](#) Meetings held through electronic communication means; situations other than declared states of emergency

### **PROCEDURES:**

Sections 2.2-3708.2 and 2.2-3708.3 of the Virginia Freedom of Information Act allow members of a public body to participate in a meeting electronically providing certain conditions are met. The statute requires that the public body adopt a written policy before members can do so. The electronic meetings and remote meeting participation policy of the Middle River Regional Jail Authority Board (“Board”) shall be as follows:

#### **I. Individual Member Participation in Board Meetings by Electronic Communication**

A. Personal Matter – A member of the Board may participate in a meeting through electronic communication from a remote location that is not open the public due to a personal matter if:

1. On or before the day of the meeting, the member notifies the chair of the Board that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
2. A quorum of the Board is physically present at the location of the meeting, and a majority of the quorum votes by motion to approve the electronic

## ELECTRONIC PARTICIPATION IN AUTHORITY BOARD MEETINGS

participation. The motion to approve the participation shall include the specific nature of the personal matter and the remote location from which the member is participating. The motion and the vote shall be included in the minutes of the meeting.

3. If the motion is denied because it would otherwise violate this policy, the motion and vote shall also be included in the minutes of the meeting.
  4. Such participation by any member shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- B. Disability or Medical Condition – A member may also participate in a meeting through electronic communication due to (i) a temporary or permanent disability or other medical condition that prevents the member from attending the meeting or (ii) a family member’s medical condition requires the member to provide care for such family member, thereby preventing the member’s attendance if:
1. On or before the day of the meeting, the member notifies the chair of the Board prior to the meeting that the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member’s physical attendance. The specific nature of the disability or medical condition does not have to be disclosed.
  2. A quorum of the Board is physically present at the location of the meeting, and a majority of the quorum votes by motion to approve the electronic participation. The motion to approve the participation shall include the fact that there is a temporary or permanent physical or other medical condition or a family member’s medical condition requiring the member’s care that prevents the member from attending and the remote location from which the member is participating. The motion and vote shall be recorded in the minutes of the meeting.
  3. If the motion is denied because it would otherwise violate this policy, the motion and vote shall also be recorded in the minutes of the meeting.
  4. Participation under this provision is not limited to a certain number of times per year
- C. Distance from Meeting – A member of the Board may participate in a meeting through electronic communication from a remote location that is not open the public if:
1. On the day of a meeting, a member of a Board notifies the chair of the Board that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

## ELECTRONIC PARTICIPATION IN AUTHORITY BOARD MEETINGS

2. A quorum of the Board is physically assembled at one primary or central meeting location and a majority of the quorum votes by motion to approve the electronic participation.
3. If participation by a member through electronic communication means is approved pursuant to this section, the Board shall record in its minutes that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.
4. If the motion is denied because it would otherwise violate this policy, the motion and vote shall also be recorded in the minutes of the meeting.
5. Participation under this provision is not limited to a certain number of times per year

### II. Meetings Without Quorum Physically Assembled

- A. Emergency Declarations – The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code § 44-146.17 or Augusta County has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is provide for the continuity of operations of the Board or the discharge of the Board's lawful purposes, duties, and responsibilities. In so convening a public meeting the Board shall:
  1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
  2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing; and
  3. Provide the public with the opportunity to comment at such meeting when public comment is customarily received by the Board.
  4. The nature of the emergency, the fact that the meeting was held by electronic means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.
  5. Upon approval, the Board shall make arrangements for the voice of the remote participant to be heard by all persons present at the meeting location.
- B. All-Virtual Meetings – An all-virtual public meeting is a meeting conducted by a public body (the MRRJA Board or an official committee established by the Board to conduct the Board's business), using electronic communication means, during

## ELECTRONIC PARTICIPATION IN AUTHORITY BOARD MEETINGS

which all members participate remotely, and public access is provided through electronic communication means. The Board may hold all-virtual public meetings for any regularly scheduled or special meeting provided the following criteria is met:

1. The meeting notice indicates whether the meeting will be an in-person or all-virtual public meeting. The notice shall also include a statement that notifies the public that the method by which the Board chooses to meet will not be changed unless the Board provides a new meeting notice;
2. Public access shall be provided via electronic communication means;
3. The electronic communication means used shall allow the public to hear all members of the Board participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the Board as well;
4. A phone number or other live contact information shall be provided to alert the Board if the audio or video transmission of the meeting provided by the Board fails. The Board will also monitor the designated means of communication during the meeting and take a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and, unless exempt, all materials furnished to members of the Board for a meeting is made available to the public in electronic format at the same time that such materials are provided to the Board;
6. The public shall be afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received by the Board;
7. No more than two members of the Board shall be assembled together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, the meeting to the public must resume before the Board votes to certify the closed meeting;
9. The Board shall not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means shall be recorded and shall include that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

**ELECTRONIC PARTICIPATION IN AUTHORITY BOARD MEETINGS**

III. Strict Application

- A. This policy governing meetings held through electronic communications and remote participation in meetings shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

IV. Effective Date

- A. This policy replaces in their entirety all electronic meeting and remote participation policies previously adopted by the Board, and it shall be effective upon adoption.

Adopted by affirmative vote of the Middle River Regional Jail Authority Board this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
MRRJA Chair

Attest:

\_\_\_\_\_  
Clerk to the Board

**CASH MANAGEMENT**

**AND**

**INVESTMENT POLICY**

**MIDDLE RIVER REGIONAL JAIL**  
**AUTHORITY**

**AUGUST 17, 2022**

**PREPARED BY:**

**PHILLIP T. BRAVERMAN**  
**Director of Finance**



## **OVERVIEW**

**This policy represents the policy for the Middle River Regional Jail Authority, an authority of the Commonwealth of Virginia, regarding its financial functions for cash management and investments. The policy has been developed by the Middle River Regional Jail Director of Finance. In all respects, the policy is subject to applicable law, including the Virginia Security for Public Deposits Act and Investment of Public Funds Act. To the extent that any provision of this policy conflicts with applicable law, such law shall control and supersede the provision as though the law were stated in the express terms of the policy.**

# **CASH MANAGEMENT POLICY**

## **OBJECTIVES OF CASH MANAGEMENT**

The general objective of the Jail's cash management policy is to provide the framework for the efficient utilization of cash to meet the overall operating needs and obligations of the Jail.

### **Specific Goals**

1. Liquidity: To provide for the ability of the Jail to pay obligations when they become due.
2. Cash Conservation: To establish systems and procedures that will monitor and conserve the cash resources available.
3. Risk Exposure: To monitor and control the Jail's exposure to interest rate, foreign exchange rates and other risks.
4. Coordination: To coordinate cash management decisions among all operating departments that affect cash flows and short-term liquidity requirements.
5. Security: To provide internal control procedures to all operating departments to provide for the safe handling of all cash collections.

## **SAFETY AND SECURITY PRACTICES**

The Jail shall establish written internal control procedures for the daily handling and management of all cash receipts by all departments, both inflow and outflow of cash resources.

All transactions regarding cash shall be recorded through the Jail's financial software system and updated in the general ledger.

All funds collected by the Jail shall be deposited at the Jail's bank account in a timely manner.

An administrative employee not part of the Department of Finance is responsible for the deposit of funds to the Jail's bank.

The Department of Finance is responsible for processing all disbursements for obligations.

All checks require at least two signatures: 1) Superintendent, and 2) Director of Finance.

The Department of Finance is responsible for the timely reconciliation of the Jail's bank account(s).

## **JAIL DEPOSITORY**

All funds to be deposited shall be made in a qualified public depository authorized to conduct business in the State of Virginia, as determined by the Treasury Board of the Commonwealth.

The Jail shall procure and select a depository on a competitive basis in accordance with federal, state, and local laws and regulations.

The Jail shall utilize positive pay services provided by the public depository to prevent fraud for all checks processed to pay obligations of the Jail. The Jail shall utilize new fraud prevention technology/software as available for electronic transactions.

The Authority Board shall adopt a resolution, in accordance with customary and usual practice, which determines the individuals responsible and authorized to conduct bank business on behalf of the Jail.

# **INVESTMENT POLICY**

## **I. Governing Authority**

### *Legality*

The investment program shall be operated in conformance with federal, state, local, and other legal requirements, including selected provisions of Titles 2.2-44 and 2.2-45 of the Code of Virginia.

### *Delegation of Authority*

Generally, overall lead authority to manage the investment program is granted to the director of finance.

## **II. Scope**

This policy applies to the management of cash and investments of all funds including proceeds from bond issues.

### *Pooling of Funds*

Except for cash in certain restricted and special funds, the Jail will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## **III. General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

### **1. Safety**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### **a. Credit Risk**

The Jail will seek to minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of investments listed in Section VII of this Investment Policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

#### **b. Interest Rate Risk**

The Jail will seek to minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature when practicable to meet

cash requirements for ongoing operations, thereby minimizing the need to sell securities on the open market prior to maturity

- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio and the maturity of investments in accordance with this policy (see section VIII).

## *2. Liquidity*

The investment portfolio shall remain sufficiently liquid to meet the operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, or deposit accounts which offer same-day liquidity for short-term funds.

## *3. Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold or an investment surrendered prior to maturity.

# **IV. Standards of Care**

## *1. Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

## *2. Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall promptly disclose in writing to the Superintendent and the

Authority Board any material interests in financial institutions with which they conduct business. They shall further promptly disclose in writing any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual or firm with whom business is conducted on behalf of the Jail.

## **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

The director of finance is authorized to retain the services of a Registered Investment Advisor (RIA) to execute this investment policy for a designated portion of the Jail's investment portfolio. Only RIA's registered with the Commonwealth of Virginia or the Securities and Exchange Commission may be hired by the Middle River Regional Jail.

If the Jail investment officer executes security transactions directly, the respective broker/dealer effecting the transaction must meet the following requirements:

- a. A primary dealer or regional dealer that qualifies under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule),
- b. Registered as a dealer under the Securities Exchange Act of 1934,
- c. Member of the National Association of Dealers (NASD),
- d. Registered to sell securities in Virginia,
- e. Engaged in business of effecting transactions in U.S. government and agency obligations for at least five consecutive years.

## **VI. Safekeeping and Custody**

### *1. Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### *2. Safekeeping*

Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the Jail's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement on Standards for Attestation Engagements No. 18, or SSAE 18).

### *3. Internal Controls*

The director of finance shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the Jail's independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or officers of the Jail.

## **VII. Suitable and Authorized Investments**

### *1. Investment Types*

In accordance with the Investment of Public Funds Act (§§ 2.2-4500 et seq. of the Code of Virginia), the following investments will be permitted by this policy:

- U.S. Treasury obligations
- U.S. government agency, U.S. government sponsored entity, or instrumentality obligations that have a liquid market with a readily determinable market value
- Certificates of deposit and other evidences of deposit at financial institutions
- Bankers' acceptances
- Corporate notes and bonds (U.S. dollar denominated) rated in the AAA or AA categories by both Standard & Poor and Moodys
- Commercial paper, (U.S. dollar denominated) issued by an entity incorporated in the U.S.; rated "prime quality" by at least two of the nationally recognized rating agencies
- Investment-grade obligations state, provincial and local governments and public authorities
- Repurchase agreements such that the repurchase agreement has a term to maturity of no greater than 90 days; the contract is fully secured by deliverable U.S. Government Obligations having a market value at all times of at least 102%, and a master repurchase agreement governs the transactions.
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Virginia local government investment pool;
- The International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, or the African Development Bank.

Investment in derivatives of the above instruments shall require formal, written authorization in advance by the appropriate governing authority.

## *2. Deposit Accounts and Collateralization*

The Jail may maintain demand deposit accounts, including checking accounts and non-negotiable certificates of deposit, and other accounts, in accordance with Title 2.2-44 of the Code of Virginia, the Virginia Security for Public Deposits Act.

## **VIII. Investment Parameters**

### *1. Diversification*

The investments shall be diversified by:

- limiting investments to avoid over-concentration in securities of a specific type from a specific issuer (excluding U.S. Treasury securities) in accordance with the limits set forth in the Code of Virginia.
- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to

ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

## **2. *Maximum Maturities***

The Director of Finance shall establish a weighted average maturity limitation between 90 days and 3 years for each reserve and investment fund consistent with the investment and liquidity objectives of the respective fund. Investments will be targeted to anticipated cash flow requirements within each fund when practicable. A maximum maturity of five (5) years from the date of purchase or in accordance with state or local statutes or ordinances is required for all securities and investments, unless made in accordance with the following;

Reserve funds and other funds with longer-term investment horizons may be invested in securities or investments, with maturities greater than five (5) years if the maturities of such investments coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the governing body of the Jail.

## **IX. Internal Control**

The director of finance, shall establish a system of internal controls to ensure the integrity of the investment process and compliance with this Policy. A separation of duties in the management of cash and investments is required for proper internal control. The controls shall be established to prevent loss of public funds due to fraud, error, misrepresentation or imprudent actions by any employee or officer of the Jail.

## **X. Record Keeping and Reporting**

All investment transactions shall be posted through the Jail's financial software system to the general ledger accounting system. The superintendent shall be notified of changes to investments at the time of the transaction. All investments shall be reconciled on a monthly basis from the investment statements to the Jail's general ledger accounting system. Any and all investment records shall be available at all times for review and inspection.

## **XI. Approval of Policy**

The Cash Management and Investment Policy shall be formally approved and adopted by the Authority Board of Middle River Regional Jail and amended as needed or required by the Code of Virginia.

## **XII. List of Attachments**

The following documents, as applicable, are attached to this policy:

- Appendix A –Selected Provisions of Code of Virginia
- Appendix B – Listing of authorized personnel



Adopted: December 6, 2022

CERTIFIED \_\_\_\_\_

Michael G. Hamp  
Chairman

ATTEST: \_\_\_\_\_

Tina Reed  
Recorder

**APPENDIX A  
CODE OF VIRGINIA**

**CHAPTER 44 2.2.4400 VIRGINIA SECURITY FOR PUBLIC DEPOSITS ACT**

§ 2.2-4400. Short title; declaration of intent; applicability.

A. This chapter may be cited as the "Virginia Security for Public Deposits Act."

B. The General Assembly intends by this chapter to establish a single body of law applicable to the pledge of security as collateral for public funds on deposit in financial institutions so that the procedure for securing public deposits may be uniform throughout the Commonwealth.

C. All public deposits in qualified public depositories that are required to be secured by other provisions of law or by a public depositor shall be secured pursuant to this chapter.

§ 2.2-4401. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Public deposit" means moneys held by a public depositor who is charged with the duty to receive or administer such moneys and is acting in an official capacity, such moneys being deposited in any of the following types of accounts: nonnegotiable time deposits, demand deposits, savings deposits, or any other transaction accounts.

"Qualified public depository" means any national banking association, federal savings and loan association or federal savings bank located in Virginia, any bank, trust company or savings institution organized under Virginia law, or any state bank or savings institution organized under the laws of another state located in Virginia authorized by the Treasury Board to hold public deposits according to this chapter.

"Default or insolvency" includes, but shall not be limited to, the failure or refusal of any qualified public depository to return any public deposit upon demand or at maturity and the issuance of an order of supervisory authority restraining such depository from making payments of deposit liabilities or the appointment of a receiver for such depository.

"Treasury Board" means the Treasury Board of the Commonwealth created by § [2.2-2415](#).

"Eligible collateral" means securities or instruments authorized as legal investments under the laws of the Commonwealth for public sinking funds or other public funds as well as Federal Home Loan Bank letters of credit issued in accordance with guidelines promulgated by the Treasury Board.

"Required collateral" of a qualified public depository means the amount of eligible collateral required to secure public deposits set by regulations or an action of the Treasury Board.

"Public depositor" means the Commonwealth or any county, city, town or other political subdivision thereof, including any commission, institution, committee, board, or officer of the foregoing and any state court.

(1973, c. 172, § 2.1-360; 1984, c. 135; 1987, c. 718; 1996, c. 77; 1998, cc. 20, 21; 2001, c. 844; 2008, c. 7; 2010, cc. 640, 674.)

§ 2.2-4402. Collateral for public deposits.

Qualified public depositories shall elect to secure deposits by either the pooled method or the dedicated method. Every qualified public depository shall deposit with a qualified escrow agent eligible collateral equal to or in excess of the required collateral. Eligible collateral shall be valued as determined by the Treasury Board. Substitutions and withdrawals of eligible collateral may be made as determined by the Treasury Board.

Notwithstanding any other provisions of law, no qualified public depository shall be required to give bond or pledge securities or instruments in the manner herein provided for the purpose of securing deposits received or held in the trust department of the depository and that are secured as required by § 6.2-1005 of the Code of Virginia or that are secured pursuant to Title 12, § 92a of the United States Code by securities of the classes prescribed by § 6.2-1005 of the Code of Virginia.

No qualified public depository shall accept or retain any public deposit that is required to be secured unless it has deposited eligible collateral equal to its required collateral with a qualified escrow agent pursuant to this chapter.

(1973, c. 172, § 2.1-362; 2001, c. 844; 2010, cc. 640, 674.)

§ 2.2-4407. Mandatory deposit of public funds in qualified public depositories.

Public deposits required to be secured pursuant to this chapter shall be deposited in a qualified public depository.

(1973, c. 172, § 2.1-366; 2001, c. 844; 2010, cc. 640, 674.)

§ 2.2-4408. Authority to make public deposits.

A. All public depositories are hereby authorized to make public deposits under their control in qualified public depositories, securing such public deposits pursuant to this chapter.

B. Local officials handling public deposits in the Commonwealth may not require from a qualified public depository any pledge of collateral for their deposits in excess of the requirements of this chapter.

(1973, c. 172, § 2.1-367; 1980, c. 538, § 2.1-234.5; 1998, cc. 20, 21; 2001, c. 844; 2010, cc. 640, 674.)

§ 2.2-4410. Liability of public depositories.

When deposits are made in accordance with this chapter no official of a public depository shall be personally liable for any loss resulting from the default or insolvency of any qualified public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on his part or on the part of his agents.

(1973, c. 172, § 2.1-370; 2001, c. 844; 2010, cc. 640, 674.)

**APPENDIX A (cont'd)**  
**CODE OF VIRGINIA**

**CHAPTER 45 2.2.4500 INVESTMENT OF PUBLIC FUNDS ACT**

§ 2.2-4501. Legal investments for other public funds.

A. The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds, in the following:

1. Stocks, bonds, notes, and other evidences of indebtedness of the Commonwealth and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.

2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.

3. Stocks, bonds, notes and other evidences of indebtedness of any state of the United States upon which there is no default and upon which there has been no default for more than 90 days, provided that within the 20 fiscal years next preceding the making of such investment, such state has not been in default for more than 90 days in the payment of any part of principal or interest of any debt authorized by the legislature of such state to be contracted.

4. Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body in the Commonwealth upon which there is no default, provided that if the principal and interest be payable from revenues or tolls and the project has not been completed, or if completed, has not established an operating record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, the standards of judgment and care required in Article 9 (§ 64.2-780 et seq.) of Chapter 7 of Title 64.2, without reference to this section, shall apply.

In any case in which an authority, having an established record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, issues additional evidences of indebtedness for the purposes of acquiring or constructing additional facilities of the same general character that it is then operating, such additional evidences of indebtedness shall be governed by the provisions of this section without limitation.

5. Legally authorized stocks, bonds, notes and other evidences of indebtedness of any city, county, town, or district situated in any one of the states of the United States upon which there is no default and upon which there has been no default for more than 90 days, provided that (i) within the 20 fiscal years next preceding the making of such investment, such city, county, town, or district has not been in default for more than 90 days in the payment of any part of principal or interest of any stock, bond, note or other evidence of indebtedness issued by it; (ii) such city, county, town, or district shall have been in continuous existence for at least 20 years; (iii) such city, county, town, or district has a population, as shown by the federal census next preceding the making of such investment, of not less than 25,000 inhabitants; (iv) the stocks, bonds, notes or other evidences of indebtedness in which such investment is made are the direct legal obligations of the city, county, town, or district issuing the same; (v) the city, county, town, or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount; and (vi) the net indebtedness of such city, county, town, or district (including

the issue in which such investment is made), after deducting the amount of its bonds issued for self-sustaining public utilities, does not exceed 10 percent of the value of the taxable property in such city, county, town, or district, to be ascertained by the valuation of such property therein for the assessment of taxes next preceding the making of such investment.

6. Bonds and other obligations issued, guaranteed or assumed by the International Bank for Reconstruction and Development, by the Asian Development Bank or by the African Development Bank.

B. This section shall not apply to funds authorized by law to be invested by the Virginia Retirement System or to deferred compensation plan funds to be invested pursuant to § 51.1-601 or to funds contributed by a locality to a pension program for the benefit of any volunteer fire department or volunteer emergency medical services agency established pursuant to § 15.2-955.

C. Investments made prior to July 1, 1991, pursuant to § 51.1-601 are ratified and deemed valid to the extent that such investments were made in conformity with the standards set forth in Chapter 6 (§ 51.1-600 et seq.) of Title 51.1.

(1956, c. 184, § 2-298; 1966, c. 677, § 2.1-328; 1980, c. 596; 1988, c. 834; 1991, c. 379; 1992, c. 810; 1996, c. 508; 1999, c. 772; 2001, c. 844; 2007, c. 67; 2008, c. 295; 2015, cc. 502, 503.)

§ 2.2-4502. Investment of funds of Commonwealth, political subdivisions, and public bodies in "prime quality" commercial paper.

A. The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control other than sinking funds in "prime quality" commercial paper, with a maturity of 270 days or less, of issuing corporations organized under the laws of the United States, or of any state thereof including paper issued by banks and bank holding companies. "Prime quality" means that the paper has received at least two of the following ratings: (i) at least prime 1 by Moody's Investors Service, Inc.; (ii) at least A1 by Standard & Poor's; or (iii) at least F1 by Fitch Ratings, Inc., provided that at the time of any such investment:

1. The issuing corporation, or its guarantor, has a net worth of at least \$50 million; and
2. The net income of the issuing corporation, or its guarantor, has averaged \$3 million per year for the previous five years; and
3. All existing senior bonded indebtedness of the issuer, or its guarantor, has received at least two of the following ratings : (i) at least A by Moody's Investors Service, Inc.; (ii) at least A by Standard & Poor's; or (iii) at least A by Fitch Ratings, Inc.

Not more than 35 percent of the total funds available for investment may be invested in commercial paper, and not more than five percent of the total funds available for investment may be invested in commercial paper of any one issuing corporation.

B. Notwithstanding subsection A, the Commonwealth, municipal corporations, and other political subdivisions and public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, except for sinking funds, in commercial paper other than "prime quality" commercial paper as defined in this section, provided that:

1. Prior written approval is obtained from the governing board, committee, or other entity that determines investment policy. The Treasury Board shall be the governing body for the Commonwealth; and
2. A written internal credit review justifying the creditworthiness of the issuing corporation is prepared in advance and made part of the purchase file.

(1973, c. 232, § 2.1-328.1; 1974, c. 295; 1976, c. 665; 1986, c. 170; 1987, c. 73; 1988, c. 834; 1992, c. 769; 2001, c. 844; 2020, c. 333.)

§ 2.2-4504. Investment of funds by the Commonwealth and political subdivisions in bankers' acceptances.

Notwithstanding any provisions of law to the contrary, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control other than sinking funds in bankers' acceptances.

(1981, c. 18, § 2.1-328.3; 1988, c. 834; 2001, c. 844.)

§ 2.2-4505. Investment in certificates representing ownership of treasury bond principal at maturity or its coupons for accrued periods.

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, in certificates representing ownership of either treasury bond principal at maturity or its coupons for accrued periods. The underlying United States Treasury bonds or coupons shall be held by a third-party independent of the seller of such certificates.

(1983, c. 117, § 2.1-328.5; 1985, c. 352; 1988, c. 834; 2001, c. 844.)

§ 2.2-4506. Securities lending.

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, political subdivisions and all public bodies of the Commonwealth may engage in securities lending from the portfolio of investments of which they have custody and control, other than sinking funds. The Treasury Board shall develop guidelines with which such securities lending shall fully comply. Such guidelines shall ensure that the state treasury is at all times fully collateralized by the borrowing institution.

(1983, c. 268, § 2.1-328.6; 2001, c. 844.)

§ 2.2-4507. Investment of funds in overnight, term and open repurchase agreements.

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth, may invest any and all moneys belonging to them or within their control in overnight, term and open repurchase agreements that are collateralized with securities that are approved for direct investment.

(1985, c. 352, § 2.1-328.8; 1988, c. 834; 2001, c. 844.)

§ 2.2-4508. Investment of certain public moneys in certain mutual funds.

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds that are governed by the provisions of § [2.2-4500](#), in one or more open-end investment funds, provided that the funds are

registered under the Securities Act (§ [13.1-501](#) et seq.) of the Commonwealth or the Federal Investment Co. Act of 1940, and that the investments by such funds are restricted to investments otherwise permitted by law for political subdivisions as set forth in this chapter, or investments in other such funds whose portfolios are so restricted.

(1986, c. 170, § 2.1-328.9; 1988, c. 834; 1996, c. 508; 2001, c. 844.)

§ 2.2-4509. Investment of funds in negotiable certificates of deposit and negotiable bank deposit notes.

Notwithstanding any provision of law to the contrary, the Commonwealth and all public officers, municipal corporations, and other political subdivisions and all other public bodies of the Commonwealth may invest any or all of the moneys belonging to them or within their control, other than sinking funds, in negotiable certificates of deposit and negotiable bank deposit notes of domestic banks and domestic offices of foreign banks:

1. With maturities not exceeding one year, that have received at least two of the following ratings: (i) at least A-1 by Standard & Poor's; (ii) at least P-1 by Moody's Investors Service, Inc.; or (iii) at least F1 by Fitch Ratings, Inc.; and
2. With maturities exceeding one year and not exceeding five years, that have received at least two of the following ratings: (i) at least AA by Standard & Poor's; (ii) at least Aa by Moody's Investors Service, Inc.; or (iii) at least AA by Fitch Ratings, Inc.

(1998, cc. 20, 21, § 2.1-328.15; 2001, c. 844; 2020, c. 333.)

§ 2.2-4510. Investment of funds in corporate notes.

A. Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds, in high quality corporate notes with maturities of no more than five years that have received at least two of the following ratings: (i) at least Aa by Moody's Investors Service, Inc.; (ii) at least AA by Standard and Poor's; or (iii) at least AA by Fitch Ratings, Inc.

B. Notwithstanding any provision of law to the contrary, any qualified public entity of the Commonwealth may invest any and all moneys belonging to it or within its control, other than sinking funds, in high quality corporate notes that have received at least two of the following ratings: (i) at least A by Moody's Investors Service, Inc.; (ii) at least A by Standard and Poor's; or (iii) at least A by Fitch Ratings, Inc.

As used in this section, "qualified public entity" means any state agency or institution of the Commonwealth, having an internal or external public funds manager with professional investment management capabilities.

C. Notwithstanding any provision of law to the contrary, the Department of the Treasury may invest any and all moneys belonging to it or within its control, other than sinking funds, in high quality corporate notes with a rating of at least BBB or Baa2 by two rating agencies. One of the two qualifying ratings shall be (i) at least Baa2 by Moody's Investors Service, Inc.; (ii) at least BBB by Standard and Poor's; or (iii) at least BBB by Fitch Ratings, Inc. With regard to investment securities rated below A, the Commonwealth Treasury Board shall establish strict investment guidelines concerning the investment in such securities and monitor the performance of the securities for compliance with the investment guidelines.

(1987, c. 187, § 2.1-328.10; 1988, c. 834; 1994, c. 145; 2001, c. 844; 2002, cc. 18, 438; 2005, c. 30; 2020, c. 333.)

§ 2.2-4514. Commonwealth and its political subdivisions as trustee of public funds; standard of care in investing such funds.

Public funds held by the Commonwealth, public officers, municipal corporations, political subdivisions, and any other public body of the Commonwealth shall be held in trust for the citizens of the Commonwealth. Any investment of such funds pursuant to the provisions of this chapter shall be made solely in the interest of the citizens of the Commonwealth and with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

(1996, c. 437, § 2.1-328.14; 2001, c. 844.)

§ 2.2-4515. Collateral and safekeeping arrangements.

Securities purchased pursuant to the provisions of this chapter shall be held by the public official, municipal corporation or other political subdivision or public body or its custodial agent who may not otherwise be a counterparty to the investment transaction. Securities held on the books of the custodial agent by a custodial agent shall be held in the name of the municipal corporation, political subdivision or other public body subject to the public body's order of withdrawal. The responsibilities of the public official, municipal corporation, political subdivision or other public body shall be evidenced by a written agreement that shall provide for delivery of the securities by the custodial agent in the event of default by a counterparty to the investment transaction.

As used in this section, "counterparty" means the issuer or seller of a security, an agent purchasing a security on behalf of a public official, municipal corporation, political subdivision or other public body or the party responsible for repurchasing securities underlying a repurchase agreement.

The provisions of this section shall not apply to (i) investments with a maturity of less than 31 calendar days or (ii) the State Treasurer, who shall comply with safekeeping guidelines issued by the Treasury Board or to endowment funds invested in accordance with the provisions of the Uniform Prudent Management of Institutional Funds Act, Chapter 11 (§ 64.2-1100 et seq.) of Title 64.2.

(1988, c. 834, § 2.1-329.01; 2001, c. 844; 2008, c. 184.)

§ 2.2-4516. Liability of treasurers or public depositors.

When investments are made in accordance with this chapter, no treasurer or public depositor shall be liable for any loss therefrom in the absence of negligence, malfeasance, misfeasance, or nonfeasance on his part or on the part of his assistants or employees.

(1979, c. 135, § 2.1-329.1; 2001, c. 844.)



**APPENDIX A (cont'd)**  
**CODE OF VIRGINIA**

CHAPTER 46 2.2-4600 LOCAL GOVERNMENT INVESTMENT POOL ACT

§ 2.2-4601. Findings and purpose.

A. The General Assembly finds that the public interest is served by maximum and prudent investment of public funds so that the need for taxes and other public revenues is decreased commensurately with the earnings on such investments. In selecting among avenues of investment, the highest rate of return, consistent with safety and liquidity, shall be the objective.

B. The purpose of this chapter is to secure the maximum public benefit from the investment of public funds, and, in furtherance of such purposes to:

1. Establish and maintain a continuing statewide policy for the deposit and investment of public funds;
2. Establish a state-administered pool for the investment of local government funds; and
3. Authorize treasurers or any other person collecting, disbursing, or otherwise handling public funds to invest such public funds either in accordance with Chapter 45 (§ [2.2-4500](#) et seq.) of this title or through the local government investment pool created by the chapter.

C. The General Assembly finds that the objectives of this chapter will best be obtained through improved money management, emphasizing the primary requirements of safety and liquidity and recognizing the different investment objectives of operating and permanent funds.

(1980, c. 538, § 2.1-234.2; 2001, c. 844.)

§ 2.2-4602. Local government investment pool created.

A. A local government investment pool is created, consisting of the aggregate of all funds from local officials handling public funds that are placed in the custody of the State Treasurer for investment and reinvestment as provided in this chapter.

B. The Treasury Board or its designee shall administer the local government investment pool on behalf of the participating local officials subject to regulations and guidelines adopted by the Treasury Board.

C. The Treasury Board or its designee shall invest moneys in the local government investment pool with the degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Specifically, the types of authorized investments for local government investment pool assets shall be limited to those set forth for local officials in Chapter 45 (§ [2.2-4500](#) et seq.) of this title.

D. A separate account for each participant in the fund shall be kept to record individual transactions and totals of all investments belonging to each participant. A monthly report showing the changes in investments made during the preceding month shall be furnished to each participant having a beneficial interest in the local government investment pool. Details of any investment transaction shall be furnished to any participant upon request.

E. The Treasury Board or its designee shall administer and handle the accounts in the same manner as bond and sinking fund trust accounts.

F. The principal and accrued income, and any part thereof, of each and every account maintained for a participant in the local government investment pool shall be subject to payment at any time from the local government investment pool upon request, subject to applicable regulations and guidelines. Accumulated income shall be remitted or credited to each participant at least quarterly.

G. Except as provided in this section, all instruments of title of all investments of the local government investment pool shall remain in the custody of the State Treasurer. The State Treasurer may deposit with one or more fiscal agents or banks, those instruments of title he considers advisable, to be held in safekeeping by the agents or banks for collection of the principal and interest or other income, or of the proceeds of sale. The State Treasurer shall collect the principal and interest or other income from investments of the investment pool, the instruments of title to which are in his custody, when due and payable.

(1980, c. 538, § 2.1-234.8; 1984, c. 320; 1988, c. 834; 2001, c. 844.)

§ 2.2-4603. Investment authority.

Subject to the procedures set forth in this chapter, any local official handling public funds may invest and reinvest any money subject to his control and jurisdiction in the local government investment pool established by § [2.2-4602](#).

(1980, c. 538, § 2.1-234.4; 1988, c. 834; 2001, c. 844.)

**APPENDIX B**

**AUTHORIZED JAIL OFFICIALS**

**Superintendent**

**Director of Finance**