



MIDDLE RIVER REGIONAL JAIL

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

December 5, 2023 at 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 December 5, 2023 Middle River Regional Jail Authority Board meeting to order at 2:00 p.m.

Members Present:

Michael G. Hamp, Waynesboro City Manager (Chairman)
Stephen King, Rockingham County Administrator (Vice Chairman)
Ande Banks, Harrisonburg City Manager
Timothy Fitzgerald, Augusta County Administrator
Amanda Kaufman, Staunton Assistant City Manager (Proxy)
Larry Propst, Harrisonburg City Finance Director
Jessie Moyers, Staunton City Chief Financial Officer
Donald Smith, Augusta County Sheriff
Jimmy Wimer, Rockingham County Jail Captain (Proxy)
Aaron McFarlane, Staunton City Sheriff's Office, Chief Deputy (Proxy)

Members Absent:

Leslie Beauregard, Staunton City Manager
Jennifer Whetzel, Augusta County Assistant Administrator
Patricia Davidson, Rockingham County Administrator for Finance and Operations
Cameron McCormick, Waynesboro Assistant City Manager/Finance
Bryan Hutcheson, Rockingham County Sheriff
Kelly Warner, Harrisonburg City Police Chief
Christopher Johnson, Waynesboro City Sheriff
Chris Hartless, Staunton City Sheriff

Facility Staff:

Eric Young, Superintendent, Middle River Regional Jail
Tony Heflin, Deputy Superintendent, Middle River Regional Jail
Jeannie Colvin, Finance Director, Middle River Regional Jail
Phillip Braverman, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Stephen Chapinel, IT, MRRJ
Misty Cook, Augusta County Finance Director
Tyler Farnsworth, PB Mares, Auditor
Hunter Simmons, PB Mares, Auditor
Lyra Bordelon, News Leader

2. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes from the October 3, 2023 meeting. Ms. Moyers seconded the motion. **Approval was unanimous.**

3. PUBLIC COMMENTS

No comments were made.

4. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL

No comments were made.

5. FINANCE REPORT

A. FY 2023 Audit Review –

- Mr. Farnsworth reviewed the audit report. Results were unmodified opinion with no deficiencies noted. Mr. Fitzgerald made a motion to accept the results of the FY23 financial audit. Mr. King seconded the motion. **Approval was unanimous.**

B. FY 2024 Finance Report-

- Mr. Braverman reviewed the finance report. Interest income is favorable. Compensation Board funds are tracking behind due to the way they pay however they are in line. Vacancy savings continue to assist with the budget. All expenses are stable.

C. Bank Signer Authorization & Cash and Investment Policy Update –

- Mr. Braverman reviewed the amendment needed for the bank. At this time Ms. Colvin is listed as a bank signer, however MRRJ Cash and Investments policy after the requested language change will dictate that the signers will be the Superintendent and Deputy Superintendent. Ms. Colvin was added before a Deputy Superintendent was appointed. If approved the Cash and Investments policy would need one change on page 3 for the second check signer (Finance Director will be changed to Deputy Superintendent). Mr. King made a motion to approve the bank signer change to remove Ms. Colvin and add Mr. Heflin and to amend page 3 (Finance Director to Deputy Superintendent). Mr. Fitzgerald seconded the motion. Approval was **unanimous.**

D. Coronavirus Emergency Supplemental Funding Grant –

- Mr. Braverman reviewed the DCJS passthrough of \$50,000 in Federal funds grant approval. Medical and janitorial supplies would be purchased from the grant funding. Some medical equipment will also be purchased. Mr. King made a motion to accept the grant funding. Mr. Hamp seconded the motion. **Approval was unanimous.**

6. REPORTS AND BRIEFING

- **Population Report** – (Executive Summary #2023-049) Lt. Colonel Heflin reviewed the Executive Summary. Department of Corrections continues to take inmates. Today’s population is 645.
- **Community Corrections Report** – (Executive Summary #2023-050) Lt. Colonel Heflin reviewed the Executive Summary. At this time there are 8 offenders on HEI.
- **Staff Vacancy Report** –(Attachment) At this time there are 16 officer and 10 nurse vacancies.
- **Programs Report** – (Executive Summary Report #2023-051) Lt. Colonel Heflin reviewed. There are no significant changes at this time.
- **Mental Health Report-** (Executive Summary Report #2023-052) Lt. Colonel reviewed. We will begin providing this report to the Board. The report shows programs, suicide risk assessments, and groups that are offered since Mental Health is now in-house.
- **Superintendent’s Report** –
 - Jail Tracker has been implemented and is working well.
 - The fence was approved. We are waiting on the contractors to start work.
 - Discussion with board members regarding Capital Improvements.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS:

Election of Officers –


- The Board selected and approved Ande Banks as Chairman and Leslie Beauregard as Vice Chair. The Finance Committee will select the Treasurer at their meeting in January 2024.

Mr. Hamp stated the Compensation Board has requested a letter from the Authority stating there are no plans for any type of expansion. Mr. Hamp will prepare the formal notification and send it to the Compensation Board.

2024 meeting dates are in your packets.

With nothing further to discuss the meeting adjourned at 2:35 p.m.

**The next Authority Board meeting is scheduled for February 6, 2024 at 2:00 p.m.
Location: Augusta County Government Center Smith West Board Room.**



Michael Hamp, Chairman



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