



**MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD
MEETING AGENDA
December 5, 2023, 2:00 p.m.**

1. Call to Order Mike Hamp, Chairman
2. Approval of October 3, 2023 Minutes
3. Public Comments

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

4. Comments from Board Members and Legal Counsel
5. Finance Report
 - a. FY23 Audit Review (PB Mares) (needs action)
 - b. FY 2024 Finance Report
 - c. Bank Signer Authorization & Cash and Investment Policy Update (needs action)
 - d. Coronavirus Emergency Supplemental Funding Grant (CESF) (needs action)
6. Reports and Briefings:
 - a. Population Report - (Executive Summary #2023-049)
 - b. Community Corrections Report (Executive Summary #2023-050)
 - c. Staff vacancy Report (Attachment)
 - d. Programs Report (Executive Summary #2023-051)
 - e. Mental Health (Executive Summary #2023-052)
 - f. Superintendent Report
7. Old Business
8. New Business
 - Election of Officers
9. Closed Session (If Required)
10. Next meeting is scheduled for **February 6, 2024 at 2:00 p.m.**



MIDDLE RIVER REGIONAL JAIL

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

June 6, 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 October 3, 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
Leslie Beauregard, Staunton City Manager
Jennifer Whetzel, Augusta County Assistant Administrator
Larry Propst, Harrisonburg City Finance Director
Patricia Davidson, Rockingham County Administrator for Finance and Operations
Gin Chandler, Staunton City Assistant Financial Officer
Donald Smith, Augusta County Sheriff
Bryan Hutcheson, Rockingham County Sheriff

Members Absent:

Timothy Fitzgerald, Augusta County Administrator
Cameron McCormick, Waynesboro Assistant City Manager/Finance
Jessie Moyers, Staunton City Chief Financial Officer
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, Director of Operations, 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
Jimmy Wimer, Captain, Rockingham County Sheriff's Department
Misty Cook, Augusta County Finance Director
Leslie Powell, Major of Operations, Middle River Regional Jail

2. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes from the June 6, 2023 meeting. Ms. Whetzel 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 2024 Finance Report –

- Reviewed with the Board. Prescription Drug costs are running above average. Staff vacancies are up which is increasing overtime. The Munis system is working well.

b. Budget Adjustment for Mental Health Program –

- Mr. Braverman reviewed the amendment for mental health budget costs reflecting the move to in-house MRRJ personnel away from Valley CSB contractor positions. Mental Health Grant was awarded and adjustments were reviewed and discussed. Ms. Whetzel made a motion to approve the budget amendment. Ms. Davidson seconded the motion. Approval was **unanimous**.

6. REPORTS AND BRIEFING

- **Population Report** – (Executive Summary #2023-042) Lt. Colonel Heflin reviewed the Executive Summary. Department of Corrections continues to take inmates. Today's population was 669.
- **Community Corrections Report** – (Executive Summary #2023-043) Lt. Colonel Heflin reviewed the Executive Summary. September 25, 2023 there are 7 offenders on HEI.
- **Staff Vacancy Report** –(Attachment) At this time there are 23 officer and 10 nurse vacancies.
- **Programs Report** – (Executive Summary Report #2023-044) Lt. Colonel Heflin reviewed. There are no significant changes at this time.
- **Mental Health Report**-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** –
 - MRRJ has implemented the new inmate telephone system. Changes to benefits of new system discussed. We will send an updated list of telephone benefits to the Board members.
 - There has been an increase to the population in the last three months. MRJ intakes/releases 310-320 inmates per month.
 - Jail Tracker system will go live the week after Thanksgiving.
 - The fencing project RFP is in the works.

- As of December 1, 2023 inmate per diems will go from \$4.00 to \$5.00 per day.
- Retirements and Promotions are as follows: Ms. Colvin and Mr. Keyser will be leaving end of 2023. Major Nicholson will be retiring April 1, 2024. Tony Heflin has been appointed as Deputy Superintendent and Leslie Powell has been promoted to Major/Director of Operations.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS:

There was no new business to discuss

With nothing further to discuss the meeting adjourned at 2:35 p.m. on a motion from Ms. Whetzel; seconded by Mr. Banks. Approval was **unanimous**.

**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

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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1100 Jail Operations Revenues

1100 41500 Interest Income	-100,000	0	-100,000	-395,344.12	.00	295,344.12	395.3%
1100 41510 Interest Income Debt	0	0	0	-52,998.46	.00	52,998.46	100.0%
1100 42100 Inmate Phone System	-500,000	0	-500,000	-138,784.96	.00	-361,215.04	27.8%*
1100 42110 Inmate Keep Fees	-260,000	0	-260,000	-90,171.33	.00	-169,828.67	34.7%*
1100 42120 Work Release	-125,000	0	-125,000	-458.84	.00	-124,541.16	.4%*
1100 42130 Inmate Medical Co-Pa	-50,000	0	-50,000	-23,423.39	.00	-26,576.61	46.8%*
1100 42140 Home Electronic Moni	-25,000	0	-25,000	-17,496.53	.00	-7,503.47	70.0%*
1100 43100 Miscellaneous	0	0	0	-9,279.10	.00	9,279.10	100.0%
1100 43110 Sale of Salvage and	0	0	0	-1,141.80	.00	1,141.80	100.0%
1100 43130 Insurance Recovery	0	0	0	.00	.00	.00	.0%
1100 44100 Recovered Cost Commi	-434,092	0	-434,092	-118,404.19	.00	-315,687.81	27.3%*
1100 44110 Recovered Costs-Medi	-10,000	0	-10,000	-240.21	.00	-9,759.79	2.4%*
1100 44120 Recovered Cost Pharm	-5,000	0	-5,000	-338.52	.00	-4,661.48	6.8%*
1100 44130 Recovered Costs-Oper	-10,000	0	-10,000	-634.00	.00	-9,366.00	6.3%*
1100 45100 City of Harrisonburg	-1,859,364	0	-1,859,364	-929,682.00	.00	-929,682.00	50.0%*
1100 45110 City of Staunton	-3,286,318	0	-3,286,318	-1,643,159.00	.00	-1,643,159.00	50.0%*
1100 45120 City of Waynesboro	-1,989,087	0	-1,989,087	-994,543.50	.00	-994,543.50	50.0%*
1100 45130 County of Augusta	-5,419,541	0	-5,419,541	-2,709,770.50	.00	-2,709,770.50	50.0%*
1100 45140 County of Rockingham	-1,859,364	0	-1,859,364	-929,682.00	.00	-929,682.00	50.0%*
1100 46100 County of Highland	-57,886	0	-57,886	-28,943.00	.00	-28,943.00	50.0%*
1100 46150 Bed Rental	0	0	0	-1,360.00	.00	1,360.00	100.0%
1100 47100 Virginia Compensatio	-8,755,348	0	-8,755,348	-2,266,012.56	.00	-6,489,335.44	25.9%*
1100 47120 Per Diem Reimburseme	-1,350,000	0	-1,350,000	-223,632.00	.00	-1,126,368.00	16.6%*
1100 49980 Appropriation PY Enc	0	-595,327	-595,327	.00	.00	-595,327.36	.0%*
TOTAL Jail Operations Revenues	-26,096,000	-595,327	-26,691,327	-10,575,500.01	.00	-16,115,827.35	39.6%

1110 Security

1110 51100 Security Full-Time W	5,830,357	0	5,830,357	1,537,180.45	.00	4,293,176.55	26.4%
1110 51120 Security Part-Time W	93,301	0	93,301	34,149.17	.00	59,151.83	36.6%
1110 51150 Security Overtime Wa	650,000	0	650,000	187,281.01	.00	462,718.99	28.8%
1110 51200 Non Security Full-Ti	35,952	0	35,952	13,827.67	.00	22,124.33	38.5%
1110 51220 Non Security Part-Ti	0	0	0	34,350.09	.00	-34,350.09	100.0%*
1110 51250 Non-Security Overtim	0	0	0	168.52	.00	-168.52	100.0%*
1110 52100 FICA	412,896	0	412,896	102,866.91	.00	310,029.09	24.9%
1110 52110 Medicare	96,564	0	96,564	24,057.68	.00	72,506.32	24.9%
1110 52120 VRS Retirement	583,698	0	583,698	160,326.49	.00	423,371.51	27.5%

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 Jail Operations							
1110 52125 VRS Group Life Insur	78,608	0	78,608	21,880.38	.00	56,727.62	27.8%
1110 52130 VRS Hybrid STD/LTD	4,181	0	4,181	79.10	.00	4,101.90	1.9%
1110 52140 Health Insurance	1,150,000	0	1,150,000	301,323.44	.00	848,676.56	26.2%
1110 52141 Retiree Health Insur	0	0	0	9,831.00	.00	-9,831.00	100.0%*
1110 52145 Health Savings Accou	10,000	0	10,000	.00	.00	10,000.00	.0%
1110 52150 Line of Duty Premium	44,275	0	44,275	21,590.00	21,590.00	1,095.00	97.5%
1110 53145 Food Services	1,200,000	0	1,200,000	390,052.60	809,947.40	.00	100.0%
1110 53190 Bed Rentals-Other Fa	150,000	0	150,000	.00	.00	150,000.00	.0%
1110 55190 Travel Expenses	10,000	0	10,000	1,597.72	.00	8,402.28	16.0%
1110 56030 Laundry & Janitorial	130,000	2,699	132,699	30,728.44	1,414.64	100,555.58	24.2%
1110 56050 Police Supplies	51,100	598	51,698	26,290.55	2,479.95	22,927.00	55.7%
1110 56055 Uniforms	75,000	0	75,000	11,030.85	17,713.17	46,255.98	38.3%
1110 56060 Food Supplies	0	0	0	161.50	.00	-161.50	100.0%*
1110 56065 Food Service Supplie	25,000	0	25,000	3,760.13	7,430.65	13,809.22	44.8%
1110 56070 Personal Supplies In	97,750	7,828	105,578	27,785.80	589.00	77,203.40	26.9%
1110 56075 Wearing Apparel Inma	42,000	6,241	48,241	29,608.69	2,238.00	16,394.39	66.0%
1110 56080 Linen Supplies	50,000	0	50,000	18,310.00	1,990.00	29,700.00	40.6%
1110 56085 Training	30,000	0	30,000	2,551.00	.00	27,449.00	8.5%
1110 56090 Fireams Range	2,000	0	2,000	.00	.00	2,000.00	.0%
1110 56095 SHEN CRIMINAL JUSTIC	93,000	0	93,000	93,000.00	.00	.00	100.0%
1110 58120 Equipment	50,000	4,142	54,142	.00	118,988.50	-64,846.50	219.8%*
TOTAL Security	10,995,682	21,507	11,017,189	3,083,789.19	984,381.31	6,949,018.94	36.9%

1120 Intake/release

1120 51100 Security Full-Time w	691,121	0	691,121	256,961.63	.00	434,159.37	37.2%
1120 52100 FICA	42,850	0	42,850	15,221.58	.00	27,628.42	35.5%
1120 52110 Medicare	10,021	0	10,021	3,559.92	.00	6,461.08	35.5%
1120 52120 VRS Retirement	68,767	0	68,767	27,662.90	.00	41,104.10	40.2%
1120 52125 VRS Group Life Insur	9,261	0	9,261	3,725.40	.00	5,535.60	40.2%
1120 52130 VRS Hybrid STD/LTD	415	0	415	.00	.00	415.00	.0%
1120 52140 Health Insurance	130,000	0	130,000	52,400.35	.00	77,599.65	40.3%
1120 52150 Line of Duty Premium	4,541	0	4,541	.00	.00	4,541.00	.0%
1120 56050 Police Supplies	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Intake/release	961,976	0	961,976	359,531.78	.00	602,444.22	37.4%

1130 Transportation

1130 51100 Security Full-Time w	383,841	0	383,841	132,626.52	.00	251,214.48	34.6%
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Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 Jail Operations							
1130 51150 Security Overtime wa	0	0	0	5,324.52	.00	-5,324.52	100.0%*
1130 52100 FICA	23,798	0	23,798	8,384.32	.00	15,413.68	35.2%
1130 52110 Medicare	5,566	0	5,566	1,960.89	.00	3,605.11	35.2%
1130 52120 VRS Retirement	38,192	0	38,192	11,442.06	.00	26,749.94	30.0%
1130 52125 VRS Group Life Insur	5,143	0	5,143	1,540.98	.00	3,602.02	30.0%
1130 52130 VRS Hybrid STD/LTD	230	0	230	.00	.00	230.00	.0%
1130 52140 Health Insurance	70,000	0	70,000	20,011.79	.00	49,988.21	28.6%
1130 52150 Line of Duty Premium	2,695	0	2,695	.00	.00	2,695.00	.0%
1130 53150 Vehicle Maintenance	20,000	0	20,000	744.16	.00	19,255.84	3.7%
1130 55170 Vehicle Insurance	20,000	0	20,000	10,226.00	.00	9,774.00	51.1%
1130 56040 Vehicle Fuel	50,000	0	50,000	4,362.65	.00	45,637.35	8.7%
1130 56045 Vehicle Maintenance	32,000	0	32,000	.00	.00	32,000.00	.0%
1130 56050 Police Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Transportation	653,465	0	653,465	196,623.89	.00	456,841.11	30.1%
1140 Community Corrections							
1140 51100 Security Full-Time w	181,119	0	181,119	68,047.35	.00	113,071.65	37.6%
1140 51150 Security Overtime wa	0	0	0	897.20	.00	-897.20	100.0%*
1140 51200 Non Security Full-Ti	43,527	0	43,527	20,213.16	.00	23,313.84	46.4%
1140 51250 Non-Security Overtim	0	0	0	7.85	.00	-7.85	100.0%*
1140 52100 FICA	13,928	0	13,928	5,358.23	.00	8,569.77	38.5%
1140 52110 Medicare	3,257	0	3,257	1,253.16	.00	2,003.84	38.5%
1140 52120 VRS Retirement	22,352	0	22,352	9,139.52	.00	13,212.48	40.9%
1140 52125 VRS Group Life Insur	3,010	0	3,010	1,230.82	.00	1,779.18	40.9%
1140 52130 VRS Hybrid STD/LTD	135	0	135	95.80	.00	39.20	71.0%
1140 52140 Health Insurance	40,000	0	40,000	16,267.54	.00	23,732.46	40.7%
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	9,752.40	.00	60,247.60	13.9%
1140 56010 Office Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
1140 56050 Police Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
1140 56085 Training	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Community Corrections	384,483	0	384,483	132,263.03	.00	252,219.97	34.4%
1150 Records							
1150 51200 Non Security Full-Ti	277,347	0	277,347	103,816.92	.00	173,530.08	37.4%
1150 51250 Non-Security Overtim	0	0	0	192.23	.00	-192.23	100.0%*

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1150 52100 FICA	17,196	0	17,196	6,223.67	.00	10,972.33	36.2%
1150 52110 Medicare	4,022	0	4,022	1,455.59	.00	2,566.41	36.2%
1150 52120 VRS Retirement	27,596	0	27,596	11,498.20	.00	16,097.80	41.7%
1150 52125 VRS Group Life Insur	3,716	0	3,716	1,548.60	.00	2,167.40	41.7%
1150 52130 VRS Hybrid STD/LTD	166	0	166	365.20	.00	-199.20	220.0%*
1150 52140 Health Insurance	60,000	0	60,000	24,860.00	.00	35,140.00	41.4%
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	393,043	0	393,043	149,960.41	.00	243,082.59	38.2%
1210 Medical							
1210 51100 Security Full-Time W	229,765	0	229,765	92,936.19	.00	136,828.81	40.4%
1210 51200 Non Security Full-Ti	1,581,536	0	1,581,536	286,340.82	.00	1,295,195.18	18.1%
1210 51220 Non Security Part-Ti	123,635	0	123,635	17,151.97	.00	106,483.03	13.9%
1210 51250 Non-Security Overtim	104,000	0	104,000	35,225.83	.00	68,774.17	33.9%
1210 52100 FICA	126,414	0	126,414	30,521.36	.00	95,892.64	24.1%
1210 52110 Medicare	29,565	0	29,565	7,138.00	.00	22,427.00	24.1%
1210 52120 VRS Retirement	180,224	0	180,224	48,009.18	.00	132,214.82	26.6%
1210 52125 VRS Group Life Insur	24,271	0	24,271	6,465.46	.00	17,805.54	26.6%
1210 52130 VRS Hybrid STD/LTD	1,087	0	1,087	1,367.01	.00	-280.01	125.8%*
1210 52140 Health Insurance	270,000	0	270,000	80,133.57	.00	189,866.43	29.7%
1210 52150 Line of Duty Premium	1,540	0	1,540	.00	.00	1,540.00	.0%
1210 53110 Health Professional	1,525,000	30,150	1,555,150	302,775.63	177,016.00	1,075,358.21	30.9%
1210 53130 Technology Maint Con	27,000	0	27,000	15,000.00	15,000.00	-3,000.00	111.1%*
1210 56010 Office Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
1210 56020 Prescription Drugs	706,965	0	706,965	234,848.76	.00	472,116.24	33.2%
1210 56025 Medical Supplies	139,900	147	140,047	22,765.03	4,704.43	112,577.19	19.6%
1210 56085 Training	7,000	0	7,000	.00	.00	7,000.00	.0%
TOTAL Medical	5,079,902	30,296	5,110,198	1,180,678.81	196,720.43	3,732,799.25	27.0%
1220 Mental Health							
1220 51200 Non Security Full-Ti	110,250	132,734	242,984	34,790.85	.00	208,193.15	14.3%
1220 51220 Non Security Part-Ti	60,000	-57,255	2,745	.00	.00	2,745.00	.0%
1220 51250 Non-Security Overtim	0	0	0	73.98	.00	-73.98	100.0%*
1220 52100 FICA	10,555	4,510	15,065	2,138.83	.00	12,926.17	14.2%
1220 52110 Medicare	2,468	1,055	3,523	500.18	.00	3,022.82	14.2%

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1220 52120 VRS Retirement	10,448	13,729	24,177	3,879.14	.00	20,297.86	16.0%
1220 52125 VRS Group Life Insur	1,407	1,849	3,256	522.46	.00	2,733.54	16.0%
1220 52130 VRS Hybrid STD/LTD	63	1,220	1,283	205.86	.00	1,077.14	16.0%
1220 52140 Health Insurance	0	40,000	40,000	4,648.00	.00	35,352.00	11.6%
1220 53110 Health Professional	137,842	-137,842	0	.00	.00	.00	.0%
TOTAL Mental Health	333,033	0	333,033	46,759.30	.00	286,273.70	14.0%
1310 Maintenance							
1310 51100 Security Full-Time w	236,956	0	236,956	110,073.52	.00	126,882.48	46.5%
1310 51150 Security Overtime wa	38,000	0	38,000	7,896.70	.00	30,103.30	20.8%
1310 52100 FICA	15,931	0	15,931	7,006.01	.00	8,924.99	44.0%
1310 52110 Medicare	3,725	0	3,725	1,638.48	.00	2,086.52	44.0%
1310 52120 VRS Retirement	23,577	0	23,577	11,852.80	.00	11,724.20	50.3%
1310 52125 VRS Group Life Insur	3,175	0	3,175	1,596.20	.00	1,578.80	50.3%
1310 52130 VRS Hybrid STD/LTD	142	0	142	.00	.00	142.00	.0%
1310 52140 Health Insurance	40,000	0	40,000	23,994.60	.00	16,005.40	60.0%
1310 52150 Line of Duty Premium	1,540	0	1,540	.00	.00	1,540.00	.0%
1310 53125 Maintenance Repairs	380,245	38,516	418,761	181,420.95	59,016.10	178,324.30	57.4%
1310 53140 Pest Extermination	2,000	0	2,000	750.00	.00	1,250.00	37.5%
1310 55100 Electric Services	450,000	0	450,000	172,919.40	.00	277,080.60	38.4%
1310 55110 Natural Gas Services	175,000	0	175,000	15,316.55	.00	159,683.45	8.8%
1310 55120 Water & Sewer Servic	300,000	0	300,000	84,742.77	.00	215,257.23	28.2%
1310 55130 Refuse Collection	25,000	0	25,000	3,638.95	.00	21,361.05	14.6%
1310 55160 Property Insurance	101,468	0	101,468	95,872.00	.00	5,596.00	94.5%
1310 56035 Repair & Maintenance	192,765	2,087	194,852	59,506.72	1,003.02	134,342.34	31.1%
1310 56040 Vehicle Fuel	0	0	0	748.42	.00	-748.42	100.0%*
1310 56055 Uniforms	3,000	0	3,000	869.52	.00	2,130.48	29.0%
1310 56085 Training	5,000	0	5,000	.00	.00	5,000.00	.0%
1310 58120 Equipment	0	0	0	.00	7,389.04	-7,389.04	100.0%*
1310 58160 Vehicles	55,000	0	55,000	53,841.00	.00	1,159.00	97.9%
TOTAL Maintenance	2,052,524	40,603	2,093,127	833,684.59	67,408.16	1,192,034.68	43.1%
1410 Executive							
1410 51100 Security Full-Time w	483,335	0	483,335	156,438.98	.00	326,896.02	32.4%
1410 51200 Non Security Full-Ti	95,261	0	95,261	32,161.70	.00	63,099.30	33.8%
1410 51250 Non-Security Overtim	0	0	0	165.30	.00	-165.30	100.0%*

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
100	Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
1410	52100	FICA	35,873	0	35,873	11,528.92	.00	24,344.08	32.1%
1410	52110	Medicare	8,390	0	8,390	2,696.26	.00	5,693.74	32.1%
1410	52120	VRS Retirement	57,570	0	57,570	20,570.42	.00	36,999.58	35.7%
1410	52125	VRS Group Life Insur	7,753	0	7,753	2,770.36	.00	4,982.64	35.7%
1410	52130	VRS Hybrid STD/LTD	347	0	347	63.28	.00	283.72	18.2%
1410	52140	Health Insurance	60,000	0	60,000	21,171.00	.00	38,829.00	35.3%
1410	52150	Line of Duty Premium	1,540	0	1,540	.00	.00	1,540.00	.0%
1410	53115	Legal Professional S	50,000	3,500	53,500	14,000.00	28,000.00	11,500.00	78.5%
1410	55190	Travel Expenses	0	0	0	163.94	.00	-163.94	100.0%*
1410	55200	Dues & Subscriptions	6,000	0	6,000	5,524.91	.00	475.09	92.1%
1410	56010	Office Supplies	15,000	0	15,000	12,020.90	.00	2,979.10	80.1%
1410	56055	Uniforms	1,000	0	1,000	339.82	.00	660.18	34.0%
1410	56085	Training	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Executive			824,069	3,500	827,569	279,615.79	28,000.00	519,953.21	37.2%
1420 Finance									
1420	51200	Non Security Full-Ti	288,345	0	288,345	107,331.87	.00	181,013.13	37.2%
1420	51220	Non Security Part-Ti	210,260	0	210,260	48,445.66	.00	161,814.34	23.0%
1420	51250	Non-Security Overtim	0	0	0	127.53	.00	-127.53	100.0%*
1420	52100	FICA	30,914	0	30,914	10,386.15	.00	20,527.85	33.6%
1420	52110	Medicare	7,230	0	7,230	2,429.03	.00	4,800.97	33.6%
1420	52120	VRS Retirement	28,690	0	28,690	11,173.84	.00	17,516.16	38.9%
1420	52125	VRS Group Life Insur	3,864	0	3,864	1,504.78	.00	2,359.22	38.9%
1420	52130	VRS Hybrid STD/LTD	173	0	173	488.80	.00	-315.80	282.5%*
1420	52140	Health Insurance	50,000	0	50,000	18,181.00	.00	31,819.00	36.4%
1420	53120	Professional Consult	95,000	21,756	116,756	10,176.00	9,580.00	97,000.00	16.9%
1420	55140	Postage	10,000	0	10,000	1,510.18	.00	8,489.82	15.1%
1420	55145	Bank Fees	0	0	0	485.00	.00	-485.00	100.0%*
1420	55190	Travel Expenses	2,000	0	2,000	111.03	.00	1,888.97	5.6%
1420	55200	Dues & Subscriptions	1,000	0	1,000	.00	.00	1,000.00	.0%
1420	56010	Office Supplies	15,000	0	15,000	34.98	.00	14,965.02	.2%
1420	56085	Training	5,000	0	5,000	675.00	.00	4,325.00	13.5%
TOTAL Finance			747,476	21,756	769,232	213,060.85	9,580.00	546,591.15	28.9%
1430 Human Resources									
1430	51200	Non Security Full-Ti	117,697	0	117,697	45,268.06	.00	72,428.94	38.5%

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100	Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1430	51250 Non-Security Overtim	0	0	0	603.51	.00	-603.51	100.0%*
1430	52100 FICA	7,297	0	7,297	2,741.51	.00	4,555.49	37.6%
1430	52110 Medicare	1,706	0	1,706	641.21	.00	1,064.79	37.6%
1430	52120 VRS Retirement	11,711	0	11,711	4,879.60	.00	6,831.40	41.7%
1430	52125 VRS Group Life Insur	1,577	0	1,577	657.10	.00	919.90	41.7%
1430	52130 VRS Hybrid STD/LTD	71	0	71	103.00	.00	-32.00	145.1%*
1430	52140 Health Insurance	20,000	0	20,000	9,050.00	.00	10,950.00	45.3%
1430	52145 Health Savings Accou	0	0	0	1,813.38	.00	-1,813.38	100.0%*
1430	52155 Workers Compensation	163,580	0	163,580	91,906.00	97,174.00	-25,500.00	115.6%*
1430	52160 Medical/Physicals	7,800	0	7,800	588.50	.00	7,211.50	7.5%
1430	52165 FSA ADMIN FEES	1,000	0	1,000	121.34	.00	878.66	12.1%
1430	52166 COBRA Admin Fees	0	0	0	235.20	.00	-235.20	100.0%*
1430	52170 Unemployment Benefit	35,000	0	35,000	.00	.00	35,000.00	.0%
1430	53120 Professional Consult	35,000	7,915	42,915	8,664.01	1,583.00	32,667.99	23.9%
1430	53180 Advertising	5,000	0	5,000	1,529.66	.00	3,470.34	30.6%
1430	56010 Office Supplies	2,000	0	2,000	99.50	.00	1,900.50	5.0%
1430	56085 Training	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Human Resources		411,439	7,915	419,354	168,901.58	98,757.00	151,695.42	63.8%
1440 Information Technology								
1440	51200 Non Security Full-Ti	182,168	0	182,168	70,064.60	.00	112,103.40	38.5%
1440	51250 Non-Security Overtim	0	0	0	2,592.88	.00	-2,592.88	100.0%*
1440	52100 FICA	11,294	0	11,294	4,390.75	.00	6,903.25	38.9%
1440	52110 Medicare	2,641	0	2,641	1,026.85	.00	1,614.15	38.9%
1440	52120 VRS Retirement	18,126	0	18,126	7,552.40	.00	10,573.60	41.7%
1440	52125 VRS Group Life Insur	2,441	0	2,441	1,017.10	.00	1,423.90	41.7%
1440	52130 VRS Hybrid STD/LTD	109	0	109	400.70	.00	-291.70	367.6%*
1440	52140 Health Insurance	30,000	0	30,000	11,890.00	.00	18,110.00	39.6%
1440	53130 Technology Maint Con	347,000	362,964	709,964	174,284.45	330,762.08	204,917.05	71.1%
1440	53135 Lease Agreements	36,000	0	36,000	8,983.36	.00	27,016.64	25.0%
1440	53195 Indirect Cost to Fis	6,800	0	6,800	.00	.00	6,800.00	.0%
1440	55150 Telecommunications	55,000	0	55,000	21,432.42	12,082.00	21,485.58	60.9%
1440	56015 Computer Technology	185,800	106,785	292,585	105,061.06	22,716.10	164,808.26	43.7%
1440	56085 Training	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL Information Technology		880,379	469,749	1,350,128	408,696.57	365,560.18	575,871.25	57.3%
1510 Inmate Programs								
1510	51100 Security Full-Time w	131,166	0	131,166	53,477.29	.00	77,688.71	40.8%

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	ENCUMBRANCES	BUDGET	USE/COL
1510 51200 Non Security Full-Ti	65,439	0	65,439	25,168.83		.00	40,270.17	38.5%	
1510 51250 Non-Security Overtim	0	0	0	47.20		.00	-47.20	100.0%*	
1510 52100 FICA	12,190	0	12,190	4,729.82		.00	7,460.18	38.8%	
1510 52110 Medicare	2,851	0	2,851	1,106.09		.00	1,744.91	38.8%	
1510 52120 VRS Retirement	19,562	0	19,562	8,477.40		.00	11,084.60	43.3%	
1510 52125 VRS Group Life Insur	2,635	0	2,635	1,141.70		.00	1,493.30	43.3%	
1510 52130 VRS Hybrid STD/LTD	118	0	118	.00		.00	118.00	.0%	
1510 52140 Health Insurance	30,000	0	30,000	12,170.00		.00	17,830.00	40.6%	
1510 52150 Line of Duty Premium	770	0	770	.00		.00	770.00	.0%	
1510 56085 Training	2,000	0	2,000	.00		.00	2,000.00	.0%	
TOTAL Inmate Programs	266,731	0	266,731	106,318.33		.00	160,412.67	39.9%	
1520 Education									
1520 51200 Non Security Full-Ti	66,855	0	66,855	25,713.56		.00	41,141.44	38.5%	
1520 51220 Non Security Part-Ti	18,020	0	18,020	6,259.74		.00	11,760.26	34.7%	
1520 52100 FICA	5,262	0	5,262	1,911.21		.00	3,350.79	36.3%	
1520 52110 Medicare	1,231	0	1,231	446.96		.00	784.04	36.3%	
1520 52120 VRS Retirement	6,652	0	6,652	2,771.70		.00	3,880.30	41.7%	
1520 52125 VRS Group Life Insur	896	0	896	373.30		.00	522.70	41.7%	
1520 52130 VRS Hybrid STD/LTD	40	0	40	.00		.00	40.00	.0%	
1520 52140 Health Insurance	10,000	0	10,000	5,530.00		.00	4,470.00	55.3%	
TOTAL Education	108,956	0	108,956	43,006.47		.00	65,949.53	39.5%	
1530 Recreation									
1530 51220 Non Security Part-Ti	45,813	0	45,813	14,833.04		.00	30,979.96	32.4%	
1530 52100 FICA	2,840	0	2,840	919.67		.00	1,920.33	32.4%	
1530 52110 Medicare	664	0	664	215.07		.00	448.93	32.4%	
TOTAL Recreation	49,317	0	49,317	15,967.78		.00	33,349.22	32.4%	
1800 Interest Expense & Fiscal Char									
1800 59100 Principal 2014 Bonds	1,250,000	0	1,250,000	1,250,000.00		.00	.00	100.0%	
1800 59115 Interest Expense 201	703,525	0	703,525	363,928.13		.00	339,596.87	51.7%	

YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
100 Jail Operations	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
TOTAL Interest Expense & Fiscal Char	1,953,525	0	1,953,525	1,613,928.13		.00	339,596.87	82.6%
TOTAL Jail Operations	0	0	0	-1,742,713.51	1,750,407.08		-7,693.57	100.0%
TOTAL REVENUES	-26,096,000	-595,327	-26,691,327	-10,575,500.01		.00	-16,115,827.35	
TOTAL EXPENSES	26,096,000	595,327	26,691,327	8,832,786.50	1,750,407.08		16,108,133.78	

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
300 Capital Improvements	APPROP	ADJSTMNTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
3000 Capital Improvements							
3000 49910 Transfers In	-1,500,000	-2,000,000	-3,500,000	-3,500,000.00	.00	.00	100.0%
TOTAL Capital Improvements	-1,500,000	-2,000,000	-3,500,000	-3,500,000.00	.00	.00	100.0%
3310 Maintenance							
3310 58210 R&R Reserve Mech Sys	600,000	0	600,000	51,498.00	178,654.00	369,848.00	38.4%
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%
3310 59301 Lobby Renovation	250,000	0	250,000	94,683.54	.00	155,316.46	37.9%*
3310 59302 Inmate Housing Seati	150,000	0	150,000	.00	59,014.00	90,986.00	39.3%*
3310 59303 Fire Prevention Foam	175,000	0	175,000	.00	.00	175,000.00	.0%
3310 59304 Heating Boiler Repla	250,000	49,200	299,200	299,200.00	.00	.00	100.0%*
3310 59305 Parking Lot	100,000	-37,700	62,300	62,300.00	.00	.00	100.0%*
3310 59306 Fence	300,000	0	300,000	.00	169,027.00	130,973.00	56.3%*
3310 59307 Electrical Capacity	600,000	-5,512	594,488	4,960.00	24,240.00	565,288.00	4.9%*
3310 59308 Generator	100,000	0	100,000	.00	.00	100,000.00	.0%
TOTAL Maintenance	3,425,000	5,988	3,430,988	512,641.54	430,935.00	2,487,411.46	27.5%
3440 Information Technology							
3440 59309 Server/Data Storage	75,000	-5,988	69,012	69,012.00	.00	.00	100.0%*
TOTAL Information Technology	75,000	-5,988	69,012	69,012.00	.00	.00	100.0%
TOTAL Capital Improvements	2,000,000	-2,000,000	0	-2,918,346.46	430,935.00	2,487,411.46	100.0%
TOTAL REVENUES	-1,500,000	-2,000,000	-3,500,000	-3,500,000.00	.00	.00	
TOTAL EXPENSES	3,500,000	0	3,500,000	581,653.54	430,935.00	2,487,411.46	

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
400 Grants Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
4000 Grants Fund Sheet							
4000 47130 State Grant Revenues	-288,392	0	-288,392	-59,595.03	.00	-228,796.97	20.7%*
TOTAL Grants Fund Sheet	-288,392	0	-288,392	-59,595.03	.00	-228,796.97	20.7%
4220 Mental Health							
4220 51200 Non Security Full-Ti	0	90,000	90,000	29,427.08	.00	60,572.92	32.7%
4220 51220 Non Security Part-Ti	0	128,582	128,582	49,847.21	.00	78,734.79	38.8%
4220 51250 Non-Security Overtim	0	0	0	32.13	.00	-32.13	100.0%*
4220 52100 FICA	0	13,552	13,552	4,752.55	.00	8,799.45	35.1%
4220 52110 Medicare	0	3,170	3,170	1,111.51	.00	2,058.49	35.1%
4220 52120 VRS Retirement	0	8,955	8,955	3,694.04	.00	5,260.96	41.3%
4220 52125 VRS Group Life Insur	0	1,206	1,206	497.50	.00	708.50	41.3%
4220 52130 VRS Hybrid STD/LTD	0	475	475	196.00	.00	279.00	41.3%
4220 52140 Health Insurance	0	20,000	20,000	6,640.00	.00	13,360.00	33.2%
4220 53110 Health Professional	100,040	-100,040	0	.00	.00	.00	.0%
4220 53120 Professional Consult	126,452	-118,132	8,320	1,280.00	.00	7,040.00	15.4%
4220 53195 Indirect Cost to Fis	22,150	-22,150	0	.00	.00	.00	.0%
4220 56010 Office Supplies	30,850	-16,718	14,132	2,625.68	.00	11,506.32	18.6%
4220 58120 Equipment	8,900	-8,900	0	.00	.00	.00	.0%
TOTAL Mental Health	288,392	0	288,392	100,103.70	.00	188,288.30	34.7%
TOTAL Grants Fund	0	0	0	40,508.67	.00	-40,508.67	100.0%
TOTAL REVENUES	-288,392	0	-288,392	-59,595.03	.00	-228,796.97	
TOTAL EXPENSES	288,392	0	288,392	100,103.70	.00	188,288.30	

Middle River Regional Jail Authority



YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
500 Health Insurance							
5000 Health Insurance							
5000 49920 Health Insurance Pre	0	0	0	-669,999.00	.00	669,999.00	100.0%
5000 49921 ER-Retiree Health In	0	0	0	-9,831.00	.00	9,831.00	100.0%
5000 49925 EE-Health Insurance	0	0	0	-77,505.00	.00	77,505.00	100.0%
5000 49926 EE-Retiree Health In	0	0	0	-9,831.00	.00	9,831.00	100.0%
5000 49930 RX Rebates	0	0	0	-52,506.56	.00	52,506.56	100.0%
5000 49931 Retiree RX Prescript	0	0	0	-1,993.92	.00	1,993.92	100.0%
5000 49940 Medical Rebates	0	0	0	-1,594.31	.00	1,594.31	100.0%
TOTAL Health Insurance	0	0	0	-823,260.79	.00	823,260.79	100.0%
5420 Finance							
5420 55900 Health Claims Paid	0	0	0	345,807.72	.00	-345,807.72	100.0%*
5420 55905 Retiree Health Claim	0	0	0	12,102.44	.00	-12,102.44	100.0%*
5420 55910 RX Prescription Cost	0	0	0	157,328.76	.00	-157,328.76	100.0%*
5420 55915 Retiree RX Prescript	0	0	0	11,209.31	.00	-11,209.31	100.0%*
5420 55920 Stop Loss Fees	0	0	0	71,028.66	.00	-71,028.66	100.0%*
5420 55925 Retiree Stop Loss Fe	0	0	0	3,865.68	.00	-3,865.68	100.0%*
5420 55930 Administrative Charg	0	0	0	33,519.34	.00	-33,519.34	100.0%*
5420 55935 Retiree Administrati	0	0	0	493.20	.00	-493.20	100.0%*
5420 55950 PCORI Fee	0	0	0	672.00	.00	-672.00	100.0%*
TOTAL Finance	0	0	0	636,027.11	.00	-636,027.11	100.0%
TOTAL Health Insurance	0	0	0	-187,233.68	.00	187,233.68	100.0%
TOTAL REVENUES	0	0	0	-823,260.79	.00	823,260.79	
TOTAL EXPENSES	0	0	0	636,027.11	.00	-636,027.11	

YEAR-TO-DATE BUDGET REPORT 2024-05

FOR 2024 05							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000,000	-2,000,000	0	-4,807,784.98	2,181,342.08	2,626,442.90	100.0%
** END OF REPORT - Generated by Phillip Braverman **							



MIDDLE RIVER REGIONAL JAIL

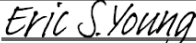
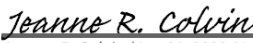
Serving Staunton, Waynesboro, Harrisonburg and
the Counties of Augusta and Rockingham

First Bank & Trust Bank Authorized Signers Modification

The below table of Designation of Authorized Signers reflects the currently authorized signers. The Middle River Regional Jail Authority board authorizes the following account changes be made on or after December 5, 2023.

- Removal of Jeanne R. Colvin, Director of Finance
- Addition of George "Tony" A. Heflin, Deputy Superintendent with all Authority Code/Limitations that currently apply to Eric S. Young and Jeanne R. Colvin.

DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
Eric S Young Superintendent	 Eric S.Young (Jun 30, 2022 08:28 EDT)	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority
Jeanne R Colvin Director of Finance	 Jeanne R. Colvin (Jun 30, 2022 08:26 EDT)	Account Opening and Maintenance; Lease Safe; Night Depository; Lockbox; Debit Card/Access Card; Cash Management; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees; Delegate Authority

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 13, 2022

CERTIFIED Michael G. Hamp II
Michael G. Hamp
Chairman

ATTEST: Tina Reed
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 depositors 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 depositors.

When deposits are made in accordance with this chapter no official of a public depositor 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



Coronavirus Emergency Supplemental Funding Grant (CESF)

Grant Period: November 1, 2023 to January 31, 2024

Guidelines and Application Procedures

***Application Due Date
October 31, 2023, 5:00 PM***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

Issued October 13, 2023

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce that federal funds awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program are available to assist eligible applicants in continuing to prevent, prepare for, and respond to the coronavirus. This is a non-competitive solicitation, which will provide additional funding to assist Virginia’s regional jails meet their safety and other organizational needs as they continue to deal with the effects of the pandemic.

II. Eligibility

This grant announcement is open to regional jail entities. Entities may only submit one application in response to this solicitation. This grant program is a formula-based grant opportunity.

III. Amount Available

DCJS is making the remaining balance of an initial federal award of \$10,832,775 available to assist eligible applicants in preventing, preparing for, and responding to the novel coronavirus. Approximately \$1,100,000 will be available for this funding opportunity. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations) 28 U.S.C. 530C.

Applicants can apply for no more than **\$50,000** through this funding opportunity. There is no match requirement.

IV. Targeted Funding Areas

Coronavirus Emergency Supplemental Funding Grant (CESF) funds are available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. Acceptable funding areas must have a direct nexus to the coronavirus pandemic. Some examples are below.

Cleaning Equipment, and PPE: facility cleaning and disinfecting supplies, disposable protective clothing, gloves mask, face shields and a wide range of other tools may be purchased by agencies to limit the spread of the coronavirus.

There is a limited grant period for this funding opportunity, due to the expiration of the federal awards. Agencies are encouraged to select projects, equipment and supplies that can be procured during the 90-day project period.

V. Grant Guidelines

Grant Period: Grants will be awarded on a non-competitive basis for a ninety (90) day award period beginning November 1, 2023 to January 31, 2024.

Match Requirement: There is no match requirement for this grant program.

Allowable Costs: Requested funds must be utilized to prevent, prepare for, and respond to the coronavirus pandemic and must adhere to the federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, and the U.S. Department of Justice Grants Financial Guide effective edition.

Allowable CESF projects and purchases for this solicitation include, but are not limited to:

- equipment, including medical personal protective equipment and room dividers;
- supplies, such as gloves, masks, sanitizer, facility cleaning and disinfecting supplies

Unallowable costs: Grant funds may not be used for:

- Weapons, ammunition, and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Hazard pay, honoraria or bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol;
- Vehicles normally and routinely provided by the locality to others in the same roles; or
- Refreshment breaks or meals at training events, meetings, or conferences.

Restrictions: Grants funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. CESF grant funding shall be used to supplement, not supplant, other federal, state, or local funds that would otherwise be available for the proposed coronavirus activities. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

VI. How and Where to Submit an Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than October 31, 2023 by 5:00 PM. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

VII. Application Forms and Instructions

Each application for Coronavirus Emergency Supplemental Funding grant funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Emailed files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding 2023).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded. No information can be released to an individual not associated with the grant in OGMS.

After General Information has been finished, you can complete the application in any order or save to return at another time.

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to the Coronavirus Emergency Supplemental Funding grant program (it is only required of JJDP programs).
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding 2023).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see

if your locality is certified.

- *Type of Application:* For this funding opportunity, you will choose “New.”
- *Community Setting:* Check the box(es) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project, and provide all required contact information.
- *Project Administrator:* Name and contact information for the person who has the authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This must be the president of the Board of Directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Project Narrative: All questions in this section are **required**.

- *Demonstration of Need:* Provide a brief description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description:* Provide a brief description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project (maximum of 5000 characters).
- *Service Area Demographic/Target Population:* Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan:* Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

Implementation Steps: Required

- Provide a thorough, specific list of activities and tasks to be undertaken per quarter. These should mirror the “Project Description” section.
- Include details such as when/where an activity will occur; who will conduct it; who and how many will participate in the activity; and what resources and materials will be used in activity. Important dates and milestones should be identified.

Budget: Required

- Click “Edit Grid” and enter your requested federal amount under the “Federal” column.

Equipment:

- Indicate if equipment is included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other:

- Indicate if supplies and other included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

Indirect Costs:

- This program does not allow indirect charges. Indicate if indirect costs are being requested: yes or no. Click “No.”

Attachments:

- Please upload any additional attachments required by this funding opportunity here.

Non-Supplantation:

- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

Authority Certification:

- This section is required under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be

available upon request.

VIII. Reporting Requirements

Reporting Requirements: Grant recipients must submit quarterly financial and status reports online to DCJS until all funds are expended and reimbursed. Failure to comply in a timely manner may result in DCJS withholding disbursement of grants funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

IX. Grant Application Review Process

The Grants Committee of the Criminal Justice Services Board (CJSB) and the full CJSB have approved the awarding of the funds available through this federal grant program. DCJS staff will review submitted applications and grant project details. Grant applications may require revisions to meet the grant guidelines as outlined in the funding opportunity.

DCJS Office of Grants Management in the Division of Financial Administration will issue grant award packages. Fiscal and programmatic revisions may be required as a condition of funding.

X. Technical Assistance

Please contact the following DCJS staff for questions regarding your Coronavirus Emergency Supplemental Funding program application:

Beth Polak: elizabeth.polak@dcjs.virginia.gov, (804) 659-6487

Tracy Matthews: tracy.matthews@dcjs.virginia.gov, (804) 371-0635

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the subject line.

**MIDDLE RIVER REGIONAL JAIL
EXECUTIVE SUMMARY
November 28 2023**

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, November 28, 2023 @ 09:01. This information is continuously changing.

Total Inmate Population	645		
Male Inmates	514		80%
Female Inmates	131		20%

Category	# of Inmates	% of Total
Awaiting Trial	293	45.43
Totally Sentenced	240	37.21
Partially Sentenced	98	15.20
Awaiting Programs	1	.15
Awaiting Appeal	1	.15
Convicted but not Sentenced	12	1.86
Drug Court Sanction – Pre Trial	0	00.0
In Hospital	0	00.0

Department of Corrections Responsible Inmates

Number of days since last Sentenced	SAW	Rockingham Harrisonburg	Others	Total
90+	12	21	0	33
60 – 90	21	12	0	33
30 – 60	13	33	0	46
<30	22	7	0	29
Sentence includes CCAP	2	6	0	8
Total	70	79	0	149
% of Total Population	10.85%	12.25%	0	23.10

Work Release

Local Work Release (RC 26)	10
DOC Work Release (RC 28)	18
Total	28

***These numbers are included in the Jurisdiction Totals

HEI

Home Electronic Incarceration (RC 80)	8
---------------------------------------	---

***These numbers are included in the Jurisdiction Totals

LOCAL Inmates by Jurisdiction

Locality Code	Jurisdiction	Total
015	Augusta	185
091	Highland	5
165	Rockingham	158
660	Harrisonburg	58
790	Staunton	142
820	Waynesboro	94

Other Virginia Jurisdictions – Non Contract Holds

Locality Code	Jurisdiction	Total
540	Charlottesville	1
125	Nelson	1
163	Rockbridge	1

CONCLUSION: VADOC continues to intake state responsible inmates regularly. State responsible inmates account for approximately 23% of our inmate population. The majority of MRRJ's population is pre-trial with approximately 45% still awaiting court proceedings.

MRRJ continues to receive Rockingham inmates to help with their overcrowding situation. Rockingham inmates account for approximately 34% of our current population.

Our headcount as of today is 645 and remains steady in the 620-650 range.

ACTION OFFICER: Tami Bird, LIDS Tech

EXECUTIVE SUMMARY #ES-2023-049

MIDDLE RIVER REGIONAL JAIL
Executive Summary
November 28, 2023

SUBJECT: Community Corrections Quarterly Review

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

1. The Home Electronic Incarceration inmates and the Residential Work Release 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

LOCALITY	MALE	FEMALE
Augusta County	4	1
Rockingham	0	1
Harrisonburg	0	0
Staunton	0	1
Waynesboro	1	0
TOTAL	5	3
Total HEI Inmates: 8		

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

Home Electronic Incarceration. We currently have 8 HEI inmates that are working a paying job and/or are required to pay for program participation.

LOCALITY	DOC	LOCAL
Augusta County	1	4
Waynesboro	1	0
Rockingham County	1	0
Harrisonburg	0	0
Staunton	1	0
TOTAL	4	4
TOTAL HEI AT WORK: 8		

Male Residential Work Release. We currently have 15 inmates participating in this program. We have 13 that are working a paying job and 2 that are free help at the Food Pantry.

LOCALITY	LOCAL	DOC
Augusta	0	2
Harrisonburg	0	0
Rockingham	4	4
Waynesboro	2	0
Staunton	1	2
Highland	0	0
TOTAL	7	8
Total Male Work Release Inmates: 15		

Female Residential Work Release. We currently have 10 inmates participating in this program.

LOCALITY	LOCAL	DOC
Rockingham	0	6
Augusta	2	2
TOTAL	2	8
Total Female Work Release Inmates: 10		

Middle River Regional Jail

SUBJECT: Community Corrections Quarterly Review

Male Work Force. We currently have 4 inmates participating in this program.

LOCALITY	LOCAL	DOC
Waynesboro	0	1
Rockingham	0	1
Staunton	0	0
Harrisonburg		2
TOTAL	0	4
TOTAL MALES ON WORK FORCE: 4		

Since September 25, 2023 until now 30 names were submitted for approval for the Residential Work Release Program and 22 were approved, and 8 were disapproved.

Action Officer: Lisa McCray
Executive Summary # ES-2023-050

MIDDLE RIVER REGIONAL JAIL

VACANCY REPORT

MRRJ has the following vacancies as of December 1, 2023:

Sworn 23

Nurse 10

1MIDDLE RIVER REGIONAL JAIL

Executive Summary

Date: November 28, 2023

- SUBJECT:** October - November 2023 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

GED

Male – one student obtained his GED.

Female – two students were scheduled to take 3 of the 4 tests. Both passed the first test. One lady was transferred to DOC the next day, the other lady passed the 3 tests and now only needs Math.

Placement Testing – in order to identify those who are the closest to being able to pass the GED test, we coordinate with our local Adult Education in Fishersville to administer placement testing. Both the male and female testing is complete, with new students beginning class next week.

Re-Entry - MRRJ has separate monthly workshops for those returning to Rockingham/Harrisonburg and for those returning to Staunton, Waynesboro, and Augusta. Community partners Blue Ridge Court Services and Strength in Peers assist in the workshops that include topics such as the Federal Bonding Program, employment, child support, securing identification, etc.. Both groups will also follow up and work with people post-release.

- 28 people received the Virginia Federal Bonding Letter
- 17 social security card applications were processed

Harrisonburg/Rockingham

- 19 people eligible
 - 14 attended
 - 4 refused
 - 1 was at work

Staunton/Waynesboro/Augusta

- 21 people eligible
 - 14 attended
 - 2 refused
 - 3 were at work
 - 2 missed for other reasons

Faith Classes

Both men's and women's Faith Classes have started back. There are 12 people enrolled in each class. Each week is a stand alone class, so if anyone drops out or is released, that spot is filled the following week.

Parenting Class

The Waynesboro Office on Youth taught an 8 session Parenting Class for Women. This class works with incarcerated mothers on healthy ways of communicating with their children while incarcerated and becoming part of the family dynamic once released. The class started with 12 students, and 11 of the students successfully completed the class. The Parenting Class will alternate between men and women.

Thought Process and Behavior Program

- BREAKING THE CYCLE is focused on men. The class provides information and tools to better manage and understand issues that the men are dealing with. This class has 10 seats available. This class was taught earlier in the year with great results. Participants from the last class suggested that the class be longer, so it was extended from 4 weeks to 6 weeks, with two sessions per week. Breaking the Cycle focuses specifically on:
 - Anger, Conflict, Stress
 - Responsible parenting and partnering
 - Problem solving and decision making
 - Substance Abuse
 - Mental Health
- 6 of the 10 participants that began the program completed it

Addictions Programs

- RE-WIRED: A BOLD NEW APPROACH TO ADDICTION AND RECOVERY
 - This program is for everyone: the sober, newly sober, those who are contemplating getting sober, those who may be dependent on substances, those struggling with unhealthy habits, and for anyone trying to change their life for the better.
 - Class met twice per week for six weeks
 - 11 of the 12 participants completed the program

Medication Assisted Treatment (MAT) Program for inmates. Medication is Vivitrol. The target population is inmates who have an addiction to either opioids or alcohol 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. For this reporting period:

- One person asked about the program but does not have a release date, so we could not begin the process yet.

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. There were no Veterans participating in this program for this reporting period. However, representatives from the Salem VA Hospital met with three Veterans who do not have release dates as of yet.

Forensic Discharge Planning Service:

Acronyms:

ASAM- American Society of Addition Medicine (This assessment is required for any addition-based programs)

SU- Substance Use

PSH- Permanent Supportive Housing

CSB- Community Service Board

VCSB- Valley Community Service Board

The FDP program at Middle River Regional Jail continues to receive and enroll referrals from several different stakeholders, both in the jail and with our community partners. Some highlights are:

- Obtained 30-day prescriptions for inmates upon discharge
- Supply of medications upon release for inmates seen by staff psychiatrist if advance notification
- All FDP providers are ASAM certified. This streamlines the SU intake process
- Waitlists are still very long for community-based treatment options
 - Clients are able to engage with CSB psychiatrist, but continue to be on a waitlist for community case management services
- Due to large number of referrals, post-release services are limited to 30 days
- Homelessness and access to affordable housing continues to be an issue for all clients in our locality. FDP clients are not considered a priority population for VCSB housing programs (PSH) and often, the inmates criminal history excludes them from shelter options.
- Each case manager currently has a caseload of approximately 23 people

ServeSafe Program for Inmates

Step 1- The Inmate Handbook (all inmates receive a 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 a advanced skills, career education, and new development. The instruction is excellent for those needing fast employment and perfect for those lacking professional experience.

Also at the end of the handbook we will introduce some fundamental excellence in the daily operations of a kitchen. Last but not least 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 a 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.

All Kitchen workers are required to complete the Handbook upon being hired into the Kitchen in order to have basic knowledge safety knowledge. They are not required to continue to obtain their certification. For this reporting period, we had 15 inmates complete Step 1: Ascend Handbook, but no current inmate workers have completed their certification.

COLLABORATION WITH AUGUSTA HEALTH

MRRJ staff recently met with staff from the Augusta Health Maternal Wellness program to develop a program to assist incarcerated (and released) clients.

The program provides information regarding maternal health, SUD, resources, what to expect during labor and when giving birth to a potentially addicted baby, birth control options, etc.

For inmates who are pregnant, a referral can be sent to the program and the staff will work to schedule a meeting in the MH Medical office at MRRJ with the inmate.

Once released, classes and informational sessions continue, which will include resources and healthy food options for mother and baby.

We are excited about this collaboration and believe it will have long-lasting benefits to both the new and expecting mothers and the children.

For this reporting period, one person received these services.

Members of the Augusta Health team will provide an “Empowering Women and Their Health” program in December. This program will focus on a variety of topics including Community Support, Birth Control Options, Hep C and HIV information, STI Prevention, Domestic Violence, and Lifestyle Changes.

The Augusta Health team has also donated release kits with hygiene items.

UPCOMING PROGRAMS

Addictions Programs

- NARCOTICS ANONYMOUS
 - Potential volunteers have submitted their applications. The head of their Corrections group and the MRRJ Chief of Programs are scheduled to meet this week to work out details of Volunteer Orientation and days/times for the weekly meetings. Meetings will be once per week.

Women's Health

- August Health Wellness program mentioned under "Collaboration With Augusta Health"

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: October - November 2023 Program Report

ACTION OFFICER: John Lilly, Chief of Inmate Programs

EXECUTIVE SUMMARY # ES-2023-051

MIDDLE RIVER REGIONAL JAIL

Executive Summary

11/27/2023

Subject: Mental Health Department Update

Background: Historically, MRRJ contracted mental health services through Valley CSB. Beginning in April of this year, MRRJ began hiring/development of its own Mental Health Program. As the department continues to expand, both our staff as well as our services likewise grow.

Purpose: This summary's purpose is to highlight current services provided, as well as to outline future goals as the department continues to grow. This summary provides updated numbers relative to a previous summary developed in August of 2023.

Current Structure:

- (1) Psychiatrist: Medical Doctor (1 Filled)
- (1) Mental Health Manager: Graduate-Level (Filled)
- (3) Mental Health Clinician: Graduate-Level (2 Filled – 1 Unfilled)
- (2) Mental Health Support Specialist: Bachelor's-Level (2 Filled)
- (1) Mental Health Intern - JMU PSYC Field Placement Program (Filled – 1/24)
- (1) Counseling Intern – JMU Graduate Psychology Internship Program (Fall '24)

Total number of documented interactions by above Mental Health Staff between October 1-31 2023: **514**

Current Services Provided:

- Identification/Follow-up of Mental Health Needs in New Committals:
 - Intake officers utilize an evidence-based measure, the Brief Jail Mental Health Screen to identify new committals with mental health needs within 4 hours of arrival.
 - Inmates that are currently prescribed psychotropic medication continue to receive said medications, and are automatically placed in to see the facility psychiatrist for continuity of care.
 - All other inmates that are referred are followed up with by Mental Health staff to assess current needs and provide appropriate resources.
 - Referral rate from intake BMHS typically ranges between 36-40% of all new committals in any given quarter since this data has been recorded.
- Suicide Risk Assessment:
 - If an inmate makes statements regarding self-harm, or self-injurious behavior is observed by an MRRJ employee, that inmate is placed on suicide precautions and assessed by a graduate-level clinician.

- During October 2023, 12 inmates were placed on suicide precautions and required review by a graduate-level clinician.
- Individuals are assessed and a safety plan is developed when appropriate to protect from self-harm while incarcerated at MRRJ.
- Mental Health Rapid Assessment Report to the Court (RARC):
 - These court requested assessments were originally developed between Valley CSB and the courts to better aid insight into offender's current mental status and potential safety risks.
 - These assessments were frequently ordered by the court's for inmates with no mental health history and inquired about appropriate community resources, information difficult to assess due to the limited time spent with inmates and MRRJ Mental Health Department's focus on providing resources/services only while incarcerated.
 - These assessments were discontinued and the respective courts were encouraged to outreach the Mental Health Manager directly by phone to ask any questions relating to safety concerns or current mental status.
- Guidance/Petitioning of ECO/TDO Process:
 - When in the facility, graduate-level clinicians are regularly asked to provide guidance when an inmate is pending imminent release to discuss appropriateness of an Emergency Custody Order petition. These are facilitated when an inmate is likely to suffer harm to self or others, or unable to provide for basic needs due to significant mental illness. In addition, these clients are unlikely to seek treatment themselves. Graduate clinicians use clinical insight and knowledge in order to facilitate the most appropriate level of care for each inmate.
 - During October '23, 2 inmates were assessed to require emergent care due to the above criteria.
- Facilitation of Competency Evaluation/Restoration Sessions:
 - We have seen an increase in inmates with severe mental illness that the relevant courts have ordered competency evaluations by an outside evaluator, or outpatient competency restoration through Valley CSB.
 - MRRJ Mental Health staff facilitate these sessions with outside agents contracted through the courts to expedite an individual's legal process.
 - During October 2023, 6 outpatient competency restoration sessions and 11 competency/sanity at time of offense evaluations were completed.
 - MRRJ Mental Health staff members work diligently with these outside agents to provide documentation and insight into the individual's current presentation and mental health needs.
- Therapeutic Crisis Sessions:
 - Once staffing allowed, MRRJ Mental Health began offering one-time therapeutic crisis sessions for inmates experiencing high impact life events.
 - These "high-impact" events include loss of a loved one, divorce, longer sentencing than expected, etc. Traditionally, these events are correlated with increased risk of safety concerns.
 - During October '23, 11 of these crisis sessions were provided to allow inmates a therapeutic hour with a graduate-level clinician.

- Mental Health Request System:
 - Inmates can easily and securely voice mental health needs and concerns while incarcerated at MRRJ.
 - During October 2023, the Mental Health Department received 405 mental health requests.
 - The Mental Health Department is proud of our timely response and quick follow-up to provide the appropriate mental health resources.
- Mental Health Supportive Materials:
 - To facilitate maximum benefit to the inmate population with our current staffing level, several resources have been developed for quick distribution after receiving a related mental health request.
 - Mental Health Worksheet Packets: Developed to better aid with most common presenting problems in jail setting. These worksheet packets include coping strategies/resources for common complaints relating to: anxiety, sleep difficulty, depression, grief, and trauma.
 - Self-Guided Mental Health Workbooks: Provided to inmates with a coinciding disorder to facilitate psychoeducation about one's diagnosis, autonomy over mental health needs, as well as resource for further recommended services post-release.
- Rewired 6-Week Substance Use Groups:
 - These groups are facilitated by mental health staff members to provide a venue for addictions treatment not often found in the jail setting due to high turnover rates.
 - The Rewired class recently concluded, with a starting roster of 12 males. Largely psychoeducational, it is intended to provide the groundwork for better understanding addiction behavior prior to community transition. Due to difficulty finishing with the full class due to releases/transfers, these groups will now occur twice a week to cut down time to completion.
 - The Rewired class was also facilitated on our male special needs pod, as many individuals on this housing unit also have co-occurring substance use disorders. It was also facilitated twice a week in congruence with the male general population group.
 - During this cycle, 10 males earned Certificates of Completion.
- Therapeutic Crisis Sessions:
 - These crisis sessions are facilitated during high-impact life events to provide a therapeutic outlet for inmates going through a significant life stressor. These life events can include: loss of a family member, traumatic circumstances surrounding arrest, receiving news of infidelity by partner, receiving news of impending divorce, giving birth and returning to jail setting, sentenced to longer term than anticipated, etc.
 - During August 2023, 6 of these crisis sessions were facilitated by the graduate-level clinician that is qualified to provide this service.
- Special Needs Pods:
 - MRRJ currently reserves both a male and female housing unit for inmates with special needs. To be placed on the pod due to mental health concerns, the inmate must have a more debilitating mental health diagnosis (schizophrenia spectrum disorder, bipolar

mood disorder, intellectual or other developmental disability) as well as be likely to be victimized on another housing unit due to this diagnosis.

- These housing units provide a calm and therapeutic environment for those that would benefit most from these conditions. Inmates housed on these units are also provided with more resources due to less likelihood that the inmates would abuse extra privileges.
- Providing materials such as puzzles, tangles, coloring pages/pencils, composition notebooks, and other materials promote a richer environment. This more stimulating environment has been shown to lessen mental health symptoms' severity compared to a sparse environment.
- Valley Forensic Discharge Planners:
 - MRRJ Mental Health Department works collaboratively with Valley CSB Forensic Discharge Planner team to facilitate referrals and interactions, as appropriate.
 - Collaboration with this outside agency helps decrease recidivism by connecting our inmate population with community resources while still incarcerated.
 - The Valley FDP team's caseload typically hovers around 130 at any given time, providing connection to mental health services and resources post-release. This allows MRRJ Mental Health staff to focus on mental health needs while incarcerated and VCSB to focus on post-release needs.
- MRRJ Staff Training:
 - Each new employee group is provided an hour-long training module on Suicide Prevention by the Mental Health Manager, or graduate-level clinician, to increase awareness of risk factors for suicidality in the corrections environment.
 - Once a year, all staff members are provided a 1 ½ hour training on Stress Management. This training specifically focuses on recognizing the warning signs of burnout in our challenging work environment as well as adaptive coping strategies to mitigate this debilitating psychological state.

Future Services: While our Mental Health Department is proud of what we have been able to accomplish with our relatively brief existence, we continue to have an eye on the future with continued growth.

- Expansion of Female Special Needs Pod Criteria:
 - We have observed a decrease in our female population that currently meets criteria for the special needs pod.
 - Currently, we have space for 8 females, but are only housing 1.
 - We intend to expand the criteria to include clinically defined PTSD diagnosis, with a goal date of beginning of next year to implement.
 - This will better aid the facility's housing needs as well as provide a great sample to implement new trauma-focused services.
- Death Notifications:
 - Increasing numbers of graduate-level clinical staff will afford the Mental Health Department to facilitate death notifications to inmates for verified close relationship deaths in the community. A graduate-level clinician will then be able to provide an

immediate crisis counseling session for the grieving inmate to facilitate resilience and provide appropriate and effective coping strategies within the jail setting. With the recent hire of an additional graduate-level clinician, this future goal is close to becoming a present part of our work day.

- Brief Solution-Focused Substance Use Intervention:
 - Many of our commitals are charged with minor drug/alcohol related crimes and released quickly from our facility. This population appears to “fall through the cracks”, often referred by intake officers with the BMHS, but quickly released before a Mental Health staff member is able to interact with them. In the future, a dedicated clinician to facilitate brief, goal-oriented interventions might aid in preventing recidivism.
- Group Programming on Special Needs Pods:
 - The special needs pods are a perfect sample for several beneficial groups. These groups will aid these offenders in promoting autonomy and sense of control and understanding over their mental health needs. Beneficial group topics may include daily living skills, importance of medication adherence, career counseling, substance use counseling, etc. To take advantage of resources already available, the Rewired Substance Use group will be facilitated on the male special needs pod simultaneously as the same male general population group.
- Expansion of Current General Population Groups:
 - We hope with future staffing growth to provide more sections of Rewired substance use group to maximize the number of inmates in GP to receive these beneficial groups given the high prevalence of substance use disorders within the jail.
 - We have also anecdotally observed a significant number of individuals with a trauma history of active symptoms of PTSD. A group with a focus on trauma-informed care would provide therapeutic benefit to a population that often has never received professional services. We are optimistically interviewing a graduate-level clinician candidate this week, who has previous experience developing this program and facilitating a group with the same population.
- MRRJ Staff Training:
 - By facilitating a better understanding, recognition, and intervention of offenders experiencing mental health crises, we will continue to protect and aid offenders experiencing significant mental health needs. Continuing to expand staff training in mental health will also promote confidence in staff members’ perceived ability to work with this challenging, and growing, demographic.
- JMU Clinical Internship Site:
 - While we currently are already anticipating a bachelor’s-level intern in January 2024, MRRJ would make an ideal clinical internship site for a graduate-level clinical student. This would provide a regular supply of clinicians to our jail as well as a great sample to hire new graduate-level clinicians. The Mental Health Manager currently maintains a beneficial relationship with JMU’s Psychology and Graduate Psychology Departments, and hopes this will continue to benefit MRRJ and JMU both respectively.
 - Logistics are currently being discussed with JMU’s Graduate Psychology Department, with an anticipated start date of Fall 2024.

Prepared by: Corban Smith, Mental Health Manager

**MIDDLE RIVER REGIONAL JAIL
AUTHORITY MEETING DATES FOR 2024**

**All meetings will be held in the Smith West Room at
Augusta County Government Center**

February 6, 2024 @ 2:00 p.m.

April 2, 2024 @ 2:00 p.m.

June 4, 2024 @ 2:00 p.m.

August 6, 2024 @ 2:00 p.m.

October 1, 2024 @ 2:00 p.m.

December 3, 2024 @ 2:00 p.m.