



WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

Serving the City of Salem and Counties of Franklin, Montgomery, and Roanoke

ACTION AGENDA

JANUARY 7, 2010, 9:00 A.M.

Western Virginia Regional Jail
5885 West River Road
Salem, VA 24153

A. CALL TO ORDER

1. Welcome and introductions—Jim Guynn, Authority Counsel

Mr. Guynn called the meeting to order at 9:15 a.m. Judge Broadhurst was introduced and welcomed.

B. OATH AND SWEARING IN OF AUTHORITY MEMBERS

1. Oath and swearing in ceremony—Judge William D. Broadhurst, 23rd Judicial Circuit

Judge Broadhurst administered the oath of office to the Authority members for their terms beginning January 1 and ending December 31, 2010.

C. ELECTION OF OFFICERS

1. Election of officers—Jim Guynn, Authority Counsel; Newly Elected Chair

Mr. Guynn opened the floor for nominations for Chairman. Mr. Whitlow nominated Gerald Holt. The nomination was seconded by Mr. Atkins; and, there being no further nominations, Mr. Holt was elected Chairman by unanimous voice vote.

Mr. Guynn turned the meeting over to Chairman Holt who opened the floor for nominations for the remaining officers after the clerk called the roll (see below).

Ms. Hyatt nominated Jay Taliaferro as Vice-Chair. Mr. Whitt seconded the nomination; and, there being no further nominations, Mr. Taliaferro was elected Vice Chair by unanimous voice vote.

Mr. Wagner nominated Chris Whitlow as Secretary. Ms. Johnson seconded the nomination; and, there being no further nominations, Mr. Whitlow was elected Secretary by unanimous voice vote.

Mr. Whitlow nominated Diane Hyatt as Treasurer. Mr. Taliaferro seconded the nomination; and there being no further nominations, Ms. Hyatt was elected Treasurer by unanimous voice vote.

D. CALL TO ORDER FOR REGULAR BUSINESS

1. Call to order and roll call—Newly Elected Chair

Chairman Holt called the meeting to order at 9:25 a.m. for regular business, the roll call having been taken previously.

Members present: James E. Taliaferro, II; Jane Johnson; Eric A. Atkins; Frank Turk; Keith Mucha; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; F. Craig Meadows; Doug W. Marrs; James “Tommy” Whitt (left meeting at 9:50 a.m. to attend another function); Carol Edmonds; Robert L. Hall; Diane D. Hyatt; Michael Altizer; Gerald S. Holt; B. Clay Goodman (left meeting at 11:00 a.m.); Michael G. Winston

Members absent: Bryon “Randy” Foley; Richard E. Huff, II; Wayne Angell; Vicki Meadors; Gary Creed; Joseph B. Church

Others in attendance: Judge William Broadhurst, Jim Guynn, Charlie Poff, Bobby Russell, Cheri Lankford, Mary Brandt

E. REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS

There were no changes.

F. APPROVAL OF MINUTES

1. October 1, 2009

Mr. Altizer moved approval of the minutes. Mr. Whitt seconded the motion which was approved by unanimous voice vote.

G. REPORTS & BRIEFINGS

1. Financial reports for December 2009—Cheri Lankford, Business Manager

Ms. Lankford reported that net operating expenses were \$1.7 million and cash balances as of November 2009 were \$19 million.

Mr. Taliaferro moved that the financial reports be received and filed. Mr. Meadows seconded the motion which passed by unanimous voice vote.

2. Finance Committee's report—Diane Hyatt, Finance Committee Chair

Ms. Hyatt reported that the committee had met several times to review the budget items on today's agenda and that she will give the committee's recommendations on the budget items as they are brought up for discussion.

3. Superintendent's report—Charlie Poff, Superintendent

Mr. Poff advised that there was \$1.8 million in interest remaining after the construction project's close out and that a recommendation for spending these funds will be made later in the meeting. He reported that there are some warrantee issues currently outstanding including roof leaks that were identified after the recent snow fall and minor problems with the floor tile. He advised that contractors were currently on site to work on these issues. Mr. Poff further advised that the buildings warranties will expire in April 2010 and that a major building inspection will be conducted because of this. Mr. Poff reported that the review for LEED certification was still ongoing but that he did not anticipate any problems since 28 credits had been submitted and only 26 are required for certification.

Mr. Poff advised that operations are going more smoothly. He reported that the Department of Corrections (DOC) preliminary audit had only found three minor record-keeping problems for which corrective plans of action have been approved. He added that a six-month LIDS audit had also been conducted and staff had received high marks. Mr. Poff stated that staff is working on fine tuning policies in anticipation of the upcoming American Correctional Association (ACA) certification audit which will take place in November 2010 due to a new rule requiring a facility to have a full year of history to qualify.

Mr. Poff reviewed the monthly operational statistics including medical and transportation. He noted that the jail's population is increasing.

Mr. Poff reported that the Governor's most recent reductions to the state budget included the elimination of the state's share of VRS and group life insurance premiums, one-day furloughs for employees, a 6.9 percent cut in Compensation Board salary reimbursements, and lower per diem rates which will have a negative impact on the jail if they are approved by the General Assembly. He reported that he, Sheriff Holt, Mike Altizer, and Mike Winston met with local area legislators to discuss the impact of these reductions on the regional jail. Mr. Poff reported that although the legislators are very supportive of public safety and will do what they can, he believed that the state's budget will contain cuts for public safety. Mr. Poff reported that he planned assemble a group to lobby the General Assembly on behalf of the regional jail and advised that anyone interested in participating was welcome.

In response to Mr. Atkins inquiry, Mr. Poff advised that he was satisfied with Conmed's performance. He reported that Conmed had brought in additional temporary staff when needed during the facility's start up and has reduced the number of unnecessary prescriptions. He advised that Conmed has recently added a physician's assistant to their staff as part of their continuing efforts to deliver

effective medical and dental care in the most cost-effective manner. He added that the cost of the new position is covered in the jail's budget.

There was a general discussion of the impact of the governor's budget cuts on public safety agencies. Mr. Poff noted that he had asked the Compensation Board to confirm that the regional jail is considered a part of public safety to ensure that regional jail will be included when/if any of the budget cuts are restored.

H. NEW BUSINESS

1. Request to approve meeting dates for calendar year 2010—Charlie Poff, Superintendent

There was no discussion on this item.

Mr. Taliaferro moved approval of the meeting dates for 2010. Mr. Marrs seconded the motion which was approved by unanimous voice vote.

2. Request to adopt a mid-year revision to the fiscal year (FY) 2009-2010 budget and appropriate funds to balance the budget—Diane Hyatt, Treasurer; Cheri Lankford, Business Manager; and Charlie Poff, Superintendent

Mr. Poff advised that the fiscal year 2009-2010 budget had been based on estimates in the absence of actual history. He reported that because the regional jail has not met its projected member and non-member population targets, revenue is down. He further advised that due to the lower-than-anticipated revenue and to the state's budget cuts, it was necessary to trim expenses. Mr. Poff stated that \$1.3 million has been trimmed from the current budget; however, an additional \$476,776 is required to balance the budget. He advised that the Finance Committee is recommending that the funds necessary to balance the budget be taken from the \$1.8 million remaining from the reimbursement from the State.

Ms. Lankford reviewed the budget in greater detail going through it line by line and noting where reductions were made. She reported that the jail's inmate population is now increasing.

Ms. Hyatt advised that there are no restrictions on how the \$1.8 million may be used so the Finance Committee is recommending that \$476,000 of it be used to balance the fiscal year 2009-2010 budget which will leave \$1.4 million available for other purposes. She added that staff will continue to monitor expenses but that it was thought necessary to make an adjustment to the budget now for monitoring purposes.

Ms. Hyatt moved to adopt a mid-year revision to the fiscal year (FY) 2009-2010 budget and appropriate funds to balance the budget. Mr. Altizer seconded the motion which was approved by unanimous recorded vote.

AYES: James E. Taliaferro, II; Jane Johnson; Eric A. Atkins; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; F. Craig Meadows; Doug W. Marrs; Robert L. Hall; Diane D. Hyatt; Michael Altizer; Gerald S. Holt

NAYES: None

Clerk's Note: Chairman Holt called a 10-minute recess and business resumed at 10:10 a.m.

3. Request to adopt fiscal year (FY) 2010-2011 budget—Cheri Lankford, Business Manager; Diane Hyatt, Treasurer; and Charlie Poff, Superintendent

Ms. Lankford gave a PowerPoint presentation on the governor's proposed budget cuts showing their impact on the regional jail. The worst-case budget scenario was presented.

Ms. Hyatt distributed a handout breaking down the impact of the fiscal year 2010-2011 budget by locality. She noted that there remains \$9.4 million in bond proceeds. She advised that the bonds cannot be prepaid for the first 10 years but that payments can be made on the principle. Ms. Hyatt reviewed the debt fund and stated that the remaining bond proceeds should be sufficient to relieve the burden on the localities until the economy improves.

Ms. Hyatt advised that the Finance Committee is recommending that the remaining \$1.4 million should be used in one of two ways: (1) use the funds to begin building capital reserves as required by the bond note; or (2) use the funds to offset the impact of the fiscal year 2010-2011 budget on the localities. She added that this would be using one-time monies to fix an ongoing problem and requested feedback from the Board members.

Ms. Hyatt reported that it was the Finance Committee's recommendation that the Authority delay the adoption of the fiscal year 2010-2011 budget due to uncertainty at the state level. In response to Chairman Holt's comment that the service agreement requires the Authority to adopt the budget by January 15 each year, Ms. Hyatt advised that this was to allow the Board members adequate time to brief their own governing bodies and that there was sufficient information available to allow them to do that. She reported that the Finance Committee felt that a special meeting should be called after the General Assembly convenes to allow staff to gather additional information regarding the state's proposed budget cuts and to allow further review of their impact on the regional jail's budget.

It was the consensus of the Board to postpone adoption of the fiscal year 2010-2011 budget and to call a special meeting on Thursday, February 25, 2010, at 10 a.m. to consider the adoption of the budget.

There was a general discussion on how to spend the remaining \$1.4 million in interest and how best to ensure that the payment allocations for the localities remain accurate. It was the consensus of the Board to apply \$500,000 of the remaining interest to the fiscal year 2010-2011 budget to lessen the burden on the localities and to monitor the percentages to ensure they remain correct.

F. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Mr. Marrs noted that the regional jail's honor guard had marched in two municipal Christmas parades, and he commended them for their positive representation of the jail.

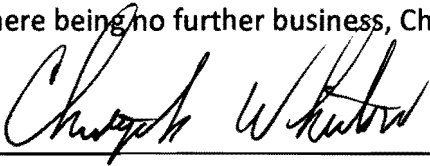
Mr. Holt reported that during the recent snow storm, regional jail staff has assisted stranded motorists and that Deputy Superintendent Russell had come in on his day off to plow the access road, the parking lot, and Mrs. Cooper's driveway.

Mr. Poff advised that the regional jail had received a full grant from the National Institute of Corrections to implement a new inmate behavioral management program. Mr. Russell added that the program would be operational by April 2010.

I. ADJOURNMENT

The next Authority meeting will be held February 25, 2010, at 10 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, Virginia

There being no further business, Chairman Holt adjourned the meeting at 11:45 a.m.



Christopher Whitlow, Secretary

