

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY

May 9, 2025

Held at the New River Valley Regional Jail

A. CALL TO ORDER:

The meeting of the New River Valley Regional Jail Authority was called to order at 10:11 a.m. by Chairman Richard Chidester.

MEMBERS PRESENT:	Bland County:	Sheriff Ramsey
	Carroll County:	Mr. Martin; Sheriff Kemp
	Giles County:	Mr. Chidester; Sheriff Millirons
	Grayson County:	Sheriff Vaughan; Mr. Smith
	Pulaski County:	Sheriff Worrell; Mr. Sweet (late)
	Radford City:	Mr. Fleisher; Sheriff Armentrout
	Wythe County:	Sheriff Foster; Mr. Vaught

ALTERNATES PRESENT:	Wythe County:	Mr. Hankins
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STAFF & GUESTS PRESENT:	Superintendent Kimberly Haug
	Major Daniel O'Dell
	Mr. Reid Broughton-Sands, Anderson, Marks & Miller
	NRVRJ staff: Tonya Akers, Tim Clark, Lt. Matt Wells, Capt. Tom Bobbitt

B. ROLL CALL:

Mrs. Akers called roll and reported a quorum was present with (12) twelve members and (1) one alternate present. Mr. Sweet came in later in the meeting bringing the total members to (13) thirteen.

C. APPROVAL OF MARCH 2025 MINUTES:

Copies of the March minutes were emailed to each member. Chairman Chidester asked if there were any additions or corrections to the minutes as presented.

Motion: Sheriff Kemp made the motion to approve the March minutes as presented. Sheriff Vaughan seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

None

E. COMMITTEE REPORTS:

FINANCIAL REPORT:

In Mr. Sweet's absence, Mr. Martin reviewed the monthly financial reports with the group. Everything appears to be on track for this year and ADP remains the same. Tim Clark added that we're trending positively at 95% revenue and 87% expenses. We have shut down all spending as of May 1st except for what is truly essential until July 1.

Motion: Mr. Martin said there was a recommendation out of Finance to accept the monthly financial report as presented.

Action: Following a roll call vote, the motion passed unanimously.

Proposed Budget for FY 2025-2026:

All present members were given copies of the proposed budget to review and discuss. Mr. Chidester pointed out that in this upcoming budget, employees are to receive a 3% raise and a 1.5% bonus. The Finance Director Tim Clark said the budget is based on an ADP of 630. We're comfortable with that number because we've reached it or above, four out of ten months this past year. This is the last year of our inmate telephone contract so that will need to go back to the table on that next year. Our current health insurance was going to have a 28% increase, so we went out for bid and were able to save around \$150,000 with a new provider. The 457 Plan with the state will be offered to employees this year. It is pretax and a Roth IRA. We've been working on that for about 7 years and as of July 1st the state has agreed that we can offer that plan.

All in all, it is a 4% increase with revenue to expenses for a balanced budget of \$26,000,000. Most of that is due to the cost-of-living increase and the 1.5% bonus. The CPI has increased some of our products such as food costs for inmates with us spending \$40,000 a week.

Motion: Mr. Martin said there was a recommendation out of Finance to adopt the FY 2025-2026 budget as presented.

Mr. Vaught said when the new per diem was brought before the board it was said that it should not cost the counties anymore. Looking over the proposed budget, there are four jurisdictions that are over 83% and four that are either at 83% or just a little under. The proposed budget has an increase for Wythe County of \$174,855 and we (the jail) have \$1.9m in surplus. This board is not Charles Schwab, that \$1.5m belongs to the taxpayers of the individual jurisdictions. He appreciates that staff bid out the insurance for a \$150,000 saving but at this point unless we do something with the per diem, he is going to be a hard no vote. He asked for anybody that considers themselves as a physical conservative of the taxpayer dollars to join him.

Mr. Chidester asked if there were any further questions or comments about the proposed budget. He then asked if the budget request was based on where we are with usage for each jurisdiction as of now. Mr. Clark said when we began the budget prep in December 2024, we looked at 6 months' usage. Then from that

period and if we continued on that trend basis, this is what the budget should be. For the most part, everyone is where they were budgeted for this past year...some a little more and some a little less.

Mr. Vaught said Mr. Sweet also stated in the original per diem discussion if we raise it, we can lower it. We raised it in the middle of the budget year. So, if we lower it back, we can raise it again in the middle of the budget year if needed. He asked at what point do we say that we have got too much money in reserves? He realized that we have taken on some much-needed capital improvement projects, but we have fixed those problems. At what point do we say that this money belongs to the people?

Mr. Martin said that in last year's audit our fund balance decreased from the prior year. He thinks the jail could benefit from a review of the jail's fund balance policy. One thing that should be included is a section for revenue reserves. He said as a locality Finance Director, it is really hard to get hit in the middle of the year with a per diem change. Mr. Clark said we do have a Fund Balance Policy in place and according to the Bond Covenant it requires us to have 25% of what the budget is. Those dollars have to be there because they could be called for at any time. We have a Fund Balance Policy in place where 10% was obligated and put together for us by our auditors in 2013. Copies of the policy are available and can be provided for anyone that needs them.

Mr. Smith asked where we were in reserves for the 25% and 10%. Mr. Clark said we have to have \$4m in reserves. Of that, \$2.7m is restricted and about \$1m that is unrestricted. Those numbers are always moving but that is what we have, with some money still to come in from the state. Mr. Smith asked who set those numbers. Mr. Clark said the original numbers were set with the By-Laws when the facility was built as a reserve fund. We sat down as a group provided another Fund Balance Policy of 25% on June 14, 2013, at the suggestion of our Treasurer at that time.

Mr. Chidester said he feels it would be prudent to look at the per diem six months in. We do not know what the state is going to do. Will they continue to pick them up or leave more inmates here because that will have an impact. But at six months in we should have a better idea of where we are.

Motion: Mr. Smith amended the motion out of Finance to approve the FY 2025-2026 budget to include the following: At the January 9, 2026 meeting, the Finance Committee will review the per diem and consider if it would be appropriate to adjust per diem at that time. Sheriff Millirons seconded that motion.

Action: Following a roll call vote, the motion carried with a vote of 9 yes votes and 3 no votes.

F. SUPERINTENDENT'S REPORT:

Upcoming Project:

Superintendent Haug said the one project we have coming up is the kitchen floor. We will know within the next week or so if we have to go through the RFP process. This project would begin in late summer. We will have to have a temporary kitchen during this time, so we'd like to have it finished before fall.

Correctional Officers Week:

We are finishing Correctional Officers Week today. This week there have been raffles for several donated items, special meals provided by our food vendor each day and treats just to let staff know how much we appreciate them.

Staffing:

Staffing continues to be frustrating. We are making some progress with hiring, but it is slow. We continue to brainstorm and look at onboarding and training... making changes and looking for ways to improve where we can.

We moved all of our civilian control room operators to their own division with a civilian supervisor. There were a few hiccups which we expected when you make a major change like that. The Superintendent thinks overall it is going really well and will continue to help staff. The purpose of the change was to staff the control rooms so that the teams do not have to pull officers off post to cover them.

Transportation Issues:

On 3/27, we had to pull transportation officers for about 3 hours and then we were able to get them back out. On 4/21, there was the shooting in Radford, and we had to pull a lot of staff to go to the hospital causing transportation to be canceled. We did lose one transportation officer to Montgomery County but we were able to fill that position quickly.

Sheriff Millirons asked if there was any way that jail staff can meet his officer at the door to take the inmate in. He said it is bad enough that they have to bring them over but having to wait 30 minutes to drop an inmate off is unacceptable. Superintendent Haug said we would look at that to see if we can come up with a process to get them transferred over quickly.

Sheriff Foster said he called and requested two vans a week prior to a drug round up. The first one got there around 10:30 or 11:00. He said he was told that there would be at least one van there early, maybe two but at least one for sure. Lt. Wells said there must have been some miscommunication because when it got to him it was that Wythe did not anticipate that they needed two vans that day. But we will take care of that in the future.

Personal Property of Transient Inmates:

Mr. Vaught said Wythe County was running into a larger transient population. When they are arresting the people for drunk in public they have things like pocketknives, cigarettes, lighters and the jail is refusing to take that stuff. His understanding from years ago was when somebody goes through booking that their personal property is put in a bag and locked up. Superintendent Haug said no, not weapons and she considers those items as weapons.

Mr. Vaught said he is going to instruct his staff to turn that stuff over to jail staff. If jail staff chooses to throw it away, that is going to be on the regional jail. He does not understand if we have a lawful commitment order saying y'all take custody of the person that we can't take their property. Superintendent Haug said we take custody of the person, but we cannot take weapons into the jail.

Lt Wells said he believes this change came due to DOC inspections. If we had that type of property come into a correctional facility, we would have to log it. Of the 600 inmates that we have, we would also have to have someone log daily that they are going through to inspect that this particular knife is still in that property. We will have to research it more and get clarification, but local lock ups have different standards than this being a correctional facility. Mr. Vaught said if they're picking someone up at their house or vehicle that is different. It is the transient population that he's talking about but from Wythe County's perspective, whatever the transport officer wants to do that's on the regional jail but they are no

longer going to hold any type of personal property unless it's evidence. Lt. Wells said we will have to look into it further and there will need to be more discussion on it. We would have to look at where we could store it and make those changes here before we implement that wave of these items coming in.

G. NEW BUSINESS:

Academy Issues:

Sheriff Millirons said most of the jurisdictions in here have academy issues and may be looking for a new academy. He has a new recruit that he's already enrolled at Cardinal just to make sure he can get through the academy should NRCJTA close.

Mr. Vaught was asked to attend the SW Academy board meeting this week. They are in the study phase of building a new academy. Sheriff Vaughan said they received \$168,000 to do the study and the grant has committed the funds up to \$40m to build a new academy in Chilhowie. But we're still looking at 3-4 years to complete it.

Superintendent Haug said when Southwest came to meet with the academy board once before, they had discussed absorbing the NRCJTA. They proposed that we could continue doing our own thing here in a local building and corrections wouldn't have to travel to Southwest. They would just send the instructors up here during the academy, but she doesn't know if that proposal is still on the table.

Superintendent Haug asked if the group would like to go into Executive session to discuss it further.

Motion: Mr. Sweet made the motion to enter into Executive session pursuant to §2.2-3711A.8 of the Code of Virginia for consultation regarding undisclosed contracts which could affect negotiating positions. Mr. Vaught seconded the motion.

Action: The motion passed unanimously.

Executive session began at 10:55 am.

The motion was made at 11:20 am for the Authority to come out of closed session and to certify that only matters permitted under §2.23711. A.8 of the Code of Virginia were discussed.

Motion: Mr. Sweet made the motion that the board come out of closed session and certify. Sheriff Vaughan seconded the motion.

Action: Following roll call, the motion passed unanimously.

H. OTHER BUSINESS OR INFORMATIONAL ITEMS

Nominations/Election of Officer for FY 2025-2026

Mr. Chidester opened the floor to nominations for all of the offices. Sheriff Vaughan asked if the current officers were willing to serve again. Mr. Chidester said he had checked with each of them and they were willing to do so.

Mr. Sweet asked if we would consider having Mr. Martin as a Vice Chair for the Treasurer position. Mr. Vaught said if the By-Laws do not mention a Vice Chair, then maybe we could just handle that internally. Mr. Sweet said yes but we want to make sure we have that conversation, so the Authority is aware.

Motion: Sheriff Armentrout made the motion to re-elect the current slate of officers for FY 2025-2026. Sheriff Millirons seconded the motion.

- Mr. Richard Chidester – Chairman
- Sheriff Kemp – Vice Chairman
- Mr. Sweet- Treasurer

Action: The motion passed unanimously.

Superintendent Haug asked if the committee had anything to report regarding the federal inmates. Sheriff Vaughan said yes but nothing to report today.

I. ADJOURNMENT:

With no further business to discuss, Chairman Chidester asked for a motion to adjourn.

Motion: Sheriff Millirons made the motion to adjourn the meeting. Sheriff Kemp seconded the motion.

Action: The motion passed unanimously

The meeting was adjourned at 11:22 a.m.


Chairman Richard Chidester