

SOUTHSIDE REGIONAL JAIL AUTHORITY

Agenda

**August 11, 2020 at 5:30 p.m.
Southside Regional Jail Conference Room
244 Uriah Branch Way, Emporia, VA 23847**

- I. Call to Order:**
- II. Approval of Agenda:**
 1. Election of Officers
- III. Citizens Comments:**
- IV. Approval of Minutes: June 9, 2020 SRJA Board**
- V. Approval of Warrants:**
- VI. Old Business:**
 1. Rockbridge / Page Update -
 2. Fire Alarm Update --
 3. Tablet / Video Visitation -
- VII. New Business:**
 1. Superintendent's Report
 - a. Staffing Update
 - 1) Retirement of Linda Clements, Admin. Asst.
 - b. COVID 19 Update
 2. LIDS Audit --
 3. Drawing -
- VIII. Closed Session:**

None
- VIV. Adjournment**

SOUTHSIDE REGIONAL JAIL AUTHORITY

Minutes of June 09, 2020

5:30 p.m.

Southside Regional Jail Conference Room & Video Conference

244 Uriah Branch Way, Emporia, Virginia 23847

SRJA Board Members Present: Mr. F. Woodrow Harris, Chairman, Presiding
Mrs. Belinda Astrop
Mr. James Brown
Mr. Steve Coleman
Sheriff W.T. Jarratt, Vice Chairman
Mr. William E. Johnson, III
Mrs. Brenda N. Parson
Chief Ricky Pinksaw, Secretary
Sheriff Keith Prince

SRJA Members Absent: None.

Attorney: Jeff Gore, by Video Conference

- I. Call to Order:** Mr. Harris, Chairman, called the meeting to order at 5:30 p.m.
- II. Approval of the Agenda:** Mrs. Parson moved to approve the agenda as presented and Chief Pinksaw seconded the motion. All members responded by saying, "Aye", and the motion carried.
- III. Citizens comments:** None noted
- IV. Approval of the Minutes:** Mr. Coleman moved to approve the minutes of the February 11, 2020 as presented and Chief Pinksaw seconded the motion. All members responded by saying, "Aye", and the motion carried.
- V. Approval of the Warrants –** The first of the month warrants were received late and staff planned to present them at the meeting, but with the large number of members attending the meeting via video conference, all Board members had not received copies of the warrants dated June 9, 2020 to view. Therefore staff was instructed to send a copy of June 9th set of warrants to all Board members and hold all payments dated June 9th, except those that are paid regularly each month. This would allow all Board members the opportunity to review the payments. If the Board members don't have an issue with the payments once viewed, the rest of the warrants will be considered approved and should be mailed.

Mr. Coleman moved, seconded by Chief Pinksaw to approve the warrants as specified in

the instructions to staff. All members responded by saying, "Aye", and the motion carried.

VI. Old Business:

1. Honeywell Project Update –Colonel Shiflett advised the Board that all parties would participate in a conference call to discuss finalizing the project, and reviewing the punch list. (An informational item only).
2. Fire Alarm Update – Colonel Shiflett advised the Board the installation of the upgraded fire alarm was complete, and testing would be run tomorrow.
3. 50/50 Split Cost Recovery Update – Colonel Shiflett reported that the 50/50 split trial that began after the February Board meeting seems to be a success. Collections went from \$967 per week to \$1,604 per week.

VII. New Business:

Superintendent's Report-

1. Staff Update –Colonel Shiflett reported that currently we have five uncertified officers, which brings us to a total of 18 male and 19 female officers on staff.
 - a) Promotion of Lt. Christinia Harper to Captain.
 - b) COVID 19 Update – As of today we have not had any cases of the virus, two of our staff have been tested, resulting in one positive and one negative. The positive case never got sick, but was quarantined for 14 days. As of today's date, no inmates have been sick with the virus.
 - c) As of June 1st, we began taking the Clean-up Crew back out to clean streets and roads in the local jurisdictions.(Informational items only).
2. GTL Telephone Amendment – Colonel Shiflett advised the Board that SRJ can begin Video Visitation using tablets provided by GTL and GTL has agreed to offer commission as long as our daily average population is 150 inmates. The agreement is estimated to increase SRJ's revenue \$75,000 in FY-21.

The Board must approve the amendment and vote to allow Colonel Shiflett to Sign the agreement on their behalf, if they want to proceed with the amendment.

Sheriff Jarratt moved, seconded by Chief Pinksaw to approve and allow Colonel Shiflett to sign the GTL Telephone Amendment. All members responded by saying, "Aye", and the motion carried.

3. Approval of FY-21 Budget – Colonel Shiflett presented the FY-21 Proposed Budget to the Board, and explained that the total of the budget was \$4,893,050. Because of the inmate housing contracts we were able to negotiate during FY-20, we were able to reduce the contributions made by the local jurisdictions.

This budget proposal does include a 4% salary increase for Security Supervisors and 2% salary increase for all other staff.

Colonel Shiflett explained to the Board that the Fire alarm upgrade as well as the door control pc's and server upgrade combined totaling \$ 115,456.95, were paid from budget savings and therefore, did not have to be taken from the fund balance, as previously thought.

Ms. Parson moved, and Chief Pinksaw seconded to approve the FY-21 Budget. Roll-call vote: Mrs. B. Astrop, "Aye", Mr. J. Brown, "Aye", Mr. S. Coleman, "Aye", Mr. W. Harris, "No", Sheriff T. Jarratt, "Aye", Mr. W. Johnson, "No", Ms. B. Parson, "Aye", Chief R. Pinksaw, "Aye", and Sheriff K. Prince, "Aye". Motion carried.

4. Approval of SRJA Personnel Manual – The Personnel Manual was available for review and Colonel Shiflett asked if any Board members saw any additional changes to the manual that should be made or if anyone had questions or concerns.

Chief Pinksaw moved to approve the 2020 edition of the SRJA Personnel Manual as presented. Sheriff Jarratt seconded the motion. All members responded by saying, "Aye" and the motion carried.

5. Approval of the SRJA Policy and Procedure Manual - The Policy and Procedure Manual was available for review. Colonel Shiflett explained that the major changes include Child Visits and Strip Searches.

Sheriff Jarratt moved to approve the SRJA Policy and Procedure Manual as presented. Ms. Parson seconded the motion. All members responded by saying, "Aye", and the motion carried.

6. JV #6 – To void checks #29166 and #28838 for a total of \$2,307.16 that were lost in the mail, and had to be re-issued.

Chief Pinksaw moved to approve JV #6, and Mr. Coleman seconded the motion. All members responded by saying, "Aye", and the motion carried.

7. Drawing – 1. Stew Pot – Mr. Mark Lucy, Maintenance Supervisor, 2.

Smoothie Blender – Sergeant Marquitta Simmons, 3. \$10 in meal tickets –
Nurse Melissa Holden-Darden.

8. Closed Session:

Chief Pinksaw moved to enter into closed session to discuss as permitted by Virginia Code Section 2.2-3711(a), (1) a personnel matter involving demotion, discipline or resignation of a specific employee. The motion was seconded by Sheriff Jarratt. All members responded by saying, “Aye”, and the motion carried.

Certification of Closed Session

Chief Pinksaw moved that the Southside Regional Jail Board certify that, in the closed session just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in the motion.

Roll-call Vote: Mrs. Belinda Astrop, “Aye”; Mr. James Brown, “Aye”; Mr. Steve Coleman, “Aye”; Mr. Woodrow Harris, “Aye”; Sheriff W. T. Jarratt, Jr., “Aye”; Mr. William Johnson, “Aye”; Mrs. Brenda Parson, “Aye”; Chief Ricky Pinksaw, “Aye”; and Sheriff Keith Prince, Jr., “Aye”.

IV. **Adjournment:**

With no other business coming before the Southside Regional Jail Board, Mr. Coleman moved to adjourn the meeting, and Chief Pinksaw seconded the motion. All members responded by saying, “Aye”, and the motion carried.

The meeting was adjourned at 6:20 p.m.

Ricky Pinksaw, Secretary

Minutes to be approved at the next regularly scheduled meeting of the Southside Regional Jail Authority, to be held October 13, 2020.

F. Woodrow Harris, Chairman