



**MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD
QUARTERLY MEETING AGENDA
August 6, 2019, 2:00 p.m.**

1. Call to Order Timothy Fitzgerald, Chairman
2. Recognitions, Resolutions and Awards
3. Approval of June 4, 2019 Minutes
4. 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.

5. Comments from Board Members and Legal Counsel
6. Finance Report
7. Reports and Briefings
 - a. Population Report - Bed Report (Attachment)
 - b. Community Corrections Report (Attachment)
 - c. Staff vacancy Report (Attachment)
8. New Business:
 - a. Executive Summary – By-Laws
 - b. Board of Corrections Audit
 - c. Provider Services
 - d. Authorization for Mr. Newton to be the contact person for MRRJA Board for all pending litigation matters
 - e. Executive Summary – Community Based Corrections Plan
 - f. Needs Assessment Update (Moseley Architects will be attending)
 - g. Executive Summary – Organizational Chart
9. Closed Session
10. Next meeting is scheduled for **October 1, 2019 at 2:00 p.m.**



MIDDLE RIVER REGIONAL JAIL

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

June 4, 2019, 10:00 a.m.

Augusta County Government Center
18 Government Center Lane
Verona Virginia 24482

1. CALL TO ORDER

Upon determination of a quorum, Mr. Fitzgerald, Chairman, called the June 4, 2019 Middle River Regional Jail Authority Board meeting to order.

Members Present:

Timothy Fitzgerald, Augusta County Administrator (Chairman)
Stephen King, Rockingham County Administrator (Vice Chairman)
Stephen F. Owen, Staunton City Manager
Eric Campbell, Harrisonburg City Manager
Jennifer Whetzel, Augusta Assistant County Administrator
Cameron McCormick, Waynesboro City Finance Director
Larry Propst, Harrisonburg City Finance Director
Phillip Trayer, Staunton City Finance Director
Bryan Hutcheson, Rockingham County Sheriff
Donald Smith, Augusta County Sheriff
Matt Robertson, Staunton City Sheriff
Eric English, Harrisonburg Police Chief

Members Absent:

Michael G. Hamp, Waynesboro City Manager
Patricia Davidson, Rockingham County Finance Director
Joe Harris, Waynesboro City Sheriff

Facility Staff:

Jeffery Newton, Superintendent, Middle River Regional Jail
Eric Young, Major of Operations, Middle River Regional Jail
Lori Nicholson, Major of Support Services, Middle River Regional Jail
Jeannie Colvin, Finance Director, Middle River Regional Jail
Faye McCauley, Legal Liaison, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail
Corporal David Bauguess
Officer Khristina Mellon
Officer Jennifer Shank
Officer Micah Prather
Officer Scott Harlowe

Others Present:

Roger Wiley, Legal Counsel, Middle River Regional Jail Authority
Misty Cook, Finance Director, Augusta County
Captain Jimmy L. Wimer, Rockingham County
Diane Orndorff, Citizen
Nancy Insko, Citizen

Rhodes McDavid, Citizen
Andrew Jenner, Press Journalist

2. RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS

Major Young recognized all staff that were involved in an incident occurring on March 11, 2019. An inmate had hung himself and all of the following staff were involved in cutting the inmate down and performing CPR until the rescue squad arrived at the facility. Each showed bravery and heroism in their actions. They worked together as a team. The following staff were recognized:

- Corporal David Bauguess
- Officer Khristina Mellon
- Officer Jennifer Shank
- Officer Micah Prather
- Officer Scott Harlowe

Also involved but unable to attend were Sergeant Brad Barker and Officer Joseph Isom.

Mr. Fitzgerald thanked all staff involved on behalf of the Board.

3. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes from the April 10, 2019 meeting. Mr. Owen seconded the motion. Approval was **unanimous**.

4. CITIZEN COMMENTS AND COMMUNICATIONS

There were no public comments at this time.

5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL

Mr. Fitzgerald formally introduced Mr. Newton to the Board members. Mr. Newton accepted the position of Superintendent for the Middle River Regional Jail effective June 3, 2019. Mr. Newton gave a brief overview of career and stated he is excited to be here. Mr. Fitzgerald thanked Major Young and Major Nicholson for the hard work and their dedication to keep things running smoothly during the transition.

Mr. Owen introduced Phillip Trayer who has accepted the Finance Director's position with the City of Staunton.

6. FINANCE REPORT

Ms. Colvin informed the Board that Moseley Architects were awarded the bid for the first phase of the Community Based Corrections Plan. Bid for food items is June 6, 2019.

Ms. Whetzel presented a resolution for Voluntary Group Long Term Insurance Program. Mr. Owen made a motion to approve the resolution. Mr. Campbell seconded the motion. Approval was **unanimous**.

7. REPORTS AND BRIEFINGS

Major Young reviewed the following reports:

- a. Population Report** – As of June 3, 2019, there is a total of 862 offenders being housed at MRRJ.
- b. Community Corrections Report** – Reviewed and discussed.
- c. Staff Vacancy Report** – Reviewed.

8. NEW BUSINESS

- a. Community Based Corrections Plan** – The first meeting with Mosely Architects will be held on June 17, 2019.

Mr. Campbell asked for further information on the programs available. Major Young reviewed the programs with the Board. Major Young also stated that the housing areas at MRRJ are set up for indirect supervision not direct supervision.

Mr. Newton and Major Young explained to the Board exactly what the steps are for the Community Based Corrections Plan and how the documentation is put together.

9. ADJOURNMENT

With no additional business before the Authority Board, the meeting was adjourned at 3:00 p.m.

The next Authority Board meeting is scheduled for August 6, 2019 at 2:00 pm

Location: Augusta County Government Center Smith Board Room West.

Timothy Fitzgerald, Chairman

ACCOUNT NUMBER -----	ACCOUNT DESCRIPTION -----	BEG. YR BALANCE -----	PREVIOUS BALANCE -----	DEBIT -----	CREDIT -----	ENDING BALANCE -----
	** MIDDLE RIVER REG.JAIL AUTH.**					
	CASH					
100-0200	OPERATING CASH	1,206.56-	1,718.90-			1,718.90-
100-1204	BANK OF AMERICA-LGIP	103,425.36	105,931.64			105,931.64
100-1305	FIRST BANK-MRRJA	6,803,577.33	5,575,323.26			5,575,323.26
100-1307	WELLS FARGO BOND ESCROW-MRRJA					
100-1308	US BANK DEBT RES 2014 BONDS-MRRJA	3,477,232.90	3,039,627.33			3,039,627.33
100-1399	AUDIT MARKET VALUE ADJ					
100-1522	UNION FIRST MARKET-MM-MRRJ	1,633,198.32	1,659,658.76			1,659,658.76
	CASH	12,016,227.35	10,378,822.09			10,378,822.09
	ACCOUNTS RECEIVABLE					
130-3100	ACCOUNTS RECEIVABLE	622,226.22	664,819.87			664,819.87
130-3101	ACCOUNTS RECEIVABLE-REIMBURSEMENT		179.81-			179.81-
	ACCOUNTS RECEIVABLE	622,226.22	664,640.06			664,640.06
	DUE FROM DOC					
131-3120	DUE FROM DOC					
	DUE FROM DOC					
	NET PENSION ASSET					
135-3100	NET PENSION ASSET	1,678,926.00	2,500,357.00			2,500,357.00
	NET PENSION ASSET	1,678,926.00	2,500,357.00			2,500,357.00
	DEFERRED OUTFLOWS OF RESOURCES					
160-8270	DEFERRED OUTFLOWS-PENSION PLAN	1,101,310.00	854,262.59			854,262.59
160-8280	DEFERRED OUTFLOWS-GLI OPEB		60,057.83			60,057.83
160-8290	DEFERRED OUTFLOWS-HI OPEB		39,130.00			39,130.00
	DEFERRED OUTFLOWS OF RESOURCES	1,101,310.00	953,450.42			953,450.42
	FIXED ASSETS					
190-2510	CONSTRUCTION IN PROGRESS		14,000.00			14,000.00
190-3550	FIXED ASSETS-LAND	612,500.00	612,500.00			612,500.00
190-3551	FIXED ASSETS-BUILDING	45,279,812.29	45,279,812.29			45,279,812.29
190-3552	FIXED ASSETS-EQUIPMENT	3,222,378.54	4,001,571.75			4,001,571.75
190-3559	ACCUMULATED DEPRECIATION	12,491,512.71-	13,647,182.91-			13,647,182.91-
	FIXED ASSETS	36,623,178.12	36,260,701.13			36,260,701.13
	TOTAL ASSETS	52,041,867.69	50,757,970.70			50,757,970.70
	ACCOUNTS PAYABLE					
200-7100	ACCOUNTS PAYABLE	113,581.91-	123,811.78-			123,811.78-
	ACCOUNTS PAYABLE	113,581.91-	123,811.78-			123,811.78-
	ACCRUED LEAVE					
201-6535	ACCRUED LEAVE	681,907.52-	912,436.48-			912,436.48-
201-6536	ACCRUED LEAVE-OPEB	1,104,000.00-	1,610,000.00-			1,610,000.00-
201-6537	NET GLI OPEB LIABILITY		525,535.00-			525,535.00-
	ACCRUED LEAVE	1,785,907.52-	3,047,971.48-			3,047,971.48-

ACCOUNT NUMBER -----	ACCOUNT DESCRIPTION -----	BEG. YR BALANCE -----	PREVIOUS BALANCE -----	DEBIT -----	CREDIT -----	ENDING BALANCE -----
	ACCRUED INTEREST					
202-7300	ACCRUED INTEREST	257,326.84-	245,606.56-			245,606.56-
	ACCRUED INTEREST	257,326.84-	245,606.56-			245,606.56-
	DEFERRED INFLOWS OF RESOURCES					
210-8270	DEFERRED INFLOWS-PENSION PLAN	622,599.00-	862,482.00-			862,482.00-
210-8280	DEFERRED INFLOWS-GLI OPEB		58,000.00-			58,000.00-
	DEFERRED INFLOWS OF RESOURCES	622,599.00-	920,482.00-			920,482.00-
	EMPLOYEE FUND					
230-8200	FUNDS HELD FOR EMPLOYEE FUND	13,118.57-	12,526.25-			12,526.25-
	EMPLOYEE FUND	13,118.57-	12,526.25-			12,526.25-
	BOND PAYABLE					
250-6530	BOND PAYABLE	21,080,000.00-	20,100,000.00-			20,100,000.00-
250-6531	BOND PREMIUM	3,334,872.80-	3,126,443.25-			3,126,443.25-
	BOND PAYABLE	24,414,872.80-	23,226,443.25-			23,226,443.25-
	TOTAL LIABILITIES	27,207,406.64-	27,576,841.32-			27,576,841.32-
	FUND BALANCE					
300-9900	FUND BALANCE	24,834,461.05-	23,647,342.34-			23,647,342.34-
	FUND BALANCE	24,834,461.05-	23,647,342.34-			23,647,342.34-
	TOTAL PRIOR YR FUND BALANCE	24,834,461.05-	23,647,342.34-			23,647,342.34-
	TOTAL REVENUE		17,519,463.78-			17,519,463.78-
	TOTAL EXPENDITURE		17,985,676.74			17,985,676.74
	TOTAL CURRENT FUND BALANCE					466,212.96
	TOTAL LIABILITIES AND FUND BALANCE		50,757,970.70-			50,757,970.70-

MAJOR ACCT# -----	DESCRIPTION -----	BUDGET AMOUNT -----	CURRENT AMOUNT -----	Y-T-D AMOUNT -----	BALANCE -----	% -
000999						
0000	**MIDDLE RIVER REG.JAIL AUTH.*					
015000						
0000	**REV USE OF MONEY & PROPERTY*					
015010						
0001	INTEREST INCOME	100,300.00		171,556.61	71,256.61-	71.04-
0099	INTEREST INCOME-DEBT SVC RES U			43,634.90	43,634.90-	
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	**REV USE OF MONEY & PROPERTY*	100,300.00		215,191.51	114,891.51-	114.54-
016050						
0001	EMPLOYEE MEALS	4,000.00		4,751.00	751.00-	18.77-
0002	INMATE PHONE SYSTEM					
0003	INMATE MEDICAL CO-PAY	66,000.00		71,767.29	5,767.29-	8.73-
0004	HOME ELECTRONIC MONITORING	20,000.00		19,815.24	184.76	.92
0005	WORK RELEASE	500,000.00		458,228.41	41,771.59	8.35
0006	INMATE KEEP FEES	260,000.00		216,579.88	43,420.12	16.70
0099	MISCELLANEOUS REVENUE	260,000.00		305,927.58	45,927.58-	17.66-
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	EMPLOYEE MEALS	1,110,000.00		1,077,069.40	32,930.60	2.96
019020						
0001	BED RENTALS-STATE & FEDERAL					
0002	LOCAL BED RENTALS	700,000.00		535,062.00	164,938.00	23.56
0003	LOCALITY CONTRIBUTIONS	8,325,130.00		7,819,167.24	505,962.76	6.07
0004	LOCAL WORK FORCE					
0011	RECOVERED COSTS-COMMISSARY FUN					
0012	RECOVERED COSTS-OPERATIONS			130,210.57	130,210.57-	
0013	RECOVERED COSTS-MEDICAL			138,747.86	138,747.86-	
0014	RECOVERED COSTS - STATE & FEDE					
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	BED RENTALS-STATE & FEDERAL	9,025,130.00		8,623,187.67	401,942.33	4.45
023020						
0002	COMPENSATION BOARD REIMBURSEME	5,831,469.00		5,851,055.42	19,586.42-	.33-
0003	STATE PER DIEM REIMBURSEMENT	2,277,444.00		1,520,836.00	756,608.00	33.22
0004	STATE CAPITAL REIMBURSEMENT					
9999	AID TO THE COMMONWEALTH-CONTRA					
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	COMPENSATION BOARD REIMBURSEME	8,108,913.00		7,371,891.42	737,021.58	9.08
024050						
0006	DEPT BEH HLTH & DEV VCSB-TDO			36,267.19	36,267.19-	
0010	MRRJ MENTAL HEALTH PROGRAM (GR	304,766.00		195,856.59	108,909.41	35.73
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	DEPT BEH HLTH & DEV VCSB-TDO	304,766.00		232,123.78	72,642.22	23.83
033011						
0003	JUSTICE ASSISTANCE GRANT (JAG)					
	--FUND TOTAL--	18,649,109.00		17,519,463.78	1,129,645.22	6.05

MAJOR		BUDGET	CURRENT	Y-T-D	ENCUMBRANCE	UNENCUMBERED	
ACCT#	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	BALANCE	%
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000999							
0000	**MIDDLE RIVER REG.JAIL AUTH.*						
033020							
0000	**OPERATIONS**						
1100	SALARIES & WAGES	7,439,238.00		7,480,711.70		41,473.70-	.55-
1200	SALARIES & WAGES-OVERTIME	206,000.00		209,373.15		3,373.15-	1.63-
1300	SALARIES & WAGES-PART TIME	401,847.00		623,933.43		222,086.43-	55.26-
1400	SALARIES & WAGES-TDO TRANSPORT	50,000.00		56,913.13		6,913.13-	13.82-
2100	EMPLOYERS SHARE - FICA	619,427.00		624,165.82		4,738.82-	.76-
2210	EMPLOYERS SHARE - RETIREMENT	894,894.00		877,309.23		17,584.77	1.96
2300	EMPLOYERS SHARE-HEALTH INSURAN	1,671,145.00		1,485,765.00		185,380.00	11.09
2400	EMPLOYERS SHARE-GROUP LIFE INS	96,645.00		94,095.00		2,550.00	2.63
2500	LINE OF DUTY PREMIUMS	37,900.00		35,250.00		2,650.00	6.99
2600	EMPLOYERS SHARE-VRS HYBRID STD	4,000.00		3,917.35		82.65	2.06
2700	WORKERS COMPENSATION INSURANCE	94,100.00		86,263.00		7,837.00	8.32
2800	HEALTH INSURANCE						
2801	HOSPITALIZATION-MRRJ						
2802	HEALTH SAVINGS ACCOUNT			11,334.24		11,334.24-	
3102	HEALTH CLUB						
3103	OTHER BENEFITS	16,400.00		2,480.20		13,919.80	84.87
3110	PROFESSIONAL HEALTH SERVICES	1,085,000.00		1,011,540.05		73,459.95	6.77
3111	HOSPITAL HEALTH SERVICES						
3112	PHYSICALS NEW EMPLOYEES	7,800.00				7,800.00	100.00
3121	JAIL EDUCATION PROGRAM						
3124	PROFESSIONAL SERVICES	63,300.00		55,719.76		7,580.24	11.97
3310	REPAIRS & MAINTENANCE-CONTRACT	100,000.00		146,796.15		46,796.15-	46.79-
3320	MAINTENANCE SERVICE CONTRACTS	54,650.00		28,708.01-		83,358.01	152.53
3321	TECHNOLOGY MAINT. CONTRACTS	151,260.00		150,676.64		583.36	.38
3322	PEST EXTERMINATION	2,000.00		1,450.00		550.00	27.50
3330	REPAIRS & MAINTENANCE-VEHICLES			11,530.04		11,530.04-	
3600	ADVERTISING	2,000.00		454.54		1,545.46	77.27
3900	INDIRECT COST TO FISCAL AGENT	114,200.00		119,205.77		5,005.77-	4.38-
5100	ELECTRIC SERVICES	350,000.00		320,553.23		29,446.77	8.41
5102	HEATING SERVICES	202,000.00		96,603.44		105,396.56	52.17
5103	WATER & SEWER SERVICES	300,000.00		345,786.73		45,786.73-	15.26-
5104	REFUSE COLLECTION	22,000.00		12,404.85		9,595.15	43.61
5201	POSTAGE	3,000.00		1,881.38		1,118.62	37.28
5203	TELEPHONE	30,000.00		38,191.89		8,191.89-	27.30-
5300	FACILITY INSURANCE	89,000.00		83,629.00		5,371.00	6.03
5305	VEHICLE INSURANCE	15,000.00		14,775.00		225.00	1.50
5501	TRAVEL EXPENSES	12,000.00		7,754.05		4,245.95	35.38
5801	DUES & SUBSCRIPTIONS	3,000.00		3,854.70		854.70-	28.49-
6001	OFFICE SUPPLIES	30,000.00		32,699.38		2,699.38-	8.99-
6002	FOOD	1,030,000.00		910,660.35		119,339.65	11.58
6003	PRESCRIPTION DRUGS	460,000.00		503,916.06		43,916.06-	9.54-
6004	MEDICAL SUPPLIES	60,000.00		70,271.69		10,271.69-	17.11-
6005	LAUN, HOUSEKEEPING & JANIT SUP	65,000.00		78,965.49		13,965.49-	21.48-
6006	LINEN SUPPLIES	20,000.00				20,000.00	100.00

MAJOR		BUDGET	CURRENT	Y-T-D	ENCUMBRANCE	UNENCUMBERED	
ACCT#	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	BALANCE	%
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6007	REPAIR & MAINTENANCE SUPPLIES	120,000.00		140,353.66		20,353.66-	16.96-
6008	VEHICLE FUEL	40,000.00		30,989.55		9,010.45	22.52
6009	VEHICLE MAINTENANCE	32,000.00		14,761.37		17,238.63	53.87
6010	POLICE SUPPLIES	50,000.00		28,619.52		21,380.48	42.76
6011	UNIFORMS-OFFICERS	35,000.00		21,940.85		13,059.15	37.31
6012	FOOD SERVICE SUPPLIES	12,000.00		13,597.90		1,597.90-	13.31-
6013	COMPUTER/TECHNOLOGY SUPPLIES	70,000.00		56,043.82		13,956.18	19.93
6016	PERSONAL SUPPLIES INMATES	50,000.00		70,515.44		20,515.44-	41.03-
6017	WEARING APPAREL INMATES	15,000.00		17,505.60		2,505.60-	16.70-
6018	BED RENTALS-OTHER FACILITIES						
7002	TRAINING	103,850.00		98,473.48		5,376.52	5.17
7003	FIREARMS RANGE	10,000.00		10,000.00			
8000	LAND						
8001	EQUIPMENT			3,780.00		3,780.00-	
8002	FURNITURE & FIXTURES	94,410.00		73,189.92		21,220.08	22.47
8003	COMPUTER HARDWARE	51,486.00		78,983.25		27,497.25-	53.40-
8004	COMPUTER SOFTWARE			58,443.44		58,443.44-	
8005	MOTOR VEHICLES						
8006	FACILITY IMPROVEMENTS	50,000.00		104,237.71		54,237.71-	108.47-
8007	S.A.W. RANGE						
8210	DEPRECIATION EXPENSE			368,020.56		368,020.56-	
8211	LOSS ON DISPOSAL OF FIXED ASSE						
8999	OTHER						
9110	REDEMPTION OF PRINCIPAL	980,000.00				980,000.00	100.00
9150	INTEREST EXPENSE-BONDS	973,687.00		973,687.50		.50-	
9210	OPERATING RESERVE						
9220	REPAIR & REPLACEMENT RESERVE						
9230	MOTOR VEHICLE RESERVE						
9240	COMPUTER EQUIPMENT RESERVE			16,254.53		16,254.53-	
9250	OPEB RESERVE						
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	OPERATIONS	18,490,239.00		17,761,521.53		728,717.47	3.94
033030							
0000	**DCJS/JAIL MENTAL HEALTH PROG						
3100	PERSONNEL	118,473.00		79,873.81		38,599.19	32.58
3110	CONSULTANT	96,200.00		92,546.25		3,653.75	3.79
3900	INDIRECT COSTS	20,747.00		10,689.20		10,057.80	48.47
5501	TRAVEL	540.00		924.20		384.20-	71.14-
6015	SUPPLIES/OTHER	63,886.00		25,506.04		38,379.96	60.07
8001	EQUIPMENT	4,920.00		14,615.71		9,695.71-	197.06-
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	**DCJS/JAIL MENTAL HEALTH PROG	304,766.00		224,155.21		80,610.79	26.45
	--FUND TOTAL--	18,795,005.00		17,985,676.74		809,328.26	4.30

Statistics for Middle River Regional Jail

Stats are Current as of 08/02/19

<u>Category</u>	<u>Inmates</u>	<u>% of Total</u>
Inmates Awaiting Trial	296	35
Inmates Totally Sentenced	387	46
Inmates Partially Sentenced	149	17
Inmates Awaiting Programs	4	0.5
Inmates Awaiting Appeal	0	0
Convicted but not sentenced	11	1.3
DOC Inmates Held by request	0	0
Inmates in Hospital	2	0.2
TOTAL	849	100

<u>Total Inmate Population:</u>	<u>849</u>	
Male Inmates	650	77%
Female Inmates	199	23%

<i>D. O. C. Responsible Inmates:</i>	<i>M.R.R.J.</i>	<i>R'ham / H'burg</i>	<i>Others</i>	<i>Total</i>
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Number of Days since Last Sentencing:

90 +	59	75	4	138
60 to 90	17	12	1	30
30 to 60	27	22	1	50
< 30	28	11	0	39
Total	131	120	6	257
% of Total Population	15.4	14	0.7	30.1

Jail Contract Beds/ Work Release Numbers

Local Work Release (26)	45
DOC Work Release (28)	35

***These numbers are included in the Jurisdiction totals.

Home Electronic Monitoring (80)	2
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***These numbers are included in the Jurisdiction totals.

LOCAL Inmates by Jurisdiction

Jur. code	Jurisdiction	Total
015	Augusta County	263
790	Staunton City	157
820	Waynesboro City	138
091	Highland County	1
165/660	Rockingham co / Harrisonburg	249 / 34
TOTAL		842

Other Jurisdictions Held- Non Contract Holds
Counties

Jur. Code	Jurisdiction	Total
003	Albemarle	1
163	Rockbridge	2
177	Spotsylvania	1
199	York	1
TOTAL		5

Cities

Jur. Code	Jurisdiction	Total
530	Buena Vista	1
540	Charlottesville	1
TOTAL		2

MIDDLE RIVER REGIONAL JAIL

WORK RELEASE INMATES

August 2, 2019

WORK RELEASE INMATES WITH A PAYING JOB	NUMBER WORKING
DOC Sentenced Inmates from MRRJ/Work Release	31
DOC Sentenced Inmates sent by DOC /Work Release	2
LOCAL Inmates/Work Release	37
TOTAL	70

LOCALLY SENTENCED INMATES WITH A PAYING JOB BY LOCALITY AND GENDER

LOCALITY	MALE	FEMALE
Rockbridge	0	0
Augusta County	6	0
Harrisonburg	0	0
Highland County	0	0
Page County	0	0
Rockingham County	17	3
Staunton	5	0
Waynesboro	6	0
TOTAL		
TOTAL LOCAL W/R INMATES: 37	34	3

DOC SENTENCED INMATES FROM MRRJ WITH A PAYING JOB BY LOCALITY AND GENDER

LOCALITY	MALE	FEMALE
Augusta County	6	1
Harrisonburg	2	0
Highland County	0	0
Page County	0	0
Rockingham County	12	4
Staunton	4	0
Waynesboro	1	1
TOTAL		
TOTAL LOCAL W/R INMATES: 31	25	6

COMMUNITY SERVICE/WORK RELEASE APPROVED

UNPAID WORK RELEASE	MALE	FEMALE
DOC Inmates	6	4
LOCAL Inmates	2	0
TOTAL		
TOTAL W/R ON FREE HELP: 12	8	4

COMMUNITY SERVICE/WORK RELEASE APPROVED BY LOCALITY AND GENDER

LOCALITY	MALE	FEMALE
Orange	0	0
Augusta County	2	0
DOC	0	0
Harrisonburg	1	0
Highland County	0	0
Page County	0	0
Rockingham County	4	4
Staunton	0	0
Waynesboro	1	
TOTAL	8	4

MIDDLE RIVER REGIONAL JAIL

COMMUNITY SERVICE/WORK FORCE APPROVED INMATES

LOCALITY	MALE	FEMALE
Augusta County	10	5
Harrisonburg	0	1
Highland County	0	0
Page County	0	0
Rockingham County	30	7
Staunton	6	3
Waynesboro	8	2
TOTAL		
TOTAL WORK FORCE INMATES: 72	54	18

HOME ELECTRONIC MONITORING INMATES

TOTAL H.E.M. INMATES	2
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MIDDLE RIVER REGIONAL JAIL
VACANCY REPORT

MRRJ has the following vacancies as of August 1, 2019:

Officer	6
Timekeeper	1 (Interviews have been scheduled)

**MIDDLE RIVER REGIONAL JAIL
EXECUTIVE SUMMARY**

DATE: August 2, 2019

SUBJECT: Jail Authority By-Laws

BACKGROUND: Jail Authority By-Laws have not been updated since Harrisonburg/Rockingham joined the Authority.

DISCUSSION: Ms. Reed and Mr. Gore worked jointly to bring the By-Laws current. Several decisions have been made by the Authority Board that require the By-Laws be updated.

- The jurisdictions of Harrisonburg and Rockingham joined the Jail Authority July 1, 2015.
 - The number of board members and quorum needed to be updated.
 - The term of officers needed to be updated to reflect the current practice.
 - Language was added to permit a member of the Authority to serve as Clerk (Mrs. Reed currently maintains the minutes and the By-Laws were unclear as to the authorization for that practice to continue.)
- The Jail Authority Board approved Middle River Regional Jail conduct its own procurement October 2, 2018.

RECOMMENDATION: Approve the updated Jail Authority By-Laws

ENCLOSURES:

1. Track changes Bylaws
2. Clean Bylaws

ACTION OFFICER: Tina Reed, Executive Assistant

Executive Summary # ES-2019-012

MIDDLE RIVER REGIONAL JAIL AUTHORITY

BYLAWS

ARTICLE I – THE BOARD

- 1.1 **Description.** The Middle River Regional Jail Authority (the “Authority”) was created by an Agreement, dated June 25, 2001, by and among the County of Augusta, Virginia, the City of Staunton, Virginia and the City of Waynesboro, Virginia (the “Agreement”). The City of Harrisonburg and the County of Rockingham joined the Authority in 2015.
- 1.2 **Membership.** The power of the Authority shall be exercised by a Board consisting of ~~nine~~ fifteen (15) members, as set forth in the Agreement.

ARTICLE II – OFFICERS

- 2.1 **Chairman.** The Board shall elect a Chairman from among its membership. The Chairman shall preside at all meetings of the Board, shall appoint from time to time such committees as he may deem appropriate, and shall have such other powers or duties as may be prescribed in these Bylaws.
- 2.2 **Vice Chairman.** The Board shall also elect a Vice-Chairman from among the membership. The Vice-Chairman shall preside at all meetings of the Board when the Chairman is not in attendance, and shall have such other powers or duties as may be prescribed in these Bylaws.
- 2.3 **Secretary/Treasurer.** The Board shall also elect a Secretary/Treasurer and an Assistant Secretary/Treasurer from among its membership. The Secretary/Treasurer shall be responsible for keeping the minutes of the Board, and shall be responsible for reporting to the Board as to all fiscal matters affecting the Authority. The Board may appoint a Clerk, who may be an employee of any member jurisdiction or the Authority, to assist the Secretary/Treasurer in his duties relative to keeping the minutes of the Board.
- 2.4 **Terms.** The election of officers shall occur at the regular meeting of the Board in ~~June~~ December of each year, and such officers shall serve for a term of two years beginning on ~~July 1 and ending on June 30~~ January 1 and ending on December 31 of the second year. Officers may be re-elected to more than one term. ~~The initial officers shall serve until June 30, 2003~~
- 2.5 **Vacancies.** Vacancies in any office shall be filled by the Board when they occur.

ARTICLE III – FINANCIAL

- 3.1 **Quorum.** A quorum shall consist of at least ~~five~~ eight members of the Board. Once a quorum is established action may only be taken by a majority vote of the entire Board.

3.2 **Regular Meetings.** Regular meetings of the Board shall be held at a time and place determined by the Board. Public notice must be posted at least three working days prior to the meeting on the Authority's website, in a prominent public location at the facility at which notices are posted, and at the office of the Authority Clerk or Superintendent. The order of business at a regular meeting shall be as follows:

- A) Roll call.
- B) Approval of minutes of the previous meeting.
- C) Superintendent's report.
- D) Old business.
- E) New business.

3.3 **Continued, Emergency or Special Meetings.** Special meetings of the Board may be called by the Chairman or any two members of the Board. Public notice, by the methods set out in Section 3.2, of continued, emergency or special meeting shall be reasonable under the circumstances and shall be given contemporaneously with the notice provided to the members of the Board. Depending on the circumstances, the Chairman shall strive to provide notice by electronic mail or other form of delivery to the Board members of any emergency or special meeting at least twenty-four hours before the time designated for such meeting. ~~The Chairman shall cause notice of any special meeting to be delivered at least twenty-four hours before the time designated for such meeting to address of each member of the Board.~~ The notice shall contain a statement of the item or items of business to be transacted at the meeting. No other business shall be transacted at such meeting except by the unanimous consent of all members of the Board. Notice of continued meetings may be provided as set out above or may be provided by personal notice directly to Board members present at the regular meeting that is continued to a future time, as long as the public notice is posted contemporaneously. ~~The delivery of formal written notice of a special meeting may be waived by any member by furnishing a written waiver of notice.~~

3.4 **Minutes.** The Secretary/Treasurer or the Clerk of the Board shall prepare minutes of each meeting, which shall be delivered or emailed to each member prior to the next regular meeting of the Board. The Board shall approve the minutes of the previous regular and special meetings at its next subsequent regular meeting. The Secretary (or in his/her absence the Chairman) shall sign the minutes as approved.

ARTICLE IV – FINANCIAL

4.1 **Fiscal Year.** The fiscal year of the Authority shall begin each year on July 1 and shall end on June 30 of the following year.

4.2 **Budget.** The Board shall adopt an annual operating budget for each year, which shall be submitted to the governing bodies of the participating jurisdictions no later than February 1 of each year.

- 4.3 **Audit.** The Board may cause an independent audit of the finances to be made each year, which audit may reflect the full revenues and expenditures of the Authority.
- 4.4 **Procurement Personnel Policy and Fiscal Agent.** The Board hereby adopts the Augusta County personnel policies, as they may be amended from time to time, and agrees to use Augusta County as its fiscal agent (**not including public procurement services**) until such time as the Authority employs personnel to handle its fiscal matters.
- 4.5 **Procurement Policy.** By Resolution October 2, 2018, the Authority authorized and directed the Superintendent to establish and manage public procurement of goods and services in accordance with applicable law.

ARTICLE V – AMENDMENTS

- 5.1 **Amendments.** These Bylaws may be amended, to the extent such amendments are not inconsistent with the Agreement, by a majority of its members of the Board at any time.

These Bylaws were adopted by the Board on August 6, 2019 and replace in full all previously adopted Bylaws.

Secretary **Chairman**

MIDDLE RIVER REGIONAL JAIL AUTHORITY

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Chairman

COMMONWEALTH OF VIRGINIA



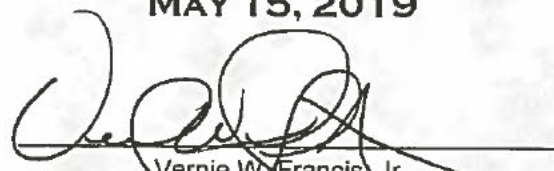
*BOARD OF CORRECTIONS
hereby awards*

MIDDLE RIVER REGIONAL JAIL

*Unconditional Certification for Successfully
Achieving Compliance with Approved Standards for*

JAILS

MAY 15, 2019


Vernie W. Francis, Jr.
Chairman, State Board of Corrections

DRAFT

Confidential Attorney Client-Privileged

To: Jeff Newton, MRRJA Superintendent

From: Jeff Gore, MRRJA General Counsel

Re: OASIS Commissary Agreement; termination

Issue: Can MRRJA lawfully terminate the current contract with OASIS for commissary services?

Answer: Yes. The contract has never been publicly procured under the VPPA and Jack Lee's 2018 extension of the contract for an additional 8 years (including renewals) directly violated MRRJA Board policy that all procurement be in compliance with state procurement laws. Further no lost profits are due OASIS under the VPPA.

Facts: OASIS has been providing commissary services for MRRJA since the jail began operations in 2006. The oldest contract that we have is dated February 25, 2011 and there is no record of a public procurement process ever taking place. The 2011 contract was for 5 years, and after April 8, 2016 became an annual year to year contract with a 90 days' termination provision. On October 25, 2018, then Superintendent Jack Lee signed a renewal extending the contract out to April 2024 with two additional one-year renewal terms that could extend the contract to April 2026. The 2018 addendum extended the term and changed the commissary rates, and reference additional services related to website payment options for inmate families. Other than that, the 2018 addendum provided that the "same agreement will continue to stay in force with no other changes." On October 2, 2018, just weeks prior to Jack Lee executing the contract extension, the MRRJA Board adopted a resolution for the first time delegating public procurement authority to the Superintendent, and away from Augusta County. That resolution provided that all MRRJA procurement must comply with state procurement laws. On June 7, 2019 Superintendent Newton notified OASIS that MRRJA was exercising its 90 day' termination notice and planned to issue a new solicitation for commissary. After a meeting at the jail on July 1, 2019, OASIS sent a letter to MRRJA board members threatening litigation for breach of contract for early termination.

Analysis:

The VPPA applies even though MRRJA isn't paying consideration to OASIS:

The purpose of this chapter is to enunciate the public policies pertaining to governmental procurement from nongovernmental sources, to include governmental procurement that may or may not result in monetary consideration for either party. **This chapter shall apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.** Va. Code Section 2.2-4300B.

Public bodies must comply with the VPPA, unless otherwise authorized:

All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, **shall be awarded after**

competitive sealed bidding, or competitive negotiation as provided in this section, unless otherwise authorized by law. Va. Code 2.2-4303A

There is no statutory authorization for regional jails to enter into commissary services contracts without competitively procuring them. Not only had the OASIS contract not historically been procured in compliance with VPPA, but just weeks before Lee executed the potential 8-year contract extension, the MRRJA board had adopted a resolution explicitly requiring all procurement conducted by the Superintendent to be in compliance with state public procurement law. This was a public vote taken by the Board and is noted in the publicly available minutes. If OASIS wasn't already aware that the VPPA must be followed, it should have been on notice after the Board resolution was passed. This also negates any OASIS contention that Lee had actual authority or apparent authority to execute the agreement as certainly Lee was aware of the limitations of this delegated authority, and OASIS should also have been aware by virtue of the recent public action by the MRRJA Board.

No damages due OASIS:

If OASIS claims damages for an "early" termination, the only conceivable damages could be future lost profits, since they have been receiving due consideration during the length of the contract. However lost profits are not awardable under the VPPA.

Where the award has been made and performance has begun, the public body may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits. Va Code. Section 2.2-4360B.

This VPPA provision is set out in the bid protest section; however, it is the only provision in the VPPA that speaks to both the right of the public body to void a contract found to be in violation of the Act and the lack of contractor rights to lost profits in such situation. This statute is applied in a similar context to the OASIS contract where there isn't a bid protest in *Landfall Consulting v. Virginia State University*. 90 Va. Cir. 38, 2015. Finally, now that the MRRJA Board is on notice for the first time that the commissary contract has never been competitively procured, it is certainly reasonable for the Board to find it in the "best interest of the public" to terminate the OASIS agreement and issue a competitive solicitation (to which OASIS can submit a proposal).

Conclusion: The MRRJA Commissary contract has never been procured in compliance with the VPPA and therefore is voidable. OASIS has received consideration for the services performed to date and is not entitled to any lost profits as a result of MRRJA terminating the contract.

MIDDLE RIVER REGIONAL JAIL EXECUTIVE SUMMARY

DATE: July 17, 2019

SUBJECT: Middle River Regional Jail (MRRJ) Community Based Corrections Plan (CDBP)

BACKGROUND: At the April 2019 Board meeting, the Middle River Regional Jail Authority approved for the Needs Assessment phase of the Community Based Corrections Plan (CDBP) to be completed. The Planning Study phase was not approved. Moseley Architecture and MRRJ jail staff met June 17, 2019 for the initial Needs Assessment coordination meeting.

DISCUSSION: Regional jail systems are required by statute to complete two studies (Needs Assessment and Planning Study). The following studies are required to comply with Virginia code section 53.1-82.1 and to be prepared to meet the standards set forth in 6VAC 15-81. Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities.

- 1) A CBCP Needs Assessment which describes the operation of the existing jail, projects future capacity needs, and includes a description of the justification for expanding local capacity.
- 2) A CBCP Planning Study which sets forth the specific plan for system expansion. Over the course of the Needs Assessment, a description is developed of the current conditions consisting of:
 - The physical condition of the existing jail facilities, including space utilization and capacity, describing the physical limitations of the facilities on operations and security.
 - Identify existing jail-based inmate programs, including the number of offenders served by each program, the frequency of service and the identification of funding and staff resources.
 - Identify existing alternative methods of detention and/or diversion, assess the feasibility of expanding existing programs and implementing new programs.
 - Identify costs associated with managing the incarcerated population including, such operations as providing medical services, inmate programs and mental health services.
 - Identify any revenues (such as State per diems, inmate fees and cost savings associated with community work force operations) that may offset existing costs.
 - Analyze current population levels for each facility and the system as a whole using the categories included in the compensation board's population survey of local correctional facilities.
 - Analyze current population by gender, custody levels, incarceration status.
 - Develop a projection of the inmate population for the MRRJ service area for a fifteen-year period and describe the methodology used in developing the projection.
 - Analyze current staffing resources and develop a staffing analysis for future facility needs.

Middle River Regional Jail

SUBJECT: Proposed Middle River Regional Jail Organizational Structure

Based on the data collected, a series of conclusions and recommendations concerning effective methods and programs for accommodating the projected inmate population is developed to include: the size of the future facility needed and any non-confinement programs that could be developed or expanded to address the projected inmate population.

Mosley architects has begun collecting data to complete the needs assessment piece of the CBCP. **To meet the required statutes to report the findings to address the facilities needs the Planning Study also needs to be completed to submit the final report by December 31, 2019 to the Board of Corrections in order for the project to be considered by the BOC in 2020. BOC approval is a prerequisite to seeking General Assembly approval in the 2021 legislative session for 25% state reimbursement funding of eligible project costs.**

The Planning Study utilizes all of the above findings in the needs assessment to create a statement of the planned general population design capacity of the proposed facility. Which consists of the following:

- Review existing record drawings, prior planning studies, master plans, surveys and geotechnical reports to gain insight into existing conditions that could impact the Planning Study.
- Perform an analysis of the existing MRRJ site for potential expansion. Perform site assessment using GIS and survey information from the original design plans of current facility.
- Provide a written summary of site evaluation and civil programming elements
- Assemble GIS data to include, Threatened and endangered species, soils information, USGS and topographical mapping, Parcel information and setbacks, Buildings, Floodplain, Hydrography, Zoning, Water, Sewer and Electrical Utilities.
- Provide recommendation as to the site development potential to include recommendations.
- Provide synopsis of Bed space, conceptual site and floor plans, staffing and operating cost, and energy analysis.

The intentions are to identify and establish onsite and offsite work that would be required and appropriate budgets for these items for inclusion in the study that will be submitted to the Virginia Department of Corrections.

CONCLUSION: As we began the process of completing the CBCP Needs Assessment and working with Moseley's to assist in data collection, it has been discussed the need to be able to perform the Planning Study phase of the CBCP due to the information and data collected coincide when completing the CBCP. Additionally, both phases must be completed before the report can be submitted to VADOC.

Middle River Regional Jail**SUBJECT:** Proposed Middle River Regional Jail Organizational Structure

Submission of the CBCP by the end of 2019 will ensure that the facilities CBCP will be reviewed in 2020 by BOC with possible approval and submission into the 2021 legislative session for state funding. With the ability to pursue the next step of the design and construction phase in 2021. Note that the project can proceed prior to state funding approval since it is a reimbursement from the state that doesn't get drawn down until after project completion. The risk with that approach is that the legislature might not approve the 25% funds in the state budget. However, for projects with BOC approval, the state has rarely, if ever, not approved share of eligible costs.

If the CBCP is submitted after December 31, 2019 the CBCP will not be reviewed by the BOC in time for submission for reimbursement in the 2021 legislative session, which would push the design and construction phase into 2022.

Of course, this presupposed the MRRJ Authority chooses to fund a construction project. However, funding the Planning Phase of CBCP now provides the Authority with the most flexibility. Money has been included in the MRRJ FY 2020 Fiscal Budget to pay for the Planning Phase of the CBCP (\$84,761)

RECOMMENDATION: Approve the CBCP Planning Study of the CBCP at a cost of \$84,761 to assure that the plan is available to be submitted to VADOC by December 31, 2019.

Action Officer: Major Eric Young

Executive Summary # ES-2019-013

Middle River Regional Jail Community Based Corrections Plan Needs Assessment and Facility Planning Study

Presentation to Jail Authority

August 6, 2019

MOSELEYARCHITECTS

Facility Overview

Background

- Original DOC rated capacity of MRRJ = 396
- Original DOC rated capacity of Rockingham-Harrisonburg = 208
- Core space added for 50% expansion
- Recent inmate population = 854
- Populations have previously been above 1,000
- RFP envisioned 400 Community Custody beds
- Original Plan included approximately 30 beds for Community Custody, including Weekenders

Current Bed Configuration (1,001 beds)

- 375 beds in General Population Dormitory housing
- 552 beds in General Population Cell Block housing
- 29 beds in Holding (Booking/Intake)
- 7 medical beds
- 38 beds in Segregation housing

Dormitory housing and cell blocks being used for CC and work force

Approximately 130 inmates in the community working and 50 inmates on workforce assignments

Preliminary Planning Forecast

The total inmate population consists of detainees from member localities and detainees confined at the jail on behalf of other local jails (contract beds).

- The total inmate population at MRRJ increased from 628 in FY-07, to 928 in FY-19 – an increase of 300 inmates (48% growth).
- On average, the inmate population at MRRJ increased by 25 per year between 2007-2019 – an average increase of 4.2% each year.
- Over the past four fiscal years, the total population increased from an average of 744 inmates in FY-16, to an average of 928 in FY-19 – an increase of 184 inmates (24.7%) and 8.5% per year.

Preliminary Planning Forecast

Middle River Regional Jail
Forecast of MRRJ Total Population Assuming
Assuming Rockingham-Harrisonburg Jail Holds 300 Inmates

Fiscal Year

	2022	2023	2024	2025	2026	2027	2028	2029
Jul	935	976	1,021	1,065	1,110	1,155	1,199	1,244
Aug	942	984	1,029	1,073	1,118	1,162	1,207	1,251
Sep	950	991	1,036	1,080	1,125	1,170	1,214	1,259
Oct	953	995	1,039	1,084	1,129	1,173	1,218	1,262
Nov	953	994	1,039	1,084	1,128	1,173	1,218	1,262
Dec	945	985	1,031	1,075	1,120	1,164	1,209	1,254
Jan	951	991	1,037	1,081	1,126	1,171	1,215	1,260
Feb	962	1,003	1,048	1,092	1,137	1,182	1,226	1,271
Mar	970	1,012	1,057	1,102	1,146	1,191	1,236	1,280
Apr	973	1,016	1,060	1,105	1,149	1,194	1,239	1,283
May	971	1,015	1,059	1,104	1,149	1,193	1,238	1,282
Jun	966	1,011	1,056	1,100	1,145	1,189	1,234	1,278
Average	956	998	1,043	1,087	1,132	1,176	1,221	1,266
Minimum	935	976	1,021	1,065	1,110	1,155	1,199	1,244
Maximum	973	1,016	1,060	1,105	1,149	1,194	1,239	1,283
Change								
Percent	--	4.4%	4.5%	4.3%	4.1%	3.9%	3.8%	3.6%
Number	--	42	45	44	45	45	45	44

Project Schedule

Project Planning, Design, and Construction Schedule

Prepare/Submit CBCP Needs Assessment & Planning Study	December 31, 2019
Authority meetings about project and approval of project	January - April, 2020
Resolution from Authority members to BOC	May 1, 2020
Board of Corrections Approval CBCP Needs Assessment	May, 2020
Board of Corrections Approval of CBCP Planning Study	July – August, 2020
Application to Treasury Board for bonds for reimbursement	June, 2020
DOC submits to Department of Planning and Budget	Sept - Oct, 2020
Receive Governor approval for funding and inclusion in the budget bill	December 1, 2020
Receive Legislative approval (Legislative session)	June, 2021

Project Schedule

[illegible]

MIDDLE RIVER REGIONAL JAIL EXECUTIVE SUMMARY

DATE: July 31, 2019

SUBJECT: Proposed Middle River Regional Jail Organizational Structure

BACKGROUND: Jail Authority has requested a review of the current organizational structure and proposal for any changes. Major Young and Major Nicholson conducted a preliminary review of the organizational structure as part of the FY 2020 budget process. The Authority decided to await the arrival of the new Superintendent before making any definitive decisions concerning changes and no money was included in the FY 2020 to address organizational structure changes.

DISCUSSION: Superintendent Newton began June 3, 2019.

- The FY 2020 Operating Budget has funding for 173 FTE positions and 7 part-time positions. MRRJ is currently staffed with grant funded, locally funded and MRRJ operating budget funded positions.
- Executive Staff worked to develop a working draft organizational structure that identifies a number of proposed changes. The proposed changes are designed to permit career growth and balance workload across the organization.
- A number of needs have been identified. Clearly all these needs cannot be addressed immediately. However, a number of the more pressing issues can be address through the proposed changes. In no order of priority:
 - **Physicians and Dentists** - Eliminate part-time physicians, physician assistants and dentists.
 - **Inmate Commissary** – Issue Request for Proposal for Commissary Services.
 - **Master Control** - Increase the number of officers working Master Control. Currently this is a one-man post 24/7. It should be a two-man post.
 - **Inmate Classification** - Increase the number of officers working in Classification. Currently this is a one man post 5 days per week. No additional staff have been assigned to Classification since Harrisonburg/Rockingham County joined the Authority.
 - **Booking** - Currently Booking has permanent officers during the day-shift Monday to Friday. All other times are staffed by cross-trained officers from the Watch Team. This has the potential to result in errors and inconsistencies over time.
 - **Nursing** - MRRJ implemented 24/7 medical coverage in the last two years. Ideally, every inmate should be seen by medical staff within 4 hours of arrival at MRRJ. Staff are not currently available to meet this need. Additionally, the Board of Corrections is anticipated to promulgate standards outlining the minimum care required for medical and mental health care for inmates in the next two years. I suspect this will require additional nursing to meet the minimum jail standards.
 - **Facility Maintenance** - The facility is 13+ years old. The current staff of four (4) is not sufficient to provide the daily coverage needed to respond to requests for

Middle River Regional Jail

SUBJECT: Proposed Middle River Regional Jail Organizational Structure

maintenance, conduct deep maintenance and establish a robust preventive maintenance program.

- **Officers** - No significant increase in staffing has occurred since Harrisonburg/Rockingham county joined the Authority.
- Changes
 - **Contract Physician and Dentists.** This occurred effective August 1, 2019 through a contract with Rappahannock Creative Health Care. The contract will be funded from the budget line currently used to pay the part-time employees. There is no immediate increase in cost for this service.
 - **Inmate Commissary Services.** MRRJ records indicate this service has never been competitively bid. The current service contract requires MRRJ staff to process individual inmate orders, receive the orders in the warehouse, process the orders for delivery to the inmate population and deliver the orders to the inmates. These discrete tasks are all currently done by sworn staff; these sworn staff could be redirected to custody and control functions as opposed to this primarily administrative function which can be performed by the successful vendor that is selected as the result of a competitive bid process.
 - **Establish Assistant Superintendent position (sworn Lieutenant Colonel)**
 - Keep Director of Operations position (sworn Major)
 - Keep Director of Support Services position (sworn Major)
 - Keep Director of Finance (non-sworn part-time)
 - Keep Chief of Security (sworn Captain)
 - **Establish Chief of Operations (sworn Captain)**
 - **Establish Chief of Support Services (sworn Captain)**
 - Create Support Services Manager (sworn Lieutenant). This does not require additional staff and can occur through redirection of currently existing Lieutenant.
 - Create Booking/Records Manager (sworn Lieutenant). This does not require additional staff and can occur through redirection of currently existing Lieutenant.
 - Create Records Officer Supervisor. This does not require additional staff and can occur through elimination of currently existing Corporal position.
 - Move HEM Officer position from Community Corrections to increase staffing in Master Control. This position will be used during peak operating hours Monday to Friday. Additional resources will need to be identified to further expand coverage to a two (2) man post 24/7.
 - Combine Power Shift with Inmate Services to save Corporal position. **Reclassify the saved Corporal position to one of the new supervisor positions.**
 - Move Security Corporal position to Classification to provide supervision and increase capacity to conduct timelier inmate classification.
 - Change funding for Teacher (FT), Teacher (PT), Re-Entry Specialist (FT), and Recreation (PT) from the Operating Budget to Inmate Canteen. Annual revenue from the Inmate Canteen is sufficient to continue to funding in future years. This saves 4FT from the operating budget.
 - **A portion of this savings has already been used to increase the Receptionist position from PT to FT in the FY 2020 Budget**

Middle River Regional Jail

SUBJECT: Proposed Middle River Regional Jail Organizational Structure

- A portion of this savings has already been used to adjust some managers salary in response to the Board's decision to increase some managers pay after the approval of the FY 2020 Budget
- \$114,600 remains to be used to defray the cost of the proposed organization restructure.
- Realign functional sections under respective managers.

RECOMMENDATION: Approve the additional funding \$120,000 (difference between remaining from Commissary Savings and needed for new positions outlined below) required to implement the updated Jail Organizational Structure.

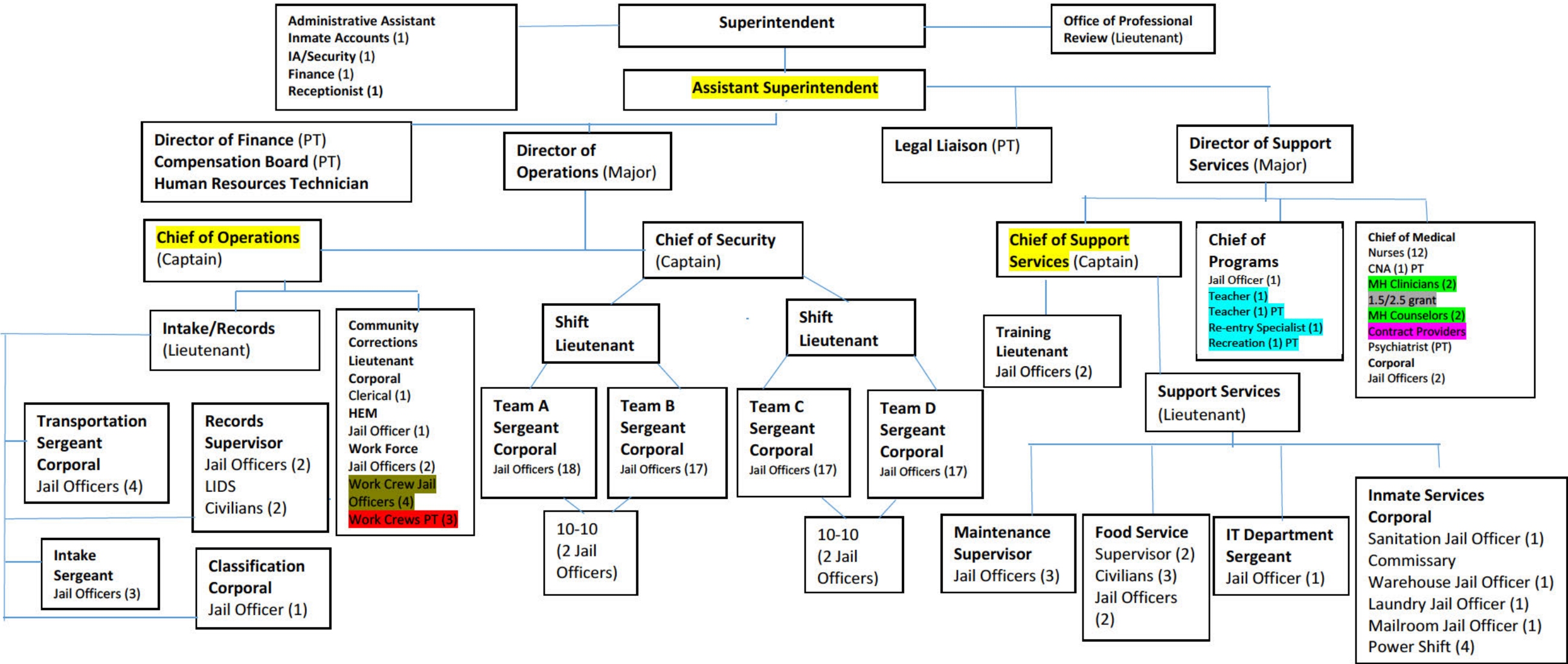
1. Additional \$11,300 to reclassify Corporal Position to Chief Position
2. Additional \$94,500 to add new Chief Position
3. Additional \$129,000 to add new Assistant Superintendent Position

ENCLOSURES:

1. Proposed Organizational Structure
2. Current Organizational Structure

ACTION OFFICER: Jeffery L. Newton, CJM

MIDDLE RIVER REGIONAL JAIL ORGANIZATIONAL CHART



SWORN/CIVILIAN STAFF TOTALS	
SWORN SUPERVISORS	30
SWORN OFFICERS	111
CIVILIAN	32
TOTAL OF FULL TIME	173
VACANT POSITIONS	
OFFICERS	6
HUMAN RESOURCES TECHNICIAN	1
PART TIME	7
PART TIME (LOCALITY PAID)	3
FULL TIME WORK CREW (LOCALITY PAID)	4

Yellow	New Positions
Green	VCSB
Blue	Inmate Commissary
Red	Paid by Locality
Olive	Work Crews
Pink	Contract Providers

	#’s Now	#’s After
COLONEL	1	1
LT. COLONEL	0	1
MAJORS	2	2
CAPTAIN	1	3
LIEUTENANT	7	7
SERGEANT	7	7
CORPORAL	10	8
OFFICERS	111	111
CIVILIAN STAFF	29	29
NON-SWORN SUPERVISORS	3	4
SWORN SUPERVISORS	2	2
MAINTENANCE AND PROGRAM DIRECTOR ARE SWORN SUPERVISORS		
TOTAL EMPLOYEES (Full Time)	173	175

MIDDLE RIVER REGIONAL JAIL ORGANIZATIONAL CHART

