

MINUTES
BLUE RIDGE REGIONAL JAIL AUTHORITY
November 3, 2022

Members/Alternates Present:

Ms. Susan Adams
Mr. Clifton M. Tweedy, Chairman
Sheriff Whit Clark
Major Brandon Epperson
Sheriff Mike Miller
Major John Wilkes
Sheriff Donald Simpson
Major Robert Richardson
Mr. Jeremy Bryant
Sheriff E. W. Viar
Sheriff Donald Sloan, Vice-Chairman

Appomattox County Administrator
Campbell County Administrator
Campbell County Sheriff's Office
Campbell County Sheriff's Office
Bedford County Sheriff's Office
Bedford County Sheriff's Office
Appomattox County Sheriff's Office
Appomattox County Sheriff's Office
Amherst County Administrator
Amherst County Sheriff's Office
Lynchburg Sheriff's Office

Members Absent:

Mr. Robert Hiss
Mr. Wynter Benda
Mr. Scott Simpson
Sheriff Fred Clark
Chief Ryan Zuidema

Bedford County Administrator
City of Lynchburg Manager
Halifax County Administrator
Halifax County Sheriff's Office
City of Lynchburg Police Department

Legal Counsel / Administration Present:

Mr. Brendan S. Hefty
Mr. E. Chad Lipscomb
Mr. Bryant "Keith" Lockridge
Ms. Jessica A. Joyner
Ms. Cindy Steele
Ms. Kristen Borak

Legal Counsel
Administrator
Assistant Administrator- Security
Assistant Administrator - Services
Director of Administrative Services
Communications Manager

Guest:

Mr. Chris Roman
Mr. Chris Murray
Mr. Steve Monetti
Ms. Debbie O'Brien

Project Manager, Moseley Architects
Brown Edwards Audit Group
Interfaith Outreach
The Land Inn Between Ministries

The regular meeting of the Blue Ridge Regional Jail Authority Board took place on Thursday, November 3, 2022, at Amherst County Adult Detention Center Conference Room. Chairman Clifton Tweedy called the meeting to order at 10:00 a.m. A quorum was present. He welcomed everyone to the meeting.

A. FINANCIAL AUDIT REPORT

Mr. Brandon Murray presented the results of the Blue Ridge Regional Jail Authority's FY2023 financial Audit. Each member and alternate present at the meeting received a copy of the report documents. Mr. Murray reported that this was a clean, unmodified opinion financial report with no material weakness.

Sheriff Clark commended the leadership and administration with the hardships that have faced the Authority in the past years. Mr. Tweedy agreed with the Sheriff's sentiments and stated that the audit report supports the efforts.

A motion was made by Sheriff Viar and Seconded by Sheriff Miller to accept the yearend Financial Audit Report. Motion carried unanimously on voice vote.

B. INTRODUCTION OF NEW STAFF

Mr. Lipscomb introduced Mrs. Jessica Joyner, the new Assistant Administrator of Services to the Board.

C. APPROVAL OF MINUTES

- a. The minutes of the September 1, 2022, Authority meeting were presented for approval.

There being no corrections or comments, a motion was made by Sheriff Clark seconded by Sheriff Sloan to approve the September 1, 2022, Authority meeting minutes as presented. Motion carried unanimously on voice vote.

D. LEGAL ADVISOR'S REPORT

Mr. Hefty had nothing else to report at this time.

E. FINANCIAL REPORT

Ms. Steele shared the following financials.

AUGUST 2022

The enclosed statements represent our financial performance for the first two months of the fiscal year ending July 30, 2023. The total revenues earned for FY-23 equaled **13.40%** of the budgeted amounts. Year to date, Outside Jurisdiction Per Diems were down approximately 11.6%, and State Per Diems were down 7.54%. Interest Income was well above budget at 176.37%. We held an average of 83 outside inmates and 740 local inmates per day in August. The total number of inmates held for August was **823**. This was an increase of 5 inmates from July. Our FY-23 budget is based upon **165** outside and **1,005** local jurisdiction inmates, for a grand total of **1,170**.

Regarding our local jurisdictions per diem year to date, jail usage by Appomattox, Bedford, and Halifax Counties exceeded the initial budgeted percentage, while Amherst and Campbell Counties and Lynchburg City experienced a surplus. Each month's financial report includes a percent comparison of usage days for each locality concerning the total number of inmate days overall for that month and year-to-date. In January 2023, we will redistribute the per diem payments by issuing an invoice to any locality that utilized a larger percentage of bed space than initially expected and checks or per diem credits to those localities underutilizing their allotted bed space.

The bottom of the Revenue Report contains F-Y-I information on the number of out-of-compliance inmates currently housed in our facilities. The records reflect a decrease in inmates and days from the previous month.

Total expenditures equaled **13.00%** of the budgeted amounts for the first two months of the fiscal year 2023. The combined expenditure lines for the Inmate Services category, finished August at **9.92%** of the budgeted amounts. **Inmate Food** expenditures were at 18% for August, and we have expended 7% of the amount budgeted for **Inmate Medical**. The Inmate Medical line item can fluctuate each month, which is due to the changing number of inmates requiring expensive medications and treatments. Expenditures for **the Laundry & Janitorial Supplies** line item finished at 40.04% of the budget through August. However, historically the first several months of expenses for the Laundry and Janitorial Supplies have surpassed the revenues as we normally re-stock several commodities early in the new fiscal year.

The line items under Administrative Operations reflect expenditures at **15.82%** year to date. Applicant Physicals/Drug Tests were slightly elevated due to a high number of applicants processed to fill vacancies. The Non-Capital Improvement Projects line item is over budget at 64.56%. These expenditures will be reimbursed through the FEMA Grant at a 90% rate.

In total, the Contract Services and Leases category expenditures for FY-23 were **35.96%** of the budgeted amount. For the month of August, 4,109.91% of the total budget, was expensed for **Purchased Labor Medical**, which was due to a continued shortage in BRRJA nursing staff and having to contract with outside professional nursing services. Once the medical contract with CBH begins on October 1st, there will be no need for outside contracted nursing services. **Professional Services-General** expense line item was over budget at 128.66%, which is due to

consulting services with Moseley Architects for Bedford and Campbell facilities, MCA correcting configuration issues on the server, and for auditing fees. All other expense line items under the Contract Services and Leases category expenditures were in line with the year-to-date budget.

Finally, the Physical Plant/Vehicle Operations category finished the month of August at **15.89%**. **Repair & Maintenance Supplies** and **Vehicle Gas** were slightly elevated, but all other line items in this category were within the reasonable limits of the budget.

Auditors will present the CAFR at the November Board meeting.

Mr. Tweedy asked about the inmate population being down more than 350 inmates. Mr. Lipscomb explained to the Board that the population has been trending down since legislation amended the Earned Credit. Currently there are zero out of compliance DOC inmates which is affecting the revenues. DOC is trending that way consistently, not just with Blue Ridge. If it stays at that level, it could be an issue with the budget. The revenues are still above expenses, less inmates and less staff equal less expenses. We will continue to monitor expenses but anticipate that the budget will be ok.

F. OLD BUSINESS

1. **CCADC/BADC CBCP Update – Mr. Chris Roman, Moseley Architects**
The power point that Mr. Roman presented was handed out to all the Board members. He explained that after the last board meeting, a new strategy was developed. Mr. Roman began explaining the findings of both Bedford Adult Detention Center (BADC) and Campbell County Adult Detention Center (CCADC). He stated that there are inefficiencies within both of them that make them costly to operate. With the assessments that were completed, these deficiencies were listed, such as cell block sizes, landlocked, daylight and visibility constraints.

The recommendations were as follows for BADC:
Renovations on existing facility: \$11,082,541
Rebuild brand new: \$19,082,215 (55 beds)

The recommendations were as follows for CCADC:
Renovations on existing facility: \$17,359,486
Rebuild brand new: \$29,881,937

Hybrid option to demolish and rebuild BADC (96 bed facility) and reduce the capacity at CCADC and renovate as needed: BADC \$38,976,000/CCADC \$10,000,000. Renovations to include, slab improvements, expand video visitation in lobby, and improve break, multipurpose and programming rooms. This is the recommendation of Moseley.

If you choose to renovate both, it would be a 28-million-dollar project. 134 rated capacities to help with staff and funding.

Next week would need submission to have it in by the end of the year deadline. Although, nothing needs to be done right now – can move into the next year.

Mr. Tweedy questioned how there is consideration for construction when operating below capacity currently (below 800 inmates – 2/3 capacity). Is it possible to put off for next year but see how this may affect DOC with positions, etc. He explained the debt service goes 11 years and adding another expense will require additional funding from all localities. Mr. Tweedy agrees that the hybrid option makes the most sense as a starting point, but currently space is not a problem.

Mr. Tweedy thanked Moseley for coming.

Action Item: Mr. Tweedy asked Administrative Staff to look at how running as is will affect DOC operating requirements, how financially the recommendation will affect BRRJA, monitor staff recruitment/hiring, speculate the growth of inmates over the next year. Also, when preparing the FY24 Budget include additional maintenance funds to keep buildings safe with minor improvements. Mr. Tweedy requests an update for the January 5, 2023 meeting.

G. NEW BUSINESS:

1. LYNCHBURG SHERIFF'S OFFICE LEASE AGREEMENT

Mr. Hefty reminded the Board that the Lynchburg Sheriff's Office Lease needed to be renewed. He read a memo from the Lynchburg City Manager that they were sending the terms of the lease as \$36,000 for the current year and then \$40,000 until July 2024. Sheriff Sloan asked to address the Board prior to them deciding. Sheriff Sloan explained that he feels the Sheriff's Office is more than a tenant, more like a partner to Blue Ridge. That providing the sense of security, having deputies in and out of the facilities and marked units out front give the Authority additional help if needed. Any other tenant would evacuate if there was danger, but the SO would help. If this increase in rent is voted in, this will affect funding for the Sheriff's Office as they are needing more positions. Sheriff Sloan asks for consideration at keeping it \$30,000 until the Sheriff's Office moves and a new tenant occupies the space.

Sheriff Miller agrees that there is crime prevention cost with the Sheriff's Office occupying that space because they can respond to internal incidents. Mr. Tweedy explained that the reason this is being discussed is since the lease has not changed more than \$10,000 in 20 years.

A motion was made by Ms. Susan Adams and Seconded by Sheriff Clark to keep the lease as is (\$30,000/year) for the next 2 years. Motion carried unanimously on voice vote.

2. PAY STUDY

Mr. Lipscomb explained that administration was aware of the increase in the starting salary creating issues with compression and at the July Board meeting, it was suggested that a pay study be conducted. An internal pay study was conducted, and it showed that master officers, sergeants and lieutenants were affected the most by the increase in starting salary. With the increase, many officers were making close to what the ranking officers were making. Mr. Lipscomb handed out samples of the study to show the comparison. With the insignificant amount of salary between officer and master officer, there is little to no incentive for promotion. Any master officer named after August 2022, will get the 9.13% increase, however, the current ones had absorbed that cost in their pay increasing to \$42,000. Mr. Lipscomb asked board to consider giving the Master Officers prior to August 2022 to receive the 9.13% increase, Sergeants, and Lieutenants to receive 10% or \$3,000, whichever is greater. This will cost \$250,000 annually and \$160,000 now if implemented to be included in this budget. There are options to fund this increase by using phone revenues or a 1.5% increase from the jurisdiction to afford this corrective action. Mr. Tweedy urges rectifying the situation now and then writing the increase into next year's budget. The phone revenues may be needed to address further salary issues or to aid in the aging facilities.

Sheriff Clark is supportive of the pay study. He stated the importance of investing in your people and showing them, you trust them with the future of your department. Sheriff Miller and Sheriff Viar echo Sheriff Clark's sentiments.

Mr. Lipscomb thanked the board for the raise. He expressed how this will positively influence morale.

A motion was made by Sheriff Viar and Seconded by Sheriff Sloan to increase the salaries of Master Officer, Sergeants, and Lieutenants in total \$160,000 effective November 1, 2022. Motion carried unanimously on voice vote.

3. APPOMATTOX COUNTY SHERIFF'S OFFICE – CERTIFIED LOCK UP FACILITY

Sheriff Simpson addressed the board on a very important topic to Appomattox Sheriff's Office. He stated how proud he is to serve on the BRRJA Board and knows how important the jail is to the operation of the Sheriff's Office, but Appomattox is in a unique spot as they are the only jurisdiction without a holding facility or a permanent in person Magistrate. Any arrest made in their jurisdiction could have extended periods of time waiting on a live magistrate (only in the building 1-2 hours a month). Appomattox is the smallest jurisdiction, so staffing is lower at night (2 deputies) and officer safety becomes an issue if one deputy is tied up with an arrest/call. Sheriff Simpson handed out a packet to each member explaining DOC lock up requirements. For the Appomattox Jail to be reopened as a Sheriff's Office run lock-up, there would have to be deputies there to monitor both holding units (male/female). The Sheriff's Office would request the 5 positions that were given to BRRJA from the compensation board be transferred back to

be able to staff this building 24 hours a day/7 day a week. Sheriff Simpson expressed how this is a public safety request. With the lock up being the most cost effective, simple, and safer option, it would allow to service the county more efficiently. This option is already working positively in Dinwiddie County.

Mr. Tweedy asked how this would impact BRRJA operations and if this would affect the member use agreement. Mr. Lipscomb stated that if BRRJA was fully staffed, it would be easier to transfer the positions and allow for transportation opportunities. Sheriff Simpson stated that transportation would be the Sheriff's Office responsibility, nothing would change in that aspect.

Ms. Susan Adams further expressed that she had met with the Board and the County is in support of this. She had questions regarding the member use agreement being changed, even though the member use for other facilities have changed (BADC/CCADC being closed or used as an intake). Mr. Tweedy explained that the non-compliance issues of BADC and CCADC were grandfathered in and only need approval of every board member if decided that those facilities are renovated, but cosmetic changes and every day maintenance does not require the approval of all board members. Ms. Adams also asked about the comp board positions being in member use agreement. It was explained that the state makes those decisions, but Mr. Hefty will look into how/if those positions can be transferred.

Sheriff Miller expressed his support for Sheriff Simpson, stating that it would be great if he can work this out for his community. Sheriff Viar and Sheriff Clark both expressed their support as well, calling it a commonsense solution.

Action Item: Mr. Tweedy asked that prior to the January 2023 meeting, a MOU be developed that can be considered, look at the impact/cost on the Authority, and evaluate if this scenario would affect the member use agreement.

H. INFORMATIONAL ITEMS

1. COVID UPDATE

Mr. Lipscomb stated that the state is currently at a 9% positivity rate. The community level is moderate and with a substantial transmission rate. Employees continue to follow CDC guidelines. Currently there is an outbreak at HADC, however an outbreak is defined at 3 more positive people.

2. STAFFING LEVELS

As of Tuesday, November 2, 2022, BRRJA was down 74 officers. November 1, 2022, there were 11 new hires. Mr. Lipscomb explained that there is an increase in interviews and new hires with the new starting salary setting a trend. The focus now is to staff Campbell County Adult Detention Center.

3. CBH MEDICAL UPDATE

CBH Medical started October 1, 2022, with 24/7 medical care at ACADC. They are almost fully staffed after one month. So far, only good things have been said and it has been cutting down on hospital visits.

Mr. Lipscomb wanted to thank Ms. Debbie O'Brien and her ministry for providing the snacks for the meeting today.

Mr. Tweedy wanted to echo the comments that had been made previously from other members about the leadership and staff of BRRJA during these difficult times. Mr. Lipscomb thanked the Board for their support.

H. ADJOURN:

The next Authority meeting will be held on January 5, 2023, at 10:00 a.m. The meeting will be held in the Amherst County Adult Detention Center Conference Room. There being no further business to be brought before the Board, the meeting was adjourned at 11:25 a.m.


Chairman Clifton M. Tweedy