

**MINUTES**  
**BLUE RIDGE REGIONAL JAIL AUTHORITY**  
**January 5, 2023**

**Members/Alternates Present:**

Mr. Clifton M. Tweedy, Chairman	Campbell County Deputy Administrator
Sheriff Mike Miller	Bedford County Sheriff's Office
Major John Wilkes	Bedford County Sheriff's Office
Sheriff Donald Simpson	Appomattox County Sheriff's Office
Mr. Jeremy Bryant	Amherst County Administrator
Sheriff E. W. Viar	Amherst County Sheriff's Office
Sheriff Donald Sloan, Vice-Chairman	Lynchburg Sheriff's Office
Chief Ryan Zuidema	City of Lynchburg Police Department
Mr. John Spencer	Appomattox County Administration
Mr. Robert Hiss	Bedford County Administrator
Sheriff Fred Clark	Halifax County Sheriff's Office

**Members Absent:**

Mr. Wynter Benda	City of Lynchburg Manager
Mr. Scott Simpson	Halifax County Administrator
Ms. Susan Adams	Appomattox County Administrator
Sheriff Whit Clark	Campbell County Sheriff's Office

**Legal Counsel / Administration Present:**

Mr. Brendan S. Hefty	Legal Counsel
Mr. E. Chad Lipscomb	Administrator
Mr. Bryant "Keith" Lockridge	Assistant Administrator- Security
Ms. Jessica A. Joyner	Assistant Administrator - Services
Ms. Cindy Steele	Director of Administrative Services
Ms. Kristen Borak	Communications Manager

**Guest:**

Ms. Debbie O'Brien	The Land Inn Between Ministries
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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. APPROVAL OF MINUTES**

- a. The minutes of the November 3, 2022 Authority meeting were presented for approval.

**There being no corrections or comments, a motion was made by Sheriff Viar seconded by Chief Zuidema to approve the November 3, 2022, Authority meeting minutes as presented. Motion carried unanimously on voice vote.**

**B. LEGAL ADVISOR'S REPORT**

Mr. Hefty had nothing else to report at this time. However, did inform the Board that as the General Assembly begins session soon, he will keep everyone informed on any legislative matters that are pertinent.

**C. FINANCIAL REPORT**

Ms. Steele shared the following financials.

**NOVEMBER  
2022**

The enclosed statements represent our financial performance for the first five months of the fiscal year ending November 30, 2022. Budgeted benchmark year to date is 41.65%. The total revenues earned for FY-23 equaled **35.37%** of the budgeted amounts. Year to date, Outside Jurisdiction Per Diems were down approximately 29%, and State Per Diems were down 19%. LGIP interest income rates rose again in November and dividends year to date continue to be well over budget. Miscellaneous Revenue reflects accrued income for the FEMA grant which offsets COVID related expenses. We held an average of 74 outside inmates and 677 local inmates per day in November. The total number of inmates held for November was **751**. This was a decrease of 18 inmates from October. 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 Amherst, Appomattox, and Campbell Counties, and Lynchburg City exceeded the initial budgeted percentage, while Bedford and Halifax counties 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 an increase in inmates and days from the previous month.

While year to date revenues have been under budget at 35.37%, total expenditures year to date were in line with revenues at **35.13%**. Group Health Insurance has been trending 19% under budget. The combined expenditure lines for the Inmate Services category, finished November at **38.75%** of the budgeted amounts. **Inmate Food** expenditures were at 42% and **Inmate Medical** expenditures were at 37% of the budgeted amount for FY23. 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 98.51% of the budget through November. 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 **41.80%** year to date. The Non-Capital Improvement Projects line item is over budget at 175.70%. 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 **69.43%** of the budgeted amount. **Purchased Labor Medical** expense line item remains well over budget due to the past shortage in BRRJA nursing staff. Expenses for this month reflect services from October. The medical contract with CBH began on November 1<sup>st</sup>, and there is no longer a need for contracted professional nursing services. **Professional Services-General** expense line item was over budget due to the following factors: 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 November at **41.45%**.

FY24 Preliminary Budget will be presented at the January Board Meeting.

Mr. Lipscomb also stated that the drop in revenue is due to the low inmate count. It has been the largest hit on this budget. However, tracking the expenses is helping keep the budget balanced.

#### **D. OLD BUSINESS**

##### **1. CCADC/BADC UPDATE**

Bedford is still operating their intake smoothly. The goal is still to get Campbell County Adult Detention Center open. However, with 80 officer openings still it can't be operational. 12 officers are necessary to operate CCADC effectively. Mr. Tweedy asked if this was causing any issues with the State. Mr. Lipscomb informed the Board that they are following DOC requirements. Sheriff Clark is understanding of this.

##### **2. APPOMATTOX COUNTY SHERIFF'S OFFICE**

At the November 3 Meeting, the Board asked Mr. Hefty to investigate the possibility of transferring the 5 compensation board positions back to Appomattox County. Mr. Hefty informed the Board that these cannot be transferred. Sheriff Simpson spoke that in order

to gain these positions back, more than a lock up facility is required. The Sheriff is going to pursue these positions as locally funded.

## **E. NEW BUSINESS**

### **1. PRELIMINARY FY24 BUDGET**

Mr. Lipscomb informed the Board that a rough draft of the FY24 Budget showed a 4-million-dollar deficit (10%). Administration has been meeting regularly to cut that cost down to a \$315,000 deficit. In order to achieve this, the sheet attached in the packet shows each scenario of new percentage cost needed in FY 2024 from each locality (2.5%, 5%, and 7.5%). With at least the 5% increase, as well as not filling 50 positions (benefits included) leaves a \$315,000 deficit instead of \$4 million. In order to cover that cost, Mr. Lipscomb proposed to use the phone reserves. This is not a long-term plan and hopes to have a better answer by May. Also, the state per diem in previous years has been 2.7 million and is now 1.5 million. This is due to the Department of Corrections taking inmates to their facilities and the forecast is that this will continue. One year ago, BRRJA housed 350 out of compliance inmates. Currently the entire state only has 400 out of compliance inmates. The state per diem is \$15.00 a day, where local per diem is \$4.00. Mr. Hefty assured the Board that this is not only a BRRJA problem but is affecting all jails across the Commonwealth.

It is the opinion that the 5% increase is the best route but still have other things to discuss. The Finance Committee will meet in February. Ms. Borak will send an email collecting available time/dates to schedule a meeting.

Mr. Tweedy expressed to the Board to remember this potential increase when looking at the budget of their individual locality. He also noted that Halifax needs to be aware of this increase since an administrator representative was not at the meeting.

Mr. Hiss asked about the status of the capital reserves. Mr. Lipscomb stated that the phone reserves will be used in this case, not the capital reserves. The phone reserves receive \$1.1 million every July over the next 3 years. This account is currently earning good interest.

### **2. SALE OF SURPLUS VEHICLES**

The Authority is offering the following vehicles for sale. They are located at our Amherst facility and can be inspected by contacting BRRJA Maintenance Director Brandon Perkins (434.528.316 ext. 218).

- 1. 2011 Chevrolet Cargo van, Extended Body.** No Inmate insert system included. This is a cargo van now. Has rear A.C. Tires are over 50% thread. Has 172K Miles. Color White. Overall condition is Good. (622L)

**Priced at: 9000.00**

2. **2014 GMC Cargo van**, Standard length, not extended. This van has a ladder rack and inside storage shelves and compartments. This is set up as a Technicians Van. The Tires are new on the front and over 50% on rear. Has 139K Miles, Overall condition is Good. Color white. (548L)

**Priced at: 10,000.00**

3. **2011 Chevrolet Cargo van**, Extended Body. No Inmate insert system included. This is a cargo van now. Has rear A.C. Tires are at 25% thread. Has 140K Miles. Color White. Overall condition is Good. (619L)

**Priced at: 10,500.00**

4. **2005 Chevrolet Cargo van**, Extended Body. Has one bench seat behind the front seats. This is a cargo van now. Has rear A.C. Tires are over 50% thread. Has 147K Miles. Color White. Overall condition is Fair. The Exterior paint is peeling off in areas over the whole van. (586L)

**Priced at: 3000.00**

5. **2011 Chevrolet Cargo van**, Extended Body. No Inmate insert system included. This is a cargo van now. Has rear A.C. Tires are new on rear and at 25% on the front. Has 163K Miles. Color White. Overall condition is Good. (621L)

**Priced at: 9800.00**

6. **2008 Ford Explorer**, 4x4 Standard options package, Color Silver, Tires are new, Overall condition is Good. (541L)

**Priced at: 3000.00**

As a reminder, our Fixed Assets Policy #5.04, section G.5 concerning the Disposal of Vehicles to Member Jurisdictions as follows:

- a. *Member jurisdictions of the BRRJA will have first opportunity to purchase surplus vehicles. The BRRJA Administrator or designee will announce at an open Board meeting a listing of surplus vehicles. Vehicles will be offered to member jurisdictions for 75% of the estimated blue book value. The BRRJA Administrator has the option to negotiate a lower price down to 50% of book value, based on extenuating circumstances.*
- b. *Vehicles shall remain in the possession of the purchasing jurisdiction for a minimum of two (2) years. If the vehicle becomes inoperable during the two-year period, the purchasing jurisdiction shall retain the option to dispose of the vehicle at its discretion.*
- c. *Vehicles not purchased by member jurisdictions will be sold at public auction.*

If any Board member is interested in these vehicles, please contact us. If not, they will go to auction.

## **F. INFORMATIONAL ITEMS**

### **1. COVID UPDATE**

In the past two weeks, Halifax Adult Detention Center has had 1 positive staff and 1 positive inmate. At the Lynchburg Adult Detention Center, there is currently 1 positive staff member. As of 12/19/2022, Amherst County Adult Detention Center has several outbreaks. In total, 10 staff members with 31 inmates across 5 different housing units. The community levels are dropping as well, other than Halifax.

### **2. REMINDER – FINANCE COMMITTEE MEETING**

Ms. Borak will send out an email requesting availability dates for the meeting date and time.

### **3. EMPLOYEE CHRISTMAS GIFTS**

With COVID still being present within the community, BRRJA was unable again to host the Holiday Party. In lieu of that party, all Employee Benefit Fund members received a \$25.00 gift card to Walmart. Also, pizzas were given to all shifts during the week of Christmas. Mrs. O'Brien also asked the community for donations and was able to provide a variety of restaurant gift cards for our staff members. Mr. Tweedy thanked everyone for the extra appreciation at the holidays.

## **G. CLOSED MEETING:**

### **1. Closed Meeting**

**On a motion by Sheriff Clark and seconded by Sheriff Viar it was resolved the Blue Ridge Regional Jail Authority Board enter Closed Meetings on this 5th day of January 2023, at 10:20 a.m. for the discussion on the following matter:**

- 1. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.**

**Motion carried unanimously on voice vote.**

The Board entered Closed Meeting.

- 2. Upon a motion by Sheriff Miller and seconded by Sheriff Sloan, it was resolved the meeting return to Open Meeting at 10:28 a.m. and adopt the following Certification**

**of Closed Meeting.** “That the Blue Ridge Regional Jail Authority hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Blue Ridge Regional Jail Authority Board.”


The meeting returned to Open Meeting.

<b>The Roll Call vote was</b>	Sheriff Viar	Aye
	Mr. Jeremy Bryant	Aye
	Sheriff Simpson	Aye
	Sheriff Miller	Aye
	Mr. Clifton Tweedy	Aye
	Sheriff Clark	Aye
	Chief Zuidema	Aye
	Sheriff Sloan	Aye
	Mr. John Spencer	Aye
	Mr. Robert Hiss	Aye

**After Closed Meeting ended, there were no matters were discussed that required votes.**

**ADJOURN:**

The next Authority meeting will be held on March 2, 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 10:30 a.m.

  
Chairman Clifton M. Tweedy