

The Piedmont Regional Jail Authority Board meeting was held on December 20, 2023

The following were **Present:**

Not Present

Amelia Taylor Harvie
David Felts
Ricky Walker

*Abraham Redman

Buckingham William Kidd
Karl Carter

*Roger Jamerson
Daniel Braxton

Cumberland
Derek Stamey
Robert Saunders

Darrell Hodges

Lunenburg Edward Pennington
Tracy Gee
Arthur Townsend

*Donald Penland

Nottoway

Philip Vannoorbeeck
Robert Jones
John A. Roark

Prince Edward

J. David Emert

*Sarah Puckett
Douglas Stanley
* David Wilmoth
Tony Epps

* Denotes alternates

Also present

Jail Jerry R. Townsend – Superintendent (PRJA)
Gloria Giles - Secretary

Also present: Sgt. Charles Scott – PRJA Training
Captain Steve Wade
Lt. Kevin Hicks
Thomas Parrish - Officer
Charlene Wilson – Nurse
Jennifer Burks – HAS
Laura Norman – Nurse

Bethany Yopp - Nurse

The meeting was called to order by Chairwoman Gee.

Staff in attendance introduced themselves.

The minutes of the meeting held on October 18, 2023 of the Piedmont Regional Jail Authority Board were approved, by a motion from David Emert, seconded by Edward Pennington.

The treasurer's reports for October and November 2023 were approved by a motion from David Emert, seconded by Derek Stamey.

The accounts payable for October and November 2023 were approved by a motion from Robert Saunders, seconded by Edward Pennington.

The Budget was reviewed.

The Superintendent requested that the FY2024 budget be amended to include the increase to the revenue from the compensation board in the amount of \$1,026,952 that was approved in the governor's budget effective December 1, 2023. His request also included an increase to personnel costs in the amount of \$133,097 to cover the 2% salary increase that was also approved in the governor's budget effective December 1, 2023. The Superintendent recommended that the part of the remaining \$1,026,952 received from the compensation board be allocated to hire additional staff that includes 1 intake officer, 2 front gate officers, 1 segregation officer and 1 intake supervisor (Seargent). The annual costs for these positions are \$329,279. He recommended that the remaining balance of funds received from the compensation board be used for capitol projects. This would expedite the completion of projects to alleviate a breach within the facility for staff and offenders.

By a motion from Derek Stamey, seconded by Taylor Harvie, the FY2024 budget will be amended to include the \$1,026,952 increase in the revenue from the compensation board. The budget will also be amended to increase personnel cost by the \$1,026,952 which includes the cost for the 2% increase in salaries effective December 1, 2023, until it is further determined how the remaining funds will be used.

Derek Stamey requested a five-year capital improvement plan. He will provide a template to be used to draft this plan.

The board members introduced themselves.

The commissary account was reviewed.

The Superintendent discussed the transportation report, jurisdiction report, and the billing summary for October and November 2023.

The Superintendent continued with his Agenda:

Piedmont Regional Jail Authority Board Meeting Agenda

December 20, 2023

Staff attending meeting will introduce themselves and give brief bio.

Old Business

1. Westwood Medication Bill (October/November 2023)
2. Capital Projects Update: Bar Screen in progress (**Give update**)
3. Exterior Doors (16) temporary enhancements completed **Key Watcher Touch (Transportation/ Release Department)**
4. Security Vacancies (17) plus the additional positions
5. VCBR (14 offenders /1 have been sentenced to DOC)
6. GED and Special Education Classes Update (3 females/ 3 males)
7. Successful Living Program (10 females/ 9 males)
8. Successful Living Peer Support Group (1 females/ 2males)
9. Drivers Education Class (5 females / 9 males)
10. Pay for Performance and Shift Differential Pay (tabled)
11. Cost analysis for housing federal offenders. (**Effective December 1st 2023 there no longer an exemption for federal offenders. Current rate is 65/75 dollars for any over 92. Per Jail Cost report should be charging \$77.51 expenditures per diem with debt services.**)
12. Facility Operations (Restricted Movement on the Night Shift Continues)
13. Locality Responsible offender per diem \$4 to \$5

New Business

1. **Amend current budget to include the Employee 2% increase effective December 1st for all staff \$106,503.00 and the Comp board funding of 1.1 million for staffing.**
2. Capital Projects are still in progress. Interior cell door and control room door enhancements. Interior cell doors to have current locking mechanism replaced with tamper proof locks. Offender are defeating the locking mechanism and exiting cell without staff approval. This poses a serious security risk and safety hazard for staff and offenders. Recommend Tamper proof Locks and monitoring system in control rooms. See capital projects list.

- A. Exterior Doors (16) to be upgraded to a more secure door with a tamper proof locking system with visual and auditable alarms. Monitoring systems via control rooms and main hallway. See capital projects list. **Additional walk through on October 18, 2023 CML see above. Bids due by the 12th of December.****
- 3. Perimeter Fence Enhancement (Fence Detection System/ Additional Razor Wire) Pre-Bid Conference for fence detection October 11, 2023. Had several attendees. Closes on 10/30/2023. Three bids received (Sanford Federal/ Stafford Va, James River Communications, Powhatan, Va. \$160,689.28 / Axis Global Enterprise \$86,636.00. / DBA ASI Security Inc. \$136,123.22**
- 4. FLIPP Program – Raye Elliott (12 offenders November 13-18, 2023)**
- 5. Updated Capital Projects List (December 10, 2023)**
- 6. Additional Post: Intake Officer: 1 Officer
Front Gate: 2 Officers
Segregation: 1 Officer
Intake Supervisor: 1 Sergeant**
- 7. Merry Christmas and a Happy New Year
** Closed Session if Necessary****

Piedmont Regional Jail
Capital Projects List
Revised: December 20, 2023

FY 2023/2024

- 1. Complete Bar Screen (Waste Water) Project: Projected Completion Date (February 2024)
\$500,000.00**

2. **HOUSING UNITS B, C, D, M (interior Cell Doors Lock replacements)**
RFP closes December 12, 2023.

- i. Current cell doors are hinged and consist of Southern Folger 120M electro-mechanical locks. There are 44 doors in these locations.
- ii. Replace existing locks with detention grade tamper resistant locks with the capability to display status of lock position (secure or unsecure) at the cell location and control room.
- iii. Each cell door shall have an electro-mechanical lock that will operate with our existing control center.
- iv. Each lock shall have capability to operate by key during emergency situations.
- v. All locks

A. Housing Unit A

- vi. Current cell doors are sliding doors. There are 12 cells in this location
- vii. Convert sliding doors to hinged doors with detention grade tamper resistant locks with the capability to display the status of the lock position (secure or unsecure) at the cell location and control room.

Exterior doors

- viii. There are sixteen (16) doors on the exterior of the facility. This includes 8 commercial grade doors to be upgraded to detention grade doors and locks, five (5) detention grade doors that require existing locks to be replaced and add audio and visual alarms, two (2) detention doors that currently have audio alarms but will require a visual alarm installed, as well as replace existing locks, and one (1) detention door that require the existing locks to be replaced and add an audio and visual alarm to the door.

PHASES OF WORK

- b. Phase 1:
 - i. Replace locking mechanism in cell doors in Housing Units C, D, M and install steel frame mesh doors to three (3) control rooms.
- c. Phase 2:
 - i. Replace locking mechanism in cell doors in Housing Units A and B. Cell doors in housing unit A currently has sliding doors and shall be converted to hinged doors.
- d. Phase 3:
 - i. Replace and/or repair sixteen (16) exterior doors with detention grade doors and locks. Each door shall have an audio and visual alarm installed.

1. Electronic Fence Detection System: There were three bids received (Sanford Federal /Stafford Va \$86,636.00 / James River Communications, Powhatan Va \$160,689.28 and ASI Security Inc. \$136,123.22)
2. Body Scanner (Front Entrance): \$160,000.00
3. Replace Flooring in Tray Room: \$150,000.00
4. JMS Suicide Prevention Project Completion (A, B, C, D, F and O2 pods): \$150,000.00
5. Electronic Mail System: \$100,000.00
6. Repave Perimeter Road and Training House Road: \$200,000.00
7. Housing Unit Control Panel Upgrade/Integration: (Unknown at this time)
8. Administration Building: Gathering information on the Town Building that may be for sale in the future. \$ (Unknown at this time)
9. Warehouse: Need a receiving and distribution center for materials and supplies.
10. Annex Housing (Work Release/Outside Workers/Weekenders) / Medical Housing Unit)

By a motion from David Emert seconded by David Felts, the meeting was adjourned to January 17, 2024

All motions carried unless noted.

Gloria Giles, Secretary