

Amended Minutes

The Piedmont Regional Jail Authority Board meeting was held on December 15, 2021

The following were **Present:**

Not Present

Amelia

Taylor Harvie
David Felts
Abraham Redman

Ricky Walker

Buckingham

William Kidd
*Roger Jamerson
Daniel Braxton
Karl Carter

Cumberland

Darrell Hodges

Robert Saunders

Lunenburg

Edward Pennington
Tracy Gee

Arthur Townsend
*Donald Penland

Nottoway

Ted Costin
Robert Jones
John A. Roark

*B.R. Fulford

Prince Edward

James Garnett

*Sarah Puckett

Douglas Stanley
* David Wilmoth
Tony Epps

* denotes alternates

Also present

Jail

Jerry R. Townsend – Superintendent (PRJA)
Melissa Case (Acting Secretary)

Also present: James Davis

The meeting was called to order by the Chairman.

The minutes of the meeting held on November 17, 2021 of the Piedmont Regional Jail Authority Board were approved with corrected spelling of by-laws by a motion from Tracy Gee, seconded by Edward Pennington.

The treasurers' report for November 2021 was approved by a motion from Douglas Stanley, seconded by Edward Pennington.

The accounts payable for November 2021 was accepted by a motion from John Roark, seconded by Tony Epps.

The current budget was reviewed.

Tracy Gee presented the recommendations from the Service agreement and by-laws committee. The committee agrees that we stay on our quarterly payment schedule but reevaluate the estimated expenses for the upcoming quarter. A prior billing needs to be submitted for the first quarter to maintain a sufficient fund balance. Quarterly billings need to be submitted timely. Billing to counties will be trued up in the final quarter.

The commissary account was reviewed.

The Superintendent discussed the transportation report, jurisdiction report, and the billing summary for November 2021.

The Superintendent's update addressed the following:

1. COVID / Vaccine Update: There are 0 positive COVID employees, 2 offenders at this time. There has been 76 staff fully vaccinated. There are 121 offenders in custody fully vaccinated and 15 partially vaccinated. There are currently 28 offenders that have received the booster shot and there are 350 vaccines in inventory.
2. Random testing of all unvaccinated staff/ visitors and contractors. **Total of 28 have been tested and 1 positive.**
3. Budget and Financial Audit Recommendations (In the future a representative of the audit team will make a presentation to the board regarding audit findings.)
4. Wellpath (Medical Contractor): 2 Vacancies (RN's) DON and HSA positions are new to their supervisory roles. This presents challenges.
5. Sanitation (Facility sanitation is ongoing)
6. Capital Projects: Bar Screen (RFP being drafted by Timmons Group)
Walk-in Freezer and Generator purchase awaiting arrival.
7. Moseley Architectures (Tower Replacement) awaiting proposal.

8. Staff Vacancies (1 Food Service Supervisor, 1 cook, 23 Security Officers)
9. VCBR (18 offenders)

The concerns raised at the October meeting regarding the funding to Nottoway County for VCBR inmates were satisfied at the November 17, 2021 meeting.

10. Medication Bill (Counties) and update (Westwood Pharmacy services are adequate no complaints at this time)
11. Visitation (Anticipated start date February)
12. Commonwealth Strategy Group (lobbyist for unfunded positions and language change in appropriations Act) A representative will be requested to attend next month's meeting to give an update.
13. ARPA Funding Request Update (Bar Screen Project and Salary reimbursement) the counties will fund the bar screen project either using county funds or ARPA funds.
14. Board Meeting Frequency beginning 2022. The service agreement and by-laws committee recommends that the board continue on a monthly meeting schedule. By a motion from Ted Costin, seconded by Tracy Gee it was decided that there will be 10 meetings per year. The month that the Superintendent goes on vacation, there will not be a meeting and there will be no meeting in November. Changes to the meeting schedule will be advertised as required.
15. Health Insurance Cost Comparison (DOC). The Superintendent will request insurance plan information used by other jails to compare and consider.
16. Website update (Group photo of the Jail Board) Meeting dates need to be posted on the website.

The meeting was adjourned to January 19, 2022 at the jail's conference center.

All motions carried unless noted.

Gloria Giles, Secretary