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AGENDA

HAMPTON ROADS REGIONAL JAIL AUTHORITY MEETING

Wednesday, February 17, 2021

1:30 p.m. via virtual meeting

Public attendance is available via Zoom Link on Commonwealth Calendar

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v. Mental Health Grant— Mr. Bruce Hurdle	-
6. Superintendent Report — Colonel Vergakis	
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8. Closed Session - Legal	
9. Adjournment	

Next regularly scheduled meeting is March 17, 2021.

Hampton Roads Regional Jail Authority Agenda Regular Meeting

Christopher Price, City Manager, Chesapeake

Alternate: Robert Geis, Deputy City Manager, Chesapeake,

Alternate: Nancy Tracy, Director of Finance, Chesapeake

Jim O'Sullivan, Sheriff, Chesapeake

Alternate: Col. Clayton Bennett, Chief Deputy, Chesapeake

Robert Ike, Jr., City Council Member, Chesapeake

Alternate: John De Triquet, City Council Member, Chesapeake

Chris Snead, City Council Member, Hampton

Alternate: Chris Bowman, City Council Member, Hampton

Karen Bowden, Sheriff, Hampton

Alternate: Major Rich, Undersheriff, Hampton

Mary Bunting, City Manager, Hampton

Alternate: Brian DeProfio, Assistant City Manager, Hampton

Sharon P. Scott, City Council Member, Newport News, **Chair**

Alternate: Honorable Tina Vick, City Council Member, Newport News

Gabriel A. Morgan, Sheriff, Newport News

Alternate: Col. Eileen Sprinkle, Chief Deputy, Newport News

Cynthia Rohlf, City Manager, Newport News

Alternate: Alan Archer, Assistant City Manager, Newport News

Martin A. Thomas, Jr., City Council Member, Norfolk

Alternate: Paul R. Riddick, City Council Member, Norfolk

Joseph Baron, Sheriff, Norfolk

Alternate: Lt. Col. Michael O'Toole, Norfolk Sheriff's Office

Dr. Larry Filer, II, City Manager, Norfolk

Alternate: Michael Goldsmith, Deputy City Manager, Norfolk

Lisa Lucas-Burke, City Council Member, Portsmouth

Alternate: William E. Moody, Jr., City Council Member, Portsmouth

Michael Moore, Sheriff, Portsmouth

Alternate:

LaVoris Pace, Interim City Manager, Portsmouth

Alternate: Mimi Terry, Chief Financial Officer, Portsmouth

Cc: Interim Superintendent Jeff Vergakis

Major Thurman Barnes

Captain Winston Bhagirath

Captain Karas Mack

Deborah Hand, Director of Finance

Rebecca Hopkins, Executive Assistant

Hampton Roads Regional Jail

Board Meeting 1/20/2021

Members & Alternates Attendance

- Clayton Bennett (CSO)
- Eileen Sprinkle/ Gabe Morgan (NNSO)
- Robert Geis (C)
- Martin Thomas (N)
- Sharon P. Scott (NN) **Chair**
- Alan Archer (NN)
- Lisa Lucas- Burke (P)
- Steven Bond (H)
- Michael Goldsmith (N)
- Robert Ike (C)
- Chris Snead (H)
- Mike O'Toole (N)
- Karen Bowden (H)

A quorum was present.

Others in Attendance:

Interim Supt. Jeff Vergakis; Assistant Supt. Lt. Col William Anderson; Deborah Hand; Deanna Isom; Major Barnes; Capt. Mack; Lt. Nash; Pam Westbrook; April Brumley; Kathie Moore; Jeff Rosen, Esq. Centeria Whaley; Raven Emmanuel

Call to Order

- Chairwoman Scott called the meeting of the Hampton Roads Regional Jail Authority to order, on the 20th day of January at 1:30 p.m. via Virtual Zoom.

Opening

- When the meeting is called to order, it is open.

Approval of Minutes

- Chairwoman Scott asked for a motion to approve the minutes from January 20, 2021. Martin Thomas moved to approve the minutes and Bob Geis seconded. A roll call vote was taken per the virtual meeting instructions. The motioned carried.

Treasurer's Report

- Deanna Isom – Stated medical reimbursement is trending up over what was budgeted for the year. Special revenues, which are commissary sales, are also trending up. We are projecting

that we will go over budget with materials and supplies, but stay under budget with inmate medical, purchase and personnel services.

- Chairwoman Scott asked for a motion to approve the Treasure's Report. Martin Thomas moved to approve the report and Gabe Morgan seconded; a roll call vote was taken per the virtual meeting instructions. The motion carried.

Preliminary Annual Budget

- Debbie Hand stated Brian DeProfio was not present. Bob Geis gave an update to the board on the budget process.
- Bob Geis stated the Finance Committee was working with staff on developing a budget to address the challenges faced in the jail, and would make a recommendation to the board in its February meeting.
- Chairwoman Scott thanked everyone for the work they did on the budget.

Review of Operations

- Medical- Pam Westbrook stated currently two patients over 70 years of age were in critical condition. Both patients were covid positive. One of the patient's physician requested a Do Not Resuscitate order.
 - Gabe Morgan asked what their charges are.
 - Pam Westbrook responded one was being charged with second degree murder while the other had a strangulation charge.
- Pam Westbrook stated HRRJ received 150 doses of covid vaccination. Eighty-nine vaccines were given to the staff. There are 70 doses still available onsite.
 - Chairwoman Scott asked when the vaccine would be available to inmates.
 - Pam Westbrook stated the health department said she will be aware of availability by the 25th of January.

Security

- Major Barnes stated due to covid, the facility was placed on lockdown for a period of 14 days. That this week, the facility resumed to normal operations.
 - Gabe Morgan asked what the ratio for accepting new inmates?
 - Major Barnes said within the next week because of the covid positive inmates mentioned by Ms. Westbrook. An email would be sent to the jurisdictions to advise when the facility could receive inmates from member jurisdictions.

Human Resources

- April Brumley- An outside career fair was scheduled for February 6, 2021. Human Resources advertised on two radio stations until mid- February. Also, there was a recruitment video to post on social media platforms. There had been four final offers for jail officers, 13 candidates were in the polygraph background stage, which equaled to 17 new hires for the month of February.

Maintenance Projects

- Capt. Mack – We have completed a total of 323 out of 332 work orders that were open.
 - Gabe Morgan asked if covered repairs were a part of the new budget.
 - Capt. Mack responded no; it's separate.

Mental Health Grant

- Bruce Hurdle could not be present; therefore his alternate Kathie Moore delivered the progress report. She stated the total number screened was 216 inmates; 64 were further screened; and 55 were accepted to Mental Health Program.

Superintendent's Report

- Col. Vergakis went over improvements that had been made to the facility. They included budget, policy implementation, boosting morale, restrictive inmate housing and inmate programs, as well as working on a strategic plan and the DOJ agreement. Moving forward, they had over 10 stalled projects, which had started to ramp up. He also enhanced communication, which is a collaborative process between medical, mental health and security staff. He planned to start a superintendent line staff committee that was about leadership and development. They would look at ways to enhance retention, recruitment and facility operation. The first meeting was scheduled for January 25, 2021, in which they would do executive out briefs on their findings to Col. Anderson and Col. Vergakis..

Closed Session

- Alan Archer read the motion to go into closed session. Gabe Morgan seconded. A Roll call vote was taken. The motion carried.

Closed Session

- Alan Archer read the motion to reconvene in open session. Gabe Morgan seconded. A roll call was taken. The motion carried.
- Mike O'Toole recommended Jeff Rosen review the medical contract and negotiate a best and final offer.
- Chairwoman Scott asked whether the superintendent had the authority to move forward to award the medical contract.
 - Mike O'Toole recommended moving forward with the contract and Gabe Morgan seconded.
- Chairwoman Scott asked the nomination committee to put forth a slate for incoming chair and vice chair.
- Chairwoman Scott thanked Col. Anderson for accepting the challenge and expressed appreciation for him joining HRRJA.

Adjournment

The next meeting was scheduled for February 17, 2021

Chair Signature: _____

Recording Secretary: _____

**HAMPTON ROADS REGIONAL JAIL AUTHORITY
TREASURER'S REPORT
GENERAL OPERATING BUDGET
January 31, 2021**

	ADOPTED FY 2021 <u>BUDGET</u>	TRSF/ ADJUST FY 2021 <u>BUDGET</u>	ACTUAL FY THRU 01/31/21 <u>ACTUAL</u>	PROJECTED TOTALS 06/30/21	PROJECTED VARIANCE 06/30/21
<u>REVENUES / SOURCES</u>					
Commonwealth Per Diems, net	2,350,000		1,241,944	2,129,047	(220,953)
Reimbursement - Compensation Bd	10,886,232		6,246,045	10,707,506	(178,726)
Member Per Diems	31,363,538		18,503,853	31,363,538	-
Out-of-Compliance Medical	800,000		617,006	1,057,725	257,725
USDJ OPJ Bulletproof Vest			-	-	-
Investment Income	200,000		9,416	16,142	(183,858)
Telephone Revenues	400,000		167,528	402,066	2,066
Gain (loss) on Disposal of Property			8	8	8
Inmates' Keep Fees	120,000		87,468	149,945	29,945
Special Revenues	364,000		254,229	508,458	144,458
Miscellaneous Revenues	30,000		24,893	42,674	12,674
Grant		481,381	-	481,381	
Cash from Fund Equity	1,600,000			1,600,000	
Capital Repair and Replacement			-		-
Operating Reserve	(990,858)		(990,858)	(990,858)	-
TOTAL REVENUES / SOURCES	<u>47,122,912</u>	<u>481,381</u>	<u>26,161,531</u>	<u>47,467,632</u>	<u>(136,661)</u>
<u>EXPENDITURES / USES</u>					
Personal Services	14,918,431		7,543,379	12,931,507	(1,986,924)
Employee Benefits	6,683,356		3,265,428	5,597,877	(1,085,479)
Inmate Medical Services	12,856,705		6,919,176	11,861,445	(995,260)
Purchased Services	2,962,039		1,516,602	2,599,889	(362,150)
Other Charges	2,974,168		1,781,575	2,670,536	(303,632)
Materials and Supplies	728,500		424,920	728,435	(65)
Miscellaneous - Special	364,000		69,532	364,000	-
Grant		481,381	194,568	385,105	(96,276)
Capital Outlay	562,500		217,932	562,500	-
Financing Costs	4,708,213		306,909	4,708,213	-
Total Expenditures / Uses	<u>46,757,912</u>	<u>481,381</u>	<u>22,240,021</u>	<u>42,409,506</u>	<u>(4,829,787)</u>
Fund Balance: Change in Net Position	365,000	-	3,921,510	5,058,126	4,693,126
Total Exp. / & add to Fund Balance	<u>47,122,912</u>	<u>481,381</u>	<u>26,161,531</u>	<u>47,467,632</u>	<u>(136,661)</u>

HAMPTON ROADS REGIONAL JAIL FY 2022 PROPOSED BUDGET

February 17, 2021

The Hampton Roads Regional Jail is pleased to submit a Proposed Operating Budget for fiscal year 2022 totaling \$49,392,671. This represents an increase of \$2.26 million over the FY 2021 budget. The Hampton Roads Regional Jail has faced many challenges in recent years. This proposed budget presents the Authority Board with a plan to meet those challenges.

HRRJ Challenges for Fiscal Year 2022:

- Meet the goals set by the Department of Justice
- Address the challenges caused by the Coronavirus
- Address salary compression and salaries that are not competitive
- Address the need to attract, recruit and retain staff, and to provide consistent, experienced leadership
- Replace or repair aged infrastructure and equipment

Department of Justice:

Inmate Medical care:

Starting in FY2016, HRRJ began enhancing medical staffing to meet the needs of an increasingly acute population. Although the contract originally included 46.1 FTE's, by June of 2020 the contract had increased to 67.2 FTE's. In the FY2021 budget, response to our agreement with DOJ, HRRJ proposed adding 5 additional Mental Health professionals, a second full-time Physician and a full-time on-site Psychiatrist. Three of the Mental Health professionals were added to the medical budget as well as part-time hours for the Psychiatrist and Physician. In this year's budget we have included two more Mental Health Professional and funding for a full-time Psychiatrist and Physician. These staffing enhancements will allow the creation of therapeutic communities within the housing areas with face to face counseling.

New Staff	\$641,000
Total Increase	\$1,250,090

Medical Contract Liaison:

HRRJ also proposes to add an on-site Medical Contract Liaison. This position will monitor daily operations to assure the Authority, as well as the DOJ monitor, that the terms of the medical contract are being met and that the inmates are receiving timely and appropriate care. This individual will also be the liaison between the medical department and the security staff, the

operations staff and Jail Administration to resolve problems and facilitate better communication between HRRJ and the contractor. They will also be able to give Jail Leadership advanced notice if there are serious issues that need to be addressed quickly. These duties are currently being handled by the Jail Operations Lieutenant who must split his time between his duties in medical and handling Operational issues throughout the facility.

\$60,000

Medical Contract Monitor:

This position will not take the place of the Medical Contract Monitor, who's company will work in concert with the Medical Liaison, but will not duplicate duties. The Contract Monitor reconciles the monthly financial reports from Wellpath and assures HRRJ that we are only charged accurate and appropriate amounts and that the items we are billed for comply with the terms of our contract. The Contract Monitor also reviews all inmate medical claims passed through to HRRJ for accuracy. This function is essential in a cost pass-through type contract such as ours. Another function of the Contract Monitor is to review, collect and submit appropriate documentation for HRRJ to request reimbursement of medical expenses from the VA Department of Corrections.

\$100,000

HRRJ continues to work with the Department of Corrections to move the medically expensive, Out-of-Compliance inmates to a DOC facility at the earliest opportunity. The Department of Corrections is not currently taking limited transfers due to COVID-19. HRRJ also continues to seek compassionate releases when appropriate to place inmates in an alternate setting to receive end-of-life services and to reduce the overall medical costs. Not all Out-of-Compliance (OOC) inmates can be transferred to DOC. For those remaining, HRRJ works with the Medical Contract Monitor to collect adequate backup documentation and submit monthly invoiced for reimbursement of OOC off-site medical expenses. Since 2016 HRRJ has collected \$4.34M in reimbursement for Out-of-Compliance inmate medical expenses.

Coronavirus:

Medical Expenses:

As of December 31, 2020, Wellpath has paid \$262,191 in expenses related to treating and preventing the spread of COVID-19 within the facility. These expenses include testing, treatment, supplies and additional pay to retain medical staff. Additional funding has been added to the FY2022 budget to cover future COVID-19 expenses.

\$100,000

Supplies:

Between April, 2020 and September, 2020 HRRJ expended approximately \$52,000 to purchase face masks, gowns and coveralls, gloves, disinfecting spray, hand sanitizer and single-use food containers. HRRJ was awarded a Grant through DCJS for \$50,000 to cover Personal Protective

Equipment (PPE) in FY2021. An additional \$60,000 has been added to the FY2021 budget for additional PPE supplies. In addition, HRRJ is researching the possibility of applying for a VA Public Assistance grant to fund additional COVID-19 related expenses.

\$60,000

Salary compression:

Jail Officers who become certified today make the same salary as Jail Officers hired in 2014. Each year that the existing Officers receive pay increases, the base pay also increases. This has caused salary compression.

New Jail Officer starting salary at HRRJ is \$34,514 or \$15.80/hour. This is one of the lowest salaries in the region. Because of this HRRJ is not able to compete against similar agencies to hire qualified applicants. A Certified Jail Officer's salary is currently \$37,886 or \$17.35/hour, which is below many agency's new hire salaries. As a result, Certified Jail Officers are leaving to seek higher pay with other agencies.

The low salaries are also one cause of low morale among HRRJ staff.

A group of HR professionals from our Member Cities performed a brief analysis of the current HRRJ pay structure and made the following recommendations:

- Procure a consulting firm to complete a thorough and comprehensive compensation study.
- Make no permanent changes to the current compensation structure until the study is complete.
- Beginning in the 3rd quarter of FY2021, implement a temporary strategy using available vacancy savings to provide an accelerated, higher signing bonus to new recruits and institute a temporary, tenure based supplemental pay strategy.
- Continue these incentives until the pay study is complete and a comprehensive, data-driven, permanent strategy can be implemented

The FY2022 budget does not contain a gross wage increase (GWI). The approved FY2021 budget contained a 2% across the board GWI in the amount of \$469,745. That amount has been deducted from the FY2022 budget calculation. The FY2022 budget does include quarterly, Tenure-based supplemental payments to all staff. This budget proposal also includes funding to hire a consultant to conduct a comprehensive pay study to look at not just the salary amount but to look at other non-monetary factors that affect retention.

Quarterly Supplement	\$736,840
Consultant	\$100,000

Also included in this budget are the Compensation Board salary increases recommended in the Governor's budget. Revenue in the amount of \$112,125 was added to provide an increase in the starting base pay for new Jail Officers. This matches the \$897 increase given Sheriff's Deputies previously. Following the recommendations of the HR group, no corresponding expense to increase the new hire base pay was added. HRRJ also added \$152,995 in revenue and \$195,419 in expenses to cover the proposed 1.5% Compensation Board Bonus as of September 1, 2021. The net expense to the Jail is approximately \$42,424.

Expense \$195,419

Revenue \$265,120

HRRJ is also recommending that the Authority Board approve the use of approximately \$195,000 of vacancy savings in the current fiscal to begin the temporary incentive program recommended by the Cities HR representatives.

FY2021 Expense \$195,000

Attract, Recruit and Retain staff, and provide consistent leadership:

The Jail's most valuable assets are the trained and seasoned Jail Supervisors. These seasoned veterans oversee operations, resolve problems and more importantly they train and mentor the next generation of Jail Officers. Many of these Supervisors have reached the age where they can retire. Low pay and the stress of doing more tasks with less staff makes retirement more attractive. Our goal is to provide them with the incentive to stay so they can provide consistent leadership to newer staff. To address this issue, HRRJ proposes the following staff restructuring. No new positions will be added in FY2022. Instead of adding 20 additional Jail Officer positions, HRRJ instead will use that funding to provide the incentives below to support the current staff.

- Mandatory Overtime has been reinstated, therefore Overtime has been increased to \$850,000 \$150,000
- Vacancy Savings is estimated to reach approximately \$2M in FY2021. The FY2022 budget includes \$1.2M in Vacancy Savings. \$750,000
- As recommended by the HR group, the Sign-On bonus has been increased from \$1,000 to \$1,750. The Bonus will be paid out 25% at one month, 25% at three months and the final 50% at six months. The current payout schedule is 50% at 6 months and 50% at 12 months. HRRJ proposes to make this change retroactive to the October, 2020 start date of this program. \$80,000
- Due to the vacancies, estimates for Health insurance and VRS in employee benefits is reduced.

(\$242,087)

- \$1/hour Differential pay for night shift, the ERT team and Field Training Officers
\$403,990
- Replace the Major position with a second Assistant Superintendent for an estimated increase of
\$20,000
- Replaced 2 Jail Officer positions with one Captain (total of 4) and one Lieutenant (total of 10) for an estimated increase of approximately
\$36,000
- Change 6 Trainee positions to Cadet Trainee positions for new hires under 21 years of age. The new starting pay would equal the Compensation Board's minimum of \$32,578, a would be an annual reduction in the budget.
(\$11,618)
- A Public Information Officer
\$70,000
- To assist in efforts to recruit and on-board new staff, HRRJ proposes to add a second Human Resource Specialist.
\$38,833
- Medical contract Liaison
\$60,000

HRRJ's goal is to bring in 25 new Trainees by the end of this fiscal year. Therefore, the FY2022 vacancy savings amount was calculated based on the following assumptions:

- 25 of the 100 current vacancies will be filled by 7/1/2021
- Eight additional Trainees will be hired every 8 weeks in FY2022

New Hires/Promotions/Part-time Employees:

- 10 Jail Officer candidates are in the pipeline for March 2021
- A total of 7 staff hired in January
- 8 Jail Officers on board to start February 22
- 5 Master Control Operators hired in February
- There are currently 5 part-time employees (sworn)

Separations/Vacancies:

- A total of 5 separations as of February 9
 - 2 immediate personal resignations
 - 1 personal resignation
 - 2 terminations

- A total of 14 separations during the month of January
 - 4 retirements
 - 8 personal resignations
 - 1 resigned in lieu of termination
 - 1 termination

There are currently 100 vacancies

Recruitment Initiatives:

- Onsite and virtual career fairs
- Still advertising on radio
- Implemented text-to-apply
- Sign-on bonus of \$1,000 to new hires (currently)
- Still working on development of recruitment video
- Streamlined hiring process, application processing time is 15 business days
- Virtual information sessions at local colleges and universities
- Pushing our employee referral program
- Participate in Employer Advisory Panel for transitioning service members
- Billboards will be posted for 4 weeks in Norfolk, Portsmouth and Chesapeake
- Switched to a new applicant tracking system for more exposure
- Postings on Indeed, Facebook, Glassdoor, Zip Recruiter and many more career boards
- Postings on multiple college and university websites
- Virginia Values Veterans Certified
- Working with the Chesapeake, Norfolk and Portsmouth Sheriff's training academies to allow more trainees to complete their training and become certified officers.

Replace or repair aged infrastructure and equipment:

Maintenance:

HRRJ is preparing to rebid the Preventive Maintenance Service contract which expires in FY2021. HRRJ proposes replace 3 vacant Maintenance Officer positions with 2 civilians, an electrician and a plumber. HRRJ will evaluate the pros and cons, including cost, of hiring these positions directly or including them in the Maintenance contract. Until that determination is made, the funding for the positions has been included in the Maintenance Services budget line. This has the potential to reduce to costs for these specialized services. In the past calendar year HRRJ spent over \$50,000 on contractors to provide electrical repairs. Electrical repairs by HRRJ staff and contractors totaled 1,584 man-hours in CY2020. Plumbing repairs totaled 1,804 man-hours. \$100,000

Capital Outlay (Operating):

The proposed Capital Outlay budget includes funding to replace 3 transport vehicles purchased in 2014. This will also provide funding to replace old Laundry and mechanical equipment. The budget for radio replacement has been reduced to by \$13,000 because replacements for the handheld units are no longer available. Included in the CIP plan is a proposal to replace the radio system with a digital solution. Correspondingly, funding for Office Furniture has been increased by \$23,000 to allow for the replacement of older furniture and to provide a work space for the new positions proposed in this budget. The Computer and Software budget was increase last year to provide for replacement of outdated desktops and printers, as well as the initial purchase of Microsoft 365. The proposed budget reduces that amount by \$30,000. The overall budget for Capital Outlay has been reduced by 4% for FY2022. (22,500)

Capital Improvement Plan:

The building and infrastructure at HRRJ are now 23 years old. Many small upgrades and replacements have been done over the last 5 years. This budget includes several large projects that have been in the planning stages for several years and are finally ready to fund and begin construction. There are also 4 new projects that have been added to this fiscal year's plan that total \$840,000. Some projects were also removed from the CIP, including the expense to replace the air handlers, the new building automation software and the Offender Management System. The increase in the portion of the CIP that is funded by the Capital Reserve Fund is \$551,000.

The new projects added to the FY2022 CIP include the purchase of a computerized maintenance management software for an estimated \$120,000, retrofitting 12 cell doors with large windows to allow staff to better monitor suicide cells at a cost of at a cost of \$110,000 and the inspection and repair of approximately 1,152 smoke dampers throughout the facility costing an estimated \$160,000. Three projects have been taken off the CIP. The replacement of the air handlers and a replacement building automation system, budgeted at \$2.9M, will be rolled into the energy project. The purchase of a new Offender Management System, budgeted at \$500,000, has been included as part of the new Inmate Telephone contract and will reduce the commission rate by 13.75% for the 5-year life of the contract. This includes system maintenance and all updates. At the end of the contract, HRRJ will have paid \$461,463 for the software and support.

Since 2018, HRRJ has been working with Moseley Architects to design and obtain cost estimates for several large projects. The Moseley projects include replacement of the kitchen floor, refinishing the inmate showers, replacement of the roof and repair to the stormwater system. The final cost estimates for these 4 projects were received this week and the increases or decreases have been included in the CIP. These projects will be funded through the sale of Bonds.

Also included in the projects funded through the bond sale are the Elevator modernization project and the replacement of the internal radio system with a digital solution. The current system is analog and

is obsolete. Replacement handheld units are no longer available as well as some of the parts for repairs. The increase in the portion of the CIP funded through debt is \$1.56M.

Energy Audit and Upgrades:

Working with representatives of the Virginia Department of Mines, Minerals and Energy (DMME) as well as the jail's financial advisor, PFM, HRRJ issued a solicitation to select a company to perform energy saving upgrades at the jail. This performance contract was issued by DMME in accordance with State Code section § 11-34.1-3 which allows the "purchase and installation of energy conservation and facility technology infrastructure upgrades and modernization" paid for with "energy and operational savings realized from a guaranteed savings contract". State agencies and other public bodies can enter into agreements to complete energy savings projects utilizing the DMME cooperative contract. HRRJ sent all 15 energy performance contractors (ESCO's) on DMME's approved list a request for a proposal. Five ESCO's responded and all five companies were interviewed. Noresco was chosen to partner with HRRJ on this project. The energy project will take approximately 18 months to complete. The ESCO is required to provide a 100% performance guarantee bond before the start of construction. In so doing, the ESCO is guaranteeing that the energy savings resulting from the construction project will cover the entire cost of the project. An annual measurement and valuation is done by the ESCO and if it is found that the cost savings that year did not cover the annual debt costs, the ESCO will give HRRJ a check in the amount of the difference.

Bonds will be issued to fund the project. The total cost of the project including interest is projected to be \$13,258,501. However, Noresco is projecting guaranteed cost savings in the amount of \$16,707,876. This will generate a positive cash flow of \$3,449,375 over the life of the project which can be used to offset future capital expenses. The replacement of the air handlers and the building automation systems were CIP projects that would have been funded through issuing debt at a cost of approximately \$3M. Because these projects will now be included in the energy project they will now be funded entirely through energy savings instead of adding to HRRJ's annual debt expense. This project will not only significantly reduce energy costs, it will result in less time spent by Jail staff in maintenance and repairs providing more man-hours for security.

The items in the proposed project include replacement of the roof top energy recovery units and roof top air handlers, replace toilet flush valves, retrofit existing light fixtures with LED lights, replace the building automation software with a digital solution, replace the kitchen exhaust hood controls, automated refuse management, installation of bipolar ionization system and utility rate restructuring.

The construction phase will be approximately 18 months. Therefore, the energy savings estimates are included in the budgeted for FY2023 through FY2026.

Revenue:

The Regional Jail projects an increase in revenue of \$ 2.2M for FY 2022. This budget proposal includes a projected increase in Commonwealth revenue of 3.8% that includes the Governor's proposed

increase in the starting base pay for sworn officers (RC7) and the proposed 1.5% bonus, if approved by the General Assembly. This budget also includes an increase in Member Per Diems of \$1.6M, or 5.2%. The increase in local funding is from a proposed \$4 increase in member per diems for FY 2022. This amount has been reduced by \$3 from the projected increase in the FY2021 budget.

HRRJ is also anticipating increases in Inmate Telephone revenue of \$50,000 or 12.5% and an increase in the Inmate Commissary revenue of \$15,000 or 4% as a result of new contracts. Inmate Keep Fees and Miscellaneous Revenues are also projected to increase in FY2022. Due to a significant drop in interest rates, Investment Income is projected to decrease by 94%.

\$2,193,759

Purchased Services:

In addition to the Pay Study and Maintenance contract discussed above, \$50,000 in funding has been added for Deputies who provide contracted security to fill in for HRRJ Officers during hospital watches.

In FY2020, HRRJ purchased the enterprise licenses for Microsoft 365. The proposed budget for Computer services has been increased by \$38,000, or 14% to cover the annual licensing fees.

Funding for Legal Services and Other Contract Services were each increased \$20,000. As a result of the decreased population, the inmate food service expenses are reduced by \$50,066 in FY2022.

\$353,700

Materials and Supplies:

The budget for Inmate supplies and staff uniforms has been decreased by \$35,000. With the increase in Janitorial Supplies and Miscellaneous Supplies related to COVID-19, Materials and Supplies is increased 1.8%.

\$13,500

Other Charges (utilities):

The proposed budget for Other Charges has been increased by 2.5% in the FY2022 budget. The majority of this increase is the result of an increase of a 24%, or \$93,538 in insurance premiums, primarily VARisk. We also estimated an increase in the PILOT of \$17,344 and an increase in telecommunications of \$7,000. These increases are offset by a proposed decrease in Electricity of \$25,000.

Travel has been curtailed during the pandemic, so we are also reducing the Training budget by 33%, or \$15,000.

Total Other Charges \$81,142

Debt:

Due to changes on the capital improvement plan as outlined below, as well as changes in interest rates, the amount budgeted for new debt has decrease by 7.9% for fiscal year 2022. For years 2023 through 2024 there will be an increase in the debt payment. The portion of this debt tied to the energy upgrades will be completely offset by the energy saving. The additional debt for the remaining projects will

increase the annual debt service payment approximately \$400,000 annually and funded in the operating budget.

(\$371,666)

Reserve Requirements:

In an effort to hold down the increases in the member per diems, HRRJ proposes to fund a total of \$1,935,000 in capital projects from the General Reserve Fund. This includes \$916,000 in the current year's Capital Improvement Plan as well as \$1,019,000, which is the balance of all the previously approved, but not yet complete, projects shown on the CIP. This proposed solution was developed in consultation with the jail's financial advisor after a thorough review of HRRJ's reserve fund balances and current fund balance. This proposal will reduce the revenue needed to meet capital needs without negatively impacting the balance in the General Reserve. HRRJ will be in compliance with its Revenue Covenant and will also meet all Operating Reserve, Debt Service Reserve, Capital Repair and Replacement Reserve and General Reserve requirements.

Conclusion:

The Hampton Roads Regional Jail Preliminary Annual Budget reflects an overall increase of 6.9% over the FY2021 budget. Salaries, and inmate medical expenses are the main drivers for this increase. These increases directly address the challenges HRRJ will face in the new fiscal year. HRRJ will continue to look for opportunities to reduce expenses.

HAMPTON ROADS REGIONAL JAIL AUTHORITY
FY2022 PRELIMINARY ANNUAL BUDGET
MEMBER CITY PER DIEM PAYMENTS - CURRENT and PROJECTED

Member City Per Diems - FY 2021 BUDGET

<u>City</u>	<u>Budget Guaranteed Number of Inmates</u>	<u>Estimated Guaranteed Number of Inmates</u>	<u>Per Diems</u>	<u>Days/Yr</u>	<u>Budget Guaranteed Total Payments</u>	<u>Estimated Guaranteed Total Payments</u>
Chesapeake	250	250	\$ 77.00	365	\$ 7,026,250	\$ 7,026,250
Hampton	175	175	77.00	365	4,918,375	4,918,375
Newport News	200	200	77.00	365	5,621,000	5,621,000
Norfolk	250	250	77.00	365	7,026,250	7,026,250
Portsmouth	250	250	72.45	365	6,611,063	6,611,063
Total Member Per Diem -Guaranteed	1,125	1,125			31,202,938	31,202,938
Additional Per Diems - Reduced rate	11	11	40.00	365	160,600	160,600
Total Member Per Diem Payments	1,136	1,136			\$ 31,363,538	\$ 31,363,538

Additional Inmates: Rate = \$40.00 per day for maximum of 20% additional inmates

Member City Per Diems with \$4 increase in FY2022

<u>City</u>	<u>FY 2022 Projected</u>		<u>FY 2023 Projected</u>		<u>FY 2024 Projected</u>		<u>FY 2025 Projected</u>		<u>FY 2026 Projected</u>	
	<u>Per Diems</u>	<u>Total Payments</u>	<u>Per Diems</u>	<u>Total Payments</u>	<u>Per Diems</u>	<u>Total Payments</u>	<u>Per Diems</u>	<u>Total Payments</u>	<u>Per Diems</u>	<u>Total Payments</u>
Chesapeake	\$ 81.00	\$ 7,391,250	84.00	\$ 7,665,000	87.00	\$ 7,938,750	90.00	\$ 8,212,500	92.00	\$ 8,395,000
Hampton	81.00	5,173,875	84.00	5,365,500	87.00	5,557,125	90.00	5,748,750	92.00	5,876,500
Newport News	81.00	5,913,000	84.00	6,132,000	87.00	6,351,000	90.00	6,570,000	92.00	6,716,000
Norfolk	81.00	7,391,250	84.00	7,665,000	87.00	7,938,750	90.00	8,212,500	95.00	8,668,750
Portsmouth	76.45	6,976,063	79.45	7,249,813	82.45	7,523,563	85.45	7,797,313	87.45	7,979,813
Member Per Diems (guaranteed)	\$ 32,845,438		\$ 34,077,313		\$ 35,309,188		\$ 36,541,063		\$ 37,636,063	
Additional Per Diems-reduced : \$	40.00	160,600	40.00	160,600	40.00	160,600	40	160,600	40	160,600
Total Member Per Diem Payments	\$ 33,006,038		\$ 34,237,913		\$ 35,469,788		\$ 36,701,663		\$ 37,796,663	
* Reduced rate maintained at \$40										
Per Diem Increase	\$ 4.00		\$ 3.00		\$ 3.00		\$ 3.00		\$ 2.00	

**HAMPTON ROADS REGIONAL JAIL AUTHORITY
FY2022 GENERAL OPERATING BUDGET
FIVE YEAR BUDGET PROJECTIONS**

\$4 per diem increase

	<u>FY 2021 Adopted Budget</u>	<u>FY 2022 Projected Budget</u>	<u>FY 2023 Projected Budget</u>	<u>FY 2024 Projected Budget</u>	<u>FY 2025 Projected Budget</u>	<u>FY 2026 Projected Budget</u>
<u>REVENUES/SOURCES</u>						
COMMONWEALTH PER DIEMS	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000
LESS: COMMONWEALTH RECOVERIES						
REIMBURSEMENT - COMP BOARD	10,886,232	11,304,348	11,530,435	11,761,044	11,996,265	12,236,190
DOC REIMBURSEMENT-OOC MEDICAL	800,000	800,000	800,000	800,000	800,000	800,000
MEMBER PER DIEMS	31,363,538	33,006,038	34,237,913	35,469,788	36,701,663	37,796,663
INVESTMENT INCOME	200,000	12,000	12,000	12,000	12,000	12,000
TELEPHONE REVENUES	400,000	450,000	500,000	600,000	650,000	736,500
INMATES' KEEP FEES	120,000	150,000	150,000	150,000	150,000	150,000
SPECIAL REVENUES	364,000	379,000	379,000	379,000	379,000	379,000
CAPITAL REPAIR / REPLACEMENT						
MISCELLANEOUS REVENUES	30,000	50,000	50,000	50,000	50,000	50,000
CASH FROM FUND EQUITY	1,600,000	916,000	716,500			
DOC Reimbursement/Projects						
SUBTOTAL-- REVENUES	48,113,770	49,417,386	50,725,848	51,571,832	53,088,928	54,510,353
REVENUE (EXCESS) / SHORTFALL	(990,858)	(24,715)	(249,391)	(35,299)	(285,232)	(482,079)
TOTAL REVENUES/SOURCES	<u>47,122,912</u>	<u>49,392,671</u>	<u>50,476,457</u>	<u>51,536,533</u>	<u>52,803,696</u>	<u>54,028,274</u>
<u>EXPENDITURES/USES</u>						
PERSONAL SERVICES	14,918,430	15,484,010	15,911,398	16,328,779	16,579,873	17,139,624
EMPLOYEE BENEFITS	6,683,357	6,517,270	6,940,057	7,324,956	7,788,605	8,271,367
MEDICAL SERVICES	12,856,705	14,106,795	14,388,931	14,676,710	14,970,244	15,269,649
PURCHASED SERVICES	2,962,039	3,315,739	3,415,211	3,442,668	3,545,948	3,652,326
MATERIALS AND SUPPLIES	728,500	742,000	760,550	779,564	799,053	819,029
OTHER CHARGES	2,974,168	3,055,310	2,635,844	2,567,817	2,650,003	2,729,502
MISCELLANEOUS - SPECIAL	364,000	379,000	379,000	379,000	379,000	379,000
CAPITAL OUTLAY	562,500	540,000	555,375	571,269	587,704	604,699
FINANCING COSTS - EXISTING	3,867,350	3,886,547	3,873,591	3,878,770	905,266	3,823,078
FINANCING COSTS - NEW	841,863	450,000	900,000	1,050,000	4,060,000	930,000
TOTAL EXPENDITURES	<u>\$ 46,757,912</u>	<u>\$ 48,476,671</u>	<u>\$ 49,759,957</u>	<u>\$ 50,999,533</u>	<u>\$ 52,265,696</u>	<u>\$ 53,618,274</u>
REQUIRED RESERVE CONTRIBUTIONS						
CAPITAL REPAIR / REPLACEMENT	\$ 365,000	\$ 916,000	\$ 716,500	\$ 537,000	\$ 538,000	\$ 410,000
TOTAL EXPENDITURES	<u>\$ 47,122,912</u>	<u>\$ 49,392,671</u>	<u>\$ 50,476,457</u>	<u>\$ 51,536,533</u>	<u>\$ 52,803,696</u>	<u>\$ 54,028,274</u>
Member Per Diem increases	6.00	4.00	3.00	3.00	3.00	2.00

Hampton Roads Regional Jail Authority						
Projected Reserve Requirements						
<i>Cash Basis</i>	Adopted	Projected	Projected	Projected	Projected	Projected
\$4 per diem increase	2021	2022	2023	2024	2025	2026
Assumptions:						
Forecasted Operating Expenses	42,048,699	44,140,124	44,986,366	46,070,763	47,300,430	49,757,275
Annual Debt Service	4,709,213	4,336,547	4,773,591	4,928,770	4,965,266	4,753,078
Forecasted Capital Needs	365,000	916,000	716,500	537,000	538,000	410,000
Operating Reserve Requirement (30 days)	3,504,058	3,678,344	3,748,864	3,839,230	3,941,703	4,146,440
General Reserve (60 days of Operating Exp.)	7,008,117	7,356,687	7,497,728	7,678,461	7,883,405	8,292,879
Operating Reserve Requirement:						
Beginning Balance	3,539,215	3,504,058	3,678,344	3,748,864	3,839,230	3,941,703
From Operations (Annual Budget)						
From Existing Funds (General Reserve)	(35,157)	174,285	70,520	90,366	102,472	204,737
Ending Balance	3,504,058	3,678,344	3,748,864	3,839,230	3,941,703	4,146,440
Debt Service Reserve Fund	4,032,609	4,950,000	4,950,000	4,950,000	4,950,000	4,950,000
Capital Repair and Replacement Reserve:						
Beginning Balance	500,000	500,000	500,000	500,000	500,000	500,001
Budget Capital Expenditure	(365,000)	(916,000)	(716,500)	(537,000)	(538,000)	(410,000)
Carry Forward PY Capital Projects		(1,019,000)				
From Existing Funds (General Reserve)	365,000	1,935,000	716,500	537,000	538,000	410,000
Ending Balance	500,000	500,000	500,000	500,000	500,000	500,001
General Reserve Fund:						
Beginning Balance	12,829,797	11,890,812	9,806,241	9,268,612	8,676,545	8,321,305
Transfer to Operations	(1,600,000)	-				
Authority Annual Budget - Excess/(Shortfall)	990,858	24,715	249,391	35,299	285,232	482,079
Transfer to/from Operating Reserve	35,157	(174,285)	(70,520)	(90,366)	(102,472)	(204,737)
Transfer to Repair and Replacement Reserve	(365,000)	(1,935,000)	(716,500)	(537,000)	(538,000)	(410,000)
Ending Balance	11,890,812	9,806,241	9,268,612	8,676,545	8,321,305	8,188,647
Requirement	7,008,117	7,356,687	7,497,728	7,678,461	7,883,405	8,292,879
6 Overage (Shortfall)	4,882,695	2,449,554	1,770,885	998,084	437,900	(104,232)
Compliance	Yes	Yes	Yes	Yes	Yes	No

Column1	Column123	Column122	Column13	Column132	Column133	Column14	Column142	Column143
HAMPTON ROADS REGIONAL JAIL CAPITAL IMPROVEMENT PLAN								
<u>Project Description</u>	<u>FY-2021</u>	<u>FY-2021</u>	<u>Summary</u> Includes all projects approved through 2021	<u>FY-2022</u> Proposed Budget	<u>FY-2023</u> Proposed Budget	<u>FY-2024</u> Proposed Budget	<u>FY-2025</u> Proposed Budget	<u>FY-2026</u> Proposed Budget
LONG-TERM DEBT CAPITAL PROJECTS	Brought forward	Approved Budget						
Major Repairs and Replacements (Long - term Financing/Bonds):								
Performance Contract-Energy Audit	2,440,000							
Air Handlers		2,600,000						
JMS Software replacement-pending Inmate Telephone RFP negotiation		500,000						
Roof Replacement-Moseley	3,000,000	3,000,000	6,000,000	(714,584)				
Stormwater Retention Ponds remediation-Moseley	500,000		500,000	849,586				
*Elevator Modernization		300,000	300,000	40,000				
**Digital Radio System replacememt				450,000				
*Kitchen Floor Replacement-Moseley- Moved to Longterm		300,000	300,000	358,000				
*Inmate Shower Coating-Moseley-Moved to longterm		145,000	145,000	365,500				
Subtotal - Long -term Financing/Bonds	3,500,000	4,245,000	7,245,000	2,063,086				
Long Term Projects Brought Forward		3,500,000		7,245,000				
Total Long Term Project Costs funded through Bonds		7,745,000		9,308,086				
ANNUAL CAPITAL IMPROVEMENT PROJECTS from Reserves			FINANCED BY projects approved through 2021					
**Smoke Damper Inspection and Repair (1152)				160,000				
*Replacement of Obsolete Fire Alarm Panels			25,000	75,000				
*Kitchen Floor Replacement-Moseley(see above)	300,000							
*Inmate Shower Coating-Moseley(see above)	145,000							
Paint and Caulk building exterior			190,000					
Commercial Oven			52,000					
Kitchen 1-Skillet and 2-Kettles, 2-Convection Ovens			85,000	65,000	65,000	65,000	150,000	85,000
5 Commercial Dryers			50,000	50,000				
Tractor w/ A12 attachment, Model 2025R			26,000					
Rebuild Mohawk Boiler #1 and Burner			38,000					
Security Control Computer Equip Replacement			75,000	50,000	50,000	50,000	50,000	50,000
Hot Water Pumps (5)			36,000	20,000	22,000			
Chill Water/Condensing Pumps (6)			48,000	16,000	16,500	17,000		
Dishwasher			95,000					
Redesign and Replace SS kitchen sinks/tables			60,000			80,000		
Ice Machine replacement			12,000			13,000	13,000	
2 Cell Sense metal detectors			25,000					
Parking Lot repairs			50,000				75,000	
Duct Cleaning				250,000				
**Computerized Maintenance Management Software (CMMS)				120,000				
Renovate Cell doors for Suicide watch				110,000		110,000		
Digital Inmate Classification Records					75,000			
Electronic Records					75,000			
1 Dental Chair			37,000			37,000		
Replace Administration Carpet			115,000					
Add West side vehicle sallyport gate w/ card reader						50,000		
Replace East side sallyport vehicle gate					90,000			
electronic door lock for Unit Managers door					73,000			
Misc IT Improvements					75,000	50,000	50,000	75,000
Misc Building Improvements					100,000	100,000	100,000	100,000
Misc Plumbing and Mechanical Upgrades					75,000	75,000	100,000	100,000
TOTAL FY 2021 CAPITAL PROJECT COSTS FROM OPERATING			1,019,000	916,000	716,500	647,000	538,000	410,000
Total Projects Brought Forward								
Total Capital Project Costs								
NET DUE FROM CAPITAL RESERVE FUND								
Delete from budget								
*Items in Blue print have increased estimated costs								
**New projects added since 2021 budget								
Items below to be incorporated into the Emery Upgrade project with no additional debt payment:								
Edg Automation/I-Net			300,000					
Performance Contract-Energy Audit			2,440,000					
Air Handlers			2,600,000					

TO: Board Members and Alternates

FROM: Gabe Morgan, Chair, HRRJ Nominating Committee

SUBJECT: Nominating Committee Report

Background: The Hampton Roads Regional Jail (HRRJ) Nominating Committee was established at our last regular Board Meeting. The Committee members are: Gabe A. Morgan, City of Newport News; Mary Bunting, City of Hampton; Michael Goldsmith, City of Norfolk; The Honorable Robert C. Geis; City of Chesapeake; LaVoris A. Pace, City of Portsmouth. The purpose of the Committee is to submit the names of one or more persons for each Office to be filled at the Annual Board Meeting on February 17, 2021.

In accordance with the HRRJ Bylaws, the Committee reached unanimous consensus to nominate Brian DeProfio, City of Hampton as Chair; Lisa Lucas-Burke, Councilwoman, City of Portsmouth as Vice Chair. Additionally, the Committee nominates Jeffrey Vergakis, Interim- Superintendent, Hampton Roads Regional Jail to serve as Secretary and Treasurer. The HRRJ Bylaws permit one person to hold both of these Offices only.

The term of each appointment is one year or until their successors are elected or until they resign from Office. Each candidate accepted nomination and agreed to serve their respective term and duties as an Officer of the Board.

Action: Approve the appointment of: (a) Brian DeProfio, City of Hampton Chair; (b) Lisa Lucas-Burke, Councilwoman, City of Portsmouth as Vice Chair; and (c) Jeffrey Vergakis, Interim-Superintendent, Hampton Roads Regional Jail to serve as Secretary and Treasurer

Attachment: Hampton Roads Regional Jail By-laws

**BYLAWS OF
THE HAMPTON ROADS REGIONAL JAIL AUTHORITY**

ARTICLE I

NAME

The name of this organization is The Hampton Roads Regional Jail Authority (the "AUTHORITY"). The AUTHORITY was organized and exists pursuant to a Creation Agreement (the "Creation Agreement") adopted by the Joint Resolution of the governing bodies (the "Governing Bodies") of its original constituent member governmental subdivisions (the "Initial Subdivisions") in accordance with Title 53.1, Chapter 3 § 53.1-95.2 et seq., Va. Code Ann., (1950). The Creation Agreement has been amended and has been fully amended and restated by resolutions of the Initial Subdivisions and of the City of Chesapeake, Virginia (collectively, the "Member Subdivisions").

ARTICLE II

PURPOSE

The purpose of the AUTHORITY is to develop, construct, equip, maintain and operate a regional jail and its usual appurtenant facilities (the "Regional Jail").

ARTICLE III

MEMBERSHIP

The members of the AUTHORITY shall represent and be appointed by the participating Member Subdivisions in the manner and for terms as provided by the Creation Agreement.

ARTICLE IV

MEETINGS

1. The meetings of the AUTHORITY shall be held at 1:30 p.m. on the third Wednesday of each month at a place to be determined by the Chairman of the AUTHORITY. The February meeting shall be the annual meeting of the AUTHORITY. The AUTHORITY may change the date and time of any regular meeting at any prior meeting. The AUTHORITY may adjourn any meeting from time to time or to another place.

2. Special Meetings. Special meetings may be called by the Chairman at his discretion or by any two members of the AUTHORITY upon 48 hours' notice to all members in writing or by telephone of the time, place and purpose of the special meeting. A special meeting may be held without notice provided all members of the AUTHORITY are present.

3. Quorum. A majority of the members of the AUTHORITY shall constitute a quorum, provided a member from at least a majority of the Member Subdivisions shall be present.

4. Voting. Each member of the AUTHORITY shall be entitled to one vote on the AUTHORITY. All actions of the AUTHORITY may be taken by a majority vote of all members present and voting, provided that any action shall require the affirmative vote of at least one member representing at least three of the Member Subdivisions for approval.

5. Procedures. Upon all questions not governed by the Creation Agreement, these bylaws or any other adopted rule of the AUTHORITY, the general principle of parliamentary procedure as set forth in Roberts Rules of Order shall govern.

ARTICLE V

OFFICERS

1. Officers and Duties. The officers of the AUTHORITY shall consist of a Chairman, a Vice-Chairman, a Secretary, a Treasurer and such subordinate officers as may from time to time be elected or appointed by the AUTHORITY. No person may hold more than one office; provided, however, that the offices of the Secretary and the Treasurer may be held by the same person. All offices must be held by members of the AUTHORITY; provided, however, the offices of Secretary and Treasurer may be held by persons who are not members of the AUTHORITY. Each of such officers shall serve without compensation. The offices of Chairman and Vice-Chairman shall be held by members representing different Member Subdivisions, and the Chairman and Vice-Chairman shall be representatives of the Members Subdivisions specified below, in the order listed, to continue serially in that order of rotation:

Chairman	Vice-Chairman
Newport News	Portsmouth
Portsmouth	Hampton
Hampton	Norfolk
Norfolk	Chesapeake
Chesapeake	Newport News

2. Term of Office. All officers shall be elected for a term of one year or until their successors are elected or until they resign or are removed from office. The Chairman and Vice-Chairman may serve not more than two (2) consecutive one (1) year terms in succession. Any Chairman or Vice-Chairman who serves a partial term shall not be considered as serving a full term.

3. Election. Prior to the annual meeting at which an officer will be elected, the Chairman shall appoint a Nominating Committee, consisting of at least one member from each of the Member Subdivisions. The Nominating Committee shall, at the annual meeting, submit the name or names of one or more persons for each office to be filled. Further nominations may

be made by any member at the meeting at which the election is held. The election of officers shall be by voice vote, unless changed by majority vote of those present.

4. Vacancies. Any vacancy occurring in an office shall be filled for the unexpired term by the AUTHORITY at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose. If the vacancy occurs in the office of the Secretary or Treasurer, an acting officer shall be appointed by the Chairman pending such election.

5. Chairman. The Chairman shall preside at all meetings of the AUTHORITY at which he is present and shall vote as any other member. He shall be responsible for the implementation of the policies established and the actions taken by the AUTHORITY, shall have all of the powers and duties customarily pertaining to the office of the chairman of the board, and shall perform such other duties as may be assigned to him by the AUTHORITY.

6. Vice-Chairman. The Vice-Chairman shall, in the event of the death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the AUTHORITY.

7. Secretary. The Secretary shall give the members notice of all regular and special meetings of the AUTHORITY and shall attend all meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next regular meeting to all members of the AUTHORITY. In general, he shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the AUTHORITY. The Secretary may, with the permission of the AUTHORITY, delegate certain of his duties and responsibilities to the staff of the AUTHORITY.

8. Treasurer. The Treasurer shall have general charge and supervision of all of books and accounts of the AUTHORITY, shall have custody of the monies and securities of the AUTHORITY and keep an accurate record of the source of all monies. Unless otherwise provided, he shall sign or countersign such checks, vouchers or other instruments as require signature; shall make a brief financial report at each regular meeting of the AUTHORITY; shall prepare an annual report as soon as practicable after the end of each fiscal year; and shall perform all other duties incident to his office that may be required of him by the AUTHORITY. The Treasurer may, with the permission of the AUTHORITY, delegate certain of his duties and responsibilities to the staff of the AUTHORITY.

ARTICLE VI

COMMITTEES

The AUTHORITY may establish such special and standing committees, advisory, technical or otherwise, as it shall deem desirable for the transaction of its affairs.

ARTICLE VII

ADMINISTRATION

1. Staff. The AUTHORITY shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem advisable to carry out its duties; and implement projects, programs and other functions.
2. Superintendent. The chief executive officer of the staff shall be the superintendent, who shall have direct supervision of all the other employees of the AUTHORITY, and, subject to the authority of the AUTHORITY and its officers, shall have direct control of the management of the affairs of the AUTHORITY and the Regional Jail.
3. Duties of Superintendent. The superintendent shall act as disbursing officer, and shall be responsible for the payment of all bills, or of all warrants or requisitions, after payment thereof is authorized by the Treasurer. He shall be responsible for keeping a record of all monies paid out and received and of receipts and vouchers to cover such expenditures. The superintendent shall have the authority and responsibility for any action not explicitly reserved to the AUTHORITY, and shall have such duties and responsibilities prescribed by Virginia law for jail superintendents generally.
4. Execution of Instruments. The superintendent, upon authorization by the AUTHORITY, shall have the power to sign in its behalf any agreement or other instrument to be executed by the AUTHORITY. Unless otherwise provided, he may sign or countersign checks and vouchers in payment of obligations of the AUTHORITY.
5. Rules and Regulations. The AUTHORITY shall prescribe rules and regulations, not inconsistent with standards of the Virginia State Board of Corrections, for the operation of the Regional Jail.

ARTICLE VIII

FINANCES

1. Finances. The monies of the AUTHORITY shall be deposited in such bank or banking institution as the AUTHORITY shall designate, and all payments (with the exception of those from petty cash) shall, so far as is practicable, be made by checks. Checks and drafts may be signed in the name of the AUTHORITY by the superintendent, the Secretary, the Treasurer, the Chairman or the Vice-Chairman.
2. Audit. The AUTHORITY, at least once each year, shall cause an audit to be made by an independent certified public accountant of the general funds of the AUTHORITY and any special project funds which are not audited by the federal or state government or by other independent accountants.
3. Annual Report. Annually, the AUTHORITY shall submit to the Member Subdivisions a report showing its activities, including a budget including all revenues, expenditures, employee compensation schedules and other similar data.

4. Bonds. The AUTHORITY shall cause fidelity bonds to be issued covering each of its employees who receive or disburse funds in amounts deemed by it to be adequate.

ARTICLE IX

SEAL

1. Seal. The AUTHORITY may adopt a seal for the AUTHORITY in such form as it deems appropriate.

ARTICLE X

AMENDMENTS

1. Any proposed amendment of these bylaws shall be presented in writing and read for a first time at any regular or special meeting of the AUTHORITY. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the AUTHORITY until a subsequent meeting which may be held no earlier than thirty (30) days after the first meeting. At the subsequent meeting, the proposal may be adopted only by the affirmative vote of at least two-thirds (2/3) of the entire AUTHORITY members.

Amended: _____, 2014

Hampton Roads Regional Jail Authority Board Meeting

Medical Report

February 2021

HIV

- 37 patients receiving medications for HIV month of Dec totaling 119K awaiting January totals
- 1 patient on HEP C treatment totaling \$9,849

Temporary Detainment Orders

- 2 transfers to state hospital for month of January 2021

Pregnant Women- 2

- 0 currently receiving Opiate Replacement

Cancer

- 1 total patient receiving outpatient treatment for skin cancer

Over age 65 and up

- 8 patients over 65 years old

Special Needs

- 6 patients with paraplegia (6-NCJ)
- 22 patients intellectually delayed
- 5 patients received dialysis
- 2 patients that needed assistance with care (NCJ)
- 1 patient from CCJ

COVID

The month of January 61 patients tested positive for the COVID 19 virus

We are anticipating the vaccine for the inmate population in the coming weeks. As per the Portsmouth Health Department vaccine should be coming from each jurisdiction to cover the inmates that signed up for the vaccine. Currently over 250 inmates have signed up for the vaccine.

142 vaccines have been given onsite by the medical department to jail employees and workers.

Upcoming Surgeries/Appointment Information

- G-Orthopedic Surgery ORIF vs CRPD Surgical Fixation 2/12/2021
- E-Urology Surgery- Green Light Laser PVP 2/24/2021

Deaths:

Two deaths:

1 expected death at Maryview Medical related to poor cardiac output along with other comorbidities. Patient was 75 years old.

1 unexpected death onsite due to possible cardiac arrest. Patient was intubated onsite by EMS. EMS was unsuccessful reviving the patient.

FACILITY NAME:

Hampton Roads Regional Jail 2021

Health Services Statistical Report	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals YTD
AVERAGE DAILY POPULATION	700.0	700												700
MEDICAL														
INTAKE SCREENING BY WELLPATH	18.0	18												18
SICK CALL - NURSES	702.0	702												702
SICK CALL - PROVIDER	88.0	88												88
SICK CALL - TOTAL ENCOUNTERS	810.0	810												810
SICK CALL - TOTAL REFERRALS RECEIVED	847.0	847												847
EMERGENCY RESPONSE - ON-SITE	41.0	41												41
NURSE CONTACTS - TREATMENTS & MONIT	8012.0	8012												8012
HEALTH ASSESSMENTS	18.0	18												18
ANNUAL HEALTH ASSESSMENTS COMPLET	34.0	34												34
X-RAYS (NON-TB RELATED) ON-SITE	47.0	47												47
LABS	125.0	125												125
MENTAL HEALTH														
NEW PATIENT VISITS	4.0	4												
FOLLOW UP VISITS	195.0	195												
PSYCHIATRIC NURSE VISITS	58.0	58												
MENTAL HEALTH SCREENS	37.0	37												
BEHAVIORAL HEALTH PROVIDERS														
BEHAVIORAL HEALTH INITIAL EVALUATION	22.0	22												
FOLLOW-UP CONTACTS	195.0	195												
SPECIAL NEEDS CONTACTS	187.0	187												
TREATMENT PLANS	43.0	43												
SEGREGATION ROUNDS	560.0	560												
INDIVIDUAL THERAPY CONTACTS	12.0	12												
GROUP SESSIONS	0.0	0												
PATIENTS IN GROUP SESSIONS	0.0	0												
SUB ABUSE GROUP THERAPY	0.0	0												
# PTS IN SUB ABUSE GP THERAPY	19.0	19												

FACILITY NAME:		Hampton Roads Regional Jail 2021												
Health Services Statistical Report	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals YTD
DISCHARGE PLANNING CONTACTS	15.0	15												
SUICIDE WATCH														
# OF SUICIDE THREATS/IDEATIONS	21.0	21												
# OF SELF HARM EVENTS	5.0	5												
# OF SUICIDE ATTEMPTS	1.0	1												
# OF SUICIDES	0.0	0												
# OF SUICIDE WATCH EVENTS	27.0	27												
TOTAL # OF DAYS FOR ALL SUICIDE WATCH	70.0	70												
TRANSFERS														
# OF PETITIONS FOR EMERGENCY TRANSFER	2.0	2												
# OF PATIENTS CIVILLY COMMITTED	2.0	2												
CRITICAL CLINICAL EVENTS														
# OF THERAPEUTIC RESTRAINT EPISODES	0.0	0												
# OF EMERGENCY MEDICATION EPISODES	0.0	0												
# OF PATIENTS ON INVOLUNTARY MEDICATION	0.0	0												
BEHAVIORAL HEALTH DATA														
# OF PATIENTS ON SPECIAL NEEDS LIST	279.0	279												
# OF SICK CALL MENTAL HEALTH	60.0	60												
# OF BH SICK CALL REQUESTS/REFERRALS	104.0	104												
COMMUNITY SERVICES BOARD														
TOTAL REFFERALS	15.0	15												
HAMPTON/NEWPORT NEWS	8.0	8												
NORFOLK	4.0	4												
PORTSMOUTH	0.0	0												
CHESAPEAKE	3.0	3												
DENTAL														
DENTAL EXAMS	67.0	67												67

FACILITY NAME:

Hampton Roads Regional Jail 2021

Health Services Statistical Report	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals YTD
DENTAL SICK CALL / SCREENS	43.0	43												43
EXTRACTIONS	12.0	12												12
REFUSALS	35.0	35												35
TEMPORARY FILLINGS	7.0	7												7
OFF-SITE DENTAL REFERRALS	1.0	1												1
OTHER SERVICES NOT LISTED	24.0	24												24
ANNUAL EXAMS	24.0	24												24
NUMBER OF PATIENTS SEEN	165.0	165												165
OFF-SITE SERVICES														
EMERGENCY ROOM VISITS	21.0	21												21
AMBULANCE TRANSPORTS to ER	4.0	4												4
JAIL TRANSPORTS to ER	17.0	17												17
HOSPITAL ADMISSIONS	9.0	9												9
HOSPITAL DAYS	52.0	52												52
AVERAGE LENGTH OF STAY	5.0	5												5
ON-SITE SPECIALTY CONSULTATIONS	138.0	138												138
OFF-SITE SPECIALTY CONSULTS	65.0	65												65
ONE DAY SURGERIES	6.0	6												6
OFF-SITE RADIOLOGY	8.0	8												8
DEATHS ON-SITE	0.0	0												0
DEATH IN CUSTODY	0.0	0												0
PHARMACEUTICALS														
TOTAL I/MS ON MEDS	0.0													0
PSYCH MEDICATION ORDERS	0.0													0
TOTAL I/M'S ON PSYCHOTROPIC MEDS	0.0													0
COST OF HIV MEDICATIONS	0.0													0
CHRONIC CARE														
CC EXCLUDING MH	490.0	490												490
ENDOCRINE	102.0	102												102
NEUROLOGY	131.0	131												131
HIV	43.0	43												43

[illegible]

FACILITY NAME:		Hampton Roads Regional Jail 2021												
Health Services Statistical Report	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals YTD
STD TESTED (chlamydia, gonorrhea, trich)	7.0	7												7
STD POSITIVE	1.0	1												1
PEDICULOSIS	0.0	0												0
SCABIES	0.0	0												0
MRSA CONFIRMED	0.0	0												0
CONFIRMED MRSA TREATED	0.0	0												0
SUSPECTED MRSA TREATED	0.0	0												0
COVID POSITIVE INMATES	0.0	61												0
HRRJ STAFF														
PPD IMPLANTED	62.0	62												62
COVID VACCINES COMPLETED	142.0	142												142
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0
	0.0													0

Human Resources Activities and Developments

New Hires/Promotions/Part-time Employees

- 5 Jail Officers hired January 2021
- There are currently 5 part-time employees (sworn)
- 2 Warehouse Coordinators hired January 2021
- 5 Master Control Operators hired February 2021

Separations/Vacancies

- A total of 5 separations as of February 9, 2021
 - 2 immediate personal resignation
 - 1 personal resignation
 - 2 termination
- A total of 14 separations during the month of January
 - 4 retirements
 - 8 personal resignations
 - 1 resigned in lieu of termination
 - 1 termination
- There are currently 101 vacancies

Recruiting Efforts

- 8 new hires scheduled to start February 22
- Onsite Career Fair held February 6th. 13 candidates interviewed, 12 moving to written test stage
- Still advertising on radio until February 12th
- Billboards will be posted on February 22 for 4 weeks in Norfolk, Portsmouth and Chesapeake
- Switching applicant tracking system to HigherMe for all applicant tracking and text-to-apply
- Still working on development of recruitment video

Employment Turnover

Fiscal Year – July 1, 2020 – June 30, 2021

Employment Compliment

308	-	VA Compensation Board Funded Compliment
-9	-	Unfunded positions on the VA Compensation Board Compliment
299	-	Total Compensation Board positions (sworn & non-sworn)
		<i>Note: the jail officer positions added January 2021 (10) and July 2020 (10) are not included</i>
10	-	HRRJ funded positions (10 sworn)
309	-	Total Compliment for HRRJ
282	-	Sworn positions
27	-	Non-sworn positions

Jail Officers

Currently Filled	-	148
Total Vacancies	-	101
Total Separations	-	79
Total Terminations	-	10

Sergeants

Currently Filled	-	21
Total Vacancies	-	4
Total Separations	-	2
Total Terminations	-	1

Lieutenants

Currently Filled	-	8
Total Vacancies	-	1
Total Separations	-	3
Total Terminations	-	0

Captains

Currently Filled	-	2
Total Vacancies	-	1
Total Separations	-	1
Total Terminations	-	0

Majors

Currently Filled	-	1
Total Vacancies	-	0
Total Separations	-	1
Total Terminations	-	0

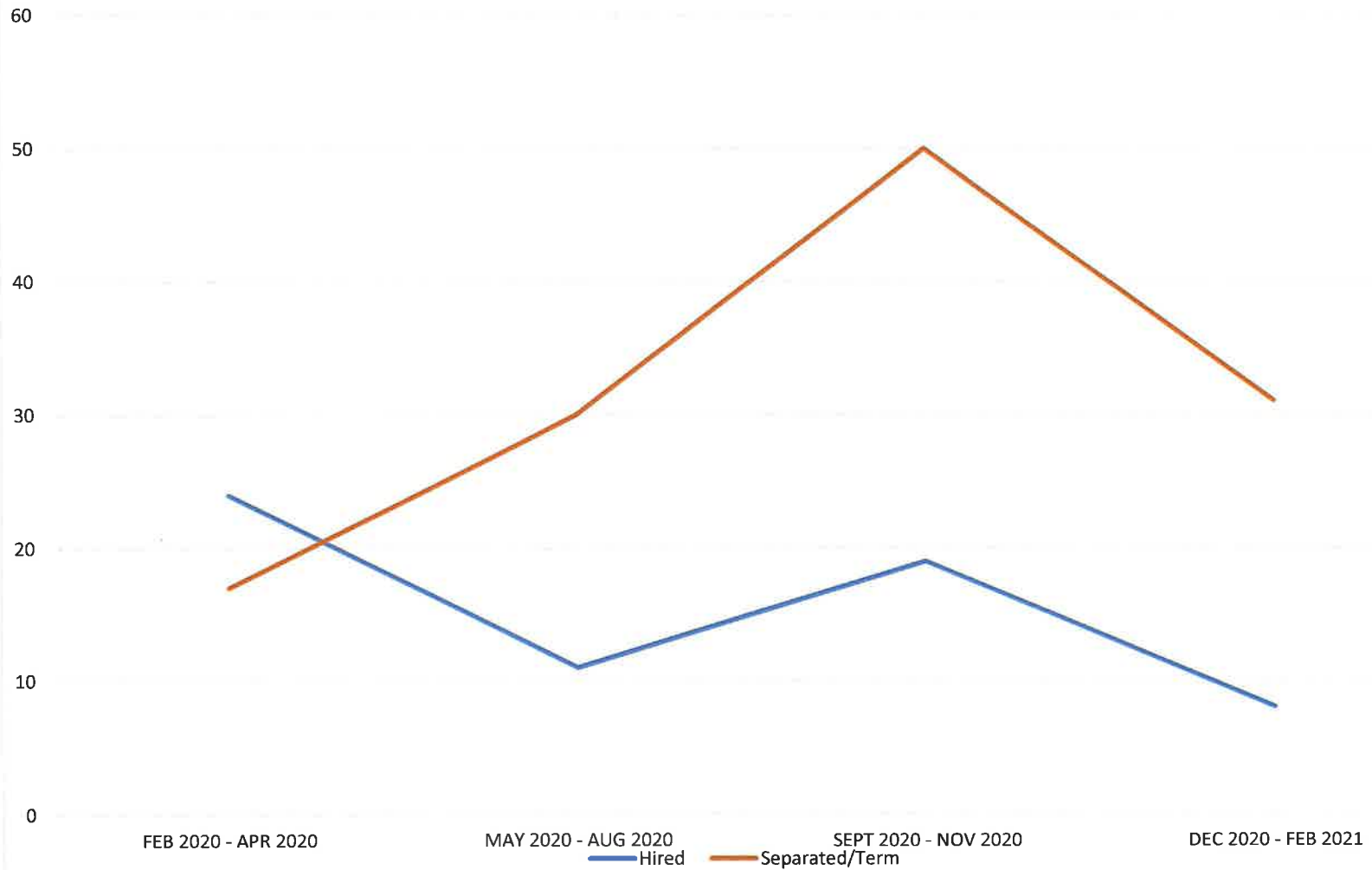
Non-Sworn Personnel

Total Vacancies	-	2
Total Separations	-	1
Total Terminations	-	0

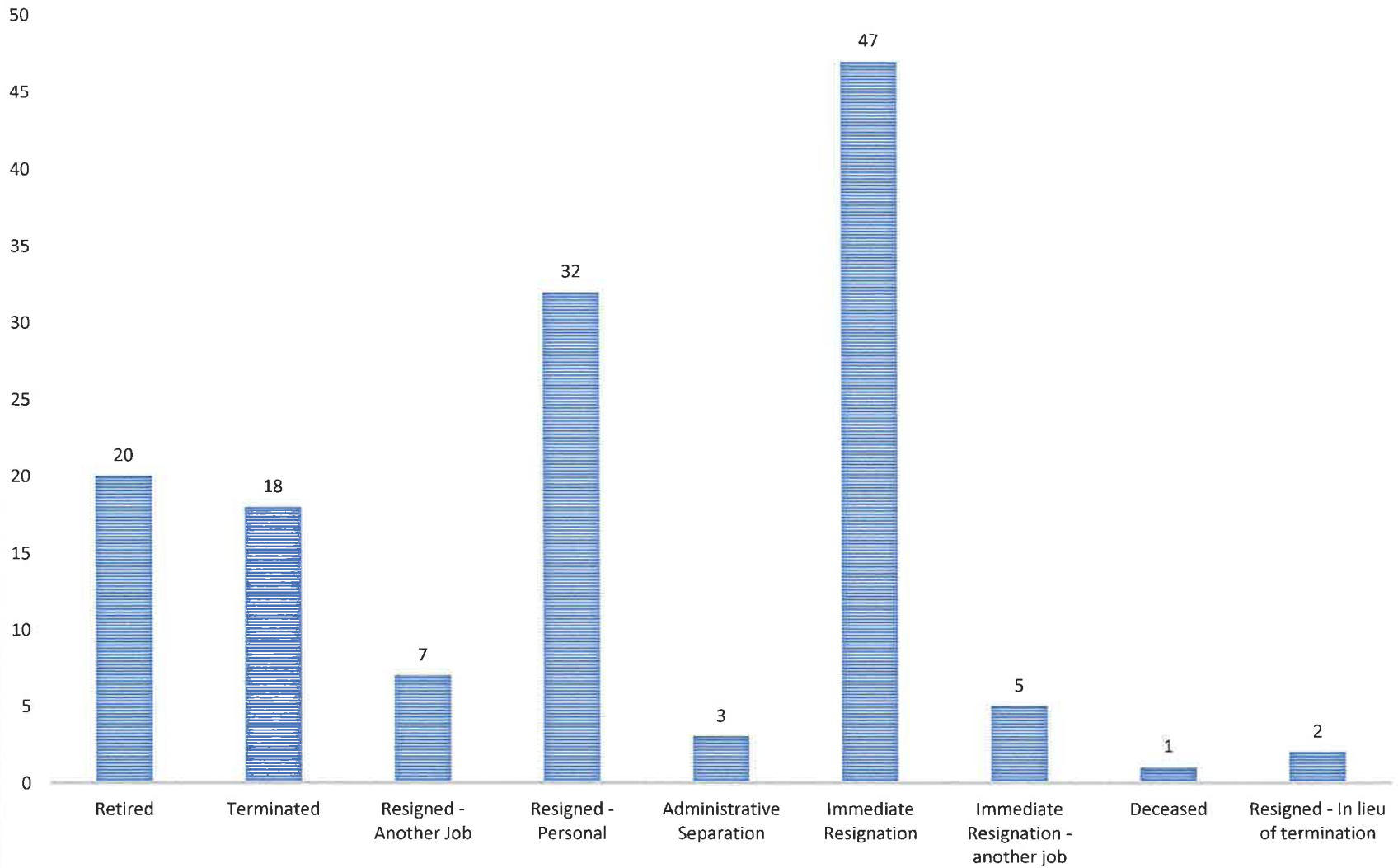
All Staff (Sworn & Civilian)

Total Separations	-	87
Total Terminations	-	11

Sworn Staff - Hired Vs. Separated
February 2020 - February 2021



SEPARATIONS - SWORN FEBRUARY 2020 - FEBRUARY 2021





HAMPTON ROADS REGIONAL JAIL INMATE TRANSPORTATION REPORT January 31, 2021



Transportation to Member Jurisdictions' Facilities

Jurisdiction	Drop Offs	Pick Ups	Total Runs
Chesapeake	9	2	11
Hampton	5	0	5
Newport News	17	16	33
Norfolk	14	1	15
Portsmouth	11	6	17
TOTAL RUNS	56	25	81

Transportation for drop offs includes – dropping individuals off for courts, individuals bonding, and individuals being released from custody.

Other Transportation Assignments

Transportation to Virginia Department of Corrections	-	4
Transportation to Maryview Hospital	-	40
Transportation to Norfolk Sentara Hospital	-	54
Transportation to Emergency Room via Ambulance	-	4
Transportation to Emergency Room via Jail Vehicle	-	17
Transportation to medical appointments	-	44
Transportation to mental health facilities	-	12
TOTAL		175
 TOTAL TRANSPORTATION RUNS ABOVE		256
TOTAL RETURN TRIPS TO THE FACILITY		233
 TOTAL		489

Off-site Services Report 2021	
Type of Visit	January
Emergency Room Visits	21
Ambulance Transports	4
Jail Transports	17
Hospital Admission/Days	52
<i>Average # of hospital days</i>	5
<i>Number of patients</i>	9
Offsite Visits	11
General Surgeon	2
Nephrology	1
Orthopedics	4
Cardiology	1
Urology	2
Oncology	1
Offsite Visits W/Procedures	19
Cardiology	1
Dermatologist	1
ENT	2
General Surgeon	1
GI	2
Ophthalmology	3
Oral Surgery	2
Orthopedic	2
Urology	2
Podiatry	2
Vascular	1
Offsite Radiology	8
Bone Scan	1
CT Scan	2
MRI	2
Ultrasound	2
Echocardiogram	1
Offsite One Day Surgery	6
General Surgery	1
GI	1
Orthopedic	1
Ophthalmology	1
Urology	1
Dermatology	1
Total Offsite Apts Including ER Visits	65