

Hampton Roads Regional Jail Authority

2690 Elmhurst Lane
Portsmouth, VA 23701

www.hrrj.org



Agenda

Thursday, May 23, 2024
10:00 AM

Hampton Roads Regional Jail
Large Training Room
2690 Elmhurst Lane
Portsmouth, VA 23701

HRRJ Board Members

Chairman Robert Geis (Chesapeake)
Vice Chairman Peter Buryk (Norfolk)
Councilman Robert Ike, Jr. (Chesapeake)
Sheriff Jim O'Sullivan (Chesapeake)
City Manager Christopher Price (Chesapeake)
Councilman Jimmy Gray (Hampton)
Sheriff Karen Bowden (Hampton)
City Manager Mary B. Bunting (Hampton)
Councilman Marcellus Harris (Newport News)
Sheriff Gabriel Morgan (Newport News)
City Manager Cynthia Rohlf (Newport News)
Councilman Martin Thomas (Norfolk)
Sheriff Joseph Baron (Norfolk)
City Manager Patrick Roberts (Norfolk)
Councilwoman Lisa Lucas-Burke (Portsmouth)
Sheriff Michael Moore (Portsmouth)
City Manager Steve Carter (Portsmouth)

CALL TO ORDER

AGENDA

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- | | | |
|----|--|-----|
| 1. | Approval of Minutes | 4-6 |
| 2. | Finance Committee Meeting Update | - |
| 3. | Deborah Hand will present the Treasurer's Report. | 7 |
| 4. | Colonel Anderson will present the Superintendent's Presentation. | - |

NEW BUSINESS

CLOSED SESSION

5. Closed session pursuant Virginia Code Section 2.2-3711.A (.7) and (.8) to discuss specific legal and/or personnel matters requiring legal advice and briefings by staff members pertaining to actual or probable litigation matters.

CERTIFICATION

6. Resolution Certifying Closed Session

ADJOURNMENT

Contact Info:

Executive Assistant

Mrs. Kelly Curry, 757.488.7500, curryk1@hrrj.biz

Hampton Roads Regional Jail Authority Members List

Christopher Price, City Manager, Chesapeake
Alternate: Robert Geis, Deputy City Manager, Chesapeake Chairman
Alternate: Nancy Tracy, Director of Finance, Chesapeake

Jim O'sullivan, Sheriff, Chesapeake
Alternate: Col. David Rosado, Chesapeake

Robert Ike, Jr., City Council Member, Chesapeake
Alternate: John De Triquet, City Council Member, Chesapeake

Vice Mayor Jimmy Gray, City Council Member, Hampton
Alternate: Mayor Donnie Tuck, City Council Member, Hampton

Karen Bowden, Sheriff, Hampton
Alternate: Cpt. Erica McKeithan, Hampton

Mary Bunting, City Manager, Hampton
Alternate: Brian DeProfio, Assistant City Manager, Hampton

Marcellus Harris III, City Council Member, Newport News,

Gabriel A. Morgan, Sheriff, Newport News
Alternate: Col. Shonda Whitfield, Chief Deputy, Newport News

Alan Archer, City Manager, Newport News
Alternate: Cory Cloud, Assistant Director, Newport News

Martin A. Thomas, Jr., City Council Member, Norfolk
Alternate: John Paige, City Council Member, Norfolk

Joseph Baron, Sheriff Norfolk
Alternate: Col. Michael O'Toole, Norfolk

Patrick Roberts, City Manager, Norfolk
Alternate: Peter Buryk, Chief of Staff, Norfolk Vice Chairman

Lisa Lucas-Burke, City Council Member, Portsmouth

Michael Moore, Sheriff, Portsmouth
Alternate: Col. Marvin Waters, Undersheriff, Portsmouth

Steven Carter, City Manager, Portsmouth
Alternate: Trey Burke, Budget Officer, Portsmouth

CC: Interim Superintendent Willam Anderson
Deborah Hand, Director of Administration
Kelly Curry, Executive Assistant
Lieutenant Ebony Herelle

Hampton Roads Regional Jail Board Meeting 04/17/2024

Members & Alternates Attendance

- Robert Geis (C) **Chairman**
- Major Jenny Stafford (CSO)
- Jimmy Gray (H)
- Brian DeProfio (H)
- Marcellus Harris (NN)
- Colonel Shonda Whitfield (NNSO)
- Cory Cloud (NN)
- Martin Thomas (N)
- Colonel Michael O'Toole (NSO)
- Peter Buryk (N) **Vice Chairman**
- Lisa Lucas-Burke (P)
- Colonel Marvin Waters (PSO)
- Trey Burke (P)

A quorum was met.

Others in Attendance

Interim Superintendent William “Jeff” Anderson, Kelly Curry, Abigail Viar, Deborah Hand, Lieutenant Ebony Herelle, Colonel James Edwards, and Taiub ‘Shu’ Mohammad.

Call to Order

Robert Geis called the meeting of the Hampton Roads Regional Jail Authority to order on the 17th day of April 2024 at 1:30 PM.

Approval of Minutes

Robert Geis motioned to approve the March 20, 2024 meeting minutes. Peter Buryk moved the motion, and Lisa Lucas-Burke seconded. A roll call vote was taken, and all were in favor.

Treasurer’s Report

- Deborah Hand – Reported that all financial responsibilities have been transferred to the City of Hampton. She noted that this was their first report and publicly thanked Brian DeProfio and his team for their collaboration and teamwork. She reported that they have submitted their LIDS per diem. She reported that the revenue number includes COIN reimbursements to the Compensation Board. She reported that the Compensation Board is funding four positions for a maximum of \$47,000, but she noted that they will receive revenue to go towards this amount. She reported that the expenditures go through March and noted the final employee paycheck is not included.

- Robert Geis – Asked if this is the target glide path with expenditures.
- Deborah Hand – Answered yes, that they’ve worked with the Finance Committee to get a post-closure budget. She noted that the bonds were paid on March 28, 2024.
- Robert Geis – Motioned to accept the Treasurer’s Report. Peter Buryk moved the motion, and Brian DeProfio seconded. A roll call vote was taken with unanimous approval.

Review of Operations and Activities

Superintendent Report

- Interim Colonel Anderson – Reported that the roof project is a quarter of the way completed. He reported that they are finalizing and closing contracts for Wellpath, Trinity, Keefe, trash removal, etc. He reported that they have continued providing jail credits that the Department of Corrections requests. He shared that the remaining staff have maintained the building and outside lawn.

Closed Session

Robert Geis made a motion to go into a closed session. Peter Buryk read the motion to go into closed session, and Lisa Lucas-Burke seconded. A roll call was taken, and the motion was unanimously approved.

Certification

Robert Geis made a motion to reconvene into an open session. Peter Buryk read the motion to reconvene in open session, Lisa Lucas-Burke seconded, and a roll call vote was taken. The motion was unanimously approved.

Annual Comprehensive Financial Report

- Kristen Choate – Introduced herself from Robinson, Farmer, Cox Associates to present the June 30, 2023, Annual Comprehensive Financial Report (ACFR). She noted that no new accounting policies have affected the audit this year. She stated that significant estimates are depreciation, compensated absences, and discounted leased rates, which were reviewed and all found reasonable. She stated that as a result of the audit, a material weakness in internal controls over financial reporting was reported due to the amount and significance of audit adjustments made. The audit adjustments should be reviewed, and certain accrual schedules should be prepared at the end of the year to reconcile the balances. Regarding the financial statements, she reported that the net position increased by \$2.5 million which is after the \$5.9 million rebate. She reported that the operating income was \$8.6 million. She reported that the cash balances at the end of June were \$33.7 million, which doesn’t include the \$4 million investment account. She stated there was a modest increase in the cash and cash equivalents of \$170,000.

New Business

- Peter Buryk – Pursuant to the bylaws of the Hampton Roads Regional Jail Authority and the amended Service Agreement, I move that the Authority take the following action:
 1. Authorize the sale of the Hampton Roads Regional Jail facility to the City of Portsmouth and authorize the Board President to execute a sales agreement.

2. Authorize the Authority to amend its bylaws after the Jail is sold to reduce the Board to five members, to include the City Manager of each member jurisdiction or their designated representative, to conduct the business of the Authority during the winddown period. It also authorizes the Authority to meet every two months during the winddown period.
- Brian DeProfio seconded, and a roll call vote was taken with unanimous approval.

Adjournment

The next meeting is scheduled for May 23, 2024.

Chair Signature: _____

Recording Secretary Signature: _____

**HAMPTON ROADS REGIONAL JAIL AUTHORITY
TREASURER'S REPORT
GENERAL OPERATING BUDGET FOR
10 MONTHS ENDING APRIL 30, 2024**

	<u>ORIGINAL BUDGET</u>	<u>BUDGET ADJUSTMENTS</u>	<u>FINAL BUDGET</u>	<u>ACTUAL FY THRU 04/30/24 ACTUAL</u>	<u>BUDGET TO ACTUAL VARIANCE</u>
<u>REVENUES / SOURCES</u>					
Commonwealth Per Diems, net	845,000	-	845,000	263,217	(581,783)
Reimbursement - Compensation Bd	12,471,312	-	12,471,312	8,588,154	(3,883,158)
Member Per Diems	21,636,146	-	21,636,146	13,923,697	(7,712,449)
US Marshalls Per Diems	200,000	-	200,000	52,115	(147,885)
Out-of-Compliance Medical	200,000	-	200,000	55,783	(144,217)
Investment Income	280,000	-	280,000	353,462	73,462
Telephone Revenues	350,000	-	350,000	104,744	(245,256)
Inmates' Keep Fees	70,000	-	70,000	30,276	(39,724)
Miscellaneous Revenues	15,000	-	15,000	8,008	(6,992)
Special Revenue	195,000		195,000	49,859	(129,955)
Grant Funding		481,381	481,381	65,045	
Cash from Fund Equity	2,110,602		2,110,602	-	(2,110,602)
Capital Repair and Equipment	(4,037,164)		(4,037,164)	-	4,037,164
TOTAL REVENUES / SOURCES	<u>34,335,896</u>	<u>481,381</u>	<u>34,817,277</u>	<u>23,494,360</u>	<u>(10,891,395)</u>
<u>EXPENDITURES / USES</u>					
Personal Services	9,250,079	-	9,250,079	9,006,271	243,808
Employee Benefits	4,783,832	-	4,783,832	2,726,245	2,057,587
Inmate Medical Services	9,600,000	-	9,600,000	6,000,000	3,600,000
Purchased Services	2,988,269	-	2,988,269	1,743,124	1,245,145
Other Charges	2,616,671	-	2,616,671	2,277,430	339,241
Materials and Supplies	533,500	-	533,500	206,632	326,868
Miscellaneous - Special	192,000	-	192,000	130,428	61,572
Capital Outlay	495,000	-	495,000	1,961,581	(1,466,581)
Financing Costs	3,873,545	-	3,873,545	99,879	3,773,666
Total Expenditures / Uses	<u>34,332,896</u>	<u>-</u>	<u>34,332,896</u>	<u>24,151,590</u>	<u>10,181,306</u>
Change in Net Position				(657,230)	