

Hampton Roads Regional Jail Authority

2690 Elmhurst Lane
Portsmouth, VA 23701
www.hrrj.org



Agenda

Wednesday, July 17, 2024
1:30 PM

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)
Deputy City Manager Brian DeProfio (Hampton)
Cory Cloud (Newport News)
Trey Burke (Portsmouth)

CALL TO ORDER

AGENDA

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|----|---|-------|
| 1. | Approval of minutes. | 4 - 6 |
| 2. | Deborah Hand will present the Treasurer's Report. | 7 |
| 3. | Colonel Anderson will give an operations and activities update. | - |

CLOSED SESSION

4. 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

5. Resolution Certifying Closed Session

NEW BUSINESS

6. Discussion on the selection of a new Chairman.

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

Dr. L Pettis Patton, Interim City Manager, Portsmouth

Alternate: Trey Burke, Budget Officer, Portsmouth

Cc: Interim Superintendent William "Jeff" Anderson
Kelly Curry, Executive Assistant
Abigail Viar, Human Resource Manager

Deborah Hand, Director of Administration
Lieutenant Ebony Herelle, Records & Classification

Hampton Roads Regional Jail
Board Meeting 06/18/2024

Members & Alternates Attendance

- Robert Geis (C) **Chairman**
- Brian DeProfio (H)
- Cory Cloud (NN)
- Peter Buryk (N) **Vice Chairman**
- Trey Burke (P)

A quorum was met.

Others in Attendance

Superintendent William “Jeff” Anderson, Deborah Hand, Jeff Rosen Esq., and Lieutenant Ebony Herelle.

Call to Order

Robert Geis called the meeting of the Hampton Roads Regional Jail Authority to order on the 18th day of June 2024 at 11:00 AM.

Approval of Minutes

Robert Geis motioned to approve the May 23, 2024, meeting minutes. Peter Buryk moved the motion, and Brian DeProfio seconded. A roll call vote was taken, and all were in favor.

Financial Discussion and Treasurer’s Report

Deborah Hand presented the Treasurer’s Report and the Bi-annual Budget and reported that they received reimbursement of \$150,000 for the x-ray machines. The projected expenses, Virginia Risk Management, liability insurance, and worker’s compensation premiums have all decreased. It was noted that the Virginia Risk Management premium was reduced from \$422,000 to \$255,000. There were added expenses for the newly appointed Superintendent, including uniform and association membership fees. She received authorization to extend their contract with the auditors, which will cost \$37,500.

Ms. Hand requested that the Board approve the FY2025-2026 Biannual budget and the Treasurer's Report. Peter Buryk moved the motion, and Brian DeProfio seconded. All voted in favor.

There was discussion about sharing the utilities bill with Portsmouth and that they would cover the larger share of the bill due to usage by the Portsmouth Sheriff's Office staff and inmates. Jeff Rosen Esq. noted that the exact percentage of what they will cover is still being negotiated and will be working with Portsmouth City attorneys to finalize this detail.

Operations and Activities

Colonel Anderson reported that the roof project is complete. He provided an update on the remaining staff, stating that there are three full-time, four part-time, and one contracted employee. He stated that they needed to purchase about 3,000 gallons of diesel fuel to power the generators to be prepared for any power outages. The cost would be approximately \$14,000. It was decided that Portsmouth would buy the fuel once the sales contract is accepted. Colonel Anderson asked about the preparation and process for remaining records, mail, or any newer lawsuits that may come toward the April 2026 closure date. There was discussion regarding the Authority's dissolution date, and Jeff Rosen answered that this could be discussed closer to April 2026.

There was discussion on creating a PO Box for the Hampton Roads Regional Jail once Portsmouth purchases the facility to ensure that the jail staff receive items in a timely manner.

Closed Session

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

Certification

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

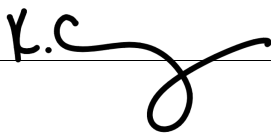
New Business

Robert Geis asked Jeff Rosen if he could send him the contract for the previous Superintendent, Jeff Vergakis.

Adjournment

The next meeting is scheduled for July 17, 2024.

Chairman Signature: _____

Recording Secretary Signature:  _____

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

	<u>ORIGINAL BUDGET</u>	<u>BUDGET ADJUSTMENTS</u>	<u>FINAL BUDGET</u>	<u>ACTUAL FY THRU 06/30/24 ACTUAL</u>	<u>BUDGET TO ACTUAL VARIANCE</u>
<u>REVENUES / SOURCES</u>					
Commonwealth Per Diems, net	845,000	-	845,000	258,102	(586,898)
Reimbursement - Compensation Bd	12,471,312	-	12,471,312	9,869,291	(2,602,021)
Member Per Diems	21,636,146	-	21,636,146	16,441,857	(5,194,289)
US Marshalls Per Diems	200,000	-	200,000	52,115	(147,885)
Out-of-Compliance Medical	200,000	-	200,000	77,145	(122,855)
Investment Income	280,000	-	280,000	353,462	73,462
Telephone Revenues	350,000	-	350,000	113,495	(236,505)
Inmates' Keep Fees	70,000	-	70,000	30,276	(39,724)
Miscellaneous Revenues	15,000	-	15,000	13,646	(1,354)
Special Revenue	195,000	-	195,000	48,738	75,086
Grant Funding	-	481,381	481,381	270,086	-
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>27,528,213</u>	<u>(6,856,421)</u>
<u>EXPENDITURES / USES</u>					
Personal Services	9,250,079	-	9,250,079	8,123,697	1,126,382
Employee Benefits	4,783,832	-	4,783,832	2,817,457	1,966,375
Inmate Medical Services	9,600,000	-	9,600,000	5,197,479	4,402,521
Purchased Services	2,988,269	-	2,988,269	1,489,567	1,498,702
Other Charges	2,616,671	-	2,616,671	2,512,395	104,276
Materials and Supplies	533,500	-	533,500	632,189	(98,689)
Miscellaneous - Special	192,000	-	192,000	130,428	61,572
Capital Outlay	495,000	-	495,000	3,873,919	(3,378,919)
Financing Costs	3,873,545	-	3,873,545	84,131	3,789,414
Total Expenditures / Uses	<u>34,332,896</u>	<u>-</u>	<u>34,332,896</u>	<u>24,861,262</u>	<u>9,471,634</u>

Change in Net Position 2,666,951