

MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

BOARD MEETING

Minutes from July 5, 2023

The meeting was called to order at 9:00 a.m. by Chairman Sheriff Barrick at the Middle Peninsula Regional Security Center conference room, Saluda, Virginia.

BOARD MEMBERS PRESENT:

Sheriff Jeffery S. Walton, King William
Sheriff Walter Holmes, Essex
Vivian Seay, King & Queen
John Koontz, Middlesex
Sheriff L. Mark Barrick, Mathews
Sheriff David P. Bushey, Middlesex
Sheriff Rob Balderson, King & Queen

BOARD MEMBERS ABSENT:

Robert Akers, Essex
William Hodges, King William
Melissa Mason, Mathews

ALSO, PRESENT:

Brendan Hefty, Attorney at Law
Timothy P. Doss, Superintendent
Andrea Kinser, Finance Director
Amanda Keithley, Clerk
Jerry Bristow, Major

RE: PUBLIC COMMENTS

There were no comments.

RE: APPROVAL OF MINUTES

A motion was made by Mr. Koontz and seconded by Sheriff Walton to approve the May 3, 2023 minutes. Motion carried.

RE: FINANCIAL REPORT

There were no comments in reference to the May financial report.

Mrs. Kinser asked for reappropriations in the amount of \$116,553 for the projects that were not completed in the FY23 year. The new uniforms had been ordered; we have received the pants

but not the shirts. We have been awarded the funds from the Regional Jail Grant and the property has been ordered, but not received. A motion was made by Sheriff Walton and seconded by Mr. Koontz to approve the reappropriations. Motion carried.

RE: SUPERINTENDENT'S REPORT

Mr. Doss informed the Board that our current ADP was 150. The facility was still housing females from Northern Neck Regional Jail and inmates from Western Tidewater Regional Jail. He is expecting an estimated \$160,000-180,000 increase in revenue from housing inmates from Western Tidewater Regional Jail.

Mr. Doss explained that the Board of Local and Regional Jails will be revising the DOC standards for local and regional jails. The Board of Local and Regional Jails have hired a new Executor Director.

Mr. Doss advised the Board that he is still having a hard time filling the open nursing positions. The current salary is \$60,000, and he thought that was enough until next budget year. However, a work from home nursing agency has hired three (3) of our nurses, and the last five (5) applications have been no shows for their interviews. We have only been able to hire one (1) nurse within the last nine (9) months. The current statewide salary for LPN is \$45,000-\$80,000; DOC is paying \$57,000-\$74,000 with a sign on bonus or help to pay off student loans. The nursing supervisor has asked for two (2) medication techs. The current salary for a medication tech is \$36,000-\$62,000; and he would like to start the salary at \$45,000. He also informed the Board that if he had to call in a temporary staffing agency, it would cost \$100-125 per hour with an estimated \$200,000-260,000 per year. He also reminded the Board that several years ago we put out for bid to hire an agency to take over the medical department and at that time it would cost about 13 million per year. Mr. Doss wants to hire two (2) medication techs and still have the ability to hire the LPNs. He would like to send the medication techs one at a time to an LPN program, costing the facility about \$11,500. A discussion ensued. A motion was made by Sheriff Bushey and seconded by Ms. Seay to actively hire two (2) medication techs and two (2) LPN and increase the salary of the LPN by \$10,000. Motion passed.

RE: BUSINESS BROUGHT UP BY AUTHORITY BOARD MEMBERS

There was no business brought up.

RE: CLOSED SESSION

There was no closed session.

RE: ADJOURNMENT

A motion was made by Sheriff Walton and seconded by Sheriff Bushey to adjourn. Vote was unanimous. The meeting adjourned at 9:47 a.m. The next meeting is scheduled for September 6, 2023.

Respectfully submitted,

Handwritten signature of Timothy P. Doss, consisting of stylized initials 'TD' followed by a long horizontal line.

Timothy P. Doss, Superintendent

Approved:

Handwritten signature of Sheriff Barrick, consisting of stylized initials 'SB' followed by a long horizontal line.

Sheriff Barrick, Chairman

TPD/adk