

MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

BOARD MEETING

Minutes from November 13, 2024

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

BOARD MEMBERS PRESENT:

Vivian Seay, King & Queen  
Timothy Doss, Mathews  
Randy Crittenden, Middlesex  
Sheriff Walter Holmes, Essex  
Sheriff Rob Balderson, King & Queen  
Deputy Easter, Middlesex

BOARD MEMBERS ABSENT:

Sheriff April Edwards, Mathews  
Robert Akers, Essex  
William Hodges, King William  
Sheriff David Bushey, Middlesex  
Sheriff TD Lumpkin, King William

ALSO, PRESENT:

Brendan Hefty, Attorney  
Jerry Bristow, Superintendent  
Amanda Keithley, Clerk  
Andrea Kinser, Finance Director  
Tracy Proctor, Major

RE: PUBLIC COMMENTS

There was no comment.

RE: APPROVAL OF MINUTES

A motion was made by Mr. Doss and seconded by Mr. Crittenden to approve the July 3, 2024 and September 4, 2024 minutes. Motion carried.

RE: FINANCIAL REPORT

There were no questions regarding the financial report.

RE: SUPERINTENDENT'S REPORT

Mr. Bristow informed the Board that the staff continues to work hard and is doing a good job with added inmates from Newport News and Culpeper. The current ADP was 165.

Mr. Bristow informed the Board that the FCC voted in July to eliminate inmate phone commission. The commission for the facility will end in April of 2026. The facility will lose about \$250,000 to \$300,000 in revenue per year. The Virginia Attorney General is working with other states on challenging this.

Mr. Bristow informed the Board that we continue to hold inmates from Newport News and Culpeper. The numbers were currently down to twenty-one (21) for Culpeper and fourteen (14) for Newport News. We continue to reach out them to send more inmates to us.

Mr. Bristow explained that the Engineer is working on the specifications for the new generator. Once they are complete, the RFP will be issued. Previously, the Board had indicated that they wanted to wait until we had received RFP responses before appropriating funding for the project. The next scheduled meeting is for January 8<sup>th</sup> and that could delay the project if we do not have the funds allocated. A discussion ensued.

Ms. Seay would like for the Board to see and approve the contracts before they are signed. A discussion ensued. A motion was made by Sheriff Balderson and seconded by Sheriff Holmes that any contract over \$250,000 needs to be brought to the Board for approval. Motion passed. It was asked that a small purchase policy and a virtual meeting policy drafted for the next meeting.

Mr. Bristow thanked Ms. Blake for preparing the breakfast served at the meeting. He informed that Board that Ms. Blake has applied for retirement and will be leaving the facility on January 31, 2025.

RE: BUSINESS BROUGHT UP BY AUTHORITY BOARD MEMBERS

Sheriff Balderson thanked Mr. Bristow for allowing the use of inmates for workforce and he complimented them. Deputy Easter also thanked him for allowing the use of inmates during the setup and take down of the Oyster Festival.

RE: CLOSED SESSION

A motion was made by Mr. Doss and seconded by Sheriff Balderson that the Board of the Middle Peninsula Regional Security Center enter into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) to discuss a personnel matter involving the performance of specific jail officer. Motion passed.

RE: RETURN TO OPEN SESSION AND CERTIFICATION OF CLOSED MEETING

Madame Chair, I move that each member of the Board of the Middle Peninsula Regional Security Center certify that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered, and (iii) no action was taken in the closed meeting.

Roll Call Vote:

Vivian Seay:	Aye
Timothy Doss:	Aye
Randy Crittenden:	Aye
Sheriff Walter Holmes:	Aye
Sheriff Rob Balderson:	Aye
Deputy Easter:	Aye

RE: ADJOURNMENT

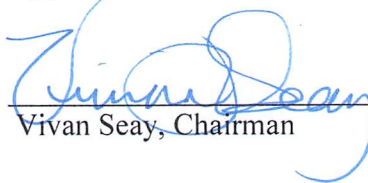
A motion was made by Sheriff Balderson and seconded by Mr. Doss to adjourn. Vote was unanimous. The meeting adjourned at 9:45a.m. The next meeting is scheduled for January 8, 2025.

Respectfully submitted,



Jerry Bristow, Superintendent

Approved:



Vivian Seay, Chairman

JLB/adk