

**COMMONWEALTH OF VIRGINIA
BOARD OF CORRECTIONS
LIAISON COMMITTEE MINUTES**

Regular Meeting July 17, 2007

Location6900 Atmore Drive, Richmond, Virginia

Presiding Chairman..... Chris Webb, Chairman, Liaison Committee

Present Sterling Proffitt, Chairman, Board of Corrections
Jimmy Burrell, Board of Corrections
Bobby Mitchell, Board of Corrections
Jacqueline Fraser, Board of Corrections
Clyde Cristman, Office of the Secretary of Public Safety
John Crooks, Department of Planning and Budget
Roy Cherry, Superintendent, Hampton Roads Regional Jail
David Simons, Assistant Superintendent, Hampton Roads Regional Jail
Jeff Frazier, Superintendent, Northern Neck Regional Jail
Tom Jones, Charlotte County
Bobby McCabe, Sheriff, Norfolk City Jail
Elton Blackstock, Assistant Administrator, Blue Ridge Regional Jail Authority
Jack Dewan, Virginia Association of Regional Jails
Robyn de Socio, State Compensation Board
Gary Bass, Classification and Records, DOC
Kim Lipp, Architecture and Engineering, DOC
Bill Wilson, Compliance and Accreditation, DOC
Donna Foster, Compliance and Accreditation, DOC

I. May Minutes

- Minutes from the May 15, 2007 meetings were motioned for approval, seconded and passed.

II. Meeting Summary

- Kim Lipp presented the Capital Program update. Deerfield is rated at 99% complete. Green Rock is about 50% loaded with Pocahontas about 95% complete. St. Brides phase II is about 80% complete. Chris Webb asked if Pocahontas would serve as a reception type facility as does Green Rock. Gary Bass answered that it would serve in a similar capacity eventually.

- Bill Wilson presented the population report. Out of compliance rates are down to 2,345 effective July 16, 2007. He asked Gary Bass if he would like to elaborate.
- Mr. Bass stated that the rates were reduced as a result of loading male beds at Deerfield and Green Rock. He added that 100 female reception beds were made available at Southampton through an in-house conversion. Clyde Cristman asked when new construction for females would be necessary. Mr. Bass stated that the Director had recently requested an increase in female beds resulting in them looking into how to increase this specific capacity. They have considered taking a work center or field unit and converting it to a female facility, but this is not a good option for females. Females require a higher level of medical and mental health needs. Kim Lipp added that they are considering an 800 bed facility. The problem is that the need for female beds comes in 200 bed increments and removing 800 male beds to accommodate 200 females is not practical. Ms. Lipp stated that the only way to accomplish the addition of female beds at this time is by converting male field unit beds to female beds, but it is not an ideal plan. Mr. Bass advised that the optimal plan is to build a new facility for women.
- Mr. Wilson discussed a handout provided to the attendees (attached) saying that the Loudoun and Eastern Shore facilities have both opened. The community based corrections plan for New River Valley Regional Jail was approved by the Board of Corrections and he would be presenting the community based correction plan for Blue Ridge during the July meeting. Rockbridge Regional should be on the September agenda for approval of their community based corrections plan. He added that while attending a chief jail inspectors meeting in Colorado, Mark Flowers of the American Correctional Association Jails Division announced that new standards would soon be issued for small jails with 500 beds or less. Currently the requirements are down to 128 standards as opposed to the previous 300+ standards, but ideally, they are targeting around 100 standards for this particular group. ACA is searching for jails on which to test these new standards and will be accredited at a greatly reduced cost (approximately \$4,000). Mr. Proffitt stated that it was long overdue for the standards to be reduced for the small jails.
- Robyn deSocio updated the committee on the proceedings of the Compensation Board. Current budget issues and upcoming biennium budget issues are under consideration working with the cabinet secretaries up front to determine initiatives. The standard items, such as per diems, jail overcrowding and the master deputy jail officer program will be discussed as well as jail capacity and staffing studies reviews. By the September meeting, she should know more about what issues have been identified. Two major issues are already identified, the first being per diems. Last year there was an additional need of \$7.5 million

in fiscal year '07 identified and \$12.2 million in fiscal year '08. The \$7.5 million was later recalculated at \$10 million and it is anticipated that the \$12.2 million figure will be increased as well. The other issue that has been identified is the change in the retirement rates. There is a \$7.5 million shortfall for fiscal year '08 for the retirement rate changes. Jail risk management training is in the planning stages, but will be consolidated to try to conserve costs. It will last for two days, October 10th and 11th in one location, currently Lynchburg is the most centrally located site. They are hoping to be able to offer more information regarding the emergency evacuation plans, and want to add pandemic flu to the agenda. They are hoping to open the training to about 70 people.

- Clyde Cristman discussed the staffing re-evaluation. He provided a draft of possible budget language. He added that this draft (enclosed) is potentially paragraph one of a two paragraph discussion. The way jail capacity is rated needs review as does the staffing requirements for jails. The best method for this is most likely on a jail to jail basis. Also to be considered is the results to be accomplished. He advised that it has been suggested that the Compensation Board act as the lead agency in the review. The Comp Board would in turn act in conjunction with the Secretary of Public Safety, the DOC and the Department of Criminal Justice to report the feasibility and resource requirements. Considerations for this process include methodology such as whether to hire consultants or to facilitate this through peer review. Additional considerations include requirements to complete this process within a two year period. This will require establishing standards for the operational capacity and language for the determination of rating the capacities. The national standard of 70 square foot/inmate is inadequate due to differing circumstances. Issues under consideration need to include available water, water processing, food service and medical capacities, the need for segregation cells, etc. Design also needs to be considered a factor in determining capacities. Can technology assist in staff requirements? One officer can monitor 300 inmates with the appropriate technological assistance at some facilities, but not at others. Mr. Proffitt expressed his support for the staffing and capacity reviews stating that it was long overdue. Mr. Cristman added that the new ACA standards for small jails could affect the review as well. Jack Dewan asked if the process would take a long period of time to implement. Mr. Cristman estimated approximately three years, but asked Ms. deSocio's thoughts. She advised that there are many possible funding sources and added there may even be grant funding available and both agreed that two years would be feasible after identifying resources. Mr. Christman stated that if the option of a consultant were chosen and funded, the contract could have a two year deadline. He would optimally like to see a process by which the sheriff or superintendent could challenge the recommendations. Additionally, he recognized that there would be budgetary implications. He asked the Chairman to include this topic in an upcoming

agenda for the Liaison Committee. Mr. Wilson wanted to add that 10% of beds are mandated to be devoted to special purpose housing and another 10% of bed space devoted to booking that are not included in staffing, both of which he would recommend are included in staffing to provide for funding which currently penalizes the locality. Mr. Proffitt said that there needs to be a clear delineation between state and federal beds. The federal beds should be at no cost to the Commonwealth. Mr. Webb recommended that the staffing and capacity discussion be added to the September agenda without objection from committee members. Mr. Cherry thanked the facilitator of the staffing and capacity reviews for their efforts to improve the methodology of both standards.

- Mr. Webb suggested that the committee recognize Sheriff Kitchen with a plaque and a resolution for his many years of service to the Liaison Committee. The plaque will be presented by the Liaison Committee and the resolution will be presented by the Board of Corrections. Sheriff Kitchen will be invited to the September Board of Corrections Meeting for presentation of the acknowledgements.
- Mr. Cherry asked about updates on the emergency evacuation committee. Mr. Cristman stated that he was aware of the occurrence several meetings and they have identified tiers of necessity for evacuation specifically for a hurricane event. He reminded the members that the ultimate responsibility falls upon the sheriff or superintendent. Mr. Webb asked if there was a work product yet from the emergency evacuation committee. David Simons reported that the Hampton Roads area jails are developing a plan and want to create a questionnaire to be distributed at the Sheriff's Association Conference and also at the regional jails level asking such questions as how many transportation vans are available to you and what are your special needs. Once exhausting local resources, they have been told that the DOC can accommodate facility space for such commodities as tents and portable bath needs. The next scheduled meeting is July 26th at Hampton Roads Regional Jail.

By motion duly made by the Chairman of the Liaison Committee, Chris Webb, and seconded by several members in attendance, the meeting adjourned.