

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

Regular Meeting .. .....September 18, 2007

Location .....6900 Atmore Drive, Richmond, Virginia

Presiding Chairman..... Roy Cherry, Chairman, Liaison Committee, Board of Corrections

Present .....Sterling Proffitt, Acting Chairman, Board of Corrections  
W. Alvin Hudson, Board of Corrections  
Jimmy Burrell, Board of Corrections  
Bobby Mitchell, Board of Corrections  
Jack Dewan, Virginia Association of Regional Jails  
Robyn deSocio, State Compensation Board  
Ron Elliott, Peumansend Creek Regional Jail  
Gary Bass, Classification and Records, DOC  
Kim Lipp, Architecture and Engineering, DOC  
Matt Savino, Video NOC Manager, DOC  
Bill Wilson, Compliance and Accreditation, DOC  
Donna Foster, Compliance and Accreditation, DOC

**I. July Minutes**

- Minutes from the July 18, 2006 meeting were motioned for approval, seconded and passed.

**II. Minutes Summary**

- Kim Lipp presented the Construction Report. St. Brides phase I is completed and will no longer be included on the report. Phase II construction should be completed in 2007. Demolition is complete and pre-cast erection has begun. Foundation should be complete. Tazewell has reached 71% completion. Percentage of completion is a new designation on the construction report, as well as contractual completion date. The contractual completion date is subject to change. Due to weather and site requirements, Tazewell’s and Pittsylvania’s completion date are likely to be switched. Tazewell’s completion date will change to May 2007 and Pittsylvania’s date will change to March 2007. These will receive change orders to reflect the change in dates. Deerfield should be complete (all buildings) by the November date in the report. The umbrella contract utilized for the VPBA process for four institutions worked out very well. Jimmy Burrell asked if there was a map in existence showing the

locations throughout the state for all the facilities, including the new facilities. Ms. Lipp said that she could have a map created showing the locations of the existing and the new facilities.

- Bill Wilson presented the population report stating that the out-of-compliance rates are 2,158. Gary Bass addressed the issue stating that until some new facilities are ready to accept inmates, there is nothing that can be done. Deerfield will be the first location to open to inmates, hopefully before the end of the year. Once the facilities start opening, there should be a zero out-of-compliance rate optimally. Chris Webb asked if there are additional projects being considered that have not been started. Mr. Bass stated that there are two projects, Mt. Rogers and another project. Deerfield and St. Brides are level 2 and the new prisons in Pittsylvania and Chatham are level 3. Mr. Wilson provided two hand-outs for the committee (attached). One shows the expected opening dates and the other shows the projected costs. Botetourt will change their projected date to October 2007. Also, he handed out an email from the NIC (attached) in response to an inquiry from Sofia Kennedy with ABT Associates regarding emergency preparedness inmate tracking. Sterling Proffitt discussed the evacuation attempt made by Vernie Francis during which Sheriff Francis was forced to change evacuation routes due to obstructions cause by the hurricane.
  
- Mr. Cherry discussed some follow-up information from the visit from Michael Cline with VDES. He contacted John Jones with the Sheriff's Association and three sheriffs have been appointed to the committee for emergency preparedness, Sheriff Stanaway from Gloucester County, Sheriff Vernie Francis from Southampton County and Sheriff Robert McCabe from the city of Norfolk. Mr. Cherry also contacted the Virginia Association of Regional Jails and their appointments are Superintendent John Kuplinski from the Virginia Peninsula Regional Jail and himself, Mr. Cherry from Hampton Roads Regional Jail. He notified Anna McRay at the Virginia Department of Emergency Services (VDES) and she relayed her understanding that the Liaison Committee would provide the leadership in the emergency preparedness committee for local facilities. Mr. Cherry explained that that was not his understanding of what Michael Cline had stated at the July meeting. She said that she would discuss the issue further with Mr. Cline. The conversation was completed at this point and Mr. Cherry reported that he was unsure of the status of future plans of the emergency preparedness committee. He added that the participation of the State Police, the DOC and other agencies had been considered beneficial during the July meeting. Mr. Cherry stated that he didn't know who would appoint someone from the DOC. Mr. Bass suggested John Garman, Warden at St. Brides Correctional Center, because he has experienced 7 evacuations. He even has a presentation that he has presented to ACA regarding the topic matter, even if he is not appointed to the committee, his presentation would be beneficial. Mr. Garman has a checklist that he uses in the event of an evacuation. Mr. Cherry thanked Mr. Bass for the information and stated that he felt the

committee would be time consuming and someone needed to be appointed to head the committee. Chris Webb stated that it was his understanding that VDES would lead the efforts to coordinate the committee as it will affect multiple state agencies. Mr. Cherry said that VDES did indicate that they would assist, but did not offer to handle oversight of the emergency preparedness committee. Mr. Webb agreed that he felt this issue should be categorized under VDES' responsibilities. Mr. Cherry stated that he re-read the July minutes of the Liaison Committee and there was an indication that Michael Cline and the Department of VDES agreed to oversee the committee. Robyn deSocio remarked that her notes from the July meeting indicated that Mr. Cline agreed to accept the responsibility to lead the committee. Ms. deSocio stated that she and Bruce Hayes met with Steve Mondle and Bob Crouch regarding this issue several months ago. She was under the impression that there is some interest at the cabinet level of the progression of the emergency preparedness for local facilities. She also said that even though she does not feel that she is the appropriate person to discuss the issue with Mr. Cline, someone from the committee can probably see results with continued interest shown to Mr. Cline. Mr. Cherry offered to personally follow up with Ms. McRay and/or Mr. Cline. Mr. Wilson suggested Carlos Hernandez with emergency management as a source within the DOC. Mr. Cherry said that he felt the Director would need to make any appointments to the committee and additional designees decided at the same level for appointments from the State Police or any other state agencies.

- Robyn deSocio presented the Compensation Board updates. She reminded the committee members that they will be presenting at the Managing General Risks Conference in Williamsburg on October 24<sup>th</sup> through 26<sup>th</sup> and in Roanoke from October 31<sup>st</sup> through November 2<sup>nd</sup>. They have not had the response that they had hoped for and are hopeful more people plan to attend. The agenda includes PRIA, inmate lawsuits, medical costs, ADA issues, emergency services, mental health issues and inmates rights. The staff vacancy within the Compensation Board has been filled as of September 25<sup>th</sup> by a DOC employee, Jennifer Styles, who will be working with county sheriffs. The budget process is beginning again with a short session in January. The Compensation Board is working on some budget amendments for consideration by the Governor to put in his budget in the month of December. Some of the requests for fiscal year 2008 include an anticipated shortfall in per diem funding. Last session there was a \$4 million shortfall for this year and the actual jail population was higher than anticipated. The forecasts are projecting increasing spikes in populations for locally responsible inmates in the next several years as well. Positions will be requested for jail overcrowding due to increased locally responsible inmates and state responsible inmates. Botetourt, Gloucester and Prince William are not currently funded and will need funding consideration and Newport News may opt to request funding as well. Some offices have opted in to the Master Deputy or Master Officer Program that will need funding consideration. The VINE program may be considered for implementation throughout the state. The

Sheriff's Association received a grant for the implementation of the VINE program, but they will need maintenance funding. The Compensation Board will submit their requests to their cabinet secretary for feedback at the end of September, October 18<sup>th</sup> is the deadline for submission to the Department of Planning and Budget. Chris Webb asked if there was a similar program for the regional jail administrators as the one that offers funding for certification for sheriff's offices. Ms. deSocio stated that the Sheriff's Association had gone to the governor to request this funding and the governor included language for development of that program that provides a salary increase for the sheriff if their office meets Virginia Association of Law Enforcement accreditation through DCJS. They can also be accredited through ACA (and another group that she did not name because she is not aware of anyone using it). She stated that the Compensation Board could assist the Regional Jail Association with writing something to request similar funding for regional jail administrators. She said that the Compensation Board website has career development programs and they would be happy to assist. Mr. Wilson asked if the 9% increase was a one time increase. Ms. deSocio said that yes it was a one time increase and there are requirements that must be followed in order to qualify for the funding. Mr. Webb stated that representatives from the Sheriff's Association attended their last meeting and said there would be no costs involved in participation with the VINE program and asked if the only cost involved would be maintenance. Ms. deSocio said that the grant given was a two year grant from the federal government for Virginia Community Policing Institute to implement the system which provides for a link to the sex offender program. The grant funding expires around March of 2008 and it is felt that funding will be needed to complete the implementation process and maintain implementation. Mr. Cherry stated that Hampton Roads Regional Jail had recently undergone the Master Officer program audit and asked about the process for selecting an individual for that program. Ms. deSocio stated that the facility is picked at random and then the individual is picked at random. Mr. Cherry also asked if most facilities had undergone the program, and Ms. deSocio answered that probably about 75% had been chosen at this time.

- Ms. deSocio offered to provide the emergency preparedness committee any assistance that she could by contacting people if appropriate. Mr. Cherry asked that she talk to Anna McRay or Michael Cline if she had a good rapport with either of them to clear up the confusion about who will provide leadership to the committee.
- The Liaison package included the proposed 2007 calendar (attached) with meeting dates for the Liaison Committee and the Board of Corrections.
- Mr. Proffitt asked about the VINE program and coordination with the Department of Corrections. The contact person is Wendy Hopps with the Victim Services Unit. She can be contacted at 804-674-3243 x1156. The DOC has had the VINE system in use since January 2002. Mr. Bass stated that the

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system in place is a computer download that downloads every night. There had been some problems which have now been corrected.

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