

**COMMONWEALTH OF VIRGINIA  
BOARD OF LOCAL AND REGIONAL JAILS  
JAIL REVIEW COMMITTEE MEETING MINUTES**

**APPROVED 5/17/2023**

Regular Meeting .....April 19, 2023; 10:00 a.m.

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

Presiding.....Roland Sherrod, Board of Local and Regional Jails

Present.....The Honorable Vernie Francis, Board of Local and Regional Jails  
Vice Chairman Charles Jett, Board of Local and Regional Jails  
Dr. Anita Maybach, Board of Local and Regional Jails  
Dr. Cleopatra Booker, Board of Local and Regional Jails  
Tiffany Jenkins, Board of Local and Regional Jails  
Amanda Trent, Board of Local and Regional Jails  
Christopher Strom, Board of Local and Regional Jails  
Ryan McCord, Executive Director, Board of Local and Regional Jails  
Alison Lutz, Jail Death Investigator, Board of Local and Regional Jails  
John Rock, Jail Death Investigator, Board of Local and Regional Jails  
Michael Wachsmuth, Jail Death Investigator, Board of Local and Regional Jails  
Tawana Ferguson, Regulatory Compliance Supervisor, Board of Local and Regional Jails  
Ashley Gordon, Executive Secretary, Board of Local and Regional Jails  
Colleen Maxwell, Policy Analyst, Board of Local and Regional Jails  
Ayesha Osborne, Board Counsel, Office of the Attorney General  
Steve Clear, SWVRJ  
Dwayne Lockhart, SWVRJ  
Mandi Hixenbaugh, SWVRJ

Upon determination of a quorum, Mr. Sherrod called the meeting to order.

**Approval of Minutes**

The March 23, 2023 minutes were brought before the Committee for approval.

Upon a *Motion* by Vice Chairman Jett with a second by Dr. Booker, the attending members voted unanimously to *Approve* the March 23, 2023 Jail Review Committee meeting minutes.

**Public Comment**

None

**Presentation**

None

**Motion to include non-Board members in closed session**

The following was offered by Vice Chairman Jett as a motion:

**Pursuant to Virginia Code Section 2.2-3712(F) I *MOVE* that the presence of the following individuals will reasonably aid this board in considering the subject of the closed session:**

**Names of the individuals to be included:**

**Ryan McCord  
Alison Lautz  
John Rock  
Colleen Maxwell  
Tawana Ferguson  
Ashley Gordon  
Michael Wachsmuth  
Ayesha Osborne  
Steve Clear  
Mandi Hixenbaugh  
Dwayne Lockhart**

Upon a *Motion* by Vice Chairman Jett and a second by Mr. Strom, the attending members voted unanimously to *Approve* the above recommendations.

**Closed Session**

Vice Chairman Jett offered the following in the form of a motion:

**I *MOVE* that the Jail Review Committee begin CLOSED session pursuant to Virginia Code Section 2.2-3711(A)(16) to discuss or consider medical and mental health records; and pursuant to Virginia Code Section 2.2-3711(A)(8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.**

Upon a *Motion* by Vice Chairman Jett and a second by Mr. Strom, the attending members voted unanimously to *Approve* the above recommendation.

**Reconvene Open Session**

Upon the members' return to open session, Vice Chairman Jett offered the following in the form of a motion:

**I *MOVE* that the Jail Review Committee reconvene our open session having concluded a closed session to discuss or consider medical and mental health**

records and to consult with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel. I MOVE that this committee and its individual members certify that during the closed session, the Jail Review Committee limited its discussion to matters lawfully exempt from the public meeting requirements and identified in the closed session motion. If a member cannot so certify, I ask that they state the reason specifically on the record and that the recorder take role.

Mrs. Trent did not certify because she felt the facilities could not meet the Board's expectations.

All other members in attendance certified by Roll Call.

**Actions**

Vice Chairman Jett as a motion offered the following:

The Jail Review Committee investigated the following cases by reviewing institutional, medical, and mental health records and other relevant evidence of the circumstances surrounding each death. The Jail Review Committee further finds that investigation did not reveal any evidence indicating that the facility was out of compliance with the regulations promulgated by the Board. NOW THEREFORE, I MOVE that the following cases be recommended to the Full Board for closure:

Cases	
21-0068	23-0010
22-0029	

Upon a *Motion* by Vice Chairman Jett and a second by Dr. Maybach, the attending members voted unanimously to *Approve* the above recommendations.

Vice Chairman Jett as a motion offered the following:

The Jail Review Committee investigated the following cases by reviewing institutional, medical, and mental health records and other relevant evidence of the circumstances surrounding each death. The Jail Review Committee finds that the investigation did reveal evidence indicating that the facility was out of compliance with the regulations promulgated by the Board. However, the Jail Review Committee finds that the corrective actions taken by the jail appropriately addresses the substance of the violation such that no further measures are necessary. NOW THEREFORE, I MOVE that the following cases be recommended to the Full Board for closure:

Cases	
20-0015	
21-0069	

Upon a *Motion* by Vice Chairman Jett with a second Dr. Maybach, the attending members voted unanimously to *Approve* the above recommendations.

**Recommendations for Changes to Board Standards**

None

**General Discussion**

None

**Other Comments**

There being nothing further and upon motion of Vice Chairman Jett, the meeting was *Adjourned*.