

**COMMONWEALTH OF VIRGINIA**  
**BOARD OF CORRECTIONS**

Regular Meeting	July 20, 2011
Location .....	6900 Atmore Drive Richmond, Virginia
Presiding.....	Peter G. Decker, III, Chairman
Present .....	Jonathan T. Blank Kurt A. Boshart Felipe Q. Cabacoy William E. Osborne Reverend Anthony C. Paige B. A. Washington, Sr. One Vacancy
Absent.....	Cynthia M. Alksne

**1:00 p.m., Wednesday, July 20, 2011**  
6900 Atmore Drive, Richmond, Virginia 23225

The meeting was called to order. Chairman Decker welcomed attendees, thanked everyone for coming and asked that the Board Roll Call be taken. Seven members were present. There is one vacancy, and Mrs. Alksne was absent due to a family illness. All other meeting attendees then identified themselves for the record.

**I. Board Chairman (Mr. Decker)**

1) **Board Resolution Recognizing Raymond W. Mitchell**

Chairman Decker welcomed Mrs. Geraldine Mitchell and her daughters, Laurie Mitchell and Lisa Godfrey, for the presentation. He told her what an honor it had been to serve with Bobby and to be able to present them with this Resolution, posthumously.

Then, by *MOTION* duly made by Mr. Decker, the Resolution was read into the record:

***RESOLUTION RECOGNIZING RAYMOND W. (BOBBY) MITCHELL  
FOR HIS YEARS OF SERVICE TO THE  
COMMONWEALTH OF VIRGINIA BOARD OF CORRECTIONS***

On Motion of the Board of Corrections, the Following Resolution was Adopted:

**WHEREAS**, Bobby Mitchell served the Commonwealth faithfully since July, 2002, when he was appointed to the Board of Corrections by then-Governor Mark R. Warner. Bobby attended his first meeting as a member of the Board on September 18, 2002; and

**WHEREAS**, Bobby Mitchell served the Board and the citizens of the Commonwealth in a non-partisan manner since then under Governors Warner, Kaine and McDonnell and Board Chairmen Hester, Proffitt and Decker with marked integrity while pursuing the letter and intent of the law; and

**WHEREAS**, during his eight and one-half years as a member in good standing, he attended and actively participated in as many scheduled meetings as practicable; and

**WHEREAS**, during his many years as a member of the Board, Bobby Mitchell participated in many frank discussions regarding the treatment of inmates in local jails and state facilities, understanding the importance of his professional responsibility beyond the Board of Corrections and by so doing, became an active proponent of issues important to the Commonwealth, the Department and his fellow Board members; and

**WHEREAS**, Bobby Mitchell, having served two years of the term of a former Board member as well as having completed four years of his own first term and one year of his second term until his health declined in late 2009, after which he was unable to continue his travel to Richmond to actively participate in Board meetings, Bobby attended his last Board of Corrections meeting as a member in good standing on November 18, 2009, and where he remained until his passing on February 19, 2011.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Corrections, this 20th day of July, 2011, publicly recognizes the contributions of Raymond W. Mitchell to the Board, the Department and the citizens of the Commonwealth of Virginia;

**AND, BE IT FURTHER RESOLVED**, that the Board thanks him for his eight and one-half year commitment to the Commonwealth;

**AND, BE IT FINALLY RESOLVED**, that a copy of this Resolution be presented to Mrs. Raymond W. Mitchell and that this Resolution be permanently recorded and retained in the papers of the Board of Corrections.

s/s Cynthia M. Alksne, Jonathan T. Blank, Kurt A. Boshart, Felipe Q. Cabacoy, Peter G. Decker, III, William E. Osborne, Rev. Anthony C. Paige and B. A. Washington, Sr.

Mrs. Mitchell thanked the Chairman and the Board for the kind words. She expressed how much Bobby had enjoyed his work on the Board and how he had hoped to get back to Richmond but his health would not allow him to do so. After some applause, photographs were taken of the Chairman with Mrs. Mitchell and family displaying the framed Resolution.

The Motion was then seconded by Mr. Boshart and duly **APPROVED** by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no further discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There was one absence and there is one vacancy. The Motion carried. Mrs. Mitchell and family departed from the meeting.

2) **Board Resolution Recognizing Roy W. Cherry**

Chairman Decker thanked Mr. Cherry for his years of service to the Liaison Committee, and the Board and wished him well in his retirement. Mr. Cherry stated he had enjoyed serving on the Liaison Committee because of the people and noted that Bobby Mitchell was one of those people. He reminded the Board that the Liaison Committee serves an important function that sometimes may not always be clear but it is there, nonetheless, and to have the opportunity for interaction with the Department is very important and presents a good opportunity for local jails to exchange information. He closed by stating he was pleased to have worked with staff and hopes the members of the group continue to prosper.

Then, by *MOTION* duly made by Mr. Decker, the Resolution was read into the record:

***RECOGNIZING ROY W. CHERRY  
UPON HIS DEPARTURE FROM THE LIAISON COMMITTEE  
OF THE VIRGINIA BOARD OF CORRECTIONS***

On Motion of the Board of Corrections, the Following Resolution was Adopted:

**WHEREAS**, Roy W. Cherry has served the Commonwealth faithfully since April 21, 1999, when he was selected for appointment to the Liaison Committee of the Virginia Board of Corrections by then Board Chairman Andrew J. Winston. Roy W. Cherry attended his first meeting as a member of the Liaison Committee on June 17, 1999; and

**WHEREAS**, Roy W. Cherry has served the Board, the Committee and the citizens of the Commonwealth in a non-partisan manner since that time under three Governors and eight Board Chairmen with marked integrity, pursuing the letter and intent of the law; and

**WHEREAS**, during his almost 12 years as a member in good standing of the Liaison Committee, Roy W. Cherry attended and actively participated in as many scheduled meetings as practicable, all the while actively administering the duties of the office of Superintendent of the Hampton Roads Regional Jail until his retirement in April of 2011; and

**WHEREAS**, during his many years as a member of the Board's Liaison Committee, Roy W. Cherry participated in many frank discussions regarding the treatment of inmates in local jails, understood the importance of his professional responsibility beyond the Liaison Committee and in so doing, became an active proponent of issues important to the Commonwealth, to the Board and to his fellow Committee members; and

**WHEREAS**, Roy W. Cherry announced his resignation from the Virginia Board of Corrections' Liaison Committee as a member in good standing in March, 2011.

**NOW, THEREFORE BE IT RESOLVED**, that the Virginia Board of Corrections, this 20th day of July, 2011, publicly recognizes the contributions of Roy W. Cherry to the

Virginia Board of Corrections, the Virginia Department of Corrections and the citizens of the Commonwealth of Virginia;

**AND, BE IT FURTHER RESOLVED**, that the Board thanks him for his commitment to the Commonwealth and extends best wishes on his retirement;

**AND, BE IT FINALLY RESOLVED**, that a copy of this Resolution be presented to Roy W. Cherry and that this Resolution be permanently recorded and retained in the papers of the Board of Corrections, Commonwealth of Virginia.

s/s Cynthia M. Alksne, Jonathan T. Blank, Kurt A. Boshart, Felipe Q. Cabacoy, Peter G. Decker, III, William E. Osborne, Rev. Anthony C. Paige and B. A. Washington, Sr.

The Motion was then seconded by Mr. Boshart and duly **APPROVED** by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no further discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There was one absence and there is one vacancy. The Motion carried. Mr. Cherry departed from the meeting.

3) **Board Motion to Approve May Board Minutes**

The Chairman called for a Motion to approve the May Board Minutes

By **MOTION** duly made by Mr. Boshart and seconded by Mr. Osborne, the May Board Minutes were **APPROVED** by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. Reverend Paige was absent from the May Board meeting so his vote was not considered. The Motion carried.

4) **Follow Up to Letter of Concern Sent to Each Board Member** – Mrs. Jennings

Mrs. Jennings advised that letters continue to be received and that each is reviewed and investigated, as appropriate. She stated there was nothing new to report since May. Mr. Blank indicated he was comfortable that the team had investigated and done whatever was necessary and was happy with the report that most all of the allegations were unfounded.

II. **Public/Other Comment (Mr. Decker)**

There were no members of the general public present requesting to address the Board.

### **III. Presentation to the Board**

#### **Mental Health Services** (Dr. Robin Hulbert and Chief Pharmacist Mr. Bill Nicholson)

As requested by the Board in May, Dr. Hulbert and Mr. Bill Nicholson appeared to speak with the Board about mental health issues in Corrections. Of particular interest to the Board was the cost of medications, the decline in the number of available mental health facilities and mental health issues in the jails. Mr. Boshart had previously indicated he would like to hear how mental health issues are impacting the Department's budget and staff as prisons are the largest mental health facilities in the nation today and it is problematic for management.

On that note, Dr. Hulbert presented a two-sided handout of the Executive Structure of the Department indicating with an asterisk where Mental Health Services falls within that structure as well an illustration of the structure of the Mental Health Services Unit. She went on to present the Board with an overview of Mental Health Services provided by the Department.

The Mental Health Services Unit was created in 1986. Dr. Hulbert has been in her position since that time. She stated that inmates receive a mental health appraisal from which they are assigned a mental health code. Codes range from 0-4, with most inmates being codes 1 and 2 with some 3s. The most seriously mentally ill inmates are code 4s. This code is dynamic and is dependent upon the needs of the inmate at any particular time.

The Unit's goal is to get mental health offenders to function in general population but that usually does not happen. They often live in a residential unit throughout their time in prison. All mental health units are accredited by the Virginia Department of Behavioral Health and Developmental Services (VDBHDS) and JCAHO. The Department is the only JCAHO certified correctional system in the country, and the Department is very proud of that distinction.

Upon release, the Department likes to have as many mental health services in place as possible. If the inmate is stable, meds are provided. They may be given a 30-day supply on release as well as a prescription for another 30 days. Many challenges are faced by offenders who are released who have mental health issues. The Department is working diligently to try to ease that transition.

In comparing psychotropic meds, approximately 10 percent of the male population is on psychotropic meds while 51 percent of the female population is on psychotropic meds. Two main reasons for the females are they have a greater history of abuse, and they are willing to ask for help. Dr. Hulbert noted that the Department is moving towards a model of recovery where staff looks at a person as a whole, not just as a diagnosis.

It was noted that Corrections Officers receive two days of mental health services training each year as well as ongoing training from other staff. During this training, COs are schooled in what to look for. Dr. Hulbert noted the Department is the largest provider of mental health services in the Commonwealth.

One Board member enquired about mental health services in jails. Dr. Hulbert responded that if an inmate is state responsible and is having mental health issues, the Sheriff can contact the Department to have that inmate brought in. Other than that, mental health services are limited in jails due to the time and expense involved. Another member asked of all the inmates, how many come in with mental health challenges and how many acquire mental health issues while they are incarcerated. Dr. Hulbert stated that 15 percent of the population has ongoing mental health needs. There is no number available for those who develop issues while incarcerated. The Department does ID cases early, and they are tracked carefully. As a result, staff becomes aware of problems quickly and addresses them accordingly. Though there is no ongoing research in our institutions, both VCU and Virginia Union doctoral program students do come in. Dr. Hulbert concluded her comments and turned the presentation over to Mr. Nicholson.

Mr. Nicholson provided numbers as to the total pharmacy meds the Department offers. He indicated that 10 percent of all medical dollars are spent on mental health meds and 40 percent are spent on HIV meds, though less than 2 percent of the population is HIV positive. HIV protocols are followed through the MCV/VCU infectious disease clinic. Of the 1.5 million mental health dollars, 75 percent is spent on one class of medications; those being anti-depressant/anti-anxiety.

Mr. Blank asked if there are Standards specific to mental health treatment of prisoners, and Dr. Hulbert responded that the Department follows ACA, DBHDS, JCHAO and others. The medications prescribed are dispensed on a physician-based formulary, and the Department uses generics whenever possible. The Department's current pharmacy contract has been in place for two years. The contract was for one year with six, one-year renewal options. Reverend Paige then requested a copy of the Department's procedure for Pharmacy Services, which will be provided.

12 percent of the female population has mental health issues and 49 percent are on some type of medication. In closing, Dr. Hulbert stated she is on a work group working to reinstate a pharmacy in the community for released offenders as the one aftercare pharmacy that was available is now closed.

The Chairman and the Board thanked Dr. Hulbert and Mr. Nicholson for their presentation.

#### **IV. Liaison Committee (Mr. Osborne)**

Mr. Osborne reported that Delegate Hope was expected but did not come to the meeting. Mrs. DeSocio discussed some new funding that might be available after September 1 as a result of the Governor's recently announced state surplus. Mr. Wilson reported the prison population to be 27, 930 with 3,700 out of compliance. Mr. Bass reported that Pennsylvania has not made a decision about moving its inmates out but if that happens, it will create more budget problems for the Department.

There were no questions. Mr. Osborne's report was concluded. No Board action was required.

**V. Administration Committee (Mr. Blank)**

Mr. Blank began his report with a proposal to ask if there is truly a need for the Administration Committee. He indicated this proposal was for discussion only at this time and that the Board was not required to act on it. Mr. Osborne put forth a Motion to retain the Administration Committee for the present time. Mr. Leininger suggested to leave the process as is currently and to call meetings when needed. Mr. Osborne agreed with Mr. Leininger's suggestion and withdrew his Motion.

No items as outlined on the agenda were discussed. There were no other comments or questions. No Board action was required.

**VI. Correctional Services Committee Report/Policy & Regulations (Mr. Washington)**

The following items were reviewed and discussed:

**1) Discussion on Richmond City Jail Project**

In October of 2009, the Board approved a major renovation project for the Richmond City Jail. Some things have changed since that approval and the Committee feels that due to the minimal knowledge of the Board and staff as of this writing, a letter should be written by the Board to the Sheriff to gain some clarity. It was offered for Department staff to draft a letter for the Chairman's review, which he would then share with the Board prior to sending it.

Reverend Paige expressed opposition to the Board writing such a letter. He stated he does not think staff has done what it could do; that there is a problem between the Department and the City; that the Department has professional staff in place to oversee the Standards and the requirements and stated there is no reason those individuals cannot call their counterparts in the City. He indicated the whole thing does not sound right and if somebody has a beef, there is a deeper problem here. He closed by stating the Board can vote to send the letter but there is a problem and again asked why does the Board have to write a letter.

Ms. Cookie Scott responded by stating she appreciated Reverend Paige's comments but indicated the Department has no authority under the Code and the Standards to initiate anything pertaining to any jail other than as the Board directs. She emphasized the Department has no issues with jails but the Department is not the supervisors of jails and that the Department's responsibility is defined by the Code and the Standards as regards jails. Reverend Paige responded this is not good policy, and he feels it indicates a deeper problem.

Director Clarke stated there are no conflicts between the Department and the Richmond City Sheriff. In fact, it enjoys a good relationship and the Director just toured that facility. He indicated staff has brought no issues to his attention and it is the understanding of the Department that when it comes to jails, they are under the direction of the Board, and the Department cannot intervene unless asked to do so.

The Chairman will send a letter, which will be drafted by the Department, to the Mayor and City Council outlining the Board's concerns. The letter will be vetted through the Board prior to the Chairman sending it.

2) **Board Motion to Approve Planning Study for Central Virginia Regional Jail**

The Planning Study proposes the construction of a 200-bed expansion and renovation of the current facility. This expansion primarily adds dormitory beds with associated special purpose cells. The net gain for the facility will be 203 new beds. The renovation and expansion also includes a new kitchen and food service area, intake area renovation and additional mechanical, storage and support space.

Therefore, by *MOTION* duly made by Mr. Washington and seconded by Mr. Boshart,

**“The Board of Corrections approves the request from the Central Virginia Regional Jail Authority for State jail funding for construction reimbursement for a 200-bed expansion and renovation of the Central Virginia Regional Jail. This approval recognizes a total eligible cost of \$16,928,382, of which up to 50% or \$8,464,191 would be the State reimbursement. Such reimbursement is subject to the availability of funds and compliance with Board Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities (1994) and Sections 53.1-80 through 82 of the Code of Virginia.”**

The Motion was *APPROVED* by verbally responding in the affirmative (Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. Mr. Blank *ABSTAINED* from the vote. The Motion carried.

3) **Board Motion to Approve Modification Request to Standards 5.4 and 5.3.C of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities (1994) for the Southwest Virginia Regional Jail**

The Southwest Virginia Regional Jail Authority is constructing a new, 512-bed expansion. Associated with this project is a request to approve a modification to the Board's construction Standards for Standards 5.4, Cells and Dayrooms, and 5.3.C, Dormitories (6VAC15-80-340 and -350), for installation of additional bunks in housing units at the time of construction rather than coming back after construction is complete.

Therefore, by *MOTION* duly made by Mr. Washington and seconded by Mr. Boshart,

**“To facilitate an operational decision by the Southwest Virginia Regional Jail Authority, the Board of Corrections grants a modification to Standard 5.4 and 5.3.C (6VAC15-80-340 and -350) of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities (1994) to allow the installation of additional beds in housing units in the Southwest Virginia Regional jail prior to final inspection of the facility. This modification approval does not indicate a Board policy or position on the operational advisability of overcrowding. This approval does not increase the Operational Capacity of the facility relative to staffing and does not authorize State reimbursement for the cost of the additional bunks or their installation. This modification approval shall not be construed as a future variance to Board Standards 5.4 or 5.3.C for this facility or as a current or future variance for any other facility.”**

The Motion was *APPROVED* by verbally responding in the affirmative (Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. Mr. Blank *ABSTAINED* from the vote. The Motion carried.

4) **Board Motion to Approve Planning Study for Southwest Virginia Regional Jail Expansion**

This is a request from the Southwest Virginia Regional Jail Authority for funding for a 512-bed expansion and renovation of the Southwest Virginia Regional Jail. The Regional Jail has facilities at four separate sites: Abingdon, Haysi, Duffield and Tazewell. No work will be done at the Tazewell facility.

The Abingdon facility will be expanded by six housing units, Duffield by four housing units and Haysi by four housing units. This expansion adds primarily housing for all custody levels and associated special-purpose cells. The renovation and expansion includes additions for kitchen and food service areas, intake area renovations, a medical infirmary and one small vehicular sallyport addition. The original facility was designed with future expansion in mind and this well-thought-out planning has kept the cost of this housing infill project to a minimum.

Therefore, by *MOTION* duly made by Mr. Washington and seconded by Mr. Boshart,

**“The Board of Corrections approves the request from the Southwest Virginia Regional Jail Authority for State jail funding for construction reimbursement for a 512-bed expansion and renovation of the Southwest Virginia Regional Jail. This approval recognizes a total eligible cost of \$33,820,372, of which up to 50% or \$16,910,186 would be the State reimbursement. Such reimbursement is subject to**

**the availability of funds and compliance with Board Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities (1994) and Sections 53.1-80 through 82 of the Code of Virginia.”**

The Motion was **APPROVED** by verbally responding in the affirmative (Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. Mr. Blank **ABSTAINED** from the vote. The Motion carried.

5) **Board Motion to Approve Suspension of Certain 2011 Unannounced Inspections**

Section 53.1-68 of the Code of Virginia authorizes the Board of Corrections to grant suspensions of annual Life, Health and Safety Inspections if full compliance with Standards is attained during the jail’s triennial certification audit. Since the Board’s last meeting, five jails have achieved 100% compliance with Board Standards. They are: Eastern Shore Regional Jail, Warren County Jail, Loudoun County Adult Detention Center, Appomattox County Jail and the Blue Ridge Regional Jail Campbell County Adult Detention Center.

Therefore, by **MOTION** duly made by Mr. Washington and seconded by Mr. Boshart:

**“The Board of Corrections, in recognition of the outstanding achievement of 100% compliance with Standards, approves suspension of the 2011 annual inspection for the Eastern Shore Regional Jail, Warren County Jail, Loudoun County Adult Detention Center, Appomattox County Jail and the Blue Ridge Regional Jail Campbell County Adult Detention Center.”**

The Motion was **APPROVED** by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. The Motion carried.

6) **Proposed Board Motion on Request by Danville Adult Detention Center to Appeal Finding of Non-Compliance from Unannounced Inspection**

During the June, 2011, inspection, the facility was found out of compliance with Standard 6VAC15-40-540, which pertains to food service equipment and personnel. The jail was found to be out of compliance because 7 of the 15 workers assigned to the kitchen did not have a medical screening conducted by a health care professional but rather was conducted by the Watch Commander.

Compliance documentation requires the facility to check documentation of medical screening of inmates prior to kitchen assignment. The facility argued that this has been going on for 10 years and it has never been caught and believes it is a miscommunication in the wording. Mr. Wilson shared the compliance documentation which shows that a medical screening will be conducted by medical personnel and that a document is supposed to be on file signed by screened kitchen workers.

The Committee agrees with the finding that the facility is out of compliance with the Standard. Therefore, by *MOTION* duly made by Mr. Washington and seconded by Mr. Blank,

**“The Board finds that the Danville Adult Detention Center was not in compliance with Standard 6VAC15-40-540 at the time of the unannounced inspection. The facility will submit a corrective Plan of Action to correct the deficiency. Staff will clarify the Standard so there is no misunderstanding in the future.”**

The Motion was *APPROVED* by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. The Motion carried.

7) **Compliance and Accreditation Certifications Section:**  
**State/Local/Regional/Community Facilities**

On behalf of the Committee, Mr. Washington presented the following certification recommendations for consideration by the Board:

**Unconditional Certification as a result of 100% compliance for Eastern Shore Regional Jail, Loudoun County Adult Detention Center, Appomattox County Jail and the Blue Ridge Regional Jail Campbell County Adult Detention Center;**

**Unconditional Certification as a result of 100% compliance for Warren County Jail to include male and female juveniles in accordance with §16.1-249.G of the Code of Virginia;**

**to *AMEND* the September, 2010, Unconditional Certification of the Surry County Lockup to include male and female juveniles in accordance with §16.1-249.G of the Code of Virginia;**

**and Probationary Certification for six months for Rubicon, Inc., to provide an independent financial audit for 2009 and 2010.**

Therefore, by **MOTION** duly made by Mr. Washington and seconded by Mr. Osborne, the Board **APPROVED** the above recommendations by responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington).

There were no questions and there was no discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. There is one vacancy and Mrs. Alksne was absent. The Motion carried.

8) **Compliance and Accreditation Unannounced Inspections Section:  
Local/Regional Facilities**

This month, there were no facilities indicated having achieved 100% compliance with Life, Health and Safety Standards during unannounced annual inspections.

This is provided for informational purposes only. No action by the Board is required.

9) **Policy & Regulations**

There were no items to discuss this month.

**VII. Closed Session**

There was no Closed Session this month.

**VIII. Other Business**

Director Clarke announced the Department is celebrating Probation, Parole and Community Supervision Week this week. He also announced that this meeting would be Mr. Leininger's last as he will be retiring effective September 1, 2011. Mr. Leininger stated he has enjoyed working with the Board over the years and thanked the Board for its support.

**IX. Board Member/Other Comment**

Mr. Blank handed out the six Board policies which need attention in order to comply with COV Section 53.1-5. Included for each was a summary of his thoughts on how the Board might proceed. He asked that the Director provide support and guidance as to the next step in the process. The Director indicated Mr. Jim Bruce handles the procedures for the Department and will work with the Board on this project.

Chairman Decker indicated Mrs. Alksne was anxious to have direction on the approach to counting beds. The Director indicated there has been some progress on how the Legislature wants to have this accomplished, which will be communicated shortly.

**X. Future Meeting Plans (provided for informational purposes)**

**The September 21, 2011, meetings are scheduled as follows:**

**Liaison Committee – 9:30** a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia;  
**Correctional Services/Policy & Regulations Committee – 10:30** a.m., Board Room,  
6900 Atmore Drive, Richmond, Virginia;  
**And Board Meeting – 1:00** p.m., Board Room, 6900 Atmore Drive, Richmond, Virginia.

**XI. Adjournment**

There being nothing further, by **MOTION** duly made by Mr. Washington, seconded by Mr. Osborne and **APPROVED** by verbally responding in the affirmative (Blank, Boshart, Cabacoy, Osborne, Paige, Washington), the meeting was adjourned.

There were no questions and there was no further discussion. There were no opposing votes. The Chairman then voted his approval of the Motion. Mrs. Alksne was absent and there is one vacancy. The Motion carried.

*(Signature copy on file)*

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PETER G. DECKER, III, CHAIRMAN

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B. A. WASHINGTON, SR., SECRETARY