

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

Regular Meeting .. .....November 16, 2004

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

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

Present .....Clay Hester, Board of Corrections  
Bobby Mitchell, Board of Corrections  
Jimmy Burrell, Board of Corrections  
Jacqueline Fraser, Board of Corrections  
W. Alvin Hudson, Board of Corrections  
John Roberts, Newport News City Farm  
Chris Webb, Blue Ridge Regional Jail  
Sandra Thacker, Peumansend Creek Regional Jail  
Frederick D. Hildebrand, CFFW Regional Jail  
Thomas D. Jones, Charlotte County Jail  
Stuart Kitchen, Sheriff, Sussex County Jail  
Jack Dewan, Virginia Association of Regional Jails  
James W. Matthews, Compensation Board  
Robyn Desocio, Compensation Board  
Gary Bass, Classification and Records, DOC  
Jim Parks, Classification and Records, DOC  
Ron Elliott, Compliance and Accreditation, DOC  
Bert Jones, Architecture and Engineering, DOC  
Donna Foster, Compliance and Accreditation, DOC

**I. September Minutes**

Minutes from the September 14, 2004 meeting were motioned for approval, seconded and passed.

**II. Minutes Summary**

- Mr. Cherry introduced Robyn Decosio who will represent the Compensation Board upon Jim Matthews’ retirement. This will be Mr. Matthews last meeting with the Liaison Committee. Mr. Matthews will be missed, and all committee members wished him the best for his retirement.

- Bert Jones presented the construction program for the Department of Corrections. Kellogg, Brown and Root missed the substantial completion date in the construction of the new facility at St. Brides and were in liquidated damages effective November 14, 2004. The revised schedule offered by Kellogg, Brown and Root expects completion now as January 21, 2005. Mr. Jones asked the construction company to review their schedule and provide a realistic schedule for this project. The two new medium security prisons in Tazewell and Pittsylvania counties and the Deerfield expansion are moving along basically on schedule. The two new medium security prisons as well as the Deerfield expansion went before the Art and Architecture Review Board and all were unanimously approved by the entire board. All of these preliminary design plans will go before the Department of General Services to begin review for building permits. Hopefully, these projects will open in 2007.
  
- Ron Elliott presented the population report. Mr. Cherry commented that the out of compliance rate was lower than one year ago, possibly being twice the number of the November report. Gary Bass added that part of the reduction was due to the return of the out of state inmates and noted that the female capacity had increased by 107 beds making the female out of compliance number 59. He went on to say that the funding for jail contract beds has always been at 300 but will be raised incrementally to 500. Negotiations are underway with some jail to increase the jail contract beds. Stuart Kitchen asked the status of the temporarily closed beds at Pocahontas Correctional Unit #13 and Sussex I State Prison. Mr. Bass stated that he expected them to remain closed until the first of the year. Chris Webb asked when the Connecticut inmates would be returned and Mr. Bass responded that he thought they would be gone by the end of the year, earlier than originally anticipated. Once they are out, the DOC will have approximately 18 out of state inmates that will be retained. 15 from the Virgin Islands and 3 from Hawaii. Mr. Cherry asked about the 20 bed increase in the jail capacity. Mr. Elliott noted that the increase was at Northampton as temporary capacity. The construction update of jail projects includes Middle River with underground piping completed, floor slabs and the exterior walls installed. Virginia Beach City Jail has a new updated completion date of February 5, 2005. Southwest Virginia Regional Jail requested additional construction funding reimbursement for their project. Chesterfield County Jail has housing levels have been completed, roof and exterior brick construction is underway and the masonry is approximately 80% complete. Eastern Shore Regional Jail is in design development which is about a two month delay in development but this has not changed the expected completion date. The Botetourt and Craig County Regional Jail is in design development which is expected to be completed by December 6, 2004. Prince William/Manassas Adult Detention Center has a revised expected completion date of March or April 2007. Clark/Fauquier/Frederick/Winchester Regional Adult Detention Center went before the Correctional Services committee to request approval of the community based corrections plan and a planning study and they are requesting some standards modifications.

- Jim Matthews discussed the pending 4.82% salary increase for deputies, officers and the sheriff and a 3% increase for support staff. He noted that each 1% increase costs about \$3.3 million. Also with the reported surplus, there will be many individuals and groups interested in getting a portion of the additional money. The funding increase for the jail contract bed program became effective beginning in November and 20 beds will be added each month until a total of 500 have been reached. An addendum has been submitted for the 2006 budget including a request for funding to staff the Loudoun County expansion as well as the Southwest Regional Jail, Middle River and Virginia Beach Jails.
- Mr. Matthews mentioned that the fourth quarter per diems may be funded according to the forecast committee, which had not previously been funded. Mr. Matthews noted that he had looked at the out of compliance numbers from November 2003 and there has been a 38% decrease from last November until this November (2004). A new reimbursement system to replace the State Network Information Program (SNIP) is set to come on line beginning January 1, 2005. The new system changes the process of setting salaries or adjustments to salaries. It will use pay bands eliminating the need to promote a person in order to give a salary increase. This is the system used by the state as well.
- The committee expressed their appreciation of the services provided by Jim Matthews and welcomed Robyn Desocio as the future representative of the Compensation Board.

By motion duly made by Chairman Roy Cherry and seconded by several members present, the meeting adjourned.