

**RAPPAHANNOCK REGIONAL JAIL AUTHORITY**  
**MEETING MINUTES**  
**January 26, 2023**

**PRESENT**

Sheriff Roger Harris  
Spotsylvania County

Chief Brian Layton  
City of Fredericksburg

Sheriff Scott Foster  
City of Fredericksburg

Sheriff David Decatur  
Stafford County

Mr. Tim Barody  
City of Fredericksburg

Mr. Chris Miller  
King George County

Mr. Travis Bird  
Spotsylvania County

Mr. Ed Petrovitch  
Spotsylvania County

Ms. Crystal Vanuch  
Stafford County

Mr. Randal Vosburg  
Stafford County

Mr. Terrence Collins  
King George County

**ABSENT**

Sheriff Chris Giles  
King George County

**OTHERS**

Col. Kevin Hudson, Superintendent  
Mr. Eric Gregory, Hefty & Wiley, P.C  
Ms. Beth Healy  
Ms. Santana Thelen  
Lt. Col. J.V. Tully  
Ms. Renea Randle  
Ms. Lisa Walker  
Mr. Edwards, Stafford County Utilities

Chief Layton, Vice Chairman, called the meeting of the Jail Authority Board to order at 1:00 p.m. on Thursday, January 26, 2023, in the Rappahannock Regional Jail Roll Call Room.

Sheriff Giles requested Roll Call:

Sheriff Giles	Absent
Sheriff Foster	Present
Sheriff Decatur	Present
Sheriff Harris	Present
Chief Layton	Present
Mr. Bird	Present
Mr. Petrovich	Present
Mr. Vosburg	Present
Mr. Collins	Present
Ms. Vanuch	Present
Mr. Miller	Present
Mr. Baroody	Present

Chief Layton stated that the Jail Authority had a quorum. Sheriff Decatur left the meeting at 1:31 pm.

Sheriff Decatur led the Invocation and Chief Layton led the Pledge of Allegiance.

#### **APPROVAL OF AGENDA**

Sheriff Harris made a motion to approve the Agenda as presented. Ms. Vanuch seconded the motion. The motion to approve the Agenda passed unanimously.

#### **APPROVAL OF MEETING MINUTES**

Ms. Vanuch made a motion to approve the October 27, 2022, meeting minutes. Ms. Vanuch seconded the motion. The motion passed unanimously. Mr. Collins abstained from voting, as he was not present at the meeting.

#### **PUBLIC COMMENT**

No public comment was presented.

#### **OLD BUSINESS**

##### **Stafford County Utilities – Operations Committee Update**

The Operations Committee met with Mr. Edwards from Stafford County Utilities on October 7, 2022, to discuss the violation that had been issued to the Jail. Mr. Edwards presented to the Operations Committee that Stafford County would assume all structural fixes, to include installing a bar screen mechanism, as well as electrical and maintenance to all new equipment. The Jail would assume responsibilities and financial cost for dumping the container of removed debris. The Operations Committee voted to approve the proposed plan, and recommends that the full board approve the recommendation from Stafford County. Mr. Edwards stated that Stafford County should have the work ready to bid by Summer of 2023. Mr. Miller made a motion to approve the recommendation. Sheriff Harris seconded the motion. The motion passed unanimously.

#### **NEW BUSINESS.**

##### **2022 ACFR**

Mr. Andrew Grossnickle of Robinson, Farmer & Cox Associates presented the Financial Statements for the year ending June 30, 2022. He stated that the Independent Auditors' Report states that the financial statements are materially correct; the audit was performed in accordance with all auditing standards, and is unqualified and clean opinion. He stated that the Annual Comprehensive Financial Report (ACFR) had been prepared for the Jail and would be submitted to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement and Excellence in Financial Reporting. The Jail has received this award every year since 2010.

##### **New Policy Submissions:**

##### **All Virtual Public Meetings**

Mr. Eric Gregory presented new policies All Virtual Public Meetings and Remote Participation in compliance with new provisions of FOIA added by the General Assembly in Virginia in 2022. He stated the policy All Virtual Public Meetings would allow the Jail Authority Board to meet virtually, up to twice a year, under certain restrictions. Mr. Bird made a motion to approve the policy as submitted. Sheriff Harris seconded the motion. The motion passed unanimously.

Ms. Vanuch was not present for the vote. The second policy presented was Remote Participation, which allows members to attend virtually, meeting certain requirements. Mr. Bird made a motion to approve the policy. Sheriff Harris seconded the motion. The motion passed unanimously.

Mr. Petrovich presented the Fund Balance Policy. He stated that it has been used by the Finance Committee for several years, but has not but approved by the full Authority Board. Sheriff Harris made a motion to approve the policy. Ms. Vanuch seconded the motion. The motion passed unanimously.

### **FY'24 Budget Submission**

Mr. Petrovitch presented the FY'24 Budget. Mr. Petrovitch recommended that the Authority approved the recommended budget in the amount of \$46,434,950.00. Ms. Vanuch asked what would happen if one locality did not approve the budget. Mr. Gregory stated that the locality would be in violation of the Service Agreement. Each locality is represented on the Jail Authority Board, who can recommend approval or disapproval of the budget. Once the budget is approved by the Authority Board, all localities must fund as required by the Service Agreement. Refusal to pay would cause the locality to go into default. Ms. Vanuch clarified that Jail Authority adoption of the budget forces each locality to adopt the budget. Mr. Gregory stated that yes, the localities will now be required to fund the budget. Mr. Collins asked salary increase questions regarding the percentages specific to King George County. Ms. Healy stated she would need to process those numbers and get back to him later in the meeting. Ms. Vanuch expressed concerns regarding the placement of sworn employees on a scale, and asked to see the scale that is used, and would like to understand how the scale will grow. Superintendent Hudson stated that sworn employees are being plotted on the scale, and the scale would only be used as a matrix to decompress salaries based on years of service. Employees will not be placed on a scale to be used in future budget years. Ms. Vanuch asked for more information to take to her Board. Mr. Baroody stated that while the Finance Committee has had the advantage to fully vet the budget, the full Board has not had the same timeframe. He further made a motion for a Special Meeting to discuss the budget after all Board members have had time to review the submitted Budget. Mr. Petrovitch stated that the Finance Committee has tried unsuccessfully for several years to pace the local jurisdictions for the starting salary of Jail Officers. He stated that even with the current proposed pay increases, the Jail will still not keep pace. The Finance Committee would like to fill the many vacancies to help reduce overtime payments. Ms. Vanuch again stated that she would like more information to present to her Board of Supervisors, in order to support the proposed pay increases. Mr. Petrovitch clarified that the budget does not include any of the vacant sworn positions – the budget is based strictly on filled positions. If the positions were to be filled, the Jail would come to the Authority Board for a budget amendment to increase the budget. Ms. Vanuch asked if any additional monies will be coming to the Jail from the State. Staff stated they would find out. Mr. Miller reminded the Board of the Mr. Baroody's open motion, and seconded the motion. Chief Layton tabled the budget discussion and stated that a Special Meeting of the Authority Board will be called for Thursday, February 23, 2023. He requested that all questions and concerns regarding the presented budget be submitted by email to Mr. Petrovitch and copied to Superintendent Hudson no later than February 2, 2023, so that all questions can be adequately addressed at the Special Meeting. Mr. Gregory clarified that emailing Mr. Petrovitch and copying Superintendent Hudson, and not the entire Board to start a discussion, was within FOIA law and would not constitute a meeting.

### **ACTION ITEMS FOR APPROVAL**

No Action Items were presented at the meeting.

### **SUPERINTENDENTS REPORTS**

Superintendent Hudson stated that Out of Compliance numbers continue to stay low. Superintendent Hudson stated that the PREA Audit was included in the reports for the Boards review. Superintendent Hudson stated that the April 27, 2023, meeting would again include staff recognition and lunch for the Authority Board. This was previously removed due to Covid-19 restrictions.

### **ADJOURN**

Ms. Vanuch made a motion to adjourn. Sheriff Harris seconded the motion. The January 22, 2023, meeting adjourned at 2:02p.m.

Respectfully submitted:

Approved:

Santina Thelen, Recording Secretary

Sheriff Giles, Chairman