

FINAL/APPROVED MINUTES
THE VIRGINIA BOARD OF CORRECTIONS

The Virginia Board of Corrections (Board) met on Wednesday, October 18, 2017 at the Department of Corrections (VADOC) Headquarters, 6900 Atmore Drive, Richmond, Virginia 23225.

MEMBERS PRESENT: Phyllis Randall, Chairman
Bobby Vassar, Vice Chairman
John F. Anderson, Jr., Secretary
William T. Dean
Sheriff Vernie Francis, Jr.
Olivia Garland, Ph.D.
Sheriff Charles Jett
Heather Masters, M.D., SFHM, FACP
Reverend Kevin L. Sykes

BOARD COUNSEL: Phillip O. Figura, Esq., Office of the Attorney General

MEMBERS ABSENT: None

VADOC STAFF PRESENT: Erma Locust, Compliance Certification and Accreditation Unit
Donna Lawrence, Compliance, Certification and Accreditation Unit
Bob Casey, Compliance, Certification and Accreditation Unit
Jim Bruce, Policy and Initiatives Unit

GUESTS PRESENT: Katy Evans, Richmond Times Dispatch

CALL TO ORDER

Chairman Randall called the meeting to order.

DETERMINATION OF QUORUM

Chairman Randall determined there was a quorum present.

WELCOME AND INTRODUCTIONS

Chairman Randall welcomed everyone in attendance.

APPROVAL OF SEPTEMBER BOARD MINUTES

Chairman Randall presented the September 20, 2017 minutes for review and approval.

Upon a **MOTION** by Chairman Randall and duly seconded, the members voted unanimously to **APPROVE** the September 20, 2017 Board meeting minutes.

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PUBLIC COMMENT PERIOD

None

PRESENTATIONS

Jim Bruce

Mr. Bruce reviewed the Board of Corrections' members' approval of the new Board policy and By-Laws in the September meeting adding that they would be signed into policy by Chairman Randall today. He advised of the new Board of Corrections' website noting that the policy would be linked once it was fully established and that the By-Laws could be linked as well if it was the wish of the members. Mr. Bruce provided handouts of the computer and smartphone views of the website. Chairman Randall asked that the name be listed by office beginning with chairman, vice-chairman and secretary. She also asked that credentials be listed for all or none according to the wishes of the majority of the members for consistency. Donna Foster, Board of Corrections Support staff will be linked as the contact person for the website. Mr. Bruce advised that Donna Lawrence had been very involved in assisting the webmaster with preparation of the website design. Mr. Anderson was accidentally excluded from the initial information, but that will be corrected prior to the website going live. Vice-Chairman Vassar asked that all statutory regulation be listed and linked as well. Chairman Randall also requested a FAQ section.

The Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities passed the review by the Office of the Attorney General and the Department of Planning and Budget. It now goes to the Secretary of Public Safety and then to the Office of the Governor. Once those offices approve the standards, it will be posted in the Virginia Register and will become effective thirty days after posting.

Erma Locust

Ms. Locust explained the differences between the annual inspections and the triennial audits.

LIAISON COMMITTEE UPDATE

Mr. Anderson provided an overview of the Funding and Budget Issues Report, Prison Population Report, the Jail Construction Update, Offender Management Services Update as well as other business.

Mr. Anderson reported that Chairman Timothy Trent officiated at the Liaison Committee. The September 20, 2017 minutes were unanimously approved.

Mr. Anderson reported that Ms. deSocio did not attend the October Liaison Committee meeting, therefore there was no report on funding and budget issues.

Mr. Anderson reported that Mr. Casey reported the jail construction updates. Mr. Casey reported that Chesapeake Correctional Center set up several temporary structures that the General Assembly ordered removed within five years as housing facilities in 2013 and instructed them to build or expand the current facility to serve as housing. This was due to be completed by the spring of 2018. All offenders will be moved from the temporary housing structures to the

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existing facility and to the new expansion once it is completed. Completion is expected in April of 2018. No extension request is expected.

Mr. Anderson reported that Jim Parks reported the out-of-compliance total as 2,885, with 2,478 being male and 407 being females. Mr. Parks also reported that Virginia Correctional Center for Women recently was expanded during a renovation, adding 150 beds. Fluvanna Correctional Center for Women added 44 reception beds as well.

ADMINISTRATION COMMITTEE UPDATE

No Administration Committee meeting was held.

CORRECTIONAL SERVICES COMMITTEE UPDATE/Policy & Regulations

LOCAL FACILITIES SECTION – STAFFING/FUNDING AND UNANNOUNCED INSPECTIONS:

Reverend Sykes reported for the Correctional Services Committee.

By recommendation of the Compliance, Certification and Accreditation Unit to approve as follows:

Unconditional certification as a result of 100% compliance for:

Western Virginia Regional Jail

Upon a *Motion* by Mr. Anderson and duly seconded, the members voted unanimously to *Approve* the above recommendation.

The Board of Corrections chose to Table the recommendations for Unconditional Certification until the November meeting to be provided further information in regard to the out of compliance standards. They requested additional information regarding documentation of detainees held in the lockup by **Fluvanna County Lockup** and fire inspection updates for **Virginia Beach Lockup #3**.

Upon a *Motion* by Chairman Randall and duly seconded, the members voted unanimously to *Table* the above recommendations until the November meeting.

The Board of Corrections, in recognition of the outstanding achievement of 100% compliance with standards, approves the suspension of the 2017 annual inspections for the Western Virginia Regional Jail.

Upon a *Motion* by Mr. Anderson and duly seconded, the members voted unanimously to *Approve* the above recommendations.

CLOSED SESSION

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None

ADDITIONAL ITEMS FOR DISCUSSION

Chairman Randall asked permission from the attendees to write a letter to Mr. Clarke, Director, Virginia Department of Corrections requesting that he or his designee attend all future Board of Corrections' meetings. There were no objections.

Chairman Randall also expressed her concerns about Board of Corrections Standard 6VAC15-40-140, *Inmate Exercise*.- ... Shortage of staff shall not hinder inmate access to physical exercise. Exceptions for inclement weather or risk to security shall be documented. LHS

Chairman Randall noted that she felt that the standard was impossible to meet and suggested that the Board review the current standards.

Chairman Randall also advised that she and Vice-Chairman Vassar are willing to address the General Assembly on behalf of the Board of Corrections regarding any issue of concern by Board members and welcomed any suggestions.

The attendees expressed concern that the Jail Review Committee has yet to begin meeting after being created. The Board members asked to begin meeting at the November meeting. They also had concerns about the hiring of their staff, an investigator and an administration staff person, to begin the duties of jail death reviews.

FUTURE MEETING DATES

November 15, 2017

ADJOURNMENT

There being no further business to discuss before the Board of Corrections, upon a *Motion* by Chairman Randall and duly seconded, the meeting was *Adjourned* by unanimous vote.

APPROVED:

Phyllis J. Randall, Chairman

John F. Anderson, Jr., Secretary