

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

Regular Meeting .....May 17, 2023; 9:30 a.m.

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

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

Present.....The Honorable Vernie Francis, Chairman, Board of Local and Regional Jails  
The Honorable Charles Jett, Vice Chairman, Board of Local and Regional Jails  
Dr. Cleopatra Booker, Secretary Board of Local and Regional Jails  
Tiffany Jenkins, Board of Local and Regional Jails  
Michael Carrera, Board of Local and Regional Jails  
Ryan McCord, Executive Director, Board of Local and Regional Jails  
Alison Lautz, 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  
Colleen Maxwell, Policy Analyst, Board of Local and Regional Jails  
Jamie-Reese Robertson, Board of Local and Regional Jails  
Katherine Elliot, Board of Local and Regional Jails  
Ayesha Osborne, Board Counsel, Office of the Attorney General

Upon determination of a quorum, Committee Vice Chair, Mr. Jett called the meeting to order. Vice Chairman Jett presided until the arrival of Chairman Sherrod. Upon arrival, Chairman Sherrod presided.

**Approval of Minutes**

The April 19, 2023 minutes were brought before the Committee for approval.

Upon a *Motion* by Mr. Carrera with a second by Mr. Jett, the attending members voted unanimously to *Approve* the April 19, 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 Chairman Francis 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**  
**Michael Wachsmuth**  
**Ayesha Osborne**

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

### **Closed Session**

Chairman Francis 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 Chairman Francis and a second by Mr. Carrera, the attending members voted unanimously to *Approve* the above recommendation.

### **Reconvene Open Session**

Upon the members' return to open session, Chairman Francis 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.**

All members in attendance certified by Roll Call.

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

The following was offered by Chairman Francis as a motion:

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

**Robyn deSocio, telephonically, in addition to those mentioned previously.**

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

**Closed Session**

Chairman. Francis 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 Chairman Francis and a second by Mr. Carrera, the attending members voted unanimously to *Approve* the above recommendation.

**Reconvene Open Session**

Upon the members' return to open session, Chairman Francis 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.**

All members in attendance certified by Roll Call.

**Actions**

Chairman Francis 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	
21-0033	21-0068
21-0045	

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

Chairman Francis 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 case be recommended to the Full Board for closure:**

**Case Number: 21-0040**

Upon a ***Motion*** by Chairman Francis with a second Mr. Carrera, the attending members voted unanimously to ***Approve*** the above recommendations.

**Recommendations for Changes to Board Standards**

None

**General Discussion**

None

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

DRAFT