

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

Regular Meeting.....May 16, 2018

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

Presiding.....Timothy Trent, Chairman

Present..... John F. Anderson, Board of Corrections  
William T. Dean, Board of Corrections  
Vernie W. Francis, Jr. Board of Corrections  
Bobby Vassar, Board of Corrections  
Steve Goff, Board of Corrections  
Brian Sutherland, Board of Corrections  
Sheriff Stephen Draper, Martinsville Sheriff’s Office  
Keith Lockridge, Charlotte County Sheriff’s Office  
Bill Wilson, RSW Regional Jail  
Matt Marstellar, Blue Ridge Regional Jail  
Dick Hall-Sizemore, Department of Planning and Budget  
Kelly Richard, Department of Planning and Budget  
Robyn deSocio, Compensation Board  
James Bruce, Department of Corrections  
Rebecca Hancock, Department of Corrections  
James Parks, Department of Corrections  
Bob Casey, Department of Corrections  
Donna Foster, Department of Corrections

The meeting was called to order and Chairman Trent welcomed all attendees.

**I. Committee Chairman**

Chairman Trent called for a motion to approve the March 21, 2018 minutes. Chairman Trent noted that the minutes reflected him as “acting” chairman. Ms. deSocio made numerous changes to the minutes as noted on a paper copy.

Upon a **MOTION** and duly seconded, the March 21, 2018 minutes were unanimously **APPROVED**, as amended.

**II. Funding and Budget Issues (Ms. Robyn deSocio, State Compensation Board)**

Ms. deSocio reported that the Budget has not yet been approved, and the Compensation Board is awaiting approval. No changes are expected to the salary increases.

There are some personnel changes at the Compensation Board that will affect local facilities. The current LIDs analyst, Kari Jackson, is still there and will get a LIDs technician, Hank Foley who will provide assistance to the jails. Also, the LIDs auditor, Oliver Bradshaw, will be retiring in the next few months and two new auditors will be hired to fill his and another position.

**III. Prison/Local Jail Population Report and Jail Construction Update – Mr. Bob Casey**

Mr. Casey reported that Chesapeake Correctional Center has experienced some delays in their expected completion date. Substantial completion is expected by May 28<sup>th</sup> and final completion is expected by July 12<sup>th</sup>. Prince William/Manassas Regional Jail's Phase II renovation is underway with the parking lot, façade removal and lot grading in process. They are anticipating a completion expectation of the fall of 2020. Piedmont Regional Jail is expected to be complete this fall.

**IV. Offender Management Service Update - Mr. Jim Parks**

Jim Parks reported the out-of-compliance total was 3,666 with 3,297 being male and 369 being female. The Keen Mountain Correctional Center renovation had a minor delay and once complete, similar renovations are expected to begin at Buckingham and Nottoway Correctional Centers. They are reviewing possible ways to add beds at Fluvanna Correctional Center for Women and considering adding medical and mental health staff to provide additional services to potentially increased bed space at Central Virginia Correctional Unit #13 in Chesterfield County.

**V. Policy and Initiatives Unit- Mr. Jim Bruce**

*The Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities* implementation process has been completed.

Mr. Bruce advised of new legislation from the 2018 session requiring state institutions and jails to implement a standard requiring the provision of feminine hygiene products to females at no charge. This will require regulatory action, hopefully as a fast-track action as the issue is not considered controversial and is a legislative mandate.

**VI. Other Business**

Chairman Trent asked the jail investigators for an update on the serious incident investigations. Mr. Goff responded that 18 cases have been presented to the Board of Corrections to date and successfully closed. They are working on formatting a report mandated

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to be provided to the governor, the speaker of the House of Delegates and the President pro tempore of the Senate of Virginia.

Chairman Trent asked if the investigation reports will be available by Freedom of Information Act request, to which Mr. Goff advised that it would not as the report will contain confidential medical and/or mental health information.

I. **Other Comments**

There being nothing further, by ***MOTION*** duly made and seconded, the meeting was ***ADJOURNED***.