

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

**APPROVED 01/18/2023**

Regular Meeting.....December 14, 2022; 10:00 a.m.

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

Presiding.....Roland Sherrod, Committee Chairman

Present.....Roland Sherrod, Board of Local and Regional Jails  
                  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  
                  Dr. Anita Maybach, Board of Local and Regional Jails  
                  Amanda Trent, Board of Local and Regional Jails  
                  Ryan McCord, Executive Director, Board of Local and Regional Jails  
                  Alison Lutz, 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  
                  Stacie Sessoms, Office of the Attorney General, Board Counsel

Upon determination of a quorum, Committee Chairman Sherrod called the meeting to order.

**Approval of Minutes**

The November 16, 2022 minutes were brought before the Committee for approval.

Upon a *Motion* by Sheriff Jett and a second by Dr. Maybach, the attending members voted unanimously to *Approve* the November 16, 2022 Jail Review Committee meeting minutes.

**Public Comment**

None

**Presentation**

None

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

The following was offered by Sheriff Jett 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:

Stacie Sessoms  
Ryan McCord  
Alison Lautz  
Colleen Maxwell  
Tawana Ferguson

Upon a *Motion* by Sheriff Jett and duly seconded, the attending members voted unanimously to *Approve* the above recommendations.

### Closed Session

Sheriff Jett 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 Sheriff Jett and duly seconded, the attending members voted unanimously to *Approve* the above recommendations.

### Reconvene Open Session

Upon the members' return to open session, Dr. Maybach 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**

Sheriff Jett 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	
21-0028	22-0001
21-0022	22-0005
22-0023	

Upon a *Motion* by Sheriff Jett and duly seconded, the attending members voted unanimously to *Approve* the above recommendations.

**General Discussion**

None

**Other Comments**

There being nothing further, the meeting was *Adjourned*.