

**COMMONWEALTH OF VIRGINIA  
BOARD OF LOCAL AND REGIONAL JAILS  
MEETING MINUTES  
APPROVED 3/15/23**

REGULAR MEETING.....February 15, 2023, 12:00 PM

LOCATION.....6900 Atmore Drive, Richmond, Virginia

PRESIDING.....Vernie Francis, Chairman

BOARD MEMBERS PRESENT:     The Honorable Vernie Francis, Chairman  
  The Honorable Charles Jett, Vice Chairman  
  Dr. Cleopatra Booker, Secretary  
  Tiffany Jenkins  
  Christopher Strom  
  Roland Sherrod  
  Dr. Anita Maybach

BOARD MEMBERS ABSENT:     Michael Carrera  
  Amanda Trent

EXECUTIVE DIRECTOR:         Ryan C. McCord, Executive Director

BOARD STAFF PRESENT:       Tawana Ferguson, Regulatory Compliance Supervisor  
  John Rock, Jail Death Investigator  
  Alison Lautz, Jail Death Investigator  
  Colleen Maxwell, Policy Analyst  
  Ashley Gordon, Executive Secretary

GUESTS PRESENT:             Jake Petzold, Office of the Secretary of Public Safety and  
  Homeland Security  
  Tony Nelson, Department of Criminal Justice Services  
  Lt. Col. Charles Armstrong, Riverside Regional Jail

**CALL TO ORDER**

Chairman Francis called the meeting to order at 1:30 p.m.

**DETERMINATION OF QUORUM**

Chairman Francis determined there was a quorum present.

**APPROVAL OF JANUARY BOARD MINUTES**

The January 18, 2023 minutes were approved by motion of Dr. Booker, second by Mr. Sherrod.

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**PUBLIC COMMENT PERIOD**

No one present to offer comments.

**PRESENTATIONS**

No presentations.

**JAIL REVIEW COMMITTEE REPORT**

**A) Case Recommendations:**

**1. Mr. Sherrod read the motion below as follows:**

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 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:

<b>Cases</b>	
20-0020	21-0051
22-0033	22-0052
21-0070	21-0017
21-0046	21-0048

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

**2. Mr. Sherrod 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(s) be recommended to the Full Board for closure:

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Case 21-0011

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

**B) Discussion of Reports from Committee to other governmental entities.**

Following discussion, the consensus of the Board was that Board staff, through the Executive Director, be empowered to report issues discovered during investigations to other regulatory or law enforcement entities when those issues fall outside of the purview of the Board but may need other intervention. The Board Chairman will be consulted prior to a report being made by the Executive Director.

**REPORT OF NOMINATING COMMITTEE**

Vice Chairman Jett reported that the nominating committee offered the following slate for Board Officers:

Chairman – The Honorable Vernie Francis  
Vice Chairman – The Honorable Charles Jett  
Secretary – Dr. Cleopatra Lightfoot-Booker

**ELECTION OF OFFICERS**

Vice Chairman Jett offered the following: I move that the slate officers presented by the Nominating Committee be voted into office.

Upon a *Motion* by Vice Chairman Jett with a second by Mr. Strom, the attending members voted unanimously to *Approve* the above recommendation.

**ADDITIONAL ITEMS FOR DISCUSSION**

Mr. McCord discussed the caseload for the jail death investigations. He stated that after discussion with both Chairman Francis and the Secretary of Public Safety and Homeland Security's Office, he would like to use the Board's policy analyst, Colleen Maxwell, as third jail death investigator when caseload demands increase.

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Dr. Booker offered the following: I move that Colleen Maxwell be authorized to conduct jail death investigations as needs dictate.

Upon a *Motion* by Dr. Booker with a second by Mr. Strom, the attending members voted unanimously to *Approve* the above recommendation.

Vice Chairman Jett asked what the possibility of adding another position would be. Mr. McCord stated he would inquire. Dr. Booker added that in addition to a third jail death investigator it would be important to get technology for better data management to enhance efficiencies. The consensus of the Board was that Mr. McCord should proceed with the request.

**ADJOURNMENT**

There being no further business to discuss before the Board of Local and Regional Jails, upon a *Motion* by Dr. Booker and duly seconded, the meeting was *adjourned*.