

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

**APPROVED 9/21/22**

Regular Meeting.....August 17, 2022; 9:30 a.m.

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

Presiding.....Roland Sherrod, Committee Chairman

Present.....Charles Jett, Board of Local and Regional Jails  
                          Anita Maybach, M.D., Board of Local and Regional Jails  
                          Cleopatra Lightfoot-Booker, PsyD, 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  
                          Tawana Ferguson, Local Facilities Manager, 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 Roland Sherrod called the meeting to order.

**Approval of Minutes**

The July 20, 2022 minutes were brought before the Committee for approval.

Upon a *Motion* by Mr. Jett and seconded by Dr. Maybach, the attending members voted unanimously to *Approve* the July 20, 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 Mr. 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  
John Rock  
Colleen Maxwell**

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

**Closed Session**

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

**Reconvene Open Session**

Upon the members' return to open session, Mr. Jett 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 Mr. 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:**

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Ryan McCord  
Alison Lautz  
John Rock  
Colleen Maxwell  
Tawana Ferguson**

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

**Closed Session**

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

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**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 Mr. Jett as a motion:

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**Names of the individuals to be included:**

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Ryan McCord  
Alison Lautz  
John Rock  
Colleen Maxwell  
Tawana Ferguson**

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

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

**Reconvene Open Session**

Upon the members' return to open session, Mr. Jett 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 note.

All members in attendance certified by Roll Call.

**Actions**

Mr. 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	
21-0026	21-0067
21-0059	21-0066
21-0073	20-0037
21-0031	21-0034
22-0021	

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

Mr. 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 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 cases be recommended to the Full Board for closure:

Cases	
21-0044	20-0028
21-0069	20-0019
21-0012	22-0011

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

**General Discussion**

None

**Other Comments**

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