

COMMONWEALTH OF VIRGINIA
BOARD OF CORRECTIONS

Regular Meeting	November 15, 2006
Location	6900 Atmore Drive Richmond, Virginia
Presiding	Sterling C. Proffitt, Chairman
Present	James H. Burrell Peter G. Decker, III Jacqueline F. Fraser W. Alvin Hudson, Jr. Gregory M. Kallen Raymond W. Mitchell James R. Socas W. Randy Wright

10:00 a.m., Wednesday, November 15, 2006
6900 Atmore Drive, Richmond, Virginia

The meeting was called to order. Mr. Proffitt welcomed all those present. The roll was called by Mrs. Woodhouse. No members were absent.

I. Board Vice Chairman (Mr. Proffitt)

1) Appointment of Nominating Committee to Elect Board Officers

In September, Mr. Proffitt asked Ms. Fraser and Messrs. Hudson and Kallen to sit on the Nominating Committee, with Ms. Fraser acting as Committee chairman.

Today, Mr. Proffitt asked the Committee members to depart the meeting room to reconvene to discuss nominations for the 2007 slate of Officers. They did so and a short recess was taken. When the Committee completed their deliberations, they returned to present their report.

2) Report of Nominating Committee/Election of Board Officers

At this time, the Board meeting was reconvened with the Vice Chairman requesting the Committee's report. Committee Chairman Fraser proposed the following slate of Officers: **Sterling Proffitt, Chairman; James H. "Jimmy" Burrell, Vice Chairman; and Raymond W. "Bobby" Mitchell, Secretary.**

There were no other nominations from the floor, and the vote went forward on the proposed slate in total. **By MOTION duly made by Mr. Wright, seconded by Mr. Socas and unanimously approved as presented by verbally responding in the affirmative (Decker, Hudson, Kallen, Mitchell, Wright) the Slate of Officers was APPROVED.**

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required, and **the three Committee members ABSTAINED from voting.**

3) **Appointments to Board Committees for 2007**

Mr. Proffitt, the newly elected Board Chairman, thanked the members for their support. He then went on with the Board Committee Appointments section of the meeting. He stated he had canvassed the members for their choices for Committee assignments and announced the 2007 Board Committee membership to be as follows:

Liaison Committee: Burrell (Vice Chair), Fraser, Hudson, Mitchell

Correctional Services/Policy & Regulations Committee: Fraser (Chair), Hudson (Vice Chair), Burrell, Mitchell

Administration Committee: Wright (Chair), Kallen (Vice Chair), Decker, Socas

Each member accepted their new assignment, and the Chairman thanked them for accepting. He also reiterated the fact that the Board Chairman is *ex officio* of all Board Committees.

4) **Motion to Approve September Board Minutes**

The Chairman called for a Motion to approve the September Board minutes.

By MOTION duly made by Mr. Wright and seconded by Mr. Hudson, the minutes were APPROVED as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

II. **Public/Other Comment (Chairman)**

At this time, Mr. Proffitt asked if there was anyone present from the general public who wished to address the Board. There was no one. He then asked the Board members for their thoughts on establishing a time limit for members of the general public wishing to address the Board. There was some discussion among the members at this time with the consensus being that a five-minute time limit will be set in the future, which limit can be adjusted at the Chairman's discretion.

By MOTION duly made by Mr. Wright and seconded by Mr. Mitchell, the decision to limit future remarks to the Board to five minutes was APPROVED as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There was no further discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

III. Presentation to the Board (Mr. Johnson)

The Director noted there was no presentation but wanted to bring the Board up to date on some personnel moves in the Department. He stated that Mr. Rufus Fleming, former Institutional Regional Director for the Eastern Region, has been transferred to the Assistant Deputy for Community Corrections position at Headquarters. Prior to this change, each Community Regional Director was responsible for the community facilities (diversion/detention centers) in his or her region. Now they will fall under Mr. Fleming.

Mr. Buck Rogers was moved from the Institutional Regional Director's position in the Central Region to the Assistant Deputy for Operations at Headquarters. This is a position which was unfilled and eliminated previously but now has been reinstated.

Mr. David Robinson, former Warden at Wallens Ridge State Prison, has been named to the Regional Director's position in the Eastern Region to replace Mr. Rufus Fleming. And Mr. G.K. Washington, the former Warden at Buckingham Correctional Center, has been named to the Regional Director's position in the Central Region to replace Mr. Buck Rogers. It was also announced that the two vacancies created by the above moves will be filled by Mr. Bryan Watson as Warden at Wallens Ridge, and Mr. Harris Diggs as Warden at Buckingham Correctional Center.

Mr. Johnson also noted the Governor has given notice through the Secretary of Public Safety of his approval of the Board's recommended names for the two new facilities currently under construction in Tazewell and Pittsylvania Counties to be Pocahontas State Correctional Center and Green Rock Correctional Center, respectively. The letter from the Secretary also announces the Governor's recommendation to the Board to rename Pocahontas Correctional Unit in Chesterfield County to avoid any confusion. The Department will be providing the Board with a suggested name change after the locality has had an opportunity to provide input.

IV. Liaison Committee (Mr. Proffitt)

Mr. Proffitt noted he and the Committee met on November 14, 2006, chaired by Chair Roy Cherry. He then went on to update the Board on the Department's capital outlay projects as provided to the Committee by Mr. Bert Jones.

St. Brides' Phase II, a Level II facility with a cost of \$32.475 million, will yield an aggregate of 800 beds between two, 400-bed units with total square footage of 104,825. Estimated completion is scheduled for September, 2007. The Tazewell project, now Pocahontas State Correctional Center, is a \$68.645 million, Level III, 1,024-bed project with 261,004 square feet, which is 80% complete. The Pittsylvania project, now Green Rock Correctional Center, is a 1,024-bed, Level III facility with 254,209 square feet at a cost of \$73.553 million. It is 85% complete and is scheduled for completion in May, 2007. And, the Deerfield expansion is on schedule for completion some time this month for 600 beds (three, 200-bed units) at a cost of \$21.908 million. It is a Level II facility with 71,105 square feet and is 98% complete. The Certificate of Occupancy was received earlier this month.

It was also noted the Department had provided the Committee with a color-coded state map showing all Department facilities spread over the three regions. Mr. Proffitt remarked that even the secure medical beds were indicated on the map by green triangles.

Mr. Proffitt went on to note an article he came across in the Charlottesville newspaper regarding the proposed site for a new prison in the Mt. Rogers Planning District (Grayson County). According to the article, a press conference was held by Senator Wampler and Delegate Carrico regarding the proposed siting and it was noted the local governing body is in support of the project as acceptance of the proposal could ultimately yield 350 new jobs in the county. The General Assembly has provided the Department \$1.5 million to identify and choose a site in the Mt. Rogers Planning District.

Mr. Proffitt noted Mr. Bill Wilson had presented the Committee with an update to the prison and jail population figures. The population figures for the Department as of November 8, 2006, were 31,623, with 22 contract prisoners. Jails had a population of 29,337 as of September 19, 2006, with 1,929 federal prisoners. Felons out of compliance as of November 13, 2006, are 2,783. Deputy Secretary Cristman was in attendance at the Committee meeting and reported the Secretary's Office is meeting monthly with the Compensation Board regarding the out-of-compliance situation. It was also reported the Jail Contract Bed/Work Release Program currently has 502 inmates placed, with 39 inmates pending placement on work release and 66 inmates awaiting movement to local jails.

Mr. Proffitt provided an update on jail construction ongoing statewide. Northampton County Jail, a 148-bed, \$17 million project, is on line for completion in December, 2006, with anticipated loading in March, 2007. Gloucester County Jail, a 52-bed, \$10 million project, is scheduled for completion in March, 2008. And in September, the Board approved Culpeper County's community-based corrections plan and approval of the planning study is before the Board today.

Mr. Cherry reported to the Committee that the first meeting regarding disaster preparedness was held on November 8, 2006, at Hampton Roads Regional Jail. Ms. Anne McRae with VDEM is coordinating.

Mr. Proffitt reported that Judge Lemmond was leaving the Liaison Committee after 20 years of dedicated service, and the Committee will be honoring him with a plaque in recognition of his years of service. To coincide with recognition by the Committee, the Board will also be recognizing Judge Lemmond and will be preparing a Resolution for presentation to him. Both presentations are anticipated for the January Board meeting.

Mr. Proffitt reported the Sheriff Jones of Charlotte County has been elected as President of the Virginia Sheriffs' Association.

The report was concluded. No action on the report was required.

V. Administration Committee (Mr. Wright)

1) Overtime Report for 1st Quarter 2007 (Period Ending September 30, 2006)

Mr. Wright noted the Committee had met and reviewed the report. There was an overtime increase in the Western Region of 13.8%, with the Central Region down and the Eastern Region up slightly. It was explained that Wallens Ridge is working on its staffing issues as is Augusta Correctional Center (Western Region). The Committee has requested a vacancy update by institution to be received bi-monthly.

2) Board Motion to Approve Conveyance of Approximately 1.9 Acres located at Brunswick Correctional Center

Pursuant to Section 53.1-18 and as requested by the Department of General Services, it was moved that the Board approve the conveyance of approximately 1.9 acres located in Lawrenceville, Virginia, being a portion of the lands at Brunswick Correctional Center, to DGS as surplus property under the terms and conditions deemed appropriate by DGS. The Director of the Department of Corrections may execute all documents in furtherance of the sale of this parcel.

By *MOTION* duly made by Mr. Wright and seconded by Mr. Hudson, the conveyance was *APPROVED* as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

3) Board Motion to Approve Conveyance of Approximately 3 Acres located at Marion Correctional Treatment Center

Pursuant to Section 53.1-18 and as requested by the Department of General Services, it was moved that the Board approve the conveyance of approximately 3 acres located in the Town of Marion, being a portion of the lands of Marion Correctional Treatment Center, under the terms and conditions deemed appropriate by DGS. The Director of the Department of Corrections may execute all documents in furtherance of the sale of this parcel.

By *MOTION* duly made by Mr. Wright and seconded by Mr. Mitchell, the conveyance was *APPROVED* as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

4) Board Motion to Approve Conveyance of Approximately 1.3 Acres at Dinwiddie Correctional Unit

Pursuant to Section 53.1-18 and as requested by the Department of General Services, it was moved that the Board approve the conveyance of approximately 1.3 acres located at the Dinwiddie Correctional Unit to DGS as surplus to the needs of the Department under the terms and conditions deemed appropriate by DGS. The parcel has been requested by Dinwiddie County to allow for the expansion of the Dinwiddie County Ford Volunteer Fire Department. The Director of the Department of Corrections may execute all documents in furtherance of the sale of this parcel.

By *MOTION* duly made by Mr. Wright and seconded by Mr. Mitchell, the conveyance was *APPROVED* as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

5) Board Motion to Approve Conveyance of Approximately 46 Acres located in Prince William County

Pursuant to Section 53.1-18 and as requested by the Department of General Services, it was moved that the Board approve the conveyance of approximately 46 acres located in the County of Prince William, being the entire portion of the lands of the former Haymarket Correctional Unit #24, to the Virginia State Police under the terms and conditions deemed appropriate by DGS. The Director of the Department of Corrections may execute all documents in furtherance of the sale of this parcel.

By *MOTION* duly made by Mr. Wright and seconded by Mr. Mitchell, the conveyance was *APPROVED* as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

The report was concluded.

VI. Correctional Services Committee Report/Policy & Regulations (Ms. Fraser)

The Committee met on November 14, 2006, with the following Board members in attendance: Messrs. Hudson and Proffitt and Ms. Fraser. Department staff present included Misses Lawrence, Hill-Murray and Ballard, as well as Mr. Wilson and representatives from the Culpeper County Sheriff's Office and Riverside Regional Jail.

Board Motion to Approve Planning Study for Culpeper County Jail

The planning study calls for construction of a new, 204-bed facility to be located adjacent to Coffeewood Correctional Center and the Department of Juvenile Justice's Culpeper juvenile facility. It will be a single story/partial two level, stand-alone facility with a total of 13 housing units arranged in two pods. The facility will include administrative, visitation, intake/release processing, special purpose, medical, kitchen, inmate programs and storage support areas. The community-based correctional plan documenting the need for 204 beds for the locality was approved by the Board on September 20, 2006.

It was explained that the cost-per-bed is \$153,869 for this project is the highest yet for local jail construction.

By *MOTION* duly made by Ms. Fraser and seconded by Mr. Hudson, the Board of Corrections approves the County of Culpeper's request for state jail funding for construction reimbursement for a new, 204-bed jail. This approval recognizes a total eligible cost of \$31,389,328, of which 25% or \$7,847,332 would be eligible for state reimbursement. Such reimbursement is subject to the availability of funds and compliance with Board Standards and Sections 53.1-80 through 82 of the Code of Virginia.

During the call for discussion, the Culpeper Sheriff congratulated the Board members on their recent reappointments and stated he appreciated the help received by the Board in approving the County's request. Mr. Socas asked how the current cost per bed of \$135,000 compares to the \$153,000 anticipated. It was explained that construction is anticipated to be two years out and due to inflation, material and labor cost increases, a \$12,000 per bed cost increase per year is reasonable and was added. Mr. Socas then asked if the project comes in under cost, what happens. Ms. Ballard explained that the county would not get reimbursed for that portion. Mr. Socas still questioned the amount stating the country is seeing a slow down in the housing market and stated he was skeptical but that he would support the recommendation. The architect spoke to the fact that even though housing construction costs have moderated, steel, concrete and gypsum costs have moderated but have not come down.

After the discussion, the *MOTION* was *APPROVED* as presented by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright).

There was no further discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

Board Motion to Approve Riverside Regional Jail's Request for Modifications to Standards 5.7, 5.4.A and 5.49A of the Board's Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities

Riverside Regional Jail is constructing a 684-bed addition to their facility. Associated with this project is a request from the Riverside Regional Jail Authority to approve

modifications to Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities; being Standards 5.7 (dayroom toilets), 5.4.A (additional bunks per cell) and 5.49.A (food passes).

The facility has been operating since opening in approximately 1995 as a direct-supervision facility. Inmates have access to their cells throughout the day and are not locked out of their cells at any time. The Authority and facility administrator feel that because of their method of supervision, a toilet is not needed in the dayroom since the inmates have access to the toilets in their cells. In addition, the Authority and facility administrator also feel that food passes into the dayrooms are unneeded because of operational methods and would, in their opinion, compromise the integrity of the security of the doors in which they are installed. And, the Authority and facility administrator feel that by receiving approval to install double bunks during construction will save time and money by not having to come back after construction is completed and install additional bunks.

By *MOTION* duly made by Ms. Fraser and seconded by Mr. Hudson, in order to facilitate an operational decision by the Riverside Regional Jail, the Board of Corrections GRANTS A MODIFICATION TO STANDARD 5.4 OF THE STANDARDS FOR PLANNING, DESIGN, CONSTRUCTION AND REIMBURSEMENT OF LOCAL CORRECTIONAL FACILITIES FOR THE INSTALLATION OF ADDITIONAL BEDS IN HOUSING UNITS IN THE RIVERSIDE REGIONAL JAIL PRIOR TO FINAL INSPECTION OF THE FACILITY. This modification approval does not indicate a Board policy position on the operational advisability of double bunking in cells, nor should it be construed as a current or future variance to Standard 5.4. Further, this approval does not increase Operational Capacity of the facility relative to staffing and does not authorize state reimbursement for the cost of the beds or their installation.

There were no questions and there was no discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

As to Standard 5.7 (dayroom toilets), the Committee recommends this modification request not be approved. Numerous jails designed for direct supervision have been constructed in the Commonwealth with none other than Riverside requesting or being granted a modification to allow elimination of toilets in dayrooms. The justification given for this request is completely operational based on the current administration's method of operation. A future change in operational style may well create a need for the toilets in the dayrooms. Installation of toilets in the dayroom does not create a security risk, inhibit operations or increase construction costs substantially. Granting this modification would also set a precedent for allowing other jails to request elimination of dayroom toilets.

As to Standard 5.4.A (food passes), the Committee recommends this modification request not be approved. Although Riverside was granted a modification previously on this item for the initial construction, it was granted after the facility opened since it was found during final inspections that they had not been installed, in violation of Standards.

Numerous jails designed for direct supervision have been constructed in the Commonwealth, with none other than Riverside requesting or being granted a modification to allow elimination of food passes into dayrooms. Food passes are used not only for delivery of food without having to open the housing unit door but to pass mail, medicines and insert teargas if ever needed. The facility request indicates the passes would compromise the security of the door. These passes are allowed to be installed in walls or other locations. It does not have to be the door. Installation of passes into the dayroom does not create a security risk, inhibit operation or increase construction costs substantially. Granting this modification would also set a precedent for allowing other jails to request elimination of dayroom food passes.

By MOTION duly made by Ms. Fraser and seconded by Mr. Kallen, the Board of Corrections DENIES THE REQUEST FOR MODIFICATION TO STANDARDS 5.7 AND 5.49.A OF THE BOARD'S STANDARDS FOR PLANNING, DESIGN, CONSTRUCTION AND REIMBURSEMENT OF LOCAL CORRECTIONAL FACILITIES TO NOT INSTALL DAYROOM TOILETS OR FOOD PASSES INTO DAYROOMS AT THE RIVERSIDE REGIONAL JAIL.

There were no questions and there was no other discussion. There were no opposing votes. The Motion carried. The Chairman's vote was not required.

Compliance and Accreditation
Certifications Section

As usual, there were a number of certification recommendations made by Ms. Fraser on behalf of the Committee:

Unconditional Certification for Institutions with 100% compliance to include: St. Brides Correctional Center;

Unconditional Certification for Cold Springs Correctional Unit #10 to include approval of waivers for Standards 4-4132, 4-4135, 4-4137, 4-4141, 4-4149, 4-4154, 4-4155, 4-4346, 4-4360, 4-4368, 4-4400, 4-4469, 4-4482, 4-4512 and 4-4270; and Rustburg Correctional Unit #9 to include approval of waivers for Standards 4-4132, 4-4135, 4-4137, 4-4138, 4-4139, 4-4141, 4-4154, 4-4155, 4-4162, 4-4168, 4-4169, 4-4258, 4-4270, 4-4346, 4-4360, 4-4368, 4-4370, 4-4400, 4-4431, 4-4464 and 4-4482; and Unconditional Certification for Red Onion State Prison with ACA re-accreditation.

And, Unconditional Certification for Local Jails and Lockups with 100% compliance for Martinsville City Jail/Farm to include the holding of male and female juveniles in accordance with Section 16.1-249(g), Code of Virginia; for Vinton Town Lockup to include the holding of male and female juveniles in accordance with Section 16.1-249(g), Code of Virginia; for Halifax Adult Detention Center; Gloucester County Jail to include the holding of male and female juveniles in accordance with Section 16.1-249(g), Code of Virginia; and for Madison County Lockup;

And, Unconditional Certification for Virginia Beach Correctional Center, Franklin County Jail; and Roanoke City Jail with ACA re-accreditation;

And, Unconditional Certification for Community Diversion and Detention Centers for Probation & Parole District 6 (Suffolk); Probation & Parole District 2 (Norfolk); Probation & Parole District 11 (Winchester); and Probation & Parole District 29 (Fairfax).

There were no questions or discussion. **The *MOTION* was duly made by Ms. Fraser and seconded by Mr. Mitchell and by unanimous vote was *APPROVED* by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen Mitchell, Socas, Wright).**

There were no opposing votes. The Motion carried. The Chairman's vote was not required.

Suspension of Unannounced Annual Inspections

The Committee discussed the suspension of the unannounced inspections for Gloucester County Jail, Halifax Adult Detention Center, Madison County Lockup and Vinton Town Lockup. This request is based on the facilities' 100% compliance with Board Standards attained during their triennial certification audit. Based on that 100% compliance, the Committee is recommending the following Motion:

“The Board of Corrections, in recognition of the outstanding achievement of 100% compliance with Standards, approves the suspension of the 2006 Annual Inspection for Gloucester County Jail, Halifax Adult Detention Center, Madison County Lockup and Vinton Town Lockup in recognition of outstanding achievement of 100% compliance with Standards.”

The *MOTION* was duly made by Ms. Fraser and seconded by Mr. Hudson and by unanimous vote was *APPROVED* by verbally responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen Mitchell, Socas, Wright).

There were no opposing votes. There were no questions and there was no discussion. The Motion carried. The Chairman's vote was not required.

Ms. Fraser concluded her presentation and Mr. Proffitt thanked her for her report.

VII. Closed Session

The Chairman noted it was time for Closed Session as noted on the agenda. Some guests exited the room. Mr. Johnson, Ms. Kimbriel, Mr. Broughton, Mr. Katz, Ms. Lawrence, Ms. Hill-Murray, Mr. Wilson, Mr. Savino and Mrs. Woodhouse remained.

By *MOTION* duly read by Mr. Kallen and unanimously *AFFIRMED* by the verbal response of each of the following (Burrell, Decker, Fraser, Kallen, Mitchell, Proffitt,

Socas, Wright), it was moved that the Board reconvene in Closed Session pursuant to Section 2.2-3711(a)(19), for those portions of meetings in which the Board of Corrections discussed or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

Board Member Hudson was out of the room at the time of the Motion presented by Mr. Kallen. When he returned, he was asked to accept the move to reconvene in Closed Session. He agreed. No opposing votes were noted.

The Closed Session was held off the record.

By MOTION duly made by Mr. Burrell, seconded by Mr. Kallen and verbally APPROVED by responding in the affirmative, the record was reopened and an individual roll call vote was taken by Mrs. Woodhouse whereby Board members were requested to vote that to the best of their knowledge, only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting, and only such business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered. The nine Board members noted in the Motion going into the Closed Session verbally responded in the affirmative. No opposing votes were noted.

Discussion during the Closed Session resulted in the following Motion being made on the record:

By MOTION duly made by Mr. Mitchell, seconded by Ms. Fraser and unanimously APPROVED by responding in the affirmative (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Proffitt, Socas, Wright), the recommended sentence reduction was approved as presented. There were no opposing votes.

The Closed Session portion of the agenda was concluded.

VIII. Other Business (Mr. Johnson)

The Director had no other comments to offer to the Board.

IX. Board Member/Other Comment

Mr. Wright congratulated Mr. Proffitt on his selection as Board Chairman. Mr. Burrell thanked the Board for electing him Vice Chairman. He also wanted to clarify his vote on the September minutes by *ABSTAINING* from the vote as he was not present at the September meeting. However, after further investigation, it has been determined he was present at the September Board meeting, so his vote to approve the minutes stands as originally recorded.

Mr. Wright then went on to request a listing of General Assembly committees important to Department issues upcoming in the next Session be provided at the next meeting. The Director suggested the listing to include Senate Finance Committee members, House Appropriations Committee members and House and Senate Public Safety subcommittee members.

Mr. Socas asked if there was some way the Board could be proactive insofar as issues of some import to the Department such as officer salaries and the inmate minimum wage. The Director suggested that since we all work for the Governor, the Board could work through the Secretary's Office to express its wishes. Deputy Secretary Cristman noted that it is unfortunate that the Commonwealth is in the middle of a budget cycle this year, but next year Governor Kaine will have 100% control of the budget and a push can be made for issues near and dear to the Board and the Department at that time. He noted the best vehicle would be for the Board to submit its recommendations through the Secretary to the Governor.

In response to a question from Mr. Wright in September, Mr. Proffitt remarked that the Department had an answer to the question of how many Department staff has been called up to active military duty. Mr. Broughton responded that since September, 2001, 350 different employees have been called up, some more than once, and that currently, there are 69 employees on active military duty.

The Chairman reviewed the Committee assignments one more time. It was suggested to change the time of the Correctional Services Committee from meeting at 1:00 p.m. on Tuesday to 11:00 a.m. immediately following the conclusion of the Liaison Committee meeting. That being reasonable, it was agreed to change the meeting time to 11:00 a.m.

X. Adjournment

There being nothing further, by *MOTION* duly made by Mr. Mitchell, seconded by Mr. Hudson and unanimously *APPROVED* (Burrell, Decker, Fraser, Hudson, Kallen, Mitchell, Socas, Wright), the meeting was adjourned.

There was no discussion. The Motion carried.

XI. Future Meeting Plans

The following information has been provided to Board Members previously and is provided now for the purposes of the record.

The January, 2007, meetings are scheduled as follows:

Liaison Committee – 10:00 a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia, January 16, 2007.

Correctional Services/Policy & Regulations Committee – 11:00 a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia, January 16, 2007.

Administration Committee – 9:30 a.m., Room 3054, 6900 Atmore Drive, Richmond, Virginia, January 17, 2007.

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Board Meeting – 10:00 a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia,
January 17, 2007.

(Signature copy on file)

STERLING C. PROFFITT, CHAIRMAN

RAYMOND W. MITCHELL, SECRETARY