

**COMMONWEALTH OF VIRGINIA  
BOARD OF CORRECTIONS  
JAIL REVIEW COMMITTEE MEETING**

Regular Meeting.....November 15, 2017

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

Presiding.....Phyllis Randall, Acting Chairman

Present.....William T. Dean, Board of Corrections Member  
Sheriff Vernie W. Francis, Jr., Board of Corrections Member  
Sheriff Charles Jett, Board of Corrections Member  
Heather Masters, MD, SFHM, FACP, Board of Corrections Member  
Phyllis Randall, Board of Corrections Member  
Steve Goff, Board of Corrections  
Brian Sutherland, Board of Corrections  
Michael Jagels, Office of the Attorney General  
Katy Evans, Richmond Times Dispatch  
Paul Haymes, Department of Corrections  
Ron Hall, Department of Corrections  
James Bruce, Department of Corrections  
Rebecca Hancock, Department of Corrections  
Donna Foster, Department of Corrections

The meeting was called to order and Ms. Randall presided, welcoming all attendees.

**As the first meeting of the Jail Review Committee, there are no minutes from a previous meeting to approve.**

Discussed, are the following topics:

- The decision to create this committee after finding that there was no identifiable review source for deaths in Virginia local facilities;
- Funding of \$100,000 was appropriated by the General Assembly to provide personnel to assist the Board of Corrections in jail death reviews, originally for one position, divided into two part-time positions;

The focus of this committee will be determined by:

- Identifiable standards that pertain to jail deaths;
- Preliminary reports presented to the Board of Corrections – Jail Review Committee to determine the need for further review;

- Review process utilized by other states
- Virginia Department of Corrections (VADOC) process of review
- Board of Corrections' power to request completed or current records for use in the review process;
- Key standards to determine compliance

The attendees determined that they would meet monthly until further notice. The next meeting will be held on Monday, December 4, 2017 at 11:00 a.m.

Sheriff Vernie W. Francis, Jr. was elected chairman of this committee and will be the initial contact for the death review team if findings indicate a failure to follow standards or effectiveness of standards.

As the committee prepared to go into closed session, Katy Evans, Richmond Times Dispatch asked that the Committee name the applicable FOIA code be specified prior to going into closed session.

**I move that the Jail Review Committee approves commencing closed session in accordance with Code of Virginia §2.2-3711(A16) to discuss medical and mental health records**

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

**I move that the Jail Review Committee has reconvened our open session having concluded a closed session to obtain medical and mental health information concerning the deaths of offenders. I move that this committee and its individual members certify that during the closed session, the Jail Review Committee limited its discussion to public meeting requirements lawfully exempt from the public meeting requirements and identified in the closed session motion. If a member cannot so certify, I ask that the recorder take role.**

The Jail Review Committee attendees unanimously *Certified* discussion limited to medical and mental health records in accordance with Code of Virginia §2.2-3711(A16)

#### Other Comments

There being nothing further, the meeting was *ADJOURNED* at 10:58 a.m..