



MIDDLE RIVER REGIONAL JAIL

Serving Staunton, Waynesboro, Harrisonburg and
the Counties of Augusta and Rockingham

January 23, 2024, 2:00 p.m.

Finance Committee Meeting
350 Technology Drive
Staunton, Virginia 24401

Finance Committee Members Present:

Larry Propst, Harrisonburg City Finance Director
Jennifer Whetzel, Augusta County Assistant Administrator
Patricia Davidson, Rockingham County Assistant Administrator for Finance and Operations
Jessie Moyers, Staunton City Chief Financial Officer

Absent:

Cameron McCormick, Waynesboro City Assistant Manager/Finance

Facility Staff:

Eric Young, Superintendent, Middle River Regional Jail
Tony Heflin, Deputy Superintendent, Middle River Regional Jail
Phillip Braverman, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Bonnie Chapman, Breaking Thru News
Misty Cook, Augusta County Finance Director

- a. **Approval of Minutes September 19, 2023:** Ms. Whetzel made a motion to approve the minutes from the September 19, 2023, meeting. Ms. Moyers seconded the motion. Approval was **unanimous**.
- b. **Selection of Treasurer:** After a brief discussion, Mr. Propst will serve as Treasurer of the MRRJA Authority Board.
- c. **Heated Meal Carts:** The meal carts need to be replaced. They are no longer holding temperature. 8 carts would be \$88,000. The last meal carts were purchased 7 years ago. The purchase can be made with vacancy savings. Moving forward, if MRRJ needs to move money between budget line items the Finance Committee would like for MRRJ to develop a policy to discuss at a future meeting that would allow MRRJ to make certain necessary purchases that arise without waiting on a vote. Ms. Moyers made a motion to purchase the necessary carts. Ms. Whetzel seconded the motion. Approval was **unanimous**.
- d. **FY24 Budget Amendment:** MRRJ has prepared the budget amendment for the 2% raise given on December 1, 2023. Per the Finance Committee it can go to the Board meeting in February.

e. FY2025 Operational Budget: Mr. Braverman gave a presentation of the FY25 operating budget.

Notable items discussed are:

- a. VRS increase
- b. No new positions will be added
- c. ADP outlook of 1.3% increase
- d. A 3% raise effective July 1, 2024
- e. Retention of staff—we are losing senior staff to retirement
- f. Locality contributions
- g. Replacement of approximately 50 cameras
- h. ADP increase. At 750 inmates we would begin to house at other facilities to maintain safety and security

f. Capital Improvement Plan: Mr. Braverman gave a presentation for the Capital Improvement Plan. FY 2025 the following are slated for the Capital Improvement Plan:


- a. Boiler replacement
- b. 3 Air Handlers
- c. Kitchen Renovation

The Finance Committee approved the Capital Improvement Plan to go to the February Authority meeting.

g. Superintendent Update:

- o The fence project is going well.
The Department of Corrections continues to take inmates.
- o Augusta Correctional is closing. We will be attending a job fair there. The Academy and Department of Corrections are working on a revised training schedule for anyone we hire from ACC.

With nothing further to discuss the meeting adjourned at 4:00 p.m.



Secretary