WESTERN TIDEWATER REGIONAL JAIL AUTHORITY
BOARD OF DIRECTORS' MINUTES
February 12, 2025

Subject: Western Tidewater Regional Jail (WTRJ) Authority
Board of Directors' Minutes of February 12, 2025 Meeting

The Minutes of the February 12, 2025 meeting of the WTRJ Authority Board of Directors, commencing at 8:30 a.m., in the WTRJ Training Room, are as follows:

Members present:
Lue R. Ward (S) (Acting Chairman)
David D. Miles (S)
Rudolph Jefferson (IOW)
Paul Kaplan (F)
Josh A. Wyche, Sr. (F)

Alternates Present:
Albert S. Moor (S)
Rosylen Oglesby (F)

Others Present:
Sergeant Kevin Story (IOW)
H. Woodrow Crook, Authority Attorney
William C. Smith, Superintendent
Ernest Bower, Deputy Superintendent
Marissa A. Dickens, Recording Secretary

Member(s) Absent:
Linwood W. Johnson, Chairman (F)
Michael D. Duman (S)
James R. Clarke (IOW)
Martha Mugler (H)
Karen Bowden (H)
Mary Bunting (H)

Alternate(s) Absent:
Randy R. Keaton (IOW)
Kwasi Obeng (H)

I. CALL TO ORDER

Mr. Crook stated we have an unusual situation because of Chairman Johnson being sick and the Vice Chairman McCarty, having passed away. He stated the remaining Officer is the Secretary, Mr. Ward. He stated the Board must elect a chairman to run the meeting. Mr. Kaplan made a

motion to elect Mr. Ward as the Acting Chairman. Sheriff Wyche seconded the motion. The motion the Board elect Mr. Ward as the Acting Chairman was adopted by Mr. Moor, Sheriff Miles, Mr. Ward, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby voting in favor and no members voting against.

Acting Chairman Ward called the meeting to order at 8:30 a.m.

II. ROLL CALL

Acting Chairman Ward called for a silent roll call.

III. APPROVAL OF MINUTES: *January 8, 2025 Board Meeting*

Acting Chairman Ward asked if everyone had the opportunity to review the Minutes. He stated if there were no additions, deletions or corrections at this time he would entertain a motion to approve the Minutes of the January 8, 2025 Board of Directors' meeting as presented. Sheriff Miles moved to adopt the Minutes of the January 8, 2025 Board of Directors' meeting. Mr. Jefferson seconded the motion. The motion the Board adopt the Minutes of the January 8, 2025 Board of Directors' meeting was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, and Sheriff Wyche all voting in favor and no members voting against. Mrs. Oglesby, and Mr. Kaplan abstained as they were not present at the January 8, 2025 meeting.

IV. JAIL SUPERINTENDENTS REPORT

IV-A. Monthly Inmate Report

Superintendent Smith directed the Board's attention to page 3 of the Agenda and stated the jail populations are outlined in the table provided. He reported the jail populations for 2025 were 271 for Suffolk, 82 for Isle of Wight, 46 for Franklin and 124 for Hampton for a total of 689 (includes feds) with an overall ADP of 659. He reported the average daily federal inmate population for December 2024 was 139. He stated over the past couple of months it has dwindled due to the holidays but now it is slowly increasing. He stated we will be discussing Immigration and Customs Enforcement (ICE) a little later as he was contacted by them. He stated our current budget is based on 150 federal inmates. Sheriff Miles asked what was the rated capacity? Superintendent Smith responded by stating DOC's rated capacity of 552 is based on a closed cell with only one bunk and they don't count special management beds. He stated WTRJ has two bunks per cell providing a total bed capacity of 1,070. Mr. Moor asked does the State provide staffing according to the current capacity? Superintendent Smith responded by stating no, staff are provided according to the DOC rated capacity; however, the State provides us with sixteen (16) emergency positions and the Authority funds thirty (30) positions. He reported the Virginia Department of Corrections (VADOC) out of compliance number the end of December was 36, the number of inmates who are sentenced and should be in the State penitentiary. He reported the high count for December was 679, the current ADP for calendar year 2024 is 739, WTRJ is at 119% of our DOC rated capacity

and at 62% of our total bed capacity. He pointed out the monthly inmate statistics for three years are on page 4 of the Agenda.

IV-B. Monthly Budget Report

Superintendent Smith directed the Board's attention to page 5 of the Agenda and reported WTRJ spent 55.06% of the allocated FY2025 budgeted expenses as of December 31, 2024 and at the end of December 2024 there was a balance of $2,467,259.08 in the Operating Fund. He directed the Board's attention to page 6 of the Agenda and stated this is a summary of our revenues and expenditures for the current fiscal year. He stated we are still running about 5% over budget. He stated a large part is still due to hiring a significant number of people in a short amount of time. He directed the Board's attention to page 7 of the Agenda and stated this shows the breakdown of our assets and liabilities, along with the equity amount and the reserve accounts balances. He pointed out we have $4,542,648 in the Operating & Medical reserve fund and $2,437,743 in the Capital Improvement fund. He directed the Board's attention to pages 8-13 of the Agenda which shows a breakdown of all the line items over the last twelve months. He stated he has reviewed each line item and directed the Board's attention to page 11 of the Agenda and stated we had some HVAC circulation pumps that needed to be replaced. He stated we had a drainage line that we thought collapsed but it didn't. He stated years ago someone tried to snake the line, and they couldn't retrieve the snake back out, so they just cut it off and left the piece in the drain. He stated it cost around $10,000 to repair. He stated we are good financially even though there may be some concern with the federal inmate population lower than the budgeted amount but it will be increasing soon.

IV-C. WTRJ Review of Operations and Activities

Superintendent Smith directed the Board's attention to page 14 of the Agenda and reported the following Operations and Activities for December 2024:

- One (1) employee was hired; five (5) resigned; three (3) were terminated; one (1) retired; two (2) were on FMLA and there were zero (0) officers attending either of the academies.
- There were Three Hundred Six (306) Intakes and Three Hundred Thirty-Eight (338) Releases in the month of December. He reported there were twelve (12) inmates taken to Obici Hospital/ER with five (5) being admitted to Obici. He pointed out seven (7) were transported by jail transport and the other five (5) by ambulance.
- He stated the Employee Turnover Rate/Statistical Reports for the month of December are provided on pages 16-18 of the Agenda. At the end of January 2025, we had twenty-one (21) vacant employment positions. He stated the top reasons for leaving are still other jobs in law enforcement and job dissatisfaction.
- He stated the Assault on Staff Report for the month of December 2024 is provided on page 19 of the Agenda. Mr. Jefferson asked if an inmate who spits on an officer is isolated? Superintendent Smith responded by stating yes. He stated they are placed in a single cell behind a steel door with a feeding slot where you open one door to put the tray in lock that door then open up another door for them to get it on their side. He stated the minimum mandatory a judge must give for a felony charge is six (6) months, but they can give up to five (5) years. He stated he has never seen any more than six (6) months given. Sheriff

Miles asked if mixing inmates from different facilities is still an issue? Superintendent Smith responded by stating no, it is not that bad. He stated much of the fighting is gang related. He stated, in his opinion, the inmates these days are the worst inmates he has seen in his thirty-five (35) years working in this business. He added the younger inmates used to look out for the older guys not now they are extorting them, stealing from them, etc. Mr. Moor asked the same inmate who punched an officer was charged yet that person also spit in the face and head butted another officer was not charged? Superintendent Smith responded by stating the officer may have decided not to press charges on them or if they are a federal inmate they have to serve their federal charges before state charges can be served on them.

- Aramark Maintenance Services statistics for the month of December 2024 are provided on pages 20-35 of the Agenda.
- Medical has provided a breakdown of medical services for the month of December 2024 which are provided on pages 36-37 of the Agenda. Mr. Kaplan asked if x-rays are done on site? Superintendent Smith responded by stating no we call, and a mobile x-ray technician comes on site to take x-rays. He stated the dentist does the same thing three times a month. Mrs. Oglesby asked what about the medications for infectious diseases as there are talks the government might not be covering them anymore? Superintendent Smith responded by stating there is a 340B program through our pharmacy; however, we are not a federally approved facility and not approved to administer the meds. He pointed out the closest one to us is MCV. He stated we can get deeper discounts through our current pharmacy, but the only difference is it will be three pills instead of one. Mrs. Oglesby asked if you receive federal dollars to help pay for meds? Superintendent Smith responded by stating no we would have to be a Medicaid approved facility. He stated when it comes to x-rays on federal inmates it runs through the federal government and we have to take the Medicaid rate. He stated it costs $25 for a mobile tech to come to the facility and the feds said they were only going to pay $18. He stated he asked the x-ray company if they can bill the feds separate and he was told it would be $100 just for the tech to come to the facility, $19 more for a chest x-ray, $100 more for four or five different shots of a wrist, etc. He stated he asked if the jail can just bill the feds directly and they said no because we can't get a Medicaid billing number.
- Mental Health has provided a breakdown of mental health services for the month of December 2024 on page 38 of the Agenda.
- Aramark Food Services has provided a breakdown of food services for the month of December 2024 on page 39 of the Agenda.
- Work Release has provided statistics for the month of December on pages 40-42 of the Agenda.

V. OLD BUSINESS

V-A. Siemens Audit Review and Recommendations

Superintendent Smith directed the Board's attention to page 43 of the Agenda and stated we will be meeting with Siemens on March 7, 2025. He stated he will have more information at the next meeting.

V-B. Mutual Aid Agreements with Member Jurisdictions

Superintendent Smith directed the Board's attention to pages 44 of the Agenda and stated the agreement has been finalized and sent out to the cities and counties. He stated we were going to have Chairman Johnson sign the agreement today but he is not here. He stated we will get it done.

V-C. Inmate Phone Provider Request for Proposals (RFP)

Superintendent Smith directed the Board's attention to page 45 of the Agenda and stated, in light of the recent FCC rate changes for inmate phone calls which will cut our revenue in half, Viapath is able to provide us with the best minimum annual guarantee of $550,000. He stated he recommends the Board allow him to enter into a contract with Viapath after being reviewed by Mr. Crook. Mr. Kaplan made a motion the Board allow the Superintendent to enter into a contract with Viapath after being reviewed by Mr. Crook. The motion the Board allow the Superintendent to enter into a contract with Viapath after being reviewed by Mr. Crook was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against.

V-D. Replacement of WTRJ Security Systems

Superintendent Smith directed the Board's attention to page 46 of the Agenda and stated the Board wanted a third party to monitor the security systems upgrade which is estimated at $3.9 million. He stated Moseley will look over the proposal, review the estimate and have a contract person onsite overseeing the project through its entire installation. He stated they will also assist in applying for 25% reimbursement from the State. He stated he is recommending the Board allow him to enter into a contract with Moseley Architects to review the estimate, oversee the installation and assist in applying for reimbursement from the State. Mr. Kaplan made a motion the Board allow the Superintendent to enter into a contract with Moseley Architects to review the estimate, oversee the installation and assist in applying for reimbursement from the State. Sheriff Miles seconded the motion. The motion the Board allow the Superintendent to enter into a contract with Moseley Architects to review the estimate, oversee the installation and assist in applying for reimbursement from the State was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against. Superintendent Smith added he did try to negotiate the price to get it a little lower; however, Moseley stated the standard rate is 5% of the total cost of the project.

V-E. WTRJ Compensation and Benefits Study

Superintendent Smith directed the Board's attention to page 47-50 of the Agenda and stated the Board wanted the Finance Committee to meet to discuss a pay plan. He stated the meeting was held on January 29, 2025 and the committee asked him to make some changes to the plan. He stated the cost to implement the plan is approximately $1.2 million. He stated the previous pay plan had a 2.5% increase every year for the staff that works here. He directed the Board's attention to page 49 of the Agenda and stated the current plan in front of you is modeled after the plan similar to the City of Suffolk. He stated the first two (2) years after your initial year in the pay grade you

would get a 2.5% increase, the third year you would only get the cost of living increase (COLA) but the fourth year you would get the step increase plus the COLA. He pointed out this runs from steps 4 through 9 then it moves to every three years. He directed the Board's attention to page 50 which is a list of all of the classifications. He stated he certainly recommends the Board adopt the step pay plan. Mr. Jefferson asked if the uncertified jail officer recruit who graduates from the academy and becomes certified has to wait another year to get the $51,051? Superintendent Smith responded by stating no they will get $51,051 as soon as they graduate. Mr. Kaplan asked what do you do if they are already certified? Superintendent Smith responded by stating we would also look at the number of years of service and where they fall within the step plan. Mr. Kaplan asked if they get the step plus the COLA? Superintendent Smith responded by stating no just the raise. He stated looking at this plan there is a raise every year. Superintendent Smith stated you have to look down at the duration in months as it changes from 12 to 24 then to 36. Mr. Kaplan commented these numbers will change as COLA changes. Mr. Kaplan asked what is the current starting salary? Mrs. Conway responded by stating $46,350 for an uncertified recruit and as far as a certified officer it depends on the number of years of experience because they wouldn't have to go to the academy. Superintendent Smith stated he believes it puts us on a level playing field. Mr. Jefferson made a motion the Board adopt the step pay plan as presented. Mr. Kaplan seconded the motion. The motion the Board adopt the step pay plan as presented was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against. Sheriff Miles asked when will the pay plan take effect? Superintendent Smith responded by stating July 1, 2025. Mr. Jefferson asked how does it compete with the other jurisdictions? Superintendent Smith responded by stating we are still a little lower but much more competitive now.

V-F. Draft Preliminary Budget for FY2026

Superintendent Smith directed the Board's attention to page 51 of the Agenda and stated we will set up another Finance Committee meeting to discuss the draft preliminary budget for FY2026. He directed the Board's attention to page 52 of the Agenda and pointed out with the loss of telephone revenues the total increase would have been $732,000 but now with the adoption of the pay plan the amounts are broken down for each city and county totaling $1,945,665. He pointed out Isle of Wight paid for two months when Hampton wasn't here so that number will decrease some. He stated we are very conservative with our money as being the lowest cost jail in the Eastern District.

V-G. Employment Contract for New Staff

Superintendent Smith directed the Board's attention to page 53-54 of the Agenda and stated Hampton brought this item up and he would ask that it be tabled since there are no Hampton representatives present today. Mr. Kaplan made a motion the Board table the employment contract for new staff until the next meeting. Mr. Moor seconded the motion. The motion the Board table the employment contract for new staff until the next meeting was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against.

VI. NEW BUSINESS

VI-A. Annual Comprehensive Financial Report (ACFR) FY24

Superintendent Smith directed the Board's attention to the audit report and presentation handout that was provided in the packet. He introduced Gabe Shemeth from Robinson, Farmer and Cox (RFC), our independent auditing firm, who will be providing us with our financial report for FY2024 today. Mr. Shemeth thanked the Board for having him today and stated inside the audit report you will find three letters. He stated RFC was engaged to perform a financial statement audit for the year ended June 30, 2024. He stated RFC expressed an *unmodified opinion* of the financial statements and the internal control over financial reporting and on compliance and other matters as of and for the year ended June 30, 2024. He stated this audit was subject to auditing standards generally accepted in the U.S.; GAAP, GASB, and Auditor of Public Accounts (APA) and the standards for financial audits contained in the Government Auditing Standards issued. He directed the Board's attention to the Communication with Those Charged with Governance letter. He stated Management is responsible for the selection and use of appropriate accounting policies. He stated we also sent out the Management Representation letter along with the Engagement letter. He stated RFC performed the audit under U.S. generally accepted auditing standards and government auditing standards. He stated this year there weren't any new accounting policies but last year GASB Statement No. 87, Leases and GASB 96, subscription-based IT Services were implemented, and the financial team did an excellent job implementing them. He stated our opinion was again unmodified and it was a clean audit. He stated we did not encounter any difficulties or disagreements in dealing with management in performing the audit. He stated there were some adjustments which are listed in the Corrected and Uncorrected Misstatements paragraph. He stated there was a reclassification of revenue, recognition of new copier leases under GASB 87 and correction of OPEB balances. He directed the Board's attention to the audit report and stated with our audit we look at planning statements as a whole and as far as risk assessment we look at Human Resources controls to get an understanding of those in order to obtain reasonable assurance of the figures on the financial statements. He directed the Board's attention to pages 15-17 of the ACFR, the Independent Auditor's Report. He stated again, our opinion is unmodified, and it is a clean audit as the financial statements are in accordance with generally accepted accounting principles. He stated that's the best option you can achieve from the audit, so the financial team has done a great job. He directed the Board's attention to the Independent Accountants' Report and stated one of the APA requirements is that we go over the VRS census data looking at all the VRS transactions that have taken place throughout the year and have been reported to VRS. He stated we did find 2 of the 26 employees selected for testing had improper deductions from their pay. He directed the Board's attention to the management letter provided and stated there were no significant deficiencies in the internal controls that we noted but we do like to give recommendations if we see areas that need improvement. He stated the financial team was made aware of the items listed in the letter and they continually worked on their processes and applying our recommendations. He stated it is an ongoing thing with new policies and procedures coming out and trying to maintain the existing controls. He stated there were some adjustments by RFC and with those there were accruals that we noted, such as prepaid expenses, capital assets, lease receivables and OPEB liabilities. He stated year-end close procedures should be reviewed in order to create a formal schedule of tasks related to the annual close and audit preparation. He stated, as far as segregation of duties, with staff turnover there was less training being conducted and more was being performed

by fewer individuals. He stated they look for a hierarchy of approval and oversight. He stated our recommendation is to continue working with the consultant also for oversight. He stated, as far as fringe benefits, the Authority pays for a portion of YMCA fees which the benefit is not currently taxed and included in the employee wages putting it at a higher restriction. He stated, as far as Work Release, transactions went from being processed weekly to monthly and even longer so we recommend a more formal schedule to meet those reconciliations. He stated, as far as Unclaimed Property, you need to make sure you are meeting the deadline for reporting any unclaimed funds over one year old to the Virginia Department of Treasury. He stated, as far as SPDA bank balances, the financial team is working on making sure the balances are verified every quarter. He stated, as far as the jail cost report, there were some discrepancies as far as canteen expenditures not being reported in the canteen column and a difference in canteen expenditures related to the inmate telephone credit balance reported as telephone proceeds expenditures. He stated we recommended the report be reviewed for accuracy and consistency with the ACFR before submitting to the Comp Board. He stated, as far as an approval of an invoice, a payment selected for testing was missing a purchase order or formal approval. He stated, lastly, 2 out of 26 employees selected for VRS testing had improper deductions in their pay. He directed the Board's attention to page 58 of the ACFR and stated there are a few upcoming pronouncements; Statement 101, Compensation Absences, Statement 102, Certain Risk Disclosures and Statement 103, Financial Reporting Model Improvements. He asked if there were any questions at this time and there were none. He stated if you have any questions or are looking for a more detailed explanation of anything in the report you can get in touch with our lead auditor Kristen Choate. Mrs. Dickens can give you her number. Superintendent Smith thanked Mr. Shemeth for his report today. He stated this was a very extensive audit and he would like to thank Mrs. Dickens who is the Director of Administration and Support and she had to come up with some stuff while the Finance Director was out for some significant medical issues that has unfortunately continued on. He stated she is currently back with us. He also added we have brought on some additional staff, an Accounting and Budgeting Manager who worked in the finance department at another jail and has helped keep things going during the absence of the Finance Director along with an accounts payable technician with several years of experience from the same jail as the Accounting and Budgeting Manager. He added the consultant was unable to conduct a pre-audit before RFC's audit. He stated all in all it is not our best report; however, it is not one of our worst either. Mrs. Oglesby commented you prefer this type of audit because you didn't have any material things, just a management letter with recommendations to improve on and an opportunity to apply them. Mr. Jefferson asked, have the financial concerns as far as VRS and late entrees been corrected? Superintendent Smith responded by stating yes all those items have been corrected. He stated there is a schedule in place now where items will be assigned to certain individuals and it will be reviewed and checked off every month by myself, the Deputy Superintendent or Mrs. Dickens. Mr. Crook advised the needed motion the Board accept the Annual Comprehensive Financial Report (ACFR) FY24. Mr. Jefferson made the motion the Board accept the Annual Comprehensive Financial Report (ACFR) for FY24. Mrs. Oglesby seconded the motion. The motion the Board accept the Annual Comprehensive Financial Report (ACFR) for FY24 was accepted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against.

VI-B. Legislative Update

Superintendent Smith directed the Board's attention to page 56 of the Agenda and stated the General Assembly is still going on and instead of providing a 31 page document he will make it real brief. He stated there are two concerns; one is a bill that is in reference to pregnant females after giving birth the baby would remain with the mother for 72 hours and that will include if she is locked up in jail. He stated luckily that bill did not pass. He stated there was also another bill in reference to the restraint of pregnant females and now the standard says you cannot restrain a female during childbirth and now you cannot restrain them postpartum either. He stated there was a another regarding pregnant females who need to pump breastmilk, and we can manage that. He stated he will provide information on further updates and just let him know if you would like a copy of the full legislative report.

He stated the last item he has is an email her received from Immigration and Customs Enforcement (ICE) asking if we would contract with them to hold ICE inmates for up to 72 hours. He stated it would be at our current rate of $65/day. He stated the way it works is ICE would notify us of an arrest, and we decide yes or no. He stated if we say yes, they send over their form that we use for billing. He stated they would also transport the individuals here, pick them up and provide us with a release form if we are to release them within 72 hours. He stated we would enter into a contract similar to the Marshals Service. He stated he personally doesn't have a problem with it but he doesn't know what the legal issue would be on the back end. Mr. Jefferson stated he recalls them wanting us to do something a few years back. Superintendent Smith stated they wanted us to be able to serve ICE documents. Sheriff Miles asked how you would house them would they have a dedicated block just for them since you don't know what you are getting. He stated they could be part of the MS-13 gang. Superintendent Smith stated they would only be here for 3 days. He stated he used to house 400 ICE inmates at Hampton Roads Regional Jail when he was there. Mr. Jefferson asked what would be the legal aspect if we took them? Mr. Crook responded by stating as far as the legality he would like to see a draft contract to determine that. Superintendent Smith stated he will get one and provide it to Mr. Crook for review. Sheriff Wyche asked if the jail was on a noncompliance list like Southampton was? Superintendent Smith responded by stating we are on a somewhat compliant list. He stated we call and tell them an inmate is going to court today and if the judge releases them, we call back and tell them they are being released, and they need to come and get them. He stated they ask if we can hold them until they get here, and we tell them you have a couple of hours to get here and if not, we will have to release them. He stated there have been times where they said they can't get them until the next day or even two or three days later, so they tell us to just release them and send them all their information which we do. Superintendent Smith stated he will get a formal agreement and get it to Mr. Crook. Mrs. Oglesby stated you should also ask for the form they use. Sheriff Miles made a motion to table this item until the next meeting. Mrs. Oglesby seconded the motion. The motion the Board table this item to the next meeting was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against.

Superintendent Smith stated he had one other item regarding the federal rate. He stated the current rate is $65/day and there may be an opportunity to ask for an increase. He stated it has been four years since the last increase, and he recommends asking for an increase. Mr. Moor asked what would be the asking increase? Superintendent Smith responded by stating $75/day and he knows

two other facilities asked for the same increase and were granted it. Mr. Moor commented that it is not unreasonable. Mr. Kaplan made a motion the Board allow the Superintendent to request an increase in the federal rate from $65/day to $75/day. Sheriff Miles seconded the motion. The motion the Board allow the Superintendent to request an increase in the federal rate from $65/day to $75/day was adopted by Sheriff Miles, Acting Chairman Ward, Mr. Moor, Mr. Jefferson, Mr. Kaplan, Sheriff Wyche and Mrs. Oglesby all voting in favor and no members voting against.

VII. ADJOURNMENT

Acting Chairman Ward asked if there were any items for discussion or action and none being offered, he asked for a motion to adjourn the meeting. Mr. Kaplan moved to adjourn the meeting. Mr. Jefferson seconded the motion which was unanimously adopted. The meeting was adjourned at 9:55am.

Chairman

Recording Secretary