

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

**APPROVED 4/19/2023**

Regular Meeting .....March 23, 2023; 10:00 a.m.  
Location.....6900 Atmore Drive, Richmond, Virginia  
Presiding.....Vice Chairman Charles Jett, Board of Local and Regional Jails  
Present.....The Honorable Vernie Francis, Board of Local and Regional Jails  
                                Dr. Cleopatra Booker, 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, Regulatory Compliance Supervisor, Board of Local and Regional Jails  
                                Ashley Gordon, Executive Secretary, Board of Local and Regional Jails  
                                Colleen Maxwell, Policy Analyst, Board of Local and Regional Jails  
                                Erik Smith, Board Counsel, Office of the Attorney General

Upon determination of a quorum, Vice Chairman Jett called the meeting to order.

**Approval of Minutes**

The March 14 and 15, 2023 minutes were brought before the Committee for approval.

Upon a *Motion* by Chairman Francis with a second by Dr. Booker, the attending members voted unanimously to **Approve** the March 14 and 15, 2023 Jail Review Committee meeting minutes.

**Public Comment**

None

**Presentation**

None

**Motion to include non-Board members in closed session**

The following was offered by Chairman Francis 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:**

**Ryan McCord  
Alison Lautz  
John Rock  
Colleen Maxwell  
Tawana Ferguson  
Ashley Gordon  
Erik Smith**

Upon a *Motion* by Chairman Francis and a second by Dr. Booker, the attending members voted unanimously to *Approve* the above recommendations.

### **Closed Session**

Chairman Francis 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 Chairman Francis and a second by Dr. Booker, the attending members voted unanimously to *Approve* the above recommendation.

### **Reconvene Open Session**

Upon the members' return to open session, Chairman Francis 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.**

### **Actions**

Vice Chairman 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	
21-0075	21-0004
21-0077	22-0059
22-0042	21-0074
21-0078	22-0008
22-0014	22-0013

Upon a *Motion* by Vice Chairman Jett and a second by Dr. Booker, the attending members voted unanimously to *Approve* the above recommendations.

**Recommendations for Changes to Board Standards**

None based on cases reviewed in this meeting.

**General Discussion**

None

**Other Comments**

There being nothing further and upon motion of Chairman Francis, the meeting was *Adjourned*.