

**COMMONWEALTH OF VIRGINIA  
BOARD OF LOCAL AND REGIONAL JAILS**

**MINUTES**

**Approved January 15, 2025**

**ORIENTATION/REFRESHER**

December 10, 2024; 9:00a.m.

**LOCATION**

Academy for Staff Development (ASD)  
1900 River Road West  
Crozier, Virginia 23039

**PRESIDING**

The Honorable Charles Jett, Chairman

**BOARD MEMBERS PRESENT**

Dr. Cleopatra Booker, PsyD  
Captain Charles Carey  
David Hackworth  
Tiffany Jenkins  
Dr. Anita Maybach  
Dr. Amanda Trent  
Jessica Vermont

**BOARD MEMBERS ABSENT**

Michael Carrera  
Roland Sherrod, Jr.  
Lieutenant Joseph Tucker

**BOARD STAFF PRESENT**

Paul Beaupre, Regulatory Compliance Analyst  
Keischer Brittingham, Regulatory Compliance Analyst  
Tawana Ferguson, Regulatory Compliance Supervisor  
Brian Flaherty, Executive Director  
Mary-Huffard Kegley, Policy Analyst  
Alison Lautz, Jail Death Investigator  
Gerald Olson, Board Architect  
John Rock, Jail Death Investigator

**OTHERS PRESENT**

Andrew Parker, Office of the Attorney General

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**CALL TO ORDER**

Chairman Jett called the meeting to order at 9:00a.m. and welcomed attendees.

**DETERMINATION OF QUORUM**

Chairman Jett determined quorum present.

**PRESENTATIONS**

1. Brian Flaherty, Executive Director, presented an Administrative Overview, including:
  - Member Roles and Responsibilities
  - Officers
  - Dates, Meetings, and Committees
    - Members discussed participation in closed meetings and committee considerations.
  - Executive Secretary Responsibilities
    - Mr. Flaherty announced Demetrice Tyler-Holliday joined the team December 10, 2024.
2. Mary-Huffard Kegley, Policy Analyst, reviewed the responsibilities of the position.
3. Paul Beaupre and Keischer Brittingham, Regulatory Compliance Analysts, reviewed the responsibilities of the positions and the process of regulatory compliance inspections.
  - Members discussed Board authority/direction to inspect federal ICE facilities.
4. Tawana Ferguson, Regulatory Compliance Supervisor, reviewed the responsibilities and process of facility certification and decertification.
  - Members discussed deficiencies cited during certification/decertification vs. audits.
5. Gerald Olson, Board Architect, reviewed the Board's role in design, construction and reimbursement of jail projects which increase bed capacity.
  - Includes collaboration with the Virginia Department of General Services (DGS), the Virginia Department of Criminal Justice Services (DCJS), the Virginia Department of Planning and Budget (DPB) and the Treasury of Virginia.
6. Alison Lautz and John Rock, Jail Death Investigators, reviewed the responsibilities and process of death reviews.
  - Members highlighted the reduction of inmate deaths and the Code of Virginia (COV) §53.1(4) duties of the Board to develop programs to educate citizens of Board activities.

Break for Lunch

7. Andrew Parker, Office of the Attorney General, reviewed the requirements of the Freedom of Information Act (FOIA).

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- Members discussed an opportunity for BLRJ computers and email addresses.
  
- 8. Brian Flaherty, Executive Director, reviewed the requirements of Conflict of Interest training to be completed every two years. Members will submit training completion dates to Mr. Flaherty. Financial disclosure statements are required from Board members.

**ADJOURNMENT**

There being no further business, upon a **Motion** by Dr. Trent and second by Mrs. Jenkins the meeting was adjourned.