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8           ANNUAL EXECUTIVE BOARD MEETING held, on  
9   December 2, 2019, at 10:02 a.m., at the Hampton Roads  
10   Criminal Justice Training Academy, 805 City Center  
11   Boulevard, Newport News, Virginia, before  
12   Lakesha Jackson, Professional Court Reporter and a  
13   Notary Public, in and for the State of Virginia at  
14   Large.  
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A P P E A R A N C E S

BOARD MEMBERS: SCOTT BARLOW  
CLIFF BOWEN  
MORGAN NEIL

- - -

## P R O C E E D I N G S

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MR. BOWEN: Good morning, everyone. I'd like to welcome you to the Hampton Roads Criminal Justice Training Academy, Board of Directors. And we will begin our agenda, first, by calling the roll, and making sure we have form.

Scott?

MR. BARLOW: Yes, sir. We will do that.

Last year, we did something a little different. We brought a stenographer, or court reporter, in, which made the minutes a lot more accurate. And we've done that again this year. So, if you are going to make comments, please, let the court stenographer know what your name is and what jurisdiction you're with. She doesn't know everyone in here, yet, as we would.

We will go ahead and call the roll.

Accomack County Sheriff's Office?

Sheriff Todd Godwin?

(Response.)

MR. BARLOW: And you're the proxy, sir?

MR. WRIGHT: I'm sorry?

MR. BARLOW: You're the Sheriff's proxy?

MR. WRIGHT: Yes, sir.

1 MR. WRIGHT: Okay. And your name again, sir,  
2 for the court reporter?

3 MR. WRIGHT: Carl Wright.

4 MR. BARLOW: Accomack County administrator,  
5 Michael Mason?

6 (No response.)

7 MR. BARLOW: No proxy, sir?

8 (No response.)

9 MR. BARLOW: Chief James Pruitt, Cape Charles?

10 (No response.)

11 MR. BARLOW: Cape Charles manager,  
12 Heather Arcos?

13 (No response.)

14 MR. BARLOW: CBN University PD, Chief Chris  
15 Mitchell?

16 CHIEF MITCHELL: Present.

17 MR. BARLOW: And sir, you have present  
18 Pat Robinson as proxy?

19 CHIEF MITCHELL: I do.

20 MR. BARLOW: Thank you, sir.

21 Chincoteague PD, Chief Fisher?

22 CHIEF FISHER: Yes, sir.

23 MR. BARLOW: How are you, sir?

24 CHIEF FISHER: Good. Thank you.

25 MR. BARLOW: City of Chincoteague manager,

1 James West?

2 CHIEF FISHER: No, sir.

3 MR. BARLOW: No proxy, okay.

4 MR. BARLOW: CNU PD, Chief Dan Woloszynowski?

5 CHIEF Woloszynowski: Here. Proxy, yes.

6 MR. BARLOW: Exmore PD, Chief Angela DiMartino?

7 (No response.)

8 MR. BARLOW: Exmore Town Manager, Robert Duer?

9 (No response.)

10 MR. BARLOW: Franklin PD, Chief Steve

11 Patterson?

12 CHIEF PATTERSON: Here, sir. I have a proxy,

13 Ms. Jerry.

14 MR. BARLOW: And you have the proxy. Thank

15 you, Chief.

16 Gloucester County Sheriff's Office, Sheriff

17 Darryl Warren?

18 SHERIFF WARREN: Here. And I have Mr. Fedors

19 as proxy.

20 MR. BARLOW: Thank you, sir.

21 Hampton University, Chief Administrator, Walter

22 Doretha Spells?

23 CHIEF GLOVER: I'm here, but Chief Glover is

24 here.

25 MR. BARLOW: Chief Glover, do you have her

1 proxy, sir?

2 CHIEF GLOVER: Yes.

3 MR. BARLOW: Thank you. The city manager of  
4 Hampton, Mary Bunting?

5 MR. BOND: Assistant state manager, Steven  
6 Bond. I have her proxy.

7 MR. BARLOW: Thank you, sir.

8 Hampton Roads Regional Jail, Superintendent  
9 David Hackworth?

10 MR. HACKWORTH: Here.

11 Hampton's Sheriff's Office, Sheriff B.J.  
12 Roberts?

13 (No response.)

14 MR. BARLOW: Is Major Rich here?

15 (No response.)

16 MR. BARLOW: And Chief David Glover, HU PD?

17 CHIEF GLOVER: Here.

18 MR. BARLOW: Isle of Wight County Sheriff's  
19 Office, Sheriff James Clarke?

20 (No response.)

21 MR. BARLOW: Isle of Wight County  
22 administrator, Randy Keaton?

23 (No response.)

24 MR. BARLOW: James City County Police  
25 Department, Chief Brad Rinehimer.

1 CHIEF RINEHIMER: Here. And I have Mr. Stevens  
2 proxy.

3 MR. BARLOW: Thank you, sir.

4 Mathews County Sheriff's Office; Sheriff Mark  
5 Barrick?

6 SHERIFF BARRICK: Here.

7 MR. BARLOW: Mathews County administrator,  
8 Mindy Conner?

9 (No response.)

10 SHERIFF BARRICK: I do not have her proxy.

11 MR. BARLOW: Middlesex County Sheriff's Office,  
12 Sheriff David Bushey?

13 (No response.)

14 MR. BARLOW: Middlesex County administrator,  
15 Matt Walker?

16 (No response.)

17 MR. BARLOW: Middle Peninsula Regional Security  
18 Center, Superintendent Tim Doss?

19 SUPERINTENDENT DOSS: Here.

20 MR. BARLOW: North Hampton County Sheriff's  
21 Office, Sheriff David Doughty?

22 MR. FERBREN: A.J. Ferbren (phonetic), and I  
23 have the county administrator's proxy.

24 MR. BARLOW: Thank you.

25 MR. BARLOW: Newport News Sheriff's Office,

1 Sheriff Gabe Morgan?

2 SHERIFF MORGAN: Here. And I have city manager  
3 as proxy.

4 MR. BARLOW: Thank you, sir.

5 Norfolk State University PD, Chief Vincent  
6 Moore.

7 CHIEF MOORE: Here.

8 MR. BARLOW: Norfolk State University  
9 president, Dr. Adams-Gaston?

10 UNIDENTIFIED SPEAKER: Not here.

11 MR. BARLOW: Old Dominion University PD, Chief  
12 Rhonda Harris?

13 CHIEF HARRIS: Here.

14 MR. BARLOW: Old Dominion President,  
15 John Broderick?

16 CHIEF HARRIS: I have the proxy.

17 MR. BARLOW: Thank you, ma'am.

18 Poquoson PD Chief, Cliff Bowen?

19 CHIEF BOWEN: Here.

20 MR. BARLOW: Poquoson City Manager,  
21 J. Randall Wheeler?

22 MR. WHEELER: Here.

23 MR. BARLOW: Portsmouth Police Department,  
24 Chief Angela Greene?

25 CHIEF GREENE: Here.



1 MR. BARLOW: Portsmouth city manager,  
2 L. Pettis Patton?

3 MS. GOODIN: Elizabeth Goodin. I have the  
4 proxy.

5 MR. BARLOW: Smithfield PD, Chief Alonzo  
6 Howell?

7 CHIEF HOWELL: Here. I have Mr. Warner's  
8 proxy.

9 MR. BARLOW: Suffolk PD, Chief Thomas Bennett?

10 CHIEF BENNETT: Here. And I have Mr. Patrick  
11 Roberts' proxy.

12 MR. BARLOW: Thank you, sir.

13 Virginia Port Authority, Chief Mike Brewer.

14 CHIEF BREWER: Here. And I have John Reinheart  
15 (phonetic) as proxy.

16 MR. BARLOW: What was his name again, sir?

17 CHIEF BREWER: John Reinheart.

18 Actually, change that. Make that Kevin Price.

19 MR. BARLOW: Sir?

20 CHIEF BREWER: Make it Kevin Price.

21 MR. BARLOW: Virginia Peninsula Regional Jail,  
22 Superintendent Tony Pham.

23 (No response.)

24 MR. BARLOW: William & Mary Police Department,  
25 Chief Deborah Cheesebro?

1 MR. BIOS: James Bios (phonetic), present as  
2 proxy.  
3 MR. BARLOW: Your name again, sir?  
4 MR. BIOS: James Bios.  
5 MR. BARLOW: Thank you, sir.  
6 William & Mary president, Katherine Rowe?  
7 MR. BIOS: I have the proxy.  
8 MR. BARLOW: Thank you, sir.  
9 Williamsburg PD, Chief Sean Dunn?  
10 CHIEF DUNN: Here.  
11 MR. BARLOW: Williamsburg city manager,  
12 Andrew Trivette?  
13 MR. TRIVETTE: Here.  
14 MR. BARLOW: Williamsburg/James City County  
15 Sheriff's Office, Sheriff Robert Deeds?  
16 CAPTAIN HARDIN: I'm here for him.  
17 MR. BARLOW: Captain Hardin is here for Sheriff  
18 Deeds; soon to be Sheriff Hardin.  
19 Western Tidewater Regional jail, Superintendent  
20 William Smith?  
21 MR. SMITH: Here.  
22 MR. BARLOW: York County Poquoson Sheriff's  
23 Office, Sheriff Danny Diggs?  
24 SHERIFF DIGGS: Here.  
25 MR. BARLOW: York County administrator,

1 Neil Morgan?

2 MR. MORGAN: Here.

3 MR. BARLOW: Is there anybody I neglected to  
4 call?

5 (No response.)

6 MR. BARLOW: We need 29 for a quorum, and Chief  
7 we have 43 for a quorum.

8 CHIEF: Thank you.

9 MR. BOWEN: Before we get started, I want to --  
10 we sometimes forget we have new people coming and  
11 going, either by election or by hiring processes.

12 I am Cliff Bowen. I'm the police chief in the  
13 city of Poquoson, and I'm the chairman of your  
14 board. To my right, is Neil Morgan. He is our  
15 finance chair, and a member of our executive  
16 committee. He is the accounts manager for the  
17 county of York. And then Scott Barlow is our  
18 executive director.

19 And the Sheriff from Isle of White just walked  
20 in.

21 UNIDENTIFIED SPEAKER: Thank you, Chief.

22 MR. BOWEN: Good to see you.

23 Also, your executive committee is made up of,  
24 approximately, nine folks who represent you, and we  
25 meet multiple times a year to discuss day-to-day

1 business in the academy, to prepare the budget that  
2 we've submitted that you will review today. If any  
3 members of the executive committee are present, I  
4 would like you to stand and be recognized. We'll do  
5 that.

6 (Responses.)

7 MR. BOWEN: These are the ladies and gentlemen  
8 that have worked very diligently to make sure that  
9 decisions being made by the director are being  
10 supported and being vetted on your behalf. So thank  
11 you guys for all that you do for the academy. I so  
12 much appreciate it.

13 While we're still on the call to order, I would  
14 like to ask if there are any additions or  
15 modifications to the agenda? There should be one on  
16 the top of your packets.

17 SHERIFF MORGAN: Motion to accept.

18 MR. BOWEN: Motion to accept the agenda.

19 Any discussion?

20 (No response.)

21 MR. BOWEN: All that's in favor of accepting  
22 the agenda as it is presented to you, please  
23 indicate that you support it by saying I.

24 COLLECTIVE RESPONSES: I.

25 MR. BOWEN: Any oppose?

1 (No response.)

2 MR. BOWEN: Hearing none, this is the agenda  
3 that we'll be using for today's meeting.

4 The number two item on today's agenda is our  
5 approval of the minutes from the board. These were  
6 posted on the website. Y'all were notified by  
7 e-mail. However, if you would like to look at them,  
8 we do have hard copies here. Please raise your hand  
9 to indicate you would like to see a hardcopy of  
10 them, and our assistant director will be happy to  
11 give you one.

12 (No response.)

13 MR. BOWEN: Okay. And I will take a motion to  
14 accept the minutes from the December 14th, 2018  
15 meeting.

16 SHERIFF MORGAN: Motion to accept.

17 UNIDENTIFIED SPEAKER: Second.

18 MR. BOWEN: Okay. Any discussion?

19 (No response.)

20 MR. BOWEN: Okay. All those in favor of  
21 approving the minutes from the board from December  
22 14th, 2018 indicate your support by saying I.

23 COLLECTIVE RESPONSES: I.

24 MR. BOWEN: All those that oppose?

25 (No response.)

1 MR. BOWEN: Hearing none, that motion passes.

2 The third item on our agenda today is the  
3 academy agreement, our strategic plan and our  
4 capital improvement plan. There are hard copies  
5 here today. If you would like one, they are  
6 available for you. These were also posted on the  
7 web page, prior to the board meeting, for your  
8 review.

9 Scott?

10 MR. BARLOW: The academy agreement, again, is  
11 what we put out here. If you would like to take one  
12 with you, they are on the table over there. There  
13 have been no changes to that academy agreement. I  
14 will just go over the highlights of your strategic  
15 management plan and the capital improvement plan,  
16 which have been approved by your executive committee  
17 at the time.

18 If you have questions, or want to go into  
19 greater detail, I'll be happy to do that. Christy  
20 has pulled up the areas I would like to cover with  
21 you on our SMP. I believe it's the first one that  
22 we have up there.

23 As many of you know, we now have a number of  
24 satellites. So we are refocussing some of our  
25 efforts here at the academy. We are now running

1 three FTO programs per year, and we have increased  
2 our class sizes on that. That's one of the changes  
3 that we have done to accommodate our satellites and  
4 not do certification training. So we have stepped  
5 up our certification training.

6 If we go a little further down, we will see  
7 objective 1.4. We've started the training  
8 coordinator program, and we've started doing it for  
9 in-service credit. That's your training commanders.  
10 We provide a brief training to them, and we exchange  
11 some ideas back and forth, to make sure they know  
12 what we're doing and why. And then we also receive  
13 feedback, if they have any concerns. We have been  
14 doing two of those a year, and we will continue to  
15 do that.

16 Another change we've made is we've added  
17 remedial training dates into the basics programs.  
18 We have three in the BLE, and two in the combined.  
19 We have done this because we have found, over the  
20 years, we have been sending a lot of your basic  
21 students back without getting their certification  
22 from dismissing small amounts of training.

23 By adding the remedial trainings days, we can  
24 catch them up for days that they're sick or injured.  
25 If they're missing extensive amounts of training,

1 then they would have to come back. But if they miss  
2 a day or two, here or there, those remediation days  
3 will allow us to catch them up. That way you will  
4 get of your basis students back, where they have to  
5 come back to certain blocks to catch up on their  
6 training. We started that last year in the BLE, or  
7 this year, and it has worked very well. So now  
8 we're going to add it to the combined as well.  
9 We're hoping that the additional couple of days --  
10 it won't be prohibitive for y'all, but will also be  
11 a lot less tracking for you sending people back and  
12 such.

13 1.6, we backed off to do three in-services in  
14 law enforcement, and three in combined each year.  
15 What I found was, we would have six or seven people  
16 showing up for in-service, when we're doing five and  
17 six of them. So we're doing less, because most  
18 folks are using specialized training or they are  
19 using the satellites.

20 If it gets to the point where it looks like  
21 this is a problem, we can always add more, at the  
22 end of the year. But we started doing this a couple  
23 of years ago, and we haven't seen any issues with  
24 this at this time.

25 The objective 1.12, the increasing class size



1 for all of the instructor programs. Our general  
2 instructors used to be 25. We are now doing three a  
3 year, and we have increased the class size to 45.  
4 That way we're not turning people away. Our FTO  
5 class, we have increased the class size to 45, so we  
6 don't have the turn folks away.

7 The defensive tactics instructor, we went from  
8 20 to 25. The firearms instructor, also 20 to 25.  
9 And our driving instructor, we have increased to 20  
10 to 25. I think this better accommodates the fact  
11 that our satellites can't do the certification  
12 training, so we just hire more instructors to make  
13 the class a little bit bigger.

14 Moving on to objective 3.7 is the other one I  
15 would like to chat about, briefly. We have  
16 realigned our full-time staff to add a lead  
17 instructor position. This lead instructor was our  
18 satellite coordinator, but we've reassigned those  
19 duties to the deputy director. This gives us more  
20 instructional staff. And though we still call on  
21 y'all for help, it gives us a few more instructors  
22 here, so we're not imposing anymore than we  
23 absolutely have to. That position now works right  
24 for the assistant director. We did not increase  
25 that. We just realigned duties. We have the exact

1 same number of people we've had for many years out  
2 here.

3 Under goal five, objective 5.2, Mr. Morgan  
4 recommended that we develop a financial manager  
5 policy to include cash management, financial  
6 reporting, operating and capital budgets and  
7 reserves. We have a significant reserve fund here;  
8 over 2.5 million. So we do need a policy on how  
9 that will be spent. Right now, we just require full  
10 board approval. We won't change that, but that's  
11 something that we need to have a little more in  
12 detail in writing. And Mr. Morgan indicated that he  
13 would work with me on that, and we will bring  
14 something back to y'all next year.

15 Those are the highlights of our strategic  
16 management plan. I'm happy to answer questions or  
17 discuss certain things that I didn't spend a lot of  
18 time covering.

19 SHERIFF MORGAN: You've got two other things  
20 highlighted.

21 MR. BOWEN: Did I miss two of them? I'm sorry,  
22 the back of the page. Thank you, sir. We still  
23 have, in our strategic management plan, building a  
24 firearms range. That's kind of been put on the back  
25 burner until we decide which direction we want to go

1 in. But I will just keep it on there until -- we're  
2 still doing pretty well at Ft. Eustis, so it's not  
3 like we are in a serious pinch. But eventually,  
4 that's something that I recommend that we look at a  
5 little bit harder.

6 And objective 5.4, we've been forced to  
7 discontinue the use of our fort dormitories, based  
8 on a ruling from the city of New Port News that we  
9 never really had dormitories, and they were never  
10 supposed to have been used in that fashion. And we  
11 do have an e-mail from the Newport News saying that,  
12 if anybody is interested in reviewing it. And we  
13 will talk more about that when we talk about the  
14 increase in this classroom size, which is a proposal  
15 that the executive committee has approved.

16 Thank you sheriff for catching that.

17 These have already been approved by the  
18 executive committee. It's more informational.

19 MR. BOWEN: Any questions of Director Barlow on  
20 strategic planning regarding or --

21 (No response.)

22 MR. BOWEN: Let's move on to the FY 2021 budget  
23 presentation.

24 Scott?

25 MR. BARLOW: Okay. If we went by that capital

1       -- there's really no changes to it. Unless anybody  
2       would want me to carry the capital improvement plan,  
3       I'm willing to do that. Each year, we have been,  
4       basically, on track with what we have done. The  
5       main things we've done is these classrooms, the one  
6       next door and the two in-service rooms have all been  
7       updated with paint, carpet, new furniture. What we  
8       are hoping to do next physical year is get our  
9       bathrooms updated. So we're kind of on track for  
10      what we've been planning. There's really nothing  
11      significantly different in that plan.

12           MR. BOWEN: And these are the things that we  
13      discussed in the executive committee meetings about  
14      progress on the projects, and what we want to do to  
15      make sure these facilities serve the young men and  
16      women that you are sending here for training and  
17      make sure that they're meeting the local codes, and  
18      they are meeting our needs. So the executive  
19      committee will continue to work with Scott to  
20      develop those projects to make sure they are funded,  
21      and that we are building quality facilities for your  
22      students.

23           On to the budget?

24           MR. BARLOW: Yes.

25           Chris, you got the budget for me? Thank you.

1           You do have this in your packets. The first  
2           document that we'll be looking at is the regional  
3           academy dues and population, which is your first  
4           page. If you look at that, we're, basically, the  
5           second largest academy in the state. So I would  
6           make an argument that we have around 200 folks that  
7           aren't reported, because they're Park Rangers and  
8           Fire Marshalls so they don't get added to T-REC  
9           (phonetic). So we're pretty much on par with  
10          Northern Virginia, as far as size.

11           Our dues are \$334, per individual, per sworn  
12          officer your department has, or dispatcher. We are  
13          still the lowest dues of any academy across the  
14          state. And when I say that, I want to make sure we  
15          understand that -- in my opinion, it's not because  
16          we don't provide as good, if not better, services,  
17          it's because of the partnerships we have developed  
18          over the years.

19           If you look at our next page.

20           SHERIFF MORGAN: Before you go on, could just  
21          reiterate some of those partnerships?

22           MR. BARLOW: Yes, sir. That's what I'm going  
23          to do with our next phase. Thanks again for the  
24          reminder.

25           So our academy facility itself. Even though

1 the facility is significantly smaller in size, it's  
2 a force multiplier by having 11 satellites. Our  
3 satellites are open to all of our member agencies.

4 If you see a training that you like over in  
5 Suffolk, and you're in Smithfield, Suffolk has  
6 agreed, and all of our satellites have agreed, to  
7 allow anybody to come to that training that's a  
8 member of this academy. So it looks like we're just  
9 doing a certain amount of training, but when you  
10 look at the 11 satellites, we do a lot of training  
11 here. And that also keeps our cost down a little  
12 bit, as far as hiring additional instructors. So  
13 that's one force multiplier for us.

14 Ft. Eustis, we have been using them as our  
15 firing range for many years. It is a very minimal  
16 expense, which it allowed us not to invest in a  
17 firing range immediately, though it is something  
18 that we should be considering down the road. And we  
19 use the Suffolk Executive Airport for driving.  
20 Again, it is a minimal expense compared to how much  
21 it would cost to build a driving range.

22 We used a number of other facilities for our  
23 practical exercises to include a local church to do  
24 our graduations for, again, a very minimal expense.  
25 So being undersized, we still can accommodate all of

1 our folks, based on all of the additional satellites  
2 and facilities we use.

3 What also helps us a lot are the assignment of  
4 force staff instructors. Suffolk, Portsmouth,  
5 Newport News Sheriff's Office and Hampton Roads  
6 Regional Jail, all provide us with full-time staff  
7 instructors. We reimburse them 25 thousand dollars  
8 a year. Realistically, each of those, when you look  
9 at benefits and retirement, it's probably closer to  
10 about 75 thousand dollars a year. So if we were to  
11 actually hire those folks, our budget would be going  
12 up significantly. So those partnerships allowed us  
13 to save a lot of money there.

14 As far as adjunct instructors, we hire a number  
15 of adjuncts that we pay. Even though we pay them,  
16 it's still a lot cheaper than having full-time folks  
17 that work out there. And it also allows your folks,  
18 or experts in the field, to come out here and do a  
19 lot of the training for your people. So that's a  
20 system that works very well for us.

21 We also utilize adjunct instructors that are  
22 assigned by your agencies. One of the agreements  
23 that we made a number of years ago, and we  
24 reinforced this last year, was for tactical  
25 exercises and for firearms training, y'all sent

1 people to help out your dime, so-to-speak, your  
2 expense; not the academy's expense.

3 I brought this up last year. We chatted about  
4 it; that we were having a few struggles getting  
5 people. And I believe it was Chief Dunn that asked  
6 me to send out a letter at the end of each class,  
7 explaining how many hours that had been donated.  
8 And I can tell you, this year, we have done very,  
9 very well. So thank you very much for having your  
10 folks step up. It really does allow us to keep  
11 those costs down, and it also gives your folks time  
12 to come out here and do some training, get to know  
13 the new folks, and to stay current. So that's a  
14 system that works very well for us, and it allows us  
15 to save money.

16 What I've done internally, as I mentioned  
17 earlier, I had hired a satellite coordinator. I  
18 have reassigned those duties to our new Deputy  
19 Director, Paula Davenport. She is a retired FBI  
20 agent. She has a Ph.D. She worked as a State  
21 Trooper. She's got a lot of experience. She came  
22 on probably two months ago. She's still getting her  
23 feet wet, but I have reassigned those duties to  
24 Paula. Our satellite coordinator is now our lead  
25 instructor, taking on additional duties, where he



1 will be doing a lot more training with the basic  
2 classes. So we have doubled our staff there with  
3 the assistant director, Perry Bartelle (ph,) our  
4 lead instructor. Again, no additional people; just  
5 realigning duties.

6 In doing that, I've had to realign a lot of  
7 other duties to our support staff, as far as website  
8 stuff, you know, hiring instructors, doing  
9 programming, doing a lot of the purchasing stuff,  
10 with, you know, my executive assistant, Christy.  
11 Moe does a lot of the hiring the instructors. So  
12 you have seen a lot of my staff has taken on  
13 additional duties than what they originally had. So  
14 we're using our people better without having to hire  
15 additional people. So for those reasons, and  
16 probably a few others I didn't mention, I think  
17 we're doing a really good job and that helps you  
18 help us keep your dues down, which has always been  
19 our goal. And I will certainly take comments or  
20 questions in reference to any of that.

21 Chief, anything to add?

22 MR. BOWEN: I would like for everyone to get to  
23 know her. I would have Paula to stand up. This is  
24 our new deputy director, Paula Davenport, and our  
25 new lead instructor, Perry Bartelle, assistant

1 director.

2 Sorry, Perry, I'm always calling you the wrong  
3 name. Those are the two folks that you might want  
4 to get to know. They are doing outstanding work for  
5 us already, and certainly we are looking very -- we  
6 are very encouraged about where the staff is sitting  
7 right now, as far as the quality of staff and their  
8 experience and moving forward in the next year or  
9 so. We're very excited about that. So  
10 congratulations to you both, and we're glad to have  
11 you on the board.

12 UNIDENTIFIED SPEAKER: Hey, Chief, is there a  
13 list of the approved satellite agencies on the  
14 website?

15 THE COURT REPORTER: Can you state your name  
16 for the record, please?

17 MR. CLARK: James Clark, Isle of Wight County.

18 MR. BOWEN: A list of the 11 satellite  
19 agencies?

20 MR. CLARK: Yes.

21 MR. BARLOW: Yes, sir. When you go to our  
22 website under satellites, they are all listed with  
23 the contact person on that satellite.

24 MR. CLARK: Thank you.

25 MR. BOWEN: So we're moving on to the budget?

1 MR. BARLOW: Yes.

2 So moving on to the budget. When we look at  
3 our funding, the first thing I would like to cover  
4 is our anticipated revenues. What we anticipate  
5 getting from our members, which are the bills we  
6 send out and the dues we just talked about, the 334,  
7 is 991 thousand 980 dollars. So that's what we  
8 anticipate. And when I say "anticipating," it's  
9 just that. Some things change. Normally, it's  
10 pretty consistent.

11 The State general fund and the special fund is  
12 the money we get from the State to fund us. That is  
13 based on how many folks we report in T-RECS. So  
14 whenever an organization doesn't put their folks in  
15 T-RECS, we get a little less money each year. So  
16 it's very important that we keep those things  
17 updated, so that the State knows how many folks that  
18 each academy has. Because it's a set amount of  
19 money, and then they divide it in a formula, based  
20 on the size of that regional academy.

21 Now, the numbers that you see there, are what  
22 we just found out that we're getting for fiscal year  
23 '20. So what I do is, I just use those same numbers  
24 in hopes that we're close for fiscal year 2021.  
25 There's no other way I know of doing it. And it

1 doesn't change that dramatically, as we'll show you  
2 in the next document.

3 One thing that is new is the interest daily. I  
4 believe it was about October of 2018, chief Bowen  
5 and I met with the folks in Hampton to talk about  
6 our reserve fund. And one of the things we did talk  
7 about is the interest being earned in our reserve  
8 fund really should have been coming back to the  
9 academy, and it had not been. Hampton absolutely  
10 agreed with that and realized it was just an  
11 oversight. They were very accommodating. There  
12 were no issues there. So what I have done, at the  
13 urging of my finance chair, and she's absolutely  
14 right, is I need to report that money coming into  
15 the budget. So we're estimating around 50 thousand  
16 dollars. I anticipate it's going to be more than  
17 that. Because again, we have not had a full year  
18 yet, because we just started in October of 18. And  
19 that money is also going to be shown in the budget  
20 as going right into the reserve fund. So that will  
21 not be money I will be encumbering for anything,  
22 unless we have a shortage, and I have to come back  
23 to the executive committee to ask for its use. But  
24 you will see between 50 and 80 thousand dollars each  
25 year that's going to be earned, as far as the

1 interest, depending on how well things are going,  
2 and how much money we have in that reserve fund.

3 The last revenue is the anticipated tuition and  
4 sales for about 15 thousand. We just used that  
5 number as a strategic guesstimate. That's folks  
6 that are not members that send people to training.  
7 And we normally get a little bit more than that, but  
8 I hate to be overly optimistic, in case we don't  
9 that particular year. So that's kind of a number  
10 that has worked for us over the years. That gives  
11 us total revenues of 1 million 393 thousand 235.

12 And the proposed budget is 1 million 379  
13 thousand 203, which we will get into that shortly,  
14 which give us a reserve of around 13 thousand 32  
15 dollars.

16 That reserve is a little less than we normally  
17 try and have, but realistically, with the interest  
18 daily, that may be -- that can be used that we  
19 absolutely have to, and the fact that each year we  
20 give money back to the reserve, I don't think that  
21 puts us in a weak position at all.

22 Last fiscal year, we gave back 201 thousand  
23 dollars. And that wasn't because we don't need it.  
24 It's because we were really short staffed that year,  
25 a lot of that money did come out of the salaries.

1 And a good amount also came out of our contingency,  
2 which was something -- I'm sorry, came out of the  
3 interest daily contingency. So I think we'll still  
4 be pretty good even with a little bit lower of a  
5 reserve fund than we normally have.

6 Questions? Any thoughts?

7 (No response.)

8 MR. BARLOW: Okay. So the revenue history of  
9 state funds is your next document, and Mr. Wheeler  
10 noticed an added error here. Luckily, it's a little  
11 bit higher than I reported, so that's another 3  
12 thousand dollars.

13 If you look at FY '20, and look at general fund  
14 and special fund, when you add those together, it's  
15 not 335,250; it's 338,905. So I will make those  
16 corrections to the budget, and that will add a few  
17 thousand more into our reserve.

18 Thank you, Mr. Wheeler for catching that.

19 The revenue history of state funds kind of  
20 shows us that we've been pretty consistent in the  
21 last four or five years. You saw a big jump from  
22 '16 going on, but the last four years, we've been  
23 pretty consistent. And we anticipate that staying  
24 the same.

25 And the revenue history of member agencies,

1 we've gone up, slightly, over the last couple of  
2 years, just because people are -- had larger  
3 agencies, but we are pretty consistent there as  
4 well.

5 Any questions on our revenue history?

6 (No response.)

7 MR. BARLOW: The pro rata is the next one,  
8 which is just, basically, broken down by every  
9 agency. And it's really -- I don't have any reason  
10 to go through that. I have already given you the  
11 total number. Unless someone has specific questions  
12 about each agency's pro rata, that becomes part of  
13 the budget.

14 MR. BARLOW: The next part of the budget is the  
15 anticipated expenses. The first document are the  
16 personnel costs. So, in late 2008, I rewrote all of  
17 the job descriptions and started adding a lot of  
18 duties to my full-time staff. And I've added a few  
19 more duties when I reassigned the satellite  
20 coordinator as the lead instructor and took some of  
21 his duties and gave it to full-time staff again.

22 MR. BOWEN: That's 2018 or '08?

23 MR. BARLOW: 2018. My apologies if I said  
24 2008. I haven't been here that long. Sometime it  
25 seems like it, but I have not been, no.

1           Based on that, I am asking for a five percent  
2       raise for my staff, which is three percent, and then  
3       an additional two for the additional duties I have  
4       added to them, with the exception of myself and the  
5       deputy director as a standard three percent. Paula  
6       is fairly new, and I'm well compensated, and I  
7       really don't want to push that. But I do believe  
8       that my staff has worked hard to take on additional  
9       duties, and I would like to give them a five percent  
10      raise.

11           If there are questions or objections, I will  
12      certainly do my best to address them.

13           (Response.)

14           SHERIFF MORGAN: Mr. Chair, I would say that we  
15      should look at ensuring that the executive directors  
16      are compensated also. I understand his willingness  
17      to decline, but overall, I think that everyone one  
18      is doing a yeoman's job, and everyone one should be  
19      compensated.

20           I understand Paula just got here, and she's in  
21      the probationary status, however, I strongly believe  
22      that the executive directors should be compensated.

23           MR. BARLOW: Okay.

24           MR. BOWEN: So my understanding Mr. Morgan is  
25      presenting a motion that we should give the same



1 raise to executive directors, as he is proposing for  
2 the staff. We have not talked about the staff's  
3 proposal. So what I would like to do is to get a  
4 second on that, and then entertain any discussions  
5 we might have about the raises. And I would also  
6 entertain a substitute motion, if there is one. But  
7 I think that -- let that sink in for a second about  
8 what he just proposed, and then we can discuss that  
9 after we get a second on the motion.

10 UNIDENTIFIED RESPONSE: I will second chair  
11 Morgan.

12 MR. BOWEN: Okay. We have a motion, and we  
13 have a second.

14 Do we have any discussion about Mr. Morgan's  
15 motion, as it pertains to the director getting the  
16 same raise.

17 (No response.)

18 MR. BOWEN: Now is the time.

19 UNIDENTIFIED SPEAKER: I just want to make sure  
20 I'm clear.

21 MR. BOWEN: Sure.

22 UNIDENTIFIED SPEAKER: The motion is to add --  
23 instead of the three percent for the deputy director  
24 and the executive director, it goes to five percent?

25 MR. BOWEN: No. The motion is for the

1 executive director to get a five percent, along with  
2 the rest of the staff.

3 UNIDENTIFIED SPEAKER: So what about the deputy  
4 director?

5 MR. BOWEN: That's not part of his motion. So  
6 I said I would entertain a substitute motion, if  
7 there is one.

8 Mr. Wheeler?

9 MR. WHEELER: Just for clarification, I thought  
10 the motion was that the director get the same,  
11 essentially, as everyone else, and that we would  
12 talk about what that was separately.

13 SHERIFF MORGAN: Correct. That's the motion.

14 MR. BOWEN: Okay. So, to clarify the motion,  
15 Mr. Morgan's motion is whatever raise we give, it  
16 would be the same for the executive director and all  
17 of the other employees.

18 Does that include the deputy director?

19 SHERIFF MORGAN: It can. I would defer to the  
20 executive director for making decisions for his  
21 staff, versus us.

22 MR. BOWEN: Okay.

23 SHERIFF MORGAN: And if the record will reflect  
24 as Sheriff Morgan, Mr. Morgan, my cousin, is sitting  
25 over there.

1 MR. BOWEN: I apologize.

2 Is that clear now?

3 (Response.)

4 MR. BOWEN: Yes, sir?

5 CHIEF RINEHIMER: Mr. Chairman, Brad Rinehimer,  
6 James City County Police, these raise won't take an  
7 affect until July 1st; is that correct?

8 MR. BARLOW: Yes, sir.

9 CHIEF RINEHIMER: Even though the deputy  
10 director has only been here a short time, come July  
11 1st, she will have been here a substantial amount of  
12 time.

13 MR. BOWEN: Yes.

14 CHIEF RINEHIMER: So I don't see why we would  
15 not include everyone in that pay raise and not just  
16 -- and I understand that she's currently on that  
17 probationary period, but come July 1st, she would  
18 have been here for ten months.

19 MR. BOWEN: Okay. Are you offering a  
20 substitute motion?

21 CHIEF RINEHIMER: So my substitute motion would  
22 be that all staff receive the same amount of pay  
23 raise.

24 MR. BOWEN: Do I have a second?

25 UNIDENTIFIED SPEAKER: Second.

1 MR. BOWEN: Okay. I will take the substitute  
2 motion. So what we have now is a motion and a  
3 second that all of the staff should be given the  
4 same raise, whatever we determine it is going to be  
5 and not parse that out differently. Everyone is  
6 going to be equal. So I have a motion and a second.

7 Discussion?

8 (No response.)

9 MR. BOWEN: All right. All those in support,  
10 same raise for everybody, indicate your support for  
11 that motion by saying I?

12 COLLECTIVE RESPONSE: I.

13 MR. BOWEN: Any oppose?

14 (No response.)

15 MR. BOWEN: Okay. Now, the raises themselves,  
16 I will entertain a motion about Scott's  
17 recommendation for the five percent raise for  
18 employees, and we can discuss that, if I have a  
19 motion on that.

20 SHERIFF MORGAN: So moved.

21 MR. BOWEN: All right. So moved.

22 Do I have a second?

23 UNIDENTIFIED SPEAKER: Second.

24 MR. BOWEN: Okay. I have a second.

25 Discussion?

1 (Response.)

2 MR. BOWEN: Mr. Wheeler?

3 MR. WHEELER: Just to voice the concern that  
4 several people probably have in their heads.  
5 There's probably not an organization in this room  
6 that's planning on five percent pay raises for their  
7 own employees in the upcoming fiscal year. That is  
8 in my mind, as I consider this, and I'll just state  
9 that fact so that other people don't have to.

10 MR. BOWEN: Okay. Any other comments?

11 (Response.)

12 MR. BOWEN: Sheriff Morgan?

13 SHERIFF MORGAN: We considered that fact, that  
14 there were going to be jurisdictions that will not  
15 reach that. We also look at the history of what is  
16 going on at the academy, the actual compensation for  
17 the employees, the fact that they have been  
18 underpaid for a long time and the amount of duties  
19 that they have been doing. And we thought that, you  
20 know, a three percent plus a two percent merit would  
21 be appropriate, because it's a three percent base.  
22 And then based on their performance, the executive  
23 director has some latitude to do something to try to  
24 get them up to where their comparable with some of  
25 the other jurisdictions. So that was the rationale

1 behind the executive committee's support for this  
2 increase. And yes, it may be a little bit bigger,  
3 however, we're the ones that look out for the  
4 handful of staff that chair no one else. So that's  
5 my part of the discussion for the -- in support of  
6 it.

7 MR. BOWEN: If there was a reclassification  
8 done -- and I think this is somehow related to the  
9 reclassification that Scott did last year, in 2018.  
10 He called me. We had multiple discussions where he  
11 redid the job descriptions for all of the positions,  
12 which included additional duties for I think pretty  
13 much all of them, based on his trying to re-organize  
14 in the wake of a retirement -- two retirements and  
15 losing another staff member. So it was an  
16 opportunity to realign the job duties and to add  
17 additional duties that we -- on things we weren't  
18 doing. So part of this is related to the -- two  
19 percent above the three is related to some of that  
20 reclassification process and trying to get them up.

21 MR. MORGAN: Comment. Randy, the issue you  
22 raised was certainly something that I expected, and  
23 we discussed. I think it would be fair to say --  
24 put words in Scott's mouth raise issue none of us  
25 are going to be recommended across the board five

1       percent raises, and that is why the recommendation  
2       and the budget was for the more junior people who  
3       had, you know, significant upgrades to their job  
4       duties and why the top two folks were not included  
5       in that bigger number to sort of avoid the whole  
6       system across the board, five percent raise. I  
7       think, Scott, you felt pretty strongly that the  
8       others ought to get it, because of the change in  
9       their duties.

10       MR. BARLOW: Yes, sir.

11       MR. MORGAN: And it's separate from you.

12       I don't feel strongly, but the sensitivity to  
13       that issue is definitely something that we talked  
14       about.

15       MR. BOWEN: That's true.

16       UNIDENTIFIED SPEAKER: One more question.

17       MR. BOWEN: Yes, sir?

18       UNIDENTIFIED SPEAKER: If those  
19       reclassifications have already happened and people  
20       are already doing those new responsibilities and  
21       duties -- I mean, this may seem kind of illogical,  
22       but why not authorize that reclassification  
23       adjustment even earlier than next July, since  
24       they've been doing the job for some time. And then,  
25       if we did that, we can keep the three percent

1       increase in the budget, and actually with the  
2       consent, obviously, we do the two percent effective  
3       the first of the calender year, you know, at tend of  
4       the this month.

5               MR. BOWEN: Yeah. That's a good suggestion. I  
6       know that some of that was done last year. We had  
7       some money. So not all of it was done, but they did  
8       get some of the money already, I believe.

9               MR. BARLOW: Uh-huh.

10              MR. BOWEN: Scott made adjustments to specific  
11       salaries. Now, that didn't cover his position or  
12       the deputy director's position, but the other --  
13       some of them got some of the money. It just wasn't  
14       enough left over in the budget to do what they  
15       really wanted to do and do all of it. So that's why  
16       he was kind of rolling that over. But I don't have  
17       any objection to giving the two percent first.

18              Steve, did you have something? Mr. Bond?

19              MR. BOND: Yeah. I was just going to say that  
20       I think that's a great suggestion. I know that my  
21       concern, really, just to be frank, is that if we  
22       pass this the way that it is right now, we will hear  
23       from our law enforcement agency in our locality  
24       saying, you approved a five percent for the regional  
25       academy. We think we deserve the five percent



1 across the board as well. I think that's going to  
2 have an affect as well, so I have a concern with  
3 that.

4 MR. BOWEN: Okay. Are you expressing support,  
5 then, for the two percent compensation for the job  
6 descriptions now, and the three percent in July?

7 MR. BOND: Oh, absolutely. I don't think there  
8 is a question that there are increased duties and  
9 they deserve additional compensation. I think the  
10 way that Randy suggested that we structure it makes  
11 a whole lot of sense. I don't have a problem with  
12 the number going up to five percent. I just think  
13 we need to structure it the way that Randy suggested  
14 it.

15 MR. BOWEN: That makes sense.

16 MR. MORGAN: I think that's a better way to do  
17 it.

18 MR. BOWEN: So the current motion we have on  
19 the floor is about giving all of the employees  
20 across the board a five percent raise this year. So  
21 what I need from Mr. Wheeler is a substitute motion  
22 of how to handle the compensation issue for this  
23 coming budget year.

24 MR. WHEELER: Mr. Chairman, I make the  
25 following substitute motion: That the two percent

1 raises associated with the reclassification job  
2 description changes being be provided to all staff  
3 effective January 1st, 2020; and that though they be  
4 continued into the budget for next fiscal year, that  
5 they be removed in terms of a new item for the  
6 upcoming budget.

7 SHERIFF MORGAN: And also to approve the three  
8 percent in July.

9 MR. BOWEN: Which we would be the across the  
10 board raise in July.

11 SHERIFF MORGAN: Yes.

12 MR. BOWEN: Okay.

13 SHERIFF MORGAN: Second.

14 MR. BOWEN: All right. I have a motion and a  
15 second. So we have a motion to enforce now that the  
16 two percent raise for all staff, effective January  
17 1st, 2020, relate to the additional compensation, we  
18 desire to pay them for the reclassification process  
19 that went through in 2018. Along with that motion  
20 is a recommendation for a three percent across the  
21 board, a general pay adjustment in July 1st, at the  
22 beginning of the next fiscal year. I have a motion,  
23 and I have a second.

24 Any discussion?

25 (No response.)

1 MR. BOWEN: All those who support the motion,  
2 please indicate so by saying I.

3 COLLECTIVE RESPONSE: I.

4 MR. BOWEN: Any oppose?

5 (No responses.)

6 MR. BOWEN: Hearing none, the motion passes.

7 MR. BARLOW: So our next document is the fiscal  
8 year comparisons FY 20, FY 21.

9 Again, I will draw your attention to the under  
10 operating interest daily pass through of 50,000.  
11 Again, that is the low figure of what we anticipate  
12 getting from our reserve funds. And since we showed  
13 it coming into the budget and it will not be spent,  
14 that will be approved of the executive committee, if  
15 that needs to be shown going as a pass through into  
16 our reserve fund.

17 And if you look at our total budget, there is a  
18 34 thousand dollar difference. And a good amount of  
19 that does have to do with we are fully staffed, and  
20 we have all full-time employees, as opposed to a  
21 couple of part-time employees that were filling  
22 slots that were taking benefits and things like  
23 that. So that really is -- the budget is very  
24 similar last year, with the exception of the  
25 salaries going up a little bit. So if there is any

1 specific questions about any of the line items, I'd  
2 be happy to discuss them.

3 (No response.)

4 MR. BARLOW: That, in a nutshell, is my  
5 proposed budget for the academy.

6 MR. BOWEN: Okay. I will entertain a motion to  
7 accept the executive director's recommendation for  
8 the 20 FY 21 budget.

9 UNIDENTIFIED SPEAKER: So move.

10 MR. BOWEN: Do I have a second?

11 UNIDENTIFIED SPEAKER: Second.

12 MR. BOWEN: I have a second. The chief from  
13 Williamsburg.

14 Any discussion on the budget?

15 UNIDENTIFIED SPEAKER: Just one clarification.

16 You stated you're not going to utilize the 50  
17 thousand in interest.

18 MR. BARLOW: Correct. That is shown coming in  
19 just so we have a record of it, and the pass through  
20 shows it going out to the end of year for the  
21 reserve fund. That's money I will not be using  
22 without permission to do so.

23 UNIDENTIFIED SPEAKER: Under your expenses in  
24 the budget, the 1.379203, just for clarification  
25 purposes?

1 MR. BARLOW: Yes.

2 UNIDENTIFIED SPEAKER: The proposed revenue is  
3 1392 so --

4 UNIDENTIFIED SPEAKER: We would be using -- if  
5 we approved this, just for clarification, we would  
6 be approving some of the use of that 50 thousand  
7 dollars?

8 MR. BARLOW: That was not my intention, so I'm  
9 going to have to look at that.

10 UNIDENTIFIED SPEAKER: Never mind. He  
11 clarified it. Never mind.

12 MR. BARLOW: It's just showing in and out.

13 UNIDENTIFIED SPEAKER: We're good. Thank you.

14 MR. BARLOW: Thank you.

15 MR. BOWEN: Okay. Any other questions or  
16 concerns?

17 (No response.)

18 MR. BOWEN: Okay. We have a motion and a  
19 second to accept the executive director's  
20 recommendation for the FY 21 budget.

21 All those in favor and support --

22 MR. BOWEN: Before we go.

23 UNIDENTIFIED SPEAKER: Do we need to make any  
24 adjustments to it, based on what we just passed  
25 about the salaries, or -- that was just a question.

1 MR. BOWEN: That's a good question.

2 Do we need to make any adjustments to the  
3 bottom line?

4 MR. BARLOW: I had billed the five percent in,  
5 sir, so it should be almost in line with the way  
6 y'all recommended it.

7 MR. BOWEN: Good question. All those in favor  
8 of the executive director's recommended FY 21  
9 budget, indicate your support by saying I.

10 COLLECTIVE RESPONSES: I.

11 MR. BOWEN: Any oppose?

12 (No response.)

13 MR. BOWEN: Hearing none, this will be the  
14 budget for FYI 21.

15 So the next item on the agenda today, which is  
16 a capital project, enlarging classroom 109.

17 Scott?

18 MR. BARLOW: Yes, sir. I think, Christy,  
19 that's in the document as well. And you should have  
20 it in your packet.

21 So, for the first time ever, not too long ago,  
22 we had an excess of 80 0 people wanting to come to  
23 the basic academy. And I had to turn a few people  
24 away. And it's never easy turning people away,  
25 because people aren't happy with me. But

1 realistically, I'm supposed to have 60 people in  
2 this room. This is the only academy that we've had  
3 less than 60 in memory in this particular class. So  
4 the executive committee asked me to look at a couple  
5 of different ways to increase this class size so we  
6 can make this a bigger room and basically meet our  
7 required 60. We need that to go up, but fire code  
8 is a little bit higher than that. But it still very  
9 tight in here. There is no way I can get 80 plus  
10 people in this classroom. So the recommendation the  
11 executive committee seem to be most comfortable with  
12 was increasing this classroom size by knocking out  
13 the rear wall and taking over those two dorm rooms  
14 that we're no longer allowed to use. That increases  
15 this classroom significantly, and I think I can,  
16 honestly, say if we do that, we will never have to  
17 turn anybody away. That would give us comfortably  
18 80 folks in this room. And I think it's a very wise  
19 idea, when we look at the cost that centennial gave  
20 us, which is a hard quote. They gave us a quote of  
21 50 thousand to do all of the work; 55 if we clean up  
22 the ceiling to make the ceiling 2X2, as opposed to  
23 2x4, all the way back with the ceiling tiles. After  
24 a discussion, I think it was agreed that the best  
25 way to go was with the 55 thousand dollar quote.

1 And I anticipated it being significantly higher than  
2 that, to be honest with you, so I was very pleased  
3 to see that.

4 If you look at the next page behind that, if  
5 you look at our current assets, our cash and cash  
6 equivalent is 3 million 85 thousand 516. And what  
7 we have left when I last checked in this fiscal  
8 year's budget is 491,185. So I have to subtract  
9 that number to give us an idea of what our reserve  
10 is going into this project, which is almost 2.6  
11 million dollars. So I am asking that we take 60  
12 thousand dollars out of that, or up to 60 thousand  
13 dollars out of that to increase this classroom size,  
14 to accommodate larger classes and to accommodate  
15 meetings like this. There are a number of classes  
16 we have either turned away and we put in that big  
17 multi-purpose room to accommodate. I think it's the  
18 best way of fixing a long-term problem. And I will  
19 entertain questions or concerns in reference to  
20 that.

21 UNIDENTIFIED SPEAKER: Does that include any  
22 thought to increase the audio visual part of this  
23 classroom?

24 If you're going to extend it that far back,  
25 you're going to have to provide probably more visual



1 audio equipment.

2 MR. BARLOW: I hadn't really thought about  
3 that. If it turns out that we do, I could find some  
4 money in the budget to get a few more. But just  
5 because we increase the classroom size doesn't mean  
6 we're always going to have 80 people in here, based  
7 on where we place people. But if we find people  
8 can't see from the rear, then I would have to either  
9 make these larger or put secondary ones in the  
10 corner, but I did not build that into the cost.

11 UNIDENTIFIED SPEAKER: Were there any other  
12 bids put out to other companies?

13 MR. BARLOW: Hampton does things a little bit  
14 differently now, which I like a lot. They use this  
15 company called Centennial. And there bid is  
16 considered to be the best bid, and you only have to  
17 go through one company that way.

18 SHERIFF MORGAN: I would just ask that we look  
19 at bumping up that 5000 extra, making it ten, and  
20 making it 65 thousand for change orders or anything  
21 else that may come along. That way, we don't have  
22 to come back to the executive committee to get this  
23 done. If we agree on the project, I think we ought  
24 to ensure that the funding is there for the full  
25 completion.

1 MR. BARLOW: Yes, sir.

2 MR. BOWEN: I have no problem with that.  
3 That's a good question, but we do use Hampton  
4 purchasing and policies and procedures, and this is  
5 consistent with what they require us to do.

6 UNIDENTIFIED SPEAKER: What's your turnaround  
7 time with getting that project done?

8 MR. BARLOW: Well, being that we have an  
9 unusually small class in here that I can fit in one  
10 of our inservice rooms, I have them on standby, and  
11 will be able to start early January. It's a  
12 three-week project, we anticipate. That way, I'll,  
13 hopefully, have this room ready to go before the  
14 next class comes.

15 And you know, not to pick on Portsmouth, but  
16 one of the reasons we're so small is because  
17 Portsmouth didn't send anybody to this particular  
18 class. So I am anticipating a larger class.

19 CHIEF GREENE: We will make up for that in  
20 April.

21 MR. BARLOW: But that's one of the reasons we  
22 are smaller in this class. But yes, if it gets  
23 approved, I have them on standby to, hopefully,  
24 start in January, or February, at the latest. And  
25 it's about a three-week turnaround.

1 UNIDENTIFIED SPEAKER: I second chair Morgan's  
2 motion.

3 MR. BOWEN: Okay. We have a motion and a  
4 second.

5 Any other discussion?

6 (No response.)

7 SHERIFF MORGAN: That's 65 thousand.

8 MR. BOWEN: Sheriff Morgan's motion is to allow  
9 up to 65 thousand dollars from the reserve fund for  
10 the executive director's project to enlarge  
11 classroom 109 and to cover any unforeseen expenses  
12 during that build. And we have a second.

13 So all of those in favor of the project, please  
14 indicate your support by saying I.

15 COLLECTIVE RESPONSE: I.

16 MR. BOWEN: Any oppose?

17 (No response.)

18 MR. BOWEN: Hearing none, Scott, 65 thousand  
19 dollars.

20 MR. BARLOW: I think that's a very wise  
21 decision. It will make things a lot easier.

22 MR. BOWEN: All right. In your packet there is  
23 a slate of officers proposed for the executive  
24 committee and the board chair going forward for next  
25 year. We had a committee put together for this. I

1 believe -- I know Gabe was on the committee Sheriff  
2 Morgan was on the committee, Mr. Doss was on the  
3 committee. I don't know which one of you was the  
4 chair, but if one of you would like to propose your  
5 slate and discuss that.

6 You want to go ahead Sheriff?

7 UNIDENTIFIED SPEAKER: Everyone that's  
8 currently on the committee agreed to stay on the  
9 committee. We did have one vacancy when Chief  
10 Chapman left Portsmouth, and Chief Green -- and  
11 Congratulations Chief Green on your promotion to  
12 chief -- has requested to be on the executive  
13 committee. So this is the proposed slate that you  
14 have in your packet on your nomination committee and  
15 submitting for review and approval. And however,  
16 there is the option if anybody wants to nominate  
17 somebody on their own, they definitely have that  
18 option.

19 MR. BOWEN: Okay. We have a motion from  
20 Mr. Doss submitting this slate of people for vote  
21 for the executive committee for next year, but we'll  
22 also take nominations on the floor.

23 Is there anyone that would like to submit a  
24 nomination of a name to serve on the executive  
25 committee to be voted on, in addition to what's in

1 front of you?

2 (No response.)

3 MR. BOWEN: Okay. Hearing no nominations, this  
4 is the slate of officers that have been nominated.

5 Do I have a second on this slate?

6 SHERIFF MORGAN: You don't need a second. It  
7 came from committee.

8 MR. BOWEN: Okay. It came from the committee.

9 Then all those in favor of supporting this  
10 slate of officers for the Hampton Roads Training  
11 Academy as executive committee, please indicate your  
12 support by saying I.

13 COLLECTIVE RESPONSE: I.

14 MR. BOWEN: Any oppose?

15 (No response.)

16 MR. BOWEN: Hearing none, this is your slate of  
17 officers for next year. Congratulations to each one  
18 of you for agreeing to serve again.

19 We just want to make sure Mr. Morgan understood  
20 they went up the five percent raise.

21 Well, that is the agenda we have for today. We  
22 have covered all of the major projects that we're  
23 working on. The executive committee is available to  
24 you by either, e-mail or phone call, to discuss the  
25 projects that we do work on. If you have any

1 questions, please feel free to contact me, contact  
2 Director Barlow or send us an e-mail, call us on the  
3 phone. We will be happy to discuss what's going on  
4 at the academy.

5 If you hear something is going on, and you have  
6 a question about what that is regarding your  
7 students, I would encourage you to contact Scott  
8 first, as he is in charge of the day-to-day  
9 operations. But we are here to serve you, and we  
10 will continue to do so. So thank you for your  
11 support and your confidence in this group to  
12 continue to help Scott lead this on a day-to-day  
13 basis.

14 SHERIFF MORGAN: Just one comment. There has  
15 been some -- over the last couple of years, a number  
16 of agencies wanted out of the academy. The process  
17 that we developed is the same. And for those who  
18 are considering leaving, please come in and have a  
19 conversation with us. If you have an issue, we  
20 would be more than happy to try to work that out.  
21 But collectively, for what we get out of the  
22 academy, for what we pay per person, I don't  
23 understand it, because it's the best value.

24 When you try to put on an academy on your own,  
25 there is a substantial cost to that, up in

1 resources, and quality may suffer. So I would just  
2 recommend anyone considering pulling out to do their  
3 own, to come and let's have a conversation. We have  
4 had two agencies that departed, and the process is  
5 the same. So, you know, if -- there has been some  
6 conversation by one or two agencies that they don't  
7 think the process was fair, this and that, but,  
8 however, what I say to you is that that's what we  
9 agreed on, that's what we voted on here, and that's  
10 how we run our business. So again, if there is some  
11 discomfort, please come talk to anyone of the  
12 members of the executive committee, and we will try  
13 to see what we can do to encourage you to stay,  
14 because it is your best value, per person.

15 MR. BOWEN: Thank you, Sheriff. I appreciate  
16 that.

17 UNIDENTIFIED SPEAKER: One comment, if I may?

18 MR. BOWEN: Yes, sir.

19 CHIEF DUNN: I mentioned this to Scott at the  
20 graduation. A number of folks have given their  
21 adult lives to law enforcement in the Hampton Roads  
22 community. And it was very touching, very moving.  
23 And whoever did that, really, I mean it was spot-on.  
24 So I really appreciate that. Thank you.

25 MR. BARLOW: Yes. To add to what Chief Dunn

1 has brought up, we started a academy hall of fame,  
2 instructor hall of fame, where we induct a certain  
3 number of folks in the instructor's hall of fame  
4 each year. We do it once a year. We did the first  
5 slate of five, and we will do five more next year,  
6 at the last graduation of the year. The academy  
7 does not pick those folks. I formed a hall of fame  
8 committee, on which I am not on. Those are the  
9 members of the hall fame. They decide who gets on  
10 that hall of fame. That way, there can be no  
11 concern about favoritism over the academy. So if  
12 you, or your folks know of long-serving instructors  
13 who you think are deserving, please send it to me,  
14 and I will forward that to the committee for  
15 consideration.

16 Again, the next slate of five is already  
17 chosen, but I hope that this will perpetuate itself  
18 over the years, and we will continue to recognize  
19 folks.

20 As the chief said, people have really devoted  
21 their entire life training police officers. So  
22 thank you so much for saying that, Chief.

23 CHIEF DUNN: Thank you.

24 MR. BOWEN: I think that's added to the program  
25 as well as our new venue, which is plenty big,



Sheriff Danny was the one that suggested to me to ask the folks at the church. That's where I attend. And they were most gracious about letting us use the church. And I will tell you right now, I have heard nothing but positive comments in that facility and the environment from all of the folks, even the people that attend and family members. So I think we are doing a lot of positive things and the partnerships are working great for us.

And as Sheriff Morgan mentioned earlier, it saves us money as well. So I'm very pleased at where we're headed and how things are looking for our future here at the Hampton Roads. Thank you for all of those comments.

If there aren't anymore, I will entertain a motion for adjournment.

UNIDENTIFIED SPEAKER: Second.

MR. BOWEN: Okay. All in favor?

COLLECTIVE RESPONSE: I.

— — —

(The meeting concluded at 11:08 a.m.)

C E R T I F I C A T E

STATE OF VIRGINIA )

I, Lakesha Jackson, Professional Court Reporter,  
certify that I was authorized to and did  
stenographically report the foregoing board meeting and  
that the transcript is a true and complete record of my  
stenographic notes.

DATED this 21st day of January, 2019.

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Lakesha Jackson  
Professional Court Reporter

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