

**Northwestern Regional Jail Authority  
Quarterly Meeting  
January 17, 2019**



# *Agenda*

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of the Minutes**
- 4. Employee of the Quarter**
- 5. Election of Officers**
- 6. Committee Appointments**
- 7. FY20 Budget Update**
- 8. Security Upgrade Completion**
- 9. Fuel Tank Replacement and Repair**
- 10. Adjourn**

*July 19, 2018*  
*Minutes Approval*



*Employee of the Quarter*

*Summer 2018 – COII Jonathan Beckley*

*Fall 2018 – Charlene Putprush*

# Election of Officers

## Current Officers

Kris Tierney - Chairman

Sheriff Les Taylor - Vice Chairman

James F. Whitley - Secretary/Treasurer

# Committee Appointments

## Current Committee Appointments

### ***Personnel Committee***

Katherine Heritage, Chair  
Sheriff Lenny Millholland  
James Wyatt  
Sheriff Anthony Roper  
Robert Wells

### ***Finance Committee***

Eden Freeman, Chair  
James Wyatt  
David Ash  
Katie Heritage  
Judith McCann-Slaughter

### ***Construction Committee***

David Ash, Chair  
Sheriff Les Taylor  
Sheriff Robert Mosier  
Christopher Butler  
**Vacancy**

# ***FY20 Budget Update***

# ***Finance Committee Report***

**The Finance Committee met on 10/31/18 to discuss the FY20 budget. Items discussed were:**

- Cut new position requested – Sgt of Support Services
  - Include a 3% COLA/merit in the proposed budget (no final word from Fred Co on an amount, however as of 12/7/18, they were looking at 4%)
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- After the meeting Mr. Whitley advised :
    - increase FB draw to \$1,945,000 instead of \$1.3M; this will leave about \$2M after the draw
    - Add another 1% Merit/COLA to the 3% already proposed to the Finance Committee
    - Add in extra pay for holidays; Fred County is proposing to pay employees holiday pay if they are scheduled off on a County paid holiday - \$210k



# CURRENT FY19 BUDGET VS. PROPOSED FY20 BUDGET

	Current FY19	Proposed FY20	Increase
Personnel	\$ 15,849,492	\$ 16,764,143	\$ 914,651
Operating	\$ 4,771,312	\$ 4,575,839	\$ (195,473)
Capital	\$ 1,703,935	\$ 1,730,173	\$ 26,238
TOTAL	\$ 22,324,739	\$ 23,070,155	\$ 745,416

## MAJOR DIFFERENCES IN PERSONNEL COSTS

- Added 4% COLA/merit \$489,575
- Health insurance costs increased by 10% \$227,664
- VRS rate increased by .59% \$59,606
- Holiday pay for employees scheduled off \$187,192
- New employee – Pretrial Intake Officer \$53,903 (includes fringe)

**\*\*Savings of \$68k of (3) positions due to Retirement**

## DIFFERENCES IN OPERATING AND CAPITAL COSTS

- *There is a decrease in operating costs due to projects such as CCC boilers replacement being completed in FY19 and not needed in the FY20 budget, and lower Pharmacy and Food Service costs for inmates based on FY18 actual expenses and lower inmate population.*
- Main parking lot repair \$24,000
- Computers; Support for Windows 7 computers will expire in Jan 2021; all Windows 7 computers will need replaced \$55,000
- Convection oven for CCC kitchen \$13,000
- 4-wheel drive vehicle to replace Jeep \$30,000
- Small minivan for transport (5-7 inmates) \$46,000

# LOCALITY SHARES

Locality	Current FY19	Proposed FY20	Increase/Decrease
Clarke County	\$ 533,000 (4.13%)	\$ 479,467 (3.73%)	\$ (53,533)
Fauquier County	\$ 2,339,780 (18.13%)	\$ 2,348,489 (18.27%)	\$ 8,709
Frederick County	\$ 5,191,910 (40.23%)	\$ 5,155,877 (40.11%)	\$ (36,033)
Winchester	\$ 4,840,879 (37.51%)	\$ 4,870,511 (37.89%)	\$ 29,632

# *Security Upgrade Completion*

- Field report by Lattatech concluded that Southern Folger has successfully completed most of the Security system upgrade
- Interface between the Simplex fire security system and the touch screen operating system still needs to be completed
- Remaining items to be completed by mid-February with final documentation of completion by the end of February

# *Fuel Tank Replacement and Repair*

- It was discovered that the 6000 gallon underground fuel tank for the facility's back-up generator was taking on water.
- Triad Engineering was hired to resolve the issue as it relates to DEQ requirements. The cost was \$5,000.
- Triad began excavation on January 2; the tank was removed and the case manager from the DEQ conducted an inspection on January 3, with results from the inspection completed in the next couple of weeks.
- NRADC will need to seek quotes to replace the fuel tank and resurface above the tank with steel reinforced concrete
- Estimate to replace the fuel tank and resurface is \$45,000. The current budget has \$30,000 in Contingency for Maintenance Repairs; should be able to transfer between line items for the remaining cost.

*Adjourn*