

# Northwestern Regional Jail Authority

Kris Tierney, Chairman  
Chief John Piper, Vice-Chairman



141 Fort Collier Road, Winchester, VA 22603  
(540) 665-6374 (540) 665-1615 FAX

**TO:** Regional Jail Authority

**FROM:** for Kris Tierney, Chair *KT*  
Regional Jail Authority

**DATE:** July 14, 2020

**SUBJECT:** Regional Jail Authority Meeting Scheduled for July 23, 2020

---

A Regional Jail Authority Meeting has been scheduled for 10:00 a.m. on July 23, 2020 at the Community Corrections Center, 147 Fort Collier Road, Winchester, VA 22603.

The Agenda thus far is as follows:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of the Minutes
- IV. Employee of the Quarter
- V. Finance Committee Report/2021 Budget
- VI. Personnel/Operational Update
- VII. Financial Update
- VIII. Adjourn

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**January 23, 2020**

The Regional Jail Authority meeting was called to order at the Community Corrections Center, 147 Fort Collier Road, Winchester, Virginia 22603 at 10:00 a.m.

**PRESENT:**

**Frederick County**

Kris Tierney  
Judith McCann-Slaughter  
Sheriff Lenny Millholland  
Bob Wells

**City of Winchester**

Chief John Piper  
Sheriff Les Taylor  
Bill Wiley  
Eden Freeman

**Clarke County**

Chris Boies  
Jimmy Wyatt  
Doug Lawrence

**Fauquier County**

Sheriff Robert Mosier  
Catherine Heritage

**ABSENT:**

Christopher Butler  
Mayor John Smith  
Sheriff Anthony Roper

**STAFF PRESENT:**

James Whitley, Superintendent  
Gene Boyce  
Lynn McKinley  
Kim Wilson  
Alain Bailey  
Captain Clay Corbin  
Lieutenant Steve Heironimus  
Captain Shawn McQuaid  
Lieutenant Tana Jones  
Charlene Putprush  
Teresa Bell  
Officer Brian Robine  
Sergeant Neal Steward  
Tiffany Thomas  
Officer Brittany Romero

**VISITORS:**

Evan Goodenow, Winchester Star  
Captain Mark Lavoie, Fauquier County Sheriff's Office

**I. CALL TO ORDER**

Mr. Tierney called the meeting to order at 10:00 a.m.

**II. APPROVAL OF AGENDA**

Mr. Tierney solicited a motion to approve the agenda. A motion was made by Sheriff Millholland to approve the agenda. Ms. McCann-Slaughter seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM THE APRIL, 2019 MEETING**

Mr. Tierney solicited a motion to approve the minutes from the October 17, 2019 meeting. A motion was made by Ms. McCann-Slaughter to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Authority recognized Officer Brian Robine as the Jail's Fall 2019 Employee of the Quarter.

Mr. Whitley recognized Lt. Steve Heironimus, who retires January 31, 2020, with a challenge coin.

**V. ELECTION OF OFFICERS**

Ms. McCann-Slaughter recommended the current officers Kris Tierney, Chairman, Chief John Piper, Vice Chairman and James Whitley, Superintendent, Treasurer/Secretary remain the same for 2020. Sheriff Taylor seconded the motion. The Jail Authority unanimously approved all recommendations.

**COMMITTEE APPOINTMENTS**

Those members currently serving on the Jail Authority Committees will remain on those committees. The following nominations were made by Mr. Tierney to fill the vacancies on the Finance Committee the Construction Committee Judith McCann-Slaughter to replace Eden Freeman as Chair of the Finance Committee and Chris Boies to fill the 2<sup>nd</sup> vacancy. Chris Boies and Doug Lawrence were nominated to fill the vacancies on the Construction Committee. Mr. Wiley seconded the nominations. The Jail Authority unanimously approved.

Finance

Judith McCann-Slaughter, Chair  
James Wyatt  
Chris Boies  
Catherine Heritage  
Eden Freeman

Personnel

Catherine Heritage, Chair  
Sheriff Lenny Millholland  
Jimmy Wyatt  
Sheriff Anthony Roper  
Robert Wells

Construction

Chris Boies  
Sheriff Les Taylor  
Sheriff Robert Mosier  
Christopher Butler  
Doug Lawrence

**VI. FY21 BUDGET UPDATE**

Mr. Whitley reported that the Finance Committee met on 11/13/19 to discuss the FY21 budget. The following items were discussed:

- Network switches supported by Frederick County are due to be replaced; total cost projected per County IT is \$153k; this will need to be added to the FY21 budget.
- No COLA/Merit included in the budget proposed to the Finance Committee, however, an estimate was provided for each locality on 2% increase.

After the Finance Committee met, Mr. Whitley instructed staff to add to the FY21 budget the cost of the new switches and attempt to reduce the budget in other areas to absorb the cost. Staff was able to cut an additional \$157k from the original budget proposal presented to the Finance Committee.

Mr. Whitley presented the following chart:

Current FY20 Budget VS Proposed FY21 Budget

	Current FY20	Proposed FY21	Increase
<b>Personnel</b>	\$16,576,952	\$16,920,754	\$ 343,802
<b>Operating</b>	\$ 4,552,761	\$ 4,874,382	\$ 321,621
<b>Capital</b>	\$ 1,730,173	\$ 1,630,070	\$ (100,103)
<b>TOTAL</b>	\$22,859,886	\$23,425,206	\$ 565,320

The major differences in personnel costs are as follows:

- Health insurance costs increased by 10% \$250,920
- Increased Over time/Part-time by \$130,000
- Increase in LEOS cost \$95,000

\*Savings of \$118K for Retirement/Resignations in FY19

No Merit/COLA included in this draft. When the Finance Committee met, Frederick County had not indicated if we should include a merit or COLA in the FY21 Budget.

The Superintendent reported that effective February 16, 2020, the Security Teams will start permanent day and night shifts. In order to maintain current staffing and help with recruitment (since all new hires will be on permanent night shift), the Captain of Security has proposed a \$1.00 shift differential pay increase to those officers working night shift. Overall cost is \$126,000, which includes fringe. There will be a not extra cost in the FY21 budget due to (2) lieutenants retiring in late FY20. Cost for FY22 will be added to the budget.

Mr. Whitley reported the differences in operating costs are as follows:

- Increase in Contract nurses \$170,000
  - HVAC – Pod 3 Control system upgrade \$73,000
  - Network Switches \$153,000
  - Surveillance Cameras (5 at 16 MP) \$32,000
- Decreased costs:
- Anthem (\$25k)
  - Office supplies (\$42k computer upgrades from FY20 completed)
  - Housekeeping supplies (\$24K0)
  - Inmate uniform/apparel (\$20k taken out of Inmate Canteen account)

Mr. Whitley presented the following charts:

Locality Shares

Locality	Current FY20	Proposed FY21	Increase/Decrease
Clarke County	\$ 471,624 ( 3.73%)	\$ 477,638 ( 3.60%)	\$ 6,014
Fauquier County	\$ 2,310,073 (18.27%)	\$ 2,364,308 (17.82%)	\$ 54,235
Frederick County	\$ 5,071,538 (40.11%)	\$ 5,537,947 (41.74%)	\$ 466,409
Winchester	\$ 4,790,840 (37.89%)	\$ 4,887,829 (36.84%)	\$ 96,989

Merit/Cola, *if approved*

Locality	2%	3%
Clarke County	\$ 10,226	\$ 15,339
Fauquier County	\$ 50,619	\$ 75,929
Frederick County	\$118,566	\$177,850
Winchester	\$104,648	\$156,971

Mr. Whitley reported the out-of-compliance population is 48 and the ADP this morning was 555.

Mr. Whitley presented Ms. Freeman with a challenge coin. Ms. Freeman has resigned her position as City Manager to become Deputy County Administrator in North Carolina.

**VII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:25 a.m.

Respectfully Submitted,

---

**Kris Tierney, Chairman  
Regional Jail Authority**