

Northwestern Regional Jail Authority

Kris Tierney, Chairman
John Piper, Vice-Chairman



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TO: Regional Jail Authority

FROM: Kris Tierney, Chairman *KT*
Regional Jail Authority

DATE: October 14, 2020

SUBJECT: **Regional Jail Authority Meeting Scheduled for October 22, 2020**

A Regional Jail Authority Meeting has been scheduled for 10:00 a.m. on October 22, 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 for the July meeting.
- IV. Employee of the Quarter
- V. Finance Committee- Introduction of FY22 Budget
- VI. Closed Session VA Code §2.2-3711 A.1. (Personnel)
- VII. Adjourn

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

July 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

Judith McCann-Slaughter
Sheriff Lenny Millholland
Bob Wells

City of Winchester

Chief John Piper
Mary Beth Price

Clarke County

Chris Boies
Jimmy Wyatt
Doug Lawrence
Sheriff Anthony Roper

Fauquier County

Sheriff Robert Mosier
Jack Ledden

ABSENT:

Christopher Butler
Mayor John Smith
Kris Tierney
Sheriff Les Taylor
Bill Wiley

STAFF PRESENT:

James Whitley, Superintendent
Gene Boyce
Lynn McKinley
Kim Wilson
Alain Bailey
Captain Clay Corbin
Captain Shawn McQuaid
Lieutenant Tana Jones
Captain Patty Barr
Betty Seay
James Cooper
Sergeant Jason Harding

VISITORS:

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

I. CALL TO ORDER

Chief Piper called the meeting to order at 10:02 a.m.

II. APPROVAL OF AGENDA

Chief Piper 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 JANUARY, 2020 MEETING

Chief Piper solicited a motion to approve the minutes from the January 23, 2020 meeting. A motion was made by Ms. McCann-Slaughter to approve the minutes. The motion was seconded by Sheriff Mosier. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized Betty Seay as the Jail’s Winter 2020 Employee of the Quarter and Officer James Cooper as the Jail’s Spring 2020 Employee of the Quarter.

V. FINANCE COMMITTEE REPORT/2021 BUDGET

Mr. Whitley reported that the Finance Committee met on November 13, 2019 to discuss the proposed FY21 budget. Since that meeting the following changes have been made:

- Health insurance increase was only 1.5% instead of 10%
- VRS increased by 1.68%
- Added in Network switches
- Took out all Merit/COLA

The Finance Committee met again on July 14, 2020 and approved the budget to be presented to the Jail Authority.

Mr. Whitley presented the following chart:

Current FY20 Budget vs Proposed FY21 Budget

Personnel	\$16,576,952	\$16,884,519	\$ 307,567
Operating	\$ 4,552,761	\$ 4,869,914	\$ 317,153
Capital	\$ 1,630,070	\$ (100,103)	\$ (100,103)
TOTAL	\$22,859,886	\$23,384,503	\$ 524,617

Mr. Whitley reported the major differences in Personnel Costs:

- Health insurance costs increased by 1.5%; increasing costs by \$33,936
- VRS rate increased by 1.68%; increased costs by \$175,337
- Increased LEOS cost \$95,000
- Increased Over time/Part-time \$130,000
- Savings of \$118k for retirements/resignations in FY19

Mr. Whitley reported the major differences in Operating Costs:

- Increase in contract nurses \$145,000
- HVAC – Pod 3 Control system upgrade \$73,000
- Core Network switch \$153,000

The Superintendent reported the differences in Capital Costs. He explained that there is a decrease in Capital costs for FY21 due to no vehicles being budgeted as they were in FY20.

For FY21, Capital Costs include:

- Bond repayment \$1,589,270
- Lease on copiers & postage machine \$21,300
- Livescan equipment \$9,500
- Stainless steel single door warmer \$10,000

Mr. Whitley reported that the State has refund \$1.2M of the \$2.3M the Jail borrowed for the new Security System and the new camera system. The fund balance reflects this amount in the total, but it will be used to repay the bond for the next year.

The Superintendent presented the following chart:

Locality Shares

Clarke County	\$ 471,624 (3.73%)	\$ 476,172 (3.60%)	\$ 4,548
Fauquier County	\$2,310,073 (18.27%)	\$2,357,055 (17.82%)	\$ 46,982
Frederick County	\$5,071,538 (40.11%)	\$5,520,958 (41.74%)	\$449,420
Winchester	\$4,790,840 (37.89%)	\$4,872,834 (36.84%)	\$ 81,994

Mr. Whitley reported that the Jail has spent \$50,000 for the COVID-19 for cleaning supplies and PPE. We current have 3 employees who have tested positive and 2 that have been exposed and are currently quarantining at home.

The Superintendent reported that we are not eligible for the CARES ACT because the out-of-compliance state responsible inmates has been an ongoing issue. Mr. Whitley reported that we currently have 160 state responsible inmates and only 3 have been transferred. These inmates have already been adjudicated and their paperwork has been forwarded to the state. We are just waiting for them to be picked up.

A motion was made by Ms. McCann-Slaughter to approve the FY21 budget. Sheriff Millholland seconded the motion. The Authority unanimously approved.

VI. PERSONNEL/OPERATION UPDATE

Mr. Whitley presented the following chart:

Personnel Update as of 07/13/20

	Authorized	Assigned	Vacancies
Sworn	150	137	12 Funded/ 1 Unfunded
Civilian	60	47	9 Funded/ 4 Unfunded
Total	210	184	21 Funded/ 5 Unfunded

Mr. Whitley reported that the FY21 Budget requires 5 vacancies:

1. Assistant Superintendent
2. Pretrial Coordinator
3. Account/Medical Clerk
4. Secretary
5. Food Service Supervisor

Due to the pandemic, the Superintendent reported that the inmate population in April was reduced by approximately 100 inmates. He had Jail staff do an extensive screen of those inmates within 60 days of release for their eligibility for early release. After this process was complete, a request was forwarded to the Judges requesting their early release. We also suspended the Work Release Program and screened the Work Release participants for Home Electronic Program eligibility so that they would not loss their job. Mr. Whitley reported that the Community Inmate Workforce was also reduced.

VII. FINANCIAL UPDATE

Mr. Whitley presented the following chart:

Financial Update – FY20 Revenue

	FY20 Budgeted	FY20 Projection	Over/under budgeted amount
Inmate Per Diem	\$ 1,300,000	\$ 1,223,485	-\$ 76,515
Compensation Board	\$ 5,550,000	\$ 5,819,962	\$269,961
State Grants	\$ 285,683	\$ 367,009	\$ 81,326
Housing Fees	\$ 387,628	\$ 343,535	-\$ 44,093
HEM Fees	\$ 185,000	\$ 87,168	-\$ 97,832
Medical Co-Pays	\$ 75,000	\$ 52,640	-\$ 22,360
Telephone Commissions	\$ 400,000	\$ 635,883	\$235,883
			(*rec'd \$225k sign on bonus with new contract)
Juvenile Reimbursement	\$ 80,000	\$ 73,747	-\$ 6,253
Locality contributions	\$12,644,075	\$12,644,075	-
Misc (property damages/check fees from inmates; social security payments)	\$ 7,500	\$ 17,052	\$ 9,552
Fund Balance Draw	\$ 1,945,000	\$ 1,945,000	-
Partial Reimbursement from DOC for security upgrade	-	\$ 1,236,569	\$1,236,569
Interest on bank deposits	-	\$ 101,329	\$ 101,329
	\$22,859,886	\$24,547,453	\$1,687,567

Financial Update – FY20 Expenses

*Includes fiscal year transfers and \$186,686 for encumbrances from FY19	FY20 Appropriated	FY20 Projected	Remaining Funds
Personnel/Fringe/Unemployment (Avg of 20 vacancies for the fiscal year)	\$16,181,951	\$14,815,362	\$1,366,589
Overtime	\$ 400,000	\$ 795,619	(\$ 395,619)
Inmate Health Care	\$ 1,518,460	\$ 1,232,462	\$ 285,998
Maintenance – Equip, Vehicles, Bldg.	\$ 356,736	\$ 287,893	\$ 68,843
Food Service	\$ 1,041,609	\$ 974,684	\$ 66,925
Utilities/Insurances	\$ 948,600	\$ 1,001,295	(\$ 52,695)
Debt Service- repayment on Security system upgrade, Energy Savings Bond, & Expansion	\$ 1,590,398	\$ 1,580,569	\$9,829 (credit applied to interest and principal by BNY)
Housekeeping/Linen/Inmate Clothing	\$ 190,555	\$ 126,198	\$ 64,357
Supplies/uniforms/training/service & professional contracts	\$ 401,551	\$ 331,408	\$ 70,143
Equipment/Vehicles (Keywatcher, oven, 2 vehicles)	\$ 165,479	\$ 162,514	\$ 2,965
Vehicle supplies/fuel/transport	\$ 18,500	\$ 14,905	\$ 3,595
Police supplies/Security Surveillance Equipment	\$ 98,480	\$ 84,997	\$ 13,483
Books/printing/advertising/dues/lease agreement/operating reserve	\$ 102,453	\$ 53,238	\$ 49,215
Agricultural supplies/other operating	\$ 31,800	\$ 29,495	\$ 2,305
Totals	\$23,046,572	\$21,490,639	\$ 1,555,933

Mr. Whitley reported the estimated current fund balance on July 15, 2020 was \$4,716,221. This amount includes the DOC reimbursement of \$1,236,569 (-) \$312,434 (Security System bond payment due for FY21); the remainder (\$924,135) will be put towards future payments until that amount is depleted.

The Superintendent reported that \$2,000,000 will remain in the fund balance and \$1,945,000 will be added back into the FY21 budget to offset the localities share.

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:37 a.m.

Respectfully Submitted,

**Kris Tierney, Chairman
Regional Jail Authority**