

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**October 19, 2017**

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  
Sheriff Lenny Millholland  
Judith McCann-Slaughter  
Bob Wells

##### **City of Winchester**

Eden Freeman  
Sheriff Les Taylor  
Howard Manheimer  
Chief John Piper

##### **Clarke County**

Barbara Byrd  
David Ash  
Jimmy Wyatt

##### **Fauquier County**

Catherine Heritage  
Sheriff Robert Mosier

#### **ABSENT:**

Christopher Butler  
Sheriff Anthony Roper

#### **STAFF PRESENT:**

James Whitley, Superintendent  
Gene Boyce  
Kim Wilson  
Captain McQuaid  
Officer Brittany Romero  
Sergeant Jason Harding  
Lieutenant Doug Alger  
Captain Clay Corbin  
Sergeant Jeremiah Timbrook

#### **VISITORS:**

Brendan Hefty, Attorney  
Capt. Mark Lavoie, Fauquier County  
Sierra Fox, WDVM  
Evan Goodenow, Winchester Star  
Bill Wiley, Vice-President, City Council

**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 Ms. McCann Slaughter to approve the agenda. Mr. Ash seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM THE JULY 20, 2017 MEETING**

Mr. Tierney solicited a motion to approve the minutes from the July 20, 2017 meeting. A motion was made by Ms. Heritage to approve the minutes. The motion was seconded by Sheriff Taylor. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Authority recognized Officer Brittany Romero as the Jail's summer 2017 Employee of the Quarter.

**V. COMMUNITY CORRECTIONS PROGRESSIVE PLAN**

Mr. Whitley introduced Captain Clay Corbin. Captain Corbin provided the following presentation to the Jail Authority regarding the internal/external programs provided to inmates that are housed at the Community Corrections Center. Some of these programs are:

***Internal Programs:***

➤ **GED -**

*This is available to everyone and takes approximately 6 months. GED classes are taught in the Main Jail and Community Corrections.*

➤ **CRC – Career Readiness Certification**

*This program is geared toward the job market as a whole. (Reading applied math, resume writing, interview skills). This program takes approximately 4 weeks to complete. Can be taught in conjunction with GED. This program can be taught in the Main Jail and Community Corrections.*

➤ **MT1 – Manufacturing Technician Level I**

*To participate in this program, you must have completed the CRC Program. This program is geared towards specific aspects of factory/manufacturing job sector.*

- *Core competency in math and measurement*
- *Spatial reasoning*
- *Manufacturing technology*
- *Business acumen*

*Takes approximately 12 weeks to complete. Upon completion guaranteed job interviews with participating companies.*

➤ **ORTP – Recovery Program**

*This program started at NRADC in 2005 and used to be referred to as the "Drug Program". This is a 90 day program that addresses all addictions via case management. This program is available to any inmate that meets Community Corrections housing criteria. Since 2005, ORTP has graduated 1,620 inmates.*

Criteria that will determine participation in the internal programs:

- Sex Offender
- Active Protection Order
- Detainer
- History of Violence
- Behavior in the past 3-5 years
- Jail Conduct
- Accommodations
- Any negative notebooks (write-ups)
- Request Forms – requested programs or denied programs
- Classification Assessment

***External Programs:***

- **CIWF – Community Inmate Workforce**  
*First step in the outside program process. Inmate works on the NRADC grounds and throughout the community. Currently there are 48 males and females participating in the CIWF program that provide services to over 30 different agencies. These inmates have outside clearance but are supervised by NRADC employees or the agency representative they are assigned to. These inmates do not pay any fees as they are not paid and they are providing a community service.*
- **Work Release –**  
*These inmates are monitored by GPS. Currently have 30 males and females participating. Inmates who participate in the work release program are responsible for fees as they are generating income. Benefits: work release inmates pay \$22.50 per day (\$16 housing fee, \$5 GPS and \$1.50 daily housing fee). These inmates are also required to pay court fines, child support monthly requirements/arrears and another other restitution ordered by the courts. Thirty (30) inmates in WR will generate \$22,250 per month/\$246,375 per year. NRADC is not responsible for any medical fees associated with WR inmates. Employers must have a medical plan and workers compensation.*
- **HEM – Home Electronic Monitoring**  
*Criteria for HEM is stricter due to the fact that the inmates reside in private residences and have far less supervisor. Inmate are monitored by GPS, home checks, weekly office visits and drug screens. Generally requires the consent of the Commonwealth Attorney. HEM participants pay \$23 per day. There are 12 currently participating in HEM.*

In closing, Captain Corbin reported that statistically outside programs have a significant impact on the facility in terms of finance, jail conduct, staffing (ratio is 50:1) and overcrowding. Outside programs have an equally important role in terms of our mission statement of providing services to our partner communities by preparing inmates to successfully return/reintegrate with family, community, and the workforce.

**VI. INITIAL FY 19 BUDGET REVIEW**

Mr. Whitley reported that the as of 10/17/17 the fund balance is \$3,307,809. After \$1,000,000 is added to the proposed FY19 budget, the fund balance will be \$2,307,809. To reduce each jurisdictions share.

Mr. Whitley presented the following FY18 budget vs the proposed FY19 budget:

	Current FY18 Budget	Proposed FY19 Budget	Increase
<b>Personnel</b>	\$15,586,777	\$15,815,740	\$228,964
<b>Operating</b>	\$ 4,757,883	\$ 4,995,507	\$237,624
<b>Capital</b>	\$ 1,690,106	\$ 1,733,925	\$ 43,829
<b>TOTAL</b>	\$22,034,766	\$22,545.182	\$510,416

Mr. Whitley provided the differenced in personnel costs:

- Health insurance costs increased by \$1088 per employee; increasing costs by \$221,952
- Request to increase nurse salaries by one grade and start nurse advancement program \$32,127
- Start program for on-call maintenance pay \$19,300
- Request two new employees:
  - Assistant Superintendent \$108,434 (includes fringe benefits)
  - Customer Service Representative \$44,307 (includes fringe benefits)

*\*6 positions were filled with starting pay salaries due to retirement savings - \$188k*

**Major Differences in Operating Costs**

Budgeted Amount	Explanation/new item
\$ 28,000	Facility painting – exterior
\$ 36,000	Main Parking lot security gates and repair/resurface
\$150,000	Full body scanner for Booking
\$ 68,000	Increase in operating reserve due to increase in budget

**Major Differences in Capital Costs**

Budgeted Amount	Explanation/new item
\$30,000	Storage building for Maintenance
\$20,000	Vehicle – used for training, job checks

### Locality Shares

Locality	FY18	FY19	Increase
Clarke County	\$ 551,259 4.20%	\$ 557,501 4.13%	\$ 6,242
Fauquier County	\$2,269,348 17.29%	\$2,447,336 18.13%	\$177,988
Frederick County	\$5,394,459 41.10%	\$5,430,576 40.23%	\$ 36,117
Winchester	\$4,910,139 37.41%	\$5,063,408 37.51%	\$153,269

Mr. Whitley informed the Authority that the Finance Committee will meet on October 24, 2017 to discuss FY19 proposed budget. The following things will be discussed:

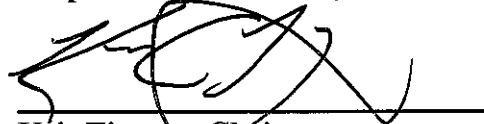
- ✓ Propose to increase WR fees from \$16 per day to \$20 (R inmates also pay \$1.50 room and board fee as well as \$5 HEM monitor fees; making current total fee of \$22.50)
- ✓ Propose to increase HEM fees from \$23 per day to \$27
- ✓ These price changes would increase revenue an estimated \$52k per year

*Note: Localities shares are determined by using a 3-year average of prisoner days.*

**VII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10: 55 a.m.

Respectfully Submitted,



**Kris Tierney, Chairman  
Regional Jail Authority**