

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
April 28, 2022

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

Jay Tibbs
Judith McCann-Slaughter
Bob Wells

City of Winchester

Daniel Hoffman
Mayor John Smith
Vice Mayor John Hill
Sheriff Les Taylor
Chief John Piper

Clarke County

Chris Boies
Doug Lawrence
Sheriff Anthony Roper

Fauquier County

Erin Kozanecki

ABSENT:

Christopher Butler
Sheriff Jeremy Falls
Sheriff Lenny Millholland

STAFF PRESENT:

Clay Corbin, Superintendent
Capt. Patty Barr
Lynn McKinley
Kim Wilson
Ofc. J. Cooper
Capt. Tana Jones
Sgt. Hunter Taylor
Ofc. Katiria Rodriguez

VISITORS:

Capt. Rob Moline, Fauquier County
Lt. Parson, Fauquier County

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Mr. Tibbs solicited a motion to approve the agenda. A motion was made by Mr. Wells to approve the agenda. Ms. Kozanecki seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM FEBRUARY 24, 2022

Mr. Tibbs solicited a motion to approve the minutes from the February 24, 2022, meeting. A motion was made by Ms. Kozanecki to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized COIII Katiria Rodrigues as the Jail's Winter 2022 Employee of the Quarter.

The Authority also presented Captain Patricia Barr with the Meritorious Award for her superior performance while stepping in as the ASAP Division's Interim Director after the previous Director retired and the ASAP Program faced the possibility of being dissolved by the ASAP Commission. Captain Barr was able to improve efficiency, productivity, and inspired optimism for the staff. (A copy of the Meritorious letter is attached)

V. APPOINTMENT TO THE DEVELOPMENTAL COMMITTEE

Mr. Butler requested that his name be removed from the Developmental Committee and replaced with Sheriff Jeremy Falls. A motion was made by Sheriff Roper to remove Sheriff Mosier from the Developmental Committee. Mr. Boies seconded the motion. The Authority unanimously approved. A second motion was made by Ms. McCann-Slaughter to appoint Sheriff Falls to the Developmental Committee. Ms. Kozanecki seconded the motion. The Authority unanimously approved.

VI. APPOINTMENT TO THE JUVENILE COMMISSION

Superintendent Corbin informed the Authority that the NRJDC Commission is asking the Jail Authority for a member to serve on the Commission as well as an alternate. Sheriff Millholland is currently serving on the Commission, but his term expired but is willing to stay on another term as the regular member. A motion was made by Ms. McCann-Slaughter to re-appoint Sheriff Millholland to the NRJDC Commission. Mr. Wells seconded the motion. The Authority unanimously approved.

Superintendent Corbin spoke to James Whitley, and he is willing to serve as an alternate if approved by the Authority. A motion was made by Mr. Wells to appoint Mr. Whitley as the alternate. Ms. McCann-Slaughter seconded the motion. The Authority unanimously approved.

VII. FY22 BUDGET UPDATE

Superintendent Corbin provided the following chart:

Current & Estimated Revenues for the remainder of FY22

Source	Budgeted Amount	Rec'd as of 04/20/22	Expected to receive by 06/30/22	Over/short	Explanation
Interest/Federal	\$ 100,000	\$ 8,662	\$ 16,495	-\$ 83,505	Lower Interest Rates
State – Per diem and Comp Board (incl. \$405k for bonus)	\$ 7,746,779	\$5,225,009	\$8,000,000	\$ 253,221	Per diem – DOC inmates
Grants	\$ 339,897	\$ 167,449	\$ 339,897	-	
WR/HEM/Housing Fees	\$ 438,000	\$ 264,892	\$ 355,000	-\$ 83,000	WR program was shut down
Med copays/Misc.	\$ 69,000	\$ 32,414	\$ 40,675	-\$ 28,325	Med copays down
Inmate phone	\$ 545,000	\$ 361,254	\$ 514,000	-\$ 31,000	Commissions down
*DOC Medical Reimbursement	\$ 300,000	\$ 228,609	\$ 300,000	-	**Transferring to Medical line item to pay Anthem bills
Juvenile (food/water)	\$ 75,000	\$ 44,055	\$ 62,000	-\$ 13,000	Juvenile count down
Locality shares/FB draw	\$16,058,234	\$16,058,234	\$16,058,234	-	
CARES/ARPA Bonus	\$ 135,000	\$ 135,000	\$ 135,000	-	
TOTAL	\$25,806,910	\$22,525,578	\$25,821,301	\$ 14,391	

Superintendent Corbin reported that since November 2021, DOC has accepted 101 inmates, he also highlighted that we currently have 43 inmates participating in WR.

Current & Estimated Expenses for the remainder of FY22

Expense	Budgeted Amount	Obligated as of 04/20/22	Expected by 06/30/22	Over/short	Explanation
Personnel (includes bonus pay)	\$18,232,591	\$13,056,165	\$16,831,122	\$ 1,401,469	27 vacancies (avg)
Inmate Medical Costs (includes transfer of DOC med reimb. \$300k)	\$ 2,077,640	\$ 1,593,863	\$ 1,966,000	\$ 111,640	
Repair & maintenance/Contingency Repairs/Security Cameras	\$ 496,359	\$ 174,314	\$ 480,600	\$ 15,759	
Utilities	\$ 1,039,400	\$ 730,011	\$ 986,500	\$ 52,900	
Contractual/Insurances	\$ 287,629	\$ 244,122	\$ 283,303	\$ 4,326	
Food Service	\$ 1,149,415	\$ 908,837	\$ 1,141,500	\$ 7,915	
Laundry & Housekeeping/Agricultural	\$ 163,790	\$ 122,601	\$ 149,000	\$ 14,790	
Office/other supplies/Copier lease/Subscriptions/Dues	\$ 150,911	\$ 112,244	\$ 147,250	\$ 3,661	
Vehicle Maintenance/Fuel	\$ 33,500	\$ 18,280	\$ 26,300	\$ 7,200	
Bond payments	\$ 1,596,683	\$1,210,479	\$ 1,596,615	\$ 68	
Inmate linen/clothing/transport	\$ 11,000	\$ 714	\$ 1,000	\$ 10,000	
Police supplies/uniforms/training	\$ 337,043	\$ 266,138	\$ 328,063	\$ 8,980	
Operating Res/Equipment	\$ 545,743	\$ 504,410	\$ 517,210	\$ 28,533	
TOTAL (includes Encumbrances from FY21; BONUS; DOC med reimbursement)	\$26,121,704	\$18,942,178	\$24,454,463	\$1,667,241	◀ Includes Encumbrances from FY21 - \$314,794

Superintendent Corbin explained that some of the encumbrances are items ordered 12 months ago but still have not been delivered. Example: ammo and computers.

Anticipated return to Fund Balance:	Revenues	\$25,821,301
	Expenditures	\$24,454,463
		\$ 1,366,838

VIII. FY23 BUDGET UPDATE

Superintendent Corbin presented the following chart:

Current FY 22 Budget VS. Proposed FY23 Budget

	Current FY22 Budget	Proposed FY23 Budget	Increase
Personnel	\$17,858,670	\$19,121,3332	\$1,262,662
Operating	\$ 5,456,057	\$ 5,737,610	\$ 281,553
Capital	\$ 1,652,183	\$ 1,654,272	\$ 2,089
TOTAL	\$24,966,910	\$26,513,214	\$1,546,304

Superintendent Corbin explained the differences in personnel costs:

- Health insurance costs increased 5%; increased costs by **\$ 134,275**
- VRS increased; increased costs by **\$ 116,864**
- Salary Survey (5% COLA/longevity adjustment/adjustment to minimum grade changes) **\$1,139,850**

- Worker’s Compensation rate increased **\$ 52,878**

- Decrease in personnel due to retirements \$148,512**
- Decrease in Group life insurance \$ 16,178**

Superintendent presented the following chart:

Major Differences in Operating Costs

Budgeted amount	Explanation/new item
\$165,000	Increase in Medical and Pharmacy
\$209,000	Food costs for inmates
\$153,000	Water rates increased
\$ 10,000	Operating Reserve increase

****Projects/items from FY22 that were completed/purchased have decreased the budget by \$260k****

Superintendent Corbin reported that the Finance Committee met on March 22, 2022. The key points of that meeting are as follows:

- Minimum requirement of the annual budget for Fund Balance – 12%. Last year it was 10%.
- Since NRADC is anticipating \$1.3M to roll into Fund Balance at the end of this fiscal year, increase the \$368,600 draw to \$1,118,600, decreasing locality shares.
- Fund Balance would be about \$3.2M July 1, 2022.

Superintendent presented the following chart presenting the localities shares:

Locality	FY22	FY23	Increase
Clarke County	\$ 509,978 (3.73%)	\$ 616,757 (3.77%)	\$ 106,779
Fauquier County	\$2,473,326 (18.09%)	\$2,858,022 (17.47%)	\$ 384,696
Frederick County	\$5,788,868 (42.34%)	\$7,258,753 (44.37%)	\$1,469,885
Winchester	\$4,900,166 (35.84%)	\$5,626,066 (34.39%)	\$ 725,900

A motion was made by Ms. McCann-Slaughter to approve the FY23 budget with the Finance Committees recommendations and apply \$1.1M to the locality's shares. The motion was seconded by Mr. Boies. The Jail Authority unanimously approved.

Superintendent Corbin reported that DOC has received 101 of our inmates, but approximately 150 remain incarcerated at our facility.

Superintendent Corbin reported that he re-opened the Annex because the showers at the Community Corrections Center needed to be replaced because they are unacceptable. We are having them replaced with stainless steel. His plan is to re-close the Annex after DOC releases or has space to take the non-compliant state responsible inmates July 1, 2022. We do not have the space to move 60 inmates while the showers are being replaced.

Superintendent Corbin reported that the current ADP this morning was 610.

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:31 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority