

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

August 24, 2023

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

Bob Wells

Judith McCann-Slaughter

Sheriff Lenny Millholland

City of Winchester

Daniel Hoffman

Vice Mayor John Hill

John Piper

Clarke County

Chris Boies

Doug Lawrence

Sheriff Anthony Roper

Fauquier County

Erin Kozanecki

ABSENT:

Christopher Butler

Sheriff Jeremy Falls

Sheriff William Sales

Mayor David Smith

STAFF PRESENT:

Clay Corbin, Superintendent

Lynn McKinley

CSO James Cooper

Kim Wilson

Tana Jones

Alain Bailey

MCO Bobby Wilson

VISITORS:

Lt. Jay Johnson

Corporal Simpson

I. CALL TO ORDER

Mr. Tibbs, Chair, called the meeting to order at 10:04 a.m.

II. APPROVAL OF AGENDA

Mr. Tibbs solicited a motion to approve the agenda. A motion was made by Sheriff Millholland to approve the agenda with the additions. Mr. Wells seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM MAY 25, 2023

Mr. Tibbs solicited a motion to approve the minutes from the May 25, 2023, meeting. A motion was made by Ms. McCann-Slaughter to approve the minutes. The motion was seconded by Mr. Piper. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized Kim Wilson, Administrative Assistant, as the Jail's Summer 2023 Employee of the Quarter.

V. FY'23 PERSONNEL/OPERATIONAL UPDATE

Superintendent Corbin presented the following chart:

	Authorized	Assigned	Vacancies
Sworn	150	147	2 Funded / 1 Unfunded
Civilian	*61	53	5 Funded / 3 Unfunded
Total	*211	200	7 Funded / 4 Unfunded

Superintendent Corbin reported that we currently have 11 vacancies, which is phenomenal.

*The Comp Board awarded a new Mental Health position/funding in FY23; it was added to budget for FY24.

**Includes new hires starting in September.

FY'24 Budget requires 4 vacancies:

- Assistant Superintendent
- Pretrial Coordinator
- Account/Medical Clerk
- Food Service Supervisor

The Superintendent reported the ADP for FY22 started at 604 and ended with 536. Our current ADP is 570. Currently we have 84 DOC responsible inmates.

VI. FINANCIAL UPDATE

Superintendent Corbin presented the following chart:

Financial Update – FY’23 Revenue

	FY’23 Budgeted	FY’23 Actual	Over/under budgeted amount
Inmate Per Diem	\$ 1,415,000	\$ 1,255,220	\$ (159,780)
Compensation Board	\$ 6,150,000	\$ 7,209,347	\$1,059,347
State Grants	\$ 314,016	\$ 338,724	\$ 24,708
*Housing Fees	\$ 348,000	\$ 309,510	\$ (38,490)
**HEM Fees	\$ 87,000	\$ 18,837	\$ (68,163)
Medical Co-Pays	\$ 65,000	\$ 44,866	\$ (20,134)
Phone Commissions	\$ 550,000	\$ 544,479	\$ (5,521)
Juvenile Reimbursement	\$ 68,000	\$ 71,802	\$ 3,802
Locality contributions	\$16,359,598	\$16,359,598	-
Misc. (Property damage/check fees from inmates; Social Security incentive payments, BOP, DOC med reimb.)	\$ 18,000	\$ 23,508	\$ 5,508
Fund Balance Draw	\$ 1,118,600	\$ 1,118,600	-
Interest (bank deposits)	\$ 20,000	\$ 335,089	\$ 315,089
Total	\$26,513,214	\$27,629,580	\$ 1,116,366

*Lower population affects housing fees.

**Superintendent Corbin explained that since the new law went into effect July 1, 2022, allowing felony defendants to earn up to a maximum of 15 days per 30 days served (minimum time served of 65%) this impacted our HEM program. To participate in the HEM Program is day for day. We have created a position called Inside Programs Officer that is tasked to conduct backgrounds on those inmates who may be eligible in the early stages of their incarceration to determine if they need the Recovery Program, IWF and follow their progress for the first 90 days of incarceration to see if they have maintained a good adjustment. If they are too far into their sentence, they do not want to participate, but we are hoping with the IP Officer we can place an inmate who wishes to participate earlier in their sentence. The IP Officer will also interact with the Winchester Police Departments Corporal Morris, who is their Addiction Recovery Officer. Corporal Morris will meet with high-risk addiction inmates prior to their release and follow up with them after their release to help with recidivism rates.

Superintendent Corbin presented the following chart:

Financial Update – FY’23 Expenses

Includes fiscal year transfers, FB draw and encumbrances	FY’23 Appropriated	FY’23 Actual	Remaining Funds
Personnel/Fringe/Unemployment (Avg of 27 vacancies for the fiscal year)	\$17,999,733	\$16,345,080	\$ 1,654,653
Overtime	\$ 1,126,599	\$ 1,123,921	\$ 2,678
Inmate Health Care	\$ 1,405,610	\$ 834,133	\$ 571,477
Maintenance – Equip, Vehicles, Bldg.	\$ 228,600	\$ 158,592	\$ 70,008
Food Service	\$ 1,273,669	\$ 1,131,254	\$ 142,415
Utilities/Insurances	\$ 1,281,351	\$ 1,038,743	\$ 242,608
Debt Service – repayment on Security system upgrade, Energy Savings bond, & Expansion	\$ 1,594,115	\$ 1,591,963	\$ 2,152
Housekeeping/Laundry/Janitorial	\$ 150,000	\$ 113,830	\$ 36,170
Supplies/uniforms	\$ 187,550	\$ 163,299	\$ 24,251
Contractual Services/leases/professional services	\$ 258,109	\$ 223,804	\$ 34,305
Equipment/Fixtures/Integrated tech equip/vehicles	\$ 483,430	\$ 475,331	\$ 8,099
Vehicle supplies/fuel/transport	\$ 31,000	\$ 29,293	\$ 1,707
Police supplies/Security Surveillance Equipment	\$ 448,486	\$ 435,869	\$ 12,617
Travel and Training	\$ 120,605	\$ 105,239	\$ 15,366
Agricultural supplies/Dues & Memberships Books, & Subscriptions/operating reserve	\$ 215,179	\$ 208,205	\$ 6,974
Totals	\$26,804,036	\$23,978,556	\$2,825,480

Superintendent reported that the fund balance on August 20, 2023, was \$6,210,142. The amount required for 12% of the budget is \$3,343,805.

VII. RESTRUCTURING OF COMMAND STAFF

Superintendent Corbin explained his plan for restructuring the Command Staff with the following items:

- Requesting to change the title of “Business Manager” to “Chief Budget Manager” at the equivalent pay grade to civilian command staff (grade 224).
- Chief Budget Manager will assume more budgetary roles at the command staff level previously handled by the Captain of Administrative Services.
- Captain of Support Services will take the IT department from the Captain of Administrative Services.
- The Captain of Administrative Services will take on some of the meetings/projects of the Superintendent.

- The cost of regrading the Business Manager to Chief Budget Manager will be \$14k, which includes fringe benefits. There are funds in the Merit/CAD line items to absorb this cost.

A motion was made by Ms. McCann-Slaughter to approve the Superintendent's plan for restructuring the Command Staff. Mr. Hoffman seconded the motion. The Jail Authority unanimously approved.

VIII. REPLACING SERVERS FOR THE DOOR AND CAMERA CONTROLS

Superintendent Corbin explained that our current servers need to be replaced. These servers are responsible for the door controls and cameras, and they are at the end of their life. They were installed in FY16. He recommends having a service contract to be on call and provide routine PM work with the goal of extending the life span as well as avoiding having to replace the entire system all at once in the future. NRADC would only be charged when work is performed. The cost of replacement will be approximately \$1.3M. We have \$200k from the equipment grant approved last year that can be appropriated towards the cost, which would require pulling \$1.1M from Fund Balance.

After a brief discussion, a motion was made by Ms. McCann-Slaughter to approve the request. The motion was seconded by Sheriff Millholland. The Jail Authority unanimously approved.

Ms. Kozanecki recommended that the Finance Committee meet in September to discuss asset replacement and maintenance dollars in the budget with funds.

IX. HUMAN RESOURCES FUNCTIONS

Superintendent Corbin provided the following information for improving how the Jail functions with regards to Human Resources.

- Recommend that job descriptions, job postings, job titles, and pay grade designation fall under the purview of NRADC.
- Worker's Compensation, FMLA, Timesheets, Fit for Duty, Benefits administration, salary adjustments, etc. would remain a function of Frederick HR.
- The proposed changes fall with the original Jail Agreement of the Authority as they are not in conflict with Frederick County's fiscal agent responsibilities.
- This is in conformity with the business model of the other regional jails in Virginia.

Superintendent Corbin informed the Jail Authority that the Jail's attorney, Brendan Hefty and the County's attorney, Rod Williams, met and have no concerns regarding the concept. Superintendent Corbin also met with Mr. Bollhoefer and Mr. Tibbs last week and went over the matrix.

The Jail Authority recommended that the RJA Personnel Committee meet to explore a clearer outline for what the delineation of duties will be and then present the outline to the Jail Authority at its next meeting. A motion was made by Mr. Wells to approve this recommendation. Ms. Kozanecki seconded the motion. The Jail Authority unanimously approved.

X. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:40 a.m.

Respectfully Submitted,

**Jay Tibbs, Chairman
Regional Jail Authority**