

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

February 22, 2024

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
Sheriff Lenny Millholland
Bob Wells

City of Winchester

Mayor David Smith
Sheriff William Sales
Daniel Hoffman
Vice Mayor John Hill
John Piper

Clarke County

Chris Boies
Sheriff Travis Sumption
Doug Lawrence

Fauquier County

Sheriff Jeremy Falls

ABSENT:

Janelle Downes
Richard Gerhardt

VISITORS:

Major B. Davidson

STAFF PRESENT:

Clay Corbin, Superintendent
Lynn McKinley
Kim Wilson
Tana Jones
Ofc. Ashwood
Alain Bailey
Lt. H. Taylor
Lt. W. Taylor
Captain Parker
Ofc. Finley
Theresa Bell
George Coffman
Ofc. Ramsey
Charlene Putprush
Manda Ashworth
Lt. Shank
Captain Cottrill

I. CALL TO ORDER

Chairman Tibbs called the meeting to order at 10:01 a.m.

II. APPROVAL OF AGENDA

Chairman Tibbs 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 NOVEMBER 2, 2023

Chairman Tibbs solicited a motion to approve the minutes from the November 2, 2023, meeting. A motion was made by Sheriff Millholland to approve the minutes. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority also recognized Theresa Bell and Ofc. Sam Finley as the Jail's Fall 2023 Employees of the Quarter. Ofc. Finley was also presented with a Life Saving Award.

V. ELECTION OF OFFICERS

Sheriff Millholland made a motion to keep the current officers, Ms. McCann-Slaughter seconded the motion. The motion was unanimously approved.

COMMITTEE APPOINTMENTS

Those members currently serving on the Jail Authority Committees will remain on those committees. Sheriff Sumption was appointed to the Personnel Committee and Bob Wells was made the Chair of the Personnel Committee. The appointment to the Finance Committee was deferred until the May meeting. The Jail Authority unanimously approved.

Finance

Judith McCann-Slaughter, Chair
Chris Boies
Dan Hoffman
vacancy

Personnel

Bob Wells, Chair
Sheriff Lenny Millholland
Sheriff Travis Sumption
Mayor John Smith

Developmental Committee

Chris Boies, Chairman
Sheriff William Sales
Sheriff Jeremy Falls
Doug Lawrence
Mayor John Smith

VI. FY24 BUDGET UPDATE

Superintendent Corbin reported that as of February 16, 2024, our fund balance is \$4,994,410. He reported the revenues estimate at \$445k over what is budgeted; this is due mostly to the Interest rates projection being under budgeted. The Expenditures estimate about \$1M savings, \$900k of that is due to personnel savings/fringe with an average of 12 vacancies, other savings due to Anthem and Water costs stabilizing/decreasing. The anticipated beginning Fund Balance for FY25 is \$6,439,410. These are only estimates based off the information we have through January.

VII. FY25 BUDGET UPDATE

Superintendent Corbin presented the following charts:

FY25 Budget presented in November

	Current FY24 Budget	Proposed FY25 Budget	Increase/Decrease
Personnel	\$20,371,455	\$21,281,692	\$ 910,237
Operating	\$ 5,734,125	\$ 5,639,075	(\$ 95,050)
Capital/leases	\$ 156,700	\$ 128,050	(\$ 28,650)
Bonds	\$ 1,602,759	\$ 1,602,806	\$ 47
TOTAL	\$27,865,039	\$28,651,623	\$ 786,584

FY25 Budget – Updated

	FY25 Budget Proposed in November	Proposed FY25 Budget (4.5% COLA included)	Increase
Personnel	\$21,281,692	\$21,293,424	\$ 11,732
Operating	\$ 5,639,075	\$ 5,640,521	\$ 1,446
Capital/leases	\$ 128,050	\$ 128,050	\$ Ø
Bonds	\$ 1,602,806	\$ 1,602,806	\$ Ø
TOTAL	\$28,651,623	\$28,664,801	\$ 13,178

Superintendent Corbin reported that the difference between the charts is \$13,000. Frederick County included 4.5% COLA (additional \$275k) in their budget overview. Frederick County also anticipates that health insurance rates will stay the same with minor changes, which decreased the budget overall by \$244k. Increased Fund Balance draw from \$1,370,000 to \$1,500,000.

FY25 Locality Shares

Locality	FY24	FY25	Increase/Decrease
Clarke County	\$503,038 3.25%	\$480,518 3.00%	-\$ 22,520
Fauquier County	\$2,707,119 17.49%	\$2,625,227 16.39%	-\$ 81,892
Frederick County	\$7,110,636 45.94%	\$7,515,295 46.92%	\$404,659
Winchester	\$5,157,301 33.32%	\$5,396,212 33.69%	\$238,911

The current Fund Balance as of February 16, 2024, is \$4,994,410. The anticipated beginning fund balance for FY25 is \$6.4M. \$6,400,000 (-) \$1,500,000 = \$4,900,000. To maintain our 12% threshold, we're at \$3,439,776. An excess of \$1.4M could be used towards the FY26 budget.

VIII. MAT PROGRAM UPDATE

Superintendent Corbin reported that we are currently writing a five (5) year plan for the Opiate Abatement Authority Grant (OAA). The deadline is April 1, 2024. He also reported that there is another grant option through DCJS, and their deadline is April 12, 2024. The targeted implementation date is July 1, 2024. Mr. Corbin explained further that the program will be funded for five (5) years and those five years come with treatment, counseling, and follow-up. The Winchester Police Department will help with the hand-off when an inmate is released. We are working to set up the same hand-off with the Frederick County Sheriff's Office. A letter will need to be signed by each jurisdiction giving consent for the program and one (1) of the four (4) jurisdictions will need to be the fiscal agent, which will be Frederick County.

IX. PERSONNEL COMMITTEE MEETING

Superintendent Corbin reported that the Personnel Committee met on February 14, 2024, and the following items were recommended for approval:

1. Investigators clothing allowance (\$1500 each)
2. Sworn Correctional Nurse pay increase 5.25%
3. Admin Secretary increase of 10%

A motion was made by Mr. Hoffman to approve these recommendations. Ms. McCann-Slaughter seconded the motion. The Jail Authority unanimously approved.

Business Rule – Seek Board approval for Personnel Committee to have approval authority for increases under 10% and/or \$25,000.

A motion was made by Mayor Smith to approve these recommendations. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

Assistant Superintendent Position – This is the final leg in the restructuring of the command staff. Total cost less than \$10,000.

A motion was made by Sheriff Millholland to approve these recommendations. Mr. Hoffman seconded the motion. The Jail Authority unanimously approved.

Superintendent Corbin explained that these increases will not impact the budget or locality shares due to savings from annual CAD advancement.

X. **ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:52 a.m.

Respectfully Submitted,

**Jay Tibbs, Chairman
Regional Jail Authority**