

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

August 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

City of Winchester

John Piper

Vice Mayor John Hill

Clarke County

Chris Boies

Sheriff Travis Sumption

Doug Lawrence

Fauquier County

Sheriff Jeremy Falls

Janelle Downes

ABSENT:

Sheriff William Sales

Daniel Hoffman

Bob Wells

STAFF PRESENT:

Clay Corbin, Superintendent

Lynn McKinley

Tana Jones

Kim Wilson

Ofc. Ashwood

Alain Bailey

Captain Cottrill

Captain Parker

Captain Custer

Ofc. Burroughs

Ofc. S. Bain

Lt. Mackey

Charlene Putprush

Manda Ashworth

Theresa Bell

Sgt. Wise

Lt. Shank

Sgt. Mays

Sgt. LeMarr

VISITORS:

Major B. Davidson

I. CALL TO ORDER

Chairman Tibbs called the meeting to order at 10:02 a.m.

II. APPROVAL OF AGENDA

Chairman Tibbs solicited a motion to approve the agenda. A motion was made by Ms. McCann-Slaughter to approve the agenda. Sheriff Millholland seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM May 23, 2024

Chairman Tibbs solicited a motion to approve the minutes from the May 23, 2024 meeting. A motion was made by Mr. Piper to approve the minutes. Sheriff Millholland seconded the motion. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority recognized Charlene Putprush and Delilah Mays as the Jail's Spring 2024 Co-Employees of the Quarter.

V. APPOINTMENT TO THE FINANCE COMMITTEE

A motion was made by Ms. McCann-Slaughter to appoint Ms. Downes to the Finance Committee. Sheriff Millholland seconded the motion. The Authority unanimously approved.

VI. FINANCIAL UPDATE

Superintendent Corbin presented the following chart:

Financial Update – FY24 Revenue

	FY24 Budgeted	FY24 Actual	Over/under budgeted amount	Explanation
Interest	\$10,000	\$488,630	\$478,630	Interest rates up
State – Per diem/Comp Bd	\$9,175,118	\$9,511,524	\$336,406	Comp Bd gave 2% increase Dec 2023, increased beginning salaries and provided additional funds for tenure for certain positions
State Grants	\$507,827	\$558,066	\$50,239	DCJS increased salaries
WR/HEM/Housing Fees	\$368,000	\$347,910	(\$20,090)	Inmate \$1.50/day collections down
Medical Co-Pays	\$40,000	\$44,606	\$4,606	
Phone Commissions	\$555,000	\$544,479	(\$10,521)	
Miscellaneous	\$28,300	\$60,380	\$32,080	WC reimbursement
Juvenile (food/water)	\$68,000	\$102,504	\$34,504	Increased rates charged to Juvenile
Locality Shares/FB draw	\$18,493,902	\$18,493,902	-	
TOTAL	\$29,246,147	\$30,152,001	\$905,854	

Superintendent Corbin presented the following chart:

Financial Update – FY24 Expenses

Expenses	Budgeted Amount	Actual	Remaining balance	Explanation
Personnel	\$20,374,956	\$18,940,182	\$1,434,774	Avg. 15 vacancies
Inmate Medical Costs	\$1,729,800	\$1,524,047	\$205,753	Anthem costs down
Repair & Maintenance/Contingency Repairs/Security Cameras	\$1,708,308	\$1,673,802	\$34,506	\$ for Contingency for Maintenance repairs not needed/spent
Utilities	\$992,630	\$761,862	\$230,768	Water rates stabilized; Heating costs down
Contractual/Insurances	\$310,570	\$278,517	\$32,053	Website re-design lower than expected; Medical program coded to diff. line item
Food Service	\$1,403,350	\$1,393,293	\$10,057	
Laundry & housekeeping/Agricultural	\$137,670	\$125,130	\$12,540	
Office/other supplies/Leases Subscriptions/Dues	\$157,000	\$141,848	\$15,152	
Vehicle Maintenance/Fuel	\$55,950	\$40,000	\$15,950	
Bond payments	\$1,602,759	\$1,584,177	\$18,582	Credit-money market interest earnings
Transports/Vehicle purchase	\$208,324	\$207,089	\$1,235	
Police supplies/uniforms/training	\$446,207	\$432,770	\$13,437	
Operating Res/Equipment	\$559,839	\$542,793	\$17,046	Medical remodel not done
TOTAL (incl. Encumbrances from FY23)	\$29,687,363	\$27,645,510	\$2,041,853	Includes Encumbrances from FY23 - \$441,015

Superintendent Corbin reported the Fund Balance as of August 14, 2024 is \$6,441,941. The amount required for the 12% of the budget is \$3,429,483.

VII. PERSONNEL/OPERATIONAL UPDATE

	Authorized	Assigned	Vacancies
Sworn	150	136	13 Funded / 1 Unfunded
Civilian	61	51	7 Funded / 3 Unfunded
Total	211	187	20 Funded / 4 Unfunded

- FY25 Budget Requires 4 vacancies

Superintendent Corbin reported that the last 2 months has seen the population spike to 596-597. Prior month's population was at a low 555 and with a high of 577. As of midnight, last night the ADP was 575. At full capacity, which is 620, we will need to look at reopening the Annex with partial capacity of 60-80 inmates, which would require 8 staff. Our ADP at the end of FY24 was 571, which is better than 5 years ago when the population was over 600 and the Annex was open. The Superintendent is hoping that in a couple of years, the MAT Program will have some recidivism impact, which we will track.

Superintendent Corbin reported that the Personnel Committee met on August 13, 2024, to discuss five personnel items. All items were passed unanimously with three of the items requiring Jail Authority approval.

Superintendent Corbin explained that one of the items discussed at the Personnel Committee meeting was to give a 5% salary increase for the MAT nurse. This nurse has inherited everything that comes along with this program to include tracking, dispensing, and inventorying the medication, which is strictly enforced, along with her current responsibilities.

The second item discussed was a 6% salary increase for the Director of Nursing that obtained her credentials (certification) to allow her to perform the MAT Assessments. Right now, the assessments costs us \$150 and requires two (2) officers while the assessments are conducted, which takes 3 hrs. This is six (6) lost man hours. With her certification, we save \$150 per assessment and the man hours.

The first item that needed the Authority's approval is the creation of a Deputy Chief Position for Old Dominion Court Services (ODCS). ODCS serves four locations (Frederick, Shenandoah, Warren & Page counties) and three jails (NRADC, RSW, and Page Jail). Currently Chief Kim Chmura is solely supervising all ODCS operations. The creation of the Deputy Chief Position does not require local money because it will be grant funded. Also, when Chief Chmura decides to retire, this position will allow for stability until a new Chief is hired.

The second item that needed the Jail Authority's approval is the option of creating a civilian position to operate the control room(s) (Control Room Technician (CRT) at NRADC. Several other correctional facilities have begun utilizing this practice successfully. This is not a new position, it's a new job description. The benefits of reclassifying this position are as follows:

1. Cost benefit is a savings of over \$6,000
2. DCJS Academy training is eliminated
3. Another avenue to attract future sworn personnel

A motion was made by Sheriff Millholland to approve these two (2) items recommended by the Personnel Committee. Ms. McCann-Slaughter seconded the motion. The Authority unanimously approved.

The third item that needed the Jail Authority's approval is an option for NRADC to buy out employee contracts from other jails. He would like to use this option as a recruiting tool. The cost to send someone to the academy is \$12,500 and he was considering \$7,500 to buy out contracts, but the employee would have to commit to remaining with NRADC for 2 years. It was suggested that the amount be \$10,000 and to have a lawyer review the contract. There is a cost benefit compared to the cost of a 10-week academy. Also, no loss of worktime.

A motion was made by Ms. McCann-Slaughter to approve the recommendation. Sheriff Millholland seconded the motion. Sheriff Falls opposed. With most of the Authority recommending the proposal, the motion passed.

Superintendent Corbin updated the Jail Authority on our DOC Audit and State Inmate Population.

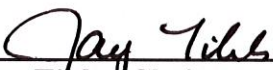
- NRADC just completed the 3-year DOC audit and was given a 100% rating by DOC with comments including professionalism demonstrated by staff, positive feedback of those incarcerated and excellent conditions throughout the jail.
- Due to rising population, Major Jones collaborated with DOC to take 30 state responsible inmates in addition to their routine DOC transports. Our current state responsible number is 75 with some of those being contract beds for kitchen workers, etc. This marks the fewest state responsible inmates that we have had in several years.

The last order of business was to change the date of the next Jail Authority meeting. Superintendent Corbin has a scheduling conflict on November 7, 2024. After a brief discussion, it was decided the next meeting would be October 31, 2024.

VIII. 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