

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
July 18, 2013

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

John R. Riley, Jr.
Charles DeHaven
Sheriff Robert Williamson

City of Winchester

Sheriff Lenny Millholland

Clarke County

David L. Ash
Barbara Byrd

Fauquier County

Katherine Heritage
Sheriff Charlie Ray Fox, Jr.

ABSENT:

Mayor Elizabeth Minor
Sheriff Anthony Roper
Dale Iman
James Wyatt
Chief Kevin Sanzenbacher
Chester Stribling

STAFF PRESENT:

James Whitley, Superintendent
CSO Gene Boyce
Kim Wilson
Danny McCaslin
Capt. Ron Werdebaugh
Capt. David Pitts
Capt. Allen Barr
COII William Russell

I. CALL TO ORDER

Mr. Riley called the meeting to order at 10:00 a.m.

II. APPROVAL OF AGENDA

A motion was made by Sheriff Millholland to approve the amended agenda. Mr. DeHaven seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM APRIL 18, 2013

Mr. Riley solicited a motion to approve the minutes from the April 18, 2013 meeting. A motion was made by Sheriff Williamson to approve the minutes. The motion was seconded by Ms. Heritage. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Correctional Officer II William Russell as the Jail's Spring 2013 Employee of the Quarter.

V. PERSONNEL UPDATE

Mr. Whitley reported that we currently have five (5) sworn vacancies and three (3) civilian vacancies. Mr. Whitley hopes all 3 sworn vacancies will be filled by the end of the month, but we plan to leave a Food Service position vacant.

Mr. Whitley reported that On-The-Job Accidents have resulted with very little loss of work time. We did have one (1) major loss of time which was a torn Achilles tendon which occurred at the academy.

VI. OPERATIONAL UPDATE

Mr. Whitley reported that the procurement order has been submitted for the water cooled chillers and water towers. We have 18 months to utilize the funds that were acquired through the money negotiations. The bid for the Inmate Telephone System is due July 22, 2013 and the pharmacy contract bids are currently under review. We need to find a company that can communicate with CorEMR, which is our electronic records, which would make our operation more efficient.

Mr. Whitley reported that we retained Keefe as our commissary vendor effective July 1, 2013. The key to their bid was that they offered us \$24,000 toward our indigent kits. The total cost for indigent kits last year was \$31,000.

Mr. Whitley reported that effective July 1, 2013, 3M is our new GPS monitoring system. The old system allowed the possibility for the bracelets to be removed from the ankle

Mr. Whitley reported the ADP on July 16, 2013 was 618. But we have had weekends where the headcount was over 650. Mr. Whitley anticipates the headcount will reach 675 in August. The ADP in 2012 was 560. The ADP for FY 13 was 590.

Mr. Whitley reported that he has contacted the Courts requesting them to utilize Home Electronic Monitoring as opposed to weekend confinement. Weekend confinement causes our population to increase suddenly and it is more work for staff to book them in and then release them 2 days later. Since those who are sentenced to serve weekends have jobs, they would be able to afford the HEM Program fees. Winchester Courts have responded favorably. We are also making adjustments in the housing units, but if the population reaches 65 in the larger housing units, then 2 officers are required, which will

require overtime. Fortunately, the population this week has decreased. Mr. Whitley explained that we will attempt to manage the overcrowding before we open the Annex.

Mr. Whitley reported the Drunk in Public incarcerations is down compared to the population this time last year. Mr. Whitley explained that there is no explanation for the decrease.

Mr. Whitley reported that the number of "Out-of-Compliance" inmates has increased. The Superintendent explained that he attempts to keep the "Out-of-Compliance" number below 40. The "Out-of-Compliance" population in June 2013 was 34. Mr. Whitley has moved inmates to Western Regional Jail in Salem to house our overflow in population. Western Regional Jail has a contract with the Department of Corrections and will accept DOC inmates.

Mr. Whitley reported that the Home Electronic Monitoring and Work Release Population decreased considerably this year. Job availability is the biggest issue, but reported this to be improving. The Superintendent explained that since all Work Release Inmates are placed on our new GPS System, violations have increased.

Mr. Whitley reported that 57 are currently participating in the Community Inmate Workforce.

Mr. Whitley reported the decrease in Institutional Violence against staff. There was an increase in Institutional Violence with regard to Inmate-Inmate in October 2012.

Mr. Whitley reported terminating two (2) employees for Use of Force in May 2013.

Mr. Whitley highlighted chronic care admissions, which include those individuals with diabetes, seizures, etc, which is 10% of our admissions. He reported the average ADP in FY12 for chronic care admissions was 45. Because most of these illnesses were pre-existing, the Jail is not responsible for their medical costs.

Mr. Whitley reported that 8% of those incarcerated have Pre-Existing Psych Admissions. He reported that the State averages 16%. The Superintendent reported that the Jail communicates thru Telepsych to assist with appropriate medications.

The Superintendent reported that in July 2013, the local offender probation caseload was 274 and that the recidivism rate has decreased dramatically during the last quarter. Mr. Whitley reported the Pretrial Caseload at 232, which remains the same as last quarter.

Mr. Whitley reported that the FY13 cost per day was \$78.70, which is slightly lower than the cost per day in FY12 which was \$79.20. Final figures should be complete in the next couple of weeks.

Mr. Whitley reported that the State share of the cost has dropped. At the end of FY12, the shared cost was 38.23%. We estimate the FY13 share costs will be 33.6%.

VII. FINANCIAL UPDATE

Mr. Whitley provided an overview of the FY13 Revenue using the chart below:

| | FY13 Budgeted | Projection |
|--------------------------------------|----------------------|---|
| Inmate Per Diem | \$ 975,355 | \$ 975,355 |
| Compensation Board (Salaries) | \$5,003,495 | \$4,973,113 (Underestimated Aid to Locality Reduction) |
| State Contract Beds | - | \$ 19,196 |
| Housing Fees | \$ 499,800 | \$ 370,881 (Work Release Shortfall) |
| HEM Fees | \$ 83,767 | \$ 59,960 |
| Medical Co-Pays | \$ 51,237 | \$ 57,017 |
| Telephone Commissions | \$ 126,000 | \$ 135,845 |
| Other | \$11,337,772 | \$11,382,734 |
| TOTAL | \$18,077,426 | \$17,974,101 |

Total FY13 Projected Revenue Short fall = \$103,325

Mr. Whitley reported that the telephone commission line item is being reviewed. He feels that GTL has over billed the Jail. PRAESES has conducted a reconciliation of the GTL account and the amount should be available in the next few weeks.

Mr. Whitley provided an overview of the planned versus actual FY13 expenses using the charge below. He projected a year-end savings of \$886,986, but noted that amount included the amount drawn from fund balance during the year. He estimated the actual savings at approximately \$404,803.

| | FY13 Budgeted | FY13 Projected Actual |
|---|----------------------|------------------------------|
| Personnel | \$12,578,816 | \$12,151,224 |
| Overtime | \$ 318,275 | \$ 322,361 |
| Inmate Health Care | \$ 952,736 | \$ 799,349 |
| Building & Grounds Maintenance | \$ 189,543 | \$ 163,083 |
| Food Service | \$ 905,400 | \$ 893,221 |
| Utilities | \$ 579,000 | \$ 504,336 |
| Other (Repair & Maint. Of Equipment & Vehicles, Security Uniforms, Debt Service Payments....etc) | \$ 2,559,774 | \$ 2,362,984 |
| TOTAL | \$18,083,544 | \$17,196,558 |

Includes \$246,983 (Fund Balance – BONUS 10/12)

Includes \$14,200 (Fund Balance – CAD)

Includes \$221,000 (Fund Balance – Phone replacement)

Revenue: \$17,974,101

\$17,196,558

\$ 777,543 (Est. Return to F/B)

FY13 Total Fund Balance Draw = \$ 482,183

Mr. Whitley reported that the Personnel line item came in under budget because of staff vacancies.

Mr. Whitley reported the fund balance as of July 16, 2013 as \$293,919, which is after the FY14 draw of \$750,000. He anticipates \$777,543 from FY13 to be returned to fund balance. Mr. Whitley also reported that he anticipates the beginning fund balance for FY14 will be \$1,071,461.

Mr. Whitley provided an overview of FY13 Actual vs FY14 Budgeted:

| | FY13 Actual Costs | FY14 Budgeted |
|-------------------------------|--------------------------|----------------------|
| Personnel | \$12,151,224 | \$12,395,191 |
| Overtime/Holiday | \$ 322,361 | \$ 275,486 |
| Inmate Health Care | \$ 799,349 | \$1,157,820 |
| Maintenance Activities | \$ 163,083 | \$ 107,024 |
| Food Service | \$ 893,221 | \$ 958,118 |
| Utilities | \$ 504,336 | \$ 655,000 |

Mr. Whitley reported cost savings in maintenance because of capital improvements.

Mr. Whitley reported the amount of the Bond refinance is \$1,121,000. He provided a prioritized list of capital improvements projects:

- New phone system \$225,000
 - HAVAC system \$387,052
 - Other capital improvements requested:
 - ✓ Rebuild grease trap casing \$ 4,525
 - ✓ Upgrade Trane HVAC controls \$130,000
 - ✓ Upgrade Emergency Generator Circuit \$ 4,900
 - ✓ Install emergency stop button on gas supply \$ 2,241
 - ✓ Activity boxes for VCIN \$ 5,200
 - ✓ Install AC in telephone room to maintain temp \$ 5,000
 - ✓ Install visitation barrier at CCC \$ 18,000
 - ✓ Replace heat units in 2 CCC boilers \$ 20,000
 - ✓ Resurface AHU Drain pans \$ 12,000
 - ✓ Install awning for X-18 \$ 8,000
 - ✓ Upgrade treatment of Loop water system \$ 4,000
 - ✓ Install quick turn cold water shut off valves \$ 6,800
 - ✓ Lightning Arresters \$ 29,326
 - ✓ Finish sidewalk around SMU \$ 3,200
 - ✓ Install heat reclaimer on boiler flues \$ 3,500
 - ✓ Pod Kiosks \$100,000
 - ✓ Video visitation \$ 80,000
- TOTAL \$436,692**

VIII. NEW INITIATIVES

Mr. Whitley provided a list of new initiatives:

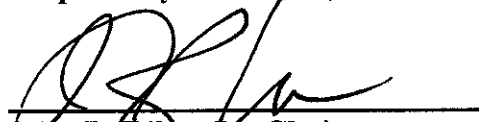
- Cold Breakfast
- No Margarine pats, salt or pepper
- New Medical Charges
 - ✓ Reviewed the State D.O.C. Website and found that our fees could be increased.
- New Work Release and *HEM fees (*Previous per diem was \$17.50 increased to \$23.00 per day)
- Upgrading Law Library
- Upgrading Phone Information Systems (Monthly fee will be \$1,500). The system is a voice activated system that can be utilized by the general public. The system will reduce phone calls by 80%.

Mr. Whitley informed the Authority that the Winchester Star will be here on Monday to do an article on the vegetable garden.

IX. ADJOURN

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

Respectfully Submitted,



John R. Riley, Jr., Chairman
Regional Jail Authority