

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**October 17, 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

**City of Winchester**

Sheriff Lenny Millholland

Mayor Elizabeth Minor

Dale Iman

**Clarke County**

David L. Ash

Barbara Byrd

**Fauquier County**

Katherine Heritage

Sheriff Charlie Ray Fox, Jr.

**ABSENT:**

Sheriff Robert Williamson

Sheriff Anthony Roper

Chester Stribling

Jimmy Wyatt

Chief Kevin Sanzenbacher

**STAFF PRESENT:**

James Whitley, Superintendent

CSO Gene Boyce

Kim Wilson

Capt. Ron Werdebaugh

Manda Keller

Theresa Bell

Jeff Young

Andy Anderson

Kim Rodrigue

**VISITORS:**

Paula Nofsinger, HR Director

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

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

**III. CLOSED SESSION VA CODE 2.2-3711 A.7 (LITIGATION)**

Mr. Riley called for closed session pursuant to VA Code 2.2-3711 A.7 at 10:05 a.m. referenced litigation.

The Jail Authority reconvened in open session at 10:33 a.m. All Authority members attested that the matters discussed during closed session conformed to requirements of VA Code 2.2-3771 A.7.

A motion was made by Ms. Minor to appoint Ms. Heritage and Mr. Whitley as the contacts for the Northwestern Regional Jail Authority in reference to the Boren lawsuit. Ms. Byrd seconded the motion. The Jail Authority unanimously approved.

**IV. APPROVAL OF THE MINUTES FROM JULY 18, 2013**

Mr. Riley solicited a motion to approve the minutes from the July 18, 2013 meeting. A motion was made by Mr. DeHaven to approve the minutes. The motion was seconded by Sheriff Millholland. The Authority unanimously approved.

**V. EMPLOYEE OF THE QUARTER RECOGNITION**

The Authority recognized Manda Keller, Inmate Program's Specialist as the Jail's Summer 2013 Employee of the Quarter.

**VI. APPOINTMENT OF JAIL AUTHORITY ALTERNATE TO THE JUVENILE DETENTION CENTER COMMISSION**

Mr. Riley appointed Mr. Wells as the alternate to the Juvenile Detention Center Commission.

**VII. APPROVAL/DISAPPROVAL OF FILLING ASSISTANT SUPERINTENDENT POSITION**

Mr. Whitley explained that the day to day operations are conducted by the Superintendent and the Captains and he feels that there is more work that he could be doing in the areas of substance abuse and mental health. Mr. Whitley feels that he needs the assistance of an Assistant Superintendent to keep this work going. Mr. Whitley reported that he will be able to fund this position with employees who are retiring and those eligible to retire in the next couple of years.

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A motion was made by Ms. Heritage to discuss the approval of hiring an Assistant Superintendent. Ms. Byrd seconded the motion.

Mr. Iman is not in favor of the position at this time. The position may be warranted, but because of the lack of process is not consistent with good budgeting practices. The Jail Authority has a purpose and one of those is to review the Jail's budget. Each jurisdiction has challenges coming up in their FY15 budget and this request should be made a part of that consideration.

Ms. Byrd said that if we did not have an assistant previously, we would have been "up a creek".

Mr. Riley asked Mr. Whitley if he had a succession plan in place who could step in if something should happen. Mr. Whitley said he does not have a succession plan.

Sheriff Millholland stated that he understands Mr. Iman's point about the budget, he is concerned what would happen if something did happen and the Superintendent could not perform his duties. He feels there should be a number two person.

Ms. Minor feels that the request should go through the proper process.

Mr. Riley explained that the Assistant Superintendent position exists, it's just not funded.

Mr. Whitley reported that the FY15 budget will be ready for the Jail Authority Finance Committee's review in January 2014.

Mr. Riley agrees with Mr. Whitley's plight, but if it can be done within the context of the budget it makes a lot more sense. You can educate the Jail Authority as to where the money is coming from. Also, through the Jail's HR Committee, a succession management plan can be created.

The FY15 Budget will not take effect until July 1, 2014. Mr. Riley explained that essentially, if the green light is given while constructing the budget, the Superintendent could start the hiring process but he cannot proceed until the appropriation is in effective, which is July 1<sup>st</sup>. The hiring process will take approximately three to four months.

Sheriff Millholland made a motion to approve the motion to request that the Superintendent construct this process thru the normal budget process and that once we have reached an understanding on how this position will be funded and will move forward in next year's budget. Ms Minor seconded the motion. The Authority unanimously approved.

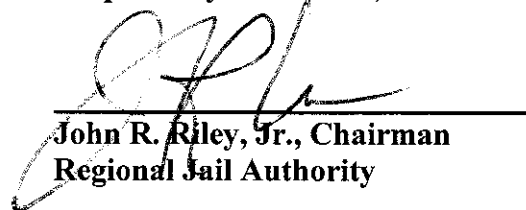
Ms. Byrd requested an amendment to the motion that the hiring process begins after the FY15 budget has been approved, which should be in March. Ms. Minor seconded the motion. The Authority unanimously approved.

The current fund balance is \$1,293,105, which is \$225,000 more than expected.

**VIII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 11:02 a.m.

**Respectfully Submitted,**



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