

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**April 17, 2014**

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  
Robert Wells

**City of Winchester**

Dale Iman  
Elizabeth Minor  
Chief Kevin Sanzenbacher  
Sheriff Les Taylor

**Clarke County**

David L. Ash  
Sheriff Anthony Roper  
Jimmy Wyatt  
Barbara Byrd

**Fauquier County**

Katherine Heritage  
Sheriff Charlie Ray Fox, Jr.  
Chester Stribling

**ABSENT:**

**STAFF PRESENT:**

James Whitley, Superintendent  
Gene Boyce  
Danny McCaslin  
Capt. Ronald Werdebaugh  
Ofc. Tim Hill  
Sgt. Louis Dusing  
Kim Wilson

**VISITORS:**

Lynsey Orndorff, HR  
Melissa Boughton, Winchester Star

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

Mr. Riley solicited a motion to approve the Agenda. A motion was made Mr. Wyatt to approve the agenda. Sheriff Williamson seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM JANUARY 16, 2014**

Mr. Riley solicited a motion to approve the minutes from the January 16, 2014 meeting. A motion was made by Mr. Wyatt to approve the minutes. The motion was seconded by Ms. Heritage. The Authority unanimously approved.

**V. EMPLOYEE OF THE QUARTER RECOGNITION**

The Authority recognized Sergeant Louis Dusing, as the Jail's Fall 2013 Employee of the Quarter and Correctional Officer Tim Hill as the Jail's Winter 2014 Employee of the Quarter.

**VII. APPROVAL OF THE BUDGET FOR FY'15**

Mr. Whitley reported that the Finance Committee met on March 21, 2014 and unanimously approved the FY'15 Budget. The following chart shows the increase from FY14 to FY15.

Locality	Locality shares— Approved by Finance Committee 03/21/14	FY14 Shares	Increase from FY14 to FY15
Clarke County	\$ 547,221	\$ 542,879	\$ 4,342
Frederick County	\$4,662,406	\$4,467,002	\$195,404
Winchester	\$3,688,752	\$3,549,207	\$139,545
Fauquier County	\$1,604,901	\$1,438,679	\$166,222

Differences between FY14 and FY15 budgets include:

- An increase in health insurance for County Employees (\$231k)
- CAD Advancements (\$90k)
- Virtual Server (\$65k)
- Increase in Debt Service due to Bond refinancing in 2013 (\$91k)

Mr. DeHaven made a motion to approve the FY15 Budget. The motion was seconded by Ms. Minor. The Authority unanimously approved.

**VIII. 3<sup>rd</sup> QUARTER OPERATIONAL/FINANCIAL REPORT**

Mr. Whitley reported that the anticipated short fall in Revenues in the 3<sup>rd</sup> Quarter is \$244,536. The shortfall is due to the decrease in Work Release Revenues because fewer

inmates are involved in the program and less state funding than anticipated. Mr. Whitley reported that in January only 19 inmates were participating in the Work Release Program. The current number is 53.

Mr. Whitley was informed this morning that a \$3,600 monthly maintenance fee that the facility was paying for the jail management system is now paid in full. A new contract will be signed with DSI and some changes will be made to the commission rate and we are hoping this will create new dividends for the commissary account reducing the anticipated shortfall.

Mr. Whitley reported that he anticipates \$498,352 in savings in expenditures. The savings combined with the shortfall leaves \$253,816 expected to be returned to fund balance at the end of FY14.

Mr. Whitley reported that after an anticipated savings of \$253,816 at the end of FY14 and a \$600,000 draw to reduce the localities share in FY15 the new fund balance will be \$814,376.

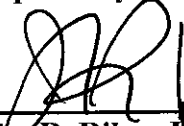
Mr. Whitley reported that the Virginia Association of Regional Jails has nominated him 2<sup>nd</sup> Vice President. The term will last 2 years.

Mr. Whitley reported that the facility is in need of a new security system. Our current system was installed in 2001 and is an analog system and the parts are expensive and hard to find. Mr. Whitley invited Snyder Electric to come to our facility to look at our current system to make recommendations for a new security system. Another meeting is planned for May 5, 2014. The Superintendent hopes to give a presentation at the July meeting. The cost of a new security system can range from \$1.5M to \$5M.

**IX. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10: 14 a.m.

**Respectfully Submitted,**



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