

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

January 21, 2016

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

Brenda Garton

Sheriff Lenny Millholland

Judith McCann-Slaughter

City of Winchester

Sheriff Les Taylor

Mayor Elizabeth Minor

Clarke County

Sheriff Anthony Roper

Barbara Byrd

David Ash

Jimmy Wyatt

Fauquier County

Katherine Heritage

ABSENT:

Bob Wells

Chief Kevin Sanzenbacher

Eden Freeman

Christopher Butler

Sheriff Robert Mosier

STAFF PRESENT:

James Whitley, Superintendent

Captain A. Barr

Gene Boyce

Lynn Dougherty

Captain P. Barr

Kim Wilson

VISITORS:

Brendan Hefty, Attorney

Chris Early, Winchester Star

Colonel Robert Wilcox, Fauquier County

Major Falls, Fauquier County

Major Steve Hawkins, Frederick County

I. CALL TO ORDER

Sheriff Taylor called the meeting to order at 10:00 a.m.

II. APPROVAL OF AGENDA

Sheriff Taylor solicited a motion to approve the Addendum to the Agenda, which was to remove Item #IV *Employee of the Quarter*. A motion was made Mayor Minor to approve the agenda. Ms. Heritage seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE NOVEMBER MEETING

Sheriff Taylor solicited a motion to approve the minutes from the November 19, 2015 meeting. A motion was made by Mr. Ash to approve the minutes. The motion was seconded by Mr. Wyatt. The Authority unanimously approved.

IV. ELECTION OF OFFICERS

Ms. McCann-Slaughter recommended Ms. Garton as Chair. The motion was seconded by Sheriff Millholland. The Authority unanimously approved.

Mr. Ash recommended Sheriff Taylor as Vice-Chairman. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

Superintendent Whitley as Secretary/Treasurer will remain the same.

COMMITTEE APPOINTMENTS

Those members currently serving on the Jail Authority Committees will remain on those committees and the following members were assigned to fill existing vacancies. Ms. McCann-Slaughter was appointed to fill the vacancy on the Finance Committee and Ms. Freeman was appointed Chair. Sheriff Millholland was appointed to filled the vacancy on the Personnel Committee. Sheriff Mosier, Mr. Butler and Sheriff Taylor were appointed to fill the vacancies on the Construction Committee.

Finance

Eden Freeman, Chair
James Wyatt
Elizabeth Minor
David Ash
Judith McCann-Slaughter
Katherine Heritage

Personnel

Katherine Heritage, Chair
Sheriff Lenny Millholland
Jimmy Wyatt
Sheriff Anthony Roper
Robert Wells

Construction

David Ash, Chairman
Sheriff Lenny Millholland
Sheriff Robert Mosier
Chief Kevin Sanzenbacher
Christopher Butler

Ms. Byrd was appointed to represent the Jail Authority on the Juvenile Commission.

V. PERSONNEL UPDATE

Mr. Whitley reported that NRADC has hired 7 officers from RSW Regional Jail, which is a savings to us because they come to us already certified.

Mr. Whitley reported that one of the biggest obstacles we face in filling vacant civilian positions is the nursing positions.

Mr. Whitley provided the following chart:

	Required	Assigned	Vacancies
Sworn	148	144	2 Funded/ 2 Unfunded
Civilian	59	53	2 Funded/ 4 Unfunded
Total	207	197	4 Funded/ 6 Unfunded

VI. OPERATIONAL UPDATE

Mr. Whitley reported the ADP July 1, 2015 thru December 31, 2015 was 677. The Superintendent reported that part of the reason for the current ADP is due to the fact the Department of Corrections only moves approximately 4 inmates per month. Our current "Out of Compliance" population is 85.

Mr. Whitley reported that the Security System Upgrade RFP will be posted/advertised January 25, 2016. Responses will be due March 15, 2016. The RFP that best meets the needs of the facility will be presented to the Facility's Financial Advisor. Then an RFP will be developed to obtain a bank loan. The results of the bank RFP will be presented to the Finance Committee. The Finance Committee will present recommendations to the Jail Authority. If approved, each jurisdictions will obtain approval from their Boards of Supervisors and the implementation of the project will begin.

VII. FINANCIAL UPDATE

Mr. Whitley provided a financial update for FY16 using the chart below:

Expenses	Budgeted FY 16	First/Second Quarter Expenditures	End of Year Prediction
Personnel	\$14,184,128	\$ 7,220,170	\$14,260,734
Operating	\$ 4,203,535	\$ 2,121,255	\$ 4,020,716
Capital/Debt	\$ 1,352,169	\$ 682,607	\$ 1,337,172
Total	\$19,739,832	\$10,024,032	\$19,618,622

Revenue	Budgeted FY 16	First/Second Quarter Collections	End of Year Prediction
Fees/Fund Balance	\$ 1,954,091	\$ 1,235,352	\$ 2,077,766
State/Federal	\$ 6,187,337	\$ 2,944,950	\$ 6,344,676
Local	\$11,598,404	\$ 8,698,803	\$11,598,404
Total	\$19,739,832	\$12,879,105	\$20,020,846

Mr. Whitley reported that the projected return to fund balance is \$402,224.

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10: 25 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Brenda Garton", is written over a horizontal line.

**Brenda Garton, Chair
Regional Jail Authority**