

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

December 7, 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

Bob Wells

Judith McCann-Slaughter

City of Winchester

Mayor Elizabeth Minor

Eden Freeman

Clarke County

Barbara Byrd

David Ash

Jimmy Wyatt

Fauquier County

Catherine Heritage

Sheriff Robert Mosier

ABSENT:

Christopher Butler

Sheriff Lenny Millholland

Sheriff Les Taylor

Chief Kevin Sanzenbacher

Sheriff Anthony Roper

STAFF PRESENT:

James Whitley, Superintendent

Gene Boyce

Lynn Dougherty

Kim Wilson

VISITORS:

Major Hawkins, Frederick County Sheriff's Department

I. CALL TO ORDER

Ms. Garton called the meeting to order at 10:05 a.m.

II. APPROVAL OF AGENDA

Ms. Garton solicited a motion to approve the agenda. A motion was made by Mr. Wells to approve the agenda. Mr. Ash seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE JULY 2016 MEETING

Ms. Garton solicited a motion to approve the minutes from the July 21, 2016 meeting. A motion was made by Mr. Wyatt to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

IV. FINANCE COMMITTEE REPORT

Mr. Whitley reported that as of 12/01/16 the fund balance is \$2,719,394. The Finance Committee met on 10/20/16 and cut 4 new positions and proposed increasing the fund balance draw from \$700,000 to \$1,000,000 and adding it to the FY18 budget. They also requested actual fringe benefits instead of estimates from FY17. The Finance Committee met again on 11/17/16 and approved \$1M from fund balance and made a motion to approve the FY18 budget.

Mr. Whitley provided the following Chart:

	Current FY 17 Budget	Proposed FY 18 Budget	Increase
Personnel	\$15,024,504	\$15,291,990	\$267,486
Operating	\$ 4,378,058	\$ 4,721,539	\$343,481
Capital	\$ 1,425,266	\$ 1,690,106	\$264,840
TOTAL	\$20,827,828	\$21,703,635	\$875,807

Mr. Whitley reported the differences in personnel costs are the following:

- Increased overtime \$100,000 (OT includes Holiday (\$145K) and Shift Differential (\$10K) leaving only \$245K for actual OT expenses)
- New nurse advancement program \$22,000
- FY18 fringe costs increased overall from \$150,657
 - Health insurance costs increased \$980 per employee
 - Group Life Insurance increased from 1.19% to 1.31%
 - Worker's Compensation increased from 2.06% to 2.43%
 - VRS decreased from 10.61% to 9.20%

Mr. Whitley provided the following chart to show the differences in operating costs:

Budgeted Amount	Explanation/New Item
\$325,000	Increased medical costs (Anthem); MAXIM contract nurses to cover vacant nurse positions; increase contract physician
\$ 50,000	Install HVAC Control Program – ANNEX
\$ 51,000	Increase in Inmate Food Services due to population
(\$16,000)	Toner costs decreased due to new contract
(\$60,000)	Decrease in amount required for Operating Reserve from FY17 to FY18

Mr. Whitley provided the following chart to show the differences in capital costs:

Budgeted Amount	Explanation/New Item
\$316,725	Security Upgrade Bond
\$ 15,800	New copier/printer lease contract
(\$65,000)	HVAC Units replaced at Annex – FY17 Budget

Mr. Whitley provided the following chart to show the locality shares:

Locality	FY17	FY18	Increase
Clarke County	\$489,071 3.98%	\$537,351 4.20%	\$ 48,280
Fauquier County	\$2,069,337 16.84%	\$2,212,095 17.29%	\$142,758
Frederick County	\$5,299,912 43.13%	\$5,258,365 41.10%	(\$41,547)
Winchester	\$4,429,906 36.05%	\$4,786,263 37.41%	\$356,357

Ms. Freeman requested prisoner days. She wants to know how many inmates are state responsible and the number of probation violators.

V. APPROVAL OF FY18 BUDGET

A motion was made by Ms. McCann-Slaughter to approve the FY18 Budget. Mr. Wells seconded the motion. The Authority unanimously approved.

VI. SECURITY SYTEM UPDATE

Mr. Whitley updated the Authority on the security system upgrade.

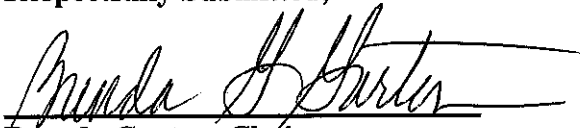
- Began on 11/28/16 with upgrades to the facility's exterior lighting
- Contractors will begin dayshift and nightshift crews; dayshift crews will work primarily on exterior features such as lighting and cameras; nightshift crews will work on interior of the buildings infrastructure i.e. connecting all three buildings through power over Ethernet, running conduit, wiring, installing cameras, monitors, etc.
- Project is on schedule and is expected to be completed the beginning of March.

The Jail Authority thanked Ms. Minor for her service to the Authority.

VII. ADJOURN

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

Respectfully Submitted,


Brenda Garton, Chair
Regional Jail Authority