

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
July 18, 2019

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

Kris Tierney
Judith McCann-Slaughter
Sheriff Lenny Millholland

City of Winchester

Chief John Piper
Sheriff Les Taylor
Bill Wiley

Clarke County

David Ash
Jimmy Wyatt

Fauquier County

Sheriff Robert Mosier
Catherine Heritage

ABSENT:

Christopher Butler
Bob Wells
Eden Freeman
Barbara Byrd
Sheriff Anthony Roper

STAFF PRESENT:

James Whitley, Superintendent
Gene Boyce
Kim Wilson
Lynn McKinley

VISITORS:

Capt. Mark Lavoie, Fauquier County
Evan Goodenow, Winchester Star
Brendan Hefty, Attorney
Lt. Greg Harris, Fauquier County

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Mr. Tierney solicited a motion to approve the agenda. A motion was made by Sheriff Millholland to approve the agenda. Ms. McCann seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE APRIL, 2019 MEETING

Mr. Tierney solicited a motion to approve the minutes from the April 18, 2019 meeting. A motion was made by Ms. Heritage to approve the minutes. The motion was seconded by Mr. Ash. The Authority unanimously approved.

IV. PERSONNEL UPDATE

Mr. Whitley presented the following chart:

Personnel Update as of 07/16/19

	Authorized	Assigned	Vacancies
Sworn	150	134	15 Funded/ 1 Unfunded
Civilian	59	50	5 Funded/ 4 Unfunded
Total	209	184	20 Funded/ 5 Unfunded

FY20 Budget Required 5 Vacancies:

- Assistant Superintendent
- Pretrial Coordinator
- Account/Medical Clerk
- Secretary
- Food Service Supervisor

V. OPERATIONAL UPDATE

Mr. Whitley reported that the ADP for FY19 was 613. The ADP in FY18 was 605. The FY19 Inmate Man Days reported as follows:

- Clarke 3.8%
- Fauquier 16.25%
- Frederick 42.46 %
- Winchester 36.04%
- Other 1.45%

The Superintendent reported the ADP for Work Release as 34, CIWF 45, and Home Electronic Monitoring 15.

Mr. Whitley reported that the Out-Of-Compliance population is creeping up. Currently we are housing approximately 111. Previously our out-of-compliance population was 103.

The Superintendent reported the following Probation Activities:

- 568 probation referrals in 2019
- 16,961 hours of community service were completed
- Court costs/fines plus restitution totaled: \$92,690
- Misd. Successful Closure: 68%
- Felon Successful Closure: 63%

In the FY20 budget, the Local Probation Program was approved to hire an additional Case Manager. We are currently interviewing applicants.

Mr. Whitley reported the total number of placements in Pretrial in FY19 was 565. The average length of supervision for misdemeanants is 97 days and for felony charges is 202 days. The Superintendent reported the closure rate for successful misdemeanors is 85% and the successful felon rate is 75%.

VI. FINANCIAL UPDATE

Mr. Whitley presented the following chart:

FY19 Revenue

	FY19 Budgeted	FY19 Projection	Over/under budgeted amount
Inmate Per Diem	\$ 1,350,000	\$ 1,234,000	-\$116,000
Compensation Board	\$ 5,400,000	\$ 5,596,561	\$196,561
State Grant	\$ 276,233	\$ 254,190	-\$22,043
Housing Fees	\$ 390,628	\$ 362,240	-\$28,388
HEM Fees	\$ 122,000	\$ 127,237	\$5,237
Medical Co-Pays	\$ 85,000	\$ 56,798	-\$28,202
Telephone Commissions	\$ 400,000	\$ 442,000	\$42,000
Juvenile Reimbursement	\$ 80,000	\$ 80,996	\$ 996
Locality Contributions	\$12,905,569	\$12,905,569	-
*Misc (includes FB draw)	\$ 1,315,309	\$ 1,474,094	\$158,785
Total	\$22,324,739	\$22,533,685	\$208,946

*Miscellaneous includes Incentive pay from Social Security, Bank Interest, Interest on Bonds and Property Damage Reimbursements

FY19 Expenses

Includes fiscal year transfers and \$225,901 In encumbrances from FY18	FY19 Appropriated	FY19 Projection	Remaining Funds
Personnel Fringe (Avg of 20 vacancies for the fiscal year)	\$ 14,946,476	\$14,261,475	\$685,001
Overtime	\$ 909,000	\$ 882,914	\$ 26,086
Inmate Health Care	\$ 1,729,615	\$ 1,693,593	\$ 36,022
Maintenance – Equip, Vehicles, Bldg.	\$ 335,682	\$ 312,027	\$ 23,655
Food Service	\$ 959,661	\$ 928,603	\$ 31,058
Utilities/Insurance	\$ 944,900	\$ 917,696	\$ 27,204
Debt Service – repayment on Security System upgrade, Energy Savings Bond and Expansion	\$ 1,585,285	\$ 1,574,949	\$ 10,336
Housekeeping/Linen/Inmate Clothing	\$ 218,731	\$ 146,839	\$ 71,892
Supplies/Uniforms/Training/Service Contracts	\$ 598,788	\$ 501,176	\$ 97,612
Equipment (body scanner, dishwasher, mower and vehicles)	\$ 323,486	\$ 313,614	\$ 9,872
Total	\$22,551,624	\$21,532,886	\$1,018,738

Mr. Whitley explained the reason for the high cost of overtime is due to the staff vacancies.

The Superintendent reported the estimated fund balance effective July 15, 2019 is \$3,228,280.

Mr. Whitley reported \$1.23M, which includes interest, is the amount that will be reimbursement from the State for the Security System. Ms. McCann-Slaughter asked whether the fund balance reflects the States \$1.23M reimbursement for the new Security System. Mr. Whitley explained that it does not but the funds will be used toward the bond payment.

The Superintendent reported that the fuel tank had to be built and we are hoping for it to be install in the next month. The cost of constructing and installing the tank is \$94,316.

VIII. ADJOURN

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

Respectfully Submitted,



Kris Tierney, Chairman
Regional Jail Authority