

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**April 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

Bob Wells

Sheriff Lenny Millholland

##### **City of Winchester**

Eden Freeman

Chief John Piper

Sheriff Les Taylor

Bill Wiley

##### **Clarke County**

David Ash

Jimmy Wyatt

Barbara Byrd

Sheriff Anthony Roper

##### **Fauquier County**

Sheriff Robert Mosier

Catherine Heritage

#### **ABSENT:**

Christopher Butler

#### **STAFF PRESENT:**

James Whitley, Superintendent

Gene Boyce

Kim Wilson

Captain Heath Custer

Lt. Tana Jones

Captain Clay Corbin

Lynn McKinley

Sgt. Jeremiah Timbrook

#### **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. Freeman seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM THE JANUARY, 2019 MEETING**

Mr. Tierney solicited a motion to approve the minutes from the January 17, 2019 meeting. A motion was made by Ms. McCann-Slaughter to approve the minutes. The motion was seconded by Ms. Heritage. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Authority recognized Sergeant Jeremiah Timbrook as the Jail's Winter 2019 Employee of the Quarter.

**V. SECURITY UPGRADE COMPLETION**

Mr. Whitley reported that the Security Upgrade project is complete and we have submitted our request for reimbursement of 50% (\$1,284,715) of the project to the Department of Corrections on April 11, 2019. When we receive the reimbursement, we will apply the funds toward future budget debt service payments to off-set locality shares.

**VI. FUEL TANK REPLACEMENT AND REPAIR**

Mr. Whitley reported that the tank replacement and repair turned out to be little more expensive than anticipated. The bids came back ranging from \$94,316 - \$141,919. Mid-Atlantic Petroleum Services bid was selected (\$94,316). The Superintendent reported that the project will be paid for out of the FY19 budget instead of the FY20 by internal transfers from Food Service (\$29K) and the remaining money will come from savings of the replacement of the CCC boilers. The tanks have been ordered and we are waiting on the delivery schedule.

**VII. FY20 BUDGET APPROVAL**

Mr. Whitley reported one change since the January 2019 meeting. We took out Holiday pay for employees who are scheduled off on a holiday, reducing the overall budget by about \$210k.

Mr. Whitley presented the following chart:

	Current FY19	Proposed FY20	Increase/Decrease
<b>Personnel</b>	\$15,849,492	\$16,576,952	\$727,460
<b>Operating</b>	\$ 4,771,312	\$ 4,552,761	(\$218,551)
<b>Capital</b>	\$ 1,703,935	\$ 1,730,173	\$ 26,238
<b>TOTAL</b>	\$22,324,739	\$22,859,886	\$535,147

The major differences in Personnel Costs are:

- Added 4% COLA/merit \$489,575
- Health insurance costs increased by 10% \$227,664
- VRS rate increased by .58% \$ 59,606
- New employee – Pretrial Intake Officer \$ 53,903 (includes fringe)

\*Savings of \$68k of (3) positions due to Retirement

Mr. Whitley reported the differences in operating and capital costs. He explained there is a decrease in operating costs due to projects such as CCC boilers replacement being completed in FY19 and not needed in the FY20 budget, and lower Pharmacy and Food Service costs for inmates based on FY18 actual expenses and lower inmate population. The Superintendent reported the ADP this morning is 613. He reported that for the past 6 month, the inmate population has been 580-620.

- Main parking lot report \$24,000
- Computers; Support for Windows 7 computers will expire in January 2021; all Windows 7 computers will need replaced \$55,000
- Convection oven for CCC kitchen \$13,000
- 4-wheel drive vehicle to replace Jeep \$30,000
- Small minivan for transport (5-7 inmates) \*\$46,000  
 \*This includes the cage

Mr. Whitley presented the following chart:

Locality	Current FY19	Proposed FY20	Increase/Decrease
Clarke County	\$ 533,000 ( 4.13%)	\$ 471,624 ( 3.73%)	\$ ( 61,376)
Fauquier County	\$2,339,780 (18.13%)	\$2,310,073 (18.27%)	\$ ( 29,707)
Frederick County	\$5,191,910 (40.23%)	\$5,071,538 (40.11%)	\$ (120,372)
Winchester	\$4,840,879 (37.51%)	\$4,790,840 (37.89%)	\$ ( 50,039)

Mr. Whitley informed the Jail Authority that all locality shares are down. The Superintendent reported that \$1.9M was added toward the FY20 budget which lowered the localities shares. The fund balance is very healthy and we hope to continue to contribute money during the budget process in the future as long as our fund balance remains healthy.

Mr. Whitley reported the only project taking place at this time is with GTL. We are hoping to have a presentation for the inmate tablets and video visitation at the October meeting. There will be a fee charged to the inmates for using these devices unless they are indigent. The Superintendent added that we will be able to monitor the inmates' activities.

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The Finance Committee met this morning and approved the FY20 budget. Mr. Whitley requested the approval of the Jail Authority.

A motion was made by Ms. Heritage to approve the FY20 budget. The motion was seconded by Ms. McCann-Slaughter. The Jail Authority unanimously approved.

**VIII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:16 a.m.

**Respectfully Submitted,**

  
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**Kris Tierney, Chairman**  
**Regional Jail Authority**