

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**January 17, 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**

Jimmy Wyatt

Barbara Byrd

Sheriff Anthony Roper

##### **Fauquier County**

Sheriff Robert Mosier

Catherine Heritage

#### **ABSENT:**

Christopher Butler

David Ash

#### **VISITORS:**

Capt. Mark Lavoie, Fauquier County

Evan Goodenow, Winchester Star

Brendan Hefty, Attorney

#### **STAFF PRESENT:**

James Whitley, Superintendent

Gene Boyce

Kim Wilson

Captain Heath Custer

Lt. Tana Jones

Captain Clay Corbin

Charlene Putprush

Lynn McKinley

Tiffany Thomas

Sgt. Jason Mowery

Sgt. Neal Steward

**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. Heritage seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM THE July 19, 2018 MEETING**

Mr. Tierney solicited a motion to approve the minutes from the July 19, 2018 meeting. A motion was made by Sheriff Taylor to approve the minutes. The motion was seconded by Mr. Wiley. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Authority recognized Officer Jonathon Beckley as the Jail's Summer 2018 Employee of the Quarter and Charlene Putprush, Administrative Assistant, as the Jail's Fall 2018 Employee of the Quarter.

**V. ELECTION OF OFFICERS**

Ms. McCann-Slaughter recommended Mr. Tierney – Chair. Ms. Heritage seconded. Sheriff Taylor recommended Chief Piper – Vice Chairman. Ms. Freeman seconded. Ms. McCann-Slaughter recommended Mr. Whitley – Secretary/Treasurer. Ms. Heritage seconded. Sheriff Millholland recommended closing the nominations. Ms. Freeman seconded the motion. The Jail Authority unanimously approved all recommendations.

**COMMITTEE APPOINTMENTS**

Those members currently serving on the Jail Authority Committees will remain on those committees.

Finance

Eden Freeman, Chair  
James Wyatt  
David Ash  
Catherine Heritage  
Judith McCann-Slaughter

Personnel

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

Construction

David Ash, Chairman  
Sheriff Les Taylor  
Sheriff Robert Mosier  
Christopher Butler  
Chief John Piper

**VI. FY20 BUDGET UPDATE**

Mr. Whitley reported that the Finance Committee met on October 13, 2018 to discuss the FY20 budget. The following items were discussed:

- Cut new position requested – Sgt of Support Services
- Included a 3% COLA/merit in the proposed budget, however the County is looking at 4%.
- We had money left over at the end of FY19 due to 18 staff vacancies, which left us with \$3.9M in fund balance. We increased fund balance draw to \$1,945,000

instead of \$1.3M; this will leave about \$2M after the draw. Mr. Whitley reported that we usually draw \$700,000-\$800,000 from fund balance toward the budget. Since we would be retaining \$2M in fund balance, we would add the additional \$1.3M into the FY20 budget.

- Add in extra pay for holidays; Frederick County is proposing to pay employees holiday pay if they are scheduled off on a County paid holiday - \$210k.

Mr. Whitley presented the following chart:

Current FY19 Budget vs Proposed FY20 Budget

	Current FY19	Proposed FY20	Increase
<b>Personnel</b>	\$15,849,942	\$16,764,143	\$ 914,651
<b>Operating</b>	\$ 4,771,312	\$ 4,575,839	\$ (195,473)
<b>Capital</b>	\$ 1,703,935	\$ 1,730,173	\$ 26,238
<b>TOTAL</b>	\$22,324,739	\$23,070,155	\$ 745,416

Major differences in personnel costs:

- Added 4% COLA/merit \$489,575
- Health insurance costs increased by 10% \$227,664
- VRS rate increased by .59% \$59,606
- Holiday pay for employees scheduled off \$187,192
- New employee – Pretrial Intake Officer \$53,903 (includes fringe)

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

Differences in Operating and Capital Costs:

- 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 in FY18 actual expenses and lower inmate population.
- Main parking lost repair \$24,000  
\*Also looking to secure the area with gates for the employees
- 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

Mr. Whitley provided the following chart showing the localities shares:

Locality Shares

Locality	Current FY19	Proposed FY20	Increase/Decrease
<b>Clarke County</b>	\$ 533,000 (4.13%)	\$ 479,467 (3.73%)	\$ (53,533)
<b>Fauquier County</b>	\$ 2,339,790 (18.13%)	\$ 2,348,489 (18.27%)	\$ 8,709
<b>Frederick County</b>	\$ 5,191,910 (40.23%)	\$ 5,155,877 (40.11%)	\$ (36,033)
<b>Winchester</b>	\$ 4,840,879 (37.51%)	\$ 4,870,511 (37.89%)	\$ 29,632

Mr. Whitley reported that the Finance Committee will meet in the next couple of months to review the budget one last time in case changes need to be made. The Jail Authority will be presented with the final numbers at the April meeting.

**VII. SECURITY UPGRADE COMPLETION**

Mr. Whitley reported that 80% of this project has been completed for quite some time. The issue is with FIRELINE which is intergrading the notifier system into the security system upgrade. FIRELINE still needs to complete work to the fire alarm system at a cost of \$70,000. The Superintendent reported that \$500,000 is being withheld from the original \$2.3M from Southern Folger until FIRELINE completes their work. Mr. Whitley reported that he had to have the Jail's attorney get involved to come up with a workable solution to get the work done. The remaining items are to be completed by mid-February with final documentation of completion by the end of February. Mr. Whitley also reported that in order for the state to consider reimbursing half of the cost of the new security system, the work must be completed.

**VIII. FUEL TANK REPLACEMENT AND REPAIR**

Mr. Whitley reported that it was discovered that the 6000 gallon underground fuel tank that we use to fill up our fleet of vehicles, back-up generator and maintenance equipment, is taking on water. Not sure if it was from a leak from flooding. In order to determine the cause we had to hire Triad Engineering to resolve the issue. They removed the tank on January 2, 2019, which is located near the loading dock at the back of the main building. Removing the tank left a large hole near the loading dock, which had to be filled in for safety reasons so that we could utilize the loading dock. A case manager from the DEQ conducted an inspection on January 3, 2019 and the results of the inspection will be completed in the next couple of weeks. The cost to replace the fuel tank and re-service the area is approximately \$45,000. We have about \$30,000 in contingencies for maintenance cost and then we should be able to transfer money from other line items for the remaining cost. The Superintendent explained that the worst case scenario would be that we would need to request Frederick County to allow us to transfer money from fund balance.

The Jail Authority instructed Mr. Whitley to find out if the tank will remain above ground so that this type of issue won't happen again. Also check to see what the security implications would be if the tank is left above ground.

Mr. Whitley reported that we are currently 17 positions down, 13 of those are sworn and 4 are nurses. We are still utilizing contract nurses. The inmate population is approximately 600.

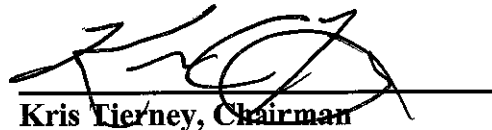
Mr. Whitley reported that a representative from DCJS came to the Academy Board meeting and the representative wanted to see all those officers who are not certified, to complete their certification in the next 12 months. Mr. Whitley explained that in order for that to happen a third BASIS Jail School would need to be conducted, but we would have to provide the instructors which would require overtime. DCJS doesn't like to give waivers for those who are not certified within the 12-month requirement.

Mr. Whitley reported that we currently have 93 non-compliant inmates.

**VII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:42 a.m.

**Respectfully Submitted,**

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