

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**April 22, 2021**

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  
Bob Wells

**City of Winchester**

Chief John Piper  
Mayor John Smith  
Daniel Hoffman

**Clarke County**

Sheriff Anthony Roper  
Jimmy Wyatt  
Doug Lawrence

**Fauquier County**

Sheriff Robert Mosier

**ABSENT:**

Christopher Butler  
Bill Wiley  
Sheriff Les Taylor  
Chris Boies  
Erin Kozanecki

**STAFF PRESENT:**

Clay Corbin, Superintendent  
Lynn McKinley  
Kim Wilson  
Alain Bailey

**I. CALL TO ORDER**

Mr. Tierney called the meeting to order at 10:15 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. Sheriff Mosier seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM OCTOBER 2020 AND FEBRUARY 2021**

Mr. Tierney solicited a motion to approve the minutes from the October 22, 2020, and February 11, 2021 meetings. A motion was made by Mr. Wells to approve the minutes. The motion was seconded by Chief Piper. The Authority unanimously approved.

**IV. ELECTION OF OFFICERS**

Since Mr. Tierney is retiring July 1, 2021, he recommended whoever the Frederick County Board of Supervisors appoints to replace him as Frederick County Administrator, should replace him as Chair of the Jail Authority. A motion was made by Sheriff Millholland to approve Mr. Tierney's recommendation. Ms. McCann-Slaughter seconded the motion. The Jail Authority unanimously approved.

Ms. McCann-Slaughter recommended Chief Piper – Vice Chairman and Superintendent Corbin – Secretary/Treasurer. Mr. Wells seconded. The Jail Authority unanimously approved.

**V. COMMITTEE APPOINTMENTS**

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

<u>Finance</u>	<u>Personnel</u>	<u>Construction</u>
Judith McCann-Slaughter, Chair	Sheriff Anthony Roper, Chair	Chris Boies, Chairman
James Wyatt	Sheriff Lenny Millholland	Sheriff Les Taylor
Chris Boies	Jimmy Wyatt	Sheriff Robert Mosier
Erin Kozanecki	Robert Wells	Christopher Butler
Dan Hoffman	Mayor John Smith	Doug Lawrence

**VI. FY21 BUDGET**

Superintendent Corbin reported that roughly 2/3's of the revenue shortages is the Work Release Program. We currently have a deficit of **-\$305,710**. The Superintendent reported that he plans a soft rollout of the Community Inmate Workforce on May 1, 2021, example: trash collection. The Superintendent added that we still have two (2) more months remaining in FY21.

Superintendent Corbin provided the following chart:

**Current & Estimated Revenues for the remainder of FY21**

Source	Budgeted Amount	Rec'd as of 04/15/21	Expected to receive by 06/30/21	Over/short	Explanation if short
Interest/Federal	\$ 100,000	\$ 8,817	\$ 16,605	-\$ 83,395	Lower interest rates
State – per diem and Comp Board	\$ 7,097,125	\$ 4,550,747	\$ 7,146,000	\$ 48,875	
Grants	\$ 367,550	\$ 158,798	\$ 338,860	-\$ 28,690	PAPIS grant had vacancy
WR/HEM & housing fees	\$ 506,000	\$ 231,565	\$ 321,500	-\$ 184,500	WR program shut down - COVID
Med copays/Misc.	\$ 72,000	\$ 57,580	\$ 76,000	\$ 4,000	
Inmate Phone	\$ 600,000	\$ 357,316	\$ 550,000	-\$ 50,000	Commissions down due usage
Juvenile (food)	\$ 82,000	\$ 45,650	\$ 70,000	-\$ 12,000	Juvenile count down
Locality shares/FB Draw (incl \$827k)	\$15,461,453	\$15,461,453	\$15,461,453	-	
<b>TOTAL</b>	<b>\$24,286,128</b>	<b>\$20,871,926</b>	<b>\$23,980,418</b>	<b>-\$305,710</b>	

Superintendent Corbin reported a surplus of \$1.1M, which was more than anticipated. He explained that the driving force behind this was Anthem insurance cost for the months of September, October, and November was \$200,000. In January, February, and March the costs were an average of \$22,000. We are releasing those inmates that are at the highest cost to us that qualify without jeopardizing the community. We currently have only one (1) inmate on dialysis, when we did have three (3). We are very proactive with trying to release these types of inmates.

Superintendent Corbin provided the following chart:

**Current & Estimated Expenses for the remainder of FY21**

Expense	Budgeted Amount	Obligated as of 04/15/21	Expected by 06/30/21	Over/short	Explanation
Personnel	\$16,964,144	\$12,375,015	\$16,150,494	\$ 813,650	19 vacancies
Inmate Med. Costs	\$ 2,475,125	\$ 1,770,782	\$ 2,331,025	\$ 144,100	Anthem & contract nurses have decreased
Repair & Maintenance/Contingency Repairs/Security Cameras	\$ 472,708	\$ 192,472	\$ 389,793	\$ 82,915	\$35k is budgeted for contingency; anticipating no expense; some savings on HVAC upgrade and cameras
Utilities	\$ 949,575	\$ 643,118	\$ 955,000	(\$ 5,425)	Will do internal transfer
Contractual/Insurances	\$ 291,282	\$ 227,954	\$ 260,005	\$ 31,277	
Food Service	\$ 1,034,348	\$ 827,043	\$ 1,034,348	-0-	
Laundry & Housekeeping/Agricultural	\$ 118,130	\$ 98,191	\$ 115,130	\$ 3,000	
Office/other supplies/copier lease/subscriptions/dues	\$ 107,134	\$ 65,948	\$ 91,367	\$ 15,767	
Vehicle Maintenance/Fuel	\$ 21,000	\$ 8,821	\$ 11,500	\$ 9,500	
Bond payments	\$ 1,589,270	\$ 1,203,397	\$ 1,588,789	\$ 481	
Inmate linen/clothing/transport	\$ 1,000	\$ 125	\$ 225	\$ 775	Taking clothing/linen out of the Canteen Account
Police supplies/uniforms/training (includes \$25,804 encumbrance from FY20)	\$ 249,898	\$ 176,664	\$ 200,900	\$ 48,998	
Operating Res/Equipment	\$ 38,318	\$ 27,028	\$ 27,028	\$ 11,290	Operating Reserve amt less than budgeted due to interest earnings
<b>TOTAL (includes \$827k FB draw)</b>	<b>\$24,311,932</b>	<b>\$17,616,558</b>	<b>\$23,155,604</b>	<b>\$ 1,156,328</b>	

**VII. FY22 BUDGET APPROVAL**

Superintendent Corbin reported that the proposed budget presented in January is \$447k higher due to a 5% merit/cola added, some of which was offset some by a decrease in health insurance.

Superintendent Corbin presented the following chart:

### Current FY21 Budget vs Proposed FY22 Budget

	Current FY21 Budget	Proposed FY22 Budget	Increase
<b>Personnel</b>	\$16,884,519	\$17,858,670	\$ 974,151
<b>Operating</b>	\$ 4,869,914	\$ 5,456,057	\$ 586,143
<b>Capital</b>	\$ 1,630,070	\$24,966,910	\$ 2,582,407
<b>TOTAL</b>	\$23,384,503	\$24,966,910	\$ 1,582,407

#### Differences in Personnel Costs:

- Health insurance costs increased 4%; increased costs by \$127,000
- Increased over time/part-time (grant funded) by \$114,000
- Worker's Comp rate increased \$ 19,000
- Increase on all Nursing staff pay \$ 83,000
- Weekend differential pay for Food Service \$ 8,000
- 5% merit/COLA included \$644,000

Superintendent Corbin presented the following charts:

### Differences in Operating Costs

Budgeted Amount	Explanation/New Item
<u>\$ 75,000</u>	Increase in Anthem (inmates)
\$ 58,000	Surveillance Cameras (5 16mp)
\$ 115,000	Water rates increased significantly
\$ 64,000	Police supplies – Increased Ammo, Glock 23
\$ 124,000	Increased Gloves/cleaning supplies
\$ 66,000	Increase in Pharmacy costs
\$180,000	Increase in Operating Reserve due to increase in expenses

### Differences in Capital Costs

Budgeted Amount	Explanation/New Item
\$ 7,413	Increase in bond payment due
\$10,200	Increase in copier lease (new contract)
\$ 6,000	*Splunk server – data analysis

\*Splunk draws data out of the reports we generate to provide alerts and notifications for compliance, example: there is a certain time that meals need to be served and staff conducting rounds. This program keeps track and helps keep us in compliance with DOC standards.

### Locality Shares

Locality	FY21	FY22	Increase
<b>Clarke County</b>	\$ 476,172 3.60%	\$ 509,978 3.73%	\$ 33,806
<b>Fauquier County</b>	\$2,357,055 17.82%	\$2,473,326 18.09%	\$116,271
<b>Frederick County</b>	\$5,520,958 41.74%	\$5,788,868 42.34%	\$267,910
<b>Winchester</b>	\$4,872,834 36.84%	\$4,900,166 35.84%	\$ 27,332

A motion was made by Ms. McCann-Slaughter to approve the FY22 budget. The motion was seconded by Sheriff Mulholland. The Jail Authority unanimously approved.

**VIII. FINANCE COMMITTEE RECOMMENDATION/FUND BALANCE**

Superintendent Corbin reported that the Jail Authority had an emergency meeting on February 11, 2021, to discuss a fund balance withdrawal and because of the meeting, certain questions came up about what should be maintained in the fund balance. We found literature back in 2017 where it was in the notes to keep the fund balance at \$2M, but no motion was made to set a policy.

On March 4, 2021, the Finance Committee met to discuss implementing a fund balance reserve policy. Superintendent Corbin explained the key points discussed:

- Minimum requirement of the annual budget; recommendations range from 10% to 20%.
- Continue to use fund balance to offset locality shares, or only use it for unexpected, nonrecurring costs?
- Include security system bond reimbursement as part of fund balance and not set it aside for future bond payments.

The Finance Committee recommended the following Fund Balance Policy:

- Set the minimum requirement to 10% of the annual budget.
- Use of fund balance will be determined on a year-to-year basis.
- Include the security system bond reimbursement (\$612,815) as part of the available amount in fund balance; locality shares will increase each fiscal year to include the bond payments (average of \$312k per year FY23-25, final payment \$77k in FY26).

Superintendent Corbin provided the following breakdown of the current fund balance:

\$4,171,712	Balance as of 04/15/21 (includes \$612,815 Security System bond reimbursement form DOC)
+ 850,000	Anticipated FY21 savings due to staff vacancies/fringe
-\$2,385,896	FY22 draw
\$2,635,816	FY22 beginning balance

- 10% of the FY22 budget is \$2,496,691 (this is slightly higher than presented to the Finance Committee in March due to a 5% Merit/COLA, some of which was offset by a decrease in health insurance)

A motion was made by Mr. Hoffman to approve the Finance Committee's Fund Balance policy. The motion was seconded by Mr. Wells. The Jail Authority unanimously approved.

#### **IX. COVID-19 UPDATE/PROCEDURES**

Superintendent Corbin reported that NRADC started planning for COVID in February 2020. In September 2020, 40 inmates tested positive for COVID and in January 2021, 155 inmates tested positive. Of those 155 only 5 had symptoms. Yesterday 200 inmates received their first COVID vaccine. Approximately 40-43 % of our staff have been vaccinated. When other facilities infection rates were at 75% or higher, during our outbreak in January 2021, our infection rate was only 25%. The Health Department said that our facility resolved our positive rate much quicker than other facilities.

Superintendent Corbin explained NRADC's COVID-19 Procedures:

- **Initial Intake Procedures Implemented** – COVID questionnaire, temperature check, sally port/cell sanitation after every use, COVID testing during medical assessment.
- **Housing Unit Procedures** – Mandatory masks for inmates, cleaning times increased from three to six times daily, temp checks, enhanced Phase 1 precautions, cells sanitized prior to new inmates moving in, limited building to building inmate movement, immediate medical reporting of any inmate experiencing any systems.
- **Facility Procedures** – All staff mandatory masks, limited roll calls, break room occupancy, limited post assignment movement, video court appearances, new medical protocols for symptomatic inmates, quarantine blueprints, staff/inmate vaccinations, temporary closing of Work Release and off-site CIWF, identified a COVID specialist on-site to liaison with VDH/track officer & inmate exposures/back tracing/adherence to guidelines.

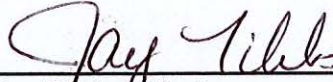
#### **X. NEW MAIL PROCEDURES**

Superintendent Corbin explained NRADC's new mail room procedures due to the spike in drugs coming through the mail (nationwide). With the implementation of tablets, we created a procedure to scan all non-legal mail. We have assigned two officers to serve as Mail Room Officers, greatly enhancing the efficiency of accountability by limiting all mail handling to two assigned officers instead of random officers spanning four different teams. Since implementation, we have discovered multiple attempts to smuggle drugs into the facility as well as providing valuable information to our investigative personnel. As a result of scanning the mail, glasses are now being used as a vessel to import drugs into NRADC.

**XI. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:59 a.m.

**Respectfully Submitted,**



---

**Jay Tibbs, Chairman  
Regional Jail Authority**