

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

October 28, 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

Jay Tibbs

Judith McCann-Slaughter

Sheriff Lenny Millholland

Bob Wells

City of Winchester

Chief John Piper

Vice Mayor John Hill

Daniel Hoffman

Mayor John Smith

Sheriff Les Taylor

Clarke County

Chris Boies

Doug Lawrence

Fauquier County

Erin Kozanecki

ABSENT:

Christopher Butler

Sheriff Robert Mosier

Sheriff Anthony Roper

STAFF PRESENT:

Clay Corbin, Superintendent

Lynn McKinley

Capt. Patty Barr

Kim Wilson

Ofc. Cooper

Lt. Dan Cottrill

Jeff Beard

Andy Anderson

Manda Ashworth

VISITORS:

Mary Price, Interim City Manager

Capt. Rob Moline, Fauquier County

Evan Goodhow, Winchester Star

Major Bradley Davidson, City of Winchester

Major Ray Prudhum, Fauquier County

Sgt. Steve Lewis, Fauquier County

I.

CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF THE MINUTES FROM APRIL 22, 2021

Mr. Tibbs solicited a motion to approve the minutes from the July 22, 2021, meeting. A motion was made by Ms. Kozaneki to approve the minutes. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized Jeff Beard as the Jail's Summer 2021 Employee of the Quarter.

V. FINANCE COMMITTEE – INTRODUCTION OF FY23 BUDGET

Superintendent Corbin reported to the Jail Authority that the Finance Committee met on 10/26/21 to discuss the following items:

- The proposed budget has a lot of moving parts; items unknown is the VRS rate, COLA increases, salary survey increases, Anthem and pharmacy costs for inmates, water and sewer costs, food costs
- Cut all new increases on Food Service staff; shift differential for night shift for sworn officers; FTO/General Instructor/Bilingual/SOTT incentives: **\$200,025**
- Cut new medical program, new carpet in CCC, new cubicle walls in Admin, VMWare upgrade, divider in CCC classroom, and Glocks: **\$180,939**
- Decrease other costs (Anthem, Heating, Water, Laundry/Housekeeping): **\$195,155**
- Overall cuts which include the Operating Reserve: **\$647,148**

➤ Current Fund Balance as of 10/27/21: **\$3,016,009**

➤ Fund Balance after FY23 proposed draw: **\$3,016,009 - \$416,500 = \$2,599,509 (10% of proposed budget remaining)**

Superintendent Corbin presented the following chart:

	Current FY22 Budget	Proposed FY23 Budget to the Finance Committee	Proposed FY23 Budget after Finance Committee	Increase
Personnel	\$17,858,670	\$18,349,855	\$18,149,829	\$ 291,159
Operating	\$ 5,456,057	\$ 6,517,027	\$6,153,905	\$ 697,848
Capital	\$ 1,652,183	\$ 1,775,265	\$ 1,691,265	\$ 39,082
TOTAL	\$24,966,910	\$26,642,147	\$25,994,999	\$1,028,089

➤ Health insurance costs increased 15%; increased costs by: **\$400,775**

➤ Worker's Compensation rate increased: **\$52,878**

**Decrease in personnel due to retirements/resignations: \$148,512
decrease in group life insurance: \$16,178

**No Merit/COLA is included in this draft

Superintendent Corbin presented the following chart:

Differences in Operating Costs

Budgeted amount	Explanation/new item
\$ 450,000	Increase in Medical, Contract nurses and Pharmacy (Inmates)
\$ 223,000	Water rates increased significantly
\$ 209,254	Food cost increase

Other line items decreased from FY22 due to projects anticipated to be completed (HVAC upgrade; Electric circuit on emergency generator) and cameras to be bought in FY22 not needed for FY23

Differences in Capital Costs

Budgeted amount	Explanation/new item
\$13,500	Zero turn mower
\$20,000	Shower restorations
\$19,500	Oven; Heated cabinet

The Superintendent reported that we are currently housing an inmate who has medical issues and undergoes dialysis, who was sentenced one year ago to a 10-year sentence. He explained that we have tried every 2 weeks for the past 6 months without success to have this inmate transferred. When we contacted the Intake Division, we were told that this inmate needed a special bed and unless someone leaves making a bed available, they will not be transferred. The Superintendent then contacted Jim Parks, Director of Offender Management Services, to explain the situation and Mr. Parks had the inmate transferred immediately. Currently we have 230 DOC responsible inmates and of those 230, 180 are out-of-compliance. Superintendent Corbin suggested that a letter be drafted to Mr. Parks explaining our overall number of DOC responsible inmates that we are currently housing and ask him for his help. A motion was made by Sheriff Taylor for Superintendent Corbin to write the letter. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

Mr. Corbin brought to the Jail Authority's attention the increased cost to the Jail's water rate. He explained that in February '21 we closed the Annex for a short period of time and only ran the kitchen. During the shutdown, the water rate for the facility was 22,000 gallons of water. When the Annex was reopened the following month, we used 537,000 gallons of water, which is a normal reading. But then the rate spiked to 850,000 gallons up as high as 1.5M gallons. We don't know why that happened. Mr. Corbin explained that an engineer from the Water Board came out to look and he said there were no leaks, no valve issues and the flow meters are in working order. The Juvenile Detention Center's Superintendent Erin Mahoney had a study done on their utilities and we will look at that as well.

The 2nd issue the Superintendent wanted to bring to the Jail Authority's attention, for example, the facility used 550,000 gallons of water one month and the bill is less than when 2 months later we used

536,000 gallons of water. We were told that there have been no rate increases in years, so my question is why can using less water cost us more money.

The third issue Mr. Corbin wanted to bring to the Authority’s attention is the high flow, low flow meters. The low flow meters at the main facility are working and registering on the bill, but the outer building’s low flow meters do not work. Our maintenance staff are good at what they do, but this may be beyond our expertise. The Superintendent believes we need to have someone not affiliated with the Water Board come in and look to see why we are paying \$12,000 more a month, which equals \$144,000 more a year, in water bills. Mr. Boies has taken an active role in assisting with this issue and has met with Eric Lewis from the Water Board and yesterday received copies of our water bills for last 2 years. Mr. Boies will follow up with NRADC staff and the Authority when he has finished reviewing the bills. Mr. Wells is liaison on the Water Board and is willing to assist in any way he can.

Superintendent Corbin presented the following chart:

Locality	FY22	FY23	Increase/Decrease
Clarke County	\$ 509,978 3.73%	\$ 626,909 3.77%	\$116,931
Fauquier County	\$2,473,326 18.09%	\$2,095,067 17.47%	\$ 431,741
Frederick County	\$5,788,868 42.34%	\$7,378,238 44.37%	\$1,589,370
Winchester	\$4,900,166 35.84%	\$5,718,675 34.39%	\$ 818,509

Superintendent Corbin offered the following options:

1. Opt to keep the Fund Balance at 10% of the Annual Budget
2. Opt for 8% of the Fund Balance and save 2% during the year, which would allow for \$500,000 to be added to the FY’23 budget allowing savings to each jurisdiction.
3. Move the Jail Authority meeting to February and submit a preliminary budget to allow for more time to see if there will be increases/decreases to VRS, Anthem, or utilities.

A motion was made by Sheriff Millholland to approve option #3. Sheriff Taylor seconded the motion. The Jail Authority unanimously approved.

The Jail Authority discussed moving the October 2022 meeting to the 1st Thursday in November 2022 because of the budget.

VI. FINANCIAL COMMITTEE VACANCY

Mr. Tibbs decided to wait until the February 2022 Jail Authority Meeting to appoint a member to replace Mr. Wyatt on the Finance Committee.

VII. INCARCERATED/PUBLIC COMPLAINT PROCESS

Superintendent Corbin explained the complaint process:

Inmate Complain Options

- Speak to a Supervisor
- Request Form
- Grievance Form
- Grievance Appeal Form

Citizen Complaint Options

- File Citizen Complaint at NRADC
- Call in to the Facility
- Website Option – coming soon with website upgrade
- Contact Board Member

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:45 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority