

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**February 24, 2022**

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**

Daniel Hoffman

Mayor John Smith

##### **Clarke County**

Chris Boies

Doug Lawrence

Sheriff Anthony Roper

##### **Fauquier County**

Erin Kozanecki

Sheriff Jeremy Falls

#### **ABSENT:**

Christopher Butler

Chief John Piper

Vice Mayor John Hill

Sheriff Les Taylor

#### **STAFF PRESENT:**

Clay Corbin, Superintendent

Capt. Patty Barr

Lynn McKinley

Kim Wilson

Ofc. J. Cooper

Lt. J. Saville

#### **VISITORS:**

Capt. Rob Moline, Fauquier County

Major Bradley Davidson, City of Winchester

**I. CALL TO ORDER**

Mr. Tibbs called the meeting to order at 10:06 a.m.

**II. APPROVAL OF AGENDA**

Mr. Tibbs solicited a motion to approve the agenda. A motion was made by Ms. Kozanecki to approve the agenda. Mr. Hoffman seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM OCTOBER 28, 2021**

Mr. Tibbs solicited a motion to approve the minutes from the October 28, 2022, meeting. A motion was made by Sheriff Millholland to approve the minutes. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

**IV. ELECTION OF OFFICERS**

Mr. Wells made a motion to nominate Mr. Tibbs as Chairman, Ms. McCann-Slaughter seconded the motion. The motion was unanimously approved.

Sheriff Millholland nominated Chief Piper as Vice-Chairman. Mr. Hoffman seconded the motion. The motion was unanimously approved.

Sheriff Millholland nominated Superintendent Corbin as Secretary/Treasurer. Mr. Wells seconded the motion. The Jail Authority unanimously approved.

**V. COMMITTEE APPOINTMENTS**

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

A motion was made by Sheriff Millholland to leave the current members on the Finance Committee. Mr. Wells seconded the motion. The Jail Authority unanimously approved.

A motion was made by Mr. Wells to leave the current members on the Personnel Committee. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

Mayor Smith suggested the Construction Committee be restructured as a Developmental Committee. Ms. McCann-Slaughter made a motion to approve Mayor Smith's recommendation. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved. Sheriff Millholland recommended that Mayor Smith be appointed to the Developmental Committee. Mr. Hoffman seconded the motion. The Jail Authority unanimously approved.

Finance

Judith McCann-Slaughter, Chair  
Chris Boies  
Erin Kozanecki  
Dan Hoffman

Personnel

Sheriff Anthony Roper, Chair  
Sheriff Lenny Millholland  
Robert Wells  
Mayor John Smith

Developmental Committee

Chris Boies, Chairman  
Sheriff Les Taylor  
Christopher Butler  
Doug Lawrence  
Mayor John Smith

**VII. FY23 BUDGET UPDATE**

Superintendent Corbin reported that he received information this morning from Finance Director, Cheryl Shiffler, that Anthem costs were reduced from 15% to 5%. The Finance Committee met two (2) weeks ago they reviewed the FY23 proposed budget.

Superintendent Corbin reported that as of February 17, 2022, the Fund Balance is \$3,012, 558. Since the new policy requires 10% of the annual budget to remain in fund balance (\$2,643,958), leaving a balance of \$368,600 available.

Superintendent presented the following charts:

Current FY22 Budget vs. Proposed FY23 Budget

	Current FY22 Budget	Proposed FY23 Budget	Increase
<b>Personnel</b>	\$17,858,670	\$19,055,779	\$1,197,109
<b>Operating</b>	\$ 5,454,057	\$ 5,729,528	\$ 273,471
<b>Capital</b>	\$ 1,652,183	\$ 1,654,272	\$ 2,089
<b>TOTAL</b>	\$24,966,910	\$26,439,579	\$1,472,669

Comparison of Expenses

	Proposed FY23	Current – FY22
<b>Salaries/Fringe &amp; OT</b>	\$19,055,779	\$17,858,670
<b>Medical care for Inmates</b>	\$ 1,993,110	\$ 1,827,640
<b>*Food Service</b>	\$ 1,268,169	\$ 1,059,415
<b>Utilities/Insurance (Boiler, vehicle Line of Duty, General Liability)</b>	\$ 1,243,750	\$ 1,083,350
<b>Bond/Operating Reserve Fund</b>	\$ 1,775,783	\$ 1,776,642
<b>Equipment</b>	\$ 26,500	\$ 24,000
<b>Operational (Laundry/housekeeping, office supplies, contracts, police supplies, uniforms, travel/training leases)</b>	\$ 802,888	\$ 939,093
<b>Maintenance (Buildings/Grounds/Equip, Vehicles &amp; Contingency)</b>	\$ 273,600	\$24,966,910
<b>TOTAL</b>	\$26,439,579	\$24,966,910

\*Superintendent Corbin reported out sourcing with a group called Trinity. This company is a food service provider that works with a lot of Regional Jails. Trinity buys nationally instead of regionally and solely deals with jail systems. We are just in the preliminary stages. We currently spend approximately \$1.50 per meal, and we serve approximately 725,000 meals per year. Trinity claims they can reduce that amount to under a \$1.00 a meal. Trinity locks in food cost each year. Hoping to sign a contract in March and will update the Jail Authority at the April meeting.

Superintendent Corbin reported that the reason for the increase in Salaries/Fringes & Overtime is due to the 6% COLA at a cost of \$1.2 million. Of course, the decrease in insurance has helped to reduce that amount and closing the Annex freed up 12 officers allowing for the reduction in overtime from 72 hours per day to 12. In mid-March DOC will take 20-30 inmates allowing us to keep the Annex closed for as long as the inmate population remains low. Also, July 1, 2022, the new time computation will go from 85% to 65%, hopefully allowing for a lower ADP. Maintenance expenses were reduced to \$260,000 and insurance cost dropped \$300,000. Leaving the proposed FY23 budget at \$26.1M.

Superintendent presented the following chart:

Comparison of Revenues

	Proposed FY23	Current – FY22
<b>Comp Board – Per Diem</b>	\$ 1,415,000	\$ 1,220,000
<b>Comp Board – Salaries</b>	\$ 6,150,000	\$ 6,121,779
<b>Grants</b>	\$ 378,610	\$ 339,897
<b>WR Fees</b>	\$ 108,000	\$ 170,000
<b>Housing Fees (\$1.50 per day)</b>	\$ 240,000	\$ 178,000
<b>Interest on bank deposits</b>	\$ 20,000	\$ 100,000
<b>Medical co-pays</b>	\$ 65,000	\$ 54,000
<b>Telephone commissions</b>	\$ 550,000	\$ 545,000
<b>Miscellaneous</b>	\$ 18,000	\$ 15,000
<b>Food and Staff reimbursement - Juvenile</b>	\$ 68,000	\$ 75,000
<b>Electronic Monitoring Fees</b>	\$ 87,000	\$ 90,000
<b>Fund Balance</b>	\$ 368,600	\$ 2,385,896
<b>Locality Shares</b>	\$16,971,369	\$13,672,338
<b>TOTAL</b>	\$26,439,579	\$24,966,910

Superintendent Corbin reported that the current per diem for a DOC inmate is \$4 per. Twelve dollars if they are out-of-compliance. In FY22 we received \$1.2 M, next year we will receive \$1.4 M. But, of course, if a lot of those inmates are released that number will be less. Interest on bank deposits has dropped due to lower interest rates. The Superintendent also explained that because the new policy to keep the fund balance at 10%, we do not have as much to put back in.

Superintendent Corbin reported the differences in Personnel Costs:

- Health Insurance costs originally were to increase by 15% (\$400,775), but that amount dropped to 5% (\$134,275).
- Worker’s Compensation rate increased \$52,878.
- VRS rate increased \$116,864.

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- Estimate 6% COLA (\$808,877). There is a possibility that the governor’s biennial budget could include a 5% increase for our comp board positions, which would be \$300,000 savings and that amount would be deducted from the \$808,788. We will have to wait and see what happens.
- There was a decrease in personnel due to retirements (\$148,512).
- Decrease in Group Life Insurance (\$16,178).
- Adjusted CAD advancements for officers promoted in January 2022 (\$16,957).

Superintendent Corbin presented the following chart:

Budgeted Amount	Explanation/new item
\$165,000	Increase in Anthem (inmates)
\$153,000	Water rates increased significantly
\$209,254	Food cost increase

\*\*made other cuts totaling \$246k (cut from original budget)

The Jail Authority had a discussion regarding the localities having to pick up the medical bills for inmates. Ms. McCann-Slaughter mentioned writing letters to our local delegates. She also mentioned if an inmate has insurance before they are incarcerated, they should have insurance while they are incarcerated. Superintendent Corbin mentioned that the Jail currently has a clause that we do not pay for pre-existing conditions.

Superintendent Corbin reported the difference in Capital Costs is \$11,500 for a heated cabinet for food service.

Superintendent Corbin presented the following chart:

Locality	FY22	FY23	Increase
<b>Clarke County</b>	\$ 509,978 3.73%	\$ 628,535 3.77%	\$ 118,557
<b>Fauquier County</b>	\$2,473,326 18.09%	\$2,912,601 17.47%	\$ 439,275
<b>Frederick County</b>	\$5,788,868 42.34%	\$7,397,372 44.37%	\$ 1.6M
<b>Winchester</b>	\$4,900,166 35.84%	\$5,733,505 34.39%	\$ 833,339

Superintendent Corbin reported that Frederick County IT has stated that NRADC, along with the Kent Street Building and the Public Safety Building, will need to replace the Virtual Environment. The estimated cost is \$711,000, which will be divided amongst the three (3) departments.

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A motion was made by Sheriff Millholland to approve the transfer of \$135,500 from staff vacancies to pay for the Jail's portion of the Virtual Environment. Ms. McCann-Slaughter seconded the motion. The Jail Authority unanimously approved.

Superintendent Corbin reported that the Finance Committee met on 02/15/22 to discuss the FY23 proposed budget:

Key points discussed:

- An estimate of \$300,000, which would have had to come from Fund Balance will now come from vacancies and the amount was reduced to \$135,500.
- It is anticipated to put \$1M back into Fund Balance at the end of this fiscal year due to vacancies. Some of this could be put toward FY23's budget, which would offset locality shares.
- The Comp Board included a 5% increase to funded salaries; if it passes, that would equate to about \$300k, which would offset locality shares.

**VIII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10:43 a.m.

**Respectfully Submitted,**

  
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**Jay Tibbs, Chairman**  
**Regional Jail Authority**