

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
May 25, 2023

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
Bob Wells
Judith McCann-Slaughter
Sheriff Lenny Millholland

City of Winchester

Daniel Hoffman
Mayor John Smith, Jr.
Vice Mayor John Hill
John Piper

Clarke County

Chris Boies
Doug Lawrence

Fauquier County

Erin Kozanecki
Sheriff Jeremy Falls

ABSENT:

Christopher Butler

STAFF PRESENT:

Clay Corbin, Superintendent
Lynn McKinley
CSO James Cooper
Kim Wilson
Tana Jones
Alain Bailey
Sgt. Bradley Pettitt
Ofc. Robert Burroughs
Ofc. Dennis Wise
Ofc. Chancey Dill
Lt. Wade Taylor

VISITORS:

Brendan Hefty (phone)
Lt. Johnson
Corporal Simpson
Patty Barr
Jim Whitley

I. CALL TO ORDER

Mr. Piper, Vice Chair, called the meeting to order at 10:02 a.m.

II. APPROVAL OF AGENDA

Mr. Piper solicited a motion to approve the agenda. A motion was made by Sheriff Millholland to approve the agenda with the additions. Ms. Kosnecki seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM FEBRUARY 23, 2023

Mr. Piper solicited a motion to approve the minutes from the February 23, 2023, meeting. A motion was made by Ms. Koszanecki to approve the minutes. The motion was seconded by Sheriff Millholland. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized COIII Robert Burroughs as the Jail's Spring 2023 Employee of the Quarter.

Superintendent Corbin recognized Captain Patty Barr (Retired) with a plaque with the Winchester Star newspaper article.

V. FY23 BUDGET UPDATE

Superintendent Corbin presented the following chart:

Current & Estimated Revenues for the remainder of FY23

Source	Budgeted Amount	Rec'd as of 05/12/23	Expected to receive by 06/30/23	Over/short	Explanation
Interest	\$ 20,000	\$ 214,736	\$ 250,000	\$230,000	Interest rates up
State – Per diem and Comp Board	\$7,565,000	\$6,159,957	\$8,425,000	\$860,000	Final CB est. included 5% raise, incr. base salary on all entry level positions, added new nurse positions & Master Deputy's
Grant	\$ 314,016	\$ 267,951	\$ 314,016	\$ -	
WR/HEM/Housing Fees	\$ 435,000	\$ 269,676	\$ 325,000	(\$110,000)	Participants are lower than expected
Med copays	\$ 65,000	\$ 34,804	\$ 45,000	(\$ 20,000)	Collections down
Inmate phone commissions	\$ 550,000	\$ 429,829	\$ 545,000	(\$ 5,000)	
Miscellaneous	\$ 18,000	\$ 21,332	\$ 24,198	\$ 6,198	
Juvenile (food/water)	\$ 68,000	\$ 49,050	\$ 62,000	(\$ 6,000)	
Locality shares/FB draw	\$17,478,198	\$17,478,198	\$17,478,198	\$ -	
TOTAL	\$26,513,214	\$24,925,533	\$27,468,412	\$955,198	

Superintendent Corbin reported that the Compensation Board raised salaries by 5% (Correctional Officers \$35,000 to \$42,000) and awarded nine (9) new positions in medical and mental health. He reported that the grants stayed the same.

When the new law went into effect July 1, 2022, allowing felony defendants to earn up to a maximum of 15 days per 30 days served (minimum time served of 65%) this impacted our HEM program. To participate its day for day. Mr. Corbin reported that we are reviewing those who are eligible earlier in their sentencing when they still have a lot of time to serve.

The Annex is still closed. Our ADP this morning was 528. If we stay below 620, we will be able to keep the Annex closed. We are currently housing 70 DOC inmates, which is down from 238 from 2 years.

Superintendent Corbin presented the following chart:

Current & Estimated Expenses for the remainder of FY23

Expense	Budgeted Amount	Obligated as of 05/12/23	Expected by 06/30/23	Remaining Balance	Explanation
Personnel	\$19,126,332	\$14,578,597	\$17,584,150	\$1,542,182	Avg 28 vacancies
Inmate Medical Costs	\$ 1,504,110	\$ 714,450	\$ 860,000	\$ 644,110	Anthem \$116k, budgeted \$665k
Repair/Maintenance/Contingency Repairs/Security Cameras	\$ 238,200	\$ 157,655	\$ 181,745	\$ 56,455	
Utilities	\$ 1,122,100	\$ 758,451	\$ 935,500	\$ 186,600	Water rates stabilized; Annex shut down
Contractual/Insurances	\$ 333,703	\$ 295,653	\$ 326,225	\$ 7,478	
Food Service	\$ 1,268,169	\$ 923,580	\$ 1,159,200	\$ 108,969	
Laundry & Housekeeping/Agricultural	\$ 160,000	\$ 104,198	\$ 135,000	\$ 25,000	
Office/other supplies/Copier lease/Subscriptions/Dues	\$ 173,086	\$ 144,097	\$ 165,875	\$ 7,211	
Vehicle Maintenance/Fuel	\$ 45,000	\$ 36,619	\$ 45,000	\$ -	
Bond payments	\$ 1,594,115	\$ 1,207,620	\$ 1,591,964	\$ 2,151	
Transports/Vehicle purchase	\$ 115,000	\$ 112,122	\$ 112,837	\$ 2,163	
Police Supplies/uniforms/training	\$ 589,041	\$ 562,294	\$ 578,886	\$ 10,155	
Operating Res/Equipment	\$ 535,180	\$ 420,637	\$ 529,637	\$ 5,543	
TOTAL (Incl. Encumbrances from FY22)	\$26,804,036	\$20,015,973	\$24,206,019	\$2,598,017	Includes Encumbrances from FY22 - \$290,822

Superintendent Corbin reported that the anticipated return to fund balance is as follows:

Revenues: **\$27,468,412**
 Expenditures: **\$23,915,197***
\$ 3,553,215

Current Fund Balance = \$4,068,370 + 3,553,215 = \$7,621,585
\$7,621,585 - \$1,900,000 (FY24 draw) = \$5,721,585

12% of FY24 budget = \$3,343,805

Expected expenditures (-) encumbrances from FY22 since those were already accounted for in FY22

VI. FY24 BUDGET UPDATE

Superintendent Corbin presented to the Jail Authority changes from the February meeting:

- ❖ Health Insurance dropped 5% (overall increase is 10% not the 15% originally budgeted) **savings of \$157,350**
- ❖ COLA went from 7% down to 5% - **savings of \$327,200**
- ❖ Comp Board revenue estimates up by about \$960k
- ❖ NRADC applied for an Equipment grant in the amount of \$205k; it has been approved by DCJS and will be awarded in FY24. Privacy pods, a new vehicle and security vests were submitted in the application for approval. Because funds were available in the current budget due to Anthem and Contract Nurses being lower than budgeted, these items have already been purchased. The \$205k will be available in FY24 as additional revenue.

Mr. Corbin explained that the privacy pods will be used in the breathalyzer/arraignment room for privacy. The pods are equipped with cameras, computer network and monitors, where not only will we hold arraignments, but we are partnering with Laurel Ridge where they can conduct classes.

Superintendent Corbin presented the following chart on the Locality Shares:

Locality	FY23	FY24	Decrease From FY23 shares
Clarke County	\$ 616,757 3.77%	\$ 503,038 3.25%	(\$113,719)
Fauquier County	\$2,858,022 17.47%	\$2,707,119 17.49%	(\$150,903)
Frederick County	\$7,258,753 44.37%	\$7,110,636 45.94%	(\$148,117)
Winchester	\$5,626,066 34.39%	\$5,157,301 33.32%	(\$468,765)

VII. NRADC GRIEVANCE/DISCIPLINARY POLICY

Because Brendan Hefty, Jail Counsel, was unable to attend the Jail Authority Meeting today, Superintendent Corbin called him so that he could speak to Authority regarding the grievance/disciplinary policy that will be presented to the Jail Authority today.

Mr. Hefty explained the reason for amending the provision of the grievance procedure is so that we do not have to go through Frederick County's grievance procedures to burden the County staff and we can instead go to a panel of three (3) Jail Authority members who have law enforcement experience which is consistent with other jails. Mr. Hefty explained that Sheriff operated jails/departments are not required to have a formal grievance procedure like counties and cities are required to have. We are not changing the policy, we are adopting the policy and incorporating them into the Jail's own policy. Frederick County will still operate as fiscal agent by processing payroll, computing benefits and those types of administrative functions. The panel can either be a standing committee or on an ad hoc basis as necessary. Mr. Hefty explained further that the Jail is its own independent entity legally, which is the way it has always been, and the Jail Authority and the Superintendent are responsible for adopting them.

The recommended disciplinary/grievance policy is as follows:

- Disciplinary matters involving demotion or dismissal may be appealed to the Jail Board Authority
- The Chair of the Jail Board will appoint a panel of three Jail Board members which consists of at least two law enforcement officers or two board members with prior law enforcement experience.
- With the exception of incidents involving demotion/dismissal, the Superintendent has final say on all other disciplinary/grievance matters.
- A few other policy terms, not pertaining to fiscal policy, have also been amended to reflect that the responsibility falls on the Jail, not Frederick County. Substantively, there were no significant changes to these terms and Frederick County will remain the fiscal agent for purposes of processing payroll and benefits, etc.

The revised policy was drafted by Brendan Hefty, Jail Counsel, and is consistent with policies at other Regional Jails throughout Virginia.

Sheriff Millholland made a motion to approve the grievance/disciplinary policy and for the Jail Authority Chair, Frederick County's HR Director, Superintendent Corbin and the County Attorney to meet to make sure there will be no conflicts. The motion was seconded by Mr. Wells. The Jail Authority unanimously approved.

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VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:24 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority