

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**November 2, 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

Judith McCann-Slaughter

Sheriff Lenny Millholland

##### **City of Winchester**

Mayor David Smith

##### **Clarke County**

Chris Boies

Sheriff Anthony Roper

##### **Fauquier County**

Erin Kozanecki

Sheriff Jeremy Falls

#### **ABSENT:**

Christopher Butler

Sheriff William Sales

Bob Wells

Daniel Hoffman

Vice Mayor John Hill

John Piper

Doug Lawrence

#### **STAFF PRESENT:**

Clay Corbin, Superintendent

Lynn McKinley

Kim Wilson

Tana Jones

Alain Bailey

Stephanie Purdy

Captain Heath Custer

Andy Anderson

Patty Anderson

Captain Dan Cottrill

Kirk Jordan

#### **VISITORS:**

Lt. Jay Johnson

**I. CALL TO ORDER**

Chairman Tibbs called the meeting to order at 10:04 a.m.

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF THE MINUTES FROM AUGUST 24, 2023**

Chairman Tibbs solicited a motion to approve the minutes from the August 24, 2023, meeting. A motion was made by Ms. Koznecki to approve the minutes. The motion was seconded by Sheriff Millholland. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Jail Authority presented Stephanie Purdy, Mental Health Consultant, with the Meritorious Award for exceptional and dedicated performance over the past three months. The Authority also recognized Kirk Jordan, GED Instructor, as the Jail's Fall 2023 Employee of the Quarter and Volunteer Patty Anderson.

Superintendent Corbin also recognized retiring Sheriff Roper for his years of service to the Regional Jail.

**V. FY'23 COMPLETED PROJECTS**

Superintendent Corbin presented the following list of completed projects:

- Administrative cubicles upgraded
- New medical software – Sapphire
- Purchased a medical cart
- Expanded the Mental Health Department; purchased workstations and carpeted that area
- Purchased two (2) vehicles
- Purchased vests for officers
- Purchased 5 privacy booths
- Upgraded the fire alarm

**VI. FINANCE COMMITTEE – INTRODUCTION OF FY25 BUDET**

The Superintendent reported that the Finance Committee met on 10/16/23; the following items were discussed:

- The proposed budget has some unknown items such as COLA increases and health insurance increases.
- The proposed budget had a 2% COLA built in; the Finance Committee suggested increasing that to 3%. (Each additional 1% adds \$171k to the budget).
- The Finance Committee decided to use the excess funds in the Fund Balance for any additional COLA increases so locality shares would have minimal impact.



The current fund balance as of 10/27/23 is \$4,994,410. The fund balance after FY25 proposed draw (\$1,370,000) will be \$3,624,410 (\$186k over the 12% needed).

Superintendent Corbin presented the following chart:

Current FY24 Budget vs Proposed FY25 Budget

	Current FY24 Budget	Proposed FY25 Budget	Increase/Decrease
<b>Personnel</b>	\$20,371,455	\$21,281,692	\$ 910,237
<b>Operating</b>	\$ 5,734,125	\$ 5,639,075	(\$ 95,050)
<b>Capital/leases</b>	\$ 156,700	\$ 128,050	(\$ 28,650)
<b>Bonds</b>	\$ 1,602,759	\$ 1,602,806	\$ 47
<b>TOTAL</b>	\$27,865,039	\$28,651,623	\$786,584

Superintendent Corbin presented the differences in personnel costs:

- 3% COLA include **\$458,164**
- Increased Part-time (we currently have 4 p/t employees) **\$ 75,000**
- Increase LIDS tech/Records Supervisor pay to be more in line with other civilian supervisors **\$ 8,400** (includes fringe)
- New mental health position added (Comp Board added this position, and gave additional funding in the amount of \$60,670) **\$ 91,000** (includes fringe)
- Health insurance/retiree health insurance increased 7% **\$280,000**

Superintendent Corbin presented the following chart to show the differences in operating costs:

Budgeted Amount	Explanation/new item
\$100,000	Increased the camera replacement cost
\$ 50,000	Parking lot security gates
\$ 78,000	Radio/speaker replacement
\$ 20,000	Increase in ammo
\$ 13,000	Tasers – increase training
\$ 27,000	Increased the training budget
\$110,000	Added a contingency amount for capital projects

\*\*Other line items decreased, so overall there is a decrease in Operational Costs\*\*

Superintendent Corbin presented the following charts:

Capital Costs

Budgeted amount	Explanation/new item
\$ 5,000	Snowplow for tractor
\$67,500	Maintenance vehicle (current one is over 20 years old)
\$34,300	Copier/printer/postage machine/water machine leases
\$21,250	Medical software program

\*\*Other line items decreased, so overall there is a decrease in Capital Costs\*\*

Locality Shares

Locality	FY24	FY25	Increase/Decrease
Clarke County	\$ 503,038 3.25%	\$ 484,022 3.00%	(\$ 19,016)
Fauquier County	\$2,707,119 17.49%	\$2,644,375 16.39%	(\$ 62,744)
Frederick County	\$7,110,636 45.94%	\$7,570,107 46.92%	\$459,471
Winchester	\$5,157,301 33.32%	\$5,435,570 33.69%	\$278,269

The Frederick County's due date for the Jail's budget is November 30, 2023. If more information is received it will be forwarded to the Finance Committee and Jail Authority (COLA/Merit costs still unknown).

Sheriff Millholland made a motion to approve the proposed FY25 budget. Mayor Smith seconded the motion. The Jail Authority unanimously approved.

**VII. PERSONNEL COMMITTEE UPDATE**

Superintendent Corbin reported that the Personnel Committee met on Wednesday, October 25, 2023, and the following items were discussed:

The Committee recommended the following functions fall under the authority of the Jail Authority:

1. Salary Administration Program – pay grade placement, new positions, job titles, and salary adjustments. The salary administration allows the following:
  - 1% for each 1 year of experience up to 15 years
  - 5% for Virginia Jail Certified
  - 5% for Bilingual
2. Job Postings – descriptions, incentives, timeframes, etc.
3. Employee Incentives



The Committee recommends FMLA, worker's compensation, timesheet administration, fit-for-duty, and benefit administration remain with HR.

- Personnel Committee recommends the following functions to be approved by the Superintendent:
  - Job Descriptions
  - Job Titles
  - Job Posting
  - Employee Incentives – Move to Personnel Committee if Financial
  
- Personnel Committee recommends the following functions be approved by the Jail Authority:
  - Pay Grade Placement
  - New Positions
  - Salary Adjustment

A motion was made by Mr. Boies to separate these items from Human Resources to NRADC. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

Superintendent Corbin made the Jail Authority aware that Opioid Abatement Authority money can be used to fund the Medication Assisted Treatment Program (MAT). Since the deadline to apply for the money is April 1, 2024, he will discuss the process at the Jail Authority meeting in February 2024.

We are currently housing 88 state responsible inmates. The per diem cost in FY23 was \$109.23.

**VIII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 11:00 a.m.

**Respectfully Submitted,**

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