

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

May 23, 2024

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

Mayor David Smith
Daniel Hoffman
John Piper

Clarke County

Chris Boies
Sheriff Travis Sumption
Doug Lawrence

Fauquier County

Sheriff Jeremy Falls
Janelle Downes

ABSENT:

Richard Gerhardt
Sheriff William Sales
Vice Mayor John Hill

VISITORS:

Major B. Davidson

STAFF PRESENT:

Clay Corbin, Superintendent
Lynn McKinley
Tana Jones
Kim Wilson
Ofc. Ashwood
Alain Bailey
Lt. H. Taylor
Lt. W. Taylor
Captain Parker
Captain Custer
Captain Cottrill
Tabitha Taylor
Ofc. Boyd
Bruce Curry
Mark Kinder

I. CALL TO ORDER

Chairman Tibbs called the meeting to order at 10:02 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. Mr. Wells seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM NOVEMBER 2, 2023

Chairman Tibbs solicited a motion to approve the minutes from the February 22, 2024, meeting. Sheriff Sumption noticed a mistake on page 3 under FY25 Locality Shares for Clarke County, the amount should have been \$480,518. A motion was made by Mr. Wells to approve the minutes with the correction. The motion was seconded by Sheriff Millholland. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority recognized Bruce Curry and Roy Boyd as the Jail's Winter 2024 Co-Employees of the Quarter.

V. EMPLOYEE OF THE YEAR

The Jail Authority recognized Kim Wilson and Hunter Taylor as the Jail's 2023 Employees of the Year.

VI. FY24 BUDGET UPDATE

Superintendent Corbin presented the following chart:

Current & Estimated Revenues for the remainder of FY24

Source	Budgeted Amount	Rec'd as of 05/15/24	Expected to receive by 06/30/24	Over/short	Explanation
Interest	\$ 10,000	\$ 358,935	\$ 465,000	\$455,000	Interest rates up
State – Per diem and Comp Board	\$9,175,118	\$6,985,858	\$9,525,000	\$349,882	Comp Board gave 2% increase Dec 2023, increased beginning salaries and provided additional funds for tenure for certain positions
Grants	\$ 507,827	\$ 497,435	\$ 555,986	\$ 48,159	DCJS increased salaries
WR/HEM/Housing Fees	\$ 368,000	\$ 290,123	\$348,000	(\$20,000)	Inmate \$1.50/day collections down; lower population
Med copays	\$ 40,000	\$ 37,985	\$ 45,000	\$ 5,000	
Inmate phone commissions	\$ 555,000	\$ 429,829	\$544,500	(\$ 10,500)	
Miscellaneous	\$ 28,300	\$ 32,832	\$ 35,590	\$ 7,290	
Juvenile (food/water)	\$ 68,000	\$ 76,206	\$ 97,000	\$ 29,000	Increased rates
Locality shares/FB draw	\$18,493,902	\$18,493,902	\$18,493,902	-	
TOTAL	\$29,246,147	\$27,203,105	\$30,109,978	\$863,831	

*Superintendent Corbin reported 108 DOC responsible inmates are currently housed at NRADC.

Superintendent Corbin presented the following chart:

Current & Estimated Expenses for the remainder of FY24

Expense	Budgeted Amount	Obligated as of 05/15/24	Expected by 06/30/24	Remaining balance	Explanation
Personnel	\$20,374,956	\$16,313,848	\$19,276,700	\$1,098,256	Avg. 14 vacancies
Inmate Medical Costs	\$ 1,729,800	\$ 1,302,308	\$ 1,590,100	\$ 139,700	Anthem costs down
Repair & Maintenance/Contingency Repairs/Security Cameras	\$ 1,774,007	\$ 1,645,568	\$ 1,724,255	\$ 49,752	\$ for Contingency for Maintenance repairs not needed/spent
Utilities	\$ 992,630	\$ 632,198	\$ 798,000	\$ 194,630	Water rates stabilized; Heating costs down
Contractual/Insurances	\$ 315,820	\$ 270,048	\$ 288,266	\$ 27,554	Website re-design lower than expected; Medical program coded to diff. line item
Food Service	\$ 1,370,850	\$ 1,142,734	\$ 1,370,850	-	
Laundry & Housekeeping/Agricultural	\$ 167,670	\$ 108,261	\$ 122,200	\$ 45,470	Rec'd \$50k grant for cleaning/gloves, etc.
Office/other supplies/Leases Subscriptions/Dues	\$ 178,500	\$ 151,944	\$ 165,991	\$ 12,509	
Vehicle Maintenance/Fuel	\$ 53,950	\$ 37,776	\$ 44,500	\$ 9,450	
Bond payments	\$ 1,602,759	\$ 1,202,285	\$ 1,584,177	\$ 18,582	Credit – money market interest earnings
Transports/Vehicle purchase	\$ 208,324	\$ 206,943	\$ 207,136	\$ 1,188	
Police supplies/uniforms/training	\$ 446,207	\$ 427,925	\$ 433,000	\$ 13,207	
Operating Res/Equipment	\$ 471,890	\$ 454,086	\$ 454,086	\$ 17,804	Medical remodel not done
TOTAL (incl. encumbrances from FY23)	\$29,687,363	\$23,895,924	\$28,059,261	\$1,628,102	Includes Encumbrances from FY23- \$441,015

Superintendent Corbin reported the anticipated return to Fund Balance:

Revenues:	\$30,109,978
Expenditures:	<u>-\$27,618,246*</u>
	\$ 2,491,732

Current Fund Balance = \$4,994,410 + \$2,491,732 = \$7,486,142
\$7,486,142 - \$1,500,000 (FY25 draw) = \$5,986,142

12% of FY25 budget = \$3,429,483

Expected expenditures (1) encumbrances from FY23 since those were already accounted for in FY23

VII. FY25 BUDGET UPDATE

Superintendent Corbin reported the changes to the FY25 budget from the February meeting:

- COLA went down from 4.5% to 4% - **savings of \$85,775**
- Comp Board revenue estimates up by **\$504,972**

The Superintendent reported that the Comp Board gave a 3% salary increase which will help offset the 4% COLA. The Jurisdictions shares are \$590,000 less than what you saw in February.

Superintendent Corbin present the following chart:

Locality Shares

Locality	FY24	FY25	Increase/Decrease
Clarke County	\$ 503,038 3.25%	\$ 462,795 3.00%	(\$40,243)
Fauquier County	\$2,707,119 17.49%	\$2,528,404 16.39%	(\$178,715)
Frederick County	\$7,110,636 45.94%	\$7,238,116 46.92%	\$127,480
Winchester	\$5,157,301 33.32%	\$5,197,190 33.69%	\$39,889

VIII. PAY GRADE CHANGES

Superintendent Corbin requested that he be allowed to create a new SAP grade for the NRADC Administrative Assistant position which is currently a grade 211 to a 213. This position is a unique position in terms of responsibility and overall job description, which includes hiring process, grievance process, Personnel Action Forms, data sheets, accountability for uniforms/equipment, evaluations, promotions, resignations, HR liaison, etc. This position is currently held by Ms. Wilson, who has been with Frederick County for 42 years, and has reached the top of her range and as long as she remains employed with Frederick County, she will never receive the full salary increase. This year, she would only receive a 2% increase and not the full 4% COLA. When Ms. Wilson does decide to retire, this will

Minutes of Meeting

May 23, 2024

also help attract someone who can perform the same duties, which are unique to the position that Ms. Wilson currently holds.

A motion was made by Ms. McCann-Slaughter to approve the new SAP grade. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

There was a short discussion regarding the job title, and it was recommended to change the title to Assistant to the Superintendent. Ms. McCann-Slaughter recommended the title change and Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

The second position that Superintendent Corbin wanted to discuss was the Certified Medical Assistant position. Superintendent Corbin requested a change to this position's current pay grade 204 (\$33,275 to \$54,844) to pay grade 209 (\$42,469 to \$69,997). We would hire someone to fill this position instead of an LPN. The CMA can do the same duties as an LPN except for medical screens and doctor call.

A motion was made by Ms. McCann-Slaughter to approve the new pay grade for the Certified Medical Assistant. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

IX. NRADC APPROVAL MATRIX

Superintendent Corbin provided the Jail Authority with an Approval Structure. After a brief discussion, the Jail Authority wanted "in a 12-month period" to be added to the section titled Personnel Committee Approvals with regards to salary increases less than 10% and/or less than \$25,000. Also, the Jail Authority would like the Personnel Committee to review the Superintendent's job description and make the Jail Authority aware of any changes that are made. After the Approval Matrix has been amended, the Jail Authority would like it to be presented to them at the next Jail Authority meeting.

X. CCC PROGRAMS UPDATE

Superintendent Corbin introduced Captain Cottrill, who oversees the operation of the Community Corrections Center. Captain Cottrill provided the Jail Authority with a Community Corrections Programs update.

XI. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:55 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority