

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

October 31, 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

John Piper

Mayor David Smith

Daniel Hoffman

Sheriff William Sales

Clarke County

Chris Boies

Sheriff Travis Sumption

Doug Lawrence

Fauquier County

Sheriff Jeremy Falls

Janelle Downes

ABSENT:

Vice Mayor John Hill

STAFF PRESENT:

Clay Corbin, Superintendent

Lynn McKinley

Tana Jones

Kim Wilson

Ofc. Ashwood

Alain Bailey

Captain D. Cottrill

Captain M. Parker

Sgt. C. Miller

Ofc. C. Hall

Ofc. R. Burroughs

Brenda Tavenner

Lt. H. Taylor

Lt. W. Taylor

VISITORS:

Major B. Davidson

Lt. Steven Lewis

Major Ray Prudhum

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. Sheriff Sales seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM AUGUST 22, 2024

Chairman Tibbs solicited a motion to approve the minutes from the August 22, 2024, meeting. A motion was made by Mr. Boies to approve the minutes. Sheriff Millholland seconded the motion. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority recognized Brenda Tavenner and Carl Hall as the Jail's Summer 2024 Co-Employees of the Quarter.

V. PERSONNEL COMMITTEE UPDATE

Superintendent reported that the Personnel Committee met on October 17, 2024, and discussed the following:

1. CAD/MCO/SGT/LT salary adjustments and changes to the CAD program
2. Create a compensatory time policy
3. Senior Case Manager position – ASAP division
4. Educational incentive for employees

Superintendent Corbin explained that recently we have received more than 11+ resignations from veteran officers with more than 10 years of experience who have resigned to work for Loudoun County because of the \$30,000 salary increase. The following recommendations were made to help prevent more resignations and to prevent compression, it was also decided to adjust the salaries of a few of the Sgts, Lieutenants and (1) Captain.

Personnel Committee recommends:

- 10% salary increase when advancing from COI to COII, and COII to COIII
- 10% salary increase when promoting to MCO
- 5% salary increase for existing Sgt's with 1-6 years' experience
- Adjust Sgt salaries for those serving 7+ years in that supervisor position to prevent compression issues
- Adjust a few Lt. salaries and one Captain salary to prevent compression issues
- Leave (4) CO positions vacant in FY26 to help offset costs associated with these changes
- Create a policy of 80 hours maximum allowed in comp time (*cost to pay out \$29k; can be taken out of existing Merit line item*)
- Promote current Case Manager to Senior Case Manager position within the ASAP division. Superintendent Corbin explained that this is not a new position, it has remained dormant for 5 years. The ASAP Director has done a great job of increasing revenues, but she has carried the weight alone for quite some time and she could use additional help.

- Create a CAD program for civilian employees instead of educational incentive (approx. cost (\$113k; not in FY26 budget; need to create program) (5% salary increase). Superintendent Corbin explained that the nurses currently have a CAD program, so the template is there, but each department would have their own prerequisites. This program would not be implemented until December 2027.

A motion was made by Sheriff Millholland to approve all four (4) items. Sheriff Sumption seconded the motion. The Authority unanimously approved.

VI. FINANCE COMMITTEE – INTRODUCTION OF THE FY26 BUDGET

Superintendent Cobin reported that the Finance Committee met on 10/21/24; the items discussed were:

- The proposed budget has some unknown items such as COLA increases and fringe increases.
- The proposed budget has a 3% COLA built in. Each additional 1% is 173k (includes fringe and operating reserve costs)
- Leave 4 CO positions vacant to fund salary increases for CAD and adjustments to some sworn supervisors per SAP guidelines and personnel Committee recommendations.

Superintendent Corbin reported the Fund Balance as of October 31, 2024, is \$6,433,625. Fund balance after FY25 proposed draw: \$6,433,625 - \$2,500,000 = \$3,933,625. (\$384k is over the 12% needed).

Superintendent Corbin presented the following chart:

	Current FY25 Budget	Proposed FY26 Budget	Increase/Decrease
Personnel	\$ 21,217,063	\$ 22,081,430	\$ 864,367
Operating	\$ 5,631,107	\$ 6,046,574	\$ 415,467
Capital/leases	\$ 128,050	\$ 83,140	(\$ 44,910)
Bonds	\$ 1,602,806	\$ 1,369,781	(\$ 233,025)
TOTAL	\$ 28,579,026	\$ 29,580,925	\$ 1,001,899

Superintendent Corbin presented the Differences in Personnel costs:

- 3% COLA included **\$463k** (does not include operating reserve costs)
- Increase health insurance and retiree health insurance **\$171k**
 (Frederick County Finance Director stated that the County is working toward no increase in health insurance in FY26; if COLA is higher than 3%, this budgeted item could go towards that increase to help offset locality shares)

- Increase CAD advancements/sworn supervisors **\$437k**
- Increase LEOS cost (this amount is taken out of the Jail's line item directly from Frederick County Finance; difficult to estimate yearly) **\$100k**

Using the four (4) vacancies equates to **\$308k**. This has helped us create what we are trying to do with the salary adjustments.

Superintendent Corbin presented the following chart:

Differences in Operating Costs

Budgeted amount	Explanation/new item
\$ 264,000	MAT program (grant received for this)
\$ 175,250	Food costs
\$ 175,000	Inmate Pharmacy costs

Superintendent Corbin presented the following chart:

Capital Costs

\$308k Budgeted amount	Explanation/new item
\$ 30,000	Uninterrupted power supply

Superintendent Corbin explained that this is an inevitable expense that we had to have. We spent \$1.3M on new servers that were installed last year. This expense allows for uninterrupted power supply so that the servers do not burn up in case of a power outage and we need those servers to run the facility.

Superintendent Corbin presented the following chart:

Locality Shares

Locality	FY25	FY26	Increase/ Decrease
Clarke County	\$ 462,795 3.00%	\$ 444,160 2.99%	(\$ 18,635)
Fauquier County	\$ 2,528,404 16.39%	\$ 2,546,123 17.14%	\$ 17,719
Frederick County	\$ 7,238,116 46.92%	\$ 6,644,578 44.73%	(\$ 593,538)
Winchester	\$ 5,197,190 33.69%	\$ 5,219,998 35.14%	\$ 22,808

The Jail Authority requested updates on the phone commissions and interest rates. Ms. McKinley explained that we budgeted \$545,000 in FY26, but if the Federal Communications Commission decides to reduce or end the practice of allowing commissions, this will no longer be available to us. The FCC's goal is to reduce the cost of these calls for families and incarcerated people. With regards to interest, Ms. McKinley reported that she added approximately \$200,000 to the FY26 budget even though we earned \$400,000, due to the fact interest rates are so unpredictable.

The Jail Authority also had a brief discussion on Form 1115 Recovery to Re-entry, which is Medicaid for individuals who are incarcerated.

Also discussed was the MAT Program. Superintendent Corbin informed the Jail Authority that Northwestern Community Service has agreed to provide counseling and education for those participating in the MAT Program. Psychiatric visits needed to be increased from 1 day a week to adding an additional 8 hours every other week. Currently we have 72 inmates participating in the MAT Program.

After next week, we will have approximately 65 non-compliant inmates.

A motion was made by Ms. McCann-Slaughter to approve the FY26 Budget. Mr. Hoffman seconded the motion. The Authority unanimously approved.

VII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:54 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority