

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
April 18, 2013

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

John R. Riley, Jr.

Charles DeHaven

Sheriff Robert Williamson

Bill Ewing

City of Winchester

Chief Kevin Sanzenbacher

Dale Iman

Clarke County

David L. Ash

Barbara Byrd

Fauquier County

Katherine Heritage

Chester Stribling

ABSENT:

Sheriff Lenny Millholland

Sheriff Anthony Roper

Sheriff Charlie Ray Fox, Jr.

James Wyatt

Mayor Elizabeth Minor

STAFF PRESENT:

James Whitley, Superintendent

CSO Gene Boyce

Kim Wilson

Dana Knave

Linda Huff

I. CALL TO ORDER

Mr. Riley called the meeting to order at 10:00 a.m.

II. APPROVAL OF AGENDA

A motion was made by Mr. Ewing to approve the amended agenda. Ms. Heritage seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM JANUARY 17, 2013

Mr. Riley solicited a motion to approve the minutes from the February 21, 2013 meeting. A motion was made by Sheriff Williamson to approve the minutes. The motion was seconded by Mr. Ash. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Food Services Supervisor Linda Huff as the Jail's Winter 2013 Employee of the Quarter.

V. OPERATIONAL UPDATE

Mr. Whitley reported that the anticipated revenue shortfall will be \$123,941, which is due to the decrease in Work Release revenues and Home Electronic Monitoring revenues; fewer inmates are involved in the programs. Mr. Whitley explained that it's due to the type of inmates sentenced disqualifies them to participate in these programs. Some adjustments have been made regarding the criteria for qualification internally, but we cannot jeopardize safety and security.

Mr. Whitley reported an anticipated savings in expenditures of \$587,324. The savings combined with shortfall leaves \$463,383 expected to be returned to fund balance at the year of the year.

Mr. Whitley reported that as of April 15, 2013 the fund balance is \$822,919. He reported that since the new phone system was included in the bond refinancing, \$221,000 will be returned to fund balance, plus \$463,383, and which is an anticipated interest savings for FY13 leaving a fund balance of \$1,507,302. The FY14 budget requires a fund balance draw of \$750,000, leaving a fund balance of \$757,302.

VI. FY14 BUDGET UPDATE

Mr. Whitley updated the Authority on the FY14 Budget by providing the following chart:

Locality	Locality shares – Approved by Finance Committee 03/08/13	Updated FY 14 shares (increased F.B. draw and eliminated ATL reduction – see below	FY13 Shares	Increase From FY 13 to FY14
Clarke County	\$ 577,987	\$ 542,879	\$ 465,137	\$ 77,742
Frederick County	\$4,755,887	\$4,467,002	\$4,199,498	\$ 267,504
Winchester	\$3,778,738	\$3,549,207	\$3,473,847	\$ 75,360
Fauquier County	\$1,531,719	\$1,438,679	\$1,334,783	\$ 103,896

*Increased Fund Balance draw from \$500,000 to \$750,000

*Reduced Aid to Locality reductions by \$396,564

*Savings passed on to localities = \$646,564

Mr. Riley asked the Authority if they are prepared to adopt the FY14 Budget with the localities shares as indicated in the chart.

A motion was made by Mr. DeHaven to adopt the FY14 Budget as presented. Mr. Ewing seconded the motion. The Authority unanimously approved.

VII. CLOSED SESSION VA CODE 2.2-3711 A.7 (Litigation)

Mr. Riley called for closed session pursuant to VA Code 2.2-3711A.7 at 10:11 a.m. referenced potential litigation.

Ms. Byrd made a motion to approve going into closed session. The motion was seconded by Mr. Ash. The Authority unanimously approved.

Chief Sanzenbacher made a motion to reconvene in open closed session 10:26 a.m. The motion was seconded by Mr. Ewing. The Authority unanimously approved. All Authority members attested that the matters discussed during closed session conformed to requirements of VA Code 2.2-3711A.7.

Mr. Riley welcomed Mr. Iman to the Jail Authority replacing Mr. Major.

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VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:30 a.m.

Respectfully Submitted,



**John R. Riley, Jr., Chairman
Regional Jail Authority**