

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**January 19, 2012**

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.  
Bill M. Ewing  
Charles DeHaven  
Sheriff Robert Williamson

**City of Winchester**

Chief Kevin Sanzenbacher  
Mayor Elizabeth Minor

**Clarke County**

David L. Ash  
Barbara Byrd  
James Wyatt

**Fauquier County**

Sheriff Charlie Ray Fox, Jr.  
Katherine Heritage

**ABSENT:**

Sheriff Anthony Roper  
Sheriff Lenny Millholland  
Art Major  
Chester Stribling

**STAFF PRESENT:**

Bruce Conover, Superintendent  
Capt Dave Pitts  
Capt Allen Barr  
Capt Ron Werdebaugh  
CSO Gene Boyce  
Capt Kathy Sasser  
Lynn Dougherty  
Tabitha Taylor  
Jennifer McDonald  
Kim Wilson

**VISITORS:**

Alex Bridges, Northern Virginia Daily  
Sarah Greenhalgh, Winchester Star  
Melissa Boughton, Winchester Star

**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. DeHaven to approve the agenda. The motion was seconded by Mayor Minor. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM OCTOBER 2011**

Mr. Riley solicited a motion to approve the minutes from the October 20, 2011 meeting. A motion was made by Ms. Heritage to approve the minutes. The motion was seconded by Sheriff Williamson. The Authority unanimously approved.

**IV. ELECTION OF NEW OFFICERS**

Mr. Ewing recommended Mr. Riley as Chairman. The motion was seconded by Sheriff Williamson. The Authority unanimously approved.

Sheriff Williamson recommended Sheriff Millholland as Vice-Chairman. The motion was seconded by Mayor Minor. The Authority unanimously approved.

**COMMITTEE APPOINTMENTS**

Mr. Riley requested those members currently serving on the Jail Authority Committees to remain on those committees and assigned members to fill existing vacancies. Mr. Stribling was appointed to replace Mr. Nyhouse on the Construction Committee.

<u>Finance</u>	<u>Personnel</u>	<u>Construction</u>
Bill Ewing – Chairman	Art Major – Chairman	David Ash – Chairman
James Wyatt	Sheriff Robert Williamson	Sheriff Robert Williamson
Elizabeth Minor	James Wyatt	Sheriff Charlie Fox, Jr.
David Ash	Sheriff Lenny Millholland	Chief Kevin Sanzenbacher
Katherine Heritage	Sheriff Anthony Roper	Chester Stribling
Charles DeHaven		

**V. EMPLOYEE OF THE QUARTER RECOGNITION**

The Authority recognized Jennifer McDonald as the Jail's Fall 2011 Employee of the Quarter.

**VI. OPERATIONS UPDATE**

Mr. Conover provided the Authority with an update of Jail operations. He reported that since September there has been a rapid decline in population. He noted that the current population is 530. The ADP in September was 612. The rapid decline in the population has caused Mr. Conover not to hire against the five (5) vacant positions the Authority authorized at the last meeting. He advised that he not hire against those positions until

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the population increases to approximately 580. Mr. Conover reported each jurisdictions population as follows: Winchester consists of 32% of the population, Clarke 33%, Fauquier 15% and Frederick County 47%. Mr. Conover drew a comparison between the current population spread and the percentages used to build the FY13 projected shares:

- Clarke – 4.91%
- Fauquier – 14.09%
- Frederick – 44.33%
- Winchester – 36.67%

Mr. Conover reported that the ADP for the first 6 months of the year was 571, which is consistent with what we had last year at this time. He explained however that much of that is attributable to the significant increase experienced at the start of the FY.

Mr. Conover reported that the weekend population is down, which reduces the turbulence that the Booking Staff experiences. The Out-of-Compliance population in December was 41, which was up significantly. This morning that number is 29.

Mr. Conover reported a drop in the number of public inebriates brought to the Jail which has helped reduce the ADP.

The Superintendent reported that the current Work Release population is 61 and the Home Electronic Monitoring Program is up, which helps reduce the institutional population. He added that the Community Inmate Workforce population is 37.

Mr. Conover reported a significant increase in the number of major health care costs. He noted that to date, the Jail experienced 105 inmate hospital days and of that total, the cost of the 54 most costly days was approximately \$286,546. Mr. Conover felt it important to note that the FY12 Anthem Budget is \$416,000, which was based upon previous year's experiences. He reported that at this time last year, we had accumulated only 62 hospital days.

Mr. Conover reported that when the Authority meets again in March, the staff will have had additional time to evaluate whether additional health care funds will be required. He reported that it's quite possible he will need to ask for additional money out of fund balance to complete the year if the current trend continues. As an example, we currently have an inmate who has been incarcerated for 2 months. He is a hemophiliac and his medication is costing \$20,000 per month. Mr. Conover reported that his brother, who is also a hemophiliac, was incarcerated four (4) days ago also. If he also requires medication, will require an additional \$20,000 a month.

The Superintendent reported that we currently have 12 Officer vacancies, five (5) of which are funded with the remaining seven (7) unfunded. The seven (7) were planned as part of this year's budget.

He also reported eight (8) civilian vacancies, one (1) of which is a funded nurse position that the Authority authorized during the last meeting. Seven (7) are unfunded positions that are a part of the planned FY12 budget.

Mr. Conover reminded the Authority that Financial Disclosure Statements were due by January 15, 2012 (VA Code § 2.2-3118).

The Superintendent reported that the Chairman dispatched a letter in October 2011 to the Center for Medicare & Medicaid Services commenting on the Affordable health Care Act of 2010. He explained that Medicaid & Medicare coverage now stops upon incarceration regardless of whether the incarcerated person has been convicted of a crime. This procedure transfers the burden of health care costs unfairly from the state to the localities. A copy of the letter requesting an appropriate change to the Act was provided to each member and another is attached.

The Superintendent also explained that a letter to Delegate Sherwood was sent by the Chairman to requesting that there be no change to the Governor's budget submission in regards to staff salary assistance and inmate per diem from the state. A copy of the letter was provided to each member. A copy of the letter is also attached to these minutes.

Mr. Conover reported the discovery of a major problem with drainage from the holding cells constructed in the Booking Area at the time of Jail expansion. He reported that Shockey & Sons has accepted responsibility for the extensive repairs that will be required. He observed that the problem was just now discovered because the additional cells had not been used until just recently upon closure of the Inebriate Center and their use to house inebriates brought to the Jail.

## VI. FINANCIAL UPDATE

Mr. Conover reported on the FY11 Audit. He observed that the audit noted no transactions for which there is lack of authoritative guidance and that it reported no material misstatements, individually or in aggregate. The audit revealed that absent depreciation, FY11 revenues exceeded expenses by \$534,482 and that FY11 inmate costs decreased from \$30,013 per Annum in FY10 to \$27,990 in FY11 or \$78.66 per day/per inmate.

Mr. Conover reported the mid-year revenue collection status and indicated that we will meet our revenue target as long as we keep those additional vacancies vacant.

### FY12 Revenue

	FY12 Budgeted	As of December 31, 2011	5 Mid-Year
<b>Inmate Per Diem</b>	\$1,013,820	\$519,535	51% (est)
<b>Compensation Board (Salaries)</b>	\$4,995,153	\$2,588,181	52%
<b>Housing Fees</b>	\$414,064	\$202,040	49%
<b>DCJS Grant</b>	\$249,551	\$71,190 (1 <sup>st</sup> Quarter)	29%
<b>Medical Co-Pays</b>	\$50,000	\$27,994	56%
<b>Telephone Commissions</b>	\$90,000	\$66,657 (est)	74%
<b>Other ***</b>	\$187,500	\$75,084 (est)	40%
<b>Total</b>	\$7,000,088***	\$3,560,269	50%

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Mr. Conover provided a review of the FY12 expenditures. The mid-year inmate health care expenses are 56%: (\$532,031) obligated - \$418,752 still available. He noted that health care bills are usually 30-60 days late, so the amount currently obligated may be significantly different at the next meeting since most of the more significant costs have been incurred in the last 60 days.

Mr. Conover reported that Food Service mid-year expenditures are at 57%: \$474,253 obligated with \$364,970 still available. He noted that the unexpected increase in population earlier in the year is the reason why we have overspent in the Food Service account. However, if the population remains at current levels for most of the remaining portion of the year, he expects the account to balance.

Mr. Conover reported that utility expenses at mid-year are approximately 71% of budget: \$402,886 obligated with \$168,328 available. He noted that these numbers do reflect December, but that this has been a mild winter up to this point. He observed that we will need to monitor utilities very carefully since the weather has gotten colder. He reported that utility funds may fall short.

Mr. Conover reported the mid-year Repair & Maintenance expenses at 43% of budget: \$86,664 obligated with \$116,793 available.

Mr. Conover reported the mid-year Security/Surveillance Maintenance & Equipment costs at 85% of budget: \$33,861 obligated with \$6,139 available. He reported that the account looks worse than it really is. Approximately \$20,000 of the \$40,000 budgeted was intended for an upgrade in the Control Room and that upgrade has been accomplished. We will finish the year in this area within budget.

Mr. Conover reported that personnel costs are 49% of anticipated: \$3,864,433 obligated with \$3,997,376 available. The monies that are not spent for the five (5) vacant positions approved this FY will continue to accrue. Mid-year Non-Holiday Overtime is at 21% of planned level: \$21,450 obligated with \$78,550 available.

The Superintendent reported the Jail's Unreserved Fund Balance as \$2,024,889.

Mr. Conover provided an overview of the FY13 Draft Budget. He reported that the following planning assumptions were used in developing the budget:

- 600 Inmate ADP
- Annex Remains Closed
- No Pay Increase
- No Change in Governor's Budget
- Includes \$1m Fund Balance Draw

He noted an anticipated cost increase in the FY13 budget of 5.43% (\$894,020) which includes the following:

- o Personnel Cost Increase - \$432k (VRS/Life Ins/5 Additional Staff)
- o Operating Cost Increase - \$304k (Medical/Food Service/Operating Reserve)

The Superintendent reported that the FY13 planned budget includes the following operationally-required initiatives:

- o Intercom System Replacements (\$125k)
- o Key Control System (\$27k)
- o Dental Equipment (\$40k)
- o Radios (Radio upgrade from analogue to digital \$27,000 – Federal Government requires upgrade by FY13)
- o Live Scan (fingerprints) – State has also mandated an upgrade - \$15,000

Mr. Conover highlighted proposed changes to the inmate fee schedule. He reported that the proposed changes will increase revenue by approximately \$97k annually and are necessary to offset some of the increased cost of operations. He highlighted the following recommended changes:

- o Housing Fee from \$1.00/day to \$1.25/day (State allows up to \$3/day)
- o Work Release Fee from \$15/day to 416/day
- o HEM Fee from \$15/day to \$17.25/day

The Superintendent provided the following FY13 budget and revenue comparison:

### Expenses

	FY11	FY12	FY 13 (Draft)
Personnel	\$12,305,899	\$11,958,334	\$12,390,246
Operating	\$3,366,673	\$3,249,168	\$3,745,285
Capital/Debt	\$1,159,838	\$1,252,202	\$1,218,193
<b>Total</b>	\$16,832,410	\$16,459,704	\$17,353,724

### Revenue

	FY11	FY12	FY13 (Draft)
Fees	\$1,981,949	\$1,491,115	\$2,112,665
State/Federal	\$5,929,179	\$6,008,973	\$5,978,850
Local	\$8,783,901	\$8,895,664	\$9,262,209
Operating Reserve	\$137,381	\$63,952	\$0
<b>Total</b>	\$16,832,410	\$16,459,704	\$17,353,724

### FY13 Shares (Proposed)

	FY12 % Share	FY12 Share	FY13 % Share	FY13 Proposed	Increase From FY12
Clarke	4.23%	\$376,287	4.91%	\$454,774	+\$78,487
Frederick	41.97%	\$3,733,510	44.33%	\$4,105,937	+\$372,427
Winchester	39.29%	\$3,495,106	36.67%	\$3,396,452	-\$98,654
Fauquier	14.51%	\$1,290,761	14.09%	\$1,305,045	+\$14,284
<b>Total</b>		\$8,895,664		\$9,262,209	+\$366,545


Mr. Conover recommended the Jail Authority's Finance Committee meet to review the Proposed FY13 Budget prior to the March 2012 meeting.

It was decided that the Finance Committee will be Tuesday, January 24, 2012 at 11:00 A.M.

**VII. ADJOURNED**

The meeting was adjourned at 10:36 a.m.

**Respectfully Submitted,**



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