

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**

**Meeting of Members**

**January 16, 2014**

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

**City of Winchester**

Dale Iman

**Clarke County**

David L. Ash

Sheriff Anthony Roper

Jimmy Wyatt

Barbara Byrd

**Fauquier County**

Katherine Heritage

Sheriff Charlie Ray Fox, Jr.

**ABSENT:**

Sheriff Robert Williamson

Robert Wells

Elizabeth Minor

Chief Kevin Sanzenbacher

Sheriff Les Taylor

Chester Stribling

**STAFF PRESENT:**

James Whitley, Superintendent

Gene Boyce

Danny McCaslin

Capt. Ronald Werdebaugh

Kim Wilson

**VISITORS:**

Lynsey Orndorff, HR

Melissa Boughton, Winchester Star

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

Mr. Riley solicited a motion to approve the Agenda. A motion was made Mr. DeHaven to approve the agenda. Mr. Iman seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM OCTOBER 17, 2013**

Mr. Riley solicited a motion to approve the minutes from the October 17, 2013 meeting. A motion was made by Ms. Heritage to approve the minutes. The motion was seconded by Mr. DeHaven. The Authority unanimously approved.

**V. ELECTION OF OFFICERS**

Mr. Ash recommended Mr. Riley as Chairman. The motion was seconded by Ms. Heritage. The Authority unanimously approved.

Mr. DeHaven recommended Sheriff Fox as Vice-Chairman. The motion was seconded by Mr. Ash. 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. Wells was appointed to replace Art Major on the Personnel Committee. Mr. Iman was appointed to the Finance Committee.

Finance

Charles DeHaven, Chairman  
James Wyatt  
Elizabeth Minor  
David Ash  
Katherine Heritage  
Dale Iman

Personnel

Katherine Heritage, Chairman  
Sheriff Robert Williamson  
Jimmy Wyatt  
Sheriff Anthony Roper  
Robert Wells

Construction

David Ash, Chairman  
Sheriff Robert Williamson  
Sheriff Charlie Fox, Jr.  
Chief Kevin Sanzenbacher  
Chester Stribling

**VII. APPROPRIATION REQUEST FOR OVERTIME**

Mr. Whitley reported that since July, the facility has faced numerous hospital stays at the Winchester Medical Center and UVA. One particular inmate has spent a total a 30 days at UVA since his incarceration 7 months ago. When an inmate is admitted to UVA, it requires 4 officers, for a 24-hr time frame, and hotel accommodations. Holiday pay is also paid out of the overtime/holiday/shift differential line item.

The Superintendent reported that the beginning balance for FY14 for overtime/holiday/shift differential was \$275,486. The balance as of 12/31/13 is \$22,436.

Mr. Whitley ask for a supplemental appropriation of \$221,000 from Bond proceeds to overtime, which was originally taken out of fund balance for the new phone system and reimbursed by the Bond.

A motion was made by Mr. DeHaven to approve the supplemental appropriation. Ms. Byrd seconded the motion. The Authority unanimously approved.

**VIII. DETOX CENTER WORKGROUP**

Mr. Riley had asked Mr. Whitley if he would do some preliminary research on this issue where he would like this to be forwarded to the Construction Committee for further discussion. The reason for this is to divert the DIP population that comes to the Jail, particularly repeat offenders, and the cost associated with taking care of that and looking at the possibility of trying to reduce those costs long term by providing a facility that diverts that population. There is no commitment on any ones part, just to see what the possibilities may bring to us.

Mr. Whitley distributed to the Authority a memo regarding the Detox Cost Analysis.

Mr. Riley explained that this facility would be strictly diversionary for DIPs. This could be a good start to reducing the inmate overcrowding particularly on weekends.

A motion was made by Mr. Iman to send to the Construction Committee. Ms. Heritage seconded the motion. The Authority unanimously approved.

**IX. CURRENT YEAR BUDGET**

Mr. Whitley provided a financial update for FY14 by providing the following chart:

<b>EXPENSES</b>	<b>Budgeted FY14</b>	<b>First/Second Quarter Expenditures</b>	<b>End of Year Prediction</b>
<b>Personnel</b>	\$12,985,913	\$ 6,228,081	<b>\$12,920,602</b>
<b>Operating</b>	\$ 3,904,741	\$ 1,579,686	<b>\$ 3,673,241</b>
<b>Capital/Debt</b>	\$ 1,210,362	\$ 635,169	<b>\$ 1,138,466</b>
Total	\$18,101,016	\$ 8,442,936	<b>\$17,732,309</b>

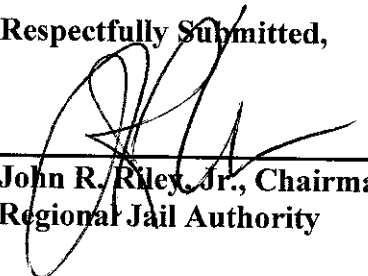
<b>REVENUE</b>	<b>Budgeted FY14</b>	<b>First/Second Quarter Collections</b>	<b>End of Year Prediction</b>
<b>Fees/Fund Bal.</b>	\$ 1,760,734	\$ 2,160,351	<b>\$ 1,852,015</b>
<b>State/Federal</b>	\$ 6,342,515	\$ 2,591,147	<b>\$ 6,150,000</b>
<b>Local</b>	\$ 9,997,767	\$ 5,886,185	<b>\$ 9,997,767</b>
Total	\$18,101,016	\$ 9,637,683	<b>\$17,999,782</b>

Mr. Whitley reported the current fund balance is \$1,322,105.

**X. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10: 29 a.m.

Respectfully Submitted,



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