

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
July 17, 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

Sheriff Robert Williamson

Robert Wells

City of Winchester

Sheriff Les Taylor

Clarke County

Barbara Byrd

Fauquier County

Sheriff Charlie Ray Fox, Jr.

ABSENT:

Craig Gerhart

Elizabeth Minor

Chief Kevin Sanzenbacher

David Ash

Sheriff Anthony Roper

Jimmy Wyatt

Katherine Heritage

Chester Stribling

STAFF PRESENT:

James Whitley, Superintendent

Gene Boyce

Ofc. George Twigg

Kim Wilson

VISITORS:

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

III. APPROVAL OF THE MINUTES FROM APRIL 17, 2014

Minutes could not be approved due to the lack of a quorum.

V. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Officer George Twigg, as the Jail's Spring 2014 Employee of the Quarter.

VII. PERSONNEL UPDATE

Mr. Whitley reported one (1) vacancy in Administration, which is an Account Clerk and with the retirement of Captain Werdebaugh and the recent promotion of Capt Patty Barr, this created one (1) officer vacancy. Capt Barr will absorb her previous duties as lieutenant, which included internal affairs and background investigations for the hiring process; this will allow us to hire one (1) additional officer.

Superintendent reported an increase in FY14 in the area of On-the Job Accidents. These incidents did not result in an increase loss of time at work.

VIII. OPERATIONAL UPDATE

Mr. Whitley reported the following:

- Upgraded Electronic HVAC Controls
- Upgraded Main Facilities Emergency Generator Circuit
- Replaced Heating Units in CCC Boilers, *less expensive and as effective as replacing both units.*
- Replaced Coils in 3 air handler units at main facility due to damage. This system was installed in the fall and with the bad winter we had, the coils burst, which went unnoticed until maintenance went to turn the air conditioning units on. Insurance paid \$48,000, which was a majority of the cost, to have the coils replaced.
- Changed Medical provider from Mediko to Rappahannock Creative Health Care. They had excellent references from other facilities, will exceed minimum requirements and we will save approximately \$120,000 annually
- Changed Dentistry Services from Dr. Earnshaw to Dr. Butterfield. Will be able to provide facility with more extensive services at the same price.

Mr. Whitley reported that on July 1, 2014 the ADP was 621. RSW will temporarily hold 20 inmates until Labor Day. Weekend and Drunk In Public incarcerations remain the same.

Mr. Whitley reported that the number of "Out-of-Compliance" inmates has decreased slightly.

Mr. Whitley reported that the Home Electronic Monitoring and Work Release Population decreased this year due to increased average length of sentences for general population.

Mr. Whitley reported the decrease in Institutional Violence against staff and Use of Force.

Mr. Whitley highlighted chronic care admissions, which is 9% of our admissions. The current ADP per month is 77. The average ADP in FY13 for chronic care admissions was 55.

Mr. Whitley reported that 9% of those incarcerated have Pre-Existing Psych Admissions. The average ADP per month is 58. He reported the average ADP in FY13 was 47.

Mr. Whitley reported that 74% of the Probation cases are closed successfully. In FY14, out of 454 probation placements, 285 were deferred dispositions. Of the remaining placements, there were 34,051 days of suspended jail time.

Mr. Whitley reported that Pretrial placements have increased significantly over the past 4 years and closed their cases successfully 84% of the time. The safety rate is 90% with a court appearance rate of 95%.

Mr. Whitley reported the following update pending legal cases against the facility:

- Inmate claims he was assaulted by an NRADC Officer. The incident was investigated internally and found this was not the case; he refused to enter the holding cell while at the court house. Case was assigned to Rosalie Fessier by DRM. She has filed a brief and is awaiting response from the court.
- A volunteer at the RRCJA claims she was injured during a training exercise at the academy. One of our sergeants was named as a defendant in the case as he was assigned to the academy to assist them with various duties at the time of the incident. Case was also assigned to Rosalie Fessier by DRM. She has advised that the suit was not properly served by the plaintiffs and nothing else has been filed at this point in time.
- The Watts case has been at a standstill while the plaintiffs pursue declaratory judgment actions against the insurance companies.

IX. FINANCIAL UPDATE

Mr. Whitley reported that the inmate cost per day has increased in FY14 has increased to \$81.28. Cost per day in FY13 was \$78.70.

Mr. Whitley provided an overview of the revenue and expenditures using the charts below:

FY14 Revenue

	FY14 Budgeted	Projection
Inmate Per Diem	\$ 976,289	\$1,097,197
Compensation Board	\$5,366,226	\$5,339,162
State Contract Beds	---	\$ 6,624
Housing Fees	\$ 384,616	\$ 355,002
HEM Fees	\$ 83,767	\$ 112,274
Medical Co-Pays	\$ 57,600	\$ 69,067
Telephone Commissions	\$ 120,000	\$ 224,000 (signed a new contract in April increasing commission)
Locality Contributions	\$9,997,767	\$9,997,767
Other (incl. Ins reimb. For damage to HVAC (\$55,138) and Bond reimb. (\$221K for Phone System))	\$1,390,889	\$1,186,567
Total	\$18,377,154	\$18,387,660

Total FY14 Projected Revenue Overage = \$10,506

Financial Update Expenses

	FY14 Budgeted	FY14 Projected
Personnel	\$ 12,710,427	\$ 12,119,854
Overtime	\$ 275,486	\$ 387,643
Inmate Health Care	\$ 1,157,820	\$ 1,106,457
Buildings & Grounds Maintenance	\$ 77,024	\$ 57,980
Food Service	\$ 950,318	\$ 941,717
Utilities	\$ 655,000	\$ 535,099
Debt Service	\$ 1,176,454	\$ 1,097,466
Other	\$ 1,098,487	\$ 930,143
Totals	\$ 18,101,016	\$ 17,206,359
	Revenue:	\$18,387,660
	Expenses:	\$17,206,359
		\$ 1,181,301 (Est Return to F/B)

Mr. Whitley reported that after the FY15 draw of \$500,000, he identified the anticipated FY15 beginning unreserved fund balance as \$1,841,861.

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Mr. Whitley reported the following new initiatives:


- CIT collaboration with the CSB (This position has been created to reach out to law enforcement)
- Greenhouse Hydroponic Garden System. (WHAG did a really nice feature on the greenhouse)

Mr. Whitley reported that RFBs have been received for the design for the new security system. The RFBs are now being reviewed and we hope to select a vendor next week. This process takes approximately 90 days and then the vendors will present their designs. The Superintendent reported that the next step in the process is to request bids for a vendor to actually do the work.

X. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10: 32 a.m.

Respectfully Submitted,



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