

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

November 13, 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

Mayor Elizabeth Minor

Chief Kevin Sanzenbacher

Eden Freeman

Lewis Barlow

Clarke County

David Ash

Barbara Byrd

Sheriff Anthony Roper

Jimmy Wyatt

Fauquier County

Sheriff Charlie Ray Fox, Jr.

ABSENT:

Katherine Heritage

Chester Stribling

STAFF PRESENT:

James Whitley, Superintendent

Capt. P. Barr

Gene Boyce

Danny McCaslin

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. Mayor Minor seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM APRIL 17, 2014 & JULY 17, 2014

Mr. Riley solicited a motion to approve the minutes from the April 17, 2014 and July 17, 2014 meeting. A motion was made by Mayor Minor to approve the minutes. The motion was seconded by Chief Sanzenbacher. The Authority unanimously approved.

V. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Danny McCaslin, as the Jail's Summer 2014 Employee of the Quarter.

VII. UPDATE ON JAIL ANNEX

Mr. Whitley reported that due to overcrowding, the Jail Annex was reopened on November 3, 2014 and 120 inmates were relocated to that building. The Superintendent commended the staff for preparing the building in 2 weeks. The Annex can hold up to 200 inmates and Mr. Whitley is hoping to house inmates from other jurisdictions to offset the cost of opening the building. His goal is to have things back to normal in six (6) months, but information he received from the State regarding those inmates who are serving a sentence of 3 years, will serve the sentence locally. Mr. Whitley explained that he has experienced this same type of situation in previous years and it took several years to get things back on track. At the Finance Committee on November 7th, they were concerned about operating on overtime. Mr. Whitley is trying to locating funding to offset the cost and may ask the Authority to hire additional staff to reduce overtime. Opening the Annex has relieved a lot of the stress associated with overcrowding. Before the Annex was opened, inmates were locked down longer, which created a lot of tension for the officers. Incidents with assaults increased with inmate/inmate and inmate/officer.

VIII. FINANCE SUBCOMMITTEE REPORT

Mr. Whitley reported that as of 11/01/14 the NRADC fund balance is \$1,854,116.

Mr. Whitley updated the Authority on the proposed FY16 budget by providing the following chart:

	Current FY 15 Budget	Proposed FY16 Budget	Increase
Personnel	\$13,276,519	\$13,987,533	\$ 711,014
Operating	\$ 3,832,154	\$ 4,259,467	\$ 427,313

Capital	\$ 1,356,433	\$ 1,373,769	\$ 17,336
TOTAL	\$18,465,106	\$19,620,769	\$1,155,663

The Superintendent reported an increase in personnel costs, operating and capital expenditures. The differences in personnel costs are as follows:

- Employee raises in August 2014 increased salaries by \$292,611
- Health Insurance premiums increased per employee by \$1,380 (194 employees x \$1,380 = \$267,720)
- Salary survey increases to over half of the employees \$218,381
- VRS rates decreased from 11.39% to 10.61%, reducing costs by \$68,614.

Mr. Whitley reported to the Authority the differences in operating costs by the following chart:

Budgeted Amount	Explanation/New Item
\$ 70,000	Increase in inmate medical care (Anthem – increased by \$150,000 while Physician decreased by \$88,000 due to new contract; Dentist increased by \$10,000)
\$ 8,000	Security Equipment for two new vans
\$ 37,000	Increase in inmate food services
\$145,000	Increase in inmate Medical and Lab expenses (Avg. \$48K per month for FY15, budgeted only \$300k for FY15)
\$ 22,000	Increase in Security training, i.e. Use of Force, Disturbance Control; wall mount lockers & bench to ER Ready Room; Radios
\$ 19,000	Battery backups/mower
\$ 10,000	Increase in Maintenance Contingency
\$130,000	Increase in Operating Reserve due to increased costs

Mr. Whitley reported to the Authority the differences in capital costs by the following chart:

Budgeted Amount	Explanation/New Item
\$ 14,275	Keywatcher for CCC and Emergency Ready Room
\$ 6,000	Mobil X-ray unit
\$ 41,197	Handicapped Van
\$ 21,600	Dodge Caravan

Mr. Whitley reported to the Authority the locality share by the following chart:

Locality	FY15	FY16	Increase
Clarke County	\$ 547,221	\$ 515,422	*(-\$ 31,799)
Fauquier County	\$1,604,901	\$1,801,109	\$ 196,208
Frederick County	\$4,662,406	\$5,050,910	\$ 388,504
Winchester	\$3,688,752	\$4,111,900	\$ 423,148

*Clarke County's share has been reduced by \$31,799 based on the 3 year average.

Mr. Riley solicited a motion to take these numbers and incorporate them into the other departmental presentations in each locality's budget and we will determine whether we can meet the objective the Authority has put forward. Mr. Riley deferred action until after the January 2015 Meeting. The motion was made by Sheriff Williamson to adopt the motion. Mayor Minor seconded the motion. The Authority unanimously approved.

IX. REQUEST FOR FUND TRANSFER FOR SECURITY SYSTEM DESIGN

Mr. Whitley reported to the Authority that the facility's current security system is an analog system and needs to be upgraded to digital. Bids were received and awarded to LattaTech to perform the design work and will help us develop the RFP for the bidding process.

The Superintendent explained that we were hoping to use the capital improvement from the bond, but the bank said that because it is the design of the security system and not the hardware, we could not use the capital improvement money from the bond. Mr. Whitley reported that seven (7) bids were received. LattaTech should complete their work in January 2015.

Mr. Whitley is requesting to transfer \$56,139.20 from the fund balance for Design and Bidding Administration for an upgrade to the Detention Center's Security Control System.

A motion was made by Mr. Ash to approve the transfer request. Chief Sanzenbacher seconded the motion. The Authority unanimously approved.

X. 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 10:18 a.m.

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

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

Mr. Whitley thanked Mr. Riley for his service to the Regional Jail and the Jail Authority.

XI. 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**