

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

February 12, 2015

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

Charles DeHaven

Sheriff Robert Williamson

Robert Wells

City of Winchester

Sheriff Les Taylor

Mayor Elizabeth Minor

Clarke County

David Ash

Barbara Byrd

Sheriff Anthony Roper

Fauquier County

ABSENT:

Katherine Heritage

Chester Stribling

Chief Kevin Sanzenbacher

Eden Freeman

Jimmy Wyatt

Sheriff Charlie Ray Fox, Jr

STAFF PRESENT:

James Whitley, Superintendent

Gene Boyce

Kim Wilson

VISITORS:

Orfinio Castiglia, Winchester Star

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Mr. DeHaven solicited a motion to approve the Addendum to the Agenda, which was to add Fund Balance Draw Request after Agenda Item # III. A motion was made Sheriff Roper to approve the agenda. Sheriff Williamson seconded the motion. The Authority unanimously approved.

III. APPROVAL OF FY 16 BUDGET

Mr. Whitley reported that the current fund balance is \$1,854,116. He reported that the Finance Committee recommended approval of the FY16 at their meeting on January 15, 2015. He provided the following chart showing the current FY15 Budget vs. the proposed FY16 Draft to the Jail Authority:

	Current FY Budget	Proposed FY16 Budget	Increase
Personnel	\$13,276,519	\$14,184,128	\$ 907,609
Operating	\$ 3,832,154	\$ 4,203,535	\$ 371,381
Capital	\$ 1,356,433	\$ 1,352,169	\$ (4,264)
TOTAL	\$18,465,106	\$19,739,832	\$1,274,726

Mr. Whitley provided the following facts to show the differences in personnel costs:

- Employee raises effective 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 10.62%, reducing costs by \$68,614
- Added 6 Officers = \$330,742 (includes fringe); decreased OT by \$100K

The Superintendent also provided the following charge to show the differences in Operating costs:

Budgeted Amount	Explanation/New Item
\$ 4,000	Security Equipment for new van
\$ 37,000	Increase in 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 for ER Ready Room; Radios
\$ 19,000	Battery backups/Mower
\$ 10,000	Increase in Maintenance Contingency
\$143,805	Increase in Operating Reserve due to increased costs

Mr. Whitley provided the following charge to show the differences in Capital costs:

Budgeted Amount	Explanation/New Item
\$14,275	Key watcher for CCC and Emergency Ready Room
\$ 6,000	Mobile X-Ray Unit
\$41,197	Handicapped Van

Capital costs actually decreased from FY15 to FY16 due to Virtual Server (\$65K) budgeted in FY15.

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

Locality	FY15	FY16	Increase
Clarke County	\$ 547,221	\$ 520,768	(-\$ 26,453)
Fauquier County	\$1,604,901	\$1,819,790	\$ 214,889
Frederick County	\$4,662,406	\$5,103,298	\$ 440,892
Winchester	\$3,688,752	\$4,154,548	\$ 465,796

Mr. Whitley feels that the additional 6 officers will help offset the cost of operating the Annex. The headcount for the weekend of Feb 7th was over 700. The population this time last year was approximately 520.

A motion was made by Sheriff Roper to adopt the FY16 Budget as presented. Mayor Minor seconded the motion. The Authority unanimously approved.

IV. FUND BALANCE DRAW REQUEST

Mr. Whitley is requesting to transfer \$358,000 from the fund balance for Medical and Lab costs and Overtime.

\$188,000 for Medical and Lab costs:

- Chronic care cases have increased 35% since July
- Chronic care admissions have increased 38% since July
- Mental Health Staff average 77 new mental health contacts per month
- Facility incarnates an average of about 48 inmates per month who have pre-existing psychological issues

\$170,000 for Overtime:

- Annex requires 12 officers total to maintain
- 7 newly hired officers are at the Academy
- ADP increased about 60 inmates over the last month

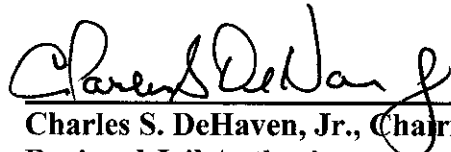
A motion was made by Mr. Ash to approve the transfer request. Sheriff Williamson seconded the motion. The Authority unanimously approved.

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V. **ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 10: 21 a.m.

Respectfully Submitted,



Charles S. DeHaven, Jr., Chairman
Regional Jail Authority