

**NORTHWESTERN REGIONAL JAIL AUTHORITY**  
**Minutes**  
**Meeting of Members**  
**July 16, 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  
Robert Wells  
Brenda Garton

**City of Winchester**

Sheriff Les Taylor  
Chief Kevin Sanzenbacher  
Eden Freeman

**Clarke County**

David Ash  
Jimmy Wyatt

**Fauquier County**

Katherine Heritage  
Sheriff Charlie Ray Fox, Jr

**ABSENT:**

Chester Stribling  
Sheriff Anthony Roper  
Sheriff Robert Williamson  
Mayor Elizabeth Minor

**STAFF PRESENT:**

James Whitley, Superintendent  
Gene Boyce  
Lynn Dougherty  
Capt A. Barr  
Kim Wilson

**VISITORS:**

Igor Abadzic, President, LattaTech Advance Security Engineering  
Rachel Charlip, Reporter for WHAG  
Brendan Hefty, Attorney

**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 agenda. A motion was made Mr. Wells to approve the agenda. Mr. Ash seconded the motion. The Authority unanimously approved.

**III. APPROVAL OF THE MINUTES FROM THE WINTER MEETINGS**

Mr. Riley solicited a motion to approve the minutes from the January 15, 2015 and the February 12, 2015 meetings. A motion was made by Mr. Ash to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER RECOGNITION**

The Authority recognized Ofc. Jackie Growden, as the Jail's Winter's 2015 Employee of the Quarter and Ofc. Christopher Shifflett, as the Jail's Spring 2015 Employee of the Quarter.

**V. PERSONNEL UPDATE**

Mr. Whitley informed the Jail Authority that we have not hired the six (6) officers funded as of 07/01/15. He explained that there are 6 applicants currently going through the background process.

	Required	Assigned	Vacancies
Sworn	148	135	11 Funded/ 2 Unfunded
Civilian	59	52	3 Funded/ 4 Unfunded
Total	207	187	14 Funded/ 6 Unfunded

**VI. OPERATIONAL UPDATE**

Mr. Whitley reported that the Main Facility water heaters have been upgraded and the selection of Correct Rx as the new pharmaceutical vendor. He also reported that we have entered into negotiations with GTL for Video Visitation Services. This would provide the general public the opportunity to visit with an inmate via web base in lieu of coming to the facility. It will also allow for additional visitation opportunities, alleviate having staff perform this near full time function as it is now, provide added security for the facility, provide additional software and expanded programs beyond visitation such as law library, job listings, investigative software, housing unit kiosks, etc. Finally, the Security Upgrade Design is near completion.

Mr. Whitley reported the current ADP as 690.

The Superintendent reported the FY15 Weekend ADP as 20. The weekend population had reached 85% capacity. Mr. Whitley wrote a letter to the Judges asking them to

reduce the Weekender Population and sentence them to straight time and they have complied with our request.

Mr. Whitley reported that the Drunk in Public Incarcerations has increased over the last quarter. At the end of FY14 the ADP was 166. The ADP at the end of FY15 was 215.

The Superintendent reported that the Out-of-Compliance has more than doubled in the last 2 years. He reported that the Out-of-Compliance in FY15 was 69, FY14 was 53 and FY13 was 31.

Mr. Whitley reported the current ADP for Work Release is 37. With inmates serving DOC time locally, we are looking at individuals with longer jail sentences for the Work Release Program.

Mr. Whitley reported that those participating in the Home Electronic Monitoring Program and the Community Inmate Workforce remain about the same. The FY15 ADP for the CIWF was 46. The FY15 ADP for HEM was 11.

The Superintendent reported the ADP for Chronic Care Admission in FY13 was 55, FY14, 77, FY15 was 109. He also reported that the ADP for FY15 Pre-Existing Psych Admissions was 48.

**VII. FINANCIAL UPDATE**

Mr. Whitley reported that the inmate cost per day has decreased in FY15 to \$79.08 (est). Cost per day in FY14 was \$81.28.

Mr. Whitley reported that the State share of costs has increased a little to 36.4% (est), up from FY14, which was 33.6%.

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

**FY15 Revenue**

	<b>FY 15 Budgeted</b>	<b>Projection</b>
Inmate Per Diem	\$ 1,066,042	\$ 1,268,596
Compensation Board	\$ 4,973,170	\$ 5,193,017
State Grants	\$ 263,263	\$ 257,396
Housing Fees	\$ 405,150	\$ 342,189
HEM Fees	\$ 144,000	\$ 84,771
Medical Co-Pays	\$ 50,000	\$ 76,564
Telephone Commissions	\$ 300,000	\$ 436,554
Locality Contributions	\$ 10,503,281	\$ 10,882,037 (Salary survey increases)
Other (includes FB draw)	\$ 760,200	\$ 634,082
<b>Total</b>	<b>\$ 18,465,106</b>	<b>\$ 19,175,206</b>

Total FY15 Projected Revenue Overage = \$710,100

## FY15 Expenses

	FY15 Budgeted	FY15 Projected
Personnel/Fringe	\$ 12,966,519	\$ 13,101,110
Overtime	\$ 310,000	\$ 442,230
Inmate Health Care	\$ 1,179,400	\$ 1,074,956
Buildings & Grounds Maintenance	\$ 72,350	\$ 63,626
Food Service	\$ 968,723	\$ 980,434
Utilities	\$ 710,250	\$ 657,106
Debt Service	\$ 1,271,725	\$ 1,271,975
Other (insurance, vehicles, maintenance contract, uniforms, equipment, travel/training, IT Procurement)	\$ 986,139	\$ 824,932
<b>Totals</b>	<b>\$ 18,465,106</b>	<b>\$ 18,416,369</b>

Revenue: \$19,175,206

Expenses: \$18,416,369

\$ 758,837 (Est Return to F/B)

Mr. Whitley reported the estimated Fund Balance on July 14, 2015 as \$1,538,062.

### **VIII. REQUEST TO HIRE NEW JAIL ATTORNEY**

Mr. Whitley requested the Jail Authority hire Brendan Hefty, who is a Junior Partner with Hefty & Wiley, PC - Lawyers of Richmond, Virginia. Mr. Hefty practices in the area of local government law and is a registered lobbyist in the Commonwealth of Virginia. He concentrates on representing Virginia's localities and regional authorities on matters including public procurement, land use law and general counsel services. The cost per month in FY16 will be \$1000. The cost per month in FY17 will increase to \$2000. We budgeted \$12,000 in FY15. In FY14 we budgeted \$15,000 and spent approximately \$20,000.

A motion was made by Chief Sanzenbacher to approve Mr. Whitley's request. Ms. Garton seconded the motion. The Authority unanimously approved.

### **IX. PRESENTATION AND APPROVAL FOR SECURITY SYSTEM IMPLEMENTATION**

Mr. Whitley explained to the Jail Authority reasons for the request to replace the current security system. He explained that one of the major reasons for needing to replace the current system is due to the fact the current security system continues to breakdown and replacements parts are more expensive because they are no longer manufactured.

Mr. Igor Abadzic, President, LattaTech Advance Security Engineering, who is an Engineering Consultant, who will assist with the design, specification and development associated with the upgrade and replacement of the Detention Center's Security Control

Minutes of Meeting  
July 16, 2015

System. The cost associated with work performed by LattaTech Advance Security Engineering is \$87,684.20. The cost includes the following:

- Design (\$48,728.65)
- Assist With The Bidding Process (\$7,410.55)
- Oversee The Construction Of The Installation (\$31,545.00)

Mr. Whitley introduced Mr. Igor Abadzic, President, LattaTech Advance Security Engineering.

Mr. Abadzic explained that the operations of a modern detention facility require functionality, flexibility and reliability to support 24/7 operations. He explained a few of the things that interfere with the safety of the facility. A couple of those things are outdated hardware and software, it lacks perimeter security and the configuration and layout of the security control locations, each building has a standalone security system, various system components – maintenance nightmare and the lack of existing system documentation.

Mr. Abadzic explained his goals for improving our security system. Some of those things are as follows:

- Improve Existing Infrastructure
- Redesign Control Stations
- Improve perimeter Security (Lighting and Video)
- Replace Outdated Hardware & Software
- Specify Same System Components For All Three Buildings
- Replace Video Surveillance With A New VMS
  - HD Megapixel Cameras
  - Video Analytics
  - Record All Cameras
  - HD Monitoring Stations

The estimated construction of cost is \$2,511,297.

Ms. Freeman said that the bond would not be the best instrument at this time. \$2.5M will not sale well and that we will need to talk to a financial adviser. She suggested that the motion should be that we move forward with discussions, rather than move forward with doing it, because we need to determine what the best financial instrument is before we can move forward, because it may not be a bond.

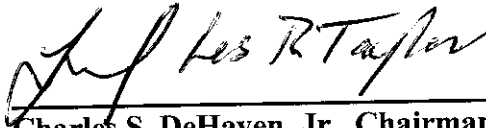
A motion was made by Sheriff Taylor to refer this to the Finance Committee. Ms. Heritage seconded the motion. The Authority unanimously approved.

Minutes of Meeting  
July 16, 2015

X. **ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 11: 30 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Charles S. DeHaven, Jr.", written over a horizontal line.

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