

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
November 19, 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

Sheriff Robert Williamson

City of Winchester

Sheriff Les Taylor

Chief Kevin Sanzenbacher

Eden Freeman

Mayor Elizabeth Minor

Clarke County

Sheriff Anthony Roper

Barbara Byrd

David Ash

Jimmy Wyatt

Fauquier County

Katherine Heritage

Sheriff Charlie Ray Fox, Jr

ABSENT:

Chester Stribling

STAFF PRESENT:

James Whitley, Superintendent

Captain A. Barr

Gene Boyce

Lynn Dougherty

Captain P. Barr

Officer T. Eagan

Kim Wilson

VISITORS:

Brendan Hefty, Attorney

Lenny Millholland

Chris Early, 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 *Transfer Guidelines and Request* after Agenda Item #V. A motion was made Ms. Garton to approve the agenda. Sheriff Williamson seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE SEPTEMBER MEETING

Mr. DeHaven solicited a motion to approve the minutes from the September 24, 2015 meeting. A motion was made by Mr. Wells to approve the minutes. The motion was seconded by Mr. Ash. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Ofc. Thomas Eagan, as the Jail's Summer 2015 Employee of the Quarter.

V. FINANCE COMMITTEE REPORT – FY17 BUDGET

Mr. Whitley reported the current fund balance is \$1,475,902 after a \$700,000 draw for the FY17 proposed budget.

Mr. Whitley provided an overview of the current FY16 budget vs the proposed FY17 budget using the chart below:

	Current FY16 Budget	Proposed FY17 Budget	Increase
Personnel	\$14,184,128	\$14,820,444	\$636,316
Operating	\$ 4,203,535	\$ 4,352,900	\$149,365
Capital	\$ 1,352,169	\$ 1,425,266	\$ 73,097
TOTAL	\$19,739,832	\$20,598,610	\$858,778

Note: Does not include funding for the Security System Upgrade.

Mr. Whitley reported that the Finance Committee met on November 12, 2015 and cut 3 of the requested 6 correctional officer positions and one of the two vans requested. This decreased the proposed budget by \$220,606, which will effect personnel and operating costs.

Mr. Whitley provided the following information for the differences in Personnel Costs:

- Merit increases effective July 2015 increased salaries by \$244,578
- Overtime was increased \$100,000
- CAD advancements was increased \$171,321

- Requesting to fill the final CO vacancy and add an additional two (2) correctional officers at a cost of \$165,647

Mr. Whitley provided the following information for the differences in operating costs:

\$92,000	Increase in Utilities (opening of the Annex)
\$ 6,000	Security Equipment for Van
\$87,000	Increase in Inmate Food Services

Mr. Whitley provided the following information for the differences in Capital Costs:

\$37,000	New Kitchen equipment (steamer, tilt skillet, ice maker)
\$65,000	Replace all HVAC units at the Annex
\$44,000	Ford – 15 passenger van

Mr. Whitley provided the following chart to show the locality share with those adjustments:

Locality	FY16	FY17	Increase
Clarke County	\$520,768 4.49%	\$479,948 3.98%	(-\$40,820)
Fauquier County	\$1,819,790 15.69%	\$2,030,737 16.84%	\$210,947
Frederick County	\$5,103,298 44.00%	\$5,201,051 43.13%	\$97,753
Winchester	\$4,154,548 35.82%	\$4,347,273 36.05%	\$192,725

Mr. Whitley provided the following FY17 Budget proposed changes:

- Increase the Room and Board fee from \$1.25 to \$1.50 (last increase was 2012); this will add about \$34k to revenue per year
- Request to add 2 additional officers; these are new positions; and to fill the final vacant CO position

Note: The localities share does not include debt service for the security system.

Sheriff Williamson made a motion to approve the FY17 Budget. The motion was seconded by Sheriff Roper. The Authority unanimously approved.

VI. TRANSFER GUIDELINES AND REQUEST

Mr. Whitley reported that currently there are no Jail Authority guidelines for the Jail to transfer large amounts of money within the budget. The Finance Committee discussed this at their meeting on November 12th and proposed that the Jail Authority embrace Frederick County's transfer policy. The policy states that there are no annual limitations on intra-departmental transfers, however, they must be approved by the Department Head and the County Administrator. Mr. Whitley suggested that this be changed to the Jail Superintendent and Chairman of the Regional Jail Authority. Frederick County's policy also states that the fringe benefit line items and personnel line items require Board action to transfer money out of those line items.

Ms. Heritage made a motion to approve the change in the transfer guidelines. The motion was seconded by Mr. Ash. The Authority unanimously approved.

Mr. Whitley requested \$380k be transferred from the Insurance line item (rates did not increase as anticipated during the FY16 budget process) to the following:

- 190k to overtime
- 190k to merit reserve to fund CAD advancements (that will be effective January 2016) and cover negative balance of \$138k resulting from merit increases in July 2015

The Finance Committee met on November 12, 2015 and a motion was made to approve these transfers.

Mr. Ash made a motion to approve the transfer request. The motion was seconded by Ms. Garton. The Authority unanimously approved.

VII. UPDATE – SECURITY SYSTEM IMPLEMENTATION

Mr. Whitley reported that he anticipates the proposed RFP to be complete by the end of the week, and sent to Mr. Hefty for approval. We anticipate the post RFP process will take approximately 5 weeks and the Bank RFP will take approximately 3 weeks.

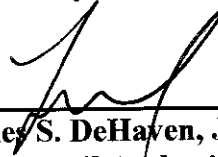
Mr. Whitley reported the following would be the locality shares which are based off of an average 10 years, for a loan amount of \$2,530,000. The locality shares will change each year according to their prisoner days on a three year average. The following is a rough estimate for each locality:

- Clarke \$ 11,582
- Frederick \$125,508
- Winchester \$104,906
- Fauquier \$ 49,004

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10: 33 a.m.

Respectfully Submitted,



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