

Northwestern Regional Jail Authority

Jay Tibbs, Chairman
Chief John Piper, Vice-Chairman



141 Fort Collier Road, Winchester, VA 22603
(540) 665-6374 (540) 665-1615 FAX

TO: Regional Jail Authority

FROM: Jay Tibbs, Chair
Regional Jail Authority

Clay A. Gels 10/20/21

DATE: October 19, 2021

SUBJECT: Regional Jail Authority Meeting Scheduled for October 28, 2021

A Regional Jail Authority Meeting has been scheduled for 10:00 a.m. on October 28, 2021 at the Community Corrections Center, 147 Fort Collier Road, Winchester, VA 22603.

The Agenda thus far is as follows:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of the Minutes from the July Meeting
- IV. Employee of the Quarter
- V. Finance Committee – Introduction of FY23 Budget
- VI. Finance Committee Vacancy
- VII. Incarcerated/Public Complaint Process
- VIII. Adjourn

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

July 22, 2021

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

Jay Tibbs

Judith McCann-Slaughter

Sheriff Lenny Millholland

Bob Wells

City of Winchester

Chief John Piper

Vice Mayor John Hill

Daniel Hoffman

Clarke County

Jimmy Wyatt

Chris Boies

Fauquier County

Erin Kozanecki

ABSENT:

Christopher Butler

Bill Wiley

Sheriff Les Taylor

Sheriff Robert Mosier

Doug Lawrence

STAFF PRESENT:

Clay Corbin, Superintendent

Lynn McKinley

Kim Wilson

Alain Bailey

Ofc. Cooper

Ofc. Cressel

VISITORS:

Mary Price, Interim City Manager

Capt. Rob Moline, Fauquier County

Lt. Shawn Lasher, Fauquier

Sheriff Anthony Roper

Evan Goodhow, Winchester Star

I. CALL TO ORDER

Mr. Tibbs called the meeting to order at 10:08 a.m.

II. APPROVAL OF AGENDA

Mr. Tibbs solicited a motion to approve the agenda. A motion was made by Mr. Wells to approve the agenda. Sheriff Millholland seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM APRIL 22, 2021

Mr. Tibbs solicited a motion to approve the minutes from the April 22, 2021 meeting. A motion was made by Mr. Wells to approve the minutes. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized Michael Cressel as the Jail's Spring 2021 Employee of the Quarter.

V. PERSONNEL/OPERATIONAL UPDATE

Mr. Corbin presented the following chart:

	Authorized	Assigned	Vacancies
Sworn	150	137	12 Funded/ 1 Unfunded
Civilian	60	47	9 Funded/ 4 Unfunded
Total	210	184	21 Funded/ 4 Unfunded

FY22 Budget Required 5 Vacancies:

1. Assistant Superintendent
2. Pretrial Coordinator
3. Account/Medical Clerk
4. Secretary
5. Food Service Supervisor

The Superintendent explained that a chunk of the vacancies is from medical. A new contract that we have with the temp services requires the nurses to stay for six (6) months. Three (3) have already verbally committed to joining NRADC full-time. The beauty of those six (6) months is that we can observe them.

Mr. Corbin reported that recently he attended the VARJ Superintendents' meeting and even though we currently have 12 sworn vacancies, other jails across the state their vacancy rates are much high. One has 36 vacancies with an inmate population of 230 and one jail has 110 vacancies. So, our percentage is far less than numerous other jails around the state.

Mr. Corbin reported that in July'20 our ADP dipped to 542, but in June'21 our ADP was 666. Three (3) weeks ago we were tipping 700. This morning our ADP was 630. He explained that he attributes this to the new legislation and laws governing incarnations. More laws will come into effect January 1, 2022, that may help our population.

The Superintendent reported FY21 Pre-existing Psych Admissions in July'20 was 89 and in June'21 there were 86. He reported that since the five (5) mental health hospitals no longer want to accept admissions because they are understaffed and overpopulated. Our mental health population is increasing. We are not tailored to handle 24/7 care, but we are doing the best we can.

FY'21 Chronic Care Admissions in July'20 was 49 and in June'21 there were 59.

Inmate Transports

- In FY21 there were 225 unplanned ER transports to WMC required 450 officers to assist.
- There were an additional 449 inmate transports to scheduled medical appointments, medical testing and dialysis appointments which required 898 officers to assist.
- Due to the pandemic these numbers are down from FY20 in which approximately 800 medical transports took place requiring 1600 officers.
- These numbers do not reflect court/DOC trips which range from 200-350 per month. Again, each trip requires two officers.

VI. FINANCIAL UPDATE

Mr. Corbin presented the following chart:

Financial Update – FY'21 Revenue

	FY21 Budgeted	FY21 Projection	Over/underbudgeted amount
Inmate Per Diem	\$1,275,000	\$ 1,417,547	\$ 142,547
Compensation Board	\$5,822,125	\$ 5,868,659	\$ 46,534
State Grants	\$ 365,050	\$ 343,877	\$ (21,173)
Housing Fees	\$ 380,000	\$ 254,108	\$ (125,892)
HEM Fees	\$ 126,000	\$ 84,101	\$ (41,899)
Medical Co-Pays	\$ 58,000	\$ 66,734	\$ 8,734
Phone Commissions	\$ 600,000	\$ 557,469	\$ (42,531)
Juvenile Reimbursement	\$ 82,000	\$ 63,947	\$ (18,053)
Locality Contributions	\$13,227,019	\$13,227,019	-
Misc. (property damages/check fees from inmates; SS incentive payments, CARES \$)	\$ 14,000	\$ 38,652	\$24,652
Fund Balance Draw	\$ 2,234,434	\$ 2,234,434	-
Interest (bank deposits)	\$ 100,000	\$ 16,635	\$ (83,365)
Total	\$24,283,628	\$24,173,182	\$ (110,446)

The Superintendent explained that we have begun a soft opening for the CIWF Program, WR has reopened but it takes time to complete all the paperwork. The interest on deposits was \$83,000 less, which we have no control over.

Mr. Corbin presented the following chart:

Financial Update – FY21 Expenses

***Includes fiscal year transfers, FB draw and encumbrances **	FY21 Appropriated	FY21 Projected	Remaining Funds
Personnel/Fringe/Unemployment/Avg of 20 vacancies for the fiscal year)	\$16,014,810	\$15,103,459	\$911,351
Overtime	\$ 949,334	\$ 940,013	\$ 9,321
Inmate Health Care	\$ 2,380,125	\$ 2,199,248	\$180,877
Maintenance – Equip, Vehicles, Bldg.	\$ 404,508	\$ 354,169	\$ 50,339
Food Service	\$ 1,088,348	\$ 1,085,219	\$ 3,129
Utilities/Insurances	\$ 1,148,325	\$ 1,095,856	\$ 52,469
Debt Service – repayment on security system upgrade, Energy Savings bond, & expansion	\$ 1,589,270	\$ 1,588,788	\$ 482
Housekeeping/Laundry/Janitorial/COVID	\$ 119,130	\$ 133,820	\$(14,690)
Supplies/Uniforms	\$ 116,459	\$ 100,342	\$ 16,117
Contractual Services/leases	\$ 199,832	\$ 158,592	\$ 41,240
Vehicle supplies/Security Surveillance Equipment	\$ 22,000	\$ 12,820	\$ 9,180
Police supplies/Security Surveillance Equipment	\$ 140,223	\$ 124,003	\$ 16,220
Travel and Training	\$ 108,475	\$ 86,590	\$ 21,885
Agricultural supplies/Dues & Memberships Books 7 subscriptions/operating reserve	\$ 31,093	\$ 28,235	\$ 2,858
TOTAL	\$24,311,932	\$23,011,154	\$1,300,778

The estimated fund balance on July 14, 2021, is \$2,947,844.

VII. DOC UPDATE

The Superintendent reported the following DOC Statistics:

- The June DOC report indicated there were 215 State responsible inmates at NRADC.
- Of the 215 inmates 132 were Out of Compliance inmates.
- DOC started accepting inmates in February of 2021.
- Approximately 60 inmates (avg. 12 per month) have been transported since February 2021 from NRADC to a DOC facility.

NOTE: The Superintendent reported that pre-COVID, the Out-of-Compliance inmates across the State was 4000. Currently, the Out-of-Compliance inmates is 7000.

DOC Financial Considerations:

- NRADC receives \$12 a day once inmates are classified as State Responsible (fully sentenced).
- The average monthly revenue from DOC is currently \$68,131 (\$817,574 annually).
- If 100 DOC inmates were immediately removed from NRADC there would be little cost savings in terms of staffing, utilities, etc.
- However, our goal will always be to get DOC inmates to a DOC facility as soon as possible.

Mr. Tierney suggested that Mr. Corbin provide a status report and e-mail it to the Jail Authority one (1) month prior to the quarterly meeting. All members agreed this information would be greatly appreciated.

Mr. Corbin reported no positive COVID test since April 2021.

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:30 a.m.

Respectfully Submitted,

**Jay Tibbs, Chairman
Regional Jail Authority**