

Northwestern Regional Jail Authority

Jay Tibbs, Chairman
Chief John Piper, Vice-Chairman



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TO: Regional Jail Authority

FROM: Jay Tibbs, Chair
Regional Jail Authority

DATE: October 26, 2022

SUBJECT: Regional Jail Authority Meeting Scheduled for November 3, 2022

A Regional Jail Authority Meeting has been scheduled for 10:00 a.m. on November 3, 2022, 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 FY24 Budget
- VII. Adjourn

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

July 28, 2022

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
Bob Wells
Sheriff Lenny Millholland

City of Winchester

Daniel Hoffman
Mayor John Smith
Vice Mayor John Hill
Chief John Piper

Clarke County

Chris Boies
Doug Lawrence
Sheriff Anthony Roper

Fauquier County

Erin Kozanecki
Sheriff Jeremy Falls

ABSENT:

Christopher Butler
Daniel Hoffman
Sheriff Les Taylor

STAFF PRESENT:

Clay Corbin, Superintendent
Lynn McKinley
Alain Bailey
Kim Wilson
Officer Tracy Stewart
Captain Heath Custer
Lt. Larry Mackey
Sgt. Thomas Gosnell

VISITORS:

Major Bradley Davidson, City Sheriff's Office
Kevin Rotty, Financial Consultant, PFM Asset Management LLC

I. CALL TO ORDER

Mr. Tibbs called the meeting to order at 10:03 a.m.

II. APPROVAL OF AGENDA

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

III. APPROVAL OF THE MINUTES FROM APRIL 28, 2022

Mr. Tibbs solicited a motion to approve the minutes from the April 28, 2022, meeting. A motion was made by Ms. McCann-Slaughter to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized COIII Tracy Stewart as the Jail's Spring 2022 Employee of the Quarter.

V. FINANCIAL ADVISOR'S REPORT

Superintendent Corbin introduced Kevin Rotty, Financial Consultant with PFM Asset Management LLC to present a brief overview of the Consultant's Report.

Mr. Rotty explained that the Jail Authority issues revenue bond debt pursuant to a Master Indenture of Trust dated June 1, 2005. The Authority has three bond issues outstanding that were issued pursuant to this Master Indenture.

- Series 2011A held by the Virginia Resources Authority (10/01/25 is the final maturity)
- Series 2013 issued through the NWRJA (07/01/33 is the final maturity)
- Series 2016A held by the Virginia Resources Authority (10/01/25 is the final maturity)

Mr. Rotty reported that the problem that was revealed in Frederick County's Annual Financial Report was that our revenues weren't enough to pay our expenses. The issue for the Authority is that these funds are currently located in an account titled "Unreserved Fund Balance" or as the Master Indenture would refer to those funds as the General Surplus Fund. However, the way the Master Indenture is written, the Authority does not get credit for balances in this General Surplus Fund but rather just "excess funds" (i.e. above the stated requirements) in the Operating Reserve Account, Repair and Replacement Fund and Revenue Fund. The solution was to create two sub accounts in the Operating Reserve Account to be divided between the Operating Reserve Requirement and any additional funds that the Operating Reserve "excess" would essentially take the place of the General Surplus Account.

A motion was made by Sheriff Millholland to approve the option to create two (2) sub accounts. Ms. Kozanecki seconded the motion. The Jail Authority unanimously approved.

VI. PERSONNEL/OPERATIONAL UPDATE

Superintendent Corbin presented the following chart:

	Authorized	Assigned	Vacancies
Sworn	150	126	23 Funded / 1 Unfunded
Civilian	60	46	11 Funded / 3 Unfunded
Total	210	172	34 Funded / 4 Unfunded

*FY23 Budget Required 4 Vacancies

- Asst. Superintendent
- Pretrial Coordinator
- Account/Medical Clerk
- Food Service Supervisor

The Superintendent reported an increase in applications recently that may contribute to the salary survey. We are in the process of creating a new recruitment campaign.

The Superintendent reported the ADP for FY22 started at 640 and we ended with 598. Our current ADP is 601.

The Superintendent reported the FY22 Jurisdictional Prisoner Days Average is as follows:

- Clarke 2.29%
- Fauquier 16.25%
- Frederick 46.86%
- Winchester 32.85%
- Other 1.74%

Superintendent Corbin reported the FY'22 Pre-Existing Psych Admissions has remained pretty much the same throughout FY'22. In July '21 there were 69 and we ended FY'22 with 60. Mr. Corbin also reported that the Chronic Care Admissions in FY'22 started at 43 and ended with 108. Heather Hovermale and Ross Spicer have been very supportive with either releasing them on a summons because minor of infractions on their criminal history or allowing them to be placed on home electronic monitoring.

Superintendent Corbin also reported on the FY'22 Medical Transports. We started out in FY'22 with 16 and remained pretty much the same throughout FY'22 ending with 11.

The Superintendent reported the FY'22 Overtime Assigned to Winchester Medical Center. He reported that we started FY '22 with 11 but ended the year with 79. When numerous inmates are incarcerated at the same time with medical issues, this creates long stays in the hospitals which results in an increase in overtime. We require two (2) officers per inmate and if the inmate is a max custody inmate, those require four (4) officers

Ms. McCann-Slaughter wanted an update on the Service-Learning Project. Her understanding was that only 5-6 patients were being seen per visit and they were only coming to the facility every 2 weeks. Superintendent Corbin reported that we have a new psychiatrist that visits once a week and they can see 15-20. Mr. Ober, the Managing Partner with Rappahannock Creative Health Care, is working to arrange a second psychiatrist.

Approximately six (6) weeks ago, our Mental Health Director started conducting classes. Hopefully this will reduce the need for medication and triage before it gets to their level.

Superintendent Corbin presented the following chart:

Financial Update – FY22 Revenue

	FY22 Budgeted	FY22 Projection	Over/under budgeted amount
Inmate Per Diem	\$ 1,220,000	\$ 1,406,774	\$ 186,774
Compensation Board (Bonus \$405k)	\$ 6,526,779	\$ 6,540,735	\$ 13,956
State Grants	\$ 339,897	\$ 442,134	\$ 102,237
DOC (Medical reimbursement)	\$ 300,000	\$ 316,529	\$ 16,529
Housing Fees	\$ 348,000	\$ 321,552	\$ (26,448)
HEM Fees	\$ 90,000	\$ 41,798	\$ (48,202)
Medical Co-Pays	\$ 54,000	\$ 21,587	\$ (32,413)
Phone Commissions	\$ 545,000	\$ 516,951	\$ (28,049)
Juvenile Reimbursement	\$ 75,000	\$ 66,242	\$ (8,758)
Locality Contributions	\$13,672,338	\$13,672,338	-
Misc. (Property damage/check fees from inmates; Social Security incentive payments, BOP) (BONUS – ARPA 4156k)	\$ 171,000	\$ 177,435	\$ 6,435
Fund Balance Draw	\$ 2,385,896	\$ 2,385,896	-
Interest (bank deposits)	\$ 100,000	\$ 34,690	\$ (65,310)
TOTAL	\$25,827,910	\$25,944,661	\$ 116,751

The Superintendent explained the areas in red are based on what we think the population will be throughout the year and this will impact the housing fees. He explained that while we were going through the worst part of the pandemic, the Home Electronic Monitoring Program was shut down. The only program that continued to function was the Community Inmate Workforce Program. When we re-opened the programs, it has taken some time for the programs to recover, and HEM has been the last program to recover. Superintendent Corbin also explained that the interest rates have also affected bank deposits.

Superintendent Corbin presented the following chart:

Financial Update – FY’22 Expenses

***Includes fiscal year transfers, FB draw and encumbrances**	FY’22 Appropriated	FY’22 Projected	Remaining Funds
Personnel/Fringe/Unemployment (avg of 28 vacancies for the fiscal year)	\$17,214,911	\$15,621,288	\$ 1,593,623
Overtime	\$ 1,017,679	\$ 1,012,616	\$ 5,063
Inmate Health Care	\$ 2,112,640	\$ 1,861,976	\$ 250,664
Maintenance - Equip, Vehicles, Bldg.	\$ 348,959	\$ 287,588	\$ 61,371
Food Service	\$ 1,214,415	\$ 1,211,024	\$ 3,391
Utilities/Insurance	\$ 1,127,469	\$ 1,080,925	\$ 46,544
Debt Service – repayment on Security System upgrade, Energy Savings bonds, & Expansion	\$ 1,596,683	\$ 1,596,615	\$ 68
Housekeeping/Laundry/Janitorial	\$ 125,340	\$ 118,546	\$ 6,794
Supplies/Uniforms	\$ 148,662	\$ 120,799	\$ 27,863
Contractual Services/leases/professional services	\$ 120,760	\$ 104,162	\$ 16,598
Equipment/Fixtures/Integrated tech equipment	\$ 430,784	\$ 399,910	\$ 30,874
Vehicle supplies/fuel/transport	\$ 24,200	\$ 20,177	\$ 4,023
Police supplies/Security Surveillance Equipment	\$ 324,117	\$ 315,424	\$ 8,693
Travel and Training	\$ 101,980	\$ 98,745	\$ 3,235
Agricultural supplies/Dues/Memberships Books, Subscriptions/operating reserve	\$ 213,103	\$ 206,638	\$ 6,465
TOTALS	\$26,121,702	\$24,056,433	\$ 2,065,269

The Superintendent reported the estimated fund balance on July 22, 2022, is \$3,782,186 and by satisfying the required 12% business rule, the balance is \$3,181,586.

The Superintendent requested the Jail Authority consider a request to appropriate \$170k for project/programs needed in FY’21 but we were unable to complete.

- Simplex project (fire alarm system) – estimated at \$100k
- Admin cubicles – estimated at \$25k
- Medical software program – estimated at \$45k

A motion was made by Ms. McCann-Slaughter to approve the requested appropriation. Mr. Boies seconded the motion. The Jail Authority unanimously approved.

VII. DOC UPDATE

The Superintendent reported that the beginning of August 2021, NRADC had approximately 238 state responsible inmates. In June 2022, NRADC had 106 state responsible inmates, decreased by 55%. Currently DOC inmates are being released incrementally on a weekly basis and this will continue through August 31st. After this timeframe, DOC will then begin absorbing the remaining inmates into their facilities. He also reported that he has begun to moderate the local felony time. It's not retroactive, it starts July 1, 2022. The criteria used to help determine whether a local inmate's felony time is moderated are the following:

- No sex offenses
- No violence
- Jail Adjustment
- Nature of probationary violations

The Jail Authority wanted to make sure that Home Electronic Monitoring was an option if they were concerned about an early release and the Superintendent told them that it is.

The Superintendent reported that we have partnered with Sinclair Health Clinic and BrightView Drug and Alcohol Treatment Center to provide assessments to see what type of needs the inmate may need when released from incarceration like housing, transportation and setting up appointments. Arrangement have been made to have them seen 60-90 days before being released.

The Superintendent reported on the DOC Financial Considerations:

- In August of 2021 we received \$75,600 from DOC. Last Month (June 2022) we received \$43,500.
- As a counter point to the loss of revenue we have a to factor in the costs of meals, medical, clothing, etc,
- Unfortunately, while our state responsible count went from 238 to 106 our overall daily population has only decreased by about 20 inmates.

The Superintendent requested that the Jail Authority meetings be changed to the following months:

- February
- May
- August
- November

Sheriff Millholland made a motion to approve the Superintendent's request. The motion was seconded by Mr. Wells. The Jail Authority unanimously approved.

Minutes of Meeting
July 28, 2022

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:47 a.m.

Respectfully Submitted,

**Jay Tibbs, Chairman
Regional Jail Authority**