

# **NORTHWESTERN REGIONAL JAIL AUTHORITY**

## **Minutes**

### **Meeting of Members**

**February 27, 2025**

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**

John Piper

Daniel Hoffman

Sheriff William Sales

Mayor Les Veach

Kim Herbstritt

##### **Clarke County**

Chris Boies

Doug Lawrence

##### **Fauquier County**

Sheriff Jeremy Falls

Janelle Downes

#### **ABSENT:**

Richard Gerhardt

Sheriff Travis Sumption

#### **STAFF PRESENT:**

Clay Corbin, Superintendent

Lynn McKinley

Kim Wilson

Ofc. D. Ashwood

Alain Bailey

Captain D. Cottrill

Captain M. Parker

Sgt C. Miller

Captain H. Custer

Sgt J. LeMarr

Lt. E. Heironimus

George Coffman

Bruce Curry

Wendi Ingram

Ofc. C. Dill

Lt. L. Mackey

Sgt J. Mohr

Ofc. S. Delawder

Ofc. T. Feltner

Lt. R. Shank

Todd Meyers

Ofc. M. Reedy

Mark Kinder

**I. CALL TO ORDER**

Chairman Tibbs called the meeting to order at 10:00 a.m.

**II. APPROVAL OF AGENDA**

Chairman 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 OCTOBER 31, 2024**

Chairman Tibbs solicited a motion to approve the minutes from the October 31, 2024, meeting. A motion was made by Sheriff Millholland to approve the minutes. Mr. Boies seconded the motion. The Authority unanimously approved.

**IV. EMPLOYEE OF THE QUARTER**

The Jail Authority recognized Chancey Dill and Wendi Ingram as the Jail's Winter 2025 Co-Employees of the Quarter.

**V. EMPLOYEE OF THE YEAR**

The Jail Authority recognized Delilah Mays and Bruce Curry as the Employees of the Year 2024.

**VI. ELECTION OF OFFICERS**

Ms. McCann-Slaughter made a motion to keep the current officers, Sheriff Millholland seconded the motion. The motion was unanimously approved.

**VII. COMMITTEE APPOINTMENTS**

Those members currently serving on the Jail Authority Committees will remain on those committees. Mayor Veach was appointed to the Personnel Committee. The Jail Authority decided to keep each committee at four (4) members. The Jail Authority unanimously approved.

Finance

Judith McCann-Slaughter, Chair

Chris Boies

Dan Hoffman

Janelle Downs

Personnel

Bob Wells, Chair

Sheriff Lenny Millholland

Sheriff Travis Sumption

Mayor Les Veach

Developmental Committee

Chris Boies, Chairman

Sheriff William Sales

Sheriff Jeremy Falls

Doug Lawrence

**VIII. FY25 BUDGET UPDATE**

Superintendent Corbin reported the fund balance on February 27, 2025 as \$6,433,625. Our current revenues are estimated at \$257k over what is budgeted; this is mostly due to interest rates higher than expected. He also reported the expenditures is estimated to be about \$757k in savings;

- \$1.5M in savings in personnel/fringe with an average of 20 vacancies, but of those vacancies, 4 positions were frozen for the budget
- Professional Health Services (Anthem, Contract nurse, MAT medications) short \$537k, Food line item short \$180k and Medical line item (Pharmacy bills for inmates) short \$325K



- Other savings due to utility costs stabilizing/decreasing and Operating Reserve funding not needed this year due to high interest rates last year.

The anticipated beginning fund balance for FY26 is \$4,977,625. \$2,500,000 draw from fund balance for FY26 budget included in the figure above; 12% reserve is \$3,549,711. Keep in mind these are only estimates based off of the information we have through January. Superintendent Corbin requested the Jail Authority approve the following transfers from fringe line items to the operational budget due to a shortfall in the following line items before it goes before the Board of Supervisors in March 2025. These line items will also be increased in the FY26 budget to hopefully prevent short-fall next year.

- \$60,000 from FICA to Professional Health Services
- \$125,000 from VRS to Professional Health Services
- \$347,000 from Health Insurance to Professional Health Services
- \$50,000 from Worker's Comp to Food Services

After a brief discussion, Mrs. McCann-Slaughter made a motion to approve the request and Mr. Wells seconded. The Jail Authority unanimously approved.

#### IV. FY26 BUDGET UPDATE

Superintendent Corbin presented the following FY26 Budget presented in October 2024:

	Current FY25 Budget	Proposed FY26 Budget	Increase/Decrease
Personnel	\$ 21,217,063	\$ 22,081,430	\$ 864,367
Operating	\$ 5,631,107	\$ 6,046,574	\$ 415,467
Capital/leases	\$ 128,050	\$ 83,140	(\$ 44,910)
Bonds	\$ 1,602,806	\$ 1,369,781	(\$ 233,025)
TOTAL	\$ 28,579,026	\$ 29,580,925	\$ 1,001,899

- The budget proposed in October includes 3% COLA; Frederick County increased that to 4%. (The additional 1% equals about \$179k which includes fringe and operating reserve costs.)
- Health Insurance did not increase as originally budgeted; excess in health insurance covered the additional 1% COLA.



- No changes to locality shares.

#### FY26 Locality Shares

Locality	FY25	FY26	Increase/Decrease
Clarke County	\$ 462,795 3.00%	\$ 444,160 2.99%	-\$18,635
Fauquier County	\$ 2,528,404 16.39%	\$ 2,546,123 17.14%	\$17,719
Frederick County	\$ 7,238,116 46.92%	\$ 6,644,578 44.73%	-\$593,538
Winchester	\$ 5,197,190 33.69%	\$ 5,219,998 35.14%	\$ 22,808

#### X. ANIMAL SHELTER SIGN

Superintendent Corbin presented a request from Public Works to replace the old, dilapidated animal shelter sign with a new one. The new sign will be built with brick matching the Jail and will have a digital screen to showcase adoptions and events. The project will be covered 100% through donations to Public Works and does not create any security concerns to the Jail given the recommended location. The new sign will help direct the public to the Animal Shelter as the old sign is not very helpful given its present size and condition. For this sign to be replaced, will require the approval of the Jail Authority.

A motion was made by Sheriff Millholland to approve the request and Mr. Wells seconded the motion. The Jail Authority unanimously approved.

#### XI. PERSONNEL COMMITTEE MEETING UPDATE

Superintendent Corbin informed the Jail Authority that the Personnel Committee met this morning at 9:30 a.m. to discuss the following salary increases, which need the Jail Authority's approval:

- Property Clerk Todd Meyers has been with NRADC for almost 8 years and has trained the last 2 officers who have been assigned as the Property Officer and now this position has expanded into purchasing. The Personnel Committee approved an 8% increase in salary for Mr. Meyers.
- COII Carl Hall is currently assigned as one of our four (4) Classification Officers. Ofc. Hall is now our radio operations officer, a member of the MAT Committee, a member of the Peer Support Group and recently agreed to become a grant writer. The Personnel Committee approved a 5% increase in salary for COII Hall.
- ASAP Case Manager Assistant Angie Foreman has worked for Old Dominion ASAP for more than 30 years and her current salary is below Frederick County's Salary Administration Program scale. The Personnel Committee approved a 4% increase in salary for Ms. Foreman.
- ASAP Case Manager Assistant Shelia Harden has worked for Old Dominion ASAP for more than 20 years and her current salary is below Frederick County's Salary Administration Program scale. The Personnel Committee approved a 4% increase in salary for Ms. Harden.

A motion was made by Mr. Wells to approve the salary increases approved by the Personnel Committee and Sheriff Sumption seconded the motion. The Jail Authority unanimously approved.

## **XII. SUPERINTENDENT'S REPORT**

Superintendent Corbin has decided to bring back a report that originally started back in 2001, and that is the Superintendent's Status Report, also called Superintendent's Report. Superintendent Corbin likes to give quick updates on a few things but because it was not on the agenda, he did not feel that it should be brought up during the meeting. Having this added to the agenda will allow for these updates to be discussed.

Superintendent Corbin presented the following quick updates:

- **Current headcount** – 582 as of 02/24/25, but headcount this morning was 587
- **DOC Update** – 74 in December and 68 in January
- **ICE Update** – 24 - 72 hours holds while ICE facilitates transports and permanent housing plans. This is not a complicated request as the arrestee remains in Booking. We already do this for US Marshall's Services. The per diem to house ICE inmates is currently \$55. Superintendent Corbin needs the Jail Authority's approval before agreeing to house these ICE inmates. A motion was made by Sheriff Millholland to approve housing ICE inmates at NRADC for 24 - 72 hours. Mr. Wells seconded the motion. The Jail Authority unanimously approved.
- **Current Staff Vacancy** – We currently have five sworn vacancies (out of 150).



- **American Jail Association (AJA) Visit** – On February 5, 2025, NRADC was visited by the President, President-Elect, and Executive Director of the AJA. First time in the history of NRADC for this type of visit. They were very impressed with the visit. They have asked if we would submit a couple of articles for the AJA magazine about our incarcerated programming as well as our organizational culture. We've also been asked to develop the incarcerated programming content for the Jail and Justice Support Center's (JJSC) website. The JJSC is a joint venture between AJA and National Sheriff's Association.

**XIII. ADJOURN**

As there was no further business brought before the Authority, the meeting adjourned at 11:04 a.m.

**Respectfully Submitted,**

  
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**Jay Tibbs, Chairman**  
**Regional Jail Authority**