

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

May 22, 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

Daniel Hoffman

Clarke County

Chris Boies

Doug Lawrence

Sheriff Travis Sumption

Fauquier County

ABSENT:

Richard Gerhardt

John Piper

Sheriff William Sales

Kim Herbstritt

Sheriff Jeremy Falls

Janelle Downes

STAFF PRESENT:

Clay Corbin, Superintendent

Major Tana Jones

Lynn McKinley

Kim Wilson

Ofc. D. Ashwood

Alain Bailey

Captain D. Cottrill

Captain H. Custer

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. Ms. McCann-Slaughter seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM FEBRUARY 27, 2025

Chairman Tibbs solicited a motion to approve the minutes from the February 27, 2025, meeting. A correction needed to be made to page 3, section IV, third column, "Proposed FY25 Budget" needed to be corrected to read, "Proposed FY26 Budget". A motion was made by Sheriff Millholland to approve the minutes with the correction. Ms. McCann-Slaughter seconded the motion. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority recognized Tyler Mehilis (absent) and Lauren Taylor (present) as the Jail's Spring 2025 Co-Employees of the Quarter.

V. FY25 BUDGET UPDATE

Superintendent Corbin presented the following chart:

Source	Budgeted Amount	Rec'd as of 5/15/25	Expected to receive by 6/30/25	Over/short	Explanation
Interest	\$ 200,000	\$ 351,343	\$ 456,000	\$ 256,000	
State – Per diem and Comp Board	\$ 10,149,972	\$ 7,589,822	\$ 10,170,000	\$ 20,028	
Grants	\$ 542,690	\$ 526,965	\$ 649,297	\$ 106,607	Grant \$ transferred from Probation grant (Deputy Chief hired later in year) and case officer left vacant in Pretrial
WR/HEM/Housing fees/Federal	\$ 360,000	\$ 279,506	\$ 360,000	-	
Med copays	\$ 45,000	\$ 35,998	\$ 45,000	-	
Inmate phone commissions	\$ 545,000	\$ 430,074	\$ 545,000	-	
Miscellaneous/Juvenile	\$ 95,000	\$ 95,614	\$ 129,000	\$ 34,000	
Locality shares/FB draw	\$ 16,926,505	\$ 16,926,505	\$ 16,926,505	-	
TOTAL	\$ 28,864,167	\$ 26,235,827	\$ 29,280,802	\$ 416,635	

Superintendent Corbin presented the following chart:

Expense	Budgeted Amount	Obligated as of 5/15/25	Expected by 6/30/25	Remaining balance
Personnel	\$ 20,638,563	\$ 16,269,208	\$ 19,355,628	\$ 1,282,935 (Avg. 20 vacancies)
Inmate Medical Costs	\$ 2,551,337	\$ 2,117,387	\$ 2,523,141	\$ 28,196
Repair&Maintenance/ Contingency Repairs/Security Cameras	\$ 573,061	\$ 351,222	\$ 536,011	\$ 37,050
Utilities	\$ 817,810	\$ 605,473	\$ 738,807	\$ 79,003
Contractual/Insurances	\$ 323,620	\$ 267,049	\$ 304,898	\$ 18,722
Food service	\$ 1,521,000	\$ 1,263,241	\$ 1,521,000	-
Laundry & housekeeping/Agricultural	\$ 125,869	\$ 83,011	\$ 101,500	\$ 24,369
Office/other supplies/Leases Subscriptions/Dues	\$ 238,195	\$ 192,631	\$ 203,823	\$ 34,372
Vehicles/Maint./Fuel/Transports	\$ 215,284	\$ 200,021	\$ 207,356	\$ 7,928
Bond payments	\$ 1,602,806	\$ 1,205,119	\$ 1,602,806	-
Police supplies/uniforms/training	\$ 485,534	\$ 457,163	\$ 468,730	\$ 16,804
Operating Res/Equipment	\$ 157,515	\$ 147,538	\$ 155,600	\$ 1,915
TOTAL (Incl. Encumbrances from FY24 \$386,427)	\$ 29,250,594	\$ 23,159,063	\$ 27,719,300	\$ 1,531,294

Superintendent Corbin reported that the \$1.2M remaining balance in Personnel is due to the current vacancies, which is 15. Of those 15, 11 are sworn, but 4 of those 15 vacancies were frozen due to the salary adjustments that were given in February 2025.

The anticipated return to Fund Balance is \$1,947,929. The current Fund Balance is \$6,433,625 plus \$1,947,929 = \$8,381,554 - \$2,500,00 (for FY26 Budget) = \$5,881,554.

12% of FY26 budget = \$3,549,711.

VI. SUPERINTENDENT'S REPORT

Superintendent Corbin updated the Jail Authority on the DOC out-of-compliance for the last 3 months:

- February – 76
- March – 65
- April – 58

The current inmate population is 613. The HEM headcount is included in our total population.

Superintendent Corbin proposed that the inmate daily housing fee be increased from \$1.50 to \$2.00. It has been 9 years since it has increased. A motion was made by Sheriff Millholland to approve the increase. Ms. McCann-Slaughter seconded the motion. The Jail Authority unanimously approved.

Superintendent Corbin reported that our most senior Maintenance employee is retiring at the end of the year. Due to the volume of work orders maintenance receives, we felt that we should hire a new maintenance technician at least 6 months before he retires, so that the new person will be fully trained by the end of the year. We have temporarily renamed a vacant nurse position, which has been vacant since 2019, as a maintenance technician. This position will revert back to a nurse position January 1, 2026.

Superintendent Corbin reported that there has been a great benefit with the realignment of authority and wanted to thank the Jail Authority. A couple of those benefits that he has seen so far have been buying out contracts and the hiring of Certified Medication Aides.

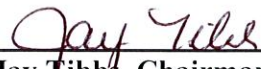
Recently, Superintendent Corbin was asked to speak at Laurel Ridge Community College during their "Triumph over Trauma" summit to talk about the programs that we provide. Northwestern Regional Adult Detention Center has appeared on a podcast, and we have had visitors from Colorado and Florida prison to see what we are providing in programs.

visitors from Colorado and Florida prisons to see what we are providing in programs.

VII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:35 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority