

NORTHWESTERN REGIONAL JAIL AUTHORITY

Minutes

Meeting of Members

August 28, 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

Sheriff Lenny Millholland

Bob Wells

City of Winchester

Daniel Hoffman

Les Veach

Major Bradley Davidson

John Piper

Clarke County

Chris Boies

Doug Lawrence

Sheriff Travis Sumption

Fauquier County

Sheriff Jeremy Falls

ABSENT:

Richard Gerhardt

Judith McCann-Slaughter

Sheriff William Sales

Kim Herbstritt

Janelle Downes

VISITORS:

Captain R. Moline

Lt. Steve Lewis

STAFF PRESENT:

Clay Corbin, Superintendent

Major Tana Jones

Lynn McKinley

Kim Wilson

Ofc. D. Ashwood

Captain D. Cottrill

Captain H. Custer

Dana Knave

Kim Chmura

Ofc. B. Romero

Lt. W. Taylor

Lt. J. DeRito

Captain M. Parker

Before the meeting began, Superintendent Corbin presented MCO Kenneth Barrett with a check for \$6,000 that the NRADC staff raised for him during a golf benefit August 23, 2025.

I. CALL TO ORDER

Chairman Tibbs called the meeting to order at 10:05 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 MAY 22, 2025

Chairman Tibbs solicited a motion to approve the minutes from the May 22, 2025, meeting. A motion was made by Mr. Hoffman to approve the minutes. Sheriff Falls seconded the motion. Mr. Veach abstained since he was absent from the May meeting. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Jail Authority recognized Ryan Strother (absent) and Dana Knave (present) as the Jail's Summer 2025 Co-Employees of the Quarter.

V. FINANCIAL UPDATE

Superintendent Corbin presented the following charts:

| <i>Financial Update – FY25 Revenue</i> | | | | |
|---|--------------------------|------------------------|---------------------------------------|---|
| | FY25 Budgeted | FY25 Actual | Over/under budgeted amount | Explanation |
| Interest | \$ 200,000 | \$ 469,651 | \$ 269,651 | |
| State – Per diem/Comp Board | \$ 10,149,972 | \$ 10,180,457 | \$ 30,485 | |
| State Grants | \$ 542,690 | \$ 645,997 | \$ 103,307 | Grant \$ transferred from Probation grant (Deputy Chief hired later in year) and case officer left vacant in Pretrial |
| WR/HEM/Housing fees/Federal inmates | \$ 360,000 | \$ 374,943 | \$ 14,943 | |
| Medical Co-Pays | \$ 45,000 | \$ 49,591 | \$ 4,591 | |
| Phone Commissions | \$ 545,000 | \$ 561,328 | \$ 16,328 | |
| Miscellaneous/Juvenile | \$ 95,000 | \$ 133,877 | \$ 38,877 | |
| Locality Shares/FB draw | \$ 16,926,505 | \$ 16,926,505 | - | |
| Total | \$ 28,864,167 | \$ 29,342,349 | \$ 478,182 | |

Financial Update – FY25 Expenses

| Expense | Budgeted Amount | Actual | Remaining balance | Explanation |
|--|----------------------|----------------------|---------------------|--|
| Personnel | \$ 20,638,563 | \$ 19,459,245 | \$ 1,179,318 | Avg. 15 vacancies |
| Inmate Medical Costs | \$ 2,551,337 | \$ 2,517,713 | \$ 33,624 | |
| Repair&Maintenance/ Contingency Repairs/Security Cameras | \$ 503,561 | \$ 398,699 | \$ 104,862 | |
| Utilities | \$ 817,810 | \$ 742,185 | \$ 75,625 | Water rates stabilized; Heating costs down |
| Contractual/Insurances | \$ 324,620 | \$ 295,837 | \$ 28,783 | |
| Food service | \$ 1,526,000 | \$ 1,520,011 | \$ 5,989 | |
| Laundry & housekeeping/Agricultural | \$ 125,869 | \$ 106,471 | \$ 19,398 | |
| Office/other supplies/Leases Subscriptions/Dues | \$ 238,195 | \$ 198,825 | \$ 39,370 | |
| Vehicles/Veh. Maintenance/Fuel | \$ 215,284 | \$ 204,008 | \$ 11,276 | |
| Bond payments | \$ 1,602,806 | \$ 1,570,456 | \$ 32,350 | Credit – money market interest earnings |
| Police supplies/uniforms/training | \$ 485,534 | \$ 466,467 | \$ 19,067 | |
| Operating Res/Equipment | \$ 221,015 | \$ 216,200 | \$ 4,815 | |
| TOTAL (Incl. Encumbrances from FY24) | \$ 29,250,594 | \$ 27,696,117 | \$ 1,554,477 | Includes Encumbrances from FY24 - \$386,427 |

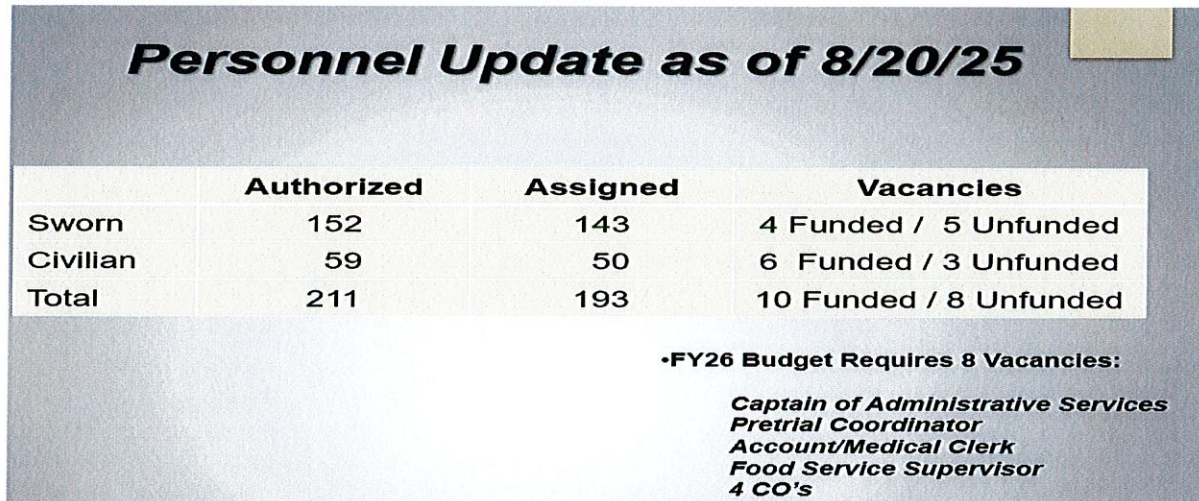
As if August 22, 2025, our Fund Balance is \$5,966,285.

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

Superintendent Corbin reported that staff are preparing for the FY'27 budget, and we have allocated \$1.5M to go towards the FY'27 shares, leaving roughly \$1,000,000 for capital improvements. Superintendent Corbin explained that the roof on the Main Jail needs to be replaced. It's over 34 years old and has exceeded its life span. He also explained that the Main Facility was made to house 215 inmates and less than 100 staff. We have outgrown the current facility; we currently have 620-630 inmates and 207 staff. He would like to enclose the recreation yard in the Main Building to allow for more office space, another classroom and more staff bathrooms.

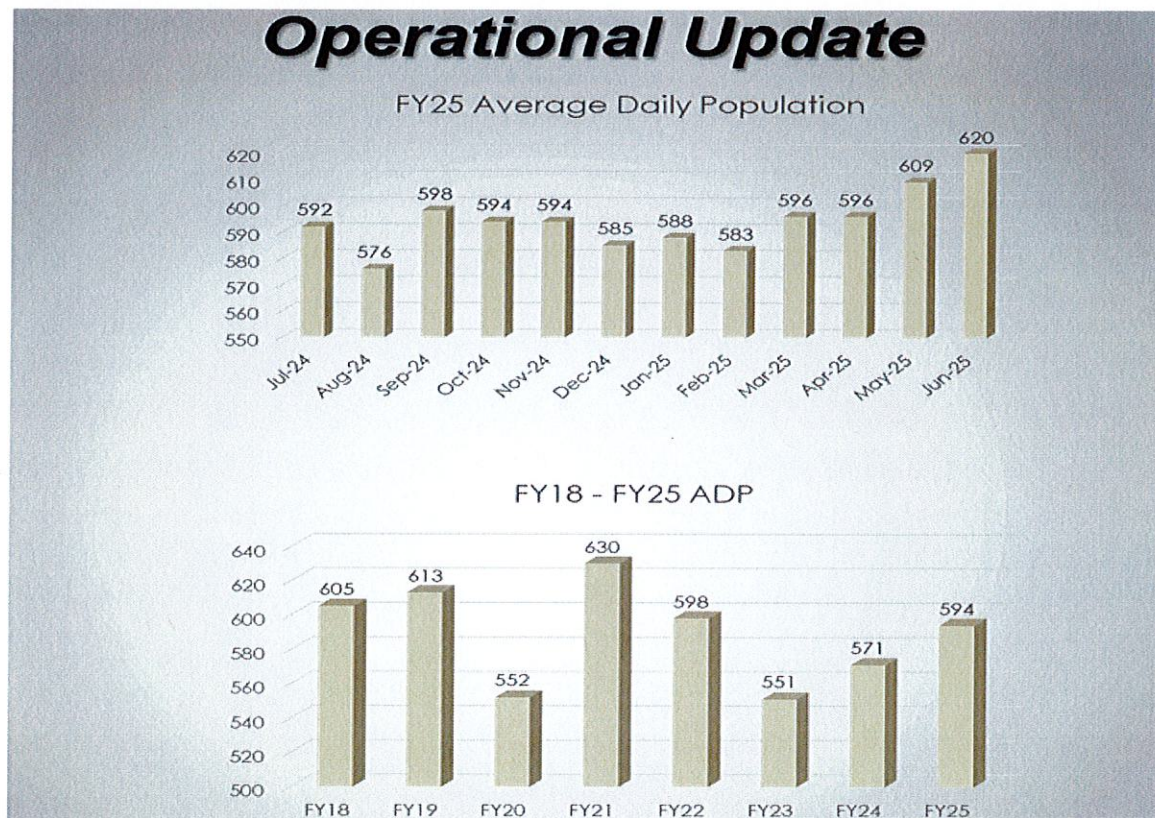
VI. **PERSONNEL/OPERATION UPDATE**

Superintendent Corbin presented the following chart:



Superintendent reported that we are currently interviewing, and we have a waiting list of 9 for correctional officers.

Superintendent Corbin presented the following chart:



VII. SUPERINTENDENT'S REPORT

Superintendent Corbin reported that over the summer months the ADP went from 570 to 625 and has been as high as 650 recently.

Superintendent Corbin provided an FCC update – Fee restriction implementation date has been moved from April of 2026 to April 2027 (This is the commission restrictions on incarcerate phone calls). The current unofficial reports indicate that the restricted commissions may not go into effect at all or be significantly scaled back if they do.

Superintendent Corbin reported that our current out-of-compliance inmates are 72. Twenty-two have been transported to DOC this month.

Superintendent Corbin explained to the Jail Authority the Guardian Project. He explained that this is an automated security round tracking/inventory system. This system documents the officers' rounds, headcount, medical rounds, tray pass, closet inventories, behavioral observations, etc. Improves operational efficiency while decreasing agency liability. Industry standard is 80% compliance with security rounds. We are in the 98-99% compliance range. The Guardian will allow us to become an almost paperless facility as all the data is automatically stored in the cloud. It is predicted that in the next 5-10 years this will become a legislated requirement for all correctional facilities.

Superintendent Corbin explained to the Jail Authority a program that started September 1, 2024 called Changing Current Direction or CCD. This program is designed to provide educational opportunities and skill-building resources for individuals motivated to further their personal and professional development. CCD shifts the focus from punishment to rehabilitation, helping participants develop skills, address behavioral health needs, and prepare for successful re-entry into society.

Enhanced MAT Program - Superintendent Corbin reported that it has been determined that addiction is a disease and if an individual is incarcerated and was participating in a program prior to incarceration, then we must keep them on a program as long as it's legit and an up-to-date program. Recently Superintendent Corbin met with the Winchester Commonwealth Attorney and is scheduled to meet with the Frederick County Commonwealth Attorney on 09/03/25. Winchester was very supportive of an alternative sentencing program based upon current MAT program and post release reporting procedures. Since January, we have released nine incarcerates from the original MAT program. To date eight out of nine are still going to treatment in their post release status. The enhanced program is intended to impact current addiction, post release overdose deaths, jail medical cost, and jail ADP. No other regional jails are doing this in the state of Virginia.

Superintendent Corbin briefly explained the Jail Based Restorative Unit (JBRU) – We were sought out by the Virginia Department of Behavioral Health to establish this program that is grant based, which involves a partnership with Northwestern Community Services Board, to help restore to competency, while incarcerated, without the need of using the state mental health hospitals. Superintendent Corbin explained that this program has the potential to facilitate successful reintegration, lower overtime costs via transport costs and hospital stays, and ultimately ADP numbers.

Superintendent Corbin requested the Jail Authority approve increasing comp time allowed for staff from 80 hours to 160. A motion was made by Sheriff Millholland to approve the Superintendent's request. Mr. Wells seconded the motion. The Jail Authority unanimously approved.

Superintendent Corbin requested the Jail Authority allow him to remove the 24-hour PTO requirement before staff are allowed to use IDA. A motion was made by Mr. Wells to approve the Superintendent's request. Sheriff Millholland seconded the motion. The Jail Authority unanimously approved.

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:50 a.m.

Respectfully Submitted,



Jay Tibbs, Chairman
Regional Jail Authority