



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

Phone: (434) 977-6981 Fax: (434) 951-1339

Col. Martin Kumer, Superintendent (ext. 230)

Web: <http://www.acrj.org>

Mrs. Marce B. Anderson, Clerk (ext. 229)

Board Business Meeting

July 13, 2023 (12:00 p.m. – 2 p.m.)

Albemarle-Charlottesville Regional Jail, 160 Peregory Lane, Charlottesville, VA

AGENDA

(Action/Information)

I. ACRJ Board Meeting – Call to Order

Adopt Meeting Agenda

Action Item

II. Consent Agenda

For Approval:

1) Draft Summary Minutes May 8, 2023 ACRJA Board Bi-Monthly Business Meeting

Action Item

Informational

1) Administrative Reports

a) Personnel Report – thru June 2023

b) Out of Compliance Report - May 2023

c) Census Report – May 2023

d) Work Force Report / VDOT Report / Litter Control Report –June 2023

e) Special Management Report – June 2023

f) Home Electronic Incarceration Report – June 2023

III. Matters from the Public – (Time Limit: 3 Minutes / 2 Minutes if more than 9 speakers – no longer than 30 minutes)

IV. Matters from ACRJA Attorney – Brendan Hefty

V. Matters from ACRJA Board Members

VI. Matters from Financial Consultant – Ann Shawver

1) June FY23 YTD Financial Report

Informational Item

VII. Matters from the Superintendent – Colonel Martin Kumer

1) Telephone RFP Update

Informational Item

2) Additional 1% increase for all staff

Action Item

VIII. New Business –

IX. Closed Session –

1) Evaluation of the Superintendent

Action Item

X. Adjourn to August 14, 2023 – 12:00 pm – 2:00 pm

Action Item

Authority Board

Kaki Dimock (Albemarle)
Sheriff Chan Bryant (Albemarle)
Jay James (Citizen Rep) (Albemarle) – Vice Chair
Diantha McKeel (Albemarle) - Chair

Sheriff James E. Brown, III (Charlottesville)
Lisa Draine (Charlottesville)
Brian Pinkston (Charlottesville)
Ashley Reynolds Marshall (Charlottesville)

Robert Barton (Nelson)
Sheriff David Hill (Nelson)
Candice McGarry (Nelson)

Bi Monthly Board May 11, 2023

DRAFT

**Summary Minutes of the
Albemarle Charlottesville Regional Jail Authority Board Meeting
May 11, 2023**

Jail Board Members Present:

Ms. Diantha McKeel
Ms. Lisa Draine
Ms. Candice McGarry
Mr. Doug Walker
Mr. Brian Pinkston
Mr. Robert Barton
Mrs. Ashley Reynolds Marshall
Sheriff Chan Bryant
Sheriff James Brown
Sheriff David Hill
Mr. Jay James

Jail Board Members Absent:

Others Present:

Colonel Martin Kumer
Mrs. Marce Anderson
Mr. Brendan Hefty

The meeting was called to order at 12:02 pm by Chairperson Diantha McKeel.

Introductions were made by all attending the meeting.

Ms. McKeel welcomed everyone to the meeting and advised the board that this would be Mr. Walker's last meeting. Mr. Walker introduced Kaki Dimock as his replacement on the board. Ms. Dimock is the new Director of Social Services for the County of Albemarle.

Ms. McKeel asked for a motion to adopt the agenda. Mr. Walker made a motion to adopt the agenda as presented. Mr. Pinkston seconded the motion. The motion carried.

Ms. McKeel asked for a motion to adopt the consent agenda. Mr. Pinkston made a motion to adopt the consent agenda as presented. Mrs. McGarry seconded the motion. Sheriff Brown and Sheriff Hill abstained from voting. The motion carried.

Matters from the Public:

Jamie Rush – Mr. Rush advised the board that he works at The Haven. He stated that he would like to work with the Jail in order to help with resources for inmates being released. Colonel Kumer advised Mr. Rush that he would contact him for further discussion.

Kelly Orians - My name is Kelly Orians, and I am an attorney and an assistant professor at UVA Law. I have spent the last 20 years supporting people transitioning home from jail and prison. These days I work as an academic studying recidivism, but I first started doing this work when I helped my dad transition home.

Living with an incarcerated parent for more than 7 years of my life meant that parenting occurred almost entirely over the phone. So jail calls are a particularly personal subject for me. And while the costs of jail and prison phone calls have been dramatically reduced (for folks that remember \$15-\$20 calls, \$2000 phone bills, before the FCC reigned things in a bit – we know that things have improved), but, unfortunately, even with the second lowest rate in the state, by continuing to charge for jail calls, we continue to extracting \$300-400K from people in our community who are, disproportionately, low-income. Across the country, 50% incarcerated people have no earnings in the eight years leading up to their incarceration. In the year immediately preceding the imprisonment that percentage jumps to 80%. Made worse, five years after release more than half of formerly incarcerated people are still unemployed, or underemployed. Of those who are able to find employment, over 90% are earning wages that keep them at or below the poverty line

Poverty is a key driver of mass incarceration. So charging for calls from jail is only compounding the economic hardship that the overwhelming majority of incarcerated people and their families are experiencing. Additionally, study after study after study confirm what those of us in this room who have incarcerated friends and family already know –

Phone calls are the most common way that people keep in contact during incarceration.

In order to maintain relationships, and heal relationships, you need access to the phone.

And without these relationships not only is your ability to successfully transition out of jail seriously impaired, but, your family is also suffering. Although most of the people in the jail are also innocent (until proven guilty), the family on the outside are not on trial at all, they are truly innocent. Their kids, their spouses, their grandmothers, they are all bystanders – bystanders that are footing the bill.

We didn't need academics and researchers to prove something that is also commonsense, but they did, and so, we know, for sure, that it's not just access to phone calls, but the frequency, consistency, and quality of phone calls which is directly related to the likelihood that someone will go back to jail or prison. The more frequent, consistent, and higher quality the call, the lower the risk of recidivism upon release. Additionally, access to frequent phone calls has been shown to decrease disciplinary incidents inside of jails. So, the fact remains: these calls are a vital necessity, so these calls should be free. Over the last two decades, I've worked with people that run jails and prisons in 12 states and the District of Columbia, and, by far, Col. Kumer and his team are one of the most helpful, most progressive, and just overall kindest teams I have ever worked with. In fact, so many of the people I have met who work within the criminal legal system in this area are, like Col. Kumer, making real change within their offices. Because these

Bi Monthly Board May 11, 2023

leaders reflect this community. And that is why *this* jail, in *this* community, is an obvious leader on *this* issue – our community can be a leader not only in Virginia, but across the country by making jail calls free.

But how are we going to pay for it?

Well, the truth is we already are. When incarcerated people are not able to maintain relationships with their friends and family they are more likely to return to jail, and when they return to jail, we as tax payers are paying for it. We pay for the recidivism that results from fractured community ties. We pay for the cycle of incarceration. As a tax paying resident, I recognize that if my community is to have a jail, I need to help pay for it. And as a tax paying resident of Charlottesville I would much rather pay the costs associated with stopping the cycle of incarceration, as opposed to paying to keep it going. As we all do, I expect that the stewards of this system will seek solutions to reduce the need for a jail as a solution to social problems. This board and the leadership of the Jail have already implemented some of those solutions. Free phone calls are simply the next one. And towards that end, I encourage this board to explore a nonprofit telecoms company that is disrupting this \$3billion for profit industry and making calls free Ameelio was started by students at Yale as a capstone project, and their telecommunication products are now being utilized by jails and prisons in 7 states. Like this board, and unlike the for profit company the jail is currently contracted with whose sole objective is to make a profit, this is a company committed to fundamentally transforming the criminal justice system for the better and I would be happy to assist you in exploring them as an option.

Jean Knorr – Ms. Knorr stated that the amount of money need from the jurisdictions in order to make up the revenue lost for free phone calls is a very small amount compared to the amount of money taken of the community from family members.

Kate Fraleigh - Hello, my name is Kate Fraleigh and I live in Charlottesville. I'm speaking to you today about the jail renovation. I oppose the construction part of the project. That is the tearing down of the oldest part of the 1975 wing and the building of a second floor on top of it. I understand that to do the second floor, the walls of part of the first floor must be demolished. I also understand that the final plans have not yet been written or agreed to. I oppose the demolition and construction for a number of reasons. Here are three of those reasons. First, the purpose of the second floor remains vague to me. The Moseley Architects' 2021 list of renovations to be done did not include a second story. In my opinion it was included only after a "wish" list was developed. And, the upstairs first was called a mental health unit and now it is called "flex spaces". No matter what it is called it will bring 40 of the old wing's rated capacity upstairs. The downstairs space will have be flex spaces. Second, I'm not convinced that the "flex spaces" are needed. There has been mention that when the construction project is completed, all persons incarcerated in the jail will live in the footprint of the old jail unless 2020 section of the jail are needed. Even if the census remains the same at that means in addition to the 209 rated capacity of the 1975 wing there are and will be additional beds located there. The 2020 section has a rated capacity of 120 but can hold 240 people. At least some of those beds above the rated capacity could be removed to make the space for each person larger. Also I've heard there are lots of spaces in the jail that are not being used. Third, the cost of the demolition of the first floor, and construction of a second floor is a large piece of the total 50 million plus interest cost. The "General Amounts" provided

Bi Monthly Board May 11, 2023

in Sept 2022 said the demolition of one section of the old wing and the renovation of the whole wing would cost 21.6 million dollars and new construction would cost 17.1 million dollars. So, I'm presuming that if the demolition and the second floor aren't done, the 50 million dollar cost projection would shrink by more than 17 million dollars. It would be a large decrease in the debt. I support shrinking that debt as much as possible.

I'm asking that before the Board votes on sending out an RFP that you share it with the public and have a healthy discussion about the details.

Matters from Brendan Hefty, ACRJA Attorney:

Mr. Hefty advised the board that he did not have anything to report. The General Assembly has not passed the budget at this point but hopes that there will be a budget passed in June.

Matters from the ACRJA Board Members:

Mr. James asked Colonel Kumer about possibly providing a quarterly security report to highlight any issues or concerns the security department may be facing. Mr. James stated that there is an increased number of violent offenders within the facility due to what's happening in the community. The intensity of the environment within the jail has increased and we as a board should be aware of what challenges security may be facing. Colonel Kumer advised that we could look into providing that information in the future. Mr. Barton asked Colonel Kumer if he feels the environment of the jail has intensified. Colonel Kumer stated that the environment has intensified. Every person that can be out is either on HEI or out on bond. Anyone who is in this jail is here because they cannot be trusted in the public so the ratio of lower level offenders to higher level offenders has shifted. We have fewer offenders within the jail but they are high risk. Ms. McKeel asked about staffing. Colonel Kumer stated that our staffing levels are much better. As stated previously, we have closed some of the housing units (that would normally house those lower level offenders) which helps with staffing. Because we no longer have many low level offenders, we wouldn't have the capability of using those units.

Ms. Draine thanked Colonel Kumer for coming to the launch event for the Central Virginia Community Justice Organization. This is the new non-profit that is using the restorative justice process along with the criminal legal system to divert those that have been arrested from the jail.

Bi Monthly Board May 11, 2023

Ms. Draine inquired about the contract negotiations for the phone system. Colonel Kumer advised that the RFP has already been sent out. We will be meeting with the vendors on June 15, 2023 to hear their proposals. Colonel Kumer advised that he would bring forward at a later date what the Jail is looking for in a provider. Colonel Kumer stated that he does want to reduce costs as much as possible being mindful of the fact that it is a revenue source. If we do not receive that revenue from here then it would have to come from somewhere else. Even if we did do away with that revenue source, there is still a significant cost to provide those services. No longer would it be a revenue source, it becomes an expenditure. It would be a significant cost to the jurisdictions. Ms. Draine stated that the revenue that we are getting is from taxpayers.

Ms. Draine wanted to know when we will be having a discussion about the renovation. Colonel Kumer advised that one of the things we are waiting on is the state budget approval which contains the 25% reimbursement. After the approval, the plan is to go to the jurisdictions to seek approval for the interim funding to then receive bids from architectural and engineering services to put forth an actual plan and costs associated with that plan. Colonel Kumer advised the board that there would be a discussion with the community, staff and others. It is clear from the community, this board and others that renovations need to be done. To what degree they need to be done can only be determined after hiring an architectural and engineering firm. Ms. Draine stated that her only concern is that we will be further down the line and spending money. Once we ask for the \$5 million we will be spending that \$5 million. Mr. Barton stated that the presentation received from Davenport to Nelson County's Board explained the process and he assumed the presentation was the same for all jurisdictions and this board. Mr. Barton asked Ms. Draine if she is questioning what the board wants. Ms. Draine explained that that is part of what she is questioning and the costs in addition to the philosophical decisions around a renovation. Mr. Pinkston stated that in terms of the philosophical decisions; that's been made. We are going to do a significant renovation. That was decided even before I joined the board. It has been presented to the various municipalities and there has been no significant push back. Mr. Pinkston stated that people should realize that once we get to the end of this initial \$5 million dollar investment we will have detailed documents. Mr. Pinkston didn't want Ms. Draine or anyone else to think that the idea of this renovation hasn't already been decided. He stated that he supports that and believes that most of the other elected officials support it as well. In terms of the overall size of the renovation that has been decided. Mr. James stated that he is hopeful that the board will have final approval over the renovation. Mr. James has heard from the community that there is a need for an investment in the health and safety of inmates however it also sends a message that we are investing in incarceration. Mr. Pinkston agreed with Mr. James that a discussion needs to happen, however, there will be a large renovation. Ms. McKeel asked

Bi Monthly Board May 11, 2023

Mrs. Anderson to resend the list of expectations that were determined at the beginning of this process.

Matters from Ann Shawver, Business Manager:

When Albemarle County maintained the financial records for ACRJ, it also maintained the bank balance within its consolidated banking program. While each entity's accounting records were maintained separately, consolidated banking meant that ACRJ bank balances were combined with those of the County and other entities the County served as fiscal agent, allowing a portion to be invested in order to earn interest. Consolidated balances allowed for a larger scale of investment and greater economies of scale to benefit all participants.

Current Situation:

Now that ACRJ maintains its own financial system, including a separate bank account, investing of idle funds is no longer managed by the County. The ACRJ checking account is interest bearing only to the extent to offset bank charges. ACRJ has the opportunity to earn interest by opening an account with the Local Government Investment Pool (LGIP), managed by the Virginia Department of the Treasury. The LGIP is used by many local governments, authorities and commissions to achieve interest earnings while realizing economies of large scale investment and professional funds. The LGIP complies with Virginia State Code requirements for investing of public funds (Investment of Public Funds Act). The Virginia LGIP is rated AAAM by Standard & Poor's, the highest rating available to such funds.

The LGIP offers two account types, the LGIP and the LGIP Extended Maturity (LGIP EM). The LGIP provides daily liquidity while the LGIP EM provides weekly liquidity. Presently, the rate of return on the LGIP exceeds that of the LGIP EM. As of May 4, 2023, the published yields were as follows:

Pool	Measurement Basis	Yield
LGIP	Daily net yield	4.97%
LGIP	7 day net yield	5.02%
LGIP EM	Daily net yield to maturity	3.56%

Based on an analysis of the daily bank ledger balances, a transfer of \$3 million can be made to a LGIP account. An investment in the LGIP of \$3 million would yield \$150,000 at 5%.

Bi Monthly Board May 11, 2023

Since the regular LGIP account is presently earning the higher rate of interest, all funds could be deposited in that account to maximize return. The availability of daily liquidity, coupled with regular monitoring of the bank operating account balance will allow ACRJ to shift balances between the LGIP and the operating bank account as appropriate. The LGIP EM account will present a higher earning opportunity as the yield curve shifts along with changes in interest rates and can also be used by ACRJ in the future.

Recommendation:

Authorize the Superintendent to complete the application process to open a LGIP and a LGIP EM (extended maturity) account for ACRJ and to take appropriate steps thereafter for the account to become operational.

Mr. Pinkston made a motion to authorize the Superintendent to complete the application process to open a LGIP and a LGIP EM account for ACRJ and to take the appropriate steps thereafter for the account to become operational. The motion was seconded by Sheriff Bryant. The motion carried.

YTD Financials – Mrs. Shawver reviewed the YTD financials (located in the May board packet) with the board. Through March, revenues achieved 70% of the estimate for the year, slightly below the 75% expected at the nine month mark. Expenditures are above expectations at 83% of the budget for the year. An item affecting both revenues and expenditures is the fact that certain FY21 accrual account entries were not reversed until the end of FY22, while FY22 accrual accounting entries were reversed at the beginning of FY23. This change relates to the implementation by ACRJ of its own financial system. This will impact comparability until FY23 is complete. The current projection anticipates FY23 revenues approximately \$585,000 higher than expenditures.

Matters from Colonel Martin Kumer, Superintendent:

COVID Update – As of March 1, 2023 we went back to normal operations. We are still testing and quarantining individuals upon intake. We have started back with visitation and programming.

Ms. Draine asked how long after the budget is passed would the request for the \$5 million move ahead with being placed on the jurisdiction's agendas. She stated that she was assuming it would be a month or 2 which would put us in late summer or early fall. Colonel Kumer agreed that would take approximately 2 months.

New Business:

Bi Monthly Board May 11, 2023

Ms. McKeel advised the board that CAT (Charlottesville Area Transit) has been looking at new routes and they are hoping to implement them in the fall. There will hopefully be a stop close to the jail.

Closed Session:

Mr. Hefty stated that we needed a motion to go in to closed session Virginia Code Section 2.2-3711-A1 in order to discuss a personnel matter concerning the evaluation of the Superintendent. Mr. Walker made the motion. Mrs. Marshall seconded the motion. The motion carried and the meeting was in closed session.

Mr. Hefty stated the need for a motion to return to open session and certification by roll call vote that only the matter identified in the motion to convene in closed session and lawfully permitted by the Virginia Freedom of Information Act was heard discussed or considered.

The Roll Call was as follows:

Sheriff Hill	Yes
Mrs. McGarry	Yes
Mr. Pinkston	Yes
Mrs. Marshall	Yes
Ms. McKeel	Yes
Mr. Walker	Yes
Mr. James	Yes
Ms. Draine	Yes
Sheriff Bryant	Yes
Sheriff Brown	Yes

The meeting reconvened in open session.

Ms. McKeel asked Mrs. Anderson to contact the board to determine plausible dates for the next meeting.

Ms. McKeel adjourned the meeting.

The meeting was adjourned at 2:28 pm.

DRAFT

CONSENT/AGENDA

PERSONNEL/NEW HIRES:

Deauna Hopkins	Corrections Officer	05/22/2023
Samuel Spera	Food Services Director	05/22/2023
Jessica Hahn	Classification Case Manager	06/03/2023
Francisco Diaz Perez	Corrections Officer	06/26/2023
Jonathan Pace	Corrections Officer	06/26/2023
Mitchell Temple	Corrections Officer	06/26/2023

Lids Reconciliation (State Bonus Payment Breakdown) and Final Out of Compliance Figures

	6/29/2023	5/4/2023	3/3/2023	2/6/2023
Total number of inmates the jail received a \$8.00 bonus payment	49	51	67	51
The number of inmates who have been released or transferred	25	26	40	19
The number of inmates participating in jail sponsored programs*	2	0	0	0
The number of inmates with less than 60 days until their scheduled release**	2	1	0	0
The number of inmates who are being held as courtesies for other jurisdictions.	0	0	0	0
Total number of state sentenced ACRJ inmates who are eligible for intake	20	24	27	32
Percentage of State Responsible inmates compared to jail's total inmate population	6.8	8.6	9.54	10.88

*These are state sentenced inmates who are not transferred to DOC because they are participating in jail sponsored programs.

**The DOC will not accept inmates with less than 60 days to serve.

- (1) This number represents 6.82% of the jail's population (293) as of 9:40am on Thursday, July 6, 2023
- (2) This number represents 8.60% of the jail's population (279) as of 7:52 am on Thursday, May 4, 2023
- (3) This number represents 9.54% of the jail's population (283) as of 1:17 pm on Friday, March 6, 2023
- (4) This number represents 10.88% of the jail's population (294) as of 7:02am on Monday, Feb.6, 2023

The primary driver for the sharp increase in the State Responsible population is the closure of DOC facilities around the state. This greatly reduced the number of beds available for the intake of state responsible inmates from local jails. In addition there has been an ever increasing backlog of state responsible inmates in local jails all across the state. Last year the DOC instituted a policy to focus on receiving inmates with more than two years to serve as opposed to one year.

2022-2023	COA	City	Nelson	Federal	Other	Total
July 2022	3,946	3,983	1,636	417	255	10,237
August	3,712	3,829	1,700	365	272	9,878
September	3,497	3,709	1,491	299	235	9,231
October	3,626	3,479	1,253	230	194	8,782
November	3,588	3,307	1,279	269	165	8,608
December	3,873	3,614	1,283	281	156	9,207
January-23	4,329	3,556	1,137	286	154	9,462
February	3,382	3,341	1,012	228	77	8,040
March	3,451	3,678	1,255	231	134	8,749
April	3,610	3,408	1,276	176	151	8,621
May	3,616	3,632	1,328	237	155	8,968
June 2023						
Total FY 22/23	40,630	39,536	14,650	3,019	1,948	99,783
ADP	121	118	44	9	6	298
Percent	40.72%	39.62%	14.68%	3.03%	1.95%	100.00%
Local Share	42.85%	41.70%	15.45%	0.00%	0.00%	100.00%

ICWFP STATS 2023

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
ALBEMARLE COUNTY	22	29.25	44	21	23.25	10.75							
VDOT	16	17	35.5	0	0	0							
PROGRAM TOTALS	38	46.25	79.5	21	23.25	10.75							
DOLLAR CREDITS	\$275.50	\$335.31	\$576.38	\$152.25	\$168.56	\$77.94							

Special Management Housing at ACRJ

During the month of June 2023, special management housing stats are as follows:

- 35 inmates were assigned to Administrative Segregation
- 3 inmates assigned to General Detention
- 30 inmates were assigned to Medical Segregation
- 18 inmates were assigned to Pre-Hearing or Disciplinary Detention

**Albemarle-Charlottesville Regional Jail Authority Board
Executive Summary**

Subject: HEI Update

Total number of inmates placed on HEI: 723

Current total number of HEI participants: 34

Total number of inmates recidivate: 14

7 were removed from the program after being charged with a criminal offense while on HEI.

Violation of protective order, guilty-	1
Simple assault / strangulation-	1
Simple assault, damage / prevent phone line-	1
Possession of a firearm, marijuana PWI sell-	1
Domestic assault 3 rd offense-	1
Actual or simulated masturbation in public-	1

129 participants have been removed from HEI for violations including the 7 above.

HEI Participants by Court

Albemarle County Circuit Court-	123	Charlottesville City Circuit-	139
Nelson County Circuit Court-	34	Nelson General District-	5
Albemarle General District-	176	Charlottesville General District-	104
Albemarle J&DR-	3	Charlottesville J&DR-	25
Nelson J&DR-	2	Department of Corrections-	4
Combined Courts-	32		
Total-	648		

Other Cities/Counties

Waynesboro-	2	Staunton City-	1
Cumberland-	1	Fluvanna-	7
Orange-	2	Buckingham-	5
Greene-	9	Louisa-	6
Sussex-	1	Prince Edward	1
Total-	34		
Misc. (Hospital, etc.)-	42		

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> FY23 May YTD Financial Report (Unaudited)</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Ann Shawver, Financial Consultant</p>	<p><u>AGENDA DATE:</u> July 13, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p>
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Summary:

- The financial report presents May FY23 year-to-date results, a projection for the year once it is complete and a comparison of this projection against the budget.
- The current projection anticipates FY23 revenues approximately \$650,000 higher than expenditures. This represents positive performance at 4% of the ACRJ annual budget. This analysis does not project the impact of accounting entries required as part of the upcoming year-end close and audit readiness process. Those are expected to reduce this amount.
- Revenues are projected to fall slightly (1%) below their estimate, a shortfall of approximately \$115,000. This is the result of excess funding from the Compensation Board which offsets shortfalls in housing of federal prisoners, state per diems and telephone system revenues.
- Expenditures are projected to be 5% or approximately \$764,000 below budget, driven by savings in the salaries and benefits area which more than offset overages in other categories.
- While the amounts fluctuate as the year unfolds, the trends noted in this report for revenues and expenditures are consistent with those observed throughout the fiscal year.

Revenues for FY23 are projected to total approximately \$16.5 million; \$115,000 or 1% below estimate

- Compensation Board funding was increased after the FY23 budget was adopted and is expected to exceed the revenue estimate by almost \$400,000
- Housing of State-responsible prisoners has declined considerably, therefore State per diems and Department of Corrections Rx Reimbursements are expected to fall short of the estimates.
- A contractual revision causes the telephone system revenue to fall below estimate for

the year.

- Housing of federal prisoners and those from other jurisdictions have declined based on recent census trends.
- Grants are boosted by a federal grant in the amount of \$118,000 that ACRJ has recently been awarded through the American Rescue Plan Act.
- Affecting Other revenue, there has not been a Work Release Program and minimal VDOT work crew during FY23.

Expenditures for FY23 are projected to total approximately \$15.8 million; \$764,000 or 5% below budget

- Salaries and benefits are expected to be 9% or almost \$1.2 million below budget. This is the result of a high vacancy rate experienced throughout most of the fiscal year.
- Contractual Services are expected to significantly exceed the budget due to extensive use of contract nursing services. This has been necessitated by vacancies in employed positions. Administrative expenses and costs for financial and software consulting services are also exceeding budget.
- Inmate food and medical costs are both expected to fall below budget. A lower inmate population impacts this.
- The Inmate Other category is reflective of spending on large supplies of inmate clothing, laundry and linens which exceeded budget.
- Employee food and uniform costs will exceed budget as a result of inflationary impacts on food costs.
- Capital outlay will exceed the budget due to vehicle purchases related to the aforementioned grant funding of \$118,000. This was not incorporated in the budget.

Recommendations: None at this time.

Albemarle-Charlottesville Regional Jail
Statement of Revenues, Expenditures and Changes in Net Position
11 Month Period Ended May 31, 2023
(Unaudited)

Category	FY23 May YTD	FY2023 Projected	FY23 Budget	Projected Favorable/ (Unfavorable) Variance vs Budget	% Budget Projected
Member jurisdiction contributions	8,150,220	9,034,554	9,034,554	-	100%
Compensation Board funding	4,786,194	5,900,000	5,500,644	399,356	107%
State per diem	278,539	480,000	650,000	(170,000)	74%
Telephone system revenue	231,438	236,000	475,000	(239,000)	50%
Housing of federal prisoners	144,651	150,000	250,000	(100,000)	60%
Department of Corrections Rx Reimbursements	6,878	6,878	200,000	(193,122)	3%
Federal, state and private grants	123,118	241,118	30,000	211,118	804%
Other revenue	206,465	435,697	459,200	(23,503)	95%
Total revenues	13,927,503	16,484,247	16,599,398	(115,151)	99%
Salaries and benefits	10,927,627	11,969,279	13,133,242	1,163,963	91%
Contractual services	547,830	646,000	229,188	(416,812)	282%
Inmate food	443,881	475,000	550,000	75,000	86%
Inmate medical	771,887	841,469	950,000	108,531	89%
Inmate other	132,207	138,060	120,450	(17,610)	115%
Employee food and uniform	175,465	200,410	179,000	(21,410)	112%
Other operating costs	452,277	492,707	486,450	(6,257)	101%
Facility costs	778,005	860,021	861,068	1,047	100%
Capital outlay	205,275	212,102	90,000	(122,102)	236%
Total expenditures	14,434,454	15,835,048	16,599,398	764,350	95%
Change in net position	(506,951)	649,199	-	649,199	4%

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY
EXECUTIVE SUMMARY**

<p><u>AGENDA TITLE:</u> Phone and Tablet RFP</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Lyn Wrigley, Procurement Agent</p>	<p><u>AGENDA DATE:</u> July 13, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> No</p>
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Background:

The Jail has decided to submit a Request for Proposal, RFP, for inmate phone and tablet services in order to ensure the facility, our inmates and the public receive the most current technology and pricing structure.

Therefore on February 16, 2023, Jail staff were instructed that we would be preparing an RFP for inmate phone and tablet services. The incumbent's initial 2 year contract ends September, 2023. The current contract with IC Solution, has three one-year renewals.

The full RFP is available on the jail's website www.acrj.org/departments/solicitations

The following time-line is as of today, July 5, is not all inclusive and may change as needed.

May 15, the RFP was posted.

June 15, the Jail hosted a pre-conference meeting with potential vendors to review the RFP and answer any questions from the companies present.

July 27 at 1000, all proposals from vendors are due.

September 7, vendors will present their proposals in person to jail staff RFP committee

September 20, vendor will be selected and a Notice of Intent will be issued.

Current Situation:

Addendum is being prepared to address questions raised by the vendors during the pre-conference meeting.

Recommendation

Information only

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> 1% Salary Increase for all staff</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Felicia Morris, Director of Human Resources</p>	<p><u>AGENDA DATE:</u> July 13, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> No</p>
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Background:

At the March 2023 Board meeting the Board approved a 4% raise for all staff for Fiscal Year 2024 effective July 1, 2023.

Current Situation:

The revenue from the Virginia State Compensation Board (Comp Board), which provides funding to local jails to offset salaries and benefits for Compensation Board funded positions, was estimated to be \$6,142,500. The Jail uses an estimate since the Comp Board does not release their budgets to Superintendents until April of each year and the budget is approved in March of each year.

In April, the Comp Board released the Superintendent's budget which is \$6,420,000. This is an unexpected increase in revenue of \$278,000. In addition, the Comp Board in its budget release letter also stated that all Comp Board funded positions **shall** receive a 5% increase. This is the intent of the additional funding.

The 5% increase technically only applies to those positions authorized and funded through the Comp Board which is approximately 94 employees. There are an additional 28 employees who are solely funded by the local jurisdictions and would otherwise not be eligible for the 5% increase.

Historically the Board has authorized the Superintendent to provide the same Comp Board raise to all Jail Board Authority employees.

If approved the cost of the additional 1% increase including salary and all other cost associated with the increase is approximately \$115,000.

The additional comp board funding of \$278,000 will more than offset the 1% salary increase for all staff.

Note: The Jail uses a prorated basis for staff employed for less than a year.

Recommendation:

Approve the Superintendent's request to increase staffs' FY 24 annual raise from 4% to 5% using additional Comp Board revenue.