



# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

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Col. Martin Kumer, Superintendent (ext. 230)

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

## Board Business Meeting

Thursday, May 9, 2019 (12:00 – 2 p.m.)

Muster Room • 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. Closed Session – Superintendent's Evaluation** Action Item
- III. Consent Agenda**
  - For Approval:
    - 1) Draft Summary Minutes March 4, 2019 ACRJA Board Bi-Monthly Business Meeting Action Item
    - 2) March 2019 YTD Financials
  - Informational
    - 1) Administrative Reports
      - a) Personnel Report – thru April 2019
      - b) Out of Compliance Report - March 2019
      - c) Census Report –February 2019
      - d) Work Force Report / VDOT Report / Litter Control Report – April 2019
      - e) Segregation
      - f) Inmate Services
    - 2) Final Summary Minutes January 10, 2019 ACRJA Board Bi-Monthly Business Meeting
    - 3) Response Letter to ICE from Diantha McKeel
- IV. Matters from the Public (Time Limit: 3 Minutes)**
- V. Matters from ACRJA Attorney – Brendan Hefty**
  - 1) General Assembly Update Informational
- VI. Matters from ACRJA Board Members**
- VII. Matters from Business Manager – Jeff Brill**
- VIII. Matters from Superintendent – Colonel Martin Kumer**
  - 1) Changes to Personnel Policy Action Item
  - 2) Dollar a Day Debt Action Item
  - 3) VINE Status Update Informational/ Action
  - 4) Nursing Shortage Informational
- IX. New Business –**
- X. Adjournment** Action Item

**NEXT MEETING: July 11, 2019**

**Agenda Items for upcoming ACRJA Board Bi-Monthly Business Meetings:**

#### Authority Board

Doug Walker (Albemarle)  
Sheriff J.E. "Chip" Harding (Albemarle)  
Cyndra Van Clief (Albemarle)  
Diantha McKeel (Albemarle) - Chair

Sheriff James E. Brown, III (Charlottesville)  
Kristin Clarens (Charlottesville)  
Wes Bellamy (Charlottesville)  
Michael Murphy (Charlottesville) – Vice Chair

W. Lawton Tufts (Joint)  
Sheriff David Hill (Nelson)  
Stephen Carter (Nelson)

Bi Monthly Board March 14, 2019

## **DRAFT**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting March 14, 2019**

#### **Jail Board Members Present:**

Ms. Diantha McKeel  
Mr. Mike Murphy  
Dr. Wes Bellamy  
Mr. W. Lawton Tufts  
Sheriff David Hill  
Mrs. Kristin Clarens  
Mrs. Cyndra Van Clief  
Chief Deputy Chan Bryant (Proxy for Sheriff Chip Harding)

#### **Jail Board Members Absent:**

Mr. Doug Walker  
Sheriff James Brown  
Mr. Steve Carter

#### **Others Present:**

Colonel Martin Kumer  
Lt. Colonel Todd Rowland  
Mrs. Marce Anderson  
Ms. Felicia Morris  
Mrs. Gequetta Murray-Key  
Mr. Robert Barnabei  
Mr. Jeff Brill

The meeting was called to order at 12:30 pm by Chairperson Diantha McKeel. Ms. McKeel asked all board members, voting and non-voting to introduce themselves. Ms. McKeel asked if the agenda was acceptable to everyone. Mr. Tufts made a motion to adopt the agenda as presented. Dr. Bellamy seconded the motion, the motion carried unanimously. Ms. McKeel then asked for a motion to adopt the consent agenda. Mrs. Van Clief made a motion to adopt the consent agenda as presented. Dr. Bellamy seconded the motion. The motion carried unanimously.

**Matters from the Public:**

**Clara Bell Wheeler** – Ms. Wheeler states that she is in opposition of using the VINE system due to its unreliability and lack of functionality. The jail should not be releasing criminals into the public on their own recognizance. If someone is in this country illegally, they have broken the law by being here illegally, and crossing our borders illegally. They should be recommended to ICE when they leave here. I should be notified in a verifiable manner to decide whether ICE needs to take action or not, and we cannot leave that notification to an unreliable system.

**Luis Oyola** – Mr. Oyola stated that he is a resident of Albemarle County and is representing Legal Aid Justice Center. On December 17<sup>th</sup> the Commonwealth's Attorney, Robert Tracci sent a letter to Mark Herring asking for his opinion on the VINE system and the ICE notification practice. On January 28<sup>th</sup>, Herring responded rejecting that request stating that it is not a matter of law, but a matter of policy. This is really important to emphasize because that means this board has full discretion on this practice as it stands today. Mr. Oyola stated that ICE has tampered with detainer forms. Some are missing signatures entirely or different signatures for the same person. If VINE Link is being called an unreliable system, ICE as a federal agency is equally unreliable, if not more. The House Bill from Charles Poindexter is a bill that passed the Senate and the House along party lines. That Bill would force localities to notify ICE as soon as they know the release date. It is forcing jails to notify ICE for every non-citizen regardless of whether they are here with documents for not. Wherever this Bill goes, you all need to make up your minds no on where you stand knowing that the notifications as a policy matter today.

**Jalane Schmidt** - Mr. Schmidt stated that ICE is not adhering to the rule of law. As the AG said, this is a matter of policy, and we should err on the side of empathy.

**Reverend Isaac Collins** – Reverend Collins agreed with the last 2 speakers and the unreliability of ICE. When we choose to send people into the custody of ICE, it is a federal agency that is working with incompetent oversight and we can't

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guarantee the safety of what they will experience there. We don't even know if they are receiving proper medical care. In many cases, we know that they are not. I would say on a human level, this board has the power to choose to make Charlottesville and the surrounding area, less afraid, less dictated to by a federal agency, and has the opportunity to introduce more love, empathy and more humanity into the community. I encourage you to exercise on behalf of the humanity of all people regardless of their documentation status.

**Eva Solano** – Ms. Solano is from Mexico and has been living in the US for 15 years. She immigrated to the US as a single mother. Her first job was in a Japanese Restaurant. Since then, she has been working hard to make her dreams come true. She has a house and has learned English. She has worked hard, sometimes 7 days a week, 12-14 hours a day. She made a mistake and is not proud of it. It will be 15 years of having tried to do better, to work harder, to show that I deserve to be here. I want to put a face to immigration. I know I made a mistake, but people like me sometimes don't feel like they have a second chance. I come here to ask for a second chance. Charlottesville helped me to get out of ICE custody after spending a month in a center. I was 18 with no chances and no other options. Sometimes in other countries there is no other option.

**Tanishka Cruz** – Ms. Cruz thanked Eva for having the courage to stand up and tell her story. When Eva was released from immigration detention, she came to see me. She wanted to know how she could help others in her situation. Prior to meeting Eva, Ms. Cruz learned from her friends and colleagues about what an incredible woman she is. She is a mother and primary breadwinner for her two girls, one of which has a physical disability. She started living here 15 years ago and wanted to be the best, do the best, and took whatever extra time she had to attend classes. The immigration judge granted Eva a bond because it was overwhelmingly clear that given the length of time she has been in the United States, the work history, 16 letters of support from her US citizen friends and colleagues, that she was neither a danger to the community or a flight risk. By picking Eva up, ICE filled one of their detention beds in the new Caroline facility for 23 days. That was the motivation. That was the incentive when they picked her up.

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**Michael Payne** – Mr. Payne wanted to reiterate what others have already said in terms of calling on the board to vote to end voluntary ICE notifications. Your current policy creates a sense of fear that is actively harming some of our most valuable community members. As long as you maintain your policy, and continue to do voluntary ICE notifications, you will never be able to build trust in the local community.

### **Matters from Brendan Hefty, ACRJA Attorney:**

Mr. Hefty passed out House Bill 2270, which passed both in the House and the Senate in this General Assembly session, and requires Jail Superintendents to notify ICE of the release of an “alien inmate” forth with as soon as the release date is known. It is currently on the Governor’s desk. He has until March 26<sup>th</sup> to veto the Bill. If he doesn’t veto the Bill, it will become law, July, 2019.

In other business, there was a 3% Comp Board blending effective July 1<sup>st</sup>. There were also some mental health issues that were big in jails. They extended the Creigh Deeds commission and there will be some ongoing legislation in the future because of that.

### **Matters from the ACRJA Board Members:**

Dr. Bellamy stated that he had an email exchange with Colonel Kumer and he was pleased with his response. There have been some community concerns from members of the community with regard to some of the conditions here within the jail. One particular mother reached out in regards to how her daughter had been treated because she had been in segregation for quite some time. Mr. Kumer responded to that correspondence and let her know that he would be willing to follow up. He did subsequently follow up. Dr. Bellamy asked if it would be possible to get updates on the number of inmates that are in segregation on a meeting basis. Colonel Kumer advised that can happen. There is a detailed daily report. Ms. McKeel advised that this information would be added to the board packets. Mr. Tufts asked if there could be a presentation on the jail’s policy with regard to segregation either at the May or July meeting. Colonel Kumer advised that he would ensure that happened.

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Mrs. Van Clief stated that she had received communication from members of the community about visitation being canceled. Ms. Van Clief stated that it was her understanding that it was due to personnel issues. Colonel Kumer advised that it was due to staffing issues. There were 2 inmates that had to be rushed to the hospital. In that case, 2 officers have to with each inmate at all times. When we only have 14 staff members on hand at any given time and 4 are at the hospital, we only have 10 staff members to run the jail and we have 11 posts. It becomes very difficult to run visitation in that situation. Canceling visitation is always a last resort. We are working on the visitation RFP, which would eliminate this issue altogether.

Dr. Bellamy stated that he is working with a non-profit organization We Code too and OAR to have a graduation of digital skills training course. He has been receiving some correspondence from family members of individuals incarcerated here about potentially exploring the possibility of providing a digital skills course to the inmates in this facility. Colonel Kumer advised that we currently have some courses involving computer literacy and a computer programming class taught by some volunteers from the University of Virginia that has been very successful and popular. Ms. McKeel stated that an update on those programs would probably be good idea.

Mr. Murphy asked if the Governor should veto Bill 2270, is there any obstacle to the board voting on a change in policy at our May meeting? Mr. Hefty stated that at the May meeting, if the Governor vetoes this bill, in the General Assembly session, they could theoretically override the veto. Mr. Hefty did not believe that would happen. He stated that he thinks the Bill will be dead at that point. Assuming that is doesn't get overwritten, then we would be back to square one and it would be a policy matter for this board to adopt in May. Ms. McKeel stated that Colonel Kumer would be giving an update on VINE Link and hoping that by May everyone would have had an opportunity to test the system.

### **Matters from Jeff Brill, Business Manager:**

Mr. Brill advised that the budget change from January to March is an increase of \$20,000, with changes to 4 areas of the budget; Health Insurance, Board Salaries,

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Per Diem, and the Reserve Fund. Mr. Tufts made a motion to approve the budget as presented. Dr. Bellamy seconded the motion. The motion carried unanimously.

### **Matters from Colonel Martin Kumer, Superintendent:**

**VINE Status Update** - Colonel Kumer advised everyone that when looking into the updates to VINE, the major focus here is that this is a service used by victims. The decision was made to reach out to VINE and see if we could enhance the services we are currently providing to victims and make it more useful than it already is. That is the purpose of this. If at some point in the future, we choose to use it for another purpose that is in and of itself. When doing our research, we discovered the information that VINE was sending out to the community was not accurate because of the way their system was pulling the information from our database. This was not VINE's fault. VINE was doing everything they were supposed to. Our Jail Management System was calculating the release date based on some algorithm that we do not use. We calculate our own release date or the Department of Corrections calculates them. We then put them in another data field and we discovered that the VINE system was pulling the release date from the date the jail management system was calculating, which is incorrect. Once we reached out to VINE, they were every responsive and quickly identified the problem. They have worked with our vendor to make corrections to the pathway. The fixes have been made. They have tested on their end, and they have released it to us. We can now begin testing until we are satisfied that the information that we are sending out is correct and pulling from the correct place. In addition to knowing that notifications are going out as soon as the release date is calculated, and then again within 72 hours prior to release. Once that has taken place, we will then ask our partner agencies, Commonwealth's Attorney's, victim witness, and anyone who wants to participate and test it to their satisfaction. After our partner agencies are satisfied that the information is correct, I will then come back to the board and notify that the system is now operating as it is designed. That is the main focus of all of this. All other issues regarding the VINE update are secondary to this.

**Nursing Shortage** – Like hospitals, nursing homes, and other jails and prisons, we are experiencing nursing shortages. There just aren't enough in this country to fill the need. We are currently down 4 Licensed Practical Nurses. We are working to

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recruit them heavily as well. We are competing with 2 hospital systems, a rehabilitation center and Middle River Regional Jail. We are competing for the same pool of people. We have signed a contract with a staffing agency that will be a last resort. We much prefer to hire our own staff locally before going through an agency. But we have to get nurses in here in order to provide medical care. Colonel Kumer stated that he just wanted to make the board aware that there is a shortage.

**Elimination of dollar a day** – The jail currently charges a dollar a day to anyone who spends a day in here. We do not have to charge this fee. Colonel Kumer stated that this fee is not paid by the offender. It is paid for by the family, friends, non-profit organizations, or churches. Whoever sends money to an individual here, we take out the dollar that is owed to the jail. That money could otherwise be used to purchase items from canteen, use our phone system, pay for medical copays or to reimburse the jail for damaged property that is our property. By charging a dollar a day, we are taking money away from funds they would still use here that was still going to benefit the jail. We are already charging them. We currently earn \$.74 on every dollar that they pay for phone usage. We currently make 32 or 34% on every dollar spent on canteen items here at the jail. I believe we are already charging these individuals and their family's money and this money goes back in to offset the cost to localities. I do believe the more money they have to spend on phone time, or ordering commissary, they will do that and we will make back the money in commissions. We were able to renegotiate our phone contract and we went from \$220,000.00 per year to almost \$300,000.00 in commission fees. We did not raise the rates on inmates, but we did increase our amount of commissions. One of the biggest complaints, with the exception of the conditions of the jail is the dollar a day fee. I see this as a win-win all the way around. Mr. Hefty advised the board that this was a policy from the board to charge the dollar a day. If the board would like to eliminate it, there should be a motion. Mr. Tufts made a motion to eliminate the dollar a day fee currently being charged to inmates being housed in this facility. Mrs. Clarens seconded the motion. Roll call was as follows:

Sheriff Hill –	No
Mrs. Van Clief –	Yes



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Mrs. Clarens –	Yes
Mr. Murphy –	Yes
Ms. McKeel –	Yes
Mr. Tufts –	Yes
Dr. Bellamy –	Yes
Chief Deputy Bryant -	Yes

The motion carried by majority vote.

This new policy will be effective as soon as possible.

Holiday Time – this policy only applies to the 72 current security staff that we have. Support staff will continue to earn and use their holiday time. It is the security staff that has to operate this facility 24/7. We find it very difficult to allow them to use the holiday time that they have earned. The reason this has come up is because we are trying to mirror Albemarle County's practices because of the timekeeping system. Any differences between the two entities will require software changes. The county has asked us to in any way possible, mirror what they are doing to limit the number of software changes. Security staff earns anywhere from 11-13 Holidays per year. We are lucky if we are able to get them off for the 2 weeks of annual time that is earned. It is much more difficult to get them off for the additional holiday time earned. Therefore, that time sits on the books. The problem with the current policy is that once they leave, they only get paid for 24 hours, which means they could leave several weeks of holiday time on the books. We would like to follow the County's policy regarding holiday time which is, if the staff member is unable to use the time during the 28 day cycle in which it is awarded, they would be paid for that time. It would come off of the books, and not accrue. Those individuals with time currently on the books would have the next 12 months to burn that time. At the end of the 12 month period, we will take another look at it and see if we will be able to get them the time off. We funded it completely as though no one would ever get to use a holiday. We know that is not accurate. We have some really good people here, so it would be helpful for recruiting as well as retention if they can have the opportunity to actually use their holiday time or at least get paid for it. Mr. Tufts made a motion that as of May 1, 2019 nonexempt security team personnel would be paid for their unused

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holiday time in the pay period for which it was earned. Mrs. Clarens seconded the motion. Roll Call was as follows:

Sheriff Hill	Yes
Mrs. Van Clief	Yes
Mrs. Clarens	Yes
Mr. Murphy	Yes
Ms. McKeel	Yes
Mr. Tufts	Yes
Dr. Bellamy	Yes
Deputy Bryant	Yes

The motion carried unanimously.

Ms. McKeel asked if any board members had anything else they would like to discuss. Mrs. Van Clief asked if there was any law behind the recording of inmate phone calls. Mr. Hefty advised that as an inmate there is no expectation of privacy on phone calls, and inmates are prompted at the beginning of the call.

The meeting adjourned at 1:36 pm.

**DRAFT**

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

<p><b><u>AGENDA TITLE:</u></b>  <b>March 31, 2018 YTD audited Financial Report</b></p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Matters from Business Manager</p> <p><b><u>STAFF CONTACTS:</u></b>  Superintendent: Kumer &amp; Brill</p>	<p><b><u>AGENDA DATE:</u></b>      <b><u>ITEM NUMBER:</u></b>  <b>March 9, 2018</b></p> <p><b><u>FORMAL AGENDA:</u></b>  <b><u>ACTION:</u></b>      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b>  <b><u>ACTION:</u></b> Yes      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b>    <b>Yes</b></p>
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Compensation and benefits is estimate to come in under budget (\$328,715) due to:

- Wages is estimated to come in under budget (\$275,595) due to the number of vacancies.
- Overtime Wages is estimated to come in over \$87,627 mostly due to hours related to a hospitalized inmate and nursing shortage.

Operating expense is estimated to come in over \$222,839.

- Water and Sewer is estimated to come in over \$62,343 due to cost increase and water usage.
- Gas Services is estimated to come in under \$30,000 due to the mild winter.
- Food supplies expense is estimated to come in over \$20,500 to population.
- Pharmaceutical expense is estimated to come in over \$130,000 due to HIV cost have went up significantly because of the new HIV drugs being utilized at ACRJ.
- Kitchen and maintenance cleaner is estimated to come in over \$17,200 due to repairs to kitchen equipment and supplies.

Capital expense is estimate to come in on target

Total expenditures are estimated to come in under budget (\$107,022).

Operating income is estimated to come in over budget \$24,394.

- Interest income is estimated to come in over \$80,000.
- Women's program is estimated to come in under \$27,000. This is first year this was budgeted and they are not be utilized as much as anticipated.
- Dollar a day is estimated under \$30,000 due to the elimination of the program in March.
- Pharmaceutical is estimate to come in over \$60,000 due to unbudgeted state reimbursement.
- Women's program is under budget \$27,000 due to lack
- SCAAP funds came in over budget \$19,806 due to increased days in the state alien assistance program.

Net Income is estimated to come in **\$131,416** over budget.

**Recommendations:** None

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
March 31, 2019**

	G	H	O	P	Q	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Jan	Feb	Mar	YTD	Percent of Budget =75%	June 2019 Extrapolation	Variance
2	<b>Total Combined Oper. Exp.:</b>								
3	<b>Total Combined Compensation:</b>								
4	Salaries - regular	8,284,342	679,993	671,073	657,999	5,968,747	72.05%	8,008,747	(275,595)
6	Overtime wages	137,000	16,016	16,461	17,384	173,627	126.74%	224,627	87,627
8	Overtime - Reimbursable	7,000	187	215	0	11,931	170.44%	14,000	7,000
9	Part-time wages	319,528	32,140	25,790	26,280	270,377	84.62%	348,377	28,849
10	PT/wages - board member	2,100	0	0	0	900	42.86%	2,100	0
11	Shift Differential	50,000	4,489	4,004	4,490	38,949	77.90%	52,449	2,449
12	Accrued annual leave		0	0	0	-	#DIV/0!	0	0
13	FICA	673,037	54,685	53,427	52,598	479,965	71.31%	638,965	(34,072)
14	VRS @ 10.94%	899,777	70,223	69,901	69,994	626,427	69.62%	836,427	(63,350)
15	VLDP- disability	3,600	432	413	415	3,602	100.06%	4,880	1,280
16	Life Part Time	500	0	0	0	-	0.00%	0	(500)
17	VRS Hybrid	12,000	1,136	1,105	1,109	9,790	81.58%	12,790	790
18	Health insurance 8,280	1,334,480	109,908	109,816	107,746	971,252	72.78%	1,295,252	(39,228)
19	Dental insurance \$250	40,000	2,880	2,880	2,820	25,771	64.43%	34,471	(5,529)
20	HSA contribution	40,000	0	184	0	8,280	20.70%	40,000	0
21	VRS group life 1.31%	109,180	8,546	8,503	8,515	76,185	69.78%	101,835	(7,345)
22	Group life - part-time	500	0	0	0	-	0.00%	500	0
23	Line of Duty	26,265	0	0	0	28,427	108.23%	28,427	2,162
24	Unemployment insurance	10,000	0	0	0	-	0.00%	5,000	(5,000)
25	Workers' compensation	123,900	0	0	0	95,647	77.20%	95,647	(28,253)
27	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,073,209</b>	<b>980,635</b>	<b>963,772</b>	<b>949,350</b>	<b>8,789,877</b>	<b>72.80%</b>	<b>\$11,744,494</b>	<b>(\$328,715)</b>
28			980,635	963,772	949,350	8,789,877			
29	<b>Total Combined Operating Expenditures:</b>								
30	Professional Services	13,760	2,784	0	360	9,004	65.44%	13,760	0
31	Contract services other	34,000	0	1,986	3,016	7,022	20.65%	34,000	0
32	Health services	573,700	60,908	15,809	14,139	241,697	42.13%	573,700	0
36	Prof services - legal	33,000	2,679	2,679	2,679	21,432	64.95%	33,000	0
38	Prof services - audit	11,500	-	0	0	-	0.00%	11,500	0
42	R&M - buildings	63,750	616	3,374	11,395	30,460	47.78%	63,750	0
43	R&M - vehicles	3,000	0	0	0	1,587	52.90%	3,000	0
44	Maint contract - equip	75,980	4,931	20,730	4,062	54,733	72.04%	75,980	0
45	Maint contract - buildings	15,935	5,448	685	1,966	11,302	70.93%	15,935	0
46	Printing & Binding	3,700	-	0	0	2,839	76.73%	3,700	0
47	Advertising	4,000	81	750	384	2,285	57.13%	4,000	0
49	Tuition assistance	2,000	0	0	0	-	0.00%	2,000	0
50	Employee physicals	4,500	158	344	344	4,054	90.09%	4,500	0
51	Other purchased services	1,000	1,259	4	485	2,242	224.20%	2,000	1,000
52	Contract - Disposal	24,520	815	2,449	1,392	19,035	77.63%	24,520	0
53	Contract - fiscal agent	156,029	-	39,007	0	117,021	75.00%	156,029	0
54	Data processing	56,400	4,503	4,715	3,143	47,287	83.84%	56,400	0
55	Electrical service	220,000	16,643	15,931	17,434	147,451	67.02%	220,000	0
56	Gas service	100,000	12,859	12,753	12,745	56,096	56.10%	70,000	(30,000)
57	Water & sewer	290,000	29,792	30,969	28,136	240,343	82.88%	352,343	62,343
58	Postal services	5,700	726	142	260	2,613	45.84%	5,700	0
59	Telecommunications	42,600	4,676	1,419	5,860	30,525	71.65%	42,600	0
60	Fire insurance	41,000	-	0	0	42,944	104.74%	42,944	1,944
63	Automotive insurance	6,500	-	0	0	5,382	82.80%	5,382	(1,118)
64	Lease Equipment	16,443	2,059	878	74	9,765	59.39%	16,443	0
65	Software Licensing		0	0	0	-		0	0
66	Travel - education	45,975	2,159	2,051	4,371	22,633	49.23%	45,975	0
67	Training - Academy	75,000	468	899	1,151	73,687	98.25%	78,000	3,000
69	Travel - subsistence	4,500	583	749	898	6,077	135.04%	7,000	2,500
70	Staff Support / Miscellaneous	750	-	0	0	-	0.00%	750	0
71	Sams Club vending wellness		0	0	0	-	#DIV/0!	0	0

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
March 31, 2019**

	G	H	O	P	Q	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Jan	Feb	Mar	YTD	Percent of Budget =75%	June 2019 Extrapolation	Variance
72	Donations		0	0	0	68	#DIV/0!	68	68
73	Human Resource Exp	4,000	0	300	0	1,228	30.70%	4,000	0
74	Inclement Weather Expense	1,000	187	1,872	843	2,902	290.20%	2,902	1,902
75	Wellness Fund Sams Club	2,000	507	214	465	2,061	103.05%	2,200	200
76	Wellness Fund Expense	2,000	524	0	0	1,434	71.70%	1,800	(200)
77	Inmate Fund Expense	4,500	3,372	1,298	1,004	15,985	355.22%	18,000	13,500
78	Dues & memberships	15,943	778	661	669	4,945	31.02%	15,943	0
79	Office supplies	47,750	5,120	5,507	7,653	32,149	67.33%	47,750	0
80	Food supplies	689,500	52,502	73,446	69,778	541,200	78.49%	710,000	20,500
81	ACRJ Employees	79,000	11,212	614	905	57,543	72.84%	79,000	0
82	BRDC food supplies	26,000	4,779	1,607	0	12,738	48.99%	26,000	0
83	SWVC	4,000	394	441	451	2,779	69.48%	4,000	0
84	Meals for meetings	6,400	885	288	1,195	4,824	75.38%	6,400	0
85	Medical Disposal					-	#DIV/0!	0	0
86	Pharmaceutical Drugs	380,000	96,390	44,063	42,048	326,953	86.04%	510,000	130,000
87	Laundry & janitorial supplies	61,400	6,859	2,820	7,609	40,736	66.35%	61,400	0
88	Kitchen & Maint. Cleaners	32,800	9,936	1,389	1,697	44,416	135.41%	50,000	17,200
89	Linen supplies	15,000	1,265	0	4,136	10,438	69.59%	15,000	0
90	Uniforms - inmate	23,000	1,005	0	870	12,068	52.47%	23,000	0
91	R&M supplies	62,049	7,917	7,159	7,601	45,774	73.77%	62,049	0
93	Vehicle & equip fuel & supplies	16,300	873	268	519	12,290	75.40%	16,300	0
94	Vehicle & equip supplies	13,300	16	90	14	5,891	44.29%	13,300	0
95	Security supplies	25,210	256	4,716	3,671	18,153	72.01%	25,210	0
96	Uniforms & apparel	41,200	3,142	3,468	4,582	33,361	80.97%	41,200	0
97	Books & subscriptions	3,600	-	0	0	180	5.00%	3,600	0
98	Inmate Education	27,865	1,913	498	437	8,025	28.80%	27,865	0
99	Other operating supplies	1,000	-	0	0	-	0.00%	1,000	0
100	Copy supplies	1,500	0	160	0	734	48.93%	1,500	0
101	Fund Balance ACRJ operating						#DIV/0!	0	0
104	<b>Subtotal Operating Exp.</b>	<b>\$3,511,559</b>	<b>363,979</b>	<b>\$309,202</b>	<b>\$270,441</b>	<b>2,448,391</b>	<b>69.72%</b>	<b>\$3,734,398</b>	<b>\$222,839</b>
105									
106	<b>Total Combined Operating Capital:</b>								
107	Machinery & equip		0	0	0	-	#DIV/0!	0	0
108	Machinery & Equipment Replace	110,000	-	10,046	-	10,046	9.13%	110,000	0
109	Kitchen Equipment - Replacement		0	0	0	-	#DIV/0!	0	0
110	Furniture & fixtures - new	21,150	0	0	0	3,503	16.56%	21,150	0
111	F&F - replacement	18,046	0	0	0	-	0.00%	18,046	0
112	Communications equip		0	0	0	-	#DIV/0!	0	0
113	Comm equip - replacement		0	0	0	-	#DIV/0!	0	0
114	Motor vehicles	25,000	0	0	0	23,854	95.42%	23,854	(1,146)
115	Parking Paving		0	0	0	-	#DIV/0!	0	0
116	ADP Equipment		0	0	0	-	#DIV/0!	0	0
117	ADP Equipment - Rep		0	0	0	-	#DIV/0!	0	0
118	Software Upgrade	0	0	0	0	-	#DIV/0!	0	0
122	<b>Subtotal Operating Capital</b>	<b>\$174,196</b>	<b>-</b>	<b>\$10,046</b>	<b>\$0</b>	<b>37,403</b>	<b>21.47%</b>	<b>173,050</b>	<b>(1,146)</b>
123									
124	<b>Subtotal Expenditures</b>	<b>\$15,758,964</b>	<b>1,344,614</b>	<b>\$1,283,020</b>	<b>\$1,219,791</b>	<b>11,275,671</b>	<b>71.55%</b>	<b>15,651,942</b>	<b>(107,022)</b>

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
March 31, 2019**

	G	H	O	P	Q	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Jan	Feb	Mar	YTD	Percent of Budget =75%	June 2019 Extrapolation	Variance
125	<b>Operating Revenues:</b>								
126	Interest	20,000	16,877		35,416	85,506	427.53%	100,000	80,000
127	Sale surplus vehicles					-	#DIV/0!	0	0
128	Sale salvage					-	#DIV/0!	0	0
129	Cellular Tower Lease	48,000	2,493	2,493	2,493	51,975	108.28%	56,961	8,961
130	Regional Jail Service Fees	10,000				2,993	29.93%	10,000	0
131	Other jurisdictions					-	#DIV/0!		0
132	Charlottesville	4,657,784	388,149	388,149	388,149	3,493,339	75.00%	4,657,784	0
133	Albemarle	3,705,178	308,765	308,765	308,765	2,778,885	75.00%	3,705,178	0
134	Federal prisoners 50.63	130,000	5,790	9,086	6,177	95,729	73.64%	130,000	0
135	Nelson County	632,372	52,698	52,698	52,698	474,282	75.00%	632,372	0
136	Telephone system	214,000	120	129	130	125,754	58.76%	214,000	0
137	Dollar a day Inmate Charge	85,000	6,023	6,449	5,289	49,237	57.93%	55,000	(30,000)
138	Misc. Inmate reimbursements					-	#DIV/0!	0	0
139	Workers' comp. reimb.					-	#DIV/0!	0	0
140	Work release insurance					-	#DIV/0!	0	0
141	Womens program	37,000	945	349	349	8,775	23.72%	10,000	(27,000)
142	Work release	110,000	10,309			67,613	61.47%	100,000	(10,000)
143	Vdot	168,000	13,671	17,375		112,670	67.07%	168,000	0
144	Electronic Monitoring-other	10,000				1,789	17.89%	2,000	(8,000)
145	Subscription Revenues	3,000	189	255	196	1,558	51.93%	2,000	(1,000)
146	Region Ten	25,000		12,500		25,000	100.00%	25,000	0
147	Miscellaneous -misc jail revenues	2,500	758	19	13	1,049	41.96%	1,500	(1,000)
148	Wkend & Work Force Reim-misc	12,000		1,216	296	7,113	59.28%	10,000	(2,000)
152	Wellness Fund Sams	2,000				-	0.00%	2,000	0
153	Wellness Fund Other Rev	2,000	316			316	15.80%	1,000	(1,000)
154	Inmate Fund Revenue	2,500	1,130	591	889	12,936	517.44%	15,000	12,500
155	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000	6,186		9,000	38,752	56.99%	68,000	0
156	Insurance Recoveries					-		0	0
157	Medical Copayment-misc	10,000	380	578	310	4,704	47.04%	6,000	(4,000)
158	Training Fees Recovered-misc	4,000	190	190	570	3,772	94.30%	4,000	0
159	Prior year recovery					124		94	94
160	Comp Board - salaries	4,819,629	415,777	391,520		3,173,639	65.85%	4,819,629	0
161	Pharmaceutical reimb		28,366	2,366		47,539	#DIV/0!	60,000	60,000
162	Comp Board - office State ATL Reductions					-		0	0
163	Jail Auto					-		0	0
164	State per diem	960,000	162,644	82,606	0	473,033	49.27%	878,033	(81,967)
168	SSA/SSI Recovery	1,000	1,300	2,400	1,600	7,300	730.00%	10,000	9,000
169	Justice Reinvestment					-	#DIV/0!	0	0
170	SCAPP Funds	20,000	22,479		6,340	28,819	144.10%	39,806	19,806
175	<b>Subtotal Operating Revenues</b>	<b>\$15,758,963</b>	<b>\$1,445,555</b>	<b>\$1,279,734</b>	<b>\$818,680</b>	<b>11,174,201</b>	<b>70.91%</b>	<b>15,783,357</b>	<b>24,394</b>
176									
177		<b>(\$1)</b>	<b>100,941</b>	<b>(3,286)</b>	<b>(401,111)</b>	<b>(101,470)</b>		<b>131,415</b>	<b>131,416</b>

## **CONSENT/AGENDA**

### **PERSONNEL/NEW HIRES:**

Payne, Revonda	Corrections Officer	03/04/2019
Collier, Brad	Corrections Officer	03/18/2019
Fuentes, Kelly	Corrections Officer	03/18/2019
Shifflett, Daniel	Corrections Officer	04/01/2019
Deutschman, Madelyn	Medical Office Manager	04/08/2019
Hellinger, Victoria	Corrections Officer	04/22/2019
Thomas, Joseph	Corrections Officer	04/22/2019

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

	5/3/2019	3/6/2019	1/4/2019	11/5/2018
Total number of inmates the jail received a \$8.00 bonus payment from 12/1/18 through 2/15/19	163	157	147	118
The number of inmates who have been released or transferred since 12/1/18 through 2/15/19	-61	-62	-55	-15
The number of inmates participating in jail sponsored programs*	-41	-34	-34	-40
The number of inmates with less than 60 days until their scheduled release**	0	0	0	-9
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 as of 10/31/18	62 (1)	61 (1)	58 (1)	54 (1)
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	<b>13.96</b>	<b>13.09</b>	<b>12.34</b>	<b>10.88</b>

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

programs such as Work Release, Home Electronic Monitoring, McGuffey Arts, Culinary Arts and the Road Crew.

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

(1) This number represents 13.96% of the jail's population (444) as of 11:26 am on Friday, May 3, 2019

(2) This number represents 13.09% of the jail's population (466) as of 4:12 pm on Wednesday, Mar. 6, 2019

(3) This number represents 12.34% of the jail's population (470) as of 2:10 pm on Friday, January 4, 2018

(4) This number represents 10.88% of the jail's population (496) as of 3:58 pm on Sunday, Nov. 5 2018

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.



Albemarle Charlottesville Regional Jail  
Census Report

<b>2017/2018</b>	<b>COA</b>	<b>City</b>	<b>Nelson</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
<b>July 2017</b>	5,354	7,053	1,335	186	440	14,368
August	5,051	6,227	1,406	129	363	13,176
September	5,117	6,585	1,344	152	326	13,524
October	5,631	7,179	1,551	246	358	14,965
November	5,759	6,613	1,331	222	331	14,256
December	5,700	6,241	1,167	281	308	13,697
January-18	5,766	6,067	1,211	288	352	13,684
<b>Total FY 17/18</b>	<b>38,378</b>	<b>45,965</b>	<b>9,345</b>	<b>1,504</b>	<b>2,478</b>	<b>97,670</b>
<b>ADP</b>	<b>158</b>	<b>189</b>	<b>38</b>	<b>6</b>	<b>10</b>	<b>402</b>
<b>Percent</b>	39.29%	47.06%	9.57%	1.54%	2.54%	100.00%
<b>Local Share</b>	<b>40.96%</b>	<b>49.06%</b>	<b>9.97%</b>	N/A	N/A	100.00%

<b>2018/2019</b>	<b>COA</b>	<b>City</b>	<b>Nelson</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
<b>July 2018</b>	6,860	5,635	1,769	282	190	14,736
August	6,806	5,560	2,034	339	202	14,941
September	6,763	5,672	1,835	257	134	14,661
October	6,959	5,957	1,862	345	198	15,321
November	6,608	5,483	2,007	163	199	14,460
December	7,129	5,357	2,019	162	185	14,852
January-19	7,439	5,401	2,150	126	208	15,324
February	6,665	4,765	1,918	122	196	13,666
<b>Total FY 18/19</b>	<b>55,229</b>	<b>43,830</b>	<b>15,594</b>	<b>1,796</b>	<b>1,512</b>	<b>117,961</b>
<b>ADP</b>	<b>227</b>	<b>180</b>	<b>64</b>	<b>7</b>	<b>6</b>	<b>485</b>
<b>Percent</b>	46.82%	37.16%	13.22%	1.52%	1.28%	100.00%
<b>Local Share</b>	<b>48.17%</b>	<b>38.23%</b>	<b>13.60%</b>	N/A	N/A	100.00%

FY 2017	38,378	45,965	9,345	1,504	2,478	97,670
FY 2018	55,229	43,830	15,594	1,796	1,512	117,961
Variance	<b>16,851</b>	<b>(2,135)</b>	<b>6,249</b>	<b>292</b>	<b>(966)</b>	<b>20,291</b>
Percent Change	<b>43.9%</b>	<b>-4.6%</b>	<b>66.9%</b>	<b>19.4%</b>	<b>-39.0%</b>	<b>20.8%</b>

# ICWFP STATS 2019

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
County Sheriff			40	176									216
City Sheriff	162.5	133	103.5										399
Department of Forestry	222.5	180.5	109	232.25									744.25
ACRJ Road Crew	62	84.5	121.5	61									329
Albemarle County Parks	169	96	108	53									426
ICWFP	936.25	1066	1066.5	1475									4543.75
Albemarle County Transportation													
Albemarle County Litter Crew	7.75	27	60	138									232.75
VDOT Litter Crew				24									24
PROGRAM TOTALS	1560	1587	1608.5	2159.25									6914.75
DOLLAR CREDITS	\$11,310.00	\$11,505.75	\$11,661.63	\$15,654.56									\$50,131.94

## **Segregation at Albemarle-Charlottesville Regional Jail**

There are different types of segregation that serve different purposes at the Albemarle-Charlottesville Regional Jail.

- Administrative Segregation is for individuals whose behavior poses a threat to staff, other inmates, or the normal operation of the facility. These inmates have proven based upon their behavior the inability to function in General Population.
- General Detention is for individuals who require protection from other inmates for a variety of reasons, or are considered an escape risk. Inmates who would be assigned to a “Protective Custody” status are assigned to General Detention.
- Medical Segregation is for individuals who are required to be housed in the Medical Unit due to a medical condition. These inmates can only be assigned to and released from Medical Segregation by the Director of Health Services/designee.
- Mental Health Segregation is for individuals who are required to be housed in a segregation unit due to a mental illness. These inmates can only be assigned to and released from Mental Health Segregation by a Mental Health Provider. These inmates are often assigned to Administrative Segregation before/after or in lieu of this status as behaviors or actions are often exhibited by the inmate that makes them appropriate for Administrative Segregation (i.e. assaultive, destruction of property).
- Pre-Hearing Detention is for individuals who receive an institutional charge and are considered a danger to the degree that detention is necessary. For example, most often this applies to inmates who are charged with assaulting another person. These inmates are restricted with certain privileges while assigned to Pre-Hearing Detention.
- Disciplinary Detention is for individuals who are convicted of an institutional charge and the penalty is determined to be separation from General Population. These inmates are restricted with certain privileges while assigned to Pre-Hearing Detention.

Though the numbers vary from day to day, currently there are 14 inmates assigned to Administrative Segregation, 5 inmates assigned to General Detention, 8 inmates assigned to Pre-Hearing Detention or Disciplinary Detention, and 2 inmates assigned to Medical Segregation.

All inmates assigned to a segregation status (except Medical Segregation) are reviewed on a schedule by the Institutional Classification Committee (ICC). The ICC is comprised of heads of different departments (i.e. Director of Programs, Education Director, and Classification Supervisor) or their designee to create as unbiased a panel as possible to determine if the inmate should remain in the segregation status or be released back to General Population. Inmates have the option to attend these reviews, and they have the right to appeal the decision of the ICC to the Superintendent. The decision of the Superintendent is final.

Inmates assigned to Pre-Hearing Detention are reviewed by the ICC within 3 business days to determine if they should remain in Pre-Hearing Detention or be returned to General Population pending the hearing for the charge. Inmates in Disciplinary Detention are reviewed near the end of the period of

Disciplinary Detention to determine if they are suitable to return to General Population. Inmates in Administrative Segregation, General Detention, and Mental Health Segregation are reviewed at least every 15 days by the ICC. Factors such as the reason they were assigned to the segregation status, behavior since assignment to the segregation status, and concerns about returning to General Population are taken into consideration in determining whether an inmate will remain in the segregation status.

Inmates in a segregation status have a case manager assigned to them who collaborates with different departments (i.e. Security, Mental Health) to obtain the most updated information about the inmates so the most appropriate decision can be made in regard to remaining in or being released from segregation by the ICC.

Though our goal is to repopulate every inmate, some inmates must remain in a segregation status. The safety and security of every inmate, staff person, and community member are of the utmost importance and if an inmate's behavior is so severe and the evidence from the inmate's prior acts are so serious that there is likelihood that the inmate will continue with behavior that endangers others, those inmates often remain in a segregation status to ensure the safety of others and the orderly operation of the facility. Additionally, some inmates require protection throughout the duration of their incarceration.

## ACRJ Inmate Services

Here at the Albemarle Charlottesville Regional Jail, the goal of the Inmate Services team is to help support every offender with their integration back into the community as both productive citizens and being independently successful. The Education Department offers offenders' a variety of educational classes with the goal of advancing the individuals learning experience and ultimately achieving a General Equivalency Diploma. The Programs Department offers offenders' evidence based classes based off of a risk based needs assessment that will promote the successful reentry of offenders back into the community. New classes and programs are formed whenever the opportunity presents itself. Every year, a list of all class offerings and their individual class statistics are put together. Below you will find the report for the 2018 calendar year.

### Education Department:

1. **Adult Basic Education (ABE)** classes are organized into low, medium, and high levels. Low level ABE students score between 0.0 and 2.9 Grade Equivalent (GE) on Total Battery of the Test of Adult Basic Education (TABE). Medium level ABE students score between 3.0 and 5.9 GE. High level ABE students score between 6.0-8.9 GE. There were 192 students in 2018.
2. The **General Equivalency Diploma (GED)** program is available for students who do not have a high school diploma or GED, and who have attained a 9.0 GE on an A Level TABE test in Reading, Writing, Total Math, and Total Battery. The GED consists of four tests- Reasoning through Language Arts, Mathematics, Science, and Social Studies. After a student has qualified for the GED class, they will be administered the GED Ready test in order to determine their likelihood of passing the GED. GED Ready has the same sections as GED, but with a reduced number of questions. Students earn a GED after passing all four sections on the GED. There were 21 GED students in 2018 and 8 students received their GED.
3. The **Career Readiness Certificate** is a nationally recognized work readiness certificate. It is comprised of three tests- Applied Math, Workplace Documents, and Graphic Literacy. Students may enroll in CRC after they have completed a GED or HSD. CRC certificates are awarded based on test scores. There are four levels of certificates- Platinum, Gold, Silver, and Bronze. Certificates are awarded after a student has successfully completed all three tests. CRC classes are not mandatory. There were 80 CRC students in 2018 and 35 students received a CRC certificate.
4. **English as a Second Language (ESL)** serves non-native English language learners. Students learn English, as well as math, social studies, reading, and language. There were 14 ESL students in 2018.
5. **Special Education (SPED)** classes serve students age 22 and under who have been identified as eligible for special education services prior to incarceration. These classes teach reading, writing, math, and life skills. There were 9 SPED students in 2018.

6. **College Transition Math (CTM)** class serves students with a confirmed GED or High School Diploma who intend to enroll in community college after release by ACRJ or transfer to the Virginia Department of Corrections. This class helps students prepare to take the Mathematics section of the Virginia Placement Test, which is required for admission into community colleges in Virginia. This current CTM class began in September 2018 and has served 18 students.
7. **Python Programming** class teaches students the basic skills required for computer programming in Python language. It is taught by a PhD candidate and a Masters candidate from UVA. This class began in June 2018. Thirteen students have been enrolled, six of whom have completed the program. One student, who has since been released, will be enrolling at PVCC this summer to pursue a career in Computer Science.
8. **Madison House** volunteers tutor currently enrolled students in Math, Reading, Writing, or English as a Second Language. UVA students work one-on-one with ACRJ students for one hour per week throughout the academic school year. This year there were twenty-four Madison House volunteers.

#### **Programs Department:**

1. **Moral Reconciliation Therapy (MRT)-Male/Female**— Is a systematic, cognitive-behavioral, step-by-step treatment strategy designed to enhance self- image, promote growth of a positive, productive identity, and facilitate the development of higher stages of moral reasoning. It will significantly increase moral reasoning level, enhance life purpose, facilitate increased social support, give the individual more perceived control over their lives. It is a self-paced course, with homework, as well as in class “testimony’s.” *Evidence Based.*
  - 207 Enrolled
    - Males: 47 completions/109 enrolled
    - Females: 36 completions/98 enrolled
2. **Parenting Inside Out –Female**- This class is designed for individuals with children of all ages and is a cognitive- behavioral parent management skills training program created for incarcerated parents. It is designed to help parents promote healthy child adjustment and prevent child problem behavior. Some skills offered include consistent use of effective speaking and listening, and the regular employment of constructive problem solving all while the parent is incarcerated. These skills are offered while they are offered while they are incarcerated so that they are better able to develop and maintain positive relationships with their children and family members upon their release from incarceration. *Evidence Based.*
  - 15 completions/22 enrolled
3. **Coping with Anger – Male/Female** –Coping with Anger is targeted to adults who have problems with managing feelings of anger and frustration in an appropriate way. It is used with violent offenders, and argumentative or oppositional clients.
  - 174 Enrolled
    - Males: 18 completions/ 118 enrolled
    - Females: 20 completions/56 enrolled

4. **Seeking Safety- Male-** A present-focused counseling model to help people attain safety from trauma and/or substance abuse. It is an extremely safe model as it directly addresses both trauma and addiction, but without requiring clients to delve into the trauma narrative. *Evidence Based.*
  - 18 enrolled (no completions, classes began in November 2018)
5. **The Matrix Model- Male-** Is an integrated Substance Abuse therapeutic model incorporating Cognitive behavioral, motivational enhancement, couples and family therapy, Individual supportive/expressive psychotherapy and psychoeducation, twelve Step facilitation, group therapy and social support. *Evidence Based.*
  - 47 completions/ 109 enrolled.
6. **Financial Literacy/Employment-Male/Female-**provides basic financial literacy skills by conducting group instruction and education sessions in budgeting, credit/debt, checking and savings, taxes and other financial literacy related areas by request. Employment focuses on the “how to’s” of the employment process.
  - 96 Enrolled
    - Male: 45 completions/61 enrolled
    - Female: 14 completions/35 enrolled
7. **Mentoring Program: Male/Female** One on one employee facilitated guidance and counseling for inmates who are seeking direction, guidance or structure in resolving issues that may have caused or created a traumatic event or change in their lives or the life of someone close to them.
  - 978 Enrolled
8. **Employment Services: Male/Female-** Inmates meet with specialized Employment Facilitator to work towards post release employment goals.
  - 105 inmates received intakes
  - 67 resumes completed
  - 42 inmates were assisted with specialized job searches
9. **Government Benefit assistance: Male/Female-** Facilitated by the Charlottesville Department of Social Services, inmates sign up for Medicaid and SNAP benefits prior to their release from incarceration.
  - 23 inmates provided services
10. **Real Dad’s Support Group Program: Male-** Facilitated by Ready Kids, Real Dads has a mission to improve the quality of children’s lives by supporting fathers in becoming more responsible, empowering, available and loving men in the lives of their children.
  - 18 completions/26 enrolled
11. **ACRJ Fatherhood Group- Male-** Facilitated by Sexual Assault Resource Agency & The City of Charlottesville, this group focuses on fatherhood development and provides a space for fathers to connect with one another and discuss and work through issues they may face as fathers. The group focuses on topics/questions such as how to connect with your child, how

to play an influential role in your child's development, and how to help your child to develop healthy and meaningful relationships.

- 27 completions/37 enrolled

12. **Road to Excellence- Female** – Facilitated by The Pregnancy Resource Center, this class encourages women to become strong individuals and independent thinkers. Discussion revolves around self-respect, building pro-social and healthy romantic relationships, and safe sex practices.

- 4 completions/9 enrolled

13. **Health & Wellness– Male/Female** – Facilitated by University of Virginia Medical Students, this class provides inmates with information and discussion on how to live an overall healthy life.

- 34 enrolled
  - Male: 4 completions/11 enrolled
  - Female: 11 completions/23 enrolled

14. **Art Program – Male/Female**-Teaches basic drawing practices to advanced practices.

- 35 completions/57 enrolled

15. **Charlottesville Story Book Project: Male/Female**-Gives offenders an opportunity to connect with their children while they are apart by recording their voice reading the child's favorite book. The child will get a copy of this recording to hear their voice while they read the book.

- 51 inmates participated/100 children reached

16. **Celebrate Recovery Program: Male/Female** – A faith-based class utilizing 12 steps and 8 recovery principles to provide a natural transition back into the community. Additionally, there is an opportunity for the family of the incarcerated person to receive help as they become involved in Celebrate Recovery at the local level during their loved one's incarceration.

17. **The Good News Jail and Prison Ministry: Male/Female-** Provides the jail with a full time Chaplain. Five to seven worship services are provided weekly. The Chaplain or volunteers, upon request, also provide individual spiritual counseling to any inmate who requests services. Bible Study classes are conducted in all major housing units to allow any inmate requesting spiritual guidance. A discipleship community, located in housing unit 3, provides additional counseling and religious exposure for inmates willing to participate. This program is called, "Skopos" which is also supervised by the Chaplain.

### **Certifications**

VDOT Flagger Certification – 64 inmates received certification out of the 83 inmates who tested.

Electrical Apprenticeship – 1 inmate.

### **Official Documents**

DMV ID – 52 inmates

Birth Certificates – 31 inmates

Social Security Cards – 41 inmates

Jail ID – 224 inmates

Bond Eligibility Letters – 98 inmates



## Substance Abuse Services Department:

1. **Therapeutic Community: Male-** TC is a multidimensional treatment modality that focuses on cognitive and behavioral modification by reducing antisocial behaviors/attitudes and other dynamic criminogenic risk factors. With the use of social learning, the primary goal of TC is the acquisition of prosocial attitudes, thinking and behaviors.
  - 85 Treatment Episodes (9 duplicates)
  - 19 Phase up completions
  - 10 Matrix completions
  - 3 Moral Reconciliation Therapy completions
2. **Seeking Safety: Female-** A present-focused counseling model to help people attain safety from trauma and/or substance abuse. It is an extremely safe model as it directly addresses both trauma and addiction, but without requiring clients to delve into the trauma narrative. *Evidence Based.*
  - a. 11 completions
3. **The Matrix Model: Female-** Is an integrated Substance Abuse therapeutic model incorporating Cognitive behavioral, motivational enhancement, couples and family therapy, Individual supportive/expressive psychotherapy and psychoeducation, twelve Step facilitation, group therapy and social support. *Evidence Based.*
  - 39 completions
4. **Alcoholics Anonymous: Male/Female-** An effective 12-step program designed to support those attempting to recover from alcoholism. Since the organization is considered a mutual-aid fellowship, it is run by former alcoholics who help those currently in recovery.
  - 74 Enrolled
    - Males: 56 enrolled
    - Females: 18 enrolled
5. **Narcotic Anonymous: Male/Female-** An effective 12-step program designed to support those attempting to recover from drug use. Since the organization is considered a mutual-aid fellowship, it is run by former alcoholics who help those currently in recovery.
  - a. 71 Enrolled
    - i. Males: 47 enrolled
    - ii. Females: 24 enrolled

## Service Referrals:

DARS	Guest House	Bridge Ministry	GHH	Project Link	Gemeinschaft	Oxford House	Women's Center  @ Moore's Creek	Franklin Grove	Fluvanna-Louisa Housing Foundation
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175	10	6	10	4	1	3	2	1	1
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Bi Monthly Board January 10, 2019

## **FINAL**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting January 10, 2019**

#### **Jail Board Members Present:**

Mrs. Diantha McKeel  
Mrs. Cyndra Van Clief  
Mr. Mike Murphy  
Ms. Kristin Clarens  
Mr. Steve Carter  
Mr. Doug Walker  
Sheriff David Hill  
Sheriff “Chip” Harding  
Mr. W. Lawton Tufts

#### **Others Present:**

Colonel Martin Kumer  
Mrs. Gequetta Murray-Key  
Mrs. Marce B. Anderson  
Ms. Felicia Morris  
Mr. Jeff Brill  
Mr. Brendan Hefty  
Lt. Colonel Todd Rowland  
Mr. Robert Barnabei

#### **Jail Board Members Absent:**

Sheriff James Brown  
Dr. Wes Bellamy

The meeting was called to order at 12:30 p.m. by Mrs. McKeel. Mrs. McKeel advised the board that Dr. Bellamy was not present due to a mandatory faculty meeting. She also advised that Sheriff Brown was not going to be at the meeting.

Mrs. McKeel moved on to the consent agenda and asked for a motion to approve the minutes. Mr. Walker made a motion to approve the minutes. Mrs. Van Clief

## Bi Monthly Board January 10, 2019

seconded the motion. Mr. Tufts abstained from voting due to his absence at the prior meeting. The motion carried.

Mrs. McKeel advised the board that due to a technical glitch, the recording from the November meeting was not available.

### **Matters from the Public:**

**Madeleine Chandler** – Ms. Chandler acknowledged the law enforcement officers at the meeting. She further stated that illegals need to be reported to ICE and returned to their country of origin. They have broken the law by being in this country illegally and then committed a crime in this country. I ask this board to vote to contact ICE when an illegal is going to be released.

**Margaret Rubin** – Ms. Rubin asked the elected members of the board to consider who their constituents are and that the community is largely against handing people over to ICE. You can follow the law without voluntary notification.

**Jason DeMaio** – Mr. DeMaio stated that he is against the policy of notifying ICE. He had a relative that served 40 days in this facility as a permanent resident of the U.S. and had been questioned by ICE. He stated that his family went through a lot at that time. Mr. DeMaio asked that the board stop ICE notifications.

**Rolf Braun** - Mr. Braun urged the board to stop or limit ICE notifications. They pickup whenever they feel like it and this has gotten worse under the current administration. This community has decided which side they are on and ACRJ should no longer notify ICE.

### **Matters from the ACRJAB Attorney, Brendan Hefty:**

Mr. Hefty stated that the General Assembly convened this Wednesday. With regard to the budget, the compensation board approved a 2% raise. There are some bills to come out of the General Assembly addressing mental health and the release of undocumented individuals.

### **Matters from the Board:**

## Bi Monthly Board January 10, 2019

There were no matters from the board.

### **Matters from Business Manager, Jeff Brill:**

Mr. Brill advised that net income is estimated to come in around \$336,000.00; however, it is still early in the year. Regarding the FY20 figures, we have not received the Compensation Board's numbers. There is a 2.7% increase in wages which includes gap pay of \$153,000.00 for security staff only. Under FLSA, law enforcement and fire fighters are allowed an overtime exemption for hours worked from 160-171 (the GAP) in an established 28 day cycle. We try to adjust them out for that 8 hour difference. Virginia Law makes an exception for law enforcement to be paid overtime during the GAP but the General Assembly did not include Jail Officers from that exception. Therefore, Jail Officers can be paid straight time during the GAP. Since 2009, the jail had interpreted this as not having to pay any wage for this period of time worked. After meeting with Albemarle County HR and the Jail Attorney's, we have corrected this interpretation, by paying straight time for the GAP. The increase also includes Holiday pay of \$160,000. In the past, holiday time was accrued, and officers may have as many as 1 to 5 weeks on the books and the goal is to remove the accruals from the books and have the officer take the time off within the week or be paid for it. Regarding the Census, the 5 year averages for FY20 is as follows:

County of Albemarle 42.68%, an increase of 1.5%  
City of Charlottesville 49.76%, a decrease of 2.0%  
Nelson County 7.56%, an increase of .5%

After further discussion of the budget, Mr. Brill advised that ACRJ recommends an FY19 operating budget of \$16,251,148.00, debt service budget of \$578,831.00 and operating reserve of \$104,282.00 for a grand total of \$16,934,261.00.

After discussion regarding a contingency fund, Ms. McKeel confirmed with Mr. Brill and the board that the budget committee would come together again to discuss the fund.

Mr. Carter asked when the jail would have sufficient cash flow to be able to sustain itself instead of Albemarle County as its fiscal agent. Mr. Hefty advised that the service agreement does not address this issue. Mr. Walker stated that Albemarle is used as guidance but there could be some sort of cost benefit analysis done. Jail staff will work on this to get additional information for the May agenda.

**Matters from Superintendent Martin Kumer:**

**VINE** – When we originally reached out to VINE to let them know where we wanted them to pull the information regarding release dates from out of our system. They notified us that they allow 90 days for such changes. They are still well within that 90 day period due to Holidays and other setbacks. Hopefully, we will have the information in early February. Jail staff will then test the system, and if we are satisfied, we will then turn it over to others in the community such as Commonwealth's Attorney's, ICE, etc. I will then provide an update at the March meeting.

**Video Visitation** – The vendor that responded positively to our bid was purchased by another company. With that happening, there have been some issues. We have a meeting set up in early February to see if we are going to continue with this vendor or if we will have to put it back out for bid.

**Website** – There have been some changes to our website. We have tried to make it as user friendly and intuitive as possible. If you have any recommendations, please let us know.

**Elimination of \$1/day fee** – The \$1/day fee is allowed by the General Assembly and we can charge as much as \$3/day. It is used to offset the cost of incarceration. The thought is that the offender themselves would be paying that fee. That is not the case. Their families that put money on their canteen accounts are the ones who are paying that fee. There are some families that will not put money on their canteen account because they are not the cause of their loved one being incarcerated and choose not to put money on their account. Colonel Kumer provided an executive summary (included in the January Board Packet) for the background information and justification for elimination of the fee. The current FY-20 budget proposal has already taken into account the loss of this revenue source so the board can see the financial impact to the localities. Since we have seen a significant increase in canteen commission revenues due to a new contract, we were able to use those funds under the Code of Virginia to reimburse the localities for the salary of the Director of Education. This amount more than offsets the cost of the loss of the fee revenue. Although this offset is not contingent upon approval of the elimination of the fee. It is an example of how increased commissary sales and commission positively impacts the localities financial burden. It is the intent that these commissions will increase if the fee is eliminated. Mrs. Van Clief stated that she did not have a problem with eliminating the \$1/ day

## Bi Monthly Board January 10, 2019

fee. But she does have a problem with charging someone who is working on Work Release being charged \$8/ day. Why wouldn't we eliminate both fees? Mr. Hefty explained that there are 2 separate codes of Virginia. The \$1/ day is charged to all inmates to defray the cost of keep. However, Work Release inmates are charged "Room and Board" in the amount of \$8/ day. Mr. Carter asked why we wouldn't want the increased revenue from the commissary commissions in addition to the \$1/ day we would be receiving. Colonel Kumer advised that his view on the elimination of the \$1/ day is coming from the human element aspect. After further discussion, the board asked for additional information at the upcoming March meeting. Colonel Kumer advised that he would have additional information.

Due to the time, Colonel Kumer advised that he would discuss Holiday Time at the March meeting.

The meeting adjourned at 2:05 pm.

**FINAL**



## ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

160 Peregrory Lane  
Charlottesville, VA 22902

Phone: (434) 977-6981 Fax: (434) 977-0468  
[www.acrj.org](http://www.acrj.org)

Colonel Martin Kumer  
Superintendent

Patrick Divver

U.S. Immigration and Customs Enforcement  
Assisitant Field Officer Director  
March 21, 2019

Dear Mr. Divver,

Thank you for the February 22, 2019 letter offering a “behind the scenes” tour of ICE’s operations to members of the Albemarle Charlottesville Regional Jail (ACRJ) Authority. Your letter offering to host briefings or separate visits for any or all the ACRJ Board members was received on March 5, 2019 and shared with the Board members electronically on March 6, 2019. Additionally, the ACRJ met on March 14, 2019. While I thank you for once again reaching out, to date, none of the ACRJ Authority members have inquired about setting up a visit. However, an individual Board member could certainly have contacted you without my knowledge.

The ACRJ Board member’s highest priority is the safety of our community and we are committed to working with ICE and to accomplish the goal of making sure the very few incarcerated bad actors are not released into our community. ICE is aware of the presence of every ACRJ inmate as soon as they are admitted though the fingerprinting intake process and has an opportunity to determine the public safety risk of every undocumented individual. The ACRJ Board is also charged with using tax payer dollars in the most efficient and effective way while applying equity in the treatment of all incarcerated individuals, whether a citizen, a foreign national or an undocumented inmate.

As we have seen in all aspects of our lives, technology advances offer new opportunities. That is the case with the VineLink system, provided by the General Assembly for the Victims Witness Program and sited in state code as an acceptable option for notification. This software application is an example of how technology can be used to accomplish several objectives, thus providing a less staff intensive work option. Because of our discussion in 2018 and input from the local Commonwealth’s Attorneys and ICE agents we discovered VineLink was not working properly, regardless of the user’s intent. Our VineLink partners have worked to correct the glitches in the software system and we are now testing to assure its accuracy. Once we are confident the system is working correctly, Superintendent Martin Kumer will reach out to the 3 local Commonwealth’s Attorneys and to you to discuss your opportunity to test the program and provide feedback.





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Colonel Martin Kumer  
Superintendent

Please note that the secondary notification, the voluntary ACRJ staff telephone calls, to ICE regarding the release dates of incarcerated individuals, while current practice, is not an ACRJ policy as your letter states.

Thank you for your continued outreach. Please feel free to contact me if you have any questions.

*Diantha McKeel*

Diantha McKeel  
ACRJ Authority Chair  
Albemarle County Board of Supervisors

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Mirroring Albemarle County HR Practices	<b><u>AGENDA DATE:</u></b> May 9, 2019	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

Recently, Albemarle County has upgraded their time keeping system. The county has requested that all ancillary entities attempt to mirror Albemarle County's human resource practices and policies to the degree feasible. By imitating the county's practices it will lower the implementation and software costs since the developer will only have to build one software suite to process all of the entities for which the county handles payroll and time keeping.

The two issues before the board today is a request to reduce the amount of sick time a Regional Jail employee earns on a monthly basis and the elimination of the practice of leave sharing.

Per policy, jail employees earn 10 hours of sick time per month. There is no cap on the amount of sick time an employee may maintain. Any employee who has been employed for at least five years and leaves employment on acceptable terms will be compensated \$25.00 for every 8 hours of unused sick time up to 800 hours for a maximum compensation of \$2,500.00.

Albemarle County's policy allows county employees to earn no more than 8 hours per month.

In order to mirror the county's practice the Jail would effective July 1, 2019, only award 8 hours of sick time per month as opposed to our current practice of 10 hours per month, an annual reduction of 24 hours or three days.

The second issue is the elimination of the Jail's practice of Leave Sharing. Leave Sharing allows any employee to transfer or donate sick time from their sick time accruals to another employee if the receiving employee has exhausted their sick time and is in need of time due to a serious medical issue.

The Leave Sharing policy is redundant since the Jail also participates in the Albemarle County sick bank. The sick bank is a voluntary system that all Jail employees are eligible to join. They must donate one day of sick time to the bank to be eligible. Once any employee has exhausted their sick leave, they may apply to use the sick bank. Please see the attached policy regarding sick leave accruals, Leave Sharing and the Sick Bank for further details.

**RECOMMENDATION:**

Comply with Albemarle County's request to reduce sick leave from 10 hours to 8 hours since it coincides with the City of Charlottesville and the County of Nelson's sick leave accruals practices of 8 hours per month. In addition the Blue Ridge Juvenile Detention Facility's employees also earn 8 hours per month of sick time.

Comply with Albemarle County's request to eliminate the practice of leave sharing since it is redundant compared to the sick bank.

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL  
STANDARD OPERATING PROCEDURE**

<b>SOP NUMBER:</b> <b>1.48</b>	<b>SOP TITLE: Absences</b>	<b>EFFECTIVE DATE:</b> September 1, 2006	<b>AMENDS</b> {X} <b>CANCELS</b> { } <b>NEW</b> { }
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Retain this policy in your S.O.P. Manual. You are responsible for the thorough knowledge and proper application of this policy.

**PURPOSE:**

To provide written policy and procedures that will be used regarding employee absences.

This Standard Operating Procedure consists of the following numbered sections:

- I. Policy**
- II. Procedures**
- III. Forms**
- IV. Revision**
- V. Staff Reviewer's Signature**
- VI. Superintendent's Signature**

## I. POLICY

It is the policy of the Albemarle-Charlottesville Regional Jail that the Authority shall endeavor to keep attendance of employees at a maximum and absences at a minimum. The Superintendent recognizes that absences are unavoidable and inevitable and, therefore, allows certain absences and absence payments. The facility will establish policies which are meant to maintain the highest possible efficiency. Allowance will be made to permit bona fide absences, and prevent employees who have been ill from becoming a hazard to other employees by returning to work too soon.

## II. PROCEDURES

It will remain the right of the Department Head/designee and the Jail Superintendent/designee to:

1. Authorize, or refuse to authorize in exceptional cases, the advance request of an employee for permission to be absent.
2. Investigate absences.
3. Deny leave payment for absence in violation of any facility policy.
4. Impose reasonable disciplinary penalties upon employees who have abused their leave privileges and who violate the provisions of the "Employee Responsibility" section of this policy.

### A. EMPLOYEE RESPONSIBILITY

Every employee of the Albemarle-Charlottesville Regional Jail has the following obligations and responsibilities concerning absence.

1. Request for Leave - When the need for being absent from work is known in advance, the employee must notify his/her immediate supervisor as far in advance as possible on the Leave Request form.
2. Notice of Unexpected Absence - When an employee finds that he cannot report to work, he or she must notify his/her supervisor, or in the case of custody staff, the Shift Commander on duty, as soon as possible or no less than a minimum of two (2) hours prior to starting time. The employee must also call their immediate Supervisor during the scheduled shift or workday they are absent from. Upon returning to work the employee must complete a Leave Request form as a record of absence.
3. Failure to Give Notice - Failure to give the notice required shall constitute cause for a reasonable disciplinary penalty including cause for denial of absence pay allowance. Unless an absence has been authorized in advance or an absence is unavoidable, every employee shall be expected for his/her scheduled work.
4. Failure to Keep Supervisor Informed - Failure to keep Supervisor informed of illness or other causes for absence shall constitute cause for a reasonable disciplinary penalty including denial of absence pay allowance and/or termination.
- 5.

## **B. CIVIL DUTY LEAVE**

1. Full-time employees called by government entities to perform civil duties such as jury duty, witness duty, etc., unrelated to personal affairs and of a public nature, will be granted paid civil leave by the jail on reasonable advance notice and presentation of properly executed documentation, such as a subpoena.
2. It is the employee's responsibility to bring the appropriate documentation to his/her Supervisor immediately on receipt. A letter from the Superintendent can then be attached in the event the employee or the Jail would like to have the employee excused.
3. Employees serving jury duty will receive full salary as well as retain compensation received from the court. Employees are expected to give notice of jury duty and to report to work when jury is not in session.
4. Employees who initiate or are otherwise involved in private legal actions of any kind, whether such actions involve the jail or not, will not be permitted to treat time spent during working hours in connection with such actions as compensable working time. Such employees will be required to use accrued annual, holiday or unpaid leave.

## **C. SICK LEAVE**

The Albemarle - Charlottesville Regional Jail recognizes that its employees may need time away from their positions to remain at home due to personal illness. The immediate family for sick leave is defined as the employee's spouse, children, spouse's children, parents, and grandparents. It is also necessary, however, for employees to realize that absenteeism problems hinder the efficient operation of the department and its delivery of services to the public. Therefore, an attendance criteria is established which emphasizes how sick leave will be handled.

The primary purpose of sick leave is to provide for paid time in the event of long-term illnesses. Employees must accumulate sufficient balances to cover this possibility. All personnel shall earn sick leave days at the rate of 10 hours per month (permanent full-time) or a major fraction thereof (permanent, part-time) with no maximum on accumulation. Sick leave extending beyond two consecutive workdays requires a written statement by a medical provider explaining the facts of the absence.

NOTE: Employees identified as abusing the sick leave policy will be placed on Sick Certification (see Section E), and will be required to bring a statement from a licensed medical provider after every absence.

Accrued sick leave may be used for the following:

1. Temporary disability to include an illness, pregnancy, childbirth or related complications, in which an employee is unable to perform their assigned duties.
2. Medical appointments that cannot be scheduled during non-working hours. However, your supervisor may request verification of an appointment if abuse is suspected.

3. Family sick leave is not to exceed a maximum of forty-eight (48) hours per calendar year for an illness, injury or medical appointment related to an employee's immediate family, which would include the employee's children, spouse or dependents residing in the same household.

### **ACCEPTABLE ATTENDANCE.**

Acceptable attendance is a minimum expectation of all ACRJ employees. Department Heads are responsible for monitoring attendance within their departments. Except as noted, when an employee's absenteeism exceeds four (4%) or 83.40 hours of available work time earned for Sick Leave, Unpaid Leave, and/or **unplanned use** of Holiday time or Annual Leave, the department head is responsible for investigating the absenteeism and taking appropriate action as necessary.

Leave taken under FMLA, Bereavement, and/or Worker's Compensation shall not be considered when determining acceptable attendance.

### **FMLA**

Family Medical Leave Act is defined as a "serious health condition", illness, injury, impairment or physical or mental condition that requires inpatient care or continuing treatment by a health care provider. Under FMLA, an employee is eligible up to twelve weeks of unpaid, job-protected leave for certain family members and medical reasons. Employees are eligible for FMLA if they have worked for a covered employer for at least one year, and must have worked 1,250 hours over the previous twelve months. When an employee returns from FMLA leave status, he/she must be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employees leave.

#### **Reasons for taking Leave:**

- 1) **To care for the employees child after birth, or placement for adoption or foster care.**

Leave must be taken within twelve (12) months of birth or placement. However, if the paternal leave is related to the care of a qualifying family member, the employee may use up to a maximum of 48 hours of family sick leave as outlined in SECTION C, Sick Leave #3 of this Standard Operating Policy. The remainder of time, upon request to the Superintendent, may be used against accrued annual, holiday leave or will be taken as leave without pay.

- 2) To care for the employees spouse, son, daughter, or parent who has a serious health condition:

When the FML is due to the illness of an employee's spouse, parent, or child, the employee will first be compensated using accrued sick leave up to the maximum of 48 hours (as outlined in SECTION C. Sick Leave, #3) (Note: Employees are not eligible for sick bank benefits in these circumstances). The remainder of time used, upon request to the Superintendent, may be charged against accrued annual, holiday leave or will be taken as leave without pay.

- 3) For a serious health condition that makes the employee unable to perform their job:

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves :

- a) Inpatient care in a hospital, hospice, or residential medical care facility; or
- b) Continuing treatment by a health care provider;\*\*

\*\*Note: Treatment does not include routine physical, eye or dental exams.

(Employees may use Sick Bank, or ACRJ Leave Sharing Program if eligible)

### **FMLA - Notification/Certification:**

The employee is required to provide advance leave notice and medical certification 30 days prior to taking leave when the leave is foreseeable.

Eligible employees may take up to 12 weeks of leave during a rolling 12 month period. This is defined as the 12-month period measured forward from the date an employee's first FML begins.

### **FMLA - Medical Certification Requirements:**

When the necessity for FML exists due to the employee's own serious health condition or the serious health condition of a spouse, parent, or child, certification of the condition and a statement of the need for leave are required from the health care provider, using the Certification of Health Care Provider form provided by HR. If the employee fails to provide the requested information to the HR Specialist, the leave may not be job-protected under the FMLA.



ACRJ may require medical certification to support the request for leave because of serious health conditions, and may require a second or third opinion and a fitness for duty report (on the employee) prior to the employee's return to work. The employee is responsible for maintaining up to date medical status while on FML.

ACRJ may also require periodic reports from the employee as to the employee's status and intent to return to work.

#### **FMLA -Intermittent or Reduced Leave**

While most family and medical leave occurrences will necessitate leave to be taken in a single block of several weeks, the employee may request "intermittent" leave or "reduced leave schedule" to care for a seriously ill family member or for the employee's own serious health condition where the need for leave is foreseeable and based on planned medical treatment.

Employees requesting FMLA must do the following:

1. Request, in writing, to the Superintendent to use FMLA;
2. Once the request has been received, the Superintendent will review and forward to ACRJ Human Resources office;
3. ACRJ Human Resources will forward applicable FMLA forms and instructions to the employee;
4. Employee returns forms to ACRJ Human Resources or forms may be forwarded to Albemarle Human Resources directly.

#### **Employees returning from FML**

An employee returning from FML due to his own serious health condition must submit a statement on the required form to HR, from the attending physician, indicating the employee is physically and mentally capable of returning to work.

### **D. BEREAVEMENT**

Employees may be permitted to use up to five (days) of accrued Sick Leave in the event of the death of a member of the employee's immediate family (employee's spouse or children, spouses children, parents, spouse's parents, siblings, spouses siblings and grandparents. Any additional time required by the employee in such event shall be covered by Annual leave, Holiday leave or Unpaid leave as may be applicable. In the event of the death of a non-immediate family member, employees will be required to use Annual, Holiday or Unpaid leave, as may be applicable.

Leave taken under FMLA, Bereavement, and/or Worker's Compensation shall not be considered when determining acceptable attendance

## **E. SICK LEAVE BANK**

Albemarle County and ACRJ will maintain a sick leave bank to be used when a member of the bank (employee's only) becomes incapacitated by a long-term illness or injury as long as one-third of the eligible members agree to participate in accordance with the terms contained herein.

Membership in the sick leave bank shall be voluntary and open to all eligible personnel who accrue sick leave.

Each employee of the Board who accumulates sick leave is eligible for membership and may become a member by donating one day of sick leave upon joining and one day thereafter whenever the assessment is required.

Requests for leave time from the bank must be made in writing by the employee (or his representative if the employee is unable to submit the request) in advance of the absence for which the extra days are to be granted. Requests cannot be made retroactively.

The Director of Human Resources (located at Albemarle County Office Bldg.) is designated as the administrator of the Sick Leave Bank.

### **1. Enrollment Procedures**

An eligible employee may enroll within the first thirty days of employment. An employee who does not enroll when first eligible may do so during open enrollment by making application and providing satisfactory evidence of good health to the Board. Enrollment the first year the bank is in existence will be for any eligible employee who fills out the appropriate form and submits this form to the Board within the initial enrollment period. Membership in the bank may be earned by contributing one day of sick leave upon joining and one day thereafter whenever an assessment is required. The donated days of leave will be deducted from the donor's accumulated days of sick leave.

### **2. Rules for Use**

- a. The first twenty (20) consecutive working days of illness, or disability will not be covered by the bank, but must be covered by the member's own accumulated paid leave or leave without pay. This requirement may be met in cases in which twenty days of absence, although not consecutive for the same illness/injury, although not consecutive, occur within thirty working days.
- b. Requests for use of the sick leave bank must be made in writing by the employee (or representative if the employee is unable to submit the request) prior to the 20<sup>th</sup> day of the absence except in the case of Workers Compensation claims that were denied.

- c. Eligible employees may take a maximum of forty-five (45) working days from the Sick Leave Bank in any rolling year (defined as a three hundred sixty-five (365) day period beginning with the first day of Sick Leave Bank usage).
- d. Days drawn from the bank for any one period of eligibility must be consecutive, except additional periods of disability resulting from recurrence or relapse of the original illness, which will be covered fully on a continuing basis up to the annual maximum of forty-five days. Once a member has used all forty-five days of Sick Leave Bank, he/she must return to work and must meet the necessary requirements before becoming eligible to utilize sick leave bank benefits again.
- e. A member of the bank will not be able to use sick leave bank benefits until the employees sick leave declines to zero. Sick Leave and/or Sick Leave Bank leave will run concurrently with FMLA where applicable.
- f. Members of the bank will be assessed additional days of sick leave at such time as the bank is depleted to two hundred days, unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed one day and allowed to temporarily maintain a negative balance.
- g. Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.

The Sick Leave Bank request form must be signed by a medical provider acceptable to the Regional Jail. The jail reserves the right to require additional medical documentation supporting the request.

Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the days he has contributed to the bank.

\*All employees working on a 28 day cycle schedule will automatically convert to an eight (8) hour day schedule when utilizing sick bank.

## **F. LEAVE SHARING**

The Albemarle-Charlottesville Regional Jail's Leave Sharing program allows an employee to donate sick leave to another employee who may need additional leave as the result of an illness or accident. (Refer to SOP policy 1.20 for details)

## **G. SICK CERTIFICATION**

Refer to S.O.P., Sick Certification

- 1) It is a Supervisor's responsibility to monitor Sick Leave in order to determine whether an employee is using an excessive amount, thus causing a hardship to the Shift or other Departments, due to lack of dependability. The employee's supervisor may require a statement signed by a licensed medical provider describing the employee's illness or medical condition and verifying the necessity of the employee's absence from work; this documentation may also be required when annual leave is used in lieu of sick leave. Ordinarily, this type of request will not be made for sick leave use for periods of two days or less, but in cases of suspected leave abuse, a physician's statement may be required in order to grant sick leave credit for each day of leave used.
- 2) After reviewing medical documentation on an employee's condition, the facility reserves the right to initiate medical leave of absence if the employee's attendance and quality and quantity of work are adversely affected by a medical condition. Leave without pay may be considered if the employee is otherwise eligible.

## **H. WORKER'S COMPENSATION**

The Jail Authority carries, at its expense, workers' compensation insurance coverage to protect employees injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings resulting from work - related injuries. This program has a waiting period during which income benefits are not payable. This waiting period affects only compensation; medical and hospital cost are provided immediately.

### **Worker's Compensation Leave Policy**

Workers' Compensation will be paid in accordance with law (i.e., at two-thirds salary after the first seven consecutive calendar days from the date of injury). These days must be covered by the employee's own leave. In the event that an employee has no sick leave to cover the first seven calendar days, holiday, annual leave, or leave without pay will be used. The Jail Authority will, however, pay the additional one-third of a day with no charge to the employee's sick leave for one year from the date of incident assuming the claim is compensable under worker's compensation. If the claim is deemed not compensable, the employee will reimburse the Jail Authority for the one-third of a day (i.e. through leave or leave without pay).

### **WORKERS' COMPENSATION LEAVE REPORTING GUIDELINES for time lost injuries)**

#### **Day 1 through 7:**

Employee uses sick leave first ( code 71)\*\*, then any annual ( code 72)\*\*, or compensatory time ( code 73)\*\*. If an employee is not eligible for leave, then leave without pay ( code 40)\*\* will be used.

### **Days 8 through 21:**

The Jail Authority will pay for one third of each day. The worker's compensation company will reimburse the employee for two thirds of each day. Leave reports should show for each day out, one third as worker's comp. No leave deducted (code 70)\*\* and two thirds as leave without pay ( Code 40 )\*\*.

**\*\*NOTE: Codes are for HR/Finance purposes only**

### **Day 22 and Above:**

After the 21<sup>st</sup> day of injury, workers' compensation will go back and reimburse the employee for two-thirds of the first seven (7) days, if the injury is found compensable. The Benefits Office will delete the leave records for those days, giving the employee back that leave. However, since the employee has already been paid by the Jail Authority for those first seven day ( if they were eligible for leave ), the employee will be docked for two thirds of those first seven days.

## **I. OTHER LEAVE**

1. **Military leave of absence:** will be granted by the Authority in accordance with existing state and federal statutes. Refer to S.O.P. 1.30.
2. **Breaks:** There is no formal break time provided by the facility, however reasonable time shall be provided for personal care and refreshments during the work day. Due to the nature of the job, employees must get permission from their supervisor prior to taking any breaks.
3. **Meal Break:** a 30 minute "Meal Break" period shall be provided to each employee. Supervisors will schedule and notify each employee under their supervision the time of their individual break. Employees may not forego the lunch period in order to shorten the work day. Employees must sign out and in for their "Meal Break." Meal Break sheets will be turned into the Captain of Security for review and filing. Supervisors are to submit their Meal Break sheets at the Time Due listed:
  - a. Custody – at completion of the shift
  - b. Inmate Services - Weekly

### **III. FORMS**

Family and Medical Leave Act request form  
Family Medical Request Health Provider form  
Sick Leave Bank Withdrawal request form  
Sick Leave Bank Physician Statement  
Leave Sharing Donor form

### **IV. REVISION**

Amends S.O.P., Absences, dated June 20, 2002

### **V. STAFF REVIEWER'S SIGNATURE**

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**Staff Reviewer's Signature**

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**Date**

### **VI. SUPERINTENDENT'S SIGNATURE**

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**Superintendent's Signature**

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**Date**

Amended 8/21/2006

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Dollar A Day fee debt	<b><u>AGENDA DATE:</u></b> May 9, 2019	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

On March 14, 2019, the Jail Board Authority voted to discontinue the practice of charging inmates a fee of one dollar for every day they were confined also known as the Dollar A Day Fee.

On March 19, 2019, Jail employees with cooperation from or inmate fund account software developer, Oasis Commissary, ceased the collection of the Dollar A Day Fee.

The issue today before the board is will we continue to collect the debt owed for the fee prior to the elimination of the fee.

The debt reported here is broken down into two amounts. The first amount is the current debt from the dollar a day fee accrued over the last 24 months since we began using Oasis Commissary on May 31, 2017. That amount is \$82,671.71.

The second amount is \$635,364.86. This amount is the total accumulated inmate debt since early 2000 when the jail began tracking inmate debt using Keefe Commissary software. This debt includes the dollar a day fee and all other inmate debt, including medical co-payments and lost or damaged jail property.

When the conversion occurred from Keefe to Oasis in May of 2017, the recorded debt was transferred over in one lump sum without a breakdown of why the debt was owed. Therefore, it is not feasible to differentiate between the debt for the dollar a day or other debts owed the jail.

### **RECOMMENDATION:**

We will be meeting with the Jail Board Authority's auditors, Robinson, Farmer and Cox, on Tuesday, May 7, to determine if there are any financial regulations that concern this debt and to obtain their opinion on the matter.

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> VINE Link Status Update (Secondary Notification)	<b><u>AGENDA DATE:</u></b> May 9, 2019	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b> Yes
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

This is an update to the requested Virginia Information Notification Everyday, VINE LINK, systems enhancements. We have asked Appriss Incorporated, the company who operates VINE LINK, to ensure the system is receiving the correct data from this facility's jail management system, New World/Tyler Technologies, including but not limited to release dates and offenders' names.

We have also requested that the VINE LINK system notifies by email, text or phone anyone who specifically requests to be notified of an offenders status and release date immediately once the release date is calculated and again 72 hours prior to the offenders scheduled release. This last request will ensure that public who has requested notification will be notified in advance of an offender's release as opposed to the current practice of notification immediately after the offender has been released.

The requested enhancements have been operational for several weeks. During this time our staff has been reviewing hundreds of files uploaded to VINE and then from VINE to individuals who have signed up for notification.

Although the information and enhancements are functioning as intended we are experiencing two issues. The first issue is that the photos are not being uploaded to VINE. VINE is working on fixing this issue. The second issue is that the system does not retract an already distributed release date if the offender accrues additional charges. An example of this would be if John Smith was scheduled to be released on June 1, 2019 and that date had been distributed to the public but he is arrested on additional charges. These additional charges nullify his previously scheduled release date. However, the system does not retract that date which would lead the public to believe Mr. Smith is still scheduled to be released on June 1, 2019 which is incorrect.

I want to be clear that the second issue is not caused by nor can it be corrected by VINE. The only way to address the second concern is an incredibly labor intensive data manipulation by our



**Records department.**

**Although the issues of the photos not uploading could be considered inconsequential, since I cannot guarantee the release date information distributed will always be correct, I cannot recommend that VINE be used to satisfy any law enforcement request for data in lieu of staff intervention.**

**RECOMMENDATION:**

Continue with secondary notification as is current practice.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Nurse Staffing Shortage	<b><u>AGENDA DATE:</u></b> May 9, 2019	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> YES
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

**BACKGROUND:**

During the March 14, 2019 meeting I had discussed a nursing shortage in the Jail's medical department. There are 14 allotted nursing positions and as of the last board meeting we were down five full-time nurses.

As of today, May 3, 2019, we have hired two additional full-time nurses. We are currently using a staffing agency for two positions. We are still actively seeking a fifth full-time nurse.

The staffing situation although still an issue is no longer considered dire. The medical staff have done an amazing job during the last several months.

We will continue our recruiting efforts until all medical's nursing positions are filled with full-time jail staff.

**RECOMMENDATION:**