



**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

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

Col. Martin Kumer, Superintendent (ext. 230)

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

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

**Board Business Meeting**

May 12, 2022 (12:00 p.m. – 2 p.m.)

Zoom Conference • Albemarle-Charlottesville Regional Jail, 160 Peregory Lane, Charlottesville, VA

AGENDA

(Action/Information)

**I. ACRJ Board Meeting – Call to Order**

Adopt Meeting Agenda

Action Item

**II. Consent Agenda**

For Approval:

1) Draft Summary Minutes March 10, 2022 ACRJA Board Bi-Monthly Business Meeting

Action Item

Informational

1) Administrative Reports

a) Personnel Report – April 2022

b) Out of Compliance Report - April 2022

c) Census Report – March 2022

d) Work Force Report / VDOT Report / Litter Control Report –April 2022

e) Special Management Report – April 2022

f) Home Electronic Incarceration Report – thru April 2022

g) COVID Update

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

**IV. Matters from ACRJA Attorney – Brendan Hefty**

1) Bond Council

Action Item

**V. Matters from ACRJA Board Members**

1) Proclamation

Action Item

**VI. Matters from Business Manager**

1) Business Manager Position Update

Informational Item

2) FY21 Audit (Ann Shawver)

Informational Item

3) FY22 Financials YTD

Informational Item

**VII. Matters from the Superintendent – Colonel Martin Kumer**

1) Pay Study

Informational Item

2) Renovation / Expansion Update

Informational Item

**VIII. New Business –**

**IX. Closed Session –**

Action Item

1) Annual evaluation of the Superintendent

**X. Adjourn to June 9, 2022 – 12:00 pm – 2:00 pm**

Action Item

Authority Board

Doug Walker (Albemarle)  
Sheriff Chan Bryant (Albemarle)  
Vacant (Citizen Rep) (Albemarle)  
Diantha McKeel (Albemarle) - Chair

Sheriff James E. Brown, III (Charlottesville)  
Lisa Draine (Charlottesville)  
Sena Magill (Charlottesville)  
Ashley Reynolds Marshall (Charlottesville)

Jay James (Joint Rep) - Vice Chair  
Sheriff David Hill (Nelson)  
Stephen Carter (Nelson)

Bi Monthly Board March 10, 2022

**DRAFT**

**Summary Minutes of the  
Albemarle Charlottesville Regional Jail Authority Board Meeting  
March 10, 2022**

**Jail Board Members Present:**

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Sheriff Chan Bryant  
Mr. Doug Walker  
Mrs. Ashley Reynolds Marshall  
Ms. Sena Magill  
Ms. Lisa Draine  
Sheriff David Hill  
Sheriff James Brown

**Jail Board Members Absent:**

Mr. Steve Carter

**Others Present:**

Colonel Martin Kumer  
Mrs. Marce Anderson  
Mr. Brendan Hefty

The meeting was called to order at 12:00 pm by Chairperson Diantha McKeel.

Mr. Hefty stated that the meeting was being conducted via Zoom, electronically due to the ongoing COVID-19 pandemic and pursuant to the state of emergency that was declared locally in Albemarle, which is where the jail is physically located.

Ms. McKeel announced all members present.

Sheriff David Hill  
Cyndra Van Clief  
Jay James  
Doug Walker  
Sheriff Chan Bryant  
Sheriff James Brown  
Ashley Reynolds Marshall

## Bi Monthly Board March 10, 2022

Lisa Draine  
Diantha McKeel  
Sena Magill (entered later)

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

Ms. McKeel asked for a motion to approve the consent agenda. Mr. Walker made a motion to adopt the consent agenda. Mrs. Van Clief seconded the motion. Sheriff Hill abstained. The motion carried.

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

There were no matters from the public.

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

Mr. Hefty advised the board that the service agreement is the agreement that all the member jurisdictions adopted in 1998 when adding Nelson County as a member. In discussing the financial projections from Davenport the assumption has been that all debt would be funded proportionately based on usage, similar to how we do operating expenses. That discussion has been had with the finance committee. If we are going forward with that, it needs to be reflected in the service agreement. There will need to be changes to the language about how debt service is going to be funded in the service agreement. Mr. Hefty advised that he would be drafting some changes to the service agreement with the intent to make it clear that the funding of any new debt issued for the financing of this renovation is paid for by the member jurisdictions proportionally. This will have to go back to each of the member jurisdictions and be approved by each entity and the jail authority board. Mr. Hefty advised that he would bring the draft before the board for the next meeting if possible.

Ms. Magill asked how the number of representatives for each locality was determined. Mr. Hefty advised that this stems from the service agreement and was decided when the agreement was written. Ms. Magill asked if a member jurisdiction could choose to end their participation with the jail. Mr. Hefty advised that the service agreement does have a process for their members to withdraw.

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

There were no matters from board members.

# Bi Monthly Board March 10, 2022

## **Matters from the Business Manager:**

**FY23 Budget** - Colonel Kumer advised that he would be asking for action for approval of the budget after discussion (executive summary and budget can be found in the March board packet located at acrj.org). Ms. Magill asked why the jail has a vehicle fleet. She stated that she was under the impression that the Sheriff's Departments did all transporting of inmates. Colonel Kumer advised that Sheriff's Departments transport their inmates to and from their jurisdictions for court, etc. The jail does all other transports; medical appointments, TDO's, etc. Ms. Magill also asked if the jail employees receive any mental health first aid training. Colonel Kumer advised that Security staff receive mental health first aid training at our academy.

Ms. McKeel announced to the board that the market study has been completed and Colonel Kumer will be presenting information regarding the study at the next meeting.

Colonel Kumer advised the board of the percentages for each locality. Albemarle 45.74%, Charlottesville 41.27% and Nelson 12.99%. Ms. Draine asked Sheriff Hill why the numbers of inmates have gone up so much from Nelson. Sheriff Hill advised that the Commonwealth Attorney's office did a presentation to the Board of Supervisors. It was attributed to the new Sheriff's administration and Commonwealth Attorney. The concentration has been on drug trafficking, substance use and abuse. We are active on the streets but prosecution would be another thing to look at.

Ms. Magill asked for clarification regarding HEI and medical care. Colonel Kumer advised that the jail does not incur costs for medical care, mental health care, food, clothing, etc. Ms. McKeel asked Ms. Magill to forward any additional questions to Colonel Kumer directly for clarification.

Ms. McKeel inquired as to whether or not there were any additional questions regarding the budget up for approval. Mr. Walker made a motion to approve the FY23 budget as presented. Ms. Magill seconded the motion. The roll call was as follows:

Sheriff Hill	Yes
Mrs. Van Clief	Yes
Mr. Walker	Yes
Mr. James	Yes
Sheriff Bryant	Yes
Sheriff Brown	Yes
Ms. Magill	Yes
Ms. Marshall	Yes
Ms. Draine	Yes
Ms. McKeel	Yes

## Bi Monthly Board March 10, 2022

The motion carried.

Colonel Kumer thanked the board for approving the budget which included increasing the starting salary of security staff which will help recruit and retain employees.

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

**Resolution** – Colonel Kumer summarized the Resolution which states that the jail is seeking 25% reimbursement of the total price for the renovation / expansion project and that we have submitted our community-based corrections plan to the board of local and regional jails as of December 31, 2022. This is an action item if the board still intends to seek the 25% reimbursement. Mr. Hefty advised that this is something the Board of Local and Regional Jails requires as part of the process for continuing your application for this funding request. It is part of the application process. Colonel Kumer stated that we still require all 3 jurisdictions to approve the renovation and expansion as well. I will be seeking approval from those bodies and ask for approval of the renovation and expansion project in late summer or fall. We will continue to go to the local boards to answer all of their questions. Ms. Draine asked when we would have to lock in on the budget portion of this. Colonel Kumer advised that each locality has to approve the renovation/expansion individually. Mr. Hefty stated that we won't be legally locked in until we issue actual bonds and sign contracts to do so. This resolution is for the purpose of getting the General Assembly in the state to agree to fund ¼ of the cost. We won't know whether we actually get that funding until the General Assembly meets next year and the Governor signs the budget containing that approval. The state Board of Local and Regional Jails will continue to process the application and make a determination that we qualify for this reimbursement. That will then be sent to the General Assembly. The earliest we will have a response is next year. Ms. McKeel stated that she would entertain a motion to approve the resolution as presented. Mrs. Van Clief stated that she looks forward to having additional conversations that are more comprehensive about what we want as a community. Mr. Walker stated that he does agree with Ms. Van Clief that it is a lot of money. Making investments in those projects that have lasting value to the core services that we provide as a shared community of 3 jurisdictions is significant. The Board of Supervisors will have to understand the commitment that it would be making. Mr. Walker further stated that he believes that we are behind. We know that this facility needs investments and we want to make the right investment. Mr. Walker stated that he looks forward to doing the work with the authority and with the members of the community. This is about asking the General Assembly to pay 25% of the shared eligible costs. I am confident that our board of supervisors expects us to do that. Mr. Walker made a motion to approve the resolution as presented. Mr. James seconded the motion. Roll Call was as follows:

Sheriff Hill	Yes
Ms. Van Clief	No

## Bi Monthly Board March 10, 2022

Mr. Walker	Yes
Mr. James	Yes
Sheriff Bryant	Yes
Sheriff Brown	Yes
Ms. Magill	Yes
Ms. Marshall	Yes
Ms. Draine	Yes
Ms. McKeel	Yes

The motion carried by a majority of the votes.

Ms. McKeel reminded everyone that they will have the opportunity to hire an architect on the design. That has not begun.

**Trustee Program** - Colonel Kumer reviewed the trustee program for the Authority Board (executive summary can be found in the March Board packet located at ACRJ.org). Ms. Magill asked what happens once someone pays off their court fines and court costs. Where does that \$7.25 an hour go? Colonel Kumer advised that it stops. It cannot be converted to cash. It cannot be banked for some other purpose. At that point, they may be offered work release. These individuals who otherwise would not qualify for work release would be considered because they have been through the trustee program. Ms. Magill asked if someone is not feeling well and they don't feel like they can go to work that day, do they lose access to the program. Colonel Kumer advised that they could. If this person is calling out sick often and their job is not being done, we need that job to be done. We may have to replace them with someone else. If we have someone who is continuously not working, we will give that opportunity to someone else who will work and wants to earn good time. Ms. Draine asked Colonel Kumer to explain the difference between Inmate Community Workforce and Work Release. Inmate Community Workforce is a trustee who has been approved to work outside the secure perimeter of the facility. They will either work around the jail or we will assign them to work on VDOT crews. Work Release is someone who is going out to their actual job and are being paid for that. They have an employer and they are working, getting paid, having taxes taken out, etc.

**Mental Health** – Colonel Kumer introduce Shaune McKinnon, Mental Health Director to the Authority Board. Ms. McKinnon introduced her staff and reviewed statistics for her department.

### **Closed Session:**

There was no need for a closed session.

## Bi Monthly Board March 10, 2022

### New Business –

There was no new business

Ms. McKeel advised the board that the April meeting would be canceled and the next meeting would be held on May 12, 2022 at 12:00 pm.

The meeting was adjourned at 2:00 pm.

**DRAFT**

## CONSENT/AGENDA

### PERSONNEL/NEW HIRES:

Whitney Joyner	Corrections Officer	04/18/2022
Katie Thompson	LPN-changed to full time	04/18/2022

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

	5/2/2022	3/1/2022	2/4/2022	1/8/2022
<b>Total number of inmates the jail received a \$8.00 bonus payment</b>	76	81	93	99
<b>The number of inmates who have been released or transferred</b>	47	16	26	27
<b>The number of inmates participating in jail sponsored programs*</b>	0	3	2	4
<b>The number of inmates with less than 60 days until their scheduled release**</b>	0	0	0	0
<b>The number of inmates who are being held as courtesies for other jurisdictions.</b>	0	0	0	0
<b>Total number of state sentenced ACRJ inmates who are eligible for intake</b>	29	62	65	68
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	8.73	18.34	18.73	19.37

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

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

- (1) This number represents 8.73% of the jail's population (332) as of 10:56 am on Mon., May 2, 2022
- (1) This number represents 18.34% of the jail's population (338) as of 8:49 am on Tues., March 1, 2022
- (2) This number represents 18.73% of the jail's population (347) as of 8:52 am on Friday, Feb. 4, 2022
- (3) This number represents 19.37% of the jail's population (351) as of 1:10 pm on Saturday, Jan. 8, 2022

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.

## CENSUS REPORT

2021/2022	COA	City	Nelson	Federal	Other	Total	Daily Avg.
<b>July 2021</b>	4,647	5,129	1,608	381	478	12,243	395
August	4,500	4,972	1,662	417	341	11,892	384
September	4,235	4,579	1,706	422	247	11,189	373
October	4,187	4,627	1,816	496	198	11,324	365
November	4,425	4,443	1,758	456	173	11,255	375
December	4,090	4,336	1,626	452	176	10,680	345
<b>January-22</b>	4,015	4,406	1,460	498	291	10,670	344
February	3,391	4,215	1,484	504	254	9,848	352
March	3,796	4,501	1,709	520	307	10,833	349

# ICWFP STATS 2022

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
<b>ALBEMARLE COUNTY</b>	0	0	15	40									
<b>VDOT</b>	0	0	0	0									
<b>PROGRAM TOTALS</b>			15	40									
<b>DOLLAR CREDITS</b>			\$108.75	\$290.00									

## **Special Management Housing at ACRJ**

During the month of April 2022, special management housing stats are as follows:

- 37 inmates were assigned to Administrative Segregation
- 1 inmate was assigned to General Detention
- 27 inmates were assigned to Medical Segregation
- 19 inmates were assigned to Pre-Hearing or Disciplinary Detention

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

**Subject: HEI Update**

**Total number of inmates placed on HEI: 573**

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

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

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

**HEI Participants by Court**

Albemarle County Circuit Court-	111	Charlottesville City Circuit-	114
Nelson County Circuit Court-	29	Nelson General District-	2
Albemarle General District-	121	Charlottesville General District-	65
Albemarle J&DR-	3	Charlottesville J&DR-	21
Nelson J&DR-	1	Department of Corrections-	4
Combined Courts-	22		
<b>Total-</b>	<b>471</b>		

**Other Cities/Counties**

Waynesboro-	2	Staunton City-	1
Cumberland-	1	Fluvanna-	5
Orange-	2	Buckingham-	5
Greene-	8	Louisa-	6
Sussex-	1		
<b>Total-</b>	<b>31</b>		
<b>Misc. (Hospital, etc.)-</b>	<b>38</b>		

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

**Agenda Date: May 12, 2022**

**Agenda Item: COVID Update**

**Information only**

**Staff Contact(s): Martin Kumer, Superintendent**

**As of today, Thursday, May 5, 2022, the jail has 0 active COVID cases. The last reported case in the inmate population was March 29, 2022. The jail will continue to follow the CDC guidelines regarding COVID precautions and protocols.**

**We have begun introducing programming to the general population. In addition we have begun allowing clergy to enter the facility.**

**We will review returning to full operations, programming and in person visits, between now and June 1. At which time we will make a decision as to if and when we will return to normal operations and services.**

**As of today, 76% of our population is up to date on their vaccines. We will continue to offer vaccines and boosters.**



# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

160 Peregory Lane  
Charlottesville, VA 22902

Phone: (434) 977-6981 Fax: (434) 977-0468  
www.acrj.org

Colonel Martin Kumer  
Superintendent

## PROCLAMATION RECOGNIZING NATIONAL CORRECTIONAL OFFICERS AND EMPLOYEES WEEK

**WHEREAS,** National Correctional Officers and Employees Week was first proclaimed on May 5, 1984, by President Ronald Reagan when he signed Proclamation 5187 creating "National Correctional Officers' Week," to recognize the men and women who work in jails, prisons, and community correction across the country; and

**WHEREAS,** National Correctional Officers and Employees Week became the official name the first week in May when, in 1986, the U.S. Senate officially changed the name from "National Correctional Officers' Week"; and

**WHEREAS,** National Correctional Officers and Employees Week has been designated as the week of May 1, 2022, through May 7, 2022, by the U.S. Department of Justice and the Federal Bureau of Prisons; and

**WHEREAS,** National Correctional Officers and Employees Week honors the work of correctional officers and correctional personnel for their service with honor, respect, and integrity; and

**WHEREAS,** National Correctional Officers and Employees Week in Albemarle County recognizes employees of the Albemarle Charlottesville Regional Jail for their role in safeguarding the citizens of Albemarle County by providing safe, secure and humane incarceration of offenders within their custody.

**NOW THEREFORE, BE IT PROCLAIMED,** we, the Albemarle County Board of Supervisors, do hereby recognize the week of May 1 through May 7, 2022, as "National Correctional Officers and Employees Week," and all Albemarle County citizens are encouraged to pay tribute to the Correctional Employees of the Albemarle Charlottesville Regional Jail for the vital public service they provide.

Signed this 12th day of May 2022.

---

*Diantha McKeel, Chair*  
Albemarle-Charlottesville Regional Jail Authority Board

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

**Agenda Date: May 12, 2022**

**Agenda Item: Business Manager Vacancy**

**Information only**

**Staff Contact(s): Martin Kumer, Superintendent and Felicia Morris, Director of Human Resources**

**The previous Business Manager officially retired on December 31, 2021. He had been out of the office since August of 2021.**

**As of today, the Business Manager position has remained vacant despite advertising for the position since February 2022. The position is being advertised as Finance Director.**

**The position is primarily responsible for the following: (this is not an all-inclusive list)**

- 1) The Budget Manager position reports directly to the Board.**
- 2) They are responsible for the preparing and monitoring of the operation budget.**
- 3) They also prepare and coordinate with the auditor the annual financial audit.**
- 4) They supervise the Jail's Finance Department who is responsible for all accounts payables, receivables and procurement.**
- 5) They manage all grants and contracts.**
- 6) They are responsible for coordinating goods and services with vendors.**
- 7) The position coordinates with the Superintendent regarding the budget**

**In anticipation of this vacancy, Jail staff began implementing a contingency plan and duplication of services in late spring of 2021 during the transition from the County of Albemarle.**

**The contingency that was implemented consists of the following steps:**

- 1) A procurement specialist with local government experience was hired full-time.**
- 2) The Jail's finance staff began working directly with the Business Manager to acquire their knowledge and processes.**
- 3) The existing team worked closely with their FA counter parts at the County to the complete process of accounts payable and receivable.**
- 4) The entire Finance team was part of the transition and part of the development team who designed and implemented the Jails financial accounting software.**

- 5) **The Superintendent and the Business Manger had always coordinated with each other regarding the budget, contract, vendors and grants.**
- 6) **In addition, the Jail hired Ann Shawver, CPA, (previous Finance Director for the City of Roanoke) as a part-time employee to assist with the transition from the County. It was during the transition that Mrs. Shawver agreed to continue to help us in the event the Business Manager would no longer be able to serve in their role. In addition Mrs. Shawver has agreed to continue to help us until a decision is made regarding the Business Manager position.**

**Since the plan was implemented in early FY 22, the Finance team has been able to absorb the duties and responsibilities of the Business Manager.**

**The Finance Team consists of:**

**Ann Shawver, CPA**

**Lyn Wrigley, Procurement Specialist and Finance Department Manager**

**Christina Brock, Accounts Receivable**

**Adrienne Beauford, Accounts Payables have been able to absorb the Business Mangers duties and responsibilities.**

**The Superintendent prepares and manages the budget in coordination with the Finance Department.**

**It is without a doubt the Jail would not have been able to manage its finances and budget without the incredible effort, experience, willingness and ability of our employees. The Board and this community is truly fortunate to have them.**

**A plan will be submitted at the June 2022 Board meeting regarding a long term solution to the Business Manager position.**

**Recommendation: None**



**Ann Shawver, CPA, CPFO**

**Owner/Consultant**

**Roanoke, Virginia**

*Public Finance Consulting*

A certified small, micro, woman-owned business

Ann has more than thirty years of experience in public accounting, local government finance, consulting and teaching. She is a Certified Public Accountant and a Certified Public Finance Officer. She owns and operates a small and woman-owned consulting practice where she offers a variety of public finance services to local governments and affiliated entities. She also serves as an instructor in Virginia and throughout the US, teaching public finance courses in the areas of budgeting, debt management, retirement benefits and treasury management.

Since 2018, Ann has been appointed by Virginia's Governor to serve as a member of the Virginia Public Building Authority. She serves on the Government Finance Officers Association (GFOA) Education Advisory Committee and on the Advisory Council for Radford University's Davis College of Business and Economics. Ann is Vice President of Virginia Women in Public Finance.

Ann holds a Bachelor's of Business Administration from James Madison University and a Masters of Business Administration from Virginia Tech. She served five years in KPMG's Roanoke office, followed by twenty years with the City of Roanoke, concluding her service there as Director of Finance. She has operated her consulting practice for approximately eight years and has also served Radford University as Assistant Professor of Accounting.

When she's not working, Ann loves to spend time enjoying her life-long passion of riding and showing horses. Ann and her husband Jeff reside in Roanoke County where they love their small farm, hiking, camping and spending time outdoors.

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

**Agenda Date: May 12, 2022**

**Agenda Item: Jail Renovation and Expansion Update**

**Information only**

**Staff Contact(s): Martin Kumer, Superintendent**

**The following is a brief schedule and update of the Jail's renovation and expansion project.**

**September 2019**

**The Board was presented with two major replacement and repair projects.**

**January 2020**

**The Board began the process to formally address maintenance, repair and replacement issues with the original 1974 facility by approving a Facility Condition Assessment, FCA.**

**September 2020**

**The full FCA report was presented to the Board. The FCA determined there were several mechanical, HVAC, electrical and plumbing issues related primarily to the 1974 facility that needed to be addressed in the near future.**

**January 2021**

**The Board determined that due to the FCA report's findings that a comprehensive plan should be developed to address all of the Jail's needs.**

**The Board also determined that in order to seek reimbursement from the state for 25% of the costs to address identified concerns it would have to conduct a Community Based Corrections Plan, CBCP. In addition to being required for state reimbursement, the CBCP would determine the facility's, staff, inmates and community's needs as well as determine if an increase in the jail's capacity was needed.**

**March 2021**

**The Jail presented to the Board that it had asked Mosely Architects to prepare an initial assessment of a CBCP.**

## **May 2021**

**Moseley Architects presented to the Board their initial scope of work**

## **June 2021**

**Moseley Architects presented to the Board a more detailed summary of the Needs assessment and Community Engagement plan**

## **July 2021**

**The Board held a Work Session to discuss the CBCP At this time the Board formally approved the Jail to contract with Moseley Architects to conduct a full CBCP and Community Engagement plan**

## **August 2021**

**The Board was presented with the Community Engagement plan to obtain the community's feedback regarding the Needs Assessment portion of the CBCP. The Miles Agency, under contract with Moseley Architects will be coordinating the plan.**

**The reported plan included three dates in August 2021 for stakeholder interviews of all supporting agencies who provide services to the jail. See supplemental at the end of this summary.**

**The plan also included public tours from August 9 through September 20.**

**The plan also detailed three public engagement session to obtain feedback from citizens**

## **September 2021**

**The Board was presented with the non-criminal justice stakeholder interview results**

## **October 2021**

**The Superintendent presented to the Board that he has presented the CBCP/Renovation and Expansion plan to the City of Charlottesville and will be presenting to the Albemarle and Nelson County in the next few weeks**

**The Board was also presented with the schedule for the decision making process required by the state. The CBCP would be discussed in the first four Board meetings of 2022.**

## **December 2021**

**The Board approved a resolution authorizing Moseley Architects to submit the CBCP to the Board of Local and Regional Jails for review as required by the state in order to seek 25% reimbursement for the renovation and expansion.**

**The Board was again presented with the decision making schedule for the CBCP.**

## **January 2022**

**The Board authorized the Jail to contract with Davenport Financial Advisors to determine cost share to the localities.**

## **February 2022**

**The Board was presented the decision making scheduled for the renovation and expansion**

**The Board was informed the Superintendent would be presenting the renovation and expansion/CBCP project to the three member jurisdictions over the two months**

**During those presentations to the local jurisdictions it was expalind that the Superintendent and Moseley Architects would return as often as necessary to the governing bodies prior to seeking approval for fundingso they can make an informed decision**

**The Board was informed of the need to submit a resolution at the Marc meeting regarding its formal intent to seek 25% of the cost of the renovation and expansion project**

## **March 2022**

**The Board approved the resolution indicating its intent to seek 25% of the cost of the renovation**

**The Board was informed it will not seek approval for funding from the three jurisdictions in late summer or early fall as required by the CBCP schedule as required by the state.**

May 2022

**CBCP renovation and expansion plan will be reviewed by the Board of Local and Regional Jail on May 18, 2022. The Superintendent, the Board Chairperson and Moseley Architects will be in attendance**

### Stakeholder Interview Supplemental

Albemarle Charlottesville Feedback

General Observations

- Every part of the criminal justice system in the city of Charlottesville and the county of Albemarle is having difficulty filling positions. This is true across the board, including Region Ten and the treatment community.
- The Drug Court and the Behavioral Docket need more program support in the community. One judge, for example, said he wishes he had more options for the people who come before him, but those options do not exist.
- There has been a rise in meth cases in Albemarle County, but somewhat less so in the city of Charlottesville. However, meth and opioid use are endemic across many Virginia counties.
- Community alternatives to detention for defendants with substance abuse problems are needed to avoid jail becoming the default option. The Public Defender's office, for example, noted that for those with active substance abuse disorders, mental health, or homelessness, jail has become the de facto place to be sent.
- There is a need for crisis intervention/stabilization and emergency residential drug treatment. The Chief Probation Officer from District 9 described a need for "wraparound" services for persons under supervision in crisis.
- The July 1, 2022 "exodus" of DOC inmates hitting the streets is a concern. Pre-release planning is lacking and state probation officers are understaffed.
- The changes caused by HB 2038 to technical violations of probation are causing unintended consequences.
- The largest single source of ACRJ inmates is state probation violations (20%).
- Work release and other jail-based programs had to be suspended due to covid.
- There may be a need for a special management unit at ACRJ for the general population and a separate one for mentally ill at the jail. Now they tend to be mixed together.
- There is a need for more minimum security housing, dedicated classrooms, programming space, and outdoor recreation.

- No charge to defendants/offenders for HEI, and no credit earned.
- Would like quicker access to video room for cellblocks.

Albemarle Commonwealth Attorney James Hingeley and Charlottesville Commonwealth Attorney Joseph Platania

- Financial bail is not requested by their offices so pretrial detention is no longer an issue at the jail.
- The biggest problem for ACRJ is finding an “off ramp” for violators of felony probation. One CA favors a Day Reporting Center (this was the only voice in support of a DRC).
- Charlottesville opted out of JADE (Jefferson Area Drug Enforcement Taskforce). The CA didn’t want to prosecute simple possession.

Ross Carew, OAR/JACC Director and Neal Goodloe, OAR/JACC Criminal Justice Planner

- ACRJ Superintendent Kumer emphasizes evidence-based practices. He wants a safe and secure facility but also wants to improve lives and reduce recidivism.
- Technical violations of probation are a problem at the jail and take up too much bed space.
- Seeing a rise in meth cases in Albemarle County, but less so in the city of Charlottesville. Meth and opioid use are endemic, however, in many Virginia counties.
- The State Probation people have a wealth of data, but are not using it for research. OAR/JACC has asked for access to state data, but always get rebuffed.
- The July 1, 2022 “exodus” of prison inmates hitting the streets is a big concern.
- We looked at a Day Reporting Center about ten years ago but were concerned about economy of scale and the idea went nowhere. It is difficult enough to fill positions in the area without adding a DRC.

Lacy Parker – Defender (for Liz Murtaugh)

- The Defenders office serves Albermarle and Charlottesville, but not Nelson.
- Judge Quatrara handles Albermarle first appearances, Judge Sneider does Charlottesville cases.
- Initial appearances happen by video in General District or Circuit Court. The judge explains charges, advises about counsel, determines eligibility for court-appointed counsel, and asks the prosecutor for its position on bail. These IAs have always been remote, not simply since Covid.

- Bail review hearings happen within a week of the initial appearance.
- The defense attorneys do not always get the VPRAI or the pretrial report.
- An indictment requires a defense attorney.
- For Probation Violation cases, the defendants are usually on felony supervision, so the judge uses the violation report from the probation office.
- For those with active substance abuse disorders, mental health, or homelessness, jail has become the de facto place to live.
- Housing in the area has gotten exponentially worse with COVID.
  - Home to Hope won't initiate until defendants are out of jail
  - Salvation Army Shelter is filled most of the time, was filled all summer
  - PACEM – serves as an overnight shelter in the winter, but no day shelter
  - Crisis Management System has nothing for Substance Abuse or Mental Health
  - Police recognize this problem and would love for a solution also
- Would love for defenders to get the VPRAI and pretrial report on every case. They are faxed to the Commonwealth Attorney's office, why not the defenders?
- Drug Court and Therapeutic Mental Health Court utilizes a treatment team from OAR and the clinician from Region Ten, and the judge.
- Defendants who go into the Drug or Therapeutic Court only return if there is an allegation that requires them to go to court.
- Region 10 has been unable to fill all of its open positions; when services are not available, judges are inclined to detain.
- Pretrial detention seems to have decreased.
- Those with a domestic violence charge or any serious charge, or any serious history are routinely detained pretrial.
- Need a warm hand-off.
- Thoughts on DRC – should be used for low level charges, which would be the likely defendants. Maybe something could be helpful for homeless defendants, offering temporary housing.
- We have a good relationship with the ACRJ. Superintendent Kumer cares.

Charlottesville Circuit Judge Richard Moore and Charlottesville General District Court Judge Matthew Quatrara

- Martin Kumer is doing a great job – he is ahead of the curve and very cooperative and flexible with judges. Very satisfied. He has developed many more programming options than most superintendents.
- Understaffing is a major problem all around in Charlottesville.
- Treatment in the community is a major need.
- We have several important alternatives to detention:

- Work Release – we use it often for non-violent defendants, but would prefer a dedicated unit in the institution for work release. COVID dealt a real blow for work release.
- Weekend Time – generally Friday through Sunday, or Saturday through Monday, though occasionally can be during the week. Would be better to have a special ward for weekenders.
- HEI – this used to post-sentence only, for non-violent offenders who were close to the end of their sentence. Since COVID this is now used for pretrial with a GPS machine at home. These defendants are all supervised by the same staff from the jail.
- Drug Courts – This has been active for 25 years, since 1997. Defendants have to opt in, at the direction of their attorney. This could possibly be increased by 10% but not much more. This is not a huge valve release for the jail.
- Therapeutic Community – this is an in-jail drug treatment program that offered treatment in a controlled environment. COVID put an end to this.
  - The TC is not available for women, though there is a ¼ demand for women as there is for men.
  - 30-60 days in these communities was ideal. It would be great to have a separate wing of the jail where the TC participants would live – one for men and one for women would be ideal.
- Probation Violators are not a huge problem here. The majority of arrestees come before the judge between 1-3 days, with a trial set between 3 weeks and 2 months.
- Suggest that more defendants in the HEI program would help. We don't want defendants to lose their jobs. Some people fear a higher percentage of failures and tampers.

#### Chief Probation Officer Amy Morris, District 9

- Has responsibility for 2,000 square miles but is seriously understaffed.
- Has an authorized staff of 28, but has 12 vacancies that are very difficult to fill with qualified individuals.
- There is a serious need for crisis intervention with wraparound drug and mental health treatment services.

#### Neta Davis (for Lisa Beitz) Region Ten

- Understaffing is the number one problem. Staffing for the specialty docket teams suffers as a result.

- Retention is a problem due to low pay. Qualified mental health treatment staff can get a higher salary working in telehealth for a health insurance provider.

**Recommendation: None**

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

**Agenda Date: May 12, 2022**

**Agenda Item: FY -22 Year to Date, April, Budget Update**

**Information only**

**Staff Contact(s): Martin Kumer, Superintendent**

**Revenue**

**Operating Revenue is estimated to come in under budget (\$20,000).**

Other jurisdiction is estimated to come in under (\$40,000) due to decrease in Rockbridge housing of prisoners.

Federal Prisoners is estimated to come in over \$124,000 due to an increase in the number of Federal responsible inmates.

Telephone revenue came in over \$33,000 due to increased use of tablets.

Work release is estimated to come in under budget (\$20,000) due to the pandemic.

VDOT is estimated to come in under (\$150,000) due to the pandemic

Weekenders and work force is estimated to come in under budget (\$20,000) due to the pandemic..

SCAAP revenue will come in under \$30,000. Funds have not yet been appropriated by the Federal government.

DOC Prescription Reimbursements are expected to come in \$75,000 over budget due to the large number of DOC inmates in the facility

**Expenditures**

**Compensation and benefits is estimate to come in under budget (\$712,081) due to:**

Wages, Taxes and Benefits are estimated to come in under budget (\$473,824) due to vacancies.

Overtime is expected to come in over budget \$50,000 due to need to fill in for vacancies

Part-time wages is expected to come in over budget \$135,000 due to the increased use of part-time correctional staff and nurses (additional nurses to provide COVID vaccines), due to vacancies

**Operating expense is estimated to come in over budget \$150,446.**

Contract services, Contract Services other and Professional services are over budget \$220,000 due to unbudgeted costs of:

Community Based Corrections Plan (Moseley Architects)  
Community Engagement (Miles Agency)  
Financial Transition from Albemarle County (Great Plans Accounting  
Software and Transition Services)  
The Market and Compression Study (Management Advisory Group  
International)

Advertising is expected to come in \$14,500 due to increased advertising for vacancies.

Travel and Education (staff) is estimated to come in under budget (\$28,100) due to pandemic and non-travel.

Inmate Food supplies is estimated to come in under budget (\$85,000) due to population decrease.

Staff Food Supplies is estimated to come in over budget (\$62,000).

Pharmaceutical is estimated to come in over budget \$108,000 due to an unexpected invoice of \$180,000.

Motor Vehicles is expected to come in under budget \$35,000 due to budgeting for two vehicles but only needing to purchase one

**Net Positive Income is estimated to come in \$561,633.45**

**Recommendations:** None

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

**Agenda Date: May 12, 2022**

**Agenda Item: Pay Study**

**Information only**

**Staff Contact(s): Martin Kumer, Superintendent and Felicia Morris, Director of Human Resources**

**The jail contracted with Management Advisory Group to conduct a market and compression study as approved by the Board. The cost of the study was \$23,500.**

**The Compensation and Market Draft Report is included in the Board packet.**

**The average percentage increase over all positions was 9.6%. All staff received at least a 2% increase. The average monetary increase was \$5,963.**

**The majority of the percentage and monetary increases were driven by the new correctional officer salary increasing from \$36,908 to \$45,257 or 18.5% and the resulting compression between existing correctional staff.**

**The total cost to implement the study is \$827,690 as previously approved in the FY 23 budget. The majority of the implementation cost will be absorbed by the estimated FY-23 vacancy savings.**

**FY 22 Salary budget was \$8,506,345**

**FY 23 Salary budget is \$8,936,381**

**Year over Year budget cost to implement the study is \$430,036**

**The study will be implemented July 1, 2022.**

**Recommendation: None (FY 23 budget already approved at the March 2022 Board meeting which included cost of study implementation)**