



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregrory Lane

Charlottesville, Virginia 22902

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

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

Col. Martin Kumer, Superintendent (ext. 230)

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

Board Business Meeting

Thursday, March 14, 2019 (12:30 – 2 p.m.)

Muster Room • Albemarle-Charlottesville Regional Jail, 160 Peregrory 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 Jan. 10, 2019 ACRJA Board Bi-Monthly Business Meeting
- 2) January 2019 YTD Financials

Action Item

Informational

- 1) Administrative Reports
 - a) Personnel Report – thru February 2019
 - b) Out of Compliance Report - February 2019
 - c) Census Report – December 2018
 - d) Work Force Report / VDOT Report / Litter Control Report – February 2018
- 2) Final Summary Minutes November 8, 2018 ACRJA Board Bi-Monthly Business Meeting
- 3) Letter from ICE

III. Matters from the Public (Time Limit: 3 Minutes)

IV. Matters from ACRJA Attorney – Brendan Hefty

- 1) General Assembly Update

Informational

V. Matters from ACRJA Board Members

VI. Matters from Business Manager – Jeff Brill

- 1) FY 20 Operating Budget

Action / Informational

VII. Matters from Superintendent – Colonel Martin Kumer

- 1) VINE Status Update
- 2) Nursing Shortage
- 3) Elimination of \$1/day fee
- 4) Holiday Time for Non-Exempt Security Personnel

Informational

Informational

Action Item

Action Item

VIII. New Business –

IX. Closed Session - If needed

Informational

X. Adjournment

Action Item

NEXT MEETING: May 9, 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)

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DRAFT

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

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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:

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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

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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.

DRAFT

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

<u>AGENDA TITLE:</u> January 31, 2018 YTD audited Financial Report	<u>AGENDA DATE:</u> March 14, 2018	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u> Matters from Business Manager	<u>FORMAL AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
<u>STAFF CONTACTS:</u> Superintendent: Kumer & Brill	<u>CONSENT AGENDA:</u> <u>ACTION:</u> No	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> Yes	

Compensation and benefits is estimate to come in under budget (\$247,946) due to:

- Wages is estimated to come in under budget (\$244,667) due to the number of vacancies.
- Overtime Wages is estimated to come in over \$92,782 mostly due to hours related to a hospitalized inmate and nursing shortage.

Operating expense is estimated to come in over \$22,694.

- Water and Sewer is estimated to come in over \$40,000 due to cost increase and water usage.

Capital expense is estimate to come in on target

Total expenditures are estimated to come in under budget (\$226,398).

Operating income is estimated to come in over budget \$110,073.

- Interest income is estimated to come in over \$50,000.
- Women's program is estimated to come in under \$17,000. This is first year this was budgeted and they are not be utilized as much as anticipated.
- Pharmaceutical is estimate to come in over \$60,000 due to unbudgeted state reimbursement.

Net Income is estimated to come in **\$336,471** over budget.

Recommendations: None

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

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Nov	Dec	Jan	YTD	Percent of Budget =59.0%	June 2019 Extrapolation	Variance
2	Total Combined Oper. Exp.:								
3	Total Combined Compensation:								
4	Salaries - regular	8,284,342	688,619	660,603	679,993	4,639,675	56.01%	8,039,675	(244,667)
6	Overtime wages	137,000	15,379	20,156	16,016	139,782	102.03%	229,782	92,782
8	Overtime - Reimbursable	7,000	1,499	603	187	11,716	167.37%	14,000	7,000
9	Part-time wages	319,528	19,458	35,925	32,140	218,307	68.32%	383,307	63,779
10	PT/wages - board member	2,100	0	900	0	900	42.86%	2,100	0
11	Shift Differential	50,000	4,368	4,489	4,489	30,455	60.91%	52,955	2,955
12	Accrued annual leave		0	0	0	-	#DIV/0!	0	0
13	FICA	673,037	53,803	52,598	54,685	373,940	55.56%	643,940	(29,097)
14	VRS @ 10.94%	899,777	69,751	70,894	70,223	486,532	54.07%	836,532	(63,245)
15	VLDP- disability	3,600	426	427	432	2,714	75.39%	4,844	1,244
16	Life Part Time	500	0	0	0	-	0.00%	0	(500)
17	VRS Hybrid	12,000	1,160	1,163	1,136	7,576	63.13%	13,376	1,376
18	Health insurance 8,280	1,334,480	105,662	105,570	109,908	753,690	56.48%	1,293,690	(40,790)
19	Dental insurance \$250	40,000	2,920	2,940	2,880	20,071	50.18%	34,571	(5,429)
20	HSA contribution	40,000	0	368	0	8,096	20.24%	40,000	0
21	VRS group life 1.31%	109,180	8,492	8,629	8,546	59,167	54.19%	101,917	(7,263)
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%	10,000	0
25	Workers' compensation	123,900	0	0	0	95,647	77.20%	95,647	(28,253)
27	Subtotal Comp. & Benefits	\$12,073,209	971,537	965,265	980,635	6,876,695	56.96%	\$11,825,263	(\$247,946)
28			971,557	965,285	980,635	6,876,755			
29	Total Combined Operating Expenditures:								
30	Professional Services	13,760	4,226	480	2,784	8,644	62.82%	13,760	0
31	Contract services other	34,000	0	662	0	1,986	5.84%	34,000	0
32	Health services	573,700	12,268	6,185	60,908	211,749	36.91%	573,700	0
36	Prof services - legal	33,000	2,679	2,679	2,679	16,074	48.71%	33,000	0
38	Prof services - audit	11,500	0	-	-	-	0.00%	11,500	0
42	R&M - buildings	63,750	0	2,609	616	13,964	21.90%	63,750	0
43	R&M - vehicles	3,000	155	1,432	0	1,587	52.90%	3,000	0
44	Maint contract - equip	75,980	4,945	3,162	4,931	31,668	41.68%	75,980	0
45	Maint contract - buildings	15,935	360	650	5,448	8,651	54.29%	15,935	0
46	Printing & Binding	3,700	2,839	-	-	2,839	76.73%	3,700	0
47	Advertising	4,000	450	-	-	1,070	26.75%	4,000	0
49	Tuition assistance	2,000	0	0	0	-	0.00%	2,000	0
50	Employee physicals	4,500	315	630	158	3,366	74.80%	4,500	0
51	Other purchased services	1,000	0	0	1,259	1,753	175.30%	2,000	1,000
52	Contract - Disposal	24,520	4,213	2,549	815	15,194	61.97%	24,520	0
53	Contract - fiscal agent	156,029	0	-	-	78,014	50.00%	156,029	0
54	Data processing	56,400	1,519	1,527	4,503	39,429	69.91%	56,400	0
55	Electrical service	220,000	0	16,122	16,643	114,086	51.86%	220,000	0
56	Gas service	100,000	3,453	7,309	12,859	30,598	30.60%	70,000	(30,000)
57	Water & sewer	290,000	31,085	31,350	29,792	181,238	62.50%	330,000	40,000
58	Postal services	5,700	612	95	726	2,211	38.79%	5,700	0
59	Telecommunications	42,600	1,669	4,807	4,676	23,246	54.57%	42,600	0
60	Fire insurance	41,000	0	-	-	42,944	104.74%	42,944	1,944
63	Automotive insurance	6,500	0	-	-	5,382	82.80%	5,382	(1,118)
64	Lease Equipment	16,443	283	1,135	2,059	8,813	53.60%	16,443	0
65	Software Licensing		0	0	0	-		0	0
66	Travel - education	45,975	3,639	268	2,159	16,211	35.26%	45,975	0
67	Training - Academy	75,000	1,217	10	468	71,637	95.52%	75,000	0
69	Travel - subsistence	4,500	472	577	583	4,430	98.44%	4,800	300
70	Staff Support / Miscellaneous	750	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
January 31, 2019**

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Nov	Dec	Jan	YTD	Percent of Budget =59.0%	June 2019 Extrapolation	Variance
72	Donations		0	0	0	68	#DIV/0!	68	68
73	Human Resource Exp	4,000	227	0	0	928	23.20%	4,000	0
74	Inclement Weather Expense	1,000	0	0	187	187	18.70%	1,000	0
75	Wellness Fund Sams Club	2,000	183	149	507	1,382	69.10%	2,000	0
76	Wellness Fund Expense	2,000	910	0	524	1,434	71.70%	2,000	0
77	Inmate Fund Expense	4,500	3,923	537	3,372	13,683	304.07%	15,000	10,500
78	Dues & memberships	15,943	1,191	88	778	3,615	22.67%	15,943	0
79	Office supplies	47,750	3,319	663	5,120	18,989	39.77%	47,750	0
80	Food supplies	689,500	88,801	73,472	52,502	397,976	57.72%	689,500	0
81	ACRJ Employees	79,000	19,801	(8,544)	11,212	56,024	70.92%	79,000	0
82	BRDC food supplies	26,000	0	0	4,779	11,131	42.81%	26,000	0
83	SWVC	4,000	439	373	394	1,887	47.18%	4,000	0
84	Meals for meetings	6,400	748	95	885	3,341	52.20%	6,400	0
85	Medical Disposal			0		-	#DIV/0!	0	0
86	Pharmaceutical Drugs	380,000	40,019	-	96,390	240,842	63.38%	380,000	0
87	Laundry & janitorial supplies	61,400	2,755	4,783	6,859	30,307	49.36%	61,400	0
88	Kitchen & Maint. Cleaners	32,800	8,815	10,694	9,936	41,330	126.01%	32,800	0
89	Linen supplies	15,000	1,291	1,637	1,265	6,302	42.01%	15,000	0
90	Uniforms - inmate	23,000	5,672	2,019	1,005	11,198	48.69%	23,000	0
91	R&M supplies	62,049	2,544	3,427	7,917	31,014	49.98%	62,049	0
93	Vehicle & equip fuel & supplies	16,300	1,341	255	873	11,503	70.57%	16,300	0
94	Vehicle & equip supplies	13,300	1,201	0	16	5,787	43.51%	13,300	0
95	Security supplies	25,210	2,761	293	256	9,766	38.74%	25,210	0
96	Uniforms & apparel	41,200	2,792	3,283	3,142	25,311	61.43%	41,200	0
97	Books & subscriptions	3,600	0	-	-	180	5.00%	3,600	0
98	Inmate Education	27,865	627	2,946	1,913	7,090	25.44%	27,865	0
99	Other operating supplies	1,000	0	-	-	-	0.00%	1,000	0
100	Copy supplies	1,500	0	0	0	574	38.27%	1,500	0
101	Fund Balance ACRJ operating						#DIV/0!	0	0
104	Subtotal Operating Exp.	\$3,511,559	265,759	180,408	363,898	1,868,633	53.21%	\$3,534,253	\$22,694
105									
106	Total Combined Operating Capital:								
107	Machinery & equip		0	0	0	-	#DIV/0!	0	0
108	Machinery & Equipment Replace	110,000	-	-	-	-	0.00%	110,000	0
109	Kitchen Equipment - Replacement		0	-	0	-	#DIV/0!	0	0
110	Furniture & fixtures - new	21,150	1,253	2,250	0	3,503	16.56%	21,150	0
111	F&F - replacement	18,046	0	-	0	-	0.00%	18,046	0
112	Communications equip		0	-	0	-	#DIV/0!	0	0
113	Comm equip - replacement		0	-	0	-	#DIV/0!	0	0
114	Motor vehicles	25,000	0	-	0	23,854	95.42%	23,854	(1,146)
115	Parking Paving		0	-	0	-	#DIV/0!	0	0
116	ADP Equipment		0	-	0	-	#DIV/0!	0	0
117	ADP Equipment - Rep		0	-	0	-	#DIV/0!	0	0
118	Software Upgrade	0	0	-	0	-	#DIV/0!	0	0
122	Subtotal Operating Capital	\$174,196	1,253	2,250	-	27,357	15.70%	173,050	(1,146)
123									
124	Subtotal Expenditures	\$15,758,964	1,238,549	1,147,923	1,344,533	8,772,685	55.67%	15,532,566	(226,398)

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

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2019 Budget	Nov	Dec	Jan	YTD	Percent of Budget =59.0%	June 2019 Extrapolation	Variance
125	Operating Revenues:								
126	Interest	20,000	2,276		14,728	47,941	239.71%	70,000	50,000
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	46,989	97.89%	59,000	11,000
130	Regional Jail Service Fees	10,000	675			2,993	29.93%	10,000	0
131	Other jurisdictions					-	#DIV/0!		0
132	Charlottesville	4,657,784	388,148	388,149	388,149	2,717,041	58.33%	4,657,784	0
133	Albemarle	3,705,178	308,765	308,765	308,765	2,161,355	58.33%	3,705,178	0
134	Federal prisoners 50.63	130,000	10,379	165	5,790	80,631	62.02%	130,000	0
135	Nelson County	632,372	52,698	52,698	52,698	368,886	58.33%	632,372	0
136	Telephone system	214,000	421		120	125,495	58.64%	214,000	0
137	Dollar a day Inmate Charge	85,000	5,993	6,833	6,023	37,499	44.12%	85,000	0
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		799	945	8,077	21.83%	20,000	(17,000)
142	Work release	110,000	9,763	9,945		57,304	52.09%	110,000	0
143	Vdot	168,000	19,592	13,873	13,671	95,295	56.72%	168,000	0
144	Electronic Monitoring-other	10,000				1,789	17.89%	4,000	(6,000)
145	Subscription Revenues	3,000	215	162	189	1,107	36.90%	3,000	0
146	Region Ten	25,000		12,500		12,500	50.00%	25,000	0
147	Miscellaneous -misc jail revenues	2,500	72	126	758	1,017	40.68%	2,500	0
148	Wkend & Work Force Reim-misc	12,000		456		5,601	46.68%	12,000	0
152	Wellness Fund Sams	2,000				-	0.00%	2,000	0
153	Wellness Fund Other Rev	2,000			316	316	15.80%	2,000	0
154	Inmate Fund Revenue	2,500	4,555	2,911	1,130	11,456	458.24%	13,000	10,500
155	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000		9,000	6,186	29,752	43.75%	68,000	0
156	Insurance Recoveries					-		0	0
157	Medical Copayment-misc	10,000	941	554	380	3,816	38.16%	6,000	(4,000)
158	Training Fees Recovered-misc	4,000	505	2,127	190	3,012	75.30%	4,000	0
159	Prior year recovery		30			124		94	94
160	Comp Board - salaries	4,819,629	393,080	383,297		2,366,342	49.10%	4,819,629	0
161	Pharmaceutical reimb				30,732	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		74,300		227,783	23.73%	960,000	0
168	SSA/SSI Recovery	1,000		1,200	1,300	3,300	330.00%	4,000	3,000
169	Justice Reinvestment					-	#DIV/0!	0	0
170	SCAPP Funds	20,000			22,479	22,479	112.40%	22,479	2,479
175	Subtotal Operating Revenues	\$15,758,963	\$1,200,601	\$1,270,353	\$857,042	8,487,439	53.86%	15,869,036	110,073
176									
177		(\$1)	(37,948)	122,430	(487,491)	(285,246)		336,470	336,471

CONSENT/AGENDA

PERSONNEL/NEW HIRES:

Bukvic, Haris	Corrections Officer	11/05/2018
Houchens, Jamell	Corrections Officer	11/05/2018
Johnston, Bernard	Corrections Officer	11/26/2018
Taliaferro, Wayne	Corrections Officer	11/26/2018

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

	3/6/2019	1/4/2019	11/5/2018	9/9/2018
Total number of inmates the jail received a \$8.00 bonus payment from 12/1/18 through 2/15/19	157	147	118	120
The number of inmates who have been released or transferred since 12/1/18 through 2/15/19	-62	-55	-15	-24
The number of inmates participating in jail sponsored programs*	-34	-34	-40	-33
The number of inmates with less than 60 days until their scheduled release**	0	0	-9	-11
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	61 (1)	58 (1)	54 (1)	52 (1)
Percentage of State Responsible inmates compared to jail's total inmate population	13.09	12.34	10.88	11.71

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

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

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

(4) This number represents 11.71% of the jail's population (444) as of 7:10 am on Sunday, Sept. 9, 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

2017/2018	COA	City	Nelson	Federal	Other	Total
July 2017	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
Total FY 17/18	32,612	39,898	8,134	1,216	2,126	83,986
ADP	177	217	44	7	12	456
Percent	38.83%	47.51%	9.68%	1.45%	2.53%	100.00%
Local Share	40.44%	49.47%	10.09%	N/A	N/A	100.00%

2018/2019	COA	City	Nelson	Federal	Other	Total
July 2018	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
Total FY 18/19	41,125	33,664	11,526	1,548	1,108	88,971
ADP	224	183	63	8	6	484
Percent	46.22%	37.84%	12.95%	1.74%	1.25%	100.00%
Local Share	47.65%	39.00%	13.35%	N/A	N/A	100.00%

FY 2017	32,612	39,898	8,134	1,216	2,126	83,986
FY 2018	41,125	33,664	11,526	1,548	1,108	88,971
Variance	8,513	(6,234)	3,392	332	(1,018)	4,985
Percent Change	26.1%	-15.6%	41.7%	27.3%	-47.9%	5.9%

ICWFP STATS 2019

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
County Sheriff													
City Sheriff	162.5	133											295.5
Department of Forestry	222.5	180.5											403
ACRJ Road Crew	62	84.5											146.5
Albemarle County Parks	169												169
ICWFP	936.25	1066											2002.25
Albemarle County Transportation													
Albemarle County Litter Crew	7.75	27											34.75
PROGRAM TOTALS	1560	1491											3051
DOLLAR CREDITS	\$11,310.00	\$10,809.75											\$22,119.75

Bi Monthly Board November 8, 2018

FINAL

Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting November 8, 2018

Jail Board Members Present:

Mrs. Diantha McKeel
Mrs. Cyndra Van Clief
Sheriff James Brown
Mr. Mike Murphy
Ms. Kristin Clarens
Mr. Steve Carter
Mr. Doug Walker
Dr. Wes Bellamy
Sheriff David Hill
Ms. Chan Bryant (Proxy for Sheriff Harding)

Others Present:

Colonel Martin Kumer
Mrs. Gequetta Murray-Key
Mrs. Marce B. Anderson
Ms. Felicia Morris
Mr. Jeff Brill
Mr. Brendan Hefty
Ms. Danielle Powell

Jail Board Members Absent:

Mr. W. Lawton Tufts

The meeting was called to order at 12:30 p.m. by Mrs. McKeel. Ms. McKeel asked if the agenda was acceptable to everyone. Sheriff Brown made a motion to adopt the agenda. Mrs. Van Clief seconded the motion. The motion carried unanimously.

Bi Monthly Board November 8, 2018

Ms. McKeel had everyone introduce themselves to the newest member of the Jail Board Authority, Kristin Clarens. Ms. Clarens replaced Kathy Johnson Harris as the citizen representative in the Charlottesville jurisdiction.

Ms. McKeel presented Kathy Johnson Harris with a plaque and plant for her years of service on the Jail Board Authority. Mrs. Harris thanked the board for the opportunity to serve.

Ms. McKeel moved on to the consent agenda. Ms. McKeel advised that there were a few typographical errors in the September minutes. Ms. McKeel advised that she had already spoken with the Clerk, Mrs. Anderson, and those errors were being corrected. Mr. Walker made a motion to adopt the consent agenda as edited. Mr. Carter seconded the motion. The motion carried unanimously.

Ms. McKeel moved on to matters from the public.

Matters from the Public:

Nancy Rodland – Ms. Rodland supports reporting to ICE and would like the current policy to continue.

Madelin Chandler – Ms. Chandler would like the current policy of notifying ICE to remain. She urged the board not to change the policy.

Donna Shaunessey – Ms. Shaunessey would like the board to reconsider the current policy, and save the families.

Mark Heisey – Mr. Heisey would like the board to end its collaboration with ICE and change the current policy.

Ray Hogan – Mr. Hogan would like the board to keep the current policy of notifying ICE.

Andrea Negrete – Ms. Negrete stated that she would like the board to change its current policy of notifying ICE.

Bi Monthly Board November 8, 2018

Matthew Christensen – Mr. Christensen would like the board to change its current policy regarding ICE notification.

Ben Duernberg – Mr. Duernberg would like the board to change its current policy regarding ICE notification.

Eric Martin – Mr. Martin would like the jail board to change its policy regarding ICE notification.

Margaret Rubin – Ms. Rubin would like the board to reconsider its current policy of notifying ICE.

Dr. Bellamy stated the he would like the board to begin addressing all as “undocumented” instead of “illegals”. Mr. Carter stated that he believes it is a freedom of speech matter.

Matters from the ACRJAB Attorney, Brendan Hefty:

There were no matters from the attorney.

Matters from the Board:

There were no matters from the board.

Matters from Business Manager, Jeff Brill:

Mr. Brill advised that there are some savings that will be passed along to the jurisdictions. There were vacancy savings as well as health savings.

The FY18 net income of \$163,295 would be distributed as follows:

Charlottesville - \$85,730

Albemarle – \$65,971

Nelson - \$11,594

Bi Monthly Board November 8, 2018

Ms. McKeel asked about an operating contingency fund. Mr. Brill advised that we do not currently have a contingency fund. Ms. McKeel asked for volunteers for the budget committee. Mr. Murphy, Mr. Walker and Mr. Carter volunteered for the budget committee. Mrs. McKeel stated that the budget committee could come back with a possible recommendation for a contingency fund. Dr. Bellamy made a motion to return the funds to the localities. Mr. Carter seconded the motion. The motion carried unanimously.

Matters from Superintendent Martin Kumer:

Colonel Kumer advised the board that he is working with VINE and Tyler Technologies, our Jail Management System to ensure and confirm that the information is factual and reliable. Colonel Kumer advised that the VINE system is set up for victims, but anyone can sign up to be notified of an offenders release date.

Amy Sheets and Lynda O'Connell came forward to present information on behalf of VINE (Victim Information and Notification Everyday).

Please see below pgs. 7-23 for the VINE presentation information.

The question was asked "Do you track ICE sign ups?" Ms. Sheets advised that VINE does not track ICE sign ups or directly work with ICE in any way. She explained that this system is designed and focused on victims.

"Where does the funding come from for VINE?" Ms. Sheets advised that they are funded through grants from the state.

"What happens if VINE goes down?" Ms. Sheets advised that if there is a situation where the VINE system were to go down, they would notify victims via text, email or phone call, that there is a problem with the system, and they do not have accurate information regarding the offender and their current status. VINE would also take the individual jail offline at which point, the jail would need to notify victims of the release date for a particular offender. They would also have the ability to update manually, the release date of an offender.

Colonel Kumer was asked, "How long does a release take?" The average release takes 30 minutes to an hour.

Bi Monthly Board November 8, 2018

“Does VINE interact with the VA Judicial System?” Ms. Sheets advised that VINE does not interact with the VA Judicial System.

Colonel Kumer advised the board that there are concerns across the state, but it will be monitored continuously, and numerous reports will be run. This concluded the VINE presentation.

Colonel Kumer advised the board that we will have our website up and running December 1, 2018. The new site will be more informative and user friendly.

Ms. McKeel asked Mr. Murphy to take us into closed session. Mr. Murphy made a motion that the Authority Board convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for a personnel matter involving discussion of the annual evaluation of the Superintendent. Ms. Van Clief seconded the motion. The motion carried unanimously. The meeting went into closed session at 1:54 pm.

Mr. Murphy made a motion that the Authority Board and certify by roll call vote that in the closed session just concluded, nothing was discussed except the matter identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Roll call went as follows:

Mr. Carter	Aye
Sheriff Hill	Aye
Ms. Van Clief	Aye
Ms. McKeel	Aye
Mr. Walker	Aye
Dr. Bellamy	Aye
Sheriff Brown	Aye
Ms. Bryant	Aye

The meeting returned to open session at 2:13pm. The meeting was adjourned at 2:14pm.

FINAL

*Enforcement and Removal Operations
Washington Field Office*

U.S. Department of Homeland Security
2675 Prosperity Avenue
Fairfax, VA 22031
(703) 235-2700



U.S. Immigration and
Customs Enforcement

February 22, 2019

Diantha McKeel, Chairperson
Albemarle-Charlottesville Regional Jail Authority Board
160 Peregrory Lane
Charlottesville, VA 22902

Re: Release Notifications to ICE

Dear Chairperson McKeel:

On behalf of U.S. Immigration and Customs Enforcement (ICE), and as previously indicated in Mr. Hott's September 12 and October 29, 2018 letters, our team remains willing to provide interested Board members with a "behind-the-scenes" view of ICE's operations before any final vote to modify ACRJ's longstanding policy of notifying ICE in advance of releasing individuals who are the subject of lawful immigration detainers.

I understood from our conversation in December that, while a procedural hurdle may prevent the Board's full membership from participating in a joint site visit or briefing, there may be opportunities to accommodate smaller groups. ICE remains committed to assisting the Board to reach an informed decision and, to mitigate the risk that the Board would conduct a vote to modify its policies without the benefit of this opportunity, we would be happy host separate visits or briefings should that be necessary under the Board's rules or by-laws.

Please feel free to contact me directly if you would like to discuss potential dates.

Sincerely,

Patrick Divver
Assistant Field Office Director

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> VINE Link Status Update	<u>AGENDA DATE:</u> March 14, 2019	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u>	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent	<u>ACTION:</u>	<u>INFORMATION:</u> Yes
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

This is an update to the requested Virginia Information Notification Everyday, VINE LINK, system's 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, 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.

As of Friday, March 8, 2019 and according to Karen Williams, System Integration Analyst at Appriss, the enhancements are **expected to be online** Tuesday, March 12, 2019. This update has exceeded the initial 90 day time frame. A portion of the delay was due to an error when the system was tested by our Jail Management System Software provider.

Once the system is online we will begin a rigorous testing phase with partner agencies to ensure the system is functioning accurately and as expected.

The testing phase is expected be completed by the May Board 2019 meeting. A final report and recommendation will be made at that time.

RECOMMENDATION:

Information Only

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Commission Rates and Commission Fees	<u>AGENDA DATE:</u> March 14, 2019	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u>	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Jeff Brill, Business Manager	<u>ACTION:</u> NO	<u>INFORMATION:</u> YES
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

During the Board meeting on January 10, 2019, the board requested additional information regarding commission rates and commission fees collected from the Jail's commissary and inmate telephone contracts.

Commissary:

On or about May 2017, the Jail ended its contract with Keefe Commissary which produced \$108,000 in commissions in their final FY of 2016. This dollar amount represents 27% the of total adjusted gross sales. ACRJ then began using Oasis Commissary Services (Oasis), 303 Ashcake Road, Suite M, Ashland, VA 23005. The current contract with **Oasis** has a set commission rate of 35% of all canteen sales. In **Fiscal Year 2018**, the jail received **\$186,752.40**. The commission is held in the Jail's Inmate Commissary Account and not the General Funds account. Under the Code of Virginia, commissions from inmate canteen sales may only be used for certain expenses.

§ 53.1-127.1. Establishment of stores in local correctional facilities.

Each sheriff who operates a correctional facility is authorized to provide for the establishment and operation of a store or **commissary** to deal in such articles and services as he deems proper. The net profits from the operation of such store that are generated from the inmates' accounts shall be used within the facility for educational, recreational or other purposes for the benefit of the inmates as may be prescribed by the sheriff. Any other profits may be used for the general operation of the sheriff's office. The sheriff shall be the purchasing agent in all matters involving the **commissary** and non-appropriated **funds** received from inmates. The **funds** from such operation of a store or **commissary** and from the inmate telephone services account shall be considered public **funds**.

The Jail uses the commissary commission to pay for inmate cable television, inmate recreational equipment and to pay for state issued forms of identification and birth certificates for inmate upon release as well as other items that directly benefit the inmate population. In Fiscal year 20 we have budgeted \$80,000 from this account to reimburse localities for one education position's salary. If the commission rate remains constant we will continue to seek ways use this fund to offset the Jail's operational cost to localities such as other reimbursing for current educational salaries.

Inmate Telephone:

The Jail's current inmate phone provider is Inmate Calling Solutions (IC Solutions), LLC, 2200 Danbury Street, San Antonio, Texas, 78217. The Jail began its contract with IC Solutions on October 15, 2015. Our previous provider was PAYTEL. When we negotiated the initial contract we had the lowest calling rates in the Commonwealth of Virginia for any correctional facility except the Virginia Department of Corrections. It is our goal to continue to keep our calling rates as low as possible.

The Board opted to receive a three year lump sum commission rate spread evenly over three fiscal years in lieu of a monthly commission. This was due to an issue before the Federal Communication Commission (FCC) that would potentially end or significantly reduce a correctional facility's ability to receive a commission based on telephone service.

The three lump sum payments were FY-16, \$210,000 FY-17 \$213,000, FY-18 \$213,000. FY-19 was estimated to be \$214,000 however, the three year contract ended mid-way through FY-19. A one-year extension was signed to begin on January 1, 2019.

The FCC ultimately did not make any changes to the current practice of allowing correctional facilities to earn commissions on telephone contracts. Therefore, when we signed the one-year extension we renegotiated a higher commission rate with no additional change to our current calling rates or an increase in fees. We have budgeted \$300,000 for FY-20 with a commission rate of 74.5%

Telephone commissions are allowed to under the Code of Virginia be used for general operating expenses.

RECOMMENDATION:

Information

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Elimination of the “Dollar a Day” Fee	<u>AGENDA DATE:</u> March 14, 2019	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u>	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

Since the General Assembly passed Code of Virginia 53.1-131.3 (complete code section below) and it became effective July 1, 2004 most jails in the Commonwealth of Virginia have charged the fee which can range from one to three dollars per day for everyday an offender is incarcerated.

This facility currently charges the lowest rate of one dollar per day. The fee is intended to defray the cost of the offender’s incarceration. The fee is collected from the inmate’s canteen account. The canteen account is used by the offender during their incarceration to pay for their phone usage, purchase commissary items, pay medical co-pays and reimburse the jail for lost or damaged jail property during their confinement. The funds in the account are derived from family and friends of the inmate, local churches or other community entities that provide resources to the offender.

If the offender is released and has not paid their accumulated dollar a day fee their debt remains on their jail canteen account. This facility, although some do, does not attempt to collect the debt once the inmate is released. However, if the offender returns to custody, they will still be responsible for the previous debt in addition to the fee for their current incarceration.

This facility does not charge work release this fee since they are already charged a room and board fee that is deducted from their private employer pay checks. This facility also does not charge our inmate work force since they are providing labor and are not otherwise financially compensated. This was approved by the board in FY-19.

This facility currently collects approximately \$72,000 or 50% of the potential money owed under this program. Some of the reasons for the low collection rate are families and friends choose not to send money to the offender since it will be consumed by this fee and the inmate will not receive any tangible benefit from their money. Some families and friends who want to provide resources for the offender have reported they don't have the assets to pay for both the fee and provide money for their offenders' commissary and phone usage. However, there are individuals who pay for both the fee and ensure the offenders has available funds for other services.

At the request of the January Board meeting, we have explored the idea of amending the order of priority in which money is allocated from an offenders account. We currently allocate funds to any dollar a day fee owed and the remaining balance is made available for the inmate to use to purchase canteen or pay for phone time. By amending the order this would allow the inmate an opportunity to use the money for phone time or to purchase canteen before it is collected for the "dollar a day" fee.

This option would require a software change to our canteen accounting software. However, we can only access inmates' accounts when they are physically present in the jail. To enable this change we would have to go to once weekly collection as opposed to the current daily extraction of funds. This would mean that inmates released during the interim of collections times would be missed and no funds would be collected.

JUSTIFICATION FOR ELIMINATION OF THE FEE:

The intent of the fee was for the offender themselves to defray the cost of their confinement and reduce the financial burden to the local taxpayer.

Over the last several years, this is perhaps the most prolific complaint this facility receives from the general public.

It is misleading to assume the fee is paid for by the offender since non-work release inmates have no means of income beyond donations to their canteen account from individuals in our community. Inmates are not allowed to maintain their Social Security income when they are incarcerated and it is rare an offender receives funds from a retirement plan or other direct source of income. In essence, the fee is a financial burden to our local community since the funds from which the fee is collected comes from the community and not the offender.

Since the offender is not actually paying the fee and the funds are being collected from community members who choose to deposit funds on the offenders' account, the law as intended is not achieving its envisioned purpose. The offender is not being held accountable for their cost of incarceration and the community is still shouldering the financial burden.

In addition, collecting the fee is an encumbrance to our accounting staff who spend 20 hours per month manipulating the canteen account software to process this fee. Also, inmates attempt to avoid paying the fee by having the community deposit money on another offenders' account and then assuming that offenders' identity to purchase canteen and phone time. Although staff are vigilant and are aware of this practice it is labor intensive to prevent, detect and correct.

With regard to the elimination of an annual \$72,000 source of revenue, the Jail by collecting the fee is reducing the funds available for use by the offender to purchase canteen, pay for phone usage, pay medical co-pays and reimburse the jail for damaged property. If the fee is eliminated, based on my conversations with members of the community, they will be more inclined to deposit money on an offenders' account since the offender will receive a tangible service as opposed to paying the fee. Inmates will therefore have more money to spend on phone usage and canteen services. Since the jail earns a commission on the phone and canteen purchases the facility can recoup some of the lost revenue in terms of increased commissions. In addition, we will be able to collect more co-pays for medical services and recoup more of the cost of damaged jail property. Although, this will not entirely defray the lost revenue, it will significantly offset it.

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 "dollar a day" 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.

In addition, this facility is required by law to provide hygiene products. When inmates have more money to purchase their own products, the jail can purchase less of them and use those resources for other purposes.

§ 53.1-131.3

Payment of costs associated with prisoners' keep

Any sheriff or jail superintendent may establish a program to charge inmates a reasonable fee, not to exceed \$ 3 per day, to defray the costs associated with the prisoners' keep. The Board shall develop a model plan and adopt regulations for such program, and shall provide assistance, if requested, to the sheriff or jail superintendent in the implementation of such program. Such funds shall be retained in the locality where the funds were collected and shall be used for general jail purposes; however, in the event the jail is a regional jail, funds collected from any such fee shall be retained by the regional jail. Any person jailed for an offense they are later acquitted for shall be refunded any such fees paid during their incarceration.

RECOMMENDATION:

Approve

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Holiday Time for non-exempt Security Personnel	<u>AGENDA DATE:</u> March 14, 2019	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u>	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Felicia Morris, Director of Human Resources Jeff Brill, Business Manager	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

This is a proposal to pay non-exempt security team personnel for their unused holiday time in the pay period for which it was earned. All other facility employees are able to use their holiday time within the time period it is earned.

These officers currently accumulate between 88 – 104 hours of holiday time (11-13 days) per year per Albemarle County Holiday Calender. The security teams work a rotating 12 hour shift and are considered essential personnel who are required to work holidays unless otherwise scheduled off due to vacation or a normally scheduled day off.

As of November 1, 2018, there was a total of 5,400 accrued holiday hours for these 72 individuals or an average of 75 holiday hours per employee. Since that time this specific department has earned an additional 3,744 hours of holiday time or 52 hours per team member due to the Thanksgiving, Christmas and New Year's holidays.

JUSTIFICATION FOR ACTION:

Due to the nature of their work, staffing levels and the fact their department is considered essential it is not logistically possible to ensure they are able to effectively use all of their earned holiday AND vacation time on an annual basis. Therefore, their holiday time continues to accrue. For accounting reasons this accrued time is reported as a financial liability but does not have an adverse negative impact to the FY budget.

The request comes at this time because the facility is transitioning with Albemarle County to a new upgraded time keeping system (our current version is also with the County). Albemarle County has asked us and other agencies that use the county as their fiscal agent to coordinate their pay practices with the county's to alleviate discrepancies between to the entities. Although it is not required it will significantly reduce the cost of the new time tracking system by keeping the software development costs down. Other changes to coincide with the county did not require additional funding.

There will be some cost avoidance by paying staff now for their unused holiday time at their current rate of pay as opposed to paying them out when they leave employment at a likely higher rate of pay.

The cost of implementing this action is included in the draft FY-20 budget so the board can see the impact it will have on the jurisdictions. The estimated cost is approximately \$154,000. However, that cost assumes paying all 72 of these team members for all accrued holiday time in a fiscal year. However, staff will be allowed to use holiday time during the month it is earned and will only be paid out if they are unable to use the time. Therefore, we do not expect to use the entire amount of money allocated.

RECOMMENDATION:

Approve