



**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**

March 11, 2021 (12:30 – 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 January 14, 2021 ACRJA Board Bi-Monthly Business Meeting
- 2) FY 21 Financials thru January 2021

Action Item  
Action Item

Informational

- 1) Administrative Reports
  - a) Personnel Report – February 2021
  - b) Out of Compliance Report - November 2020
  - c) Census Report –November 2020
  - d) Work Force Report / VDOT Report / Litter Control Report –No Change from March packet
  - e) Special Management Report – February 2021
  - f) Home Electronic Incarceration Report – thru February 2021
  - g) COVID-19 Update
- 2) Final Summary Minutes November 12, 2020 ACRJA Board Bi-Monthly Business Meeting

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

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

**III. Matters from ACRJA Board Members**

- 1) ACRJ Facility Renovation Mission Statement

Informational Item

**IV. Matters from the Business Manager – Jeff Brill**

- 1) Debt Services Payoff
- 2) Market Rate Adjustment for Security Staff
- 3) FY 22 Budget

Action Item  
Action Item  
Action Item

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

- 1) 5% Increase for Compensation Board Funded Positions
- 2) Community Based Corrections Plan Update / Facility Renovation
- 3) Fiscal Agency Transition Update
- 4) Inmate and Staff COVID Vaccine Update

Informational Item  
Informational Item  
Informational Item  
Informational Item

**VI. New Business –**

**VII. Closed Session - if needed**

Action Item

**VIII. Adjournment**

Action Item

**NEXT MEETING: May 13, 2021**

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

Moseley Architects Presentation

Authority Board

Doug Walker (Albemarle)  
Sheriff Chan Bryant (Albemarle)  
Cyndra Van Clief (Albemarle)  
Diantha McKeel (Albemarle) - Chair

Sheriff James E. Brown, III (Charlottesville)  
Kristin Clarens (Charlottesville)  
Mayor Nikuyah Walker (Charlottesville)  
Chip Boyles (Charlottesville)

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

Bi Monthly Board January 14, 2021

**DRAFT**

**Summary Minutes of the  
Albemarle Charlottesville Regional Jail Authority Board Meeting  
January 14, 2021**

**Jail Board Members Present:**

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Sheriff Chan Bryant  
Mr. Doug Walker  
Mr. John Blair  
Mr. Steve Carter  
Sheriff David Hill  
Mayor Nikuyah Walker  
Mrs. Kristin Clarens  
Sheriff James Brown

**Jail Board Members Absent:**

**Others Present:**

Colonel Martin Kumer  
Mrs. Marce Anderson  
Mr. Jeff Brill  
Mr. Brendan Hefty

The meeting was called to order at 12:33 pm by Chairperson Diantha McKeel.

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

Ms. McKeel asked for a motion to approve the consent agenda with a friendly amendment to change the language in section 3.3 of the Bylaws from “may” to “shall”. Sheriff Brown made a motion to adopt the consent agenda with this friendly amendment. Mr. James seconded the motion. The motion carried.

Ms. McKeel asked Mr. Hefty to read a statement regarding the meeting. Mr. Hefty stated that this meeting is being held electronically via the Zoom Video Conference Call platform due to the Covid-19 Pandemic.

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Mrs. McKeel announced all members present:

Mr. Steve Carter – Nelson County Executive  
Sheriff David Hill – Nelson County Sheriff  
Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.  
Mrs. Kristin Clarens – Charlottesville Citizen Rep.  
Mr. John Blair – Interim Charlottesville City Manager  
Mr. Doug Walker – Deputy Albemarle County Executive  
Mr. Jay James – Joint Citizen Representative  
Mayor Nikuyah Walker – City of Charlottesville Mayor  
Sheriff Chan Bryant – Albemarle County Sheriff  
Ms. Diantha McKeel – Albemarle County Board of Supervisors  
Sheriff James Brown – Charlottesville City Sheriff

Ms. McKeel stated that the next order of business would be the election of the Vice Chair position. Sheriff Brown nominated Mr. James for the position of Vice Chair. Mr. Blair seconded the motion. Mr. James abstained from the vote. The motion carried.

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

**Emma Goehler** - My name is Emma Goehler and I'm here as a member of the public. I have a couple of concerns about quality of life at the jail for inmates and will be speaking to that today. First, I'd like to follow up with a comment that was made during the November board meeting about telephone charges. As was brought up in that meeting, these charges make it difficult for inmates to stay in touch with their family and communities and the costs are often borne by people who do not have resources to spare, particularly now as we are facing widespread economic crisis. I'm also concerned about the charges that the jail imposes for other means of communication, specifically email charges and the charges for stamped envelopes. Research suggests that one of the leading factors associated with recidivism is a lack of contact with family and community outside of jail. By imposing financial obstacles to communication, whether that's phone calls, emails or letters, the jail is making it so that only inmates with sufficient means are able to maintain relationships that are critical to their reentry and the strength of our communities. I ask that the board reconsider phone, email and envelope charges, especially now while in-person visitation is suspended.

Second, I would like to revisit concerns about inmate quality of life during the pandemic. Not only are inmates limited by cost in their ability to communicate outside the jail, but currently the pandemic has prompted the suspension of programming. With no programming and limited communication ability, inmates have little in the way of stimulation. My understanding is that inmates have access to a book cart and that is perhaps the only stimulation available for many inmates—how often are inmates able to access reading materials and what sort of

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selection is available? I also wonder whether the board could consider programming that is COVID-19 appropriate—many institutions have found ways to offer services and remain in compliance with health department guidelines and I believe the jail could work to offer safe programs. Between the lack of programs and the barriers to communication with families and communities, I am very worried that there will be long-lasting negative consequences and harm both to the mental well-being of inmates as well as to our communities more broadly.

**Elizabeth Stark** – I've been following these meetings for several years now and do my best to gather the information that I can about conditions at ACRJ, especially right now.

In correspondence with inmates at ACRJ, I've heard that many corrections officers continue to improperly wear their PPE. I've also heard a story of a CO removing their mask and pretending to cough near inmates. This behavior is extremely worrisome, and it's chilling to think that those we entrust to care for inmates see the life and death ramifications of COVID as a joke. I wonder if you could share what protocols or ongoing training is in place to make sure CO's wear proper gear and take COVID health concerns seriously.

I'm also concerned about a lack of access to healthcare at ACRJ. It's my understanding that inmates are charged a nominal fee for visits from nursing and medical staff. At a time when we are all on high alert for health concerns, charging inmates and delaying access to care seems dangerous, especially if inmates believe they have COVID -like symptoms. Why do inmates have to pay these nominal fees when the health of everyone at ACRJ is so important? I've read the ACRJ Q and A page and see that waiving these fees under consideration; I strongly support removing these fees as they pose a barrier to healthcare access.

5 or 10 dollar fees for small things, personal care items, and medical treatment might seem very small to us on the outside, but my communications with inmates tell me that these issues can have a major impact on quality of life. I was present for the vote in 2019 where the dollar a day fee was lifted and wonder if ACRJ can continue to update fee structures and make them less burdensome for the incarcerated. These fees add up and can have a profound effect on a person's ability to make life work after their sentence. I hope you'll consider lessening this financial burden.

And finally, I want to ask that ACRJ work to get all inmates vaccinated as quickly and efficiently as possible. Many inmates do not feel they have access to information about COVID at ACRJ. Please do all you can to make sure inmates are kept informed on COVID tests, positive inmates, and vaccination schedules.

**Melissa Gilrain** – My name is Melissa and I'm speaking today as a member of the public. During the last board meeting, I was concerned to hear the board discussion of budgetary issues and cost, with no mention of how these decisions would impact the individuals housed in the jail. I would like to see more recognition from this group of the people that are in your care, and have no way to advocate for themselves. The incarcerated are still people and

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members of our communities that should be given the respect and dignity that we ourselves expect to receive. As the decisions that this board makes have a direct impact on the people inside ACRJ, is there a way for them to attend and participate in these meetings? I know that many of them would be interested in attending if given the opportunity to do so. Since they are not currently given a voice here, I will bring up several issues that inmates have mentioned to me. First, many individuals continue to be concerned about COVID and report improper use of PPE by staff. This was brought up at the last meeting and was said to have been addressed, but does not seem to be the case. Second, I have been given multiple reports of poor living conditions, with one individual reportedly having to live with standing water in their cell for days. What is the process for individuals to file maintenance requests, and why was this individual not moved to a dry cell as soon as the water was reported? Third: it has been over 9 months since this pandemic first started, and there are still no programs available. If there are activities that could be provided to inmates in a socially distanced manner with no additional personnel, such as yoga, art projects, exercise classes, book clubs/bible studies, why have these not been implemented? Several inmates have informed me that they have made suggestions or even offered to lead programs themselves with no response from the administration. While the pandemic has been difficult for all, it's hard to imagine the struggle it's been for those that have no autonomy to at least go outside for a walk when things become overwhelming. It's imperative that solutions are found to provide emotional and mental wellbeing to those in jail. Lastly, a multitude of concerns regarding the medical care system in place have been brought to my attention. While we are able to choose when and how we receive medical attention, these inmates are only provided with the options that you give them. What systems are in place to ensure that they are receiving proper medical attention? Is there any oversight of the medical staff? It should not take outside influence for inmates to receive proper medical attention and care. In addition, the lack of emergency protocol is extremely concerning, especially during times of COVID. Inmates have reported that they are instructed to yell and jump around for attention if an emergency occurs and wait for a guard to come. This could be the difference between life and death. What are the current emergency procedures in place, and is there a reason that emergency buttons are not available?

**Jennifer Doo** - Hi, my name is Jen and I'm commenting as a member of the public today. As our state moves into phase 1b of COVID-19 vaccinations in the coming weeks, which would include those incarcerated at ACRJ, can you please tell us what your plan is for vaccinating the jail population? Specifically, I'd like to understand the process for requesting doses (including how many doses the jail has estimated it needs), when and how the jail will acquire and administer the doses, what jail personnel are doing to prepare for this important stage, and if COs and inmates will be vaccinated at the same time. Are those in the facility currently being given meaningful education about the vaccine, in a way that is safe and accessible to them, so they can properly make a decision about it? Do they also have the opportunity to consult with a doctor, meaning a licensed MD, prior to administration to review their own medical histories and ask questions? I would hope that the cost for this would be waived too, as this would be a

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barrier for inmates in getting necessary medical information and assessments. Additionally, what is the plan for handling transfers in and out of the jail and those under home electronic monitoring? While getting vaccinated is a positive step, it is still important to keep the jail population at a minimum until this pandemic is over. The vaccine should not be used as an excuse to increase the jail population or to justify transferring inmates in and out of the jail, or to not provide home electronic monitoring as an alternative. Will transfers be stopped during the vaccination period, and will the jail ensure that all new inmates are given the opportunity to get fully vaccinated before being placed in the general population? As our country continues to hit record highs of COVID-19 deaths, it is so important for the vaccination process to be taken seriously and be conducted efficiently. Though I am heartened that our state guidance has recognized the high risk that incarcerated folks face, it seems there could be a lot of room for error in the vaccine rollout process. I'd like to see the jail take a proactive approach to make sure this rolls out smoothly and overall more transparency and communication about the process with those both inside and outside the jail, so I'd appreciate if you share your detailed plan soon.

**Taylor Pisano** - I am here today as a member of the public. Most if not all inmates at ACRJ are unaware of the existence of the Jail authority board. I am going to share the concerns of three inmates -- this is what they would say if they could be here.

Inmate A: Some of the main concerns that me and my fellow inmates have: The cleaning of the towels and washcloths - they never smell clean and we only get freshly laundered ones every seven days. I have serious concerns about the laundry - it seems that not enough detergent is used. We do not get enough cleaning supplies, we get one rag to clean everything, and the brooms are full of hair and lint when we get them. Lastly, there are cases of inmates testing positive for MRSA or shingles and then being placed back in the block.

Inmate B: We only get fingernail clippers every 30 to 45 days, and if we need them more often we have to pay 5 dollars and file a "sick call". A "sick call" costs five dollars to see an LPN, ten dollars to see a FNP or PA, and we never get the option to see a MD unless the FNP or PA determines that the inmate needs to. We are not even given band aids when needed.

Inmate C: Has this jail ever been inspected by OSHA? If so, when and were any recommendations made? Why are female inmates housed in the "old jail", the impression to the public is that the "state of the art" new jail, built in 2004, was replacing this. The jail is unsanitary; do you have a professional cleaning contract? If so, who holds this contract and how often do they clean? Are inmates used to clean the jail? There is no toilet paper, soap, or sanitizer in the medical holding room bathrooms or the gym bathrooms, why are these not provided in these areas? Why do inmates share one washcloth for multiple bathroom cleanings? Tablets for visitation are far overdue and no programs are running. There should have been funds to have this done before now. Commissary prices are extremely inflated, and it was my understanding that this money goes towards programs. As there are currently no

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programs, where is the money going now? Is there a handcuff policy? If so, what date was it instituted? If an inmate falls and loses consciousness with signs of head injury, are they taken to the hospital or are paramedics called? "Keepaways" are not mentioned in the inmate handbook and there are no written policies or procedures for this available to inmates. Why is this process used and what is the definition of a keepaway? How do inmates obtain this? Are there any programs in place to motivate inmates with earned time off?

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

Mr. Hefty had no matters for discussion.

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

There were no matters from ACRJA Board members for discussion.

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

Mr. Brill advised that he sent a copy of the preliminary budget to all localities. The budget committee will be meeting again before the next board meeting in March.

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

**Fiscal Agent Services** – We are looking to act as our own fiscal agent (please refer to the executive summary following the minutes). After careful analysis, discussions with Albemarle County as well as our own staff, we are recommending the board approve the Jail to transition to its own fiscal agent beginning July 1, 2021. There are some costs associated with the transition with regard to software and another employee that will need to be hired. However, by year 2, we believe the costs will be lower than the \$168,000 we are currently paying Albemarle County. For the first 2 years, there will be a fee paid to Albemarle County for them to continue to maintain and manage our health insurance. Mayor Walker asked if we would remain on Albemarle County's health insurance if it is more cost effective. Colonel Kumer advised that we would. There would only be a change if it was more beneficial to jail employees. Mr. Walker made a motion to approve the Jail transitioning to becoming its own fiscal agent effective July 1, 2021. Sheriff Bryant seconded the motion. Mrs. Van Clief opposed. The motion carried.

**Strollo Architects** – Colonel Kumer introduced Jennifer Woodall, Jim Strollo and Bob Weber of Strollo Architects. Colonel Kumer advised that Strollo Architects are familiar with this facility. They are the architecture firm of the expansion in 2000 and they are leading in their field with respect to Jails and Prisons. I have asked them to come and speak to this board regarding trends in corrections and what they would recommend to this board, if the board decides to renovate the old section of the jail. The old section was built in the 1970's and has had no major attention in 40 years. Mr. Strollo referred their agency's presentation (please see the

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power point located at the conclusion of the minutes). Ms. McKeel opened the floor to questions. Mr. Walker acknowledged that we are at the end of our bond which creates a financial opportunity to reinvest in the quality of the current facility. It doesn't appear as though we are looking to expand our existing jail. It appears as though we have an opportunity to improve the quality of our existing jail. Mr. Walker stated that he is interested in this body deciding how we take the next steps forward. Mr. Walker suggested that Colonel Kumer and his staff put together a project plan that would include a schedule of what the next steps are. This is a project that can take a long time. Mr. James stated that he is in agreement with Mr. Walker. Mr. Carter suggested issuing a request for proposals that encompass all of the steps needed to get us to construction and construction completion. Mr. Blair stated that the needs assessment is going to be the fulcrum. Mrs. Clarens stated that the jail should also look at an assessment of our mission possibly a philosophical assessment. One of our goals has been to reduce the population. The way our community came together during this pandemic to reduce the number of people incarcerated has been great. Ms. McKeel asked Colonel Kumer why the timing is right for these improvements. Colonel Kumer advised that we have closed down a portion of the section of the jail we are referring to. We would much rather have the majority of our inmates in the newer section of the jail. Our population is low right now, and hopefully it remains that way. When we previously did construction on the jail, inmates had to be moved to other facilities which we have to pay that other facility per inmate per day. Another reason is that interest rates are at an all-time low. Now is the time to do it.

**COVID-19** - Colonel Kumer advised the board that the previous night there was a conference call with BRHD. They have already started vaccinating some of our medical staff, the rest of our staff is tentatively scheduled for the week after next. We are also working on logistics to getting our inmates vaccinated as well. We will be putting information from the BRHD out to the inmates next week in order for them to make an informed decision whether or not to be vaccinated. No inmate will be required to get the vaccine. Inmates on HEI will have an opportunity to be vaccinated as well. The health department understands that they will be coming back weekly to vaccinate new intakes in addition to coming back to administer the 2<sup>nd</sup> dose of the vaccine. Long term, we are looking to be able to have our medical staff administer the vaccine. We are looking to purchase equipment to be able to keep the vaccine on hand. Hopefully within the next 4 weeks we will have as many individuals (staff and inmates) vaccinated that want to be vaccinated.

We have been very fortunate with regard to COVID and the number of infections we have had. Our primary goal is to prevent an outbreak. If someone comes in that is COVID positive, we limit the number of people that COVID positive individual has to come into contact with. When someone comes in, they are quarantined for 14 days after that time, they are given a COVID test and they remain under quarantine until the results are back. We have had cases, but very few. If someone does come in that is definitively COVID positive, I receive a call and I contact the Commonwealth Attorney's to get that individual out as soon as possible as long as it can be done safely to the community. We have been able to release 20% - 25% of our population on HEI which has given me the space to quarantine properly. Many individuals have brought up programming. Programming requires movement. Another reason we are looking to renovate the old portion of the jail is that we do not have classroom space attached to the cell blocks. Jails were not designed that way 40 years ago. In order to provide programming, you have to move inmates from one area to another. Movement is the one way you will spread COVID if it is present in once cell block to another cell block. Another way that COVID has been spread in

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other institutions is visitation. Another jail restarted visitation in July and they began to see spikes within their institution shortly thereafter. We are focusing heavily and in contact with our vendor to get video visitation up and running as quickly as possible. Mr. James stated that he is concerned about some of the individuals that were unsuccessful in the HEI program due to substance abuse. He further stated that there needs to be some alternative to going back to jail. Ms. McKeel asked if it was our charge or does someone else determine where they would go. Colonel Kumer advised that the courts would determine where a person is released to. Mr. James asked if that is always the case. Colonel Kumer clarified and explained that if someone is on HEI, he does have some autonomy.

### **Closed Session:**

There was no need for a closed session.

### **New Business** –

There was no new business

The meeting was adjourned at 2:12 pm.

**DRAFT**

# strollo

## architects



**Next Steps Forward**  
**Presentation January 14, 2021**

## stollo's history with albemarle-charlottesville regional jail

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project: additions and renovations / remodeling to the existing Jail that included a new intake / release facility of 14,000 sq. ft., a new medical facility if 8,000 sq. ft., renovations, and remodeling throughout all the areas of the existing 53,000 sq. ft. jail encompassing complete remodel of the kitchen, laundry, administration areas, staff areas, support areas, all security components, and all inmate and housing and program areas.

completion date: february 2002

cost: \$14,671,000 (phase I)  
\$10,000,000 (phase II)

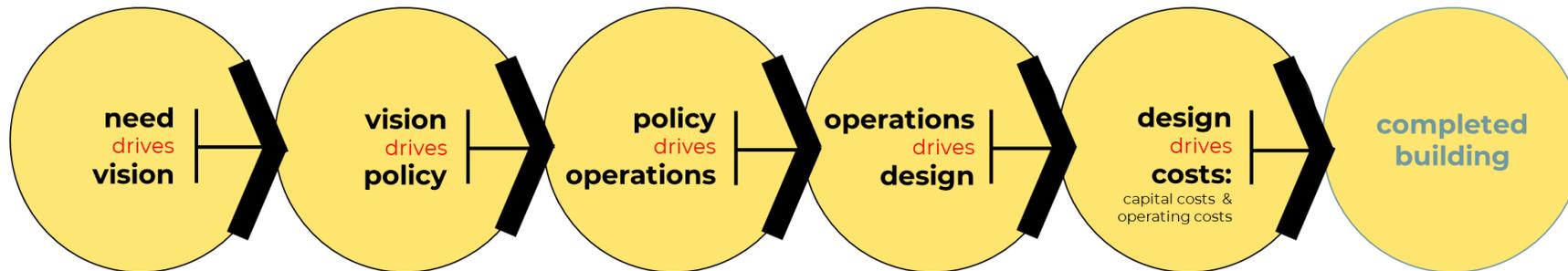
# jail mission and goal

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what are the primary missions and goals for your jail?

to make the jail more operationally efficient and environmentally safe and sound  
in all areas of life safety and health

## stollo architect's road map for delivering successful projects



## items for consideration

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- item a: considerations for operational assessment
- Item b: considerations to convert to an environmentally friendly facility & cost saving design recommendations
- item c: improving environment for inmates and staff (comfort and appearance)
- item d: improved safety as it relates to PREA and personal security
- item e: pandemic preparedness recommendations
- item f: reducing recidivism

## item a - considerations for an operational assessment

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- how do you want to operate the jail
- classification system
- meet with staff to identify areas that may need to be addressed to provide a more safe environment
  - visibility issues
  - improve movement to programming space to better prepare them for a successful transition back in to society.

## item b - consideration to convert to an environmentally friendly facility & cost saving design recommendations

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- offsetting high energy cost by using natural daylight to illuminate occupied space
- install efficient plumbing fixtures to reduce water use
  - vacuum flush system that radically reduces the water volume and the opportunity for clogging pipes
- installing low flow fixtures to help save water
- upgrade efficiency of boilers and heaters with consideration given to solar panel water heating
- install energy efficient LED lighting fixture
- install lighting controls with occupancy and daylight sensors
- green roofs reduce runoff into storm water systems
- coordinate recommendations from the recently Facility Condition Index Study

## item c - improving environment for inmates and staff (comfort and appearance)

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- the use of natural light, colors, materials, texture, air quality and access to nature affect mental and physical well being for both inmates and staff
- providing program space / education to better prepare them for a successful transition back into society upon release.
- remove existing linear bar cell and dayroom arrangement and provide a central dayroom with hollow metal and glass cell fronts for easy visibility into the cells along with a hollow metal and glass assembly between the dayroom and the main corridor. This will provide greater visibility into the dayroom and cells. This redesign would eliminate the current condition where the officer has to enter the linear dayroom and walk the back of each dayroom for observation into the last cells.

## item d - improved safety as it relates to PREA and personal security

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The primary consideration related to this item is to provide as much visibility into all areas occupied by inmates and to eliminate as much inmate movement as possible to areas such as programs, medical, visitation, recreation, etc.

## item e – pandemic preparedness recommendations

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- consider inmate screening process
- hvac design strategies
  - considering HEPA filters or UV lights to sanitize air
- evaluate negative pressure environment
- return air and exhaust recommendations
- adding isolation rooms
- adding more ventilation

## item f – reducing recidivism

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- consider operating with behavior based classification
- evaluate existing programming space and adjust as necessary
- evaluate existing educational space and adjust as necessary
- evaluate existing substance abuse treatment programs and adjust as necessary
- re-evaluate the facility medical and mental health programs and existing facilities to support these or additional programs



Any questions?  
Thank you!

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

<p><b><u>AGENDA TITLE:</u></b> January 31, 2020 YTD unaudited Financial Report</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Matters from Business Manager</p> <p><b><u>STAFF CONTACTS:</u></b> Superintendent: Kumer &amp; Brill</p>	<p><b><u>AGENDA DATE:</u></b>                    <b><u>ITEM NUMBER:</u></b> March 11, 2021</p> <p><b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b>                                <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes                            <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b>    Yes</p>
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Compensation and benefits is estimate to come in under budget (\$529,374) due to:

- Wages is estimated to come in under budget (\$454,987) due to the number of vacancies
- Taxes and VRS is estimated to come in under (\$43,379 and \$128,379) respectively due to vacancies.
- Overtime Wages is estimated to come in under (\$142,752).
- Health insurance is estimated to come in over \$112,427.
- Hazardous pay is estimated to come in over budget \$128,379.

Operating expense is estimated to come in under budget (\$328,797):

- Water and sewer is estimated to come in under \$30,000 due to population decrease.
- Travel and Education is estimated to come in under budget (\$48,100) due to covid and non-travel.
- Food supplies is estimated to come in under (\$250,000) due to population decrease.
- Materials and supplies covid was unbudgeted and is estimated to come in over \$50,000.

Capital expense is estimated to come in over budget \$76,943 due to new water heater and Great Plains accounting software purchase.

Total expenditures are estimated to come in under budget (\$781,228).

Operating income is estimated to come in under budget (\$403,878).

- Interest income is estimated to come in under \$90,000 because of the decrease in interest rates.
- Other jurisdiction is estimated to come in under \$40,530 due to decrease in Rockbridge housing of prisoners.
- Federal Prisoners is estimated to come in over \$47,267.
- Women’s program is estimated to come in under budget (\$11,000) due to covid.
- Work release is estimated to come in under budget (\$40,000) due to covid.
- VDOT is estimated to come in under \$150,000 due to covid.
- Region Ten will be under (\$25,000) because contract was discontinued due to Covid.

- Weekenders and work force is estimated to come in under budget (\$10,000) due to Covid and discontinue of service.
- Covid Recovery is over \$128,379 and is a unbudgeted revenue due to locality reimbursements.
- Comp Board salaries is estimated to come in under budget (\$104,705) and likewise Comp Board Per Diem is estimated to come in under (\$291,206) due to population decrease.
- DCJS is unbudgeted and a grant received for Covid in the amount of \$50,000.

Net Income is estimated to come in \$377,350 over budget. However it is still too early to tell.

**Recommendations:** None

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
January 31, 2021**

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Nov	Dec	Jan	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
2	<b>Total Combined Oper. Exp.:</b>								
3	<b>Total Combined Compensation:</b>								
4	Salaries - regular	8,435,514	678,321	684,704	638,735	4,680,527	55.49%	7,980,527	(454,987)
6	Overtime wages	175,000	3,176	3,539	5,518	30,939	17.68%	32,248	(142,752)
8	Overtime - Reimbursable	30,000	0	49,861	918	50,779	169.26%	55,000	25,000
9	Part-time wages	248,534	15,851	15,836	20,132	120,621	48.53%	200,621	(47,913)
10	PT/wages - board member	2,100	0	800	0	800	38.10%	2,100	0
11	Shift Differential	52,000	4,156	3,640	4,125	28,513	54.83%	49,013	(2,987)
12	Hazzardous pay		18,020	21,837	0	128,379	#DIV/0!	128,379	128,379
13	Accrued annual leave		0	0	0	-	#DIV/0!		0
14	FICA	684,151	55,097	58,272	51,102	380,772	55.66%	640,772	(43,379)
15	VRS @ 10.94%	970,928	73,372	71,478	69,918	510,157	52.54%	865,157	(105,771)
16	VLDP- disability		551	524	577	3,917	#DIV/0!	6,767	6,767
17	Life Part Time		0	0	0	-	#DIV/0!	0	0
18	VRS Hybrid	17,000	2,071	1,921	2,027	14,443	84.96%	24,943	7,943
19	Health insurance 8,280	1,225,000	100,174	114,833	119,794	747,427	61.01%	1,337,427	112,427
20	Dental insurance \$250	38,640	2,740	2,741	2,680	19,061	49.33%	33,061	(5,579)
21	HSA contribution	20,000	5,520	1,748	1,748	15,640	78.20%	24,640	4,640
22	VRS group life 1.31%	113,036	8,783	8,546	8,375	61,080	54.04%	103,580	(9,456)
23	Group life - part-time	3,600	0	0	0	-	0.00%	3,600	0
24	Line of Duty	40,000	0	0	0	38,294	95.74%	38,294	(1,706)
25	Unemployment insurance	5,000	0	2,108	0	2,108	42.16%	5,000	0
26	Workers' compensation	110,000	0	0	2,885	104,063	94.60%	110,000	0
27	Other Benefits	0	0	0	0	-		0	0
28	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,170,503</b>	<b>967,832</b>	<b>1,042,388</b>	<b>928,534</b>	<b>6,937,520</b>	<b>57.00%</b>	<b>\$11,641,129</b>	<b>(\$529,374)</b>
29			967,832	1,042,388	928,534	6,937,520			
30	<b>Total Combined Operating Expenditures:</b>								
31	Professional Services	7,450	0	0	311	4,985	66.91%	7,450	0
32	Contract services other	50,000	0	1,292	0	1,292	2.58%	50,000	0
33	Health services	486,500	97,333	17,520	94,836	301,225	61.92%	486,500	0
37	Prof services - legal	35,000	3,000	3,000	7,075	19,675	56.21%	35,000	0
38	Engineering - Timmons		0	-	-	-	#DIV/0!	0	0
39	Contract Services Covid		0	0	0	-	#DIV/0!	0	0
40	Prof services - audit	15,000	0	-	-	-	0.00%	15,000	0
41	Temporary Help		0	-	-	-	#DIV/0!	0	0
44	R&M - buildings	63,702	8,677	2,573	5,247	31,622	49.64%	63,702	0
45	R&M - vehicles	3,000	0	0	4,959	4,959	165.30%	3,000	0
46	Maint contract - equip	74,080	0	1,305	5,122	48,736	65.79%	74,080	0
47	County of Alb software lic	2,705	0	0	0	2,705	100.00%	2,705	0
48	Maint contract - buildings	28,000	685	2,194	720	5,945	21.23%	28,000	0
49	Printing & Binding	1,000	0	-	-	-	0.00%	1,000	0
50	Advertising	5,000	779	762	2,280	6,404	128.08%	7,500	2,500
52	Tuition assistance	1,000	0	300	0	600	60.00%	1,000	0
53	Employee physicals	8,000	0	860	208	2,298	28.73%	8,000	0
54	Other purchased services	4,000	250	0	922	1,280	32.00%	4,000	0
55	Contract - Disposal	28,000	828	826	851	6,199	22.14%	28,000	0
56	Contract - fiscal agent	159,640	0	-	-	79,820	50.00%	159,640	0
57	Data processing	89,622	4,439	6,319	4,914	55,037	61.41%	89,622	0
58	Electrical service	225,000	16,045	(5,762)	14,927	80,360	35.72%	205,000	(20,000)
59	Gas service	92,000	5,972	7,348	7,287	32,221	35.02%	92,000	0
60	Water & sewer	350,000	28,686	26,970	34,971	174,384	49.82%	320,000	(30,000)
61	Postal services	4,830	2,587	391	528	6,613	136.92%	12,000	7,170
62	Telecommunications	47,160	4,152	1,068	4,857	20,439	43.34%	47,160	0
63	Fire insurance	49,000	0	-	-	57,394	117.13%	57,394	8,394
66	Automotive insurance	6,500	0	-	-	6,603	101.58%	6,603	103
67	Lease Equipment	2,400	0	107	430	1,424	59.33%	2,400	0

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
January 31, 2021**

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Nov	Dec	Jan	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
68	Software Licensing		0	0	0	-	#DIV/0!	0	0
69	Travel Meals Covid		0	0	0	-	#DIV/0!	0	0
70	Travel - education	63,100	334	488	350	5,495	8.71%	15,000	(48,100)
71	Training - Academy	81,000	923	131	11	69,962	86.37%	81,000	0
73	Travel - subsistence	7,000	253	89	276	894	12.77%	4,000	(3,000)
74	Staff Support / Miscellaneous	550	0	-	-	-	0.00%	550	0
75	Sams Club vending wellness		0	0	0	-	#DIV/0!	0	0
76	Donations		0	0	0	-	#DIV/0!	0	0
77	Human Resource Exp	4,000	0	0	0	248	6.20%	2,000	(2,000)
78	Inclement Weather Expense	2,000	0	0	623	623	31.15%	4,000	2,000
79	Wellness Fund Sams Club	2,000	0	291	0	590	29.50%	2,000	0
80	Wellness Fund Expense	2,500	0	351	150	501	20.04%	2,500	0
81	Inmate Fund Expense	2,000	2,351	434	2,102	12,414	620.70%	15,000	13,000
82	Dues & memberships	15,553	1,306	135	0	3,307	21.26%	10,000	(5,553)
83	Office supplies	52,511	773	2,968	1,094	9,749	18.57%	30,000	(22,511)
84	Food supplies	775,000	45,988	43,884	51,750	272,010	35.10%	525,000	(250,000)
85	ACRJ Employees	71,481	8,042	6,688	9,662	46,917	65.64%	71,481	0
86	BRDC food supplies	36,000	1,740	303	2,044	12,036	33.43%	36,000	0
87	SWVC	5,000	0	840	408	2,683	53.66%	5,000	0
88	Meals for meetings	4,000	643	209	1,138	2,372	59.30%	2,500	(1,500)
89	Medical Disposal			0		-	#DIV/0!	0	0
90	Pharmaceutical Drugs	475,000	37,552	30,609	49,166	241,505	50.84%	475,000	0
91	Laundry & janitorial supplies	63,400	2,615	5,425	12,651	37,702	59.47%	63,400	0
92	Kitchen & Maint. Cleaners	49,000	1,216	3,113	1,120	15,740	32.12%	49,000	0
93	Linen supplies	21,000	(1,945)	-	-	(362)	-1.72%	21,000	0
94	Uniforms - inmate	26,000	(385)	1,231	10,396	19,743	75.93%	20,000	(6,000)
95	R&M supplies	58,803	2,112	4,191	2,899	21,265	36.16%	58,803	0
97	Vehicle & equip fuel & supplies	21,300	677	396	568	3,189	14.97%	15,000	(6,300)
98	Vehicle & equip supplies	14,000	414	1,035	219	3,754	26.81%	10,000	(4,000)
99	Security supplies	27,700	(331)	251	367	2,589	9.35%	27,700	0
100	Uniforms & apparel	53,000	3,568	2,968	3,796	21,057	39.73%	40,000	(13,000)
101	Materials and supplies covid		(8)	390	4,676	34,673	#DIV/0!	50,000	50,000
102	Books & subscriptions	1,200	0	-	-	-	0.00%	1,200	0
103	Inmate Education	16,525	0	-	-	282	1.71%	16,525	0
104	Other operating supplies	1,000	0	-	-	-	0.00%	1,000	0
105	Copy supplies	1,500	0	0	0	-	0.00%	1,500	0
106	Fund Balance ACRJ operating						#DIV/0!	0	0
109	<b>Subtotal Operating Exp.</b>	<b>\$3,791,712</b>	<b>281,271</b>	<b>173,493</b>	<b>345,911</b>	<b>1,793,158</b>	<b>47.29%</b>	<b>\$3,462,915</b>	<b>(\$328,797)</b>
110									
111	<b>Total Combined Operating Capital:</b>								
112	Machinery & equip		0	0	0	8,670	#DIV/0!	8,670	8,670
113	Machinery & Equipment Replacement -		-	-	-	10,795	#DIV/0!	86,795	86,795
114	Kitchen Equipment - Replacem	10,000	0	-	0	-	0.00%	10,000	0
115	Furniture & fixtures - new	5,000	0	-	5,507	5,507	110.14%	5,000	0
116	F&F - replacement	0	0	-	0	0	#DIV/0!	0	0
117	Communications equip	0	0	-	0	-	#DIV/0!	0	0
118	Comm equip - replacement	0	0	-	0	-	#DIV/0!	0	0
119	Motor vehicles	110,000	0	-	0	-	0.00%	40,000	(70,000)
120	Parking Paving		0	-	0	-	#DIV/0!	0	0
121	ADP Equipment	26,400	0	-	0	1,916	7.26%	26,400	0
122	ADP Equipment - Rep	10,000	0	-	0	10,344	103.44%	10,000	0
123	Software Upgrade		0	-	0	-	#DIV/0!	50,000	50,000
124	Buidling Alt - Teal const		0	0	0	-	#DIV/0!	0	0
125	Lease Equipment		0	-	0	1,478	#DIV/0!	1,478	1,478
128	<b>Subtotal Operating Capital</b>	<b>\$161,400</b>	<b>0</b>	<b>-</b>	<b>5,507</b>	<b>38,710</b>	<b>23.98%</b>	<b>238,343</b>	<b>76,943</b>
129									

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
January 31, 2021**

	G	H	M	N	O	U	V	W	X
1	<b>OBJECT DESCRIPTION:</b>	<b>FY 2021 Budget</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>YTD</b>	<b>Percent of Budget =100%</b>	<b>June 2021 Extrapolation</b>	<b>Variance</b>
130	<b>Subtotal Expenditures</b>	<b>\$16,123,615</b>	<b>1,249,103</b>	<b>1,215,881</b>	<b>1,279,952</b>	<b>8,769,388</b>	<b>54.39%</b>	<b>15,342,387</b>	<b>(781,228)</b>

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
January 31, 2021**

	G	H	M	N	O	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Nov	Dec	Jan	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
131	<b>Operating Revenues:</b>								
132	Interest	100,000	5,624	1,924	(2,010)	9,443	9.44%	10,000	(90,000)
133	Sale surplus vehicles					-	#DIV/0!	0	0
134	Sale salvage			202		202	#DIV/0!	202	202
135	Cellular Tower Lease	75,000	2,645	2,645	2,645	39,462	52.62%	52,462	(22,538)
136	Regional Jail Service Fees					-	#DIV/0!	0	0
137	Covid Recovery		(2,668)			(0)	#DIV/0!	(0)	(0)
138	Other jurisdictions	120,000	7,630	7,350	6,615	43,470	36.23%	79,470	(40,530)
139	Charlottesville	4,044,048	337,004	337,004	337,004	2,359,028	58.33%	4,044,048	0
140	Albemarle	3,896,201	324,683	324,683	324,683	2,272,781	58.33%	3,896,196	(5)
141	Federal prisoners 50.63	140,000	18,126	14,227	17,062	112,267	80.19%	187,267	47,267
142	Nelson County	756,628	63,052	63,052	63,052	441,364	58.33%	756,624	(4)
143	Telephone system	420,000	454,870	(22,927)		500,964	119.28%	500,964	80,964
144	Dollar a day Inmate Charge					-	#DIV/0!	0	0
145	Misc. Inmate reimbursements					-	#DIV/0!	0	0
146	Workers' comp. reimb.					-	#DIV/0!	0	0
147	Work release insurance					-	#DIV/0!	0	0
148	Albemarle Cty Litter Crew	20,000	1,507		765	2,272	11.36%	9,000	(11,000)
149	Work release	40,000				-	0.00%	0	(40,000)
150	Vdot	200,000				-	0.00%	50,000	(150,000)
151	Electronic Monitoring-other	2,000				-	0.00%	0	(2,000)
152	Subscription Revenues	2,000				-	0.00%	0	(2,000)
153	Region Ten	25,000				-	0.00%	0	(25,000)
154	Miscellaneous -misc jail revenues	2,000	45	70	151	2,703	135.15%	4,000	2,000
155	Wkend & Work Force Reim-misc	10,000				-	0.00%	0	(10,000)
159	Wellness Fund Sams					-	#DIV/0!	0	0
160	Wellness Fund Other Rev	2,000				298	14.90%	2,000	0
161	Inmate Fund Revenue	10,000	3,225		1,365	10,617	106.17%	10,000	0
162	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000		4,391	9,000	36,586	53.80%	68,000	0
163	Covid Recovery		2,669	18,021	21,838	128,142	#DIV/0!	128,379	128,379
164	Insurance Recoveries					-	#DIV/0!	0	0
165	Medical Copayment-misc	10,000	1,263	891	1,025	6,298	62.98%	6,298	(3,702)
166	Training Fees Recovered-misc	5,000	190	391	1,952	4,495	89.90%	5,000	0
167	Canteen education reimb	80,000	80,000			80,000	100.00%	150,000	70,000
168	Comp Board - salaries	5,105,738	415,684	446,278		2,481,033	48.59%	5,001,033	(104,705)
169	Pharmaceutical reimb	20,000	3,025	4,279	2,102	18,839	94.20%	30,000	10,000
170	Comp Board - office State ATL Reductions					-	#DIV/0!	0	0
171	Jail Auto					-	#DIV/0!	0	0
172	State per diem	930,000		49,964	108,402	253,794	27.29%	638,794	(291,206)
175	DCJS Federal Grant - Stimulus Covid			50,000		50,000		50,000	50,000
176	SSA/SSI Recovery	10,000	1,000	800	1,000	6,800	68.00%	10,000	0
177	Justice Reinvestment					-	#DIV/0!	0	0
178							#DIV/0!	0	0
179	SCAPP Funds	30,000				-	0.00%	30,000	0
184	<b>Subtotal Operating Revenues</b>	<b>\$16,123,615</b>	<b>\$1,719,574</b>	<b>\$1,303,245</b>	<b>\$896,651</b>	<b>8,860,858</b>	<b>54.96%</b>	<b>15,719,737</b>	<b>(403,878)</b>
185									
186		<b>\$0</b>	<b>470,471</b>	<b>87,364</b>	<b>(383,301)</b>	<b>91,470</b>		<b>377,350</b>	<b>377,350</b>

## **CONSENT/AGENDA**

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

Zachary Barber	Corrections Officer	01/25/2021
Wayne Painter	Corrections Officer	01/25/2021

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

	3/2/2021	1/6/2021	11/6/2020	8/26/2020
<b>Total number of inmates the jail received a \$8.00 bonus payment</b>	<b>109</b>	<b>107</b>	<b>101</b>	<b>86</b>
<b>The number of inmates who have been released or transferred</b>	<b>28</b>	<b>17</b>	<b>13</b>	<b>14</b>
<b>The number of inmates participating in jail sponsored programs*</b>	<b>4</b>	<b>8</b>	<b>7</b>	<b>3</b>
<b>The number of inmates with less than 60 days until their scheduled release**</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>The number of inmates who are being held as courtesies for other jurisdictions.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total number of state sentenced ACRJ inmates who are eligible for intake</b>	<b>77</b>	<b>82</b>	<b>81</b>	<b>69</b>
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	<b>19.05</b>	<b>20.1</b>	<b>20</b>	<b>18.49</b>

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

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

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

(1) This number represents 19.05% of the jail's population (404) as of 10:54 am on Tues. March 2, 2021

(2) This number represents 20.1% of the jail's population (406) as of 12:58 pm on Fri. Jan. 6, 2021

(3) This number represents 20.00% of the jail's population (404) as of 8:27 am on Fri. November 6, 2020

(4) This number represents 18.49% of the jail's population (373) as of 2:39 pm on Wed. August 26, 2020

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

2019/2020	COA	City	Nelson	Federal	Other	Total
July 2019	6,900	4,554	2,158	183	285	14,080
August	7,411	4,935	2,329	155	512	15,342
September	6,804	4,653	2,413	146	498	14,514
October	6,502	4,659	2,450	188	542	14,341
November	5,907	4,528	2,354	218	486	13,493
<b>Total FY 19/20</b>	<b>33,524</b>	<b>23,329</b>	<b>11,704</b>	<b>890</b>	<b>2,323</b>	<b>71,770</b>
<b>ADP</b>	<b>219</b>	<b>152</b>	<b>76</b>	<b>6</b>	<b>15</b>	<b>469</b>
<b>Percent</b>	46.71%	32.51%	16.31%	1.24%	3.24%	100.00%
<b>Local Share</b>	<b>48.90%</b>	<b>34.03%</b>	<b>17.07%</b>	N/A	N/A	100.00%

2020/2021	COA	City	Nelson	Federal	Other	Total
July 2020	4,593	3,847	1,983	426	592	11,441
August	4,948	3,793	1,958	423	588	11,710
September	4,901	3,849	1,927	386	506	11,569
October	5,352	4,188	2,033	358	561	12,492
November	5,218	4,003	1,836	281	595	11,933
<b>Total FY 20/21</b>	<b>25,012</b>	<b>19,680</b>	<b>9,737</b>	<b>1,874</b>	<b>2,842</b>	<b>59,145</b>
<b>ADP</b>	<b>163</b>	<b>129</b>	<b>64</b>	<b>12</b>	<b>19</b>	<b>387</b>
<b>Percent</b>	42.29%	33.27%	16.46%	3.17%	4.81%	100.00%
<b>Local Share</b>	<b>45.95%</b>	<b>36.16%</b>	<b>17.89%</b>	N/A	N/A	100.00%

FY 2020	33,524	23,329	11,704	890	2,323	71,770
FY 2021	25,012	19,680	9,737	1,874	2,842	59,145
Variance	<b>(8,512)</b>	<b>(3,649)</b>	<b>(1,967)</b>	<b>984</b>	<b>519</b>	<b>(12,625)</b>
Percent Change	<b>-25.4%</b>	<b>-15.6%</b>	<b>-16.8%</b>	<b>110.6%</b>	<b>22.3%</b>	<b>-17.6%</b>

## **Special Management Housing at ACRJ**

During the month of February 2021, special management housing stats are as follows:

- 16 inmates were assigned to Administrative Segregation
- 3 inmates were assigned to General Detention
- 54 inmates were assigned to Medical Segregation
- 27 inmates were assigned to Pre-Hearing or Disciplinary Detention

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> HEI Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Sgt. Cindy Jo Gibbons</p>	<p><b><u>AGENDA DATE:</u></b> March 11, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b> no      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> yes      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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- Total number of inmates placed on HEI: 330
  - Four have been removed from the program after being charged with a criminal offense while on the program.
    - 1 for violation of protective order, guilty
    - 1 simple assault / strangulation. The assault was suspended and the strangulation was nolle pross.
    - 1 simple assault, damage/prevent phone line. The assault was suspended and the damaged was nolle pross.
    - 1 possession of firearm, marijuana PWI sell- pending.

HEI Participants by Court:

1. Albemarle County Circuit -76
2. Charlottesville City Circuit-61
3. Nelson County Circuit-16
4. Albemarle General District-51
5. Charlottesville General District-25
6. Albemarle Juvenile and Domestic Relations-8
7. Charlottesville Juvenile and Domestic Relations-8
8. Department of Corrections-4
9. Combined courts= 17 (ACC/CCC- CCC/CGD- ACC/AGD- ACC/AMHERST CCC)

Other City / County

1. Waynesboro – 2
  2. Staunton City – 1
  3. Cumberland – 1
  4. Fluvanna – 5
  5. Orange – 2
  6. Buckingham – 5
  7. Greene – 8
  8. Nelson – 3
  9. Louisa – 6
  10. Sussex -1
- Total = 31 other

Bi Monthly Board November 12, 2020

**FINAL**

**Summary Minutes of the  
Albemarle Charlottesville Regional Jail Authority Board Meeting  
November 12, 2020**

**Jail Board Members Present:**

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Sheriff Chan Bryant  
Mr. Doug Walker  
Mr. John Blair  
Mr. Steve Carter  
Sheriff David Hill  
Mayor Nikuyah Walker  
Mrs. Kristin Clarens  
Sheriff James Brown

**Jail Board Members Absent:**

**Others Present:**

Colonel Martin Kumer  
Mrs. Marce Anderson  
Mr. Jeff Brill  
Mr. Brendan Hefty

The meeting was called to order at 12:32 pm by Chairperson Diantha McKeel. Ms. McKeel asked Mr. Hefty to read a statement regarding the meeting. Mr. Hefty stated that this meeting is being held electronically via the Zoom Video Conference Call platform due to the Covid-19 Pandemic.

Ms. McKeel introduced Mr. John Blair, acting City Manager for the City of Charlottesville as the board's newest member.

Mrs. McKeel announced all members present:

Mr. Steve Carter – Nelson County Executive  
Sheriff David Hill – Nelson County Sheriff  
Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.

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Mrs. Kristin Clarens – Charlottesville Citizen Rep.

Mr. John Blair – Acting Charlottesville City Manager

Mr. Doug Walker – Deputy Albemarle County Executive

Mr. Jay James – Joint Citizen Representative

Mayor Nikuyah Walker – City of Charlottesville Mayor

Sheriff Chan Bryant – Albemarle County Sheriff

Ms. Diantha McKeel – Albemarle County Board of Supervisors

Sheriff James Brown – Charlottesville City Sheriff

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

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

**Jean Knorr** – Thank you for the opportunity to speak to you today. My name is Jean Knorr and I am here today as a member of the public. You may remember that I attended several Board meetings before COVID. My interest in the operations of the jail comes from my volunteer work at the Haven and from visits I have made to the jail. The specific issue I want to talk about today is the telephone charges paid by inmates, their families and friends, and specifically that those charges generate revenue for the jail. I am aware, though, that there are other similar sources of jail revenue such as commissary fees and payments by VDOT. There may be others. I have several concerns about these charges. First, the cost for telephone services makes it difficult for inmates to stay in contact with the community. Largely, that cost is borne by community members who, I feel safe in assuming, have few resources to spare. Second, requiring inmates, their families and friends to subsidize jail operations is a highly regressive form of taxation imposed on people ill-equipped to pay it. Last, but not least, when looking at the small percentage of the jail's budget that these charges account for, coupled with the hardship they impose on inmates, their families and friends, it looks very much as though the motive is punitive. My purpose in bringing these concerns to you today is to ask that you reduce phone charges to the amount paid to the vendor. Even better, provide phone calls to inmates free of charge, as other jurisdictions are doing.

**Melissa Gilrain** - Hi, My name is Melissa and I'm a resident of Charlottesville. I have several concerns with current conditions in the jail. I've been in contact with several people currently in the jail and all have reported concerns relating to COVID. Most have mentioned that they are worried about their health, safety, and in some cases, their lives. People report that there has been very little information shared with them about what is going on relating to testing, positive cases, and the pandemic in general. I would like to see more information shared with inmates about the COVID situation. The people I've communicated with have also mentioned that many of the staff are not wearing their PPE correctly, for example wearing their masks

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under their noses, which put everyone at increased risk. Many have also brought up the fact that all of the programs have been cut, and that they are extremely bored. I have concerns about the long term quality of life for these folks, and am relying on you to come up with long term solutions for issues relating to emotional, physical, and mental wellbeing. It is difficult to see UVA bring students back and people being packed onto the downtown mall while the people in the jail are unable to even have contactless visits with family members. COVID is not something that will disappear, and I hope that you are accounting for that in your care for these individuals and in your budget.

**Emma Goehler** – unable to be heard

**Elizabeth Stark** - I've read over the new ACRJ Q and A page, and it's my understanding that asymptomatic, newly incarcerated people are still not routinely tested. Though the VDH does not support the routine testing via the state lab, I believe this is the best and only way to ensure the inmates at ACRJ are safe. With rising cases across the country, we need to be extra vigilant to protect this vulnerable population. We are counting on our elected and local government to solve this problem. The current state of things is unacceptable. The TJHD COVID portal currently lists all ACRJ cases as zero – clearly there is some kind of error with the reporting, and I hope it's updated as soon as possible. I have heard from inmates that guards continue to not use PPE or to wear it improperly – this endangers everyone's health and should not be tolerated. And lastly, I ask that the ACRJ make longer term plans to protect the incarcerated with necessary ventilation and unlimited access to hygiene. This crisis is only going to get worse and the ACRJ should be prepared.

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

Mr. Hefty had no matters for discussion.

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

Ms. McKeel stated that there is a need for nominations for the position of Vice-Chair. Mr. Carter nominated Sheriff Brown. Mr. James stated that he was interested in the position of Vice-Chair. Mrs. Clarens nominated Mr. James for the position of Vice-Chair. Mr. Blair seconded the nomination. Ms. McKeel asked for a vote. The nomination was confirmed by all members of the board with the exception of Mr. James who abstained.

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

After the audit, net income was \$11,755. ACRJ is recommending that the net income of \$11,755 be kept in the operating fund. Mr. Walker stated that given the extra costs associated with COVID in FY 21, he would recommend that the board allow the Regional Jail to keep the positive variance to support the FY21 budget. Mr. Walker made a motion to accept the staff

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recommendation to appropriate the positive variance from FY20 to the FY21 budget. Sheriff Brown seconded the motion. The motion carried.

Ms. McKeel stated that the appointments for the budget committee need to be decided. Mr. Walker stated that this will be a highly unusual year and the committee should expect to have more than 1 meeting. Ms. McKeel stated that the budget committee normally consisted of Steve Carter, Doug Walker and the representative from Charlottesville which would be John Blair. Ms. McKeel stated that one of the issues the committee will discuss is our bond and whether or not the remaining balance should be paid off. Mr. Walker advised that will be part of the discussion. He further stated that these meetings are open to the public and will be more accessible with the virtual platform. Ms. McKeel stated that we do have a consensus that Mr. Walker, Mr. Blair, and Mr. Carter will be the budget committee and will report back to the board in January with recommendations.

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

#### **Purchase Authority –**

**During a recent contract amendment for Correct RX, the jail and the jail's fiscal agent, Albemarle County, realized the purchasing authority of the Superintendent was \$25,000. The following is an excerpt from the Jails Board Authority's By-Laws.**

4.5 Procurement. If one of the members jurisdictions is serving as the Authority's fiscal agent, the Authority shall adhere to that jurisdiction's established procurement and purchasing regulations and procedures, with the regional jail superintendent exercising the same purchasing and contracting authority as a department head in that jurisdiction, and the board of the Authority exercising the powers of the board of supervisors or city council. If no jurisdiction serves as fiscal agent, the Authority shall comply with the Virginia Public Procurement Act for all purchases, and may adopt an informational small purchase procedure for all purchases up to the limits permitted by that Act.

**In an effort to streamline purchasing, the Jail is requesting a change to the by-laws to increase the Superintendents purchasing authority from Tier II \$25,000 to Tier III \$100,000. If approved, anytime the newly authorized purchasing limit is used will be submitted to the Board in the Board's packet under the consent agenda. If a member wishes to review the purchase it can be discussed under Matters from ACRJA Board Members.**

Colonel Kumer advised that anytime this authority is exercised, it would be on the consent agenda to ensure that the board members are aware of what has taken place.

Ms. Walker asked if the previous issue regarding the pharmaceutical payment would be included in the Superintendent's purchase authority. Colonel Kumer advised that if it is less

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than 25% of the total contract and \$100,000 or less he would be able to sign off on the payment / purchase. If it is more than 25% or \$100,000 it would have to come before the board.

Mr. Carter asked if approval could be authorized for the Superintendent to approve everything that is within the approved annual budget and anything beyond that would come back to the Board for approval. This would enable the Superintendent to approve expenses beyond \$100,000 assuming appropriate controls are in place. Colonel Kumer advised that he does not have an issue with that. There are very few contracts that would fall into that category.

Ms. Walker stated that she previously voted no on the pharmaceutical contract issue previously. Mr. Blair asked Mr. Walker if he knows the purchase authority of the ECC director. Mr. Walker stated that he was unaware of the purchase authority.

Mr. Walker made a motion to increase the purchase authority of the Superintendent from tier 2 \$25,000 to tier 3 \$100,000. The motion was seconded by Sheriff Bryant. Mayor Walker voted no. Mr. Blair abstained. The motion carried.

### **Compensation Board Bonuses –**

**The General Assembly passed House Bill 5005 that provides funding for a \$500.00 one-time bonus to sworn law enforcement state employees and constitutional officers and their staff. As of today, November 4, 2020, the Governor has yet to sign the bill.**

Colonel Kumer advised that new language has come down, and it states that only Comp Board funded certified positions would be receiving this one-time bonus. It would not cover all certified staff or any civilian staff members. Colonel Kumer advised that he is coming to the board to ask if the board would authorize payment to all staff members whether or not they are on the comp board list. He stated that this would cost approximately \$28,000. Mr. Walker asked if the comp board is only providing this bonus to correctional officers. Colonel Kumer advised that the initial language stated it was going to Superintendents and their staff. However, that has been narrowed to reflect certified correctional officers that are directly funded by the comp board. Colonel Kumer advised that there are approximately 10 certified staff members that are not on the list of individuals that would receive this bonus. Mr. Walker clarified that Colonel Kumer is requesting that all staff members receive the one-time bonus. Mr. Walker stated that he wanted to ensure that the board was clear because there could be implications later regarding how other government agencies are impacted and how we are making decisions to support some agencies and not others. Mr. Carter stated that he does not support the recommendation of giving the bonus to all employees. Sheriff Bryant stated that she is in support of giving the bonus to all employees. She stated that the jail determines which positions are comp board funded, not the employee. Colonel Kumer advised that he does understand the financial implications of giving the bonus to all employees. After further discussion, Mr. Walker made a motion to authorize the \$500 bonus for certified correctional officers that are comp board funded, and non-comp board funded and that we consider revisiting this issue later in the fiscal year once we see what our financial position is at that time. Mr. Carter seconded the motion.

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## Roll Call Vote:

Mr. Carter	Yes
Sheriff Hill	Yes
Mrs. Clarens	Yes
Mr. Blair	Yes
Mr. Walker	Yes
Mr. James	Yes
Mayor Walker	Yes
Sheriff Bryant	Yes
Sheriff Brown	Yes
Ms. McKeel	Yes

The motion carried.

## **Hazardous Duty Pay:**

Colonel Kumer advised that we are on target with projections. We have enough to cover the cost of hazardous duty pay. Colonel Kumer stated that he will not be asking for hazardous duty pay beyond December 31, 2020.

## **Fiscal Agent Analysis:**

Ms. McKeel introduced Nelsie Birch who completed the fiscal agent analysis for the Albemarle-Charlottesville Regional Jail. (Please refer to Ms. Birch's power point following the minutes.) Colonel Kumer explained that the board and Albemarle County authorized the jail to complete this fiscal agent analysis in order to possibly have the jail act as its own fiscal agent. Ms. McKeel stated that this issue will come back to the board in January. The issue is whether or not the jail is going to become its own fiscal agent. Albemarle County is looking at the number of agencies that we are the fiscal agent for, and the need to address the cost associated with being the fiscal agent. There is a need to ensure that those agencies are being charged appropriately. Colonel Kumer advised that he believes this is something we will be able to do. We may need to lean on the County in that first year with issues that may come up. Colonel Kumer stated that in January, he will be recommending the jail become its own fiscal agent.

## **COVID-19 Update:**

We have changed our policy from the last jail board meeting. Currently everyone who comes in is screened. If you are symptomatic, you are tested immediately. If you are asymptomatic, you are placed in 14 day isolation with possibly 1 other inmate and monitored daily by staff for symptoms. If symptoms develop, the inmate is tested. At the end of the 14 days the inmate is tested. The test is administered whether or not you are asymptomatic. The inmate would remain in isolation until the test results come in. After receiving a negative test, the inmate would be placed in general population. The results on the TJHD's website are correct with zeros across the board. There are no new cases to report since the last time they were requested. Those numbers are based on testing.

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### **Closed Session:**

There was no need for a closed session.

### **New Business** –

There was no new business

The meeting was adjourned at 2:02 pm.

**FINAL**



To Whom It May Concern:

The following is in response to your payoff request with respect to loan account # **0000316276**  
**Obligation 42** (the "Loan"):

Customer Name: ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY	
Customer Obligor Number:	<b>0000316276</b>
Principal Balance:	<b>2,591,559.00</b>
Interest Balance:	<b>15,981.28</b>
Late Charge Balance:	
Fee Balance:	<b>0.00</b>
Escrow Tax:	
Escrow Insurance:	
Prepayment Penalty:	
Total payoff for loan account 0000316276 effective as of 3/1/2021 assuming no balance or rate changes :	<b>2,607,540.28</b>
Per Diem thereafter, based on current rate of 3.70000000	<b>266.35468</b>
Loan is on Sweep**	<b>No</b>

**Payoff must be received in U.S. funds by 2:00 P.M. EST on the effective date.** This statement reflects information pertaining solely to the Loan as of the effective date shown in the table above (the "Effective Date") and does not include information pertaining to any other indebtedness, obligation or liability due or owing to SunTrust Bank or any of its affiliates. Amounts may change, subject to subsequent activity, including, without limitation, charges and credits in process or interest rate changes for variable rate transactions. Notwithstanding anything to the contrary contained in this letter or otherwise, all figures contained herein are subject to final written verification by SunTrust Bank.

**Should you have questions please contact a Service Associate at 1-866-873-1462. When remitting funds, please be sure to include the commercial loan account number on the check and any correspondence.**

\*\* Please note that if payoff request is for a loan that is on a sweep, no per diem interest calculation is being provided since the Loan balance is subject to change on a daily basis. Please have the client contact their Relationship Manager to discontinue the sweep if a payoff including a per diem interest calculation is required.

**Wire instructions are: SunTrust Bank - ABA #: 061000104 Account #: 9088000112** Please be sure to include the name of the borrower as well as the commercial loan account number to be credited.

Sincerely,

CCS – Servicing Dept.

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Request for Market Adjustment for Security Staff and 2% raise for all non-security staff.</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Felicia Morris, Director of Human Resources Jeff Brill, Business Manager</p>	<p><b><u>AGENDA DATE:</u></b> March 11, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b> Yes      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

The facility as seen a decrease in the number of applicants for vacant security positions over the last 12 months. In addition, over the same time period we have lost fifteen (15) certified and seasoned officers to local law enforcement agencies and local facilities.

Those former staff and current staff have informed us that one of the compelling reasons for the reductions in applications and loss of certified staff are due to our lower starting salaries compared to other criminal agencies in central Virginia. Not all staff have left for this reason.

We have conducted a survey of those agencies and discovered that for the first time, this facility has the lowest starting salary for correctional staff and similar occupations. Over the last few years those facilities raised their starting salaries to compete with this organization. It should be noted that not only do we now have the lowest starting salary in central Virginia; we also have the highest cost of living compared to our partner agencies. This is making it increasingly more difficult to recruit and retain qualified staff.

Our starting salary is \$34,009 and after one year is \$35,539.  
Middle River Regional Jail's starting salary is \$35,088 and after one year is \$38,354  
Central Virginia Regional Jail's starting salary is \$39,259 and after one year is \$41,221  
The University of Virginia Security Officer's starting salary is \$35,000.  
Augusta County Department of Corrections starting salary is \$36,069.  
Fluvanna County Department of Corrections starting salary is \$33,394, plus a \$4,500 sign on bonus.

We have procured under a cooperative contract with Laura Beck, Gallagher Insurance and Risk Management of Richmond, Virginia, to conduct a compression study of the potentially affected staff. The firm has experience working with both Albemarle County and the City of Charlottesville and is currently under state contract. The estimated cost is \$6,380. There are 84 staff who will be impacted by the compression created by increasing the starting wage. The affected staffs' salaries will be adjusted according to the compression study report on July 1, 2021.

Civilian staffs' salaries, administrative support, case managers and nurses, remain highly competitive with similar positions in other central Virginia criminal justice agencies.

**RECOMMENDATION:**

I am seeking the board's permission to raise the Officer starting hourly wage by 8.2% from \$16.35 to \$17.69 based on a 2080 hour annual basis the new salary will \$36,795 up from \$34,009 beginning July 1, 2021. I am also asking the Board to approve a 2% raise for all non-security staff. Additional compensation incentives approved by the Board for security staff in FY 19 will continue to have a positive impact on our ability to recruit and retain qualified staff.

The total increase in compensation is \$247,433 over FY 21 Budget.

### Albemarle-Charlottesville Regional Jail

ACRJ preliminary budget of \$15,934,884 reflects an operational decrease of 1.2% or (\$188,731) in FY 22 versus FY 21.

1. **Wages and Compensation Benefits** budget of \$12,417,936 reflects a 2.0% or \$247,433 increase due to:
  - a. Salaries \$8,681,352 increased \$245,838 or 2.8% and includes:
    - Security wage adjustment to market of 8.2% per Certified Uniformed Staff to raise the starting salary and satisfy compression. Executive summary will support the request due to a significant increase in starting salaries of comparable facilities and occupations and a 2% for non-security staff.
    - Estimated Holiday Pay \$100,000
    - Vacancy savings of 3.7% or (\$333,551), there are currently 23 vacant positions. Four Correctional Officer positions and one support position will be frozen unless an increase in the population necessitates the need to fill them.
    - Increase of 2 accounting staff position (a purchasing agent and accountant)
  - b. Fiscal agent fee was reduced to \$40,000 to cover fees for County to handle Health Insurance)
  - c. Health insurance increased 1.9% or \$23,599. ACRJ has significant turn over which result in health insurance savings. It is estimated that the savings could be as much as \$200,000 at this time. However if turnover improves in FY 22 the budget may need to be amended if a shortfall.
2. **Operating cost** budget of \$3,395,548 reflects and estimated decrease of 11.7% or (\$396,164) due to the following:
  - a. Health Services budget of \$525,000 increased 7.3% or \$38,500 is based off of prior year actuals.
  - b. Contract physical agent decreased (\$119,640) due to ACRJ pulling away from the County of Albemarle in FY 22. However \$40,000 is set aside for fees associated with ACRJ using the County of Albemarle for the health insurance program.
  - c. Water decreased by \$25,000 or 7.7% due to population decrease. If population increases during the year it may come in over.
  - d. Inmate expense account increased \$23,000 or 92%; however, inmate fund revenues offset some on this expense.
  - e. Food supplies decreased (\$200,000) or 34.8% due to population decrease however cost of food has increased.
  - f. Pharmaceutical expense has decreased \$25,000.
  - g. Security supplies increased 25.5% or \$9,500 due to additional security vest for officers and replacement of expired vests and a sharp increase in the purchase cost of ammunition for annual qualification.
3. **Operating capital** budget of \$121,400 reflects an estimated decrease of 32.9% or (\$40,000). The capital this year includes the following items: 2 vehicles, cooler replacement, software upgrades. One vehicle was removed due to reduced transportation needs that therefore have prolonged the service life of our vehicle fleet.
4. **Revenues** budget of \$15,934,884 decreased by 1.2% or (\$188,731) in FY 22 versus FY21 due to:

- a. Interest income decrease of 900% or (\$90,000) due to the market drop in interest rates.
  - b. Telephone revenue decrease of (\$70,000) due to population decrease.
  - c. VDOT revenue decrease of (\$50,000) due to virus and assuming program will operate only three quarters of the year since inmates are not going out due to Covid.
  - d. The State per diem numbers decreased (\$280,000) based of prior numbers and population decreases.
  - e. Compensation Board salaries decreased by (\$105,738).
  - f. Electronic monitoring will increase \$58,000 due to the Jail reinstating fees associated with the monitoring costs. The fees were previously suspended during COVID due to low unemployment and to encourage the use of the program in order to reduce the jail's physical population. ACRJ anticipates the program will be back in FY 22.
5. The localities total operating budget (Page 5 which included prior year debt service) totals \$9,053,884 and decrease of (\$218,745). The changes per localities are follows. Albemarle County decrease of \$56,355 over FY 21 totals **\$4,110,463**; City of Charlottesville decrease of (\$369,053) over FY 21 totals **\$3,947,493** and Nelson County increase of \$206,662 over FY 21 totals **\$995,927**. These changes are due to revenue shortfalls, security wage increases, locality percentage changes and the **retirement of debt service**.
6. **Operating Reserve and Debt Service** are not included in this budget because ACRJ is seeking Board approval to pay of the balance in FY21.
7. **Census** - The five year averages for FY 22 is as follows (Page 4):  
 County of Albemarle 45.4% a increase of .6%  
 City of Charlottesville 43.6% a decrease of (2.9%)  
 Nelson County 11% a increase of 2.3%

Jeff Brill-Business Manager

**Albemarle-Charlottesville Regional Jail Operating Budget  
FY 2022 without Debt Service and wage increase**

	G	Q	R	S	T	U	V	W	X
1	<b>OBJECT DESCRIPTION:</b>	<b>FY 20 Actual</b>	<b>FY 21 Budget</b>	<b>FY 21 Dec YTD</b>	<b>draft budget sent to budget committee</b>	<b>Budget 2nd Budget sent 2/24/22</b>	<b>Budget with 2% and market adjustment</b>	<b>FY22 Budget vs FY21</b>	<b>Percent of Change 22 orig vs 21 final</b>
2	<b>total Combined Operating Expenditure</b>								
3	<b>Total Combined Compensation:</b>								
4	Salaries - regular 2% wage plus night di	8,367,185	8,435,514	4,041,793	8,313,851	8,645,339	8,681,352	245,838	2.8%
5	Overtime wages	161,215	175,000	25,421	175,000	125,000	125,000	(50,000)	-40.0%
6	Overtime - Reimbursable	19,186	30,000	49,861	30,000	30,000	30,000	-	0.0%
7	Part-time wages	243,062	248,534	100,489	255,788	225,000	225,000	(23,534)	-10.5%
8	PT/wages - board member	1,200	2,100	800	2,100	2,100	2,100	-	0.0%
9	Hazardous Pay	122,339		128,379				-	#DIV/0!
10	Shift Differential	51,838	52,000	24,388	55,000	52,000	52,000	-	0.0%
11	Accrued annual leave	27,330						-	#DIV/0!
12	FICA 7.65% (no change)	669,744	684,151	329,670	675,628	694,577	697,332	13,181	1.9%
13	VRS @ 16.51 total acryj 11.51 in FY 22	868,354	970,928	440,239	956,924	995,078	999,224	28,296	2.8%
14	Life Part Time		-					-	#DIV/0!
15	VRS Hybrid	20,783	17,000	12,416	20,000	20,000	20,000	3,000	15.0%
16	Hlth. insur 160 plus 16 retirees	1,262,393	1,225,000	627,632	1,484,477	1,362,107	1,248,599	23,599	1.9%
17	Dental insurance \$240 161 emp	34,120	38,640	16,381	40,000	40,000	40,000	1,360	3.4%
18	VRS group life 1.34%	106,469	113,036	52,705	111,406	115,848	116,330	3,294	2.8%
19	HSA plan	15,185	20,000	13,892	20,000	20,000	20,000	-	0.0%
20	Long Term Disb	5,554	3,600	3,340	6,000	6,000	6,000	2,400	40.0%
22	Line of Duty Expense	38,294	40,000	38,294	40,000	40,000	40,000	-	0.0%
23	Unemployment insurance	3,325	5,000	2,108	5,000	5,000	5,000	-	0.0%
24	Workers' compensation	101,497	110,000	101,178	110,000	110,000	110,000	-	0.0%
25									
27	<b>Subtotal Compensation &amp; Benefits</b>	<b>12,119,073</b>	<b>12,170,503</b>	<b>6,008,986</b>	<b>12,301,174</b>	<b>12,488,049</b>	<b>12,417,936</b>	<b>247,433</b>	<b>2.0%</b>
29	<b>Total Combined Operating Expenditures:</b>								
30	Professional Services	289,041	7,450	4,850	6,000	6,000	6,000	(1,450)	-24.2%
31	Contract Services Other	20,813	50,000	1,292	5,000	5,000	5,000	(45,000)	-900.0%
32	Human Resource Expense	9,196	4,000	248	4,000	4,000	4,000	-	0.0%
33	Health services	638,268	486,500	206,389	604,400	525,000	525,000	38,500	7.3%
34	Prof services - legal	33,000	35,000	12,600	36,000	36,000	36,000	1,000	2.8%
35	Prof services - audit	13,702	15,000	-	19,000	19,000	19,000	4,000	21.1%
37	R&M - buildings	147,292	63,702	26,375	66,265	66,265	66,265	2,563	3.9%
38	R&M - vehicles	4,013	3,000	-	3,000	3,000	3,000	-	0.0%
39	Maint contract - equip	78,292	74,080	43,614	80,200	80,200	80,200	6,120	7.6%
40	County of Alb software licenses		2,705	2,705	3,000	3,000	3,000	295	9.8%
41	Maint contract - buildings	4,487	28,000	5,225	28,000	28,000	28,000	-	0.0%
42	Printing & Binding	1,164	1,000	-	500	500	500	(500)	-100.0%
43	Advertising	9,063	5,000	4,124	5,000	5,000	5,000	-	0.0%
45	Other purchased services	2,059	4,000	358	4,000	4,000	4,000	-	0.0%
46	Contract - Disposal	12,185	28,000	5,348	28,000	28,000	28,000	-	0.0%
47	Contract - fiscal agent	160,902	159,640	79,820	40,000	40,000	40,000	(119,640)	-299.1%
48	Data processing	67,508	89,622	50,123	78,622	78,622	78,622	(11,000)	-14.0%
49	Electrical service	234,323	225,000	87,989	230,000	230,000	230,000	5,000	2.2%
50	Gas service	77,398	92,000	24,934	92,000	80,000	80,000	(12,000)	-15.0%
51	Water & sewer	350,759	350,000	139,413	350,000	325,000	325,000	(25,000)	-7.7%
52	Postal services	8,040	4,830	6,085	4,830	4,830	4,830	-	0.0%
53	Telecommunications	46,628	47,160	15,582	47,160	47,160	47,160	-	0.0%
54	Fire insurance/Va Risk Ins/Liability	52,418	49,000	57,394	54,000	57,394	57,394	8,394	14.6%
55	Automotive insurance	6,082	6,500	6,603	6,500	6,500	6,500	-	0.0%
56	Lease Equipment	3,848	2,400	994	2,400	2,400	2,400	-	0.0%
58	Travel - education	20,540	63,100	4,978	40,000	40,000	40,000	(23,100)	-57.8%
59	Training - Academy	77,390	81,000	44,951	81,000	81,000	81,000	-	0.0%

**Albemarle-Charlottesville Regional Jail Operating Budget  
FY 2022 without Debt Service and wage increase**

	G	Q	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 20 Actual	FY 21 Budget	FY 21 Dec YTD	draft budget sent to budget committee	Budget 2nd Budget sent 2/24/22	Budget with 2% and market adjustment	FY22 Budget vs FY21	Percent of Change 22 orig vs 21 final
61	Travel - subsistence	6,893	7,000	618	7,000	7,000	7,000	-	0.0%
62	Inclement Weather Expense	94	2,000	-	1,000	1,000	1,000	(1,000)	-100.0%
63	Staff Support / Miscellaneous		550		550	550	550	-	0.0%
64	Donations							-	
65	Sams Club Wellness	1,867	2,000	590	2,000	2,000	2,000	-	0.0%
66	Wellness Expense Account	910	2,500	351	2,000	2,000	2,000	(500)	-25.0%
67	Inmate Expense Account	21,633	2,000	10,312	25,000	25,000	25,000	23,000	92.0%
68	Dues & memberships	9,242	15,553	3,307	12,424	12,424	12,424	(3,129)	-25.2%
69	Office supplies	34,010	52,511	8,655	52,511	40,000	40,000	(12,511)	-31.3%
70	Food supplies	726,763	775,000	220,260	686,000	575,000	575,000	(200,000)	-34.8%
71	Food employees ACRJ	92,715	71,481	37,255	85,200	85,200	85,200	13,719	16.1%
72	Food supplies BRDC	27,211	36,000	9,965	25,000	25,000	25,000	(11,000)	-44.0%
73	SVWC	5,907	5,000	2,275	5,000	5,000	5,000	-	0.0%
74	Meals for meetings	7,585	4,000	1,234	4,000	4,000	4,000	-	0.0%
75	Medical disposal							-	
76	Pharmaceutical Drugs	459,949	475,000	192,339	500,000	450,000	450,000	(25,000)	-5.6%
77	Laundry & janitorial supplies	59,489	63,400	25,051	63,400	63,400	63,400	-	0.0%
78	Tuition assistance	199	1,000	600	1,000	1,000	1,000	-	0.0%
79	Employee physicals	4,784	8,000	2,090	5,000	5,000	5,000	(3,000)	-60.0%
80	Kitchen & Maint. Cleaners	27,671	49,000	14,620	34,200	34,200	34,200	(14,800)	-43.3%
81	Linen supplies	25,316	21,000	(362)	21,000	25,000	25,000	4,000	16.0%
82	Uniforms - inmate	29,820	26,000	9,347	26,000	26,000	26,000	-	0.0%
83	R&M supplies	81,904	58,803	18,366	58,803	58,803	58,803	-	0.0%
85	Vehicle & equip fuel & supplies	12,976	21,300	2,621	21,300	21,300	21,300	-	0.0%
86	Vehicle & equip supplies	9,862	14,000	3,535	14,000	14,000	14,000	-	0.0%
87	Security supplies	30,236	27,700	2,222	37,200	37,200	37,200	9,500	25.5%
88	Covid supplies	29,656		30,727				-	
89	Uniforms & apparel	53,403	53,000	17,261	52,500	52,500	52,500	(500)	-1.0%
90	Books & subscriptions	572	1,200	282	1,200	1,200	1,200	-	0.0%
91	Inmate Education	7,747	16,525	-	13,900	13,900	13,900	(2,625)	-18.9%
92	Other operating supplies		1,000		1,000	1,000	1,000	-	0.0%
93	Copy supplies	18	1,500	-	1,000	1,000	1,000	(500)	-50.0%
96	Work Release Insurance								
97	<b>Subtotal Operating Expenditures</b>	<b>4,136,843</b>	<b>3,791,712</b>	<b>1,470,515</b>	<b>3,678,065</b>	<b>3,395,548</b>	<b>3,395,548</b>	<b>(396,164)</b>	<b>-11.7%</b>
98									
99	<b>Total Combined Operating Capital:</b>								
100	Machinery & equip	20,974		8,670				-	0.0%
101	M & E Repl	131,816	-	10,795				-	#DIV/0!
102	Kitchen Equip - Repl	93,533	10,000	-	26,400	26,400	26,400	16,400	62.1%
103	Furniture & fixtures - new		5,000	-				(5,000)	#DIV/0!
104	F&F - replacement	14,983	-	-				-	#DIV/0!
105	Communications equip							-	#DIV/0!
107	Motor vehicles	16,236	110,000	-	70,000	70,000	70,000	(40,000)	-57.1%
109	Building Alterations							-	#DIV/0!
110	ADP Equipment	4,981	26,400	1,916				(26,400)	#DIV/0!
111	ADP Equipment - Rep (PC's)		10,000	10,344				(10,000)	#DIV/0!
112	Software Upgrade	19,612		-	15,000	25,000	25,000	25,000	100.0%
113	Lease Equipment	16,776		1,478					#DIV/0!
116	<b>Subtotal Operating Capital</b>	<b>318,911</b>	<b>161,400</b>	<b>33,203</b>	<b>111,400</b>	<b>121,400</b>	<b>121,400</b>	<b>(40,000)</b>	<b>-32.9%</b>
117									
118	<b>Subtotal Expenditures</b>	<b>16,574,827</b>	<b>16,123,615</b>	<b>7,512,704</b>	<b>16,090,639</b>	<b>16,004,997</b>	<b>15,934,884</b>	<b>(188,731)</b>	<b>-1.2%</b>

**Albemarle-Charlottesville Regional Jail Operating Budget  
FY 2022 without Debt Service and wage increase**

	G	Q	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 20 Actual	FY 21 Budget	FY 21 Dec YTD	draft budget sent to budget committee	Budget 2nd Budget sent 2/24/22	Budget with 2% and market adjustment	FY22 Budget vs FY21	Percent of Change 22 orig vs 21 final
119	<b>Operating Revenues:</b>								(155,755)
120	Interest	96,155	100,000	7,760	10,000	10,000	10,000	(90,000)	-900.0%
121	Sale surplus vehicles							-	#DIV/0!
122	Sale salvage	2,764		202				-	#DIV/0!
123	Cellular Tower Lease	53,945	75,000	36,817	75,000	75,000	75,000	-	0.0%
124	Regional Jail Service Fees	6,862	-	-	4,000	4,000	4,000	4,000	100.0%
125	Covid recovery	122,385						-	#DIV/0!
126	Other jurisdictions Rock Bridge	79,100	120,000	36,855	120,000	100,000	100,000	(20,000)	-20.0%
127	Charlottesville	4,544,291	4,044,048	2,022,024	4,022,815	3,978,063	3,947,493	(96,555)	-2.4%
128	Albemarle	3,897,716	3,896,201	1,948,098	4,188,894	4,142,294	4,110,463	214,262	5.2%
129	Federal prisoners 50.63	155,895	140,000	95,205	140,000	140,000	140,000	-	0.0%
130	Nelson County	690,411	756,628	378,312	1,014,930	1,003,640	995,927	239,299	24.0%
131	Telephone system	395,174	420,000	500,964	350,000	350,000	350,000	(70,000)	-20.0%
132	Dollar a day Inmate Charge		-	18,001				-	#DIV/0!
133	County Litter Crew	13,725	20,000	1,507	10,000	10,000	10,000	(10,000)	-100.0%
134	Vdot	121,174	200,000		150,000	150,000	150,000	(50,000)	-33.3%
136	Work release	40,044	40,000		20,000	20,000	20,000	(20,000)	-100.0%
137	Electronic Monitoring-other	-	2,000		100,000	60,000	60,000	58,000	96.7%
138	Subscription revenue	156	2,000		2,000	2,000	2,000	-	0.0%
139	Miscellaneous -misc	16,785	2,000	2,552	2,000	2,000	2,000	-	0.0%
140	Region Ten	25,000	25,000					(25,000)	#DIV/0!
141	Wkend/Workforce/canteen Reim-misc	4,952	10,000					(10,000)	#DIV/0!
142	Sams Club Wellness reimbursement (of	265	-					-	#DIV/0!
143	Wellness reimbursement Fund (offset exp	2,705	2,000	298	2,000	2,000	2,000	-	0.0%
144	Inmate Reimbursement Fund (offset exp	16,677	10,000	9,252	10,000	10,000	10,000	-	0.0%
145	Canteen Education reimb	310,000	80,000	80,000	80,000	150,000	150,000	70,000	46.7%
146	Shrd Svc: BRJDC Food & Mgmt -misc	66,213	68,000	27,586	68,000	68,000	68,000	-	0.0%
147	Insurance Recoveries							-	#DIV/0!
148	Medical Copayment-misc	14,515	10,000	5,273	1,000	8,000	8,000	(2,000)	-25.0%
149	Training Fees Recovered-misc	5,394	5,000	2,543	5,000	5,000	5,000	-	0.0%
150	Pharmaceutical reimb	24,621	20,000	16,737	20,000	20,000	20,000	-	0.0%
151	Comp Board - salaries	4,933,914	5,105,738	2,034,755	5,000,000	5,000,000	5,000,000	(105,738)	-2.1%
155	State per diem	850,480	930,000	145,392	650,000	650,000	650,000	(280,000)	-43.1%
160	SSA/SSI Recovery	20,000	10,000	5,800	15,000	15,000	15,000	5,000	33.3%
161	SCAPP Funds	75,265	30,000		30,000	30,000	30,000	-	0.0%
162	DCJS Federal Grant - Stimulus			50,000				-	#DIV/0!
163	Building Alterations from Fund Balance							-	#DIV/0!
164	Covid reimb			106,304				-	#DIV/0!
165	Reduction In Aid to Localities							-	#DIV/0!
166	<b>Subtotal Operating Revenues</b>	<b>16,586,583</b>	<b>16,123,615</b>	<b>7,532,237</b>	<b>16,090,639</b>	<b>16,004,997</b>	<b>15,934,884</b>	<b>(188,731)</b>	<b>-1.2%</b>
167		<b>\$11,756</b>	<b>\$0</b>	<b>\$19,533</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>	

**ACRJ - 5 Year average report**

Operating Budget  
FY 21 Budge

	Inmate Population						5 Year Ave				P & L Cost	operating	B	C
	2016	2017	2018	2019	2020	Total	Ave	FY 22%	FY 21%	% change		A FY 22 Locality Revenue	FY 21 Budget	Incr/(Decr) over FY 21 Variance
Albemarle	69,816	71,644	71,162	83,614	70,319	366,555	73,311	45.38%	44.76%	0.6%	9,053,884	4,110,464	3,896,201	214,263
Charlottesvill	82,518	81,638	75,172	61,610	51,509	352,447	70,489	43.63%	46.53%	-2.9%	9,053,884	3,947,493	4,044,048	(96,555)
Nelson	9,649	11,804	17,036	23,128	27,215	88,832	17,766	11.00%	8.71%	2.3%	9,053,884	995,928	756,628	239,300
	161,983	165,086	163,370	168,352	149,043	807,834	161,567	100.00%	100.0%	0.0%		9,053,884	8,696,877	357,007

- A 5 Year Average Revenue
- B FY 20 Locality Cost
- C Increase/decrease over FY 20

**Combined Budgeted Categories**  
**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL PROPOSED**  
**OPERATING, OPERATING RESERVE, AND DEBT SERVICE BUDGET SUMMARY**  
**FISCAL YEAR ENDING JUNE 30, 2022**

<b>Total Budget FY 20/21</b>	<b>Proposed Fiscal Year Ended June 30, 2022</b>					<b>\$ Inc Over Prior Year</b>	<b>% Inc Over Prior Year</b>	
	<b>Projected Operating</b>	<b>Operating Debt Reserve</b>	<b>T Oper + ORF Subtotal</b>	<b>Debt Service</b>				<b>Opr+ORF+DS</b>
				<b>Housing</b>	<b>Programs</b>			

**Contribution by Member Jurisdictions:**

	<b>Total Budget</b>					<b>FY 21/22 Usage</b>	<b>FY 22 Change</b>		<b>5 Year Ave Usage</b>
Albemarle	\$4,166,818	\$4,110,463	0	\$4,110,463		45.40%	(\$56,355)	-1.35%	45.40%
Nelson	\$789,265	\$995,927	0	\$995,927		11.00%	\$206,662	26.18%	11.00%
Charlottesville	\$4,316,546	\$3,947,493	0	\$3,947,493		43.60%	(\$369,053)	-8.55%	43.60%
	<u>\$9,272,629</u>	<u>\$9,053,884</u>	<u>\$0</u>	<u>\$9,053,884</u>	<u>\$0</u>	<u>100.00%</u>	<u>(\$218,745)</u>	<u>-2.36%</u>	<u>100.00%</u>
<b><u>Total Contribution prior year with Debt Service</u></b>						check	(218,745)		

**Cash Accounts**

Funds	4000	4001	4002	4003	Total Cash
	Operating	Construction	Debt	Operation Reserve	
	Unrestricted	Unrestricted	Unrestricted	Restricted	
As of 6/30/15	(\$546,033.00)	\$793,207.35	\$446,817.02	\$2,939,439.32	3,633,430.69
As of 6/30/16	\$763,612.00	\$1,013,207.00	\$455,869.00	\$2,939,439.32	5,172,127.32
As of 6/30/17	\$1,145,299.00	\$786,784.00	(\$18,843.00)	\$2,987,208.00	4,900,448.00
As of 12/10/18	\$1,203,608.00	\$786,784.00	\$274,212.00	\$3,145,948.00	5,410,552.00
As of 12/6/19	\$1,619,273.00	\$982,861.00	\$197,196.00	\$3,265,960.00	6,065,290.00
As of 12/20/20	\$1,702,414.00	\$982,681.93	\$262,968.14	\$3,265,960.71	6,214,024.78
Infrastructure + Radios		191,102.00			
floor		290,476.00	floor		
		\$501,283.00	120000 for radios remove from operating budget		

Surplus Account Bal **2,799,330.00**

15,934,884 **Operating Budget**  
 20% Coverage %  
**3,186,977** Coverage required

\*\*\*FY 17 Board approved Radio infrastructure to be paid out of capital  
 November 2015 Board meeting  
 Estimate \$188,000 25 frequencies  
 January Board meeting 25 radios approved. \$97,500  
 3/6/20 paid \$94398 for radios

78,983.13 Reserve Covered

Debt Services	358,974
reserves	3,265,961
total funds	3,624,935
debt payoff	<u>2,607,540</u>
balance	1,017,395

Suntrust Laura Grosevenor assigned to Steve and emailed him 11/2/20 from Laura  
 Bond loan to fix capital items such as

	1 upgrade electrical panels	255,223
	2 Replace roof top unit	300,000
	3 HVAC replacement	577,341
\$290476 set aside in capital fund	4 Jail Floor epoxy repairs	290,476
	5 HVAC # 2	621,238
	6 replace elevator	<u>107,388</u>
		2,151,666

# SUNTRUST

To Whom It May Concern:

The following is in response to your payoff request with respect to loan account # 0000316276  
Obligation 42 (the "Loan"):

Customer Name: ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY	
Customer Obligor Number:	0000316276
Principal Balance:	2,591,559.00
Interest Balance:	15,981.28
Late Charge Balance:	
Fee Balance:	0.00
Escrow Tax:	
Escrow Insurance:	
Prepayment Penalty:	
Total payoff for loan account 0000316276 effective as of 3/1/2021 assuming no balance or rate changes :	2,607,540.28
Per Diem thereafter, based on current rate of 3.70000000	266.35468
Loan is on Sweep**	No

Payoff must be received in U.S. funds by 2:00 P.M. EST on the effective date. This statement reflects information pertaining solely to the Loan as of the effective date shown in the table above (the "Effective Date") and does not include information pertaining to any other indebtedness, obligation or liability due or owing to SunTrust Bank or any of its affiliates. Amounts may change, subject to subsequent activity, including, without limitation, charges and credits in process or interest rate changes for variable rate transactions. Notwithstanding anything to the contrary contained in this letter or otherwise, all figures contained herein are subject to final written verification by SunTrust Bank.

Should you have questions please contact a Service Associate at 1-866-873-1462. When remitting funds, please be sure to include the commercial loan account number on the check and any correspondence.

\*\* Please note that if payoff request is for a loan that is on a sweep, no per diem interest calculation is being provided since the Loan balance is subject to change on a daily basis. Please have the client contact their Relationship Manager to discontinue the sweep if a payoff including a per diem interest calculation is required.

Wire instructions are: SunTrust Bank - ABA #: 061000104 Account #: 9088000112 Please be sure to include the name of the borrower as well as the commercial loan account number to be credited.

Sincerely,

CCS – Servicing Dept.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Compensation Board Funding 5% increase	<b><u>AGENDA DATE:</u></b> March 11, 2021	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Felicia Morris, Director of Human Resources Jeff Brill, Business Manager	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

**BACKGROUND:**

The Jail was recently notified by the State Compensation Board, see attached letter, that the General Assembly has recommended a 5% raise for all Compensation Board funded positions. If approved, this would result in an approximate increase of \$250,000 from the state to the Jail's Compensation Board revenue. Our current FY-22 budget of \$5,000,000 does not include this potential increase.

In the spring of 2020, the General Assembly recommended an increase in Comp Board funding that resulted in an approximate \$105,000 increase in our FY-21 budget. However, that increase was removed when the revised state budget forecast would no longer support the additional funding. Since this amount was included in our FY-21 budget the reversal created a \$105,000 revenue shortfall in the current fiscal year. We are able to absorb this loss through vacancy savings.

In order to avoid another significant loss of revenue in FY 22, we will not include the 5% increase until it is formally approved.

The language in the additional funding requires that the receiving locality use the funds to increase the impacted employee's salary. The Compensation Board currently supplements, no position is fully funded by the comp board, approximately 126 of the Jail's 161 employees. The localities fully fund or supplement the remaining salaries of all Jail employees. Therefore, the increase only applies to the comp board funded portion of the employee's salary. The comp board's portion ranges from 25-80% of our staff's total salaries depending upon the position.

After consulting with the Jail Board's attorney and Robyn De Socio, Compensation Board Executive Secretary, the funds cannot be absorbed by the locality however, as long as the comp board funded portion of the employee's salary is increased by at least 5% and that increase is recognized in the total salary, not absorbed by the locality, the Jail Board shall have met the requirement.

**Example: Correctional Office I – the Comp Board funded portion is \$32,000, the locality supplements an additional \$2,009 for a total current salary of \$34,009. 5% of the comp board portion is \$1,600. Applying the above example, the new salary will be \$35,609. (\$32,000 + \$1,600 plus the locality supplement of \$2,009, since the locality cannot absorb the increase = \$35,609).**

As mentioned above, there are approximately 36 positions that receive no comp board funding. For instance we have 14 LPN positions but only four are partially funded by the comp board. The rest are fully funded by the localities.

**RECOMMENDATION:**

Since it would be unfair, as in the example above, to raise four of the 14 LPN comp board funded positions by 5% and not distribute the increase equitably to all LPNs, the Jail is asking to propose at the May Board meeting a plan to ensure the increase is equitable to all non-comp board funded positions.

After consultation with Jail staff we are confident that the plan will be revenue neutral assuming the current proposed FY 22 Jail budget is approved, the increase in the officer starting salary is approved, the result of the compression study is implemented for all impacted correctional staff and the additional compensation board funding is also approved.



TYRONE NELSON  
CHAIRMAN

ROBYN DE SOCIO  
EXECUTIVE SECRETARY

CRAIG BURNS  
STACI HENSHAW  
EX-OFFICIO MEMBERS

## COMMONWEALTH OF VIRGINIA

### *Compensation Board*

P.O. Box 710  
Richmond, Virginia 23218-0710

March 1, 2021

#### **MEMORANDUM**

**TO:** Compensation Board Members  
**FROM:** Robyn M. de Socio, Executive Secretary  
**RE:** 2021 Special Session I Conferees Report

Following is the summary of funding and language amendments recommended by the House Appropriations Committee and Senate Finance and Appropriations Committee Budget Conferees to the biennial budget funding proposals in HB1800 impacting Constitutional Officers and the Compensation Board. Also included is a summary of items proposed in the Governor's Budget Bill as introduced that remain unchanged.

#### All Constitutional Officers

- Language and funding have been included in FY22 to support a 5% across-the-board salary increase effective July 1, 2021, for constitutional officers, regional jails and their employees, provided that the governing authority of such employees uses such funds to support salary increases;
- No funding or language is provided for a bonus for Constitutional Officers, Regional Jail Superintendents, Finance Directors and their Compensation Board funded employees or for state employees in FY22;
- No performance based increases are included for constitutional officers and their employees or for state employees in either year of the biennium;
- No additional funding is included to support additional participation in existing career development programs.

#### Sheriffs and Regional Jails

- Additional funding of \$979,399 in FY22 and 29 additional sworn court services positions is provided for allocation based on staffing standards;
- Additional funding of \$2.63 million in FY22 to provide a similar increase to entry level regional jail officers as was previously provided on February 1, 2019 for entry level deputy sheriffs - \$897 for each entry level jail officer with less than one year of service and \$938 for those with more than one year of service in a Compensation Board funded entry level jail officer position - effective July 1, 2021;

- No additional funding or positions are included to address law enforcement or jail overcrowding staffing standards.

#### Jails

- No additional per diem funding is provided and current funding is anticipated to be sufficient based upon revised local- and state-responsible inmate population forecasts;

#### Commonwealth's Attorneys

- Additional funding of \$1,350,989 is provided in FY22 and 19 Assistant Commonwealth's Attorney positions and 10 Support Staff positions is provided, along with budget language authorizing the allocation of funding for approximately 25 percent of the unfunded positions needed based on FY20 staffing standards within Commonwealth's Attorneys' offices;
- Additional funding of \$250,000 is provided in FY22 for the Compensation Board to contract with the National Center for State Courts to assist the Compensation Board, working in collaboration with the Virginia Association of Commonwealth's Attorneys, in an encompassing study of Commonwealth's Attorney workload (to include diversion programs, specialty dockets, etc), in order to revise staffing standards formulas used as the basis for the allocation of positions in Commonwealth's Attorneys' offices;
- Additional funding of \$93,200 is provided in FY22 to convert the Craig County Commonwealth's Attorney's office from part-time to full-time status, including funding to increase the officers' salary to full-time, funding to convert the salary of one part-time administrative position to full-time, and additional office expense funding.

#### Circuit Court Clerks

- Additional funding of \$1,837,167 is included in FY22 to provide a salary increase to Compensation Board funded Circuit Court Clerks' staff positions in Pay Bands 1 and 2 to address pay equity with district court clerk positions. Funding is designated to increase the Compensation Board entry-level salary of Pay Band 1 and 2 employees to match the entry-level salary of a deputy clerk in the district courts (\$30,660). This funding will allow Compensation Board salary levels to be increased for positions with salaries below the new entry-level effective July 1, 2021;
- Additional funding of \$358,571 is provided in FY22 to establish a minimum of three positions in each Circuit Court Clerk's office;
- Additional \$1,000,000 in general fund support for Clerks' operating budgets is provided in FY22 and language is included to reduce the amount of non-general technology trust funds currently used to offset prior budget reductions from \$1.98 million to \$0.98 million in each year.

#### Treasurers

- Additional funding of \$752,608 is provided in FY22 to support re-funding of approximately 50% of underfunded positions and 10% of unfunded positions;
- Language is provided that clarifies that an officer (such as a treasurer or sheriff) who distrains or levies upon property (for instance, to satisfy delinquent taxes or a recorded judgment) may utilize an auctioneer or auction firm located outside the officer's jurisdiction to sell the property. This allowance may lead to cost efficiencies for the seller and the owner.

#### Finance Directors

- No program specific changes were included under the Compensation Board in the Conferees Report.

#### Commissioners of Revenue

- Additional \$950,646 in FY22 is provided to support re-funding of approximately 100% of underfunded positions and 10% of unfunded positions.

#### Administration

- Additional funding of \$120,725 is included in FY22 to re-fund an existing FTE position;
- Language is provided directing the Compensation Board to review the plan to be developed by the Department of Criminal Justice Services by July 1, 2021 outlining law enforcement agencies' roles and engagement with the development of the Mental Health Awareness Response and Community Understanding Services Alert System, established pursuant to House Bill 5043 and Senate Bill 5038 of the 2020 Special Session I of the General Assembly, and to provide a report to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees by November 1, 2021;
- Additional funding of \$651,103 in FY21 and \$836,734 in FY22 is provided to re-factor and move from a mainframe platform the Constitutional Officer Information Network (COIN) budgeting and reimbursement automated system.

MEMO: Compensation Board  
March 1, 2021  
Page 4

Conference amendments to the budget were approved by the House and Senate on Saturday, February 28, 2021, and will now be referred to the Governor. They are further subject to review or change when reconsidered in conjunction with any recommendations and/or amendments by the Governor at the reconvened "veto" session of the General Assembly on Wednesday, April 7, 2021. Please contact Charlotte Lee or me if you have any questions.

cc: Compensation Board Staff  
The Honorable Grindly Johnson, Secretary of Administration  
The Honorable Darrell Warren, President, Virginia Sheriffs' Association  
The Honorable Colin Stolle, President, Virginia Association of Commonwealth's Attorneys  
The Honorable Carla de la Pava, President, Treasurers' Association of Virginia  
The Honorable Terry Yowell, President, Commissioners of the Revenue Association of Virginia  
The Honorable Llezelle Dugger, President, Virginia Circuit Court Clerks' Association  
Stephen Clear, President, Virginia Association of Regional Jails  
Michelle Gowdy, Executive Director, Virginia Municipal League  
Dean Lynch, Executive Director, Virginia Association of Counties  
John Jones, Executive Director, Virginia Sheriffs' Association  
Amanda Howie, Executive Director, Virginia Association of Commonwealth's Attorneys  
Alan Albert, O'Hagan Meyer  
John "Chip" Dicks, Gentry Locke  
Matthew Moran, Gentry Locke  
Joe Horbal, Commissioners of the Revenue Association of Virginia  
Michael Edwards, Kemper Consulting  
Jane Chambers, Commonwealth's Attorneys' Services Council  
Janet Areson, Virginia Municipal League  
Katie Boyle, Virginia Association of Counties  
Banci Tewolde, Associate Director, Department of Planning and Budget  
Reginald Thompson, Analyst, Department of Planning and Budget

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Community Based Corrections Plan Update / Facility Renovation</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent</p>	<p><b><u>AGENDA DATE:</u></b>                      <b><u>ITEM NUMBER:</u></b></p> <p>March 11, 2021</p> <p><b><u>FORMAL AGENDA:</u></b></p> <p>   <b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>CONSENT AGENDA:</u></b></p> <p>   <b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Yes</p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

During the January 14, 2021 Board meeting, the Board discussed making improvements to the existing facility specifically to the section of the Jail that was constructed in 1974. It was discussed that the timing of a renovation was optimal considering the Jail’s historically low population, low interest rates and the retirement of the existing debt later this fiscal year.

The intention is to improve the safety and comfort for inmates, staff and visitors as well as enhance the esthetics, improve overall systems efficiencies, improve the quality of air and air filtration and update the facilities internal infrastructure to better meet the needs of the Jail’s mission of rehabilitation of our inmate population.

There is no intention of increasing the Jail’s physical footprint or expanding the current facility.

As mentioned in the meeting it is imperative to conduct a thorough assessment to determine feasibility and cost before any further decisions can be made.

In coordination with the County, the Jail has procured the services of Moseley Architects, Richmond, Virginia, an architectural and engineering firm, to perform a Community Based Corrections Plan. A Community-Based Corrections Plan is an evaluation of trends and factors at the local or regional level affecting current and future facility needs, and the assessment of resources available to meet such needs which is used as the basis for a request for reimbursement of local correctional facility construction costs.

They have vast experience in the design of correctional facilities. Moseley Architects has previously performed satisfactory work in all three jurisdictions.

On Tuesday, February 16, we conducted a scope of work meeting between jail staff and representatives from Moseley Architects to tour the facility and discuss needs and survey the physical structure.

This is an ongoing process and will incorporate Board members, service providers, staff and inmates where feasible.

The initial report will be presented at the May Board meeting. If the Board approves, to further the study we will then begin working with the above stakeholders to bring the Boards mission to fruition over the next year.

Please see attached PDF, Memorandum of Conference for further details of the study and expectations.

**RECOMMENDATION:**

Information Only

# MOSELEY ARCHITECTS

February 16, 2021

## MEMORANDUM OF CONFERENCE No. 02

PROJECT Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan (CBCP) Planning Study  
Charlottesville, VA

ARCHITECT'S PROJECT NO. 593756

DATE AND LOCATION Tuesday, February 16, 2021; 9AM at ACRJ

PRESENT

For Albemarle, Charlottesville, Nelson Regional Jail (ACRJ)

- \* Colonel Martin Kumer, Superintendent
- Major Rob Barnabei, Associate Superintendent
- Captain Aaron Carver, Chief of Security
- Captain William Thomas, Chief of Facilities
- Ms. Gequetta "G." Murray-Key, Director of Operations
- Mr. Jeff Brill, Business Manager

For Moseley Architects

- \* Mr. Chris Roman
- \* Mr. Tony Bell

### DISCUSSIONS AND DECISIONS.

Purpose of meeting was scoping for CBCP Planning Study for the Albemarle, Charlottesville, Nelson Regional Jail ("ACRJ").

1. The Jail Authority Board is composed of twelve members from the three member jurisdictions. The Jail Authority Board meets the second Thursday of every other month.
2. The jail has a rated capacity of 329 inmates. Current ADP (2/16/2021) is 336 not including 67 on home electronic monitoring.
  - 2.1. The original 1975 design had a rated capacity of 209, which was increased by 120 with the 2000 addition.
  - 2.2. The 1975 portion is the primary area in which improvements are needed.
3. The original jail design did not include programming space (space for inmate programs).
  - 3.1. Minimal programming space was added in the 2000 addition.
  - 3.2. Multiple offices as well as a former inmate weight room have been converted into classrooms.
  - 3.3. Programming space is desired to be in or near each housing unit.
4. Reduction of inmate movement within the facility would further promote the safety of officers and inmates.
5. The jail needs more purpose-built space. Except for inmate housing many spaces are currently re-purposed spaces being used for something other than originally designed.
6. The warehouse space is sufficient in size but is not accessible to the rest of the building.

## MEMORANDUM OF CONFERENCE

RE: Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan Planning Study, Charlottesville, VA

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7. A secondary public lobby exists below the ground level but is underutilized.
8. The jail lacks adequate segregation and mental health units. This is a major concern to be addressed for the safety and well-being of the inmates.
9. Staff locker rooms are rarely used.
  - 9.1. Drains in showers in the women's staff locker room are completely blocked and have not been used in years.
10. There is no central inmate dining facility. Inmates eat in dayrooms.
  - 10.1. Dayroom dining facilities are not sized sufficiently to allow all inmates in the pod to eat simultaneously.
11. Cells are typically double bunked.
12. Dorm WA is roughly 500 SF (square feet) and contains 14 beds, which does not meet the current Virginia Board of Corrections jail standards (ACA Standards). This is typical for the dayrooms and dorms throughout the facility.
13. Toilet counts in the existing dayrooms and dorms are inconsistent. Some pods contain one toilet per cell, while some dorms contain one toilet for 14 inmates to share.
14. PREA compliance may not be possible with this facility as built or with renovation, but all renovations are desired to be designed in the spirit of the standard.
15. Showers in dorms and pods are constructed in a manner which creates blind spots and unsafe conditions for both inmates and officers.
16. The pod layouts of the original 1975 jail require two officers to make rounds as officers must enter the inmate area to complete rounds. This practice is inefficient and places the officers in potentially compromised safety situations.
17. Because of COVID-19, Home Electronic Incarceration (HEI) has been used, lowering the number of inmates in the jail. The success of this program has generated positive community response and is expected to continue in the future.
18. The existing HVAC systems in the 1975 jail are at the end of their lifespans. Hot and cold temperature swings occur frequently within dorms. Several mini-split units were installed in an attempt to remedy the temperature issues.
  - 18.1. The BAS system has not been properly maintained since its original installation.
  - 18.2. Fresh air and air movement is lacking in the existing facility.
  - 18.3. Air handlers pull in 100% outside air. A dedicated outside air unit (DOAU) is desired for pre-conditioning the outside air in order to keep up with temperature demand.
  - 18.4. Bipolar ionization or ultraviolet filtering is desired to improve indoor air quality.
19. Energy efficiency is lacking in the building.
  - 19.1. A new roof with additional insulation is desired. Either a green roof or solar panels are favorable.
  - 19.2. New windows are desired.
20. Many inmate toilets are accessed from inside the cells or dayroom. If one malfunctions, technicians need to enter the inmate area. Access from the back of the toilet within a chase is desired.

## MEMORANDUM OF CONFERENCE

RE: Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan Planning Study, Charlottesville, VA

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21. Drainage in cells and dayrooms is insufficient. Showers do not have drains. They flow through access holes in the surrounding partitions to a drain within the dayrooms.
22. ADA compliance is not currently met in most of the spaces in the original 1975 jail.
  - 22.1. Exterior entries at east on ground level and from south on first floor (main entry) are the only accessible entries.
23. The current layouts necessitate the addition of call buttons for inmates to use in case of an emergency in the original 1975 jail. A delay inevitably occurs in the event of an emergency. A safer environment is desired for inmates and staff, where call buttons are not necessary.
24. Parking is insufficient for both staff and visitors. Staff currently utilize parking spaces at the National Guard Armory across the street from the jail and at the Juvenile Detention Center. Additional parking is needed, though it is understood that space is limited on site.
25. The scope of work will not include any additions to the jail, only renovations to the existing facility.
26. The jail currently includes two outdoor recreation areas.
27. The gymnasium is currently used for multiple programs, as well as overflow inmate housing when needed.
28. Security fencing around the facility is adequate. Only minor repairs are needed for upkeep.
29. Only minor renovations are desired in the administration area. Accessibility and life safety will need to be reviewed in this area.
  - 29.1. A new secure vestibule is desired at the main entrance.
30. Regarding access control, doors currently operate on electromagnetic locking system. The facility does not contain pneumatic doors.
31. Regarding security, cameras are currently a mix of analog, digital, and IP addressable.
  - 31.1. Camera placement and number is insufficient with the current layout. More are needed to operate efficiently and safely.
  - 31.2. IP addressable cameras are desired throughout the facility viewable on a single system.
  - 31.3. All cameras run to a single control room, manned by one officer. Multiple wall mounted monitors each with split screen technology show each camera display for entire facility simultaneously. Additional control room officer desk positions are desired.
32. Video visitation is currently being implemented in the jail. Touchscreen monitors in each dorm/dayroom have been installed, though not all are appropriately placed to shield views from all but the primary viewer. A temporary video visitation station for visitors is being used in the visitor waiting area, but a permanent station is desired. Tablets will be utilized by inmate in the near future.
33. The intake area is newer but can still be improved.
  - 33.1. Dividers between officers at the desk can be improved to give better privacy for confidential conversations with inmates.
  - 33.2. Access to toilets are through cells.
  - 33.3. Storage space for towels, inmate clothing, and toiletries is lacking.
  - 33.4. Shower design creates blind spots and unsafe conditions for inmates and officers.

MEMORANDUM OF CONFERENCE

RE: Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan Planning Study, Charlottesville, VA

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- 33.5. Records room is insufficient in size for the number of staff. This issue was amplified during COVID-19 when the entire records staff contracted the virus.
- 34. The facility currently does not have adequate housing for varying classifications. The entire facility is currently considered "Maximum" security, except for the dorms.
- 35. IT/AV space throughout the building is insufficient. Dedicated data closets are desired.
- 36. Staff believe there is wasted square footage in the east wing that can be more effectively utilized with renovation.
- 37. Segregation units FS and GS need renovation. Desire renovation to create purpose-built segregation housing.
- 38. Need Mental Health dedicated housing.
- 39. Housing unit renovation shall consist of HVAC upgrades, plumbing upgrades, lighting upgrades, security cameras and access control upgrades, and replacement of bunks and tables.

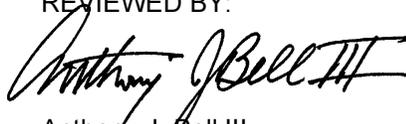
*The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for corrections.*

NOTES BY:



Christopher J. Roman  
Senior Associate

REVIEWED BY:



Anthony J. Bell III  
Vice President

DISTRIBUTION: As indicated by (\*) above, also:  
Jason Forsyth, Moseley Architects

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Fiscal Agency Transition Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Jeff Brill, Business Manager Felicia Morris, Human Resources Director</p>	<p><b><u>AGENDA DATE:</u></b> March 11, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Information</p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

During the January 14, 2021 Board meeting the Jail was approved to become its own Fiscal Agent beginning July 1, 2021.

Since that time the Jail staff has coordinated with Albemarle County staff to begin acquiring resources, software, hire personnel and procure project managers to assist with the transition. All procurements have been coordinated with County procurement staff.

- 1) **Payroll:** We are in the final stages of procuring payroll services through a third party vendor. The contract is being reviewed by Albemarle County procurement. The vendor will manage all withholdings, end of year tax forms, deductions, time clock hardware and software, direct deposit, benefits withholdings etc. They have experience with public entities and other regional jails in Virginia.
- 2) **Procurement:** The Jail is pleased to announce that we have hired Lyn Wrigley as our Purchasing Agent. Lyn has substantial experience in public procurement and has previously worked in the Albemarle County procurement department. Jail staff have previously worked with Lyn on Jail procurement items and we have always been impressed with her ability, knowledge and expertise. If needed, at the recommendation of Albemarle County procurement, we will be working with Civic Initiatives to establish our policies and procedures regarding procurement.
- 3) **Health Benefits:** We are scheduled to meet next Wednesday with County staff to discuss what the Jail's responsibilities will be with regards to providing information and premiums etc to the County benefits manager. We will remain on the County benefit plan for at least the next fiscal year.
- 4) **Financial Accounting Software:** We have procured Microsoft Dynamics GP, formerly known as Great Plains, and are in the process of having it installed and configured to meet our needs. We chose GP since the County currently uses it and our staff are familiar with it. The contract also includes a project manager that will manage the software installation, training and its

configuration and transfer of data.

- 5) **Project Manager:** We have procured the services of Ann Shawver, Certified Public Accountant, who was recommended by County staff who is familiar with her work. Ann has vast experience in public finance and we feel confident that she is more than capable of managing the transition.
- 6) All cost associated with the implementation phase of the transition will be absorbed using the current budget's positive variance.
- 7) All goods and services have been procured according to and in consultation with Albemarle County procurement.

As of today the transition is on schedule to start July 1, 2021.

**RECOMMENDATION: Information only**

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> COVID-19 Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Thedra Nichols, FNP, Director of Medical Health Services</p>	<p><b><u>AGENDA DATE:</u></b> March 11, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

Since the January 14, 2021 Board meeting there have been zero new positive inmate COVID-19 cases and 3 new staff cases. All staff members have recovered. There are currently no active cases of COVID-19 among staff or inmates the facility.

We continue to perform our standard screening upon intake. We quarantine all inmates for a minimum of 14 days and test all inmates on or after day 14. This allows us to catch those asymptomatic carriers. We have obtained Rapid COVID Antigen testing from the state and BJHD to use in limited circumstances with symptomatic individuals. We continue to test those individuals who report recent exposure and despite the results they too complete 14 days of quarantine and are retested at that time. If someone has a confirmed positive test we do not test them for COVID, per CDC guidelines, but they are still quarantined. This is due to the risk of false negatives and false positives. Our new enhanced procedures continue to exceed both the CDC and BRHD COVID-19 testing strategies.

In the last week of January, the Blue Ridge Health Department hosted an on-site COVID-19 vaccination clinic. We had approximately 60 staff that elected to receive the vaccine. Most if not all of those staff have received the second dose or are scheduled to receive it. Some additional staff members have received their vaccine from other providers.

On Friday, February 26, the Blue Ridge Health District hosted an on-site vaccination clinic for our inmate population. A few days prior, staff personally spoke to every inmate in the facility to determine if they wanted to receive the vaccine. They were offered a canteen bag of snacks etc. if they elected to receive the vaccine. This is a similar practice to what the DOC and other facilities used to incentivize inmates to receive the vaccine.

109 inmates out of approximately 280 eligible individuals or almost 40% were vaccinated. Most

**jails have reported that 25% -30% of their inmates elect to receive the vaccine. Future clinics will be held monthly to issue second doses and initial doses to new inmates or those who have changed their minds since it was last offered. Anyone who is released between clinics will be directed to contact the BRHD to receive their first or second dose.**

**The long term strategy is for the facility to become its own vaccination site. We will receive the vaccine directly and our medical team will administer once the individual is cleared from quarantine. We have recently purchased the necessary refrigeration equipment to store the vaccine. We have applied to become a vaccine site and are awaiting approval.**

**Since the November board meeting we have conducted 145 COVID-19 tests since January 14, 2021.**

**RECOMMENDATION: Information only**