



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregrory Lane

Charlottesville, Virginia 22902

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

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

Col. Martin Kumer, Superintendent (ext. 230)

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

Board Business Meeting

January 14, 2021 (12:30 – 2 p.m.)

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

AGENDA

(Action/Information)

I. ACRJ Board Meeting – Call to Order

Adopt Meeting Agenda

Action Item

II. Consent Agenda

For Approval:

- 1) Draft Summary Minutes November 12, 2020 ACRJA Board Bi-Monthly Business Meeting
- 2) FY 21 Financials thru November 2020
- 3) ACRJ Bylaws Revision

Action Item

Action Item

Action Item

Informational

- 1) Administrative Reports
 - a) Personnel Report – No New Hires
 - b) Out of Compliance Report - October 2020
 - c) Census Report –December 2020
 - d) Work Force Report / VDOT Report / Litter Control Report –No Change from March packet
 - e) Special Management Report – December 2020
 - f) Home Electronic Incarceration Report – thru December 2020
 - g) COVID-19 Update
- 2) Final Summary Minutes September 10, 2020 ACRJA Board Bi-Monthly Business Meeting

**** (Vice-Chair Election) ****

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

IV. Matters from Business Manager – Jeff Brill

- 1) Budget Committee Update

Informational Item

V. Matters from Superintendent – Colonel Martin Kumer

- 1) Fiscal Agent Services
- 2) Strollo Architects Presentation
Jim Strollo
Jennifer Woodall

Action Item

Informational Item

VI. New Business –

VII. Closed Session - if needed

Action Item

X. Adjournment

Action Item

NEXT MEETING: March 11, 2021

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

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)
Nikuyah Walker (Charlottesville)
John Blair (Charlottesville)

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

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DRAFT

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.

DRAFT



Fiscal Agent Assessment for Albemarle- Charlottesville Regional Jail (ACRJ)

BIRCHBARK STRATEGIC CONSULTING
STUDY CONCLUDED 2/2/2020

Analysis Overview

- ▶ Inventory of functions (as known) conducted by the County on behalf of ACRJ
- ▶ Comparative review of 6 other Regional Jails in Virginia
- ▶ Considerations, if brought functions in-house
- ▶ Did not cover:
 - ▶ Business Process Optimization and Review
 - ▶ Classification and Compensation Review of Existing Employees or New Employees
 - ▶ Cost Analysis for Bringing In-House as too many unknown variables

Current Cost Structure

- ▶ Direct Costs that ACRJ Pays County
 - ▶ 2% of Budget = \$161,000
 - ▶ Audit = \$11,702
- ▶ Total = \$172,702
- ▶ Investment Income Received by ACRJ from County
 - ▶ \$134,426
- ▶ Net Cost = \$38,276

Cost Structure if County moved to Cost Allocation Plan Model

- ▶ Indirect Costs (ACRJ's Share of County Cost of Providing Services)
 - ▶ \$230,729
- ▶ Direct Audit Cost
 - ▶ \$11,702
- ▶ Total = \$242,431

- ▶ Investment Income Received by ACRJ from County
 - ▶ \$134,426

- ▶ Net Cost = \$108,005

Net Increase

- Move from 2% to CAP = \$69,729 Net Increase to ACRJ's Budget

Personnel Considerations if Brought In-House

- ▶ Are current staff working at capacity?
- ▶ 5 functions were identified and will need to be absorbed or hired new:
 - ▶ Accounting Clerk
 - ▶ Payroll Clerk
 - ▶ Human Resources Clerk
 - ▶ IT Analyst
 - ▶ Purchasing Agent/Buyer

Non-Personnel Considerations if Brought In-House

- ▶ Audit Preparation
- ▶ Financial System
- ▶ Cash Management/Banking Services
- ▶ Purchase/P-Card
- ▶ Grant Management/Compensation Board Management
- ▶ Cybersecurity Plan and Oversight
- ▶ Healthcare Benefits Pool
- ▶ Legal Costs

Comparative Analysis

- ▶ 6 Regional Jails
 - ▶ 4 use a County as a Fiscal Agent
 - ▶ One pays based on Cost Allocation Plan
 - ▶ 2 in-house
- ▶ Staffing in Finance, HR and IT at ACRJ are in line with other regional jails who use a fiscal agent

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

<p><u>AGENDA TITLE:</u> November 31, 2020 YTD unaudited Financial Report</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Matters from Business Manager</p> <p><u>STAFF CONTACTS:</u> Superintendent: Kumer & Brill</p>	<p><u>AGENDA DATE:</u> <u>ITEM NUMBER:</u> January 14, 2021</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p>
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Compensation and benefits is estimate to come in under budget (\$473,549) due to:

- Wages is estimated to come in under budget (\$318,426) due to the number of vacancies
- Taxes and VRS is estimated to come in under (\$27,753 and \$84,167) respectively due to vacancies.
- Overtime Wages is estimated to come in under (\$132,752).
- Hazardous pay is estimated to come in over budget \$126,542.

Operating expense is estimated to come in under budget (\$180,000):

- Travel and Education is estimated to come in under budget (\$30,000) due to covid and non-travel.
- Food supplies is estimated to come in under (\$200,000) 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 (\$773,664).

Operating income is estimated to come in under budget (\$576,606).

- Interest income is estimated to come in under \$90,000 because of the decrease in interest rates.
- Federal Prisoners is estimated to come in over \$80,978 due to the housing of contracted Rockbridge regional jail inmates.
- Women's programs is estimated to come in under budget (\$11,000) due to covid.
- Work release is estimated to come in under budget (\$20,000) due to covid however expects to be starting back up midyear.
- VDOT is estimated to come in under \$100,000 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 at \$88,283 and is a unbudgeted revenue due to locality reimb.
- Comp Board salaries is estimated to come in under budget (\$166,667) and likewise Comp Board Per Diem is estimated to come in under (\$330,000) 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 \$131,235 over budget. However it is still too early to tell.

Recommendations: None

**Albemarle-Charlottesville Regional Jail
Detailed Expenses and Revenues
November 30, 2020**

	G	H	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Oct	Nov	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
2	Total Combined Oper. Exp.:							
3	Total Combined Compensation:							
4	Salaries - regular	8,435,514	661,664	678,321	3,357,088	39.80%	8,117,088	(318,426)
6	Overtime wages	175,000	5,102	3,176	21,882	12.50%	42,248	(132,752)
8	Overtime - Reimbursable	30,000	0	0	-	0.00%	30,000	0
9	Part-time wages	248,534	16,071	15,851	84,653	34.06%	210,653	(37,881)
10	PT/wages - board member	2,100	0	0	-	0.00%	2,100	0
11	Shift Differential	52,000	3,883	4,156	20,748	39.90%	50,148	(1,852)
12	Hazzardous pay		19,506	18,020	106,542	#DIV/0!	126,542	126,542
13	Accrued annual leave		0	0	-	#DIV/0!		0
14	FICA	684,151	55,022	55,097	271,398	39.67%	656,398	(27,753)
15	VRS @ 10.94%	970,928	71,578	73,372	368,761	37.98%	886,761	(84,167)
16	VLDP- disability		575	551	2,816	#DIV/0!	6,806	6,806
17	Life Part Time		0	0	-	#DIV/0!	0	0
18	VRS Hybrid	17,000	2,145	2,071	10,495	61.74%	25,195	8,195
19	Health insurance 8,280	1,225,000	111,330	100,174	512,800	41.86%	1,219,800	(5,200)
20	Dental insurance \$250	38,640	2,680	2,740	13,640	35.30%	33,240	(5,400)
21	HSA contribution	20,000	1,748	5,520	12,144	60.72%	24,744	4,744
22	VRS group life 1.31%	113,036	8,585	8,783	44,159	39.07%	107,159	(5,877)
23	Group life - part-time	3,600	0	0	-	0.00%	3,600	0
24	Line of Duty	40,000	0	0	38,294	95.74%	38,294	(1,706)
25	Unemployment insurance	5,000	0	0	-	0.00%	5,000	0
26	Workers' compensation	110,000	0	0	101,178	91.98%	111,178	1,178
27	Other Benefits	0	0	0	-		0	0
28	Subtotal Comp. & Benefits	\$12,170,503	959,889	967,832	4,966,598	40.81%	\$11,696,954	(\$473,549)
29			959,889	967,832	4,966,598			
30	Total Combined Operating Expenditures:							
31	Professional Services	7,450	1,381	0	4,674	62.74%	7,450	0
32	Contract services other	50,000	0	0	-	0.00%	50,000	0
33	Health services	486,500	28,333	97,333	188,869	38.82%	486,500	0
37	Prof services - legal	35,000	600	3,000	9,600	27.43%	35,000	0
38	Engineering - Timmons			0	-	#DIV/0!	0	0
39	Contract Services Covid		0	0	-	#DIV/0!	0	0
40	Prof services - audit	15,000	0	0	-	0.00%	15,000	0
41	Temporary Help		0	0	-	#DIV/0!	0	0
44	R&M - buildings	63,702	4,595	8,677	23,802	37.36%	63,702	0
45	R&M - vehicles	3,000	0	0	-	0.00%	3,000	0
46	Maint contract - equip	74,080	26,279	0	42,309	57.11%	74,080	0
47	County of Alb software lic	2,705	0	0	2,705	100.00%	2,705	0
48	Maint contract - buildings	28,000	0	685	3,031	10.83%	28,000	0
49	Printing & Binding	1,000	0	0	-	0.00%	1,000	0
50	Advertising	5,000	990	779	3,362	67.24%	5,000	0
52	Tuition assistance	1,000	0	0	300	30.00%	1,000	0
53	Employee physicals	8,000	259	0	1,230	15.38%	8,000	0
54	Other purchased services	4,000	0	250	358	8.95%	4,000	0
55	Contract - Disposal	28,000	825	828	4,522	16.15%	28,000	0
56	Contract - fiscal agent	159,640	39,910	0	79,820	50.00%	159,640	0
57	Data processing	89,622	11,430	4,439	43,804	48.88%	89,622	0
58	Electrical service	225,000	18,263	16,045	71,195	31.64%	225,000	0
59	Gas service	92,000	3,466	5,972	17,586	19.12%	92,000	0
60	Water & sewer	350,000	27,259	28,686	112,443	32.13%	350,000	0
61	Postal services	4,830	2,627	2,587	5,694	117.89%	4,830	0
62	Telecommunications	47,160	2,156	1,258	11,620	24.64%	47,160	0
63	Fire insurance	49,000	10,000	0	57,394	117.13%	49,000	0
66	Automotive insurance	6,500	0	0	6,603	101.58%	6,500	0
67	Lease Equipment	2,400	430	0	887	36.96%	2,400	0

**Albemarle-Charlottesville Regional Jail
Detailed Expenses and Revenues
November 30, 2020**

	G	H	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Oct	Nov	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
68	Software Licensing		0	0	-	#DIV/0!	0	0
69	Travel Meals Covid		0	0	-	#DIV/0!	0	0
70	Travel - education	63,100	731	334	4,657	7.38%	33,100	(30,000)
71	Training - Academy	81,000	1,343	923	69,820	86.20%	81,000	0
73	Travel - subsistence	7,000	163	253	529	7.56%	7,000	0
74	Staff Support / Miscellaneous	550	0	0	-	0.00%	550	0
75	Sams Club vending wellness		0	0	-	#DIV/0!	0	0
76	Donations		0	0	-	#DIV/0!	0	0
77	Human Resource Exp	4,000	248	0	248	6.20%	4,000	0
78	Inclement Weather Expense	2,000	0	0	-	0.00%	2,000	0
79	Wellness Fund Sams Club	2,000	0	0	299	14.95%	2,000	0
80	Wellness Fund Expense	2,500	0	0	-	0.00%	2,500	0
81	Inmate Fund Expense	2,000	3,497	2,351	9,878	493.90%	2,000	0
82	Dues & memberships	15,553	434	1,306	3,172	20.39%	15,553	0
83	Office supplies	52,511	1,571	773	5,687	10.83%	52,511	0
84	Food supplies	775,000	63,435	45,988	176,376	22.76%	575,000	(200,000)
85	ACRJ Employees	71,481	8,745	8,042	30,567	42.76%	71,481	0
86	BRDC food supplies	36,000	3,829	304	8,253	22.93%	36,000	0
87	SWVC	5,000	1,007	0	1,435	28.70%	5,000	0
88	Meals for meetings	4,000	352	643	1,025	25.63%	4,000	0
89	Medical Disposal				-	#DIV/0!	0	0
90	Pharmaceutical Drugs	475,000	40,688	37,552	161,730	34.05%	475,000	0
91	Laundry & janitorial supplies	63,400	5,709	2,615	19,626	30.96%	63,400	0
92	Kitchen & Maint. Cleaners	49,000	4,162	1,216	11,507	23.48%	49,000	0
93	Linen supplies	21,000	0	1,427	3,010	14.33%	21,000	0
94	Uniforms - inmate	26,000	0	1,794	10,295	39.60%	26,000	0
95	R&M supplies	58,803	4,271	2,112	14,175	24.11%	58,803	0
97	Vehicle & equip fuel & supplies	21,300	530	677	2,225	10.45%	21,300	0
98	Vehicle & equip supplies	14,000	1,602	414	2,500	17.86%	14,000	0
99	Security supplies	27,700	1,632	(331)	1,971	7.12%	27,700	0
100	Uniforms & apparel	53,000	6,669	3,568	14,293	26.97%	53,000	0
101	Materials and supplies covid		6,181	(8)	29,607	#DIV/0!	50,000	50,000
102	Books & subscriptions	1,200	0	0	-	0.00%	1,200	0
103	Inmate Education	16,525	0	0	282	1.71%	16,525	0
104	Other operating supplies	1,000	0	0	-	0.00%	1,000	0
105	Copy supplies	1,500	0	0	-	0.00%	1,500	0
106	Fund Balance ACRJ operating					#DIV/0!	0	0
109	Subtotal Operating Exp.	\$3,791,712	335,602	282,492	1,274,975	33.63%	\$3,611,712	(\$180,000)
110								
111	Total Combined Operating Capital:							
112	Machinery & equip		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 - Replacement	10,000	0	0	-	0.00%	10,000	0
115	Furniture & fixtures - new	5,000	0	0	-	0.00%	5,000	0
116	F&F - replacement		0	0	0	#DIV/0!	0	0
117	Communications equip		0	0	-	#DIV/0!	0	0
118	Comm equip - replacement		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	1,916	0	1,916	7.26%	26,400	0
122	ADP Equipment - Rep	10,000	10,344	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	-	#DIV/0!	0	0
125	Lease Equipment		0	0	1,478	#DIV/0!	1,478	1,478
128	Subtotal Operating Capital	\$161,400	12,260	0	33,203	20.57%	238,343	76,943
129								

**Albemarle-Charlottesville Regional Jail
Detailed Expenses and Revenues
November 30, 2020**

	G	H	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Oct	Nov	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
130	Subtotal Expenditures	\$16,123,615	1,307,751	1,250,324	6,274,776	38.92%	15,547,009	(576,606)

**Albemarle-Charlottesville Regional Jail
Detailed Expenses and Revenues
November 30, 2020**

	G	H	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Oct	Nov	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
131	Operating Revenues:							
132	Interest	100,000			3,905	3.91%	10,000	(90,000)
133	Sale surplus vehicles				-	#DIV/0!	0	0
134	Sale salvage				-	#DIV/0!	0	0
135	Cellular Tower Lease	75,000	26,393	2,645	34,172	45.56%	52,372	(22,628)
136	Regional Jail Service Fees				-	#DIV/0!	0	0
137	Covid Recovery		2,668	(2,668)	(0)	#DIV/0!	(0)	(0)
138	Other jurisdictions	120,000	7,420	7,630	29,505	24.59%	79,905	(40,095)
139	Charlottesville	4,044,048	337,004	337,004	1,685,020	41.67%	4,044,048	0
140	Albemarle	3,896,201	324,683	324,683	1,623,415	41.67%	3,896,196	(5)
141	Federal prisoners 50.63	140,000	21,970	18,126	80,978	57.84%	220,978	80,978
142	Nelson County	756,628	63,052	63,052	315,260	41.67%	756,624	(4)
143	Telephone system	420,000		454,870	523,891	124.74%	500,964	80,964
144	Dollar a day Inmate Charge				18,001	#DIV/0!	18,001	18,001
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	1,507	7.54%	9,000	(11,000)
149	Work release	40,000			-	0.00%	20,000	(20,000)
150	Vdot	200,000			-	0.00%	100,000	(100,000)
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	179	45	2,482	124.10%	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	2,253	3,225	9,252	92.52%	10,000	0
162	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000	9,000		23,195	34.11%	68,000	0
163	Covid Recovery		19,338	2,669	88,283	#DIV/0!	88,283	88,283
164	Insurance Recoveries				-	#DIV/0!	0	0
165	Medical Copayment-misc	10,000	1,081	1,263	4,382	43.82%	4,382	(5,618)
166	Training Fees Recovered-misc	5,000	190		1,962	39.24%	1,962	(3,038)
167	Canteen education reimb	80,000			-	0.00%	150,000	70,000
168	Comp Board - salaries	5,105,738	441,397		1,619,071	31.71%	4,939,071	(166,667)
169	Pharmaceutical reimb	20,000	2,322	3,025	12,458	62.29%	12,458	(7,542)
170	Comp Board - office State ATL Reductions				-	#DIV/0!	0	0
171	Jail Auto				-	#DIV/0!	0	0
172	State per diem	930,000	95,428		95,428	10.26%	600,000	(330,000)
175	DCJS Federal Grant - Stimulus Covid				-		50,000	50,000
176	SSA/SSI Recovery	10,000	1,600	1,000	5,000	50.00%	10,000	0
177	Justice Reinvestment				-	#DIV/0!		0
178						#DIV/0!		0
179	SCAPP Funds	30,000			-	0.00%	30,000	0
184	Subtotal Operating Revenues	\$16,123,615	\$1,355,978	\$1,218,076	6,177,465	38.31%	15,678,244	(445,371)
185								
186		\$0	48,227	(32,248)	(97,311)		131,235	131,235

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

BYLAWS

ARTICLE I – THE BOARD

1.1 Description. The Albemarle-Charlottesville Regional Jail Authority (the “Authority”) was created by an Agreement dated November 15, 1995, by and between the County of Albemarle and the City of Charlottesville, to which the Authority itself also became a party (the “Service Agreement”). The County of Nelson became a member jurisdiction and party to the Service Agreement July 1, 1998.

1.2 Membership. The powers of the Authority shall be exercised by a board as set forth in the Agreement.

ARTICLE II – OFFICERS

2.1 Chair. The board of the Authority shall select a chair from among its membership. The chair shall preside at all meetings of the Authority, shall have the same voting right as any other member, and shall appoint from time to time such committees as he or she may deem appropriate, and shall have such other powers or duties as may be prescribed in these bylaws or by resolution of the Authority.

2.2 Vice chair. The board shall also elect a vice chair from among its membership. The vice chair shall preside at all meetings when the chair is not in attendance, shall become chair if the chair dies or resigns, and shall have any other powers or duties prescribed in these bylaws. The chair and the vice chair shall be representatives of different member jurisdictions, unless no member is willing to serve to make adherence to this rule possible.

2.3 Clerk. The board shall appoint a clerk, who may be an employee of the Authority or of any member jurisdiction, to keep the minutes of meetings and serve as custodian of other records of Authority actions.

2.4 Terms. Following the initial election of offices, officers shall be elected at the first regular meeting in each calendar year. Officers shall serve for a term of two years, or until their successors are elected.

ARTICLE III – MEETINGS

3.1 Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of its business. An affirmative vote of a majority of the full membership of the Board shall be required to adopt the Annual Budget, to amend the per diem charges, or approve the creation of any Obligation or any other contract obligating the Authority for longer than one

year. All other decisions of the Board may be made by affirmative vote of a majority of the members present and voting.

3.2 Meetings. The usual order of business at a regular meeting shall be as follows:

- (a) Call to order.
- (b) Consent Agenda.
- (c) Matters from the Public
- (d) Matters from ACRJA Attorney
- (e) Matters from ACRJA Board Members
- (f) Matters from ACRJ Business Manager
- (g) Matters from ACRJ Superintendent
- (h) New Business
- (i) Closed Session (if needed)
- (j) Adjournment

3.3 Minutes. The clerk shall prepare summary minutes of each meeting, which may be mailed or delivered via electronic mail to each member before the next regular meeting. The board shall approve the minutes of each meeting at a subsequent meeting. The chairman (or in the chairman's absence, the vice chairman) shall sign the minutes as approved.

3.4 Procedure. Meetings shall be conducted generally in accordance with Robert's Rules of Order (short form for small parliamentary bodies).

3.5. Remote Participation. Members may participate by electronic or remote participation as authorized by the Code of Virginia or other general law.

3.6. Annual Performance Review of the Superintendent. Prior to July 1 each year, the Authority board of directors shall conduct a review of the performance of the ACRJ Superintendent. Such review shall include the consideration of progress or completion of specific goals established for the Superintendent by the Authority for the review period, overall performance of the Superintendent and jail operations during the review period and identification of goals for the next review period. Documentation of all performance reviews shall be placed in the Superintendent's personnel file. The annual performance review shall serve as the basis for providing any merit-based salary adjustment.

ARTICLE IV – FINANCIAL

4.1 Fiscal Agent and Treasurer. The Authority may employ a qualified person to act as its treasurer and financial manager. Alternatively, the Authority may contract with either of the

member jurisdictions to serve as fiscal agent, in which case the city treasurer or county director of finance (as the case may be) shall serve as treasurer of the Authority.

4.2 Fiscal Year. The fiscal year of the Authority shall begin each year on July 1 and shall end on June 30 of the following year.

4.3 Budget. As required by the Agreement, the board shall adopt an annual operating budget for each fiscal year and establish per diem charges based on such budget, which shall be submitted to the governing bodies of the member jurisdictions on a schedule that will permit the jurisdictions' own budgets to be based on those per diem charges.

4.4 Audit. The Authority shall obtain an independent audit of its finances to be made each year, to reflect the full revenues and expenditures of the Authority. If one of the member jurisdictions serves as the Authority's fiscal agent, the independent auditor for that jurisdiction may perform the Authority's annual audit.

4.5 Procurement. The regional jail Superintendent shall have purchasing and contracting authority up to \$100,000.00. The Authority shall approve all contracts in excess of \$100,000.00. The Authority shall comply with the Virginia Public Procurement Act for all purchases, and may adopt an informal small purchase procedure for all purchases up to the limits permitted by that

Act. **ARTICLE V – AMENDMENTS**

5.1 Amendments. These bylaws may be amended in any manner consistent with the Agreement, by a majority vote of all members of the board.

These bylaws were adopted by the Board on January 18, 1996, and amended September 11, 2014.

Attested:

Clerk

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

	1/6/2021	11/6/2020	8/26/2020	7/1/2020
Total number of inmates the jail received a \$8.00 bonus payment	107	101	86	78
The number of inmates who have been released or transferred	17	13	14	9
The number of inmates participating in jail sponsored programs*	8	7	3	0
The number of inmates with less than 60 days until their scheduled release**	0	0	0	0
The number of inmates who are being held as courtesies for other jurisdictions.	0	0	0	0
Total number of state sentenced ACRJ inmates who are eligible for intake	82	81	69	69
Percentage of State Responsible inmates compared to jail's total inmate population	20.1	20	18.49	19.6

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

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

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

(4) This number represents 19.60% of the jail's population (352) as of 11:27 am on Friday, June 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
Total FY 19/20	27,617	18,801	9,350	672	1,837	58,277
ADP	225	153	76	5	15	474
Percent	47.39%	32.26%	16.04%	1.15%	3.15%	100.00%
Local Share	49.52%	33.71%	16.77%	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
Total FY 20/21	19,794	15,677	7,901	1,593	2,247	47,212
ADP	161	127	64	13	18	384
Percent	41.93%	33.21%	16.74%	3.37%	4.76%	100.00%
Local Share	45.64%	36.15%	18.22%	N/A	N/A	100.00%

FY 2020	27,617	18,801	9,350	672	1,837	58,277
FY 2021	19,794	15,677	7,901	1,593	2,247	47,212
Variance	(7,823)	(3,124)	(1,449)	921	410	(11,065)
Percent Change	-28.3%	-16.6%	-15.5%	137.1%	22.3%	-19.0%

Special Management Housing at ACRJ

During the month of December 2020, special management housing stats are as follows:

- 17 inmates were assigned to Administrative Segregation
- 2 inmates were assigned to General Detention
- 49 inmates were assigned to Medical Segregation
- 26 inmates were assigned to Pre-Hearing or Disciplinary Detention

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> HEI Update</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Sgt. Cindy Jo Gibbons</p>	<p><u>AGENDA DATE:</u> January 14, 2021</p> <p><u>ITEM NUMBER:</u></p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> no <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> yes <u>INFORMATION:</u> Yes</p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u></p>
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- Total number of inmates placed on HEI: 289
 - 4 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.
 - 55 have been removed from the program for various violations.
 - 9 – Escape
 - 8 – Unauthorized Area / Stop
 - 33 – Use of Substance
 - 5 – Administrative / Other

HEI Participants by Court:

1. Albemarle County Circuit -66
2. Charlottesville City Circuit-55
3. Nelson County Circuit-13
4. Albemarle General District-40
5. Charlottesville General District-20
6. Albemarle Juvenile and Domestic Relations-7
7. Charlottesville Juvenile and Domestic Relations-6
8. Department of Corrections-4
9. Combined courts= 16 (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 – 3
7. Greene – 7
8. Nelson – 3
9. Louisa – 6
10. Sussex -1

Total = 25 other

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> COVID-19 Update	<u>AGENDA DATE:</u> January 14, 2021	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u>	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Thedra Nichols, FNP, Director of Medical Health Services	<u>ACTION:</u>	<u>INFORMATION:</u> Yes
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

There have been 2 new positive COVID-19 cases for inmates since the last jail board meeting. One was released with continued isolation instructions and 1 completes his quarantine on 1/8/21. This individual was another districts responsibility, but ACRJ held him here as a courtesy to help reduce the risk of spreading the virus additionally at the receiving jail.

Four staff have recently positive for COVID-19. All were exposed outside of the facility and did not report back to work after their exposure and were quarantined for the recommended time per CDC guidelines.

Since the November 12, 2020 meeting, in cooperation with the Blue Ridge Health District, BRHD, (formerly the Thomas Jefferson Area Health District) Lab Corp and the University of Virginia Health System, UVa, this facility has again updated its COVID-19 testing procedures and protocols.

We continue to perform our standard screening upon intake, we quarantine all for a minimum of 14 days and test all 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. This was how we were able to detect one of the positive cases. 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. This is due to the risk of false negatives. Our new enhanced procedures continue to exceed both the CDC and BRHD COVID-19 testing strategies.

We are currently working with BRHD to get our medical staff that are in phase 1a of the covid-19 vaccination plan vaccinated. The estimated date will be toward the end of January to early February 2021. All other staff are in phase 1b and are waiting on a vaccination date from the Health Department.

Since the November board meeting we have conducted 142 COVID-19 tests.

RECOMMENDATION: Information only

Bi Monthly Board September 10, 2020

FINAL

Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting September 10, 2020

Jail Board Members Present:

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

Jail Board Members Absent:

Sheriff James Brown

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 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.

Mrs. McKeel announced all members present:

Mr. Steve Carter – Nelson County Executive
Sheriff David Hill – Nelson County Sheriff

Bi Monthly Board September 10, 2020

Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.

Mrs. Kristin Clarens – Charlottesville Citizen Rep.

Dr. Tarron Richardson – 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 – not present

Ms. McKeel asked for a motion to adopt the agenda. Mrs. Clarens made a motion to adopt the agenda as presented. Dr. Richardson 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. Sheriff Bryant seconded the motion. Mayor Walker and Mrs. Clarens abstained from the vote. The motion carried.

Matters from the Public:

Elizabeth Stark – Ms. Stark stated that she is very concerned about the recent outbreak of COVID-19 at the jail. She stated that all inmates need to be tested for COVID-19.

Matters from Brendan Hefty, ACRJA Attorney:

Mr. Hefty had no matters for discussion.

Matters from the ACRJA Board Members:

There were no matters from board members for discussion.

Matters from Jeff Brill, Business Manager:

Correct RX – (Please see the Correct RX executive summary located in the September board packet) Correct RX is one of the vendors the jail uses for medication. We have contracted with them for \$350,000 per year to provide medication to the jail's inmates. This current invoice is over that amount due to psychiatric and HIV medications. The invoice is \$110,000 over the \$350,000 contract amount. Due to the overage amount, board approval is needed in order to pay this invoice. Mr. Brill stated that he was seeking approval to increase that purchase order for FY20. Mr. Brill stated that the amount is in the budget and there are enough funds to pay that invoice. Mr. Kumar advised the board that if they had cut off the supply of medication at \$350,000, the jail would have to acquire those medications at a much higher cost than what was charged by Correct RX. Mr. Walker stated that it seems that the \$350,000 was just an estimate of the cost of medication by the vendor. It may be timely to look at re-procuring these services. (Please see the executive summary located in the September board packet) Colonel Kumer advised that the contract does expire this year, and we will be procuring at that point. After further discussion, Mr. Carter made a motion to pay the outstanding balance to Correct RX. Dr. Richardson seconded the motion. All board members voted to pass the motion with the exception of Mayor Walker who voted no, based on the fact that the terms of the contract are not being adhered to. However, she does understand the importance of paying the invoice. The motion carried.

Mr. Brill advised the board to refer to the executive summary regarding the FY21 Budget. They approved FY21 budget of \$9,272,678 has been affected by the COVID-19 virus. Operating costs have increased and revenues have decreased due to: State per diem decreases from population decreases; the temporary discontinuation of VDOT; phone revenue decreases and various programs not operating to generate revenue. We feel it is still too early for a budget amendment since we are only 2 months into the current year. We can look at getting the budget committee together and amending the budget in January which would be the ½ way point of the year.

Mr. Brill advised the board that ACRJ currently has a bond obligation with SunTrust Bank with a payoff balance as of December 31, 2020 of \$2,639,503. The

Bi Monthly Board September 10, 2020

current reserves balance is \$3,265,960 and the debt account is \$119,018, totaling \$3,384,978. If we were to pay off the bonds, that would free up \$745,475 in cash and remove the annual bond payment from the budget in the amount of \$575,800. It would also remove the obligation that we need to break even or be profitable each year. Paying off the bond early may help localities get through the difficult budgeting time due to COVID-19. Ms. McKeel stated that this is something that may need to be looked at by the budget committee in January. The committee decided that they would meet and have further discussion in January.

Matters from Colonel Martin Kumer, Superintendent:

Colonel Kumer advised the board that the purchase authority agenda item would be shelved until November. Mr. Walker added that there should also be a discussion around fiscal agent services in November as well.

Sheriff James Brown entered the meeting at 1:11 pm.

Colonel Kumer explained that on or about April 13, 2020, the jail began paying its essential personnel a hazardous duty rate of \$3.00 per hour (\$40,000 monthly impact) due to the confirmed presence of COVID-19 in the jail after four staff tested positive and 4 others were assumed positive based on CDC criteria at the time. Also at the time, personal protective equipment could not be acquired in sufficient quantities or quality to effectively mitigate the risk associated with COVID-19. The funding for hazard pay was then budgeted to come from vacancy savings which had ample funds available to support the increased expenditure. However, other expenditures and revenues were more severely impacted by the COVID-19 pandemic than our initial estimates. Although the jail's vacancy savings ended the year under budget, the other budget categories absorbed those savings. When the FY21 budget was amended in June, 2020, we anticipated, based on the anticipated reopening of the state in early July that forecasted revenues would resume in the first quarter. Therefore, a hazardous duty rate was not budgeted for FY21. However, beginning July 1, 2020, FY21, the hazardous duty pay was retained but reduced to \$1.00 per Hour (\$18,500 monthly impact) due to the continued negative forecast for COVID-19. Despite the state reopening in early July, the expected revenues are not expected to return. The justification for continuing hazard pay is due to the continued presence of the virus in the jail as verified by recent positive testing results for both staff and inmates. All have since recovered as of today. Despite staff and inmates now having proper PPE in both

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quantity and quality and control measures in place. The jail is still considered perilous. Unlike other governmental entities that have a greater ability to mitigate risk by working from home, eliminating or greatly reducing staff exposure to the public or using online resources as our local schools, essential jail staff are required to continue to work closely with known positive, potentially positive or inmates whose COVID-19 status is unknown. Unlike the inherent risks associated with working in a correctional environment that directly impact essential personnel, the COVID-19 virus extends those health risks to our families which is above and beyond normal expectations. Colonel Kumer explained that the jurisdictions have the option of using CARES Act money or use whatever funds they see fit. Mr. Carter stated that he is opposed to Nelson County using its CARES Act money to pay hazardous duty. That money has already been allocated to other things. Ms. McKeel stated that the board's decision is whether or not to continue paying hazardous duty pay to its employees. We can't decide how each locality chooses to pay. Mr. Carter asked if the jail can absorb this expense without additional money from the localities. Colonel Kumer advised that the jail will make every effort to absorb this expense. Colonel Kumer reminded the board that the budget was cut by approximately \$600,000 by eliminating positions and various other ways to help the localities. Mayor Walker stated that she understands that they are looking at this in terms of dollars; however, she would like to also look at it from the human perspective. This is a stressful time and there are employees that are risking the safety of their families to essentially care for the individuals within the jail. Hopefully there is no additional strain on the employees and they can continue to receive increased dollars. Ms. McKeel stated that she is in support of the hazardous duty pay. Mr. Walker stated that he is also in support of the continued hazardous duty pay. He further stated that he is sensitive to the budget implications but still supports the additional pay. Mr. Walker asked Colonel Kumer if he is confident that he would be able to make up \$100,000 in this budget cycle in this climate. Colonel Kumer advised that he is confident that he would be able to make up that amount. We will come back to the board in November and have a better idea of whether or not we will be able to make this up. Mr. Carter made a motion that the Authority authorizes the continued provision of hazardous pay to designated Authority employees at \$1 per hour through December 31, 2020. This will be revisited by the Board in January 2021. Each locality can make their own decision regarding how this is paid. Mrs. Clarens seconded the motion.

Roll Call:

Mr. Steve Carter	Yes
Sheriff David Hill	Yes
Cyndra Van Clief	Yes

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Kristin Clarens	Yes
Dr. Tarron Richardson	Yes
Doug Walker	Yes
Mayor Nikuyah Walker	Yes
Jay James	Yes
Sheriff Chan Bryant	Yes
Sheriff James Brown	Yes
Diantha McKeel	Yes

The motion carried.

Colonel Kumer introduced Mr. Ryan McKay from the Virginia Department of Health-Thomas Jefferson Health District – Senior Policy Analyst and Mr. Elliott Jiles also with the Virginia Department of Health – Thomas Jefferson Health District. Mr. McKay went through the power point presentation detailing the spread of COVID-19 within the jail for the Board. (This presentation can be found at the conclusion of the minutes and on the ACRJ website.)

Mrs. Van Clief asked if someone comes into the jail and they are not displaying symptoms on day 1 and 2, do they necessarily ever get symptoms? Colonel Kumer stated that someone with COVID could come in and never display symptoms. Colonel Kumer further explained that they could come in without symptoms and begin to display symptoms down the road.

Mrs. Clarens asked what the plan is for the jail if the testing reveals a high positive rate. Colonel Kumer explained that we have 300 people. Our numbers are not going to increase over that amount. We currently have enough space to separate everyone based on their testing status and level of exposure. Not everyone experiences symptoms nor does everyone experience medical emergencies. We believe that based on experience, most inmates that do test positive will not experience any ill effects from it. We will monitor them for symptoms, and treat them as needed. The vast majority of people will not require any additional care. Mrs. Clarens asked how inmates who have been released, but may have been exposed to the virus are handled. Colonel Kumer explained that the jail handles the contract tracing at that point and notifies the inmate that they may have been exposed to the virus and advised them to contact their local department of health. Mrs. Clarens had additional questions, many of which were inaudible. There was additional discussion regarding COVID-19 and the jail. Mayor Walker asked if our inmates are separated based on prior or current health conditions. Colonel Kumer advised that upon intake, we determine who our medically vulnerable

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inmates are and separate them as quickly as possible. Mrs. Clarens had additional questions and sent them to Mrs. Anderson and they were answered by Colonel Kumer and the Virginia Department of Health-Thomas Jefferson Health District. Those questions and answers are posted on the ACRJ's website.

Closed Session:

There was no need for a closed session.

New Business –

There was no new business

The meeting was adjourned at 2:23pm.

FINAL

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Fiscal Agent Services <u>SUBJECT/PROPOSAL/REQUEST:</u> <u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Jeff Brill, Business Manager Felicia Morris, Director of Human Resources	<u>AGENDA DATE:</u> January 14, 2021 <u>FORMAL AGENDA:</u> Yes <u>ACTION:</u> Yes <u>CONSENT AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u> <u>ATTACHMENTS:</u> <u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>
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BACKGROUND:

During the May 9, 2019, Jail Board Meeting a discussion was held regarding that the County of Albemarle requested a cost benefit analysis of the services they provide as the Board Authority's fiscal agent. A cursory study was conducted prior to the May meeting by the Superintendent and the Jail's Business Manager. The study was presented to the Board during the same meeting. The result concluded that based on the current fee charged by the County of Albemarle it was more cost effective to retain the County as the fiscal agent as opposed to the jail acting as its own fiscal agent. However, after further discussion it was determined that a thorough and complete cost benefit analysis be conducted by a qualified vendor. The Business Manager worked with the County and properly procured a qualified vendor, Birch Bark Strategic Consulting, to conduct the study. If approved by the board to continue, the study was to begin September 1, 2019 and conclude no later than November 30, 2019. The cost of the study is \$4,950.00.

Board Presentation and Further Action

The study was presented to the Board at the November 2020 meeting. The board requested a final cost and feasibility analysis, and recommendation be presented at the January 2021 Board meeting.

Feasibility Analysis

Since the November Board meeting all affected staff have been met with to determine what their new and or additional duties will be and what additional resources they will need to assume those new duties.

All affected staff have been in and remain in contact with their County counter parts to ensure they understand to the degree possible what will be expected and to formulate a transition plan.

We have also determined the software needed to process receivables and payables as well as process payroll and time keeping.

We have contacted and are ready to retain, upon board approval, a conversion specialist to assist with the transition of the business accounting software that is currently used by the County.

We are confident that with the finance staff currently on hand, their collective current experience with the fiscal agency duties, and the current and previous business and payroll experience that Mr. Brill, Jail Business Manager, and Ms. Morris, Director of Jail Human Resources, have we can successfully absorb the financial and human resource duties of a fiscal agent.

We have determined that we will need a Procurement Specialist to process all large purchase and contracts as well as manage the small credit card purchases in addition to other collateral duties. This position would also serve as an assistant finance director.

COST BENEFIT ANALYSIS

The Fiscal Agent fee currently paid to the County is 2% of the FY budget. The FY 21 fee is \$159,640.

After consultation with County and Jail staff we have determined the following expenses associated with the fiscal agent transition.

Software: Business Accounting Software cost and implementation is \$54,000 and an annual fee of \$7,000. Payroll Processing software cost and implementation is \$1,600 and an annual fee of \$10,000. This includes payroll, W-2 prep, with holding and time keeping system.

Total Initial Costs: \$55,600 (Software Purchase and Implementation)

Total Annual Costs: \$17,000 (Software annual fees)

Auditing Fees: Per current auditing agency the costs for a stand-alone Jail audit will be \$19,000 per year. The Jail currently pays \$13,700 so this is an annual increase of \$5,300.

Total Cost: \$19,000

Total Additional Annual Cost: \$5,300 (the Jail currently pays \$13,700)

Benefits Management: After consultation with the County, we are budgeting \$40,000 annually to manage the Jail's Health and Dental Insurance programs until such time the Jail procures its own benefits.

Total Cost: \$40,000

Total Annual Cost: \$40,000

Additional Staff: Based on our analysis we have determined we will need to hire a full time Procurement Specialist at an annual cost of \$60,000 including taxes and benefits. We believe we can absorb this position into the current staffing numbers by eliminating a current vacant position in another department. At this time we do not anticipate hiring any additional staff.

Total Annual Cost: \$60,000 (This position will replace a now vacant position so there will be no addition cost to the Board or an increase in staffing numbers)

Other costs not accounted for: Banking fees and Investment income. At this time given the extremely low rate of return on our cash investments we are unable to forecast the level of loss the Jail will incur as a result lower amounts cash pooling. Banking fees are also difficult to establish due to the variability of cash on hand and the unknown estimated number transactions we will incur. However we do believe we can absorb those losses and fees in the first FY budget. We can then budget for those in future FYs.

Total Costs: Unknown but believed to be manageable within the current budget.

Cost Impact Breakdown of Fiscal Agent Transition in FY 22

Total First Year Gross cost: \$174,600 (Software purchase and implementation, auditing, staffing, benefits management fee)

Total First Year Net cost: \$100,900 (Includes software purchase and implementation, additional auditing fees, benefits management fee) Deducted from Gross: \$60,000 by removing Procurement Specialist costs since it will be absorbed with current vacant position in the current budget. \$13,000 in Auditing fees were reduced from the Gross since the jail already pays \$13,000 for auditing services)

Total Expected Annual Costs beginning FY 23 (compared to FY 21): \$62,300 (annual software fees, benefits management fees, additional auditing fee)

Net Annual Savings: \$58,100 (Current FY 21 Fiscal Agent fee \$159,000 minus net costs of \$100,900).

Recommendation:

After careful analysis and consultation with Jail and County staff, we are recommending the Board approve the Jail to transition to its own fiscal agent beginning July 1, 2021.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Strollo Architects Presentation, Trends in Jail Construction	<u>AGENDA DATE:</u> January 14, 2021	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> Yes	
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent	<u>ACTION:</u>	<u>INFORMATION:</u> Yes
	<u>CONSENT AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

Over the last year there has been Board discussions regarding the current condition of the facility and the best way to address those concerns and while enhancing the current facility. Chairperson Diantha McKeel has requested a presentation regarding current trends in Jail design.

Jim Strollo and Jennifer Woodall, Stollo Architects, has agreed to present to the Board via Zoom. They were previously prepared to present to the Board but were not allowed sufficient time due to time constraints of the meeting. Therefore, we have asked that they return and are permitted more time for a more complete presentation.

Mr. Strollo has decades of experience in Jail design and was the architectural firm that designed the 2000 Jail's most recent expansion and partial renovation of the existing jail. His firm is intimately familiar with the facility and its current condition.

The firm has been asked to present their ideas regarding jail safety for both staff and residents, improving air quality and building efficiency as well as creating an environment that is conducive to the Jails programming services and staff morale.

RECOMMENDATION:

Information only