



# 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

November 12, 2020 (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 September 10, 2020 ACRJA Board Bi-Monthly Business Meeting
- 2) FY 21 Financials

Action Item

Action Item

##### Informational

- 1) Administrative Reports
  - a) Personnel Report – thru October 2020
  - b) Out of Compliance Report - September 2020
  - c) Census Report –August 2020
  - d) Work Force Report / VDOT Report / Litter Control Report –No Change from March packet
  - e) Special Management Report – October 2020
  - f) Home Electronic Incarceration Report – thru October 2020
- 2) Final Summary Minutes July 9, 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) Vice Chair Position

Action Item

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

- 1) FY 20 Year End Financials
- 2) FY 20 Net Income
- 3) Budget Committee Appointments

Action Item

Action Item

Action Item

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

- 1) Purchase Authority
- 2) Compensation Board 1 Time Bonuses
- 3) Fiscal Agent Services
- 4) Hazardous Duty Pay
- 5) COVID-19 Update

Action Item

Action Item

Informational Item

Informational Item

Informational Item

#### **VI. New Business –**

#### **VII. Closed Session - if needed**

Action Item

#### **X. Adjournment**

Action Item

**NEXT MEETING: January 14, 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 Representative)  
Sheriff David Hill (Nelson)  
Stephen Carter (Nelson)

Bi Monthly Board September 10, 2020

## **DRAFT**

### **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

## Bi Monthly Board September 10, 2020

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

## Bi Monthly Board September 10, 2020

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 contact 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

## Bi Monthly Board September 10, 2020

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.

**DRAFT**



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

<p><b><u>AGENDA TITLE:</u></b> September 30, 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> November 12, 2020</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 (\$504,607) due to:

- Wages is estimated to come in under budget (\$388,494) due to the number of vacancies
- Taxes and VRS is estimated to come in under (\$36,872 and \$72,117) respectively due to vacancies.
- Overtime Wages is estimated to come in under (\$104,752).
- Hazardous pay is estimated to come in over budget \$121,844.

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 under budget \$49,057 due to vehicle purchase being delayed until next year.

Total expenditures are estimated to come in under budget (\$773,664).

Operating income is estimated to come in under budget (\$577,796).

- Interest income is estimated to come in under \$76,000 because of the decrease in interest rates.
- Federal Prisoners is estimated to come in over \$103,258 due to the housing of contracted Rockbridge regional jail inmates.
- Women's programs is estimated to come in under budget (\$20,000) 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 \$62,946 and is a unbudgeted revenue due to locality reimb.
- Comp Board salaries is estimated to come in under budget (\$159,934) and likewise Comp Board Per Diem is estimated to come in under (\$330,000) due to population decrease.

Net Income is estimated to come in \$155,868 over budget. However it is still too early to tell.

**Recommendations:** None

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

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Jul	Aug	Sept	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	679,883	670,130	667,007	2,017,020	23.91%	8,047,020	(388,494)
6	Overtime wages	175,000	1,871	4,485	7,248	13,604	7.77%	70,248	(104,752)
8	Overtime - Reimbursable	30,000	0	0	-	-	0.00%	30,000	0
9	Part-time wages	248,534	15,937	16,836	19,958	52,731	21.22%	232,731	(15,803)
10	PT/wages - board member	2,100	0	0	-	-	0.00%	2,100	0
11	Shift Differential	52,000	4,186	4,126	4,397	12,709	24.44%	53,209	1,209
12	Hazzardous pay		30,737	18,562	18,545	67,844	#DIV/0!	121,844	121,844
13	Accrued annual leave		0	0	-	-	#DIV/0!		0
14	FICA	684,151	54,591	53,180	53,508	161,279	23.57%	647,279	(36,872)
15	VRS @ 10.94%	970,928	75,904	73,478	74,429	223,811	23.05%	898,811	(72,117)
16	VLDP- disability		563	563	564	1,690	#DIV/0!	6,820	6,820
17	Life Part Time		0	0	-	-	#DIV/0!	0	0
18	VRS Hybrid	17,000	2,093	2,092	2,094	6,279	36.94%	25,179	8,179
19	Health insurance 8,280	1,225,000	100,705	100,582	100,009	301,296	24.60%	1,210,296	(14,704)
20	Dental insurance \$250	38,640	2,740	2,740	2,740	8,220	21.27%	33,420	(5,220)
21	HSA contribution	20,000	1,564	1,564	1,748	4,876	24.38%	21,076	1,076
22	VRS group life 1.31%	113,036	9,086	8,797	8,908	26,791	23.70%	107,791	(5,245)
23	Group life - part-time	3,600	0	0	0	-	0.00%	3,600	0
24	Line of Duty	40,000	38,294	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	101,178	0	-	101,178	91.98%	111,178	1,178
27	Other Benefits	0	0	0	-	-		0	0
28	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,170,503</b>	<b>1,119,332</b>	<b>957,135</b>	<b>961,155</b>	<b>3,037,622</b>	<b>24.96%</b>	<b>\$11,665,896</b>	<b>(\$504,607)</b>
29			1,119,332	957,135	961,155	3,037,622			
30	<b>Total Combined Operating Expenditures:</b>								
31	Professional Services	7,450	0	3,188	105	3,293	44.20%	7,450	0
32	Contract services other	50,000	0	0	0	-	0.00%	50,000	0
33	Health services	486,500	5,680	11,274	46,249	63,203	12.99%	486,500	0
37	Prof services - legal	35,000	0	3,000	3,000	6,000	17.14%	35,000	0
38	Engineering - Timmons					-	#DIV/0!	0	0
39	Contract Services Covid		0	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	0	1,545	8,985	10,530	16.53%	63,702	0
45	R&M - vehicles	3,000	0	0	0	-	0.00%	3,000	0
46	Maint contract - equip	74,080	2,430	12,700	900	16,030	21.64%	74,080	0
47	County of Alb software lic	2,705	0	0	2,705	2,705	100.00%	2,705	0
48	Maint contract - buildings	28,000	325	1,661	360	2,346	8.38%	28,000	0
49	Printing & Binding	1,000	0	0	-	-	0.00%	1,000	0
50	Advertising	5,000	315	778	500	1,593	31.86%	5,000	0
52	Tuition assistance	1,000	0	0	300	300	30.00%	1,000	0
53	Employee physicals	8,000	0	540	431	971	12.14%	8,000	0
54	Other purchased services	4,000	108	0	0	108	2.70%	4,000	0
55	Contract - Disposal	28,000	750	1,208	911	2,869	10.25%	28,000	0
56	Contract - fiscal agent	159,640	39,910	0	-	39,910	25.00%	159,640	0
57	Data processing	89,622	5,606	19,252	3,077	27,935	31.17%	89,622	0
58	Electrical service	225,000	0	19,207	17,680	36,887	16.39%	225,000	0
59	Gas service	92,000	0	4,267	3,881	8,148	8.86%	92,000	0
60	Water & sewer	350,000	0	28,800	27,698	56,498	16.14%	350,000	0
61	Postal services	4,830	0	325	155	480	9.94%	4,830	0
62	Telecommunications	47,160	1,258	2,247	4,701	8,206	17.40%	47,160	0
63	Fire insurance	49,000	47,394	0	0	47,394	96.72%	49,000	0
66	Automotive insurance	6,500	6,603	0	-	6,603	101.58%	6,500	0
67	Lease Equipment	2,400	457	0	-	457	19.04%	2,400	0

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

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Jul	Aug	Sept	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	495	3,013	84	3,592	5.69%	33,100	(30,000)
71	Training - Academy	81,000	385	933	66,236	67,554	83.40%	81,000	0
73	Travel - subsistence	7,000	9	8	96	113	1.61%	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	0	-	#DIV/0!	0	0
77	Human Resource Exp	4,000	0	0	0	-	0.00%	4,000	0
78	Inclement Weather Expense	2,000	0	0	0	-	0.00%	2,000	0
79	Wellness Fund Sams Club	2,000	0	299	0	299	14.95%	2,000	0
80	Wellness Fund Expense	2,500	0	0	0	-	0.00%	2,500	0
81	Inmate Fund Expense	2,000	2,245	1,785	0	4,030	201.50%	2,000	0
82	Dues & memberships	15,553	1,067	53	312	1,432	9.21%	15,553	0
83	Office supplies	52,511	1,056	2,287	-	3,343	6.37%	52,511	0
84	Food supplies	775,000	600	42,965	23,388	66,953	8.64%	575,000	(200,000)
85	ACRJ Employees	71,481	823	5,830	7,127	13,780	19.28%	71,481	0
86	BRDC food supplies	36,000	2,096	2,024	0	4,120	11.44%	36,000	0
87	SWVC	5,000	0	428	0	428	8.56%	5,000	0
88	Meals for meetings	4,000	0	0	30	30	0.75%	4,000	0
89	Medical Disposal					-	#DIV/0!	0	0
90	Pharmaceutical Drugs	475,000	57	31,040	52,393	83,490	17.58%	475,000	0
91	Laundry & janitorial supplies	63,400	434	2,806	8,062	11,302	17.83%	63,400	0
92	Kitchen & Maint. Cleaners	49,000	0	1,831	4,298	6,129	12.51%	49,000	0
93	Linen supplies	21,000	894	689	-	1,583	7.54%	21,000	0
94	Uniforms - inmate	26,000	0	6,287	2,214	8,501	32.70%	26,000	0
95	R&M supplies	58,803	1,270	3,363	3,159	7,792	13.25%	58,803	0
97	Vehicle & equip fuel & supplies	21,300	45	358	85	488	2.29%	21,300	0
98	Vehicle & equip supplies	14,000	0	0	-	-	0.00%	14,000	0
99	Security supplies	27,700	0	0	670	670	2.42%	27,700	0
100	Uniforms & apparel	53,000	90	2,940	1,026	4,056	7.65%	53,000	0
101	Materials and supplies covid		288	4,290	19,794	24,372	#DIV/0!	50,000	50,000
102	Books & subscriptions	1,200	0	0	-	-	0.00%	1,200	0
103	Inmate Education	16,525	0	282	-	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	-	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>122,690</b>	<b>223,503</b>	<b>310,612</b>	<b>656,805</b>	<b>17.32%</b>	<b>\$3,611,712</b>	<b>(\$180,000)</b>
110									
111	<b>Total Combined Operating Capital:</b>								
112	Machinery & equip		0	0	8,670	8,670	#DIV/0!	8,670	8,670
113	Machinery & Equipment Replacement -		0	0	10,795	10,795	#DIV/0!	10,795	10,795
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	0	0	0	-	0.00%	26,400	0
122	ADP Equipment - Rep	10,000	0	0	0	-	0.00%	10,000	0
124	Building Alt - Teal const		0	0	0	-	#DIV/0!	0	0
125	Lease Equipment		0	1,478	-	1,478	#DIV/0!	1,478	1,478
128	<b>Subtotal Operating Capital</b>	<b>\$161,400</b>	<b>0</b>	<b>1,478</b>	<b>19,465</b>	<b>20,943</b>	<b>12.98%</b>	<b>112,343</b>	<b>(49,057)</b>
129									
130	<b>Subtotal Expenditures</b>	<b>\$16,123,615</b>	<b>1,242,022</b>	<b>1,182,116</b>	<b>1,291,232</b>	<b>3,715,370</b>	<b>23.04%</b>	<b>15,389,951</b>	<b>(733,664)</b>

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

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	Jul	Aug	Sept	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
131	<b>Operating Revenues:</b>								
132	Interest	100,000	2,164	1,741		3,905	3.91%	24,000	(76,000)
133	Sale surplus vehicles					-	#DIV/0!	0	0
134	Sale salvage					-	#DIV/0!	0	0
135	Cellular Tower Lease	75,000	34,488	2,567	2,567	39,622	52.83%	63,022	(11,978)
136	Regional Jail Service Fees					-	#DIV/0!	0	0
137	Covid Recovery		16,947		(16,947)	-	#DIV/0!	0	0
138	Other jurisdictions	120,000		7,070	7,385	14,455	12.05%	85,000	(35,000)
139	Charlottesville	4,044,048	337,004	337,004	337,004	1,011,012	25.00%	4,044,048	0
140	Albemarle	3,896,201	324,683	324,683	324,683	974,049	25.00%	3,896,196	(5)
141	Federal prisoners 50.63	140,000		21,653	21,605	43,258	30.90%	243,258	103,258
142	Nelson County	756,628	63,052	63,052	63,052	189,156	25.00%	756,624	(4)
143	Telephone system	420,000	23,785	22,748		46,533	11.08%	420,000	0
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	Womens program	20,000				-	0.00%	0	(20,000)
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	211	75	1,972	2,258	112.90%	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			298	14.90%	2,000	0
161	Inmate Fund Revenue	10,000	2,575		1,199	3,774	37.74%	10,000	0
162	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000		9,000	5,195	14,195	20.88%	68,000	0
163	Covid Recovery				62,946	62,946	#DIV/0!	62,946	62,946
164	Insurance Recoveries					-	#DIV/0!	0	0
165	Medical Copayment-misc	10,000		989	1,049	2,038	20.38%	2,038	(7,962)
166	Training Fees Recovered-misc	5,000		1,772		1,772	35.44%	1,772	(3,228)
167	Canteen education reimb	80,000				-	0.00%	150,000	70,000
168	Comp Board - salaries	5,105,738	382,582	413,222		795,804	15.59%	4,945,804	(159,934)
169	Pharmaceutical reimb	20,000		7,111		7,111	35.56%	7,111	(12,889)
170	Comp Board - office State ATL Reductions					-	#DIV/0!	0	0
171	Jail Auto					-	#DIV/0!	0	0
172	State per diem	930,000				-	0.00%	600,000	(330,000)
176	SSA/SSI Recovery	10,000	1,200	600	600	2,400	24.00%	10,000	0
177	Justice Reinvestment					-	#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>1,188,989</b>	<b>1,213,287</b>	<b>812,310</b>	<b>3,214,586</b>	<b>19.94%</b>	<b>15,545,819</b>	<b>(577,796)</b>
185									
186		<b>\$0</b>	<b>(53,033)</b>	<b>31,171</b>	<b>(478,922)</b>	<b>(500,784)</b>		<b>155,868</b>	<b>155,868</b>

## **CONSENT/AGENDA**

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

Chelsea Seay	LPN	09/28/2020
Michael Amantea	Corrections Officer	10/26/2020
Malik Brown	Corrections Officer	10/26/2020
Justin Gibson	Corrections Officer	10/26/2020
Gorge Perez Diaz	Corrections Officer	10/26/2020
Jonathan Stallman	Corrections Officer	10/26/2020

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

	11/6/2020	8/26/2020	7/1/2020	6/5/2020
Total number of inmates the jail received a \$8.00 bonus payment	101	86	78	113
The number of inmates who have been released or transferred	13	14	9	-31
The number of inmates participating in jail sponsored programs*	7	3	0	-4
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	81	69	69	78
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	<b>20</b>	<b>18.49</b>	<b>19.6</b>	<b>20.5</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 20.00% of the jail's population (404) as of 8:27 am on Fri. November 6, 2020

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

(3) This number represents 19.60% of the jail's population (352) as of 11:27 am on Friday, June 26, 2020

(4) This number represents 20.50% of the jail's population (380) as of 12:13 pm on Friday, June 5, 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

<b>2019/2020</b>	<b>COA</b>	<b>City</b>	<b>Nelson</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
<b>July 2019</b>	6,900	4,554	2,158	183	285	14,080
August	7,411	4,935	2,329	155	512	15,342
<b>Total FY 19/20</b>	<b>14,311</b>	<b>9,489</b>	<b>4,487</b>	<b>338</b>	<b>797</b>	<b>29,422</b>
<b>ADP</b>	<b>231</b>	<b>153</b>	<b>72</b>	<b>5</b>	<b>13</b>	<b>475</b>
<b>Percent</b>	48.64%	32.25%	15.25%	1.15%	2.71%	100.00%
<b>Local Share</b>	<b>50.59%</b>	<b>33.55%</b>	<b>15.86%</b>	N/A	N/A	100.00%

<b>2020/2021</b>	<b>COA</b>	<b>City</b>	<b>Nelson</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
<b>July 2020</b>	4,593	3,847	1,983	426	592	11,441
August	4,948	3,793	1,958	423	588	11,710
<b>Total FY 20/21</b>	<b>9,541</b>	<b>7,640</b>	<b>3,941</b>	<b>849</b>	<b>1,180</b>	<b>23,151</b>
<b>ADP</b>	<b>154</b>	<b>123</b>	<b>64</b>	<b>14</b>	<b>19</b>	<b>373</b>
<b>Percent</b>	32.43%	25.97%	13.39%	2.89%	4.01%	78.69%
<b>Local Share</b>	<b>33.73%</b>	<b>27.01%</b>	<b>13.93%</b>	N/A	N/A	100.00%

FY 2020	14,311	9,489	4,487	338	797	29,422
FY 2021	9,541	7,640	3,941	849	1,180	23,151
Variance	<b>(4,770)</b>	<b>(1,849)</b>	<b>(546)</b>	<b>511</b>	<b>383</b>	<b>(6,271)</b>
Percent Change	<b>-33.3%</b>	<b>-19.5%</b>	<b>-12.2%</b>	<b>151.2%</b>	<b>48.1%</b>	<b>-21.3%</b>



## **Special Management Housing at ACRJ**

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

- 19 inmates were assigned to Administrative Segregation
- 3 inmates were assigned to General Detention
- 22 inmates were assigned to Medical Segregation
- 13 inmates were assigned to Pre-Hearing or Disciplinary Detention

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> HEI Update	<b><u>AGENDA DATE:</u></b> November 11, 2020	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent	<b><u>ACTION:</u></b> no	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b> no	<b><u>INFORMATION:</u></b> Yes
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

- Total number of inmates placed on HEI: 255

### 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

Bi Monthly Board July 9, 2020

## **FINAL**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting July 9, 2020**

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

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

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

Mrs. Kristin Clarens  
Mayor Nikuyah Walker

#### **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 completed a roll call of all meeting attendees:

Stephen Carter – Nelson County Executive  
Sheriff David Hill – Nelson County Sheriff  
Cyndra Van Clief – Albemarle County Citizen Representative

## Bi Monthly Board July 9, 2020

Kristin Clarens – Charlottesville Citizen Representative (not present)  
Dr. Tarron Richardson – Charlottesville City Manager  
Doug Walker – Albemarle Deputy County Executive  
Jay James – Joint Citizen Representative  
Mayor Nikuyah Walker – City of Charlottesville Mayor (not present)  
Sheriff James Brown – City of Charlottesville Sheriff  
Sheriff Chan Bryant – Albemarle County Sheriff  
Diantha McKeel – Albemarle Board of Supervisors

Ms. McKeel advised that this is a business meeting as well as a work session. There are 2 items on the agenda: discussion around the facility condition assessment as well as a closed session item to discuss the evaluation of Superintendent Kumer.

Ms. McKeel stated that she would entertain a motion to approve the consent agenda. Dr. Richardson made a motion to approve the consent agenda. Mr. Walker seconded the motion. The motion carried.

Mr. Walker made a motion to adopt the agenda. Sheriff Brown seconded the motion. The motion carried.

Ms. McKeel advised that if any members of the public had comments that they would like to make during the meeting they are able to post them in the comment portion of the meeting or email Mrs. Anderson their comment. All comments will be made part of the official record.

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

Mr. Hefty had no matters to discuss.

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

There were no matters from board members for discussion.

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

There were no matters from Mr. Brill for discussion.

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

Colonel Kumer introduced CARDNO. Byron Dunlap introduced himself as the primary report writer of the assessment. Cornell Sims Charlottesville, VA CARDNO branch manager and ACRJ project manager. Cole Stiteler completed the mechanical assessments for this project. Also present at the meeting was the Charlottesville facilities representative Scott Hendrix and the Albemarle facilities representative Blake Abplanalp. Mr. Dunlap referenced a power point presentation of the completed FCA for the boards review (attached to the conclusion of the minutes). At the conclusion of Mr. Dunlap's presentation, Ms. McKeel requested the meeting attendees ask any questions they may have. Mr. James wanted to go on record regarding how well the assessment was done. Mr. James inquired as to whether or not something can be done now to improve the ventilation within the facility for the safety of inmates as well as staff. Mr. Stiteler stated that they did assess the HVAC system. We did not recommend a study but it may be something that may want to be done in the future. Mr. Abplanalp stated that there are several pieces of equipment that are into the critical category and you recommended replacement. Mr. Abplanalp believes that a hard look should be taken at those pieces of equipment for replacement especially now with there being such a focus on air circulation at this time. The diesel generator is another piece of equipment that should be paid close attention. Windows were another area to be looked at whether or not they should continue to be sealed, or if it is something that should be considered for replacement with an energy efficient window, in addition to converting lighting fixtures over to LED. Mr. Hendrix asked Mr. Stiteler if the replacement of mechanical systems was an in kind replacement. Mr. Stiteler stated that they are in kind, however, if replacement is done, he would not recommend in kind. The replacement should be a more efficient product. Mr. Hendrix stated that if you were to replace with in kind equipment, the cost would be lower but you would be sacrificing efficiency. Colonel Kumer advised that whenever a major system is being replaced, we always look at best practices. We rarely replace in kind, and this is something that we have been doing and will continue to do. Mr.

## Bi Monthly Board July 9, 2020

Walker stated that although this was a great start, it is not all that the board will need to determine the best use of the space within the facility for the programs and services that are being offered. The jail would benefit from a planning stand point on how the space within the jail could be modernized in order to meet the needs of the jail's staff and inmates, not just the condition of the facility. Dr. Richardson agreed and stated that the assessment will provide us with some guidance in terms of how we move forward with preparing the CIP and how we look at funding it year after year in terms of a replacement program. Colonel Kumer introduced Mr. Pat Strollo who is one of the premier experts as far as design and best practices for jails. He has a lot of experience in construction across the country with prisons and jails. He was also the lead architect on the addition that was done here in 2000. He is very familiar with this facility. Mr. Strollo stated that the virus is weighing very heavily on jail and prison design right now. When the jail addition was designed, we were using 100% fresh air. That will help with virus protection. You should also consider using the ultra violet light in the air supplies and looking at the distribution systems. Mr. Strollo advised that the old cell block areas and he can understand the enormous operations costs associated with that portion of the jail. The old linear jail blocks should be gutted. There is a way to set that up in order give great visibility. It would have a profound effect on staffing. Mr. Strollo encouraged some sort of operations study to determine what kind of staffing ratios we could come up with, in addition to the cost to take care of the future needs of the jail. Mr. Strollo stated that the FCA was a great first step.

### **Closed Session:**

Mr. Hefty requested the board consider a motion to convene in closed session pursuant to Virginia Code section 2.2-3711A1 for discussion of a personnel matter pertaining to the annual review of the Superintendent of the jail. The motion was made by Mrs. Van Clief and seconded by Dr. Richardson. The motion carried. The meeting continued in closed session.

Mr. Hefty requested the board consider a motion to return to open session and certification by roll call vote that only the matter identified in the motion to convene in closed session and lawfully exempted under the Freedom of

## Bi Monthly Board July 9, 2020

Information Act was heard, discussed or considered. Mr. Walker made the motion. The motion was seconded by Dr. Richardson. Roll call was as follows:

Mr. Walker – Yes

Mr. Carter - Yes

Sheriff Hill - Yes

Mrs. Van Clief - Yes

Dr. Richardson - Yes

Mr. James - Yes

Sheriff Brown - Yes

Sheriff Bryant - Yes

Ms. McKeel – Yes

The motion carried.

### **New Business** –

There was no new business

The meeting was adjourned at 1:58 pm.

**FINAL**

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

<p><b><u>AGENDA TITLE:</u></b> June 30, 2020 YTD Audited 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> January 9, 2020</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>                      <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 (\$303,886) due to:

- Wages came in under budget (\$308,639) due to the number of vacancies.
- Overtime Wages and overtime reimbursable came in over \$16,215 and \$12,186 respectively. Overtime wages includes Covid and will be reimbursed in the revenue line item with a grant.
- Hazardous pay is unbudgeted and came in over \$122,339; however, a offsetting revenue has been recognized.
- Part time wages is came in over \$51,118.
- Health insurance is came in under budget \$92,708.

Operating expense came in over \$447,083.

- Professional Services came in over \$281,041 due to utilization of outside nursing agency to come for nurses on medical leave and vacancies.
- Health Services came in over \$147,068 because ACRJ didn't release sicker inmates as they did in the prior year and state contract pricing utilization as well and cost of anthem blue cross insurance cost was higher.
- R & M building came in \$83,591 over budget due to HVAC repairs.
- Water and Sewer is estimated to come in over \$40,759 due to cost increase and water usage.
- Material and supplies for Covid is unbudgeted and is over \$29,656 however a grant is being filed to seek reimbursement.

Capital expense came in over budget \$160,283 due to unbudgeted fence repair, skillet grazing pan, backup power unit, Johnson heat controls replacement.

Total expenditures are estimated to come in over budget \$303,480.

Operating income came in over budget \$315,235.

- Interest income came in over budget \$36,155.
- Covid recovery was unbudgeted and came in over \$122,385 which offsets hazardous pay.
- Other jurisdiction came in over \$79,100 due to the housing of contracted Rockbridge



regional jail inmates.

- Telephone revenue came in over \$95,174 due to timing of budget versus contract agreement last year.
- Work release came in under \$74,956 due to the nonparticipation in the program and Covid.
- Electronic monitoring came in under budget \$10,000 because of the lack of people for the program due to Covid.
- VDOT came in under budget \$63,826 due to Covid.
- Pharmaceutical reimbursement came in under \$55,379 because ACRJ is receiving fewer funds from the state because they are moving state inmates out quicker and they only pay after their inmate is here 61 days or longer.
- State per diem came in under budget \$125,985 due to inmate population decrease.

Net Income is estimated to come in **\$11,755** over budget.

**Recommendations:**

ACRJ is recommending the Net Income of \$11,755 be kept by ACRJ in the operating fund.

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

	G	H	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2020 Budget	MAY	JUNE	YTD	Percent of Budget =100%	June 2020 Extrapolation	Variance
2	<b>Total Combined Oper. Exp.:</b>							
3	<b>Total Combined Compensation:</b>							
4	Salaries - regular	8,675,824	702,452	667,702	8,367,185	96.44%	8,367,185	(308,639)
6	Overtime wages	145,000	3,363	2,326	161,215	111.18%	161,215	16,215
8	Overtime - Reimbursable	7,000	0	0	19,186	274.09%	19,186	12,186
9	Part-time wages	191,944	14,753	19,271	243,062	126.63%	243,062	51,118
10	PT/wages - board member	2,100	0	600	1,200	57.14%	1,200	(900)
11	Shift Differential	50,000	4,732	4,610	51,838	103.68%	51,838	1,838
12	Hazardous pay		36,263	44,226	122,339	#DIV/0!	122,339	122,339
13	Accrued annual leave		0	27,330	27,330	#DIV/0!	27,330	27,330
14	FICA	693,837	56,820	55,081	669,744	96.53%	669,744	(24,093)
15	VRS @ 10.94%	940,605	70,341	70,996	868,354	92.32%	868,354	(72,251)
16	VLDP- disability	3,600	531	563	5,554	154.28%	5,554	1,954
17	Life Part Time	500	0	0	-	0.00%	0	(500)
18	VRS Hybrid	14,000	2,022	2,089	20,783	148.45%	20,783	6,783
19	Health insurance 8,280	1,355,101	102,545	103,242	1,262,393	93.16%	1,262,393	(92,708)
20	Dental insurance \$250	38,640	2,780	2,781	34,120	88.30%	34,120	(4,520)
21	HSA contribution	40,000	1,564	1,564	15,185	37.96%	15,185	(24,815)
22	VRS group life 1.31%	114,308	8,663	8,755	106,469	93.14%	106,469	(7,839)
23	Group life - part-time	500	0	0	-	0.00%	0	(500)
24	Line of Duty	40,000			38,294	95.74%	38,294	(1,706)
25	Unemployment insurance	5,000	389	2,936	3,325	66.50%	3,325	(1,675)
26	Workers' compensation	105,000	0	(1,067)	101,497	96.66%	101,497	(3,503)
28	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,422,959</b>	<b>1,007,218</b>	<b>1,013,005</b>	<b>12,119,073</b>	<b>97.55%</b>	<b>\$12,119,073</b>	<b>(\$303,886)</b>
29			1,007,218	1,013,005	12,119,073			
30	<b>Total Combined Operating Expenditures:</b>							
31	Professional Services	7,450	19,260	50,876	289,041	3879.74%	289,041	281,591
32	Contract services other	30,000	3,500	0	20,813	69.38%	20,813	(9,187)
33	Health services	491,200	5,968	464,487	638,268	129.94%	638,268	147,068
37	Prof services - legal	33,600	2,750	5,500	33,000	98.21%	33,000	(600)
38	Engineering - Timmons		0	0	-	#DIV/0!	0	0
39	Contract Services Covid				-	#DIV/0!	0	0
40	Prof services - audit	12,000	0	13,702	13,702	114.18%	13,702	1,702
41	Temporary Help		0	0	-	#DIV/0!	0	0
44	R&M - buildings	63,702	20,984	30,495	147,293	231.22%	147,293	83,591
45	R&M - vehicles	3,000	105	0	4,013	133.77%	4,013	1,013
46	Maint contract - equip	63,280	900	(17,086)	78,292	123.72%	78,292	15,012
47	Maint contract - buildings	20,860	1,370	3,455	4,487	21.51%	4,487	(16,373)
48	Printing & Binding	3,500	1,164	0	1,164	33.26%	1,164	(2,336)
49	Advertising	5,000	0	0	9,063	181.26%	9,063	4,063
51	Tuition assistance	1,000	0	0	199	19.90%	199	(801)
52	Employee physicals	4,800	344	1,255	4,784	99.67%	4,784	(16)
53	Other purchased services	3,500	54	302	2,059	58.83%	2,059	(1,441)
54	Contract - Disposal	28,000	1,258	903	12,185	43.52%	12,185	(15,815)
55	Contract - fiscal agent	161,102	0	0	160,902	99.88%	160,902	(200)
56	Data processing	61,900	35	6,533	67,508	109.06%	67,508	5,608
57	Electrical service	220,000	17,386	34,871	234,323	106.51%	234,323	14,323
58	Gas service	80,000	6,588	12,697	77,398	96.75%	77,398	(2,602)
59	Water & sewer	310,000	25,103	57,451	350,759	113.15%	350,759	40,759
60	Postal services	6,530	144	2,609	8,040	123.12%	8,040	1,510
61	Telecommunications	47,160	4,883	5,721	46,628	98.87%	46,628	(532)
62	Fire insurance	42,000	0	1	52,418	124.80%	52,418	10,418
65	Automotive insurance	6,800	0	0	6,082	89.44%	6,082	(718)
66	Lease Equipment	17,900	0	1	3,848	21.50%	3,848	(14,052)
67	Software Licensing		0	0	-	#DIV/0!	0	0
68	Travel Meals Covid				-	#DIV/0!	0	0
69	Travel - education	49,905	(409)	(566)	20,540	41.16%	20,540	(29,365)
70	Training - Academy	79,000	0	2,071	77,390	97.96%	77,390	(1,610)
72	Travel - subsistence	5,000	299	312	6,893	137.86%	6,893	1,893
73	Staff Support / Miscellaneous	750	0	0	-	0.00%	0	(750)
74	Sams Club vending wellness		0	0	-	#DIV/0!	0	0

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

	G	H	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2020 Budget	MAY	JUNE	YTD	Percent of Budget =100%	June 2020 Extrapolation	Variance
75	Donations		0	0	-	#DIV/0!	0	0
76	Human Resource Exp	4,000	253	42	9,196	229.90%	9,196	5,196
77	Inclement Weather Expense	1,000	0	0	94	9.40%	94	(906)
78	Wellness Fund Sams Club	2,000	0	0	1,867	93.35%	1,867	(133)
79	Wellness Fund Expense	2,000	0	0	910	45.50%	910	(1,090)
80	Inmate Fund Expense	10,000	512	2,014	21,633	216.33%	21,633	11,633
81	Dues & memberships	17,382	40	3,511	9,242	53.17%	9,242	(8,140)
82	Office supplies	52,161	372	3,140	34,010	65.20%	34,010	(18,151)
83	Food supplies	740,000	38,998	81,141	726,763	98.21%	726,763	(13,237)
84	ACRJ Employees	83,000	6,112	12,953	92,715	111.70%	92,715	9,715
85	BRDC food supplies	36,000	1,558	4,374	27,211	75.59%	27,211	(8,789)
86	SWVC	5,000	493	1,087	5,907	118.14%	5,907	907
87	Meals for meetings	7,000	328	681	7,585	108.36%	7,585	585
88	Medical Disposal				-	#DIV/0!	0	0
89	Pharmaceutical Drugs	536,900	0	110,893	459,949	85.67%	459,949	(76,951)
90	Laundry & janitorial supplies	61,400	778	6,568	59,489	96.89%	59,489	(1,911)
91	Kitchen & Maint. Cleaners	34,000	2,681	2,520	27,671	81.39%	27,671	(6,329)
92	Linen supplies	21,000	0	0	25,316	120.55%	25,316	4,316
93	Uniforms - inmate	28,000	0	367	29,820	106.50%	29,820	1,820
94	R&M supplies	62,429	3,447	4,805	81,904	131.20%	81,904	19,475
96	Vehicle & equip fuel & supplies	21,300	245	572	12,976	60.92%	12,976	(8,324)
97	Vehicle & equip supplies	14,000	0	1,117	9,862	70.44%	9,862	(4,138)
98	Security supplies	27,500	6,913	13,041	30,236	109.95%	30,236	2,736
99	Uniforms & apparel	41,200	2,420	3,497	53,403	129.62%	53,403	12,203
100	Materials and supplies covid		19,992	5,940	29,656	#DIV/0!	29,656	29,656
101	Books & subscriptions	2,300	0	0	572	24.87%	572	(1,728)
102	Inmate Education	18,750	0	1	7,747	41.32%	7,747	(11,003)
103	Other operating supplies	1,000	0	0	-	0.00%	0	(1,000)
104	Copy supplies	1,500	0	0	18	1.20%	18	(1,482)
105	Fund Balance ACRJ operating					#DIV/0!	0	0
108	<b>Subtotal Operating Exp.</b>	<b>\$3,689,761</b>	<b>\$196,828</b>	<b>\$933,854</b>	<b>4,136,844</b>	<b>112.12%</b>	<b>\$4,136,844</b>	<b>\$447,083</b>
109								
110	<b>Total Combined Operating Capital:</b>							
111	Machinery & equip		0	0	20,974	#DIV/0!	20,974	20,974
112	Machinery & Equipment Replace	20,000	0	23,338	131,816	659.08%	131,816	111,816
113	Kitchen Equipment - Replaceme	83,628	0	0	93,533	111.84%	93,533	9,905
114	Furniture & fixtures - new	10,000	0	0	-	0.00%	0	(10,000)
115	F&F - replacement	15,000	0	0	0	0.00%	0	(15,000)
116	Communications equip				-	#DIV/0!	0	0
117	Comm equip - replacement				-	#DIV/0!	0	0
118	Motor vehicles	30,000	0	0	16,236	54.12%	16,236	(13,764)
119	Parking Paving				-	#DIV/0!	0	0
120	ADP Equipment		0	0	4,981	#DIV/0!	4,981	4,981
121	ADP Equipment - Rep		0	0	19,612	#DIV/0!	19,612	19,612
123	Buidling Alt - Teal const			14,983	14,983	#DIV/0!	14,983	14,983
124	Lease Equipment	0	1,364	3,154	16,776	#DIV/0!	16,776	16,776
127	<b>Subtotal Operating Capital</b>	<b>\$158,628</b>	<b>1,364</b>	<b>\$41,475</b>	<b>\$318,911</b>	<b>201.04%</b>	<b>318,911</b>	<b>160,283</b>
128								
129	<b>Subtotal Expenditures</b>	<b>\$16,271,348</b>	<b>1,205,410</b>	<b>\$1,988,334</b>	<b>16,574,828</b>	<b>101.87%</b>	<b>16,574,828</b>	<b>303,480</b>

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

	G	H	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2020 Budget	MAY	JUNE	YTD	Percent of Budget =100%	June 2020 Extrapolation	Variance
130	<b>Operating Revenues:</b>				16,574,828			
131	Interest	60,000	2,409	2,493	96,155	160.26%	96,155	36,155
132	Sale surplus vehicles				-	#DIV/0!	0	0
133	Sale salvage				2,764	#DIV/0!	2,764	2,764
134	Cellular Tower Lease	50,000	2,568	(28,349)	53,945	107.89%	53,945	3,945
135	Regional Jail Service Fees	14,000			6,862	49.01%	6,862	(7,138)
136	Covid recovery			122,385	122,385		122,385	122,385
137	Other jurisdictions		5,250	12,810	79,100	#DIV/0!	79,100	79,100
138	Charlottesville	4,544,291	378,691	378,690	4,544,291	100.00%	4,544,291	0
139	Albemarle	3,897,716	324,810	324,812	3,897,716	100.00%	3,897,716	0
140	Federal prisoners 50.63	140,000	15,088	33,567	155,895	111.35%	155,894	15,894
141	Nelson County	690,411	57,534	57,537	690,411	100.00%	690,411	0
142	Telephone system	300,000	30,387	19,905	395,174	131.72%	395,174	95,174
143	Dollar a day Inmate Charge				-	#DIV/0!	0	0
144	Misc. Inmate reimbursements				-	#DIV/0!	0	0
145	Workers' comp. reimb.				-	#DIV/0!	0	0
146	Work release insurance				-	#DIV/0!	0	0
147	Womens program	20,000			13,725	68.63%	13,725	(6,275)
148	Work release	115,000			40,044	34.82%	40,044	(74,956)
149	Vdot	185,000			121,174	65.50%	121,174	(63,826)
150	Electronic Monitoring-other	10,000			-	0.00%	0	(10,000)
151	Subscription Revenues	2,000		1	156	7.80%	156	(1,844)
152	Region Ten	25,000	12,500		25,000	100.00%	25,000	0
153	Miscellaneous -misc jail revenues	2,000	243	229	16,785	839.25%	16,785	14,785
154	Wkend & Work Force Reim-misc	12,000			4,952	41.27%	4,952	(7,048)
158	Wellness Fund Sams	2,000		1	265	13.25%	265	(1,735)
159	Wellness Fund Other Rev	2,000			2,705	135.25%	2,705	705
160	Inmate Fund Revenue	10,000		1,120	16,677	166.77%	16,677	6,677
161	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000	9,000	7,755	66,213	97.37%	66,213	(1,787)
162	Insurance Recoveries				-		0	0
163	Medical Copayment-misc	10,000	715	1,872	14,515	145.15%	14,515	4,515
164	Training Fees Recovered-misc	5,000	271		5,394	107.88%	5,394	394
165	Canteen education reimb	80,000		230,000	310,000	387.50%	310,000	230,000
166	Comp Board - salaries	4,944,465	442,296	400,513	4,933,914	99.79%	4,933,914	(10,551)
167	Pharmaceutical reimb	80,000			24,621	30.78%	24,621	(55,379)
168	Comp Board - office State ATL Reductions				-		0	0
169	Jail Auto				-		0	0
170	State per diem	976,465		171,321	850,480	87.10%	850,480	(125,985)
174	SSA/SSI Recovery	1,000	2,400	800	20,000	2000.00%	20,000	19,000
175	Justice Reinvestment				-	#DIV/0!	0	0
176					-	#DIV/0!	0	0
177	SCAPP Funds	25,000		1	75,266	301.06%	75,266	50,266
182	<b>Subtotal Operating Revenues</b>	<b>\$16,271,348</b>	<b>\$1,284,162</b>	<b>\$1,737,463</b>	<b>16,586,584</b>	<b>101.94%</b>	<b>16,586,583</b>	<b>315,235</b>
183								
184		<b>\$0</b>	<b>78,752</b>	<b>(250,871)</b>	<b>11,756</b>		<b>11,755</b>	<b>11,755</b>

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Purchase Authority	<b><u>AGENDA DATE:</u></b> November 14, 2020	<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 Jeff Brill, Business Manager	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

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.

### **26-2.6 Authorized County/School Board Signatories**

The following officers are authorized to sign contracts on behalf of the County and/or School Board:

Tier	Maximum Amount	Authorized Signatories
I	\$5,000	Employees specifically designated by their Department Head or Tier III signatory and who have completed mandatory training
II	\$25,000	County Department and School Division Heads, School Principals*
III	\$100,000	County Executive,** School Superintendent** and Chief Operating Officer
IV	N/A	Purchasing Agent, Chief of Financial Management, Chief Financial Officer and Director of Finance

Currently according to the by-laws and the County's contract/purchasing limits, all contracts, purchases and contract amendments over \$25,000 must be approved by the full board.

**RECOMMENDATION:**

**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.**

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Compensation Board One Time Bonus	<b><u>AGENDA DATE:</u></b> November 12, 2020	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> Yes	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Jeff Brill, Business Manager Felicia Morris, Director of Human Resources	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

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.

One-time Bonus for Law Enforcement Personnel

Item 477 #3c

First Year - FY2021

### **Central Appropriations**

#### Central Appropriations

GG. Included in the appropriation for this item is \$5,518,139 from the general fund in the first year, which shall be made available to provide sworn constitutional officers and their staffs, including sheriffs, sheriffs' deputies, regional jail superintendents and corrections officers, a one-time bonus payment of \$500 on December 1, 2020."

#### **Explanation**

(This amendment provides funding of \$10.9 million from the general fund the first year for a \$500 one-time bonus payment, to be paid on December 1, 2020, for sworn state law-enforcement personnel of the Department of State Police, the Division of Capitol Police, the Department of Corrections, the Department of Juvenile Justice, and all other state agencies and higher education institutions, as well as sworn state-supported local constitutional officers and their staffs, and regional jail superintendents and their staffs. It is the intent of the General Assembly that this item be set out upon enrolling.)

**If approved, the bill only authorizes and provides funding for Compensation Board funded positions. The jail currently has 125 Compensation Board funded position. There are as of today, 35 non-compensation board funded individuals employed by the jail.**

**RECOMMENDATION:**

**The jail is recommending that if the one-time bonus is approved by the Governor that the board authorize funding to provide the same bonus to the non-compensation board funded individuals.**

**The total financial impact is expected to cost \$18,840. The funds will come from the existing revenue surplus as outlined in the FY 21 Year-To-Date financials.**



# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b>  Fiscal Agent Analysis	<b><u>AGENDA DATE:</u></b>  November 12, 2020	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> Yes	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Jeff Brill, Business Manager Felicia Morris, Director of Human Resources	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b>	

### **BACKGROUND:**

*During the May 9, 2019, Jail Board Meeting a discussion was held regarding that the County of Albemarle had 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 will begin in September 1, 2019 and conclude no later than November 30, 2019. The cost of the study is \$4,950.00.*

The final copy of the report is included in the Board packet

Nelsie Birch, who was the consultant and formerly of Birch Bark Strategic Consulting, is now the Chief Financial Officer for Albemarle County. Mrs. Birch will be presenting at the November 14 board meeting regarding her work as the consultant and the Albemarle County Chief Financial Officer.

Jail staff in coordination with Mrs. Birch and after further analysis and research have prepared the following comprehensive report. It should be noted that as Mrs. Birch states in her report it is difficult to anticipate every financial impact and service provided by the County. However, we believe the information below is reflective of the most apparent and financially impactful.

The three major categories of services performed by the County are Human Resources/Payroll, Financial Management and Procurement.

#### Human Resources and Payroll

The jail already has a Director of Human Resources and one HR clerk. They handle all data entry for payroll and manage the time keeping system. They also manage employee paid time off, new

employee on boarding, vacancy advertisement, hiring and employee separation, worker's compensation incidents, VRS final notifications, Line of Duty submission, FMLA approval, employee grievances if separate from the County, retiree VERIP management, benefit enrollment, benefit termination, benefit reconciliations, VRS enrollments and submissions as well as year-end processing for W-2's and 1095C's.

The County currently processes payroll and all tax related matters in addition to managing and procuring all benefits. The previous items performed by the County staff are substantially more numerous, complex and detailed than stated here and will be itemized in the final report.

In order for the jail to assume complete Human Resource and Payroll services we believe it would be most cost effective to contract out our time keeping system, payroll and tax preparation. The current quote for this service is approximately \$9,000 per year.

#### Procurement

Jail staff work closely with County procurement staff to ensure contract needs are met. The Jail compiles information regarding RFPs and RFIs and ensures it is delivered to procurement staff. The Jail is active in contract negotiations and together with County staff we manage the implementation of all contracts, unless otherwise necessary, Jail staff manage contract issues.

In order for the Jail to assume complete Procurement services we would need to hire a full-time procurement specialist/buyer III. The estimated cost for this position based on the Albemarle County pay scale is \$65,000 with 3-5 years of experience including taxes and benefits.

#### Financial Management

There are several functions that fall under the financial management function such as:

1. Accounting clerk responsible for receivables and payables entry and reconciliation to the trial balance. Currently ACRJ staff enters payments in BSO; however, the payment comes from the County and the receivables are invoiced and sent to the Albemarle for posting and reconciliation is handled by the County of Albemarle.
2. Fixed Assets/depreciation is handled by the County of Albemarle.
3. P-Cards are the ownership of the County and ACRJ would need to get its own Purchasing card agreement which includes development, implementation and payment reconciliation.
4. Bank Reconciliation and Cash management investments on the Revenue Account are handled by the County and if ACRJ held its own funds then someone would handle the reconciliations and investments internally.

In order for the Jail to assume all financial management responsibilities we would need to purchase additional software and hire one full-time accountant II. The estimated cost for this position based on Albemarle County's pay scale is \$54,000 with 3-5 years of experience including, taxes and benefits.

## Software

Below is a chart of Great Plains Accounting Software (currently used by the County) /Auditing Fees and external check provider fees:

ACRJ Software/Audit/Payroll check services to move away from County							
	Total Cost	One Time	Yrly Incr				
1	19,000		5,300	Robinson Farmer			
2	37,400	37,400		Keel & Company	Software Installation/upfront Fee		
3	15,600	15,600		Keel & Company	Consulting and training		
4	6,840		6,840	Keel & Company	annual software		
5	10,333	1,600	8,733	Paychecks	(4.52*12*161)		
Total	<b>89,173</b>	54,600	20,873				

Personnel Costs including taxes and benefits:

Buyer III –	\$65,000
Accountant II-	<u>\$54,000</u>
	\$109,000

The total initial cost including additional personnel, auditing, software, payroll and procurement is approximately \$198,173 the first fiscal year and \$129,873 the year after due to upfront one-time software purchase and implementation costs of \$54,600. The board currently pays Albemarle County 2% of the total budget or currently \$160,000 per year.

The two major unknown costs are loss interest income due to pooling cash with the County's cash and banking fees. FY 19 we earned approximately \$134,000 in interest. FY 20, we earned \$96,000 in interest and in FY 21 we are estimating \$20,000 in interest due to the significant drop in interest rates due to economy and the COVID-19 pandemic. Jail staff are working with vendors to establish an estimated cost for these items.

At this time there are no anticipated Information Technology or Legal fees associated with the separation.

### **RECOMMENDATION:**

**Jail staff will return and present a final report based on Board's feedback from this meeting. In the interim, Jail staff will meet with their Albemarle County counter parts to ensure the final report is as complete and comprehensive as possible.**

**Based on the analysis thus far, Jail staff will be recommending to the Board that we begin operating as our own fiscal agent in FY 22 at the January 2021 meeting.**



## STRATEGIC CONSULTING

### Overview

**Albemarle-Charlottesville Regional Jail (ACRJ)** has a capacity of 620 beds and serves 171,000 residents of Albemarle and Nelson Counties and the City of Charlottesville. Albemarle County serves as ACRJ's fiscal agent<sup>i</sup>. BIRCHbark was contracted to provide an assessment for discontinuing the use of Albemarle County as the fiscal agent. This includes a review of the human resources (personnel) and/or systems (technology and other) costs that may be required if the functions currently provided by Albemarle County are brought in-house.

This report provides an inventory of the current functions conducted by the County on behalf of ACRJ along with those functions that will need to be carried out by ACRJ in the event it decides to conduct all financial related matters in-house and not through a fiscal agent. Additionally, the report provides a comparative review of six other Virginia regional jails' structures and is provided for context and reference.

For clarification, this report does not provide a recommendation for how ACRJ should move forward, but rather, it lays a foundation that can be used to determine the best path forward. This report is not a business process optimization or business process review report. As such, an assumption was made that those working currently in the Finance, Human Resources, and Information Technology (IT) departments for ACRJ are working at capacity and therefore any additional work that is required from moving the fiscal agent responsibility in-house would require additional resources. Additionally, this report is not a classification and compensation review for any new positions that are envisioned from the analysis. Any new positions would need to be reviewed by the human resources professional responsible for classifying positions for ACRJ.

The decision as to whether ACRJ should have a fiscal agent or bring functions in-house cannot be a financial decision alone, as the cost of bringing the appropriate personnel on-board would be greater than the amount ACRJ is currently paying to Albemarle County (not including the additional operational cost considerations). ACRJ will need to carefully plan and consider if there are opportunities to change processes in order to more closely absorb the additional responsibilities.

## Analysis of County Services Provided to ACRJ

	Services Currently Provided by County	Volume/Data Point, if known	Direct Costs from ACRJ to County	Cost Allocation Plan (Indirect Costs, if CAP was used)
<b><u>Finance/Accounting</u></b>			\$ 161,000	\$ 166,179
Payroll Processing and Administration	x			\$ 22,338
VRS Retirement Reconciliation & Processing	x			
Health Insurance Administration / FSA	x			
457 Administration	x			
Non-Voluntary Withholdings	x			
1099 and W-2	x			
Actuarial Valuation for OPEB	x			
Best Practice Advice	x			
Audit	x		\$ 11,702	\$ 5,008
Depreciation/Fixed Assets	x			
General Internal Controls and Security "Audit"	x			
Cash Mgt	x			
		\$134,426 in investment income for FY 19		
Pooled Cash Investment	x			
Best Practice Advice	x			
Grant Mgt				
Receive funds, code, and reconcile	x			
Comp Board				
Receive funds, code and reconcile	x			
<b><u>Procurement/Purchasing</u></b>				\$ 22,765
Pcards Administration and Processing (including auditing and reconciliation)	x	2,960 charges for FY 19 totaling \$356,037		
Purchases Over \$5K, assist with scope development and procurement of goods/services, contract development	x	Purchase Orders: 1,161 for FY 19		
Best Practice Advice	x			
Training	x			
<b><u>Human Resources</u></b>				
Onboarding - Greenshades Input	x			
Comp//Class, informal, as needed	x			
<b><u>IT</u></b>				\$ 14,439
Cybersecurity/General Support, as needed	x			
<b><u>Budget</u></b>				
Analysis and Board Approval/Appropriation	x			
Subtotal of Indirect Costs				\$ 230,729
Audit Preparation (for ACRJ Audit) - Direct Cost				\$ 11,702
<b>Total Current Cost</b>			\$ 172,702	\$ 242,431
Net Current Cost (Accounting for Investment Income)			\$38,276	\$ 108,005

**Select List of Functions ACRJ Currently Provides In-House (this is not an exhaustive list but a general review of those items where there could be confusion about responsibility between the County and ACRJ)**

- Finance
  - Liability, building, and workers compensation insurance handled by ACRJ
- Procurement
  - ACRJ signs all contracts
- Human Resources
  - ACRJ conducts its own pay study and sets pay grades; however, uses County as reference
  - ACRJ hires and recruits for its employees
- IT
  - ACRJ hosts own website and has own IT support

## **Current Cost for Fiscal Agent Services Provided by the County**

Two percent of ACRJ's operating budget is paid to the County to be fiscal agent (FY 20 is \$161,000 + \$11,702 for Audit) for a total paid equal to \$172,702. The County pools its cash investments and in turn achieves a greater return given the magnitude of the investment and returns a proportional amount back to ACRJ. In FY 2019, this was equal to \$134,426. Netting out the investment income from the cost, ACRJ pays \$38,276 for fiscal agent services to the County.

If the County moves to a Cost Allocation Plan model (that is consistent with some other regional jails), the cost would go up to \$242,431 (\$230,729 based on the latest CAP developed + \$11,702 for Audit). The net cost (accounting for investment income) is \$108,005. This would total a net increase of \$69,729 to ACRJ.

See the table at the bottom of page 2 for a visual display of these calculations.

## Future Cost Considerations if Functions Brought In-House

In reviewing the tasks required for ACRJ to fulfill if they became their own fiscal agent, this analysis envisions hiring an additional three to five employees, depending on decisions that ACRJ makes during the transition. Given that the positions will need to be classified by a HR professional, it is difficult to determine the full salary and benefit costs for these positions.

**Functions that are needed to be absorbed by existing staff or developed into a new position (working titles are provided) include the following:**

- Accounting Clerk – Responsible for Trial Balance, Accounts Payable/Accounts Receivable, and overall General Ledger and will require accounting experience and degree.
- Payroll Clerk (or outsource to payroll processor)— Process Payroll, including paying taxes/withholding, health insurance, VRS retirement (including reconciling) and any other voluntary and involuntary withholdings. This will also include working with Accounting to process 1099 and W-2s during tax season.
- Human Resources Clerk – Process all paperwork for new employees (or changes), insert data into HR system and ensure HR system is up to date and review that it feeds into the payroll system appropriately. (HR Director may have to assume classification and compensation role, including annual merit increases and salary surveys).
- IT Analyst (or use of contractor during transition)—Depending on the types of solutions acquired for the financial systems and payroll processing, additional IT support may be needed.
- Purchasing Agent/Buyer – Purchase-card administration (if ACRJ continues the program), general procurement administration (including rules and regulations), general “statement/scope of work” development, and solicitation oversight.

**Non-Personnel Operating Costs that will need to be considered:**

- Audit Preparation.
  - Unsure of stand-alone cost. Currently, ACRJ is part of the contract cost for audit preparation as part of the larger Albemarle County contract. Not only will ACRJ need to procure its own audit (unless it can ride the County’s contract), but the \$11,702 ACRJ currently pays does not include audit requirements that will likely be needed as a stand-alone entity.
- Financial System.
  - Unsure of stand-alone cost. ACRJ referenced approximately \$25,000 as the annual subscription cost for a new financial system but that figure may be out-dated; it is unclear if it incorporates all financial, HR, and payroll-related needs and transition costs. Additionally, the system will need to be able to determine fixed assets and depreciation for ACRJ.
- Cash Management/Banking Services.
  - Unsure of stand-alone cost. ACRJ will need to develop an appropriate banking relationship in order to accept funds from the State. There will be increased service charges for this that the County currently absorbs. Additionally, it is possible that the investment income will be reduced given that the investment pool will be considerably smaller as a stand-alone entity.



- Purchase Card.
  - The County currently receives a 1.78% rebate for all p-card transactions, which is not passed along to ACRJ. ACRJ will need to work with a purchase card provider to determine the cost of the program and collect any associated rebates.
- Grant Management and Compensation Board.
  - Grants. It is unclear if funds for all grants can go directly to ACRJ. This may be an area where ACRJ will continue to contract with the County (or another governmental entity) to provide this service.
  - Compensation Board. ACRJ indicated that Compensation Board payments can flow directly to ACRJ. There may also be additional funds that can be collected for taking on the financial operations of ACRJ.
- Cybersecurity Plan and Oversight.
  - Unsure of stand-alone cost. With responsibility over financial systems, including payroll, a cybersecurity plan will need to be developed and funded to incorporate these services.
- Health Benefits Pool.
  - Unsure of the cost to ACRJ if they left the Albemarle County pool. If they were allowed to remain in the pool, it is unclear what the cost of that would be.
- Legal Costs.
  - Additional legal costs will need to be assumed given the regulatory role (financial, payroll and purchasing) that ACRJ will now assume.

## Comparative Review

ACRJ frequently uses Central Virginia Regional Jail and Middle River Regional Jail as comparators. In addition to these two organizations, BIRCHbark Strategic Consulting found four regional jails with similar inmate capacities worth reviewing.

**Central Virginia Regional Jail** represents the approximately 57,600 residents of Fluvanna, Greene, Louisa, Madison and Orange Counties. All administrative functions are done in-house at Central Virginia Regional Jail, they do not have a fiscal agent. The jail has a finance director and three specialists assigned to accounts payable, inmate accounts and payroll. Human Resources tasks (not including training) are divided among several people. Information Technology (IT) duties are carried out by one person. The jail's capacity is smaller than ACRJ, with a total rated capacity of 442.

**Northwestern Regional Adult Detention Center** serves the 200,600 residents of Clarke, Fauquier and Frederick Counties, and the City of Winchester. They have 894 beds. Frederick County serves as the jail's fiscal agent and they provide payroll, health insurance and retirement services and will consult on IT matters. The jail is considered a department of the County and occupies a line item of the County budget so they do not pay their fiscal agent for services. The jail's four financial staff prepare and track the budget, pay bills and manage inmate accounts. The jail has two IT technicians and their one human resources employee manages all hiring.

**Middle River Regional Jail** had an ADP<sup>1</sup> of 899 on January 13, 2020, housing 796 beds. It serves a population of 250,000 residents in the cities of Staunton, Waynesboro, and Harrisonburg, and the counties of Augusta, Highland, and Rockingham. Augusta County is the fiscal agent for the jail. The county pays invoices; approves purchasing; handles hiring paperwork, health insurance, payroll and retirement; and shares a server with the jail.

The jail also employs a number of administrative staff. There is a part-time finance director who prepares the budget, an inmate accounts clerk, a part-time clerk assigned to the compensation board, and a finance clerk who tracks billing and prepares materials for the County. Interviews and offers are managed by the human resources administrator and there are two IT staff employed by the jail. To illustrate the interconnectedness between the county and the jail, an employee stated that, "Right now our email is not working because their [email] is not working."

Augusta County charges the jail \$120,000 per year for its services. This amount, which is re-examined yearly, is comprised of the HR and finance costs needed to serve the jail. Middle River has several concerns and is re-thinking the relationship given the time it takes to complete tasks. For example, recently they purchased their own purchasing software and County is used only to pay invoices. Additional areas of concern include the HR and payroll systems that limit the timing of hiring and prevent easily adjusting payroll for overtime changes.

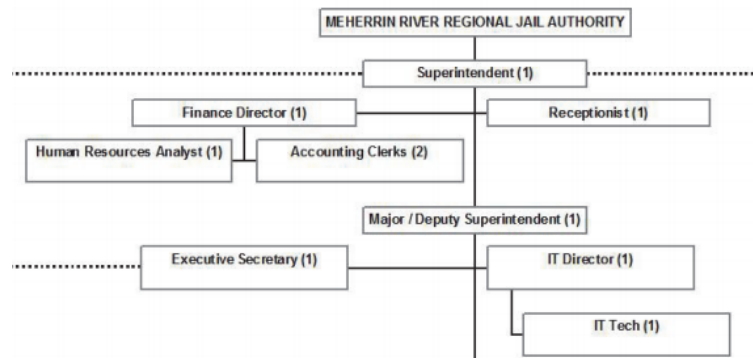
**Meherrin River Regional Jail** has two facilities with 747 beds. It represents the 39,000 residents of Brunswick, Dinwiddie, and Mecklenburg Counties. Meherrin performs all administrative functions in-house. The jail's structure includes a finance director; three account clerks whose work includes

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<sup>1</sup> The ADP is the sum of all inmates in jail each day for one year, divided by the number of days in the year.

procurement, budgeting, accounts payable and inmate accounts; one human resources staff who manages payroll, hiring, health insurance and retirement; an IT director and one IT clerk.

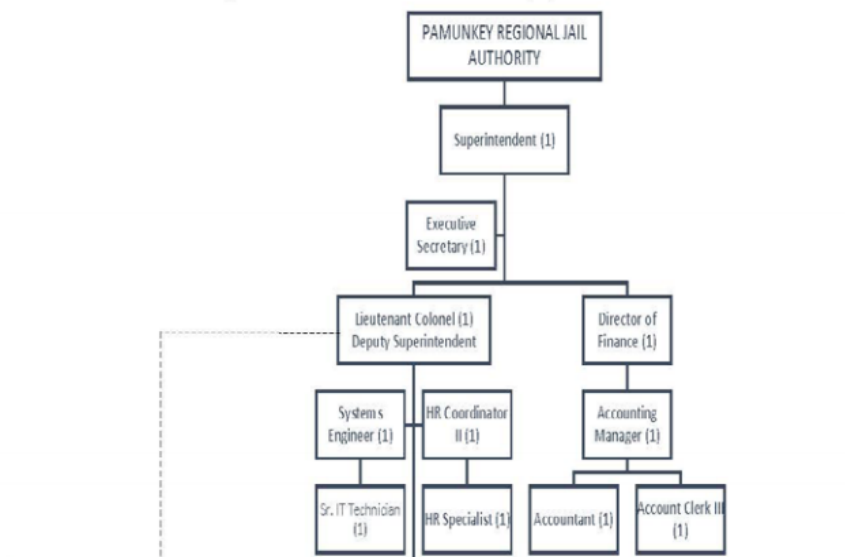
The organizational chart below does not reflect the account clerk dedicated to the jail's Mecklenburg campus.



**Pamunkey Regional Jail** has 519 beds and serves the 61,800 residents of Caroline and Hanover Counties and the City of Ashland. Hanover County is the fiscal agent for the jail and they provide purchasing, finance, personnel, payroll and data processing services (LAN and email). They have in-house staff as well: four finance personnel, two HR staff and two IT personnel.

Pamunkey Jail paid Hanover County \$444,000 this year for services. This amount is based on a cost allocation report performed yearly by the County and examined closely by the jail. A large portion covers IT costs and the figure seems to increase yearly. The jail has considered becoming its own fiscal agent, but the challenge of providing the best possible employee benefits and the departure of high-level IT staff who could have managed IT services prevented that. An accountant mentioned that the County's presence acts as a "security blanket," which is hard to give up.

Pamunkey Regional Jail  
Organizational Structure 1/16/2019 (A)



**Piedmont Regional Jail** has 630 beds and serves the 62,000 residents in Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward counties. Nottoway County is the fiscal agent for the jail and is paid \$1,200 per year for minimal services. The County oversees financial matters, signs checks and balances the accounts, but most of the work is done in-house. The in-house staff includes one payroll staff, one human resources administrator, one inmate accounts clerk, one accounts payable clerk and a part-time IT technician. The jail houses its own server.

## Summary Table of Comparative Jurisdictions

### Regional Jail Administrative Structure

Name of Authority	Albemarle Charlottesville Regional Jail	Central Virginia Regional Jail	Northwestern Regional Adult Detention Center	Middle River Regional Jail	Meherrin River Regional Jail	Pamunkey Regional Jail	Piedmont Regional Jail
In House or Fiscal Agent	Fiscal Agent: Albemarle County	In-House	Fiscal Agent: Frederick County	Fiscal Agent: Augusta County	In-House	Fiscal Agent: Hanover County	Fiscal Agent: Nottoway County
Jail Administrative Staff	7 Staff: 4 Finance; 1 HR; 2 IT	5+ Staff: 4 Finance; HR split among several people; 1 IT	7 Staff: 4 Finance; 1 HR; 2 IT	6.5 Staff: 3.5 Finance; 1 HR; 2 IT	7 Staff: 4 Finance; 1 HR; 2 IT	8 Staff: 4 Finance; 2 HR; 2 IT	4.5 Staff: 3 Finance; 1 HR; 0.5 IT
Fiscal Agent's Services	Health insurance, Payroll/Retirement, Purchasing, Depreciation/Fixed Assets, Financial System	N/A	Health Insurance, Payroll/Retirement; will consult on IT issues	Health Insurance, retirement, pays bills, some IT	N/A	Purchasing, Finance, Personnel, and Data Processing	Financial Oversight, Pays Bills
Number of Beds	620 beds	442 total rated capacity	894 beds	899 ADP on 1/13 796 beds	747 (2 campuses)	519	630
Population Served	171,000	57,600	200,600	250,000	39,000	61,800	62,000
Yearly payment to fiscal agent	\$171,702 (includes Audit cost)	N/A	The jail is a department of Frederick County, so they do not pay a fee.	\$120,000	N/A	\$444,000 (based on cost allocation plan)	\$1,200
Yearly payment to fiscal agent per bed	\$278.55	N/A	\$0.00	\$151.00	N/A	\$856.00	\$1.90

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<sup>i</sup> According to the Code of Virginia, § 53.1-109.1. Handling of funds for regional jail or jail farm; county or city treasurer or director of finance as fiscal agent.

Any regional jail or jail farm constituted pursuant to the provisions of this article may appoint as its fiscal agent the treasurer of a county or city which is a member of the board of the jail or jail farm, or in a member jurisdiction where there is no treasurer, the director of finance. No treasurer or director of finance shall be appointed fiscal agent without their concurrence. In the event such treasurer or director of finance is appointed, all disbursements on behalf of the jail or jail farm shall be by warrant signed by the chairman of the board of the jail or jail farm or his designee and countersigned by such treasurer or director of finance as fiscal agent. For his services as fiscal agent, a treasurer or director of finance thus appointed may be paid such salary supplement and reimbursed such expenses as may be agreed upon by the board of the jail or jail farm and the treasurer or director of finance. Such salary supplement and expenses shall be borne exclusively by the regional jail or jail farm and not by the Compensation Board.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Hazardous Duty Pay	<b><u>AGENDA DATE:</u></b> November 14, 2020	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> Yes	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent 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:**

At the September 10, 2020 board meeting, Hazardous Duty pay was extended through December 31, 2020 at the rate of one dollar per hour per employee for every hour worked in the facility or directly with inmates outside of the facility. Employees out on paid time off, administrative leave or who work from home do not earn hazardous duty pay.

The current monthly average is \$19,000 per month and is expected to cost \$120,000 from July 1 – December 31, 2020. At this time I do not anticipate seeking an extension to the hazardous duty pay after December 31.

**RECOMMENDATION:**

Information only.

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> COVID-19 Update	<b><u>AGENDA DATE:</u></b> November 12, 2020	<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 Thedra Nichols, FNP, Director of Medical Health Services	<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:**

There have been no new positive COVID-19 cases for staff or inmates since the last jail board meeting.

Since the September 10, 2020 meeting, in cooperation with the Thomas Jefferson Area Health, District, TJAHD, Lab Corp and the University of Virginia Health System, UVa, this facility has updated its COVID-19 testing procedures and protocols.

Previously and in accordance with both the Centers for Disease Control, CDC and the TJAHD, the facility would screen all new book-ins for COVID-19, quarantine by cohort for a minimum of 14 days, monitor for symptoms and test and isolate only symptomatic individuals.

Our new enhanced procedures exceed both the CDC and TJAHD COVID-19 testing strategies. All new inmates are screened for COVID symptoms or exposure upon arrival. Symptomatic or exposed individuals are isolated and tested immediately. All asymptomatic inmates are quarantined for a minimum of 14 days with no more than one other person. During this time they are monitored for symptoms. At the end of the 14 day quarantine they are tested prior to being rehoused to general population. This procedure allows the virus, if present, to incubate so it can be properly tested. If testing occurred at arrival it is likely a significant portion of those tested would be false negatives since the virus had not yet matured enough to register on a test.

Since the September board meeting we have conducted 105 COVID-19 tests.

**RECOMMENDATION:**  
**Information only**