



# 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

August 12, 2021 (12:00 – 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 July 8, 2021 ACRJA Board Bi-Monthly Business Meeting
- 2) Draft Summary Minutes July 22, 2021 Work Session

Action Item

Action Item

##### Informational

- 1) Administrative Reports
  - a) Personnel Report – July 2021
  - b) Out of Compliance Report - June 2021
  - c) Census Report –June 2021
  - d) Work Force Report / VDOT Report / Litter Control Report –March/April 2021
  - e) Special Management Report – July 2021
  - f) Home Electronic Incarceration Report – thru July 2021

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

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

#### **V. Matters from ACRJA Board Members**

#### **VI. Matters from the Business Manager – Jeff Brill**

- 1) FY 2021 Financials – Unaudited

Informational Item

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

- 1) Community Engagement Update
- 2) Staffing Concerns

Informational Item

Informational Item

#### **VIII. New Business –**

#### **IX. Closed Session**

- 1) Personnel Matter

Action Item

#### **X. Adjourn to September 9, 2021 – 12:00 pm – 2:00 pm**

Action Item

#### Authority Board

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

Sheriff James E. Brown, III (Charlottesville)  
Vacant (Charlottesville)  
Mayor Nikuyah Walker (Charlottesville)  
Ashley Reynolds Marshall (Charlottesville)

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

Bi Monthly Board July 8, 2021

## **DRAFT**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting July 8, 2021**

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

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Mr. Doug Walker  
Mr. "Chip" Boyles  
Mr. Steve Carter  
Sheriff James Brown  
Sheriff Chan Bryant  
Sheriff David Hill

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

Mayor Nikuyah Walker

#### **Others Present:**

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

The meeting was called to order at 12:01 pm by Chairperson Diantha McKeel.

Ms. McKeel asked for a motion to adopt the meeting agenda.

Mr. Boyles made a motion to adopt the agenda. Sheriff Bryant seconded the motion. The motion carried.

Mr. Hefty stated that the meeting was being held via the Zoom platform due to the ongoing COVID-19 pandemic and under the authorization of Albemarle County continued state of emergency and ongoing continuity of government coordinates that is still in effect which is where the jail is physically located.

Mrs. McKeel announced all members present:

## Bi Monthly Board July 8, 2021

Mr. Steve Carter – Nelson County Executive

Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.

Mr. Chip Boyles –Charlottesville City Manager

Mr. Jay James – Joint Citizen Representative

Sheriff Chan Bryant – Albemarle County Sheriff

Ms. Diantha McKeel – Albemarle County Board of Supervisors

Sheriff James Brown – City of Charlottesville Sheriff

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

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

There were no matters from the public.

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

Mr. Hefty gave a brief overview of the next steps regarding the renovation. Mr. Hefty stated that Mr. Bell and Moseley did a good job outlining the next steps and the projection timeline. Mr. Hefty stated that he would only add that we have to complete the planning study and determine exactly what we want to include or what we do not want to include in order to submit to the board of local and regional jails and ultimately give to the general assembly to approve a 25% reimbursement. We must issue an RFP and select an architect to actually design it once we've determined what the scope of work is. We must complete the design. Issue an invitation for bids to get a contractor to construct it. We will also need to go back to the member jurisdictions for formal approval from each of the two counties and the city before we can issue bonds and approve the construction contract. That is a requirement of the service agreement. All member jurisdictions have to be on board. Mr. Hefty advised that member approvals are the only thing he was adding.

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

There were no matters from ACRJA Board Member

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

Mr. referenced the year to date financial through the month of May. He advised that there is a positive variance of approximately \$200,000. By the end of the year, it may be approximately \$138,000 after invoices for June have been processed.

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

**Fiscal Agency Decoupling:** On January 14<sup>th</sup> the board approved the jail to begin decoupling its fiscal agency services from the county with a go live date of July 1, 2021. We are probably 95% of the way there, the things that we have not quite completed yet aren't necessary to be done on July 1<sup>st</sup>. Everything that needed to be done by July 1<sup>st</sup> has been done. We have successfully rolled over procurement, payroll, and the financial management system. Funds have been transferred from the county to our bank account. Everything is on track. Colonel Kumer thanked his staff and the consultant, Ann Shawver for all of their hard work.

**Video visitation:** Colonel Kumer advised that the system is now up and running. All tablets have been distributed to inmates. They have begun using video visitation availability. They are also using some of the other programs that are available such as job searches, job readiness, books, games, music etc. The tablets also allow paperless communication with staff, so we don't have request forms and grievances lying around. They can do everything on their tablets. It is a much more efficient process. We are having some issues with the software. We anticipated that with the rollout of a huge project like this. There will be things that pop up, but as they do, Mrs. Murray-Key who has become the project manager, will handle them. Mrs. Murray-Key works closely with the company to resolve the issues.

**Moseley Architects:** Colonel Kumer introduced Tony Bell and Chris Roman of Moseley Architects. Colonel Kumer advised that we do have a contract and it is located in the board packet. The final cost for the planning study, needs assessment and stakeholder outreach sessions came in at \$185,000.

Mr. Bell went over the contract (located in the July Board Packet). Part 1 is the needs assessment. That is the jail inmate forecast, the population forecast, and the total of that is \$70,000. Part 2 is the community engagement portion which includes meeting with the community at different venues, doing online surveys and website webinars. The frequency and dates have not been determined yet. Part 3 is the planning study which may be in 2 parts. There may be an additional desire to move forward a project which satisfies the immediate needs of the jail. This would entail fixing some of the deficiencies that the jail staff has identified. Then there may be a longer range second phase which may add additional beds if it is determined that it is needed. That has not been determined and if the authority says "we want a zero increase study" that is a possibility as well. The only project that we are doing short term or long term is improvements to the existing jail, i.e., no increase in rated capacity. It would only be program space. It is only right sizing and specific, purpose-built space in the facility. That will all be outlined in the part 3 planning study and the cost of that is \$90,000. The total cost for all services is \$185,000. Mr. Bell further explained that the needs assessment identifies the bed forecasted need. We will take into consideration the anticipated growth for the city and 2 counties, looking at crime rates and other factors in the community including the DOC's responsibility and how they are taking inmates back and how that is going to impact your local jail's population. Criminal justice reform has just been instituted in the Commonwealth of Virginia and we don't have a history or track record to determine exactly what impact that is going to have. Together, we are going to have to make some educated guesses that incarceration rates will be lowered by 1%, 5%, 10%, or it is going to basically

## Bi Monthly Board July 8, 2021

mitigate any growth at all. We are going to have to say that the population is going to stay dead level and do rehabilitation programs through alternatives to incarceration. The DOC will want to see that in writing before they put dollars behind any project. As previously discussed, if you're seeing a tremendous anticipated growth over the next 15 years, they don't want to spend incremental increases or only renovation cost initially. You would then have to come back in a year ready for another project. They want to invest their dollars and the jail authority wants to invest these dollars wisely as we move forward. If there is an anticipated increase, we need to represent how we are going to meet that in the planning study. Mr. Carter asked if the planning study will encompass the outcomes of the needs assessment. Mr. Bell answered yes. Ms. McKeel asked when Moseley would be coming back to the board and what the next steps would be regarding community engagement. Mr. Bell advised that they would be working with The Miles Agency out of Virginia Beach, Virginia. Delceno Miles is their president. We have already contacted her and she is on board. She has contacts in the area that she will utilize as we move forward. Mrs. Van Clief expressed concerns about cost and bringing in an outsider to feel the pulse of our community. She stated that board members know what the major concerns of the community are. She would suggest that we have a public hearing. This is an engaged community and they are well-versed in knowing how to communicate. That would keep costs down and let us hear directly from the members. Mrs. Van Clief stated that going to Mr. Goodloe and other organizations that have done so much work would be a great course. Mrs. Van Clief agreed with a speaker from a previous meeting that our money could be better spent on the actual project. She stated that we can get that community engagement by having a public hearing. Ms. McKeel advised Mrs. Van Clief that she believes we can accomplish both. Ms. McKeel asked Mr. Bell how quickly he could back to the board with a plan regarding community engagement. Mr. Bell advised that he could have something to the board in 2 weeks. Ms. McKeel asked Mr. Bell to have a draft Community Engagement Plan to Mrs. Anderson in 1 week and the board would come back together in 2 weeks to discuss the Community Engagement Plan. Ms. McKeel advised the board that if anyone had any questions or concerns after reading through the draft, they could send those to Colonel Kumer or Mrs. Anderson to forward to Moseley Architects. Ms. McKeel advised the board that they should come back together on July 22, 2021 at 12:30 pm for a work session surrounding the Community Engagement Plan. Mr. Hefty asked the board to have a motion to authorize the Superintendent to execute the contract as presented if that is the will of the board. Mr. Walker made a motion to authorize the Superintendent to execute the contract. Sheriff Hill seconded the motion.

Roll call was as follows:

Mr. Carter -	yes
Sheriff Hill -	yes
Mrs. Van Clief -	yes
Mr. Walker -	yes
Mr. James -	yes
Sheriff Bryant -	yes
Sheriff Brown -	yes
Ms. McKeel -	yes

The motion carried.

## Bi Monthly Board July 8, 2021

Ms. McKeel advised the board that there is a lot of work to be done in the coming months and there is a need to meet more often. Ms. McKeel suggested that the board move to monthly meetings. Mrs. Van Clief made a motion to meet monthly from 12:00 pm – 2:00 pm beginning on August 12, 2021. Mr. James seconded the motion. The motion carried.

**Departmental Reports** - Colonel Kumer advised the board that in previous years, we would have specific departments come before the board and introduce the staff in those departments and explain what they do internally. The board would give suggestions on which departments they wanted to hear from. We will again have departmental reports in the monthly board meetings.

### **Closed Session:**

Mr. Hefty asked for a motion to go into closed session pursuant to 2.2 3711A1 of the code of Virginia for discussion of a personnel matter involving the performance of the Superintendent. Mr. Walker made the motion. Sheriff Hill seconded the motion.

Roll call was as follows:

Mr. Carter -	yes
Sheriff Hill -	yes
Mrs. Van Clief -	yes
Mr. Walker -	yes
Mr. James -	yes
Sheriff Bryant -	yes
Sheriff Brown -	yes
Mrs. McKeel -	yes

The meeting went into closed session.

Mr. Hefty asked for certification to reconvene in open session and that only the matter identified in the motion to convene in closed session and lawfully permitted to be discussed under the Freedom of Information Act were discussed or considered.

Certification was as follows:

Mr. Carter -	yes
Sheriff Hill -	yes
Mrs. Van Clief -	yes
Mr. Walker -	yes
Mr. James -	yes
Sheriff Bryant -	yes
Sheriff Brown -	yes
Ms. McKeel -	yes

## Bi Monthly Board July 8, 2021

Ms. McKeel adjourned the meeting to the July 22, 2021 work session scheduled to begin at 12:30 pm.

The meeting was adjourned at 1:39 pm

**DRAFT**

Work Session July 22, 2021

## **DRAFT**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Work Session July 22, 2021**

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

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Mr. Doug Walker  
Ms. Candice McGarry – proxy for Steve Carter  
Sheriff James Brown  
Sheriff Chan Bryant  
Sheriff David Hill  
Mr. “Chip” Boyles

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

Mayor Nikuyah Walker

#### **Others Present:**

Colonel Martin Kumer  
Mrs. Marce Anderson  
Mr. Jeff Brill  
Ms. Danielle Powell

The meeting was called to order at 12:32 pm by Chairperson Diantha McKeel.

Ms. Powell stated that the meeting was being held via the Zoom platform due to the ongoing COVID-19 pandemic and under the authorization of Albemarle County continued state of emergency and ongoing continuity of government ordinance.

Mrs. McKeel announced all members present:

Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.  
Mr. Chip Boyles – Charlottesville City Manager  
Mr. Doug Walker – Deputy County Executive, Albemarle County  
Mr. Jay James – Joint Citizen Representative  
Sheriff Chan Bryant – Albemarle County Sheriff  
Ms. Diantha McKeel – Albemarle County Board of Supervisors  
Ms. McGarry – proxy for Steve Carter, Nelson County



## Work Session July 22, 2021

Ms. McKeel asked for a motion to adopt the agenda. Sheriff Hill made a motion to adopt the agenda as presented. Sheriff Bryant seconded the motion. The motion carried.

### **Community Engagement Plan:**

Colonel Kumer reminded the board that at the last meeting Moseley Architects were asked to come back and present a community engagement plan. They have submitted a plan which is located in the board packet. Mr. Bell is present today to answer any questions you may have regarding the plan submitted.

Mr. Bell began to go through the Community Engagement Plan submitted for the boards review (Located in the work session packet which can be found at ACRJ.org). Mr. James suggested that 1 of the in person session could be held at the county office building. Mr. Walker advised that the county office building is not open for public meetings. Mr. Walker stated that the schedule presented is very aggressive which he appreciates because of the urgency with which the study needs to be done in order to stay on time. We need to get these dates and processes nailed down. Mr. Walker further explained that 60 minutes has been scheduled on the Board of Supervisors' agenda for the October 20<sup>th</sup> meeting for a full update regarding the project. Ms. McKeel stated that Colonel Kumer should be the point person for communication with the media. There was much discussion regarding what venue would be used for the public meetings. All meetings would be in person and available via Zoom. It was decided that the first 2 meetings would be primarily listening to the public and what they would like to see in a renovation. The third meeting would wrap up what was heard from the public and presentation of a plan. Mr. Bell advised that the only discussion that would come from Moseley and the consultant would be giving a brief history of the jail and how the jail works. We would explain that the jail does not arrest people and put them in jail. That is not how the jail works and some people may think that. A second issue would be the age of the jail and what has been done since its original construction. The third component would be what the staff feel are the greatest needs of the jail. Colonel Kumer suggested that the jail host the meetings in the muster room. It would give individuals an opportunity to see the jail for themselves. Colonel Kumer also suggested offering tours to the public prior to the Community Engagement meetings. The board decided that there would need to be stakeholder meetings with several groups within the community outside of the public such as Commonwealth's attorneys, African American Pastors Council, Legal Aid Justice Center, etc. Colonel Kumer advised that he would take the lead on comprising that list and getting it to Moseley. Ms. McKeel opened the meeting up to any additional thoughts, concerns or suggestions anyone on the board may have. There were none. Ms. McKeel opened the meeting up for public comment.

**Matters from the Public:**

**Melissa Gilrain** – Ms. Gilrain expressed that the decision to have the meeting at the jail would drastically reduce the number of people from the public that would want to participate. She stated that she would like to see another meeting that is not held at the jail. Ms. Gilrain would also like the first meeting to be more transparent with what the process has already been. It would be good to say what the proposed changes already are. I think people should be given an opportunity to see what the proposed changes are and be informed with the decisions and the comments that they are making. Ms. Gilrain stated that she did not appreciate Mr. Bell's condescending and presumptuous attitude about how people see the jail and the assumption that he thinks that people in the community think that the jail is going out and arresting people.

**Elizabeth Stark** – Ms. Stark is concerned about the jail as a location for the meetings. Ms. Stark stated how hard it is to get to the jail and that it is an intimidating space. Ms. Stark further stated that the jail is not on the bus line and if you do not have a car, it is inaccessible. If the goal is to truly get community input, I think you need a location that is accessible to county and city residents and that is not the jail. Further, we know from a year of zoom meetings that people in rural communities and low wealth communities often have spotty internet access. It seems the board really does want to get meaningful community input rather than just go through the motions of seeming like they want to get community input. We need an in-person option that is centrally located and accessible to people who don't have cars and live within our communities.

Colonel Kumer advised that one of his key suggestions/proposals with regard to the renovation is making the jail a more accessible space for the public, less intimidating, etc. The public needs to come here to give honest feedback. It's hard to make decision about how this jail is going to be designed if you've never seen it or you have never been here. With regard to the comment about Tony's statement about people that don't think the jail is out there arresting people. I had an email just the other day that someone thought that my staff taking some off from electronic incarceration was police officers who are arresting them. They were not. They were jail staff. There are community members who think that we are a sheriff run jail and deputies here are the ones doing law enforcement in the community. That is also not correct. There are a lot of misconceptions in the community. Ms. McKeel stated that there can be some transportation issues no matter where you go.

Ms. McKeel adjourned the meeting to August 12, 2021 at 12:00 pm.

The meeting was adjourned at 2:02 pm

**DRAFT**

## **CONSENT/AGENDA**

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

April Rehberg	Medical Office Assistant/Scheduler 08/09/2021
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## ACRJ Vacancy Report

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Approved # of Positions		Vacancies
Security	95	24
LPN-Medical	14	2
Food Service	6	1

**27 total vacancies**

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

	8/7/2021	6/28/2021	5/3/2021	3/2/2021
Total number of inmates the jail received a \$8.00 bonus payment	130	139	127	109
The number of inmates who have been released or transferred	47	44	33	28
The number of inmates participating in jail sponsored programs*	1	3	3	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	82	92	91	77
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	<b>21.07</b>	<b>22.88</b>	<b>21.92</b>	<b>19.05</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 22.88% of the jail's population (389) as of 9:34 am on Sat. August 7, 2021

(2) This number represents 22.88% of the jail's population (402) as of 10:36 am on Mon. June 28, 2021

(3) This number represents 21.92% of the jail's population (415) as of 1:53 pm on Mon. May 3, 2021

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

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.

ACRJ Census Comparison  
FY 20 vs FY 21

2019/2020	COA	City	Nelson	Federal	Other	Total	Daily Avg.
July 2019	6,900	4,554	2,158	183	285	14,080	454
August	7,411	4,935	2,329	155	512	15,342	495
September	6,804	4,653	2,413	146	498	14,514	484
October	6,502	4,659	2,450	188	542	14,341	463
November	5,907	4,528	2,354	218	486	13,493	450
December	5,979	4,446	2,484	246	485	13,640	440
January-20	6,194	4,380	2,471	277	461	13,783	445
February	5,578	3,897	2,291	262	568	12,596	450
March	5,292	4,046	2,298	271	631	12,538	404
April	4,606	3,638	1,925	298	550	11,017	367
May	4,702	3,987	2,061	311	550	11,611	375
June 2020	4,444	3,786	1,981	352	576	11,139	371
Total FY 19/20	70,319	51,509	27,215	2,907	6,144	158,094	432
ADP	192	141	74	8	17	432	
Percent	44.48%	32.58%	17.21%	1.84%	3.89%	100.00%	
Local Share	47.18%	34.56%	18.26%	N/A	N/A	100.00%	

days

366

2020/2021	COA	City	Nelson	Federal	Other	Total	Daily Avg.
July 2020	4,593	3,847	1,983	426	592	11,441	369
August	4,948	3,793	1,958	423	588	11,710	378
September	4,901	3,849	1,927	386	506	11,569	386
October	5,352	4,188	2,033	358	561	12,492	403
November	5,218	4,003	1,836	281	595	11,933	398
December	5,263	4,137	2,065	337	583	12,385	400
January-21	5,280	4,476	1,972	389	696	12,813	413
February	4,479	4,155	1,750	375	475	11,234	401
March	5,250	4,976	1,749	335	554	12,864	415
April	5,222	4,730	1,502	324	448	12,226	408
May	5,028	5,012	1,669	380	459	12,548	405
June 2020	4,602	4,889	1,591	350	502	11,934	398
Total FY 20/21	60,136	52,055	22,035	4,364	6,559	145,149	398
ADP	165	143	60	12	18	397	
Percent	41.43%	35.86%	15.18%	3.01%	4.52%	100.00%	
Local Share	40.46%	35.02%	14.82%	N/A	N/A	90.31%	

## **Special Management Housing**

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

- 33 inmates were assigned to Administrative Segregation
- 1 inmate was assigned to General Detention
- 45 inmates were assigned to Medical Segregation
- 23 inmates were assigned to Pre-Hearing or Disciplinary Detention

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> HEI Update – June 2021	<b><u>AGENDA DATE:</u></b> August 12, 2021	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b>	
<b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Sgt. Cindy Jo Gibbons	<b><u>ACTION:</u></b> no	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b>	
	<b><u>ACTION:</u></b> yes	<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: 413  
Five 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 damage was nolle pross.
  - 1 possession of firearm, marijuana PWI sell- pending.
  - 1 domestic assault 3<sup>rd</sup> offence.

### HEI Participants by Court:

1. Albemarle County Circuit -89
2. Charlottesville City Circuit-76
3. Nelson County Circuit-19
4. Nelson General District-1
5. Albemarle General District-73
6. Charlottesville General District-40
7. Albemarle Juvenile and Domestic Relations-8
8. Charlottesville Juvenile and Domestic Relations-12
9. Department of Corrections-4
10. Combined courts= 21 (ACC/CCC- CCC/CGD- ACC/AGD- ACC/AMHERST CCC)

Total: 432

### Other City / County

1. Waynesboro – 2
  2. Staunton City – 1
  3. Cumberland – 1
  4. Fluvanna – 5
  5. Orange – 2
  6. Buckingham – 5
  7. Greene – 8
  8. Nelson – 3
  9. Louisa – 6
  10. Sussex -1
  11. Miscellaneous (Hospital etc.): 36
- Total: 70



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

<p><b><u>AGENDA TITLE:</u></b> June 30, 2021 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> August 12, 2021</p> <p><b><u>FORMAL AGENDA:</u></b>  <b><u>ACTION:</u></b>      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b>  <b><u>ACTION:</u></b> Yes      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b>    Yes</p>
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Compensation and benefits is estimate to come in under budget (\$764,759) due to:

- Wages is estimated to come in under budget (\$625,767) due to the number of vacancies
- Taxes and VRS is estimated to come in under (\$57,836 and \$114,970) respectively due to vacancies.
- Overtime Wages is estimated to come in under (\$111,600). Although the jail experienced a severe staff shortage in FY 21, staff were pulled from all non-security departments to fill in where needed thereby reducing the need for over-time. However, once the pandemic is over and operations return to normal those individuals will also return to their normal duties in support roles.
- Hazardous pay came in over budget \$128,379.

Operating expense is estimated to come in under budget (\$316,369):

- Health Services is estimated to come in over budget \$50,151 due to extensive Covid testing.
- Water and sewer is estimated to come in under (\$17,798) due to population decrease.
- Electric is estimated to come in under budget (\$15,717)
- Gas/propane came in over budget \$4,680
- Work release insurance deductible was unbudgeted and came in over \$7,501
- Travel and Education is estimated to come in under budget (\$54,506) due to covid and non-travel. Programmig was eliminated during the pandemic.
- Food supplies is estimated to come in under (\$249,020) due to population decrease.
- Materials and supplies covid was unbudgeted and came in at \$40,237.
- Pharmaceutical came in over \$46,594 primarily due to an increase in mental health patients.

Capital expense is estimated to come in over budget \$37,062 due to new water heater and Great Plains accounting software purchase.

Fiscal Agency Transition the entire cost of the transition was absorbed in the current FY-21 budget with no additional cost to the localities. This includes software and hardware updates as well as staffing and consultants.

Total expenditures are estimated to come in under budget (\$1,044,066).

Operating income is estimated to come in under budget (\$565,790).

- Interest income is estimated to come in under (\$84,000) because of the decrease in interest rates.
- Other jurisdiction is estimated to come in under (\$42,480) due to decrease in Rockbridge housing of prisoners.
- Federal Prisoners came in over \$76,109.
- Telephone revenue came in over \$80,964 due to contract negotiations increase.
- Women's program/Litter Crew came in under budget (\$16,411) due to covid.
- Work release came in under budget (\$40,000) due to covid.
- VDOT came in under (\$198,923) due to covid.
- Region Ten came in be under (\$25,000) because contract was discontinued for budgetary reasons.
- Weekenders and work force is estimated to come in under budget (\$10,000) due to Covid and discontinue of service.
- Covid Hazardous Duty Pay is over \$128,142 and is a unbudgeted revenue due to locality reimbursements.
- Comp Board salaries came in under budget (\$250,272). The initial Comp Board estimate was officially reduced by \$100,000 due to lower than anticipated state revenue. However, the original estimate was maintained in the budget. The remaining shortfall is due to the jail being unable to fully capture vacancy savings due to our large amount of vacancies.
- Comp Board Per Diem is estimated to come in under (\$250,272) due to population decrease.
- DCJS is unbudgeted and a grant received for Covid supplies in the amount of \$50,000.
- SCAAP revenue will come in under \$30,000. Funds will be received in next year.

Net Income is estimated to come in \$478,276 over budget.

Financials are unaudited at this time and subject to change.

**.Recommendations:** The Jail will request to keep \$180,000 to pay for the Planning/Needs/Engagement study

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
June 30, 2021**

	G	H	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	JUNE	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	632,837	624,718	624,879	7,809,747	92.58%	7,809,747	(625,767)
6	Overtime wages	175,000	9,760	4,694	4,046	63,400	36.23%	63,400	(111,600)
8	Overtime - Reimbursable	30,000	878	0	0	52,539	175.13%	52,539	22,539
9	Part-time wages	248,534	29,953	22,303	27,021	232,696	93.63%	232,696	(15,838)
10	PT/wages - board member	2,100	0	0	900	1,700	80.95%	1,700	(400)
11	Shift Differential	52,000	3,731	3,973	4,004	47,592	91.52%	47,592	(4,408)
12	Hazardous pay		0	0	0	128,379	#DIV/0!	128,379	128,379
13	Accrued annual leave		0	0	0	-	#DIV/0!	0	0
14	FICA	684,151	50,501	48,818	49,256	626,315	91.55%	626,315	(57,836)
15	VRS @ 11.51%	970,928	69,555	69,556	68,196	855,958	88.16%	855,958	(114,970)
16	VLDP- disability		560	526	528	6,617	#DIV/0!	6,617	6,617
17	Life Part Time		0	0	0	-	#DIV/0!	0	0
18	VRS Hybrid	17,000	1,992	1,929	1,930	24,216	142.45%	24,216	7,216
19	Health insurance 8,280	1,225,000	103,426	102,572	100,071	1,253,855	102.36%	1,253,855	28,855
20	Dental insurance \$250	38,640	2,580	2,599	2,540	31,980	82.76%	31,980	(6,660)
21	HSA contribution	20,000	1,656	1,656	1,472	23,736	118.68%	23,736	3,736
22	VRS group life 1.31%	113,036	8,330	8,329	8,172	102,492	90.67%	102,492	(10,544)
23	Group life - part-time	3,600	0	0	0	-	0.00%	0	(3,600)
24	Line of Duty	40,000				38,294	95.74%	38,294	(1,706)
25	Unemployment insurance	5,000	30	0	0	2,165	43.30%	2,165	(2,835)
26	Workers' compensation	110,000	0	0	0	104,063	94.60%	104,063	(5,937)
27	Other Benefits	0	0	0	0	-		0	0
28	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,170,503</b>	<b>915,789</b>	<b>891,673</b>	<b>893,015</b>	<b>11,405,744</b>	<b>93.72%</b>	<b>\$11,405,744</b>	<b>(\$764,759)</b>
29			915,789	891,768	893,110	11,405,934			
30	<b>Total Combined Operating Expenditures:</b>								
31	Professional Services	7,450	436	16,918	8,805	31,639	424.68%	31,639	24,189
32	Contract services other	50,000	0	15,397	3,849	35,936	71.87%	35,936	(14,064)
33	Health services	486,500	57,975	19,714	11,319	536,651	110.31%	536,651	50,151
34	Laboratory Services		0	0	0	-		0	0
35	X - Rays		0	0	0	-		0	0
36	Off-Site Medical Treatment		0	0	0	-		0	0
37	Prof services - legal	35,000	3,475	3,700	6,500	40,775	116.50%	40,775	5,775
38	Engineering - Timmons		0	0	0	-	#DIV/0!	0	0
39	Contract Services Covid					-	#DIV/0!	0	0
40	Prof services - audit	15,000	0	0	13,802	13,802	92.01%	13,802	(1,198)
41	Temporary Help		0	0	0	-	#DIV/0!	0	0
42	Justice reinvestment		0	0	0	-	#DIV/0!	0	0
43	R&M - office		0	0	0	-	#DIV/0!	0	0
44	R&M - buildings	63,702	8,193	2,003	9,526	58,904	92.47%	58,904	(4,798)
45	R&M - vehicles	3,000	0	4,280	0	9,239	307.97%	9,239	6,239
46	Maint contract - equip	74,080	4,888	2,443	4,959	66,728	90.08%	66,728	(7,352)
47	County of Alb software lic	2,705	0	0	0	2,705	100.00%	2,705	0
48	Maint contract - buildings	28,000	1,010	324	0	7,929	28.32%	7,929	(20,071)
49	Printing & Binding	1,000	0	0	0	32	3.20%	32	(968)
50	Advertising	5,000	1,538	1,379	2,927	14,173	283.46%	14,173	9,173
51	Laundry & Dry Cleaning		0	0	0	-	#DIV/0!	0	0
52	Tuition assistance	1,000	300	300	0	2,002	200.20%	2,002	1,002
53	Employee physicals	8,000	419	627	0	3,860	48.25%	3,860	(4,140)
54	Other purchased services	4,000	0	187	0	1,744	43.60%	1,744	(2,256)
55	Contract - Disposal	28,000	843	845	1,250	11,526	41.16%	11,526	(16,474)
56	Contract - fiscal agent	159,640	0	39,910	0	159,640	100.00%	159,640	0
57	Data processing	89,622	6,624	5,963	801	81,949	91.44%	81,949	(7,673)
58	Electrical service	225,000	14,462	16,976	67,593	209,283	93.01%	209,283	(15,717)
59	Gas service	92,000	20,282	0	18,373	96,680	105.09%	96,680	4,680

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
June 30, 2021**

	G	H	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	JUNE	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
60	Water & sewer	350,000	25,445	29,177	53,728	332,202	94.91%	332,202	(17,798)
61	Postal services	4,830	532	211	773	9,362	193.83%	9,362	4,532
62	Telecommunications	47,160	2,423	2,491	4,566	34,777	73.74%	34,777	(12,383)
63	Fire insurance	49,000	0	0	0	57,394	117.13%	57,394	8,394
64	Work Release insurance					-	#DIV/0!	0	0
65	Insurance Deductible		0	0	7,501	7,501		7,501	7,501
66	Automotive insurance	6,500	0	0	0	6,603	101.58%	6,603	103
67	Lease Equipment	2,400	0	170	432	2,146	89.42%	2,146	(254)
68	Software Licensing		0	0	2,047	2,047	#DIV/0!	2,047	2,047
69	Travel Meals Covid					-	#DIV/0!	0	0
70	Travel - education	63,100	2,890	340	(644)	8,594	13.62%	8,594	(54,506)
71	Training - Academy	81,000	571	716	0	71,257	87.97%	71,257	(9,743)
72	Moving Expenses		0	0	0	-	#DIV/0!	0	0
73	Travel - subsistence	7,000	919	298	996	3,738	53.40%	3,738	(3,262)
74	Staff Support / Miscellaneous	550	780	0	0	780	141.82%	780	230
75	Sams Club vending wellness		0	0	0	-	#DIV/0!	0	0
76	Donations		0	0	0	-	#DIV/0!	0	0
77	Human Resource Exp	4,000	1,650	0	162	2,407	60.18%	2,407	(1,593)
78	Inclement Weather Expense	2,000	0	0	0	5,679	283.95%	5,679	3,679
79	Wellness Fund Sams Club	2,000	0	0	0	590	29.50%	590	(1,410)
80	Wellness Fund Expense	2,500	513	0	0	1,014	40.56%	1,014	(1,486)
81	Inmate Fund Expense	2,000	2,314	2,847	878	20,835	1041.75%	20,835	18,835
82	Dues & memberships	15,553	231	53	3,444	7,370	47.39%	7,370	(8,183)
83	Office supplies	52,511	1,119	1,927	7,485	23,969	45.65%	23,969	(28,542)
84	Food supplies	775,000	46,033	45,430	85,600	525,980	67.87%	525,980	(249,020)
85	ACRJ Employees	71,481	12,380	9,216	17,700	102,009	142.71%	102,009	30,528
86	BRDC food supplies	36,000	2,455	2,330	1,318	24,459	67.94%	24,459	(11,541)
87	SWVC	5,000	1,013	-	2,491	6,871	137.42%	6,871	1,871
88	Meals for meetings	4,000	149	188	219	4,271	106.78%	4,271	271
89	Medical Disposal					-	#DIV/0!	0	0
90	Pharmaceutical Drugs	475,000	58,119	641	165,351	521,594	109.81%	521,594	46,594
91	Laundry & janitorial supplies	63,400	7,077	17,361	327	79,502	125.40%	79,502	16,102
92	Kitchen & Maint. Cleaners	49,000	1,692	1,468	14,010	35,679	72.81%	35,679	(13,321)
93	Linen supplies	21,000	0	3,962	0	3,600	17.14%	3,600	(17,400)
94	Uniforms - inmate	26,000	5,566	(1,267)	556	24,777	95.30%	24,777	(1,223)
95	R&M supplies	58,803	10,872	5,023	4,998	56,799	96.59%	56,799	(2,004)
96	Vehicle Equipment			0	0	-	#DIV/0!	0	0
97	Vehicle & equip fuel & supplies	21,300	882	880	1,077	7,157	33.60%	7,157	(14,143)
98	Vehicle & equip supplies	14,000	1,191	83	468	5,558	39.70%	5,558	(8,442)
99	Security supplies	27,700	5,896	5,666	64	14,355	51.82%	14,355	(13,345)
100	Uniforms & apparel	53,000	1,742	974	5,786	37,757	71.24%	37,757	(15,243)
101	Materials and supplies covid		1,712	3,529		40,237	#DIV/0!	40,237	40,237
102	Books & subscriptions	1,200	185	0	537	866	72.17%	866	(334)
103	Inmate Education	16,525	0	0	0	282	1.71%	282	(16,243)
104	Other operating supplies	1,000	0	0	0	-	0.00%	0	(1,000)
105	Copy supplies	1,500	64	0	0	128	8.53%	128	(1,372)
106	Fund Balance ACRJ operating					-	#DIV/0!	0	0
107	<b>Subtotal Operating Exp.</b>	<b>\$3,791,712</b>	<b>\$316,860</b>	<b>\$264,680</b>	<b>\$531,574</b>	<b>3,475,343</b>	<b>91.66%</b>	<b>\$3,475,343</b>	<b>(\$316,369)</b>
108									
109	<b>Total Combined Operating Capital:</b>								
110	Machinery & equip		0	0	0	8,670	#DIV/0!	8,670	8,670
111	Machinery & Equipment Replacement -		48,966	-	19,100	78,861	#DIV/0!	78,861	78,861
112	Kitchen Equipment - Replacement	10,000	0	0	0	-	0.00%	0	(10,000)
113	Furniture & fixtures - new	5,000	0	(1,698)	808	5,068	101.36%	5,068	68
114	F&F - replacement		0	0	0	0	#DIV/0!	0	0
115	Communications equip		0	0	0	-	#DIV/0!	0	0

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
June 30, 2021**

	G	H	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	JUNE	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
116	Comm equip - replacement		0	0	0	-	#DIV/0!	0	0
117	Motor vehicles	110,000	0	0	0	-	0.00%	0	(110,000)
118	Parking Paving		0	0	0	-	#DIV/0!	0	0
119	ADP Equipment	26,400	0	0	0	1,916	7.26%	1,916	(24,484)
120	ADP Equipment - Rep	10,000	0	0	0	10,344	103.44%	10,344	344
121	Software Upgrade		31,600	51,184	0	82,784	#DIV/0!	82,784	82,784
122	Buidling Alt - Teal const				9,341	9,341	#DIV/0!	9,341	9,341
123	Lease Equipment		0	0	0	1,478	#DIV/0!	1,478	1,478
126	<b>Subtotal Operating Capital</b>	<b>\$161,400</b>	<b>80,566</b>	<b>49,486</b>	<b>\$29,249</b>	<b>198,462</b>	<b>122.96%</b>	<b>198,462</b>	<b>37,062</b>
127									
128	<b>Subtotal Expenditures</b>	<b>\$16,123,615</b>	<b>1,313,215</b>	<b>1,205,839</b>	<b>\$1,453,838</b>	<b>15,079,549</b>	<b>93.52%</b>	<b>15,079,549</b>	<b>(1,044,066)</b>

**Albemarle-Charlottesville Regional Jail  
Detailed Expenses and Revenues  
June 30, 2021**

	G	H	R	S	T	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	JUNE	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
129	<b>Operating Revenues:</b>								
130	Interest	100,000	(524)	532		16,000	16.00%	16,000	(84,000)
131	Sale surplus vehicles					-	#DIV/0!	0	0
132	Sale salvage					202	#DIV/0!	202	202
133	Cellular Tower Lease	75,000	2,645	2,645	2,644	52,685	70.25%	52,685	(22,315)
134	Regional Jail Service Fees					-	#DIV/0!	0	0
135	Covid Recovery					(0)	#DIV/0!	(0)	(0)
136	Other jurisdictions	120,000	5,670	10,045		71,785	59.82%	77,520	(42,480)
137	Charlottesville	4,044,048	337,004	337,004	337,004	4,044,048	100.00%	4,044,048	0
138	Albemarle	3,896,201	324,686	324,686	324,686	3,896,211	100.00%	3,896,211	10
139	Federal prisoners 50.63	140,000	18,541	10,987	18,651	197,730	141.24%	216,109	76,109
140	Nelson County	756,628	63,055	63,055	63,055	756,633	100.00%	756,633	5
141	Telephone system	420,000				500,964	119.28%	500,964	80,964
142	Dollar a day Inmate Charge					-	#DIV/0!	0	0
143	Misc. Inmate reimbursements					-	#DIV/0!	0	0
144	Workers' comp. reimb.					-	#DIV/0!	0	0
145	Work release insurance					-	#DIV/0!	0	0
146	Albemarle Cty Litter Crew	20,000	993	324		3,589	17.95%	3,589	(16,411)
147	Work release	40,000				-	0.00%	0	(40,000)
148	Vdot	200,000	876	201		1,077	0.54%	1,077	(198,923)
149	Electronic Monitoring-other	2,000				-	0.00%	0	(2,000)
150	Subscription Revenues	2,000				-	0.00%	0	(2,000)
151	Region Ten	25,000				-	0.00%	0	(25,000)
152	Miscellaneous -misc jail revenues	2,000	114	60	45	3,073	153.65%	3,073	1,073
153	Wkend & Work Force Reim-misc	10,000				-	0.00%	0	(10,000)
157	Wellness Fund Sams					-	#DIV/0!	0	0
158	Wellness Fund Other Rev	2,000				299	14.95%	299	(1,701)
159	Inmate Fund Revenue	10,000		2,430	1,727	19,071	190.71%	19,070	9,070
160	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000		9,000		52,379	77.03%	52,379	(15,621)
161	Covid Recovery					128,142	#DIV/0!	128,142	128,142
162	Insurance Recoveries					-	#DIV/0!	0	0
163	Medical Copayment-misc	10,000	1,573	1,978		12,244	122.44%	12,244	2,244
164	Training Fees Recovered-misc	5,000			321	5,719	114.38%	5,719	719
165	Canteen education reimb	80,000				92,420	115.53%	92,420	12,420
166	Comp Board - salaries	5,105,738	408,095	406,317	359,361	4,868,161	95.35%	4,868,161	(237,577)
167	Pharmaceutical reimb	20,000	4,159	21,910	15,633	68,352	341.76%	68,352	48,352
168	Comp Board - office State ATL Reductions					-	#DIV/0!	0	0
169	Jail Auto					-	#DIV/0!	0	0
170	State per diem	930,000	118,730	55,779	193,680	679,728	73.09%	679,728	(250,272)
173	DCJS Federal Grant - Stimulus Covid					50,000	#DIV/0!	50,000	50,000
174	SSA/SSI Recovery	10,000	1,200	1,600	1,400	13,200	132.00%	13,200	3,200
175	Justice Reinvestment					-	#DIV/0!		0
176							#DIV/0!		0
177	SCAPP Funds	30,000				-	0.00%	0	(30,000)
182	<b>Subtotal Operating Revenues</b>	<b>\$16,123,615</b>	<b>\$1,286,817</b>	<b>\$1,248,553</b>	<b>\$1,318,207</b>	<b>15,533,712</b>	<b>96.34%</b>	<b>15,557,825</b>	<b>(565,790)</b>
183									
184		<b>\$0</b>	<b>(26,398)</b>	<b>42,714</b>	<b>(135,631)</b>	<b>454,163</b>		<b>478,276</b>	<b>478,276</b>

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Planning and Needs Study Community Engagement	<b><u>AGENDA DATE:</u></b> August 12, 2021	<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	<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> <u>Martin Kumer,</u> <u>Superintendent</u>	

### **BACKGROUND:**

During the Board's Work Session on July 22, 2021, the Board approved Moseley Architects to contract with an entity that specializes in public engagement for public works projects.

Moseley Architects has selected The Miles Agency, Delceno C. Miles, President/CEO, Virginia Beach, Virginia. They specialize in creating and developing programs through advertising, public and community relations, and promotions that communicate specific messages to target groups in the market place.

### **Needs Study**

On Monday, August 2, we met with Chris Roman, Moseley Architects and Delceno Miles, The Miles Agency, to discuss the logistics for the Community Engagement sessions as part of the **Needs Study**. The Needs Study will help determine the renovation goals and objectives.

The sessions will be held on the following dates and times:

Stakeholder meetings – August 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> from 9 am - 3pm. These sessions are targeted towards community leaders/groups who are not affiliated with criminal justice agencies but have an interest in how the jail interacts with the community it serves. Possible suggestions from this group could be increased parking, enhanced public areas, increase ADA access, additional visitation stations, increased outdoor recreation, more program space etc. These meetings will be conducted by the Miles Agency in a one-on-one format at the Jail or a location convenient of stakeholder. The list of those being interviewed will be determined by recommendations from the Board and the Superintendent. These sessions are part of the Needs Study to determine design and renovation needs.

Public tours will be conducted beginning the week of August 9, through September 20. The tours are designed to give the community an opportunity to view the areas of the jail under consideration for renovation. The purpose is to then invoke and encourage informed feedback at the stakeholder

meetings.

Community Engagement – September 15<sup>th</sup> 6-7:30 pm, September 20<sup>th</sup> 6-7:30 pm, October 6<sup>th</sup> 6-7:30 pm in the Jail's Muster Room, the same room where Board Meetings are usually held.

The first two September sessions will be used to directly engage the community members with visual aids, architectural renderings etc, and interactive stations to allow the public to view recommendations and then rank them based on their opinion. These sessions will be conducted by Moseley Architects, The Miles Agency and Jail staff.

The final October 6<sup>th</sup> session will allow Moseley Architects an opportunity to show case the community's recommendations and suggestions from the in a visual format with architectural renderings.

### **Planning Study**

As part of the Planning Study, Moseley Architects will be interviewing local Criminal Justice organizations from all three jurisdictions to include but not limited to, sheriff's department, police departments, judges, commonwealth attorneys, defense attorneys, the Community Justice Planner, Region Ten, Offender Aid and Restoration and jail staff. These interviews are separate and distinct from the community engagement meetings. These interviews will be scheduled based on the agency's availability.

These interviews will be used to determine future beds space needs based on local crime data, alternatives to incarceration, etc. This is an integral part of the **Planning Study** and is required in order to seek state funding.

### **RECOMMENDATION:**



# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b>  Staffing Shortage  <b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>    <b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Felicia Morris, Director of Human Resources	<b><u>AGENDA DATE:</u></b>  August 12, 2021  <b><u>FORMAL AGENDA:</u></b> Yes    <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>
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### **BACKGROUND:**

The Jail has 161 authorized positions. There are currently has 27 total vacancies or a vacancy rate of 15%. Of the 95 authorized security positions, 24 are vacant. There are 2 vacancies out of the 14 nursing staff. Our food service department has 1 unfilled position out of 6. Included in the security openings are two Command Staff positions, Major of Security and the Deputy Superintendent. When the previous Major of Security retired their salary was used to offset the salary of our Mental Health Nurse Practitioner. We froze the Deputy Superintendent position who retired last spring. These two positions will not be filled until our security teams are full staffed.

In addition to vacancies, at all times, we have staff on FMLA, attending the academy for required training and vacations etc.

In order to maintain core operations, ALL staff have either assumed additional duties or been reassigned to work in food service or assigned to one of the four security teams. However, once programs, courts open and visitation resumes we will no longer be able to rely on those staff. By implementing this plan we have been able to keep overtime to one of its lowest rates in years and allowed staff to use vacation time. The intent is to maintain morale during this shortage.

This facility is in similar situations as all other criminal justice agencies, regionally, statewide and nationwide.

Reasons staff are leaving:

Retirement - During the pandemic we experienced several retirements with more scheduled in the near future. Staff who may have otherwise worked a few more years to increase their retirement chose to retire as soon as they were eligible. The pandemic was part of those decisions. The events over the last few years involving law enforcement and societies changing views towards these fields also played a role. I believe those two issues are also hampering our ability to recruit.

Higher pay- All employers are facing similar shortages. Therefore they have to offer competitive wages to our own. Staff are leaving for entirely different fields of work for higher pay and less

stress.

Poaching (one criminal justice agency recruits from another) - When law enforcement agencies need experienced well trained staff, they often recruit directly from jails by offering higher wages.

Seeking Employment with Law Enforcement Agencies- This is different than poaching, in that the employ is active looking for employment in the Law Enforcement field.

Pre-pandemic, we would receive on average 4-5 applications per month. Over the last 16 months we have received an average of less than one application per month for any position. All regional jails are experiencing similar if not greater shortages.

Reasons for lack of applications:

Enhanced Unemployment Benefits- In addition, the current unemployment benefits structure is also a concern. In Virginia, under the CARES ACT, a person who is unemployed may receive a maximum monthly benefit equal to almost \$2,800 or annually \$33,000. Our starting salaries for our vacant positions are \$31,058 for food service and \$36,795 for security. The enhanced benefit is scheduled to expire on September 6, 2021. We hope this will encourage more individuals to apply.

Public Perception- Over the last few years the negative incidents involving law enforcement agencies have unfortunately impacted the way the criminal justice agencies as a whole are view by some in society. Fewer individuals, especially the current generation are not choosing these fields.

Number of Vacancies - We are competing with virtually every criminal justice agency for a handful of qualified applicants.

### **RECOMMENDATION:**

Some issues are out of our control, enhanced unemployment, nationwide vacancies and public perception. However, although we recently increased our starting officer salary, so did every other criminal justice agency with whom we directly compete for the same pool of applicants. Our salaries are now towards the bottom of our competitors. I am proposing a market study for all positions and a compression study to help retain and recruit staff. We will use vacancy savings to pay for the two studies.