



**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

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

Col. Martin Kumer, Superintendent (ext. 230)

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

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

**Board Business Meeting**

**July 8, 2021 (12:00 – 2 p.m.)**

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

AGENDA

(Action/Information)

**I. ACRJ Board Meeting – Call to Order**

Adopt Meeting Agenda

Action Item

**II. Consent Agenda**

For Approval:

- 1) Draft Summary Minutes May 13, 2021 ACRJA Board Bi-Monthly Business Meeting
- 2) Draft Summary Minutes June 17, 2021 Work Session
- 3) FY 21 Financials thru May 2021

Action Item  
Action Item  
Action Item

Informational

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

- 1) Renovation Future Steps / Timeline

Informational Item

**V. Matters from ACRJA Board Members**

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

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

- 1) Fiscal Agency Decoupling Update
- 2) Video Visitation System Update
- 3) Moseley Architects Update

Informational Item  
Informational Item  
Informational Item

**VIII. New Business –**

- 1) Monthly Meetings
- 2) Departmental Reports

**IX. Closed Session**

- 1) Superintendent’s Goals and Objectives

Action Item

**X. Adjournment**

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)  
(Charlottesville)  
Mayor Nikuyah Walker (Charlottesville)  
Chip Boyles (Charlottesville)

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

Bi Monthly Board May 13, 2021

**DRAFT**

**Summary Minutes of the  
Albemarle Charlottesville Regional Jail Authority Board Meeting  
May 13, 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 David Hill  
Mayor Nikuyah Walker  
Mrs. Kristin Clarens

**Jail Board Members Absent:**

Sheriff James Brown  
Sheriff Chan Bryant

**Others Present:**

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

The meeting was called to order at 12:31 pm by Chairperson Diantha McKeel.

Ms. Powell 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  
Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.  
Mrs. Kristin Clarens – Charlottesville Citizen Rep.  
Mr. Chip Boyles –Charlottesville City Manager  
Mr. Doug Walker – Deputy Albemarle County Executive  
Mr. Jay James – Joint Citizen Representative  
Mayor Nikuyah Walker – City of Charlottesville Mayor  
Ms. Diantha McKeel – Albemarle County Board of Supervisors

## Bi Monthly Board May 13, 2021

Sheriff David Hill – Nelson County Sheriff

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

Ms. McKeel asked for a motion to approve the minutes. Mr. James made a motion to approve the minutes. Mr. Carter seconded the motion. The motion carried.

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

**Melissa Gilrain** - I'm able to comment at this meeting today because I have a flexible work schedule and am currently working from home. However, many people in our community are unable to attend these meetings due to being at work, and this will become increasingly difficult as people return to the office as more of our community gets vaccinated. I'd like to ask this board to consider changing when these meetings are held in order to make them more accessible to the public. In addition, I would like to know if this board plans to move back to meeting in person, and how that decision will be made. If meetings do go back to in-person, is there a way to also have them available on zoom so they are accessible to everyone. Since these meetings have a direct impact on the jail, I'd also like to ask the board to find a way to make these meetings accessible to the inmates. With the installation of the tablets, I believe the jail could find a way to allow inmates to attend and participate in the public comment via zoom, or to make a recording of the meeting available to inmates so they are able to stay informed on the decisions that will be affecting them. Another option would be to have inmates submit written comments or questions in advance of the meeting.

I'd also like to talk to you today about the potential jail renovation. We are all aware that this needs to happen, but I would like to know where the current inmates will be housed during this process. In addition, I'd like to stress the need and importance of an outdoor rec area for ALL inmates. Over the past year I've heard from multiple people at ACRJ, including one woman that was there for over a year, that they were never able to enjoy fresh air or see the sun during their time there. I believe this is detrimental to both physical and mental health, and that this renovation is a great opportunity to find a way to create an outdoor space that can be effectively utilized. I hope you take both of these concerns under consideration. Thank you for your time.

### **Matters from Danielle Powell, ACRJA Attorney:**

There were no matters from the ACRJA Attorney.

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

There were no matters from ACRJA Board Member

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

Mr. Brill explained the budget included in the board packet for review. After discussion, Mrs. Van Clief made a motion to approve the FY 22 budget as presented. Mr. Walker seconded the motion. The motion carried.

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

**Fiscal Agency Decoupling** –Colonel Kumer advised the board that we are on schedule for July 1, 2021. We have our payroll under contract, we have hired a procurement person and we are working on our own procurement rules, regulations and policies. Health benefits will be taken care of by the county through a memorandum of understanding. We will be seeking our own health benefits in the summer of '22 with the intent of providing our own benefits on January 1, 2023.

**Video Visitation** – Video visitation was supposed to be up and running, however, it has been delayed several times. None of those delays were any fault of the jail. There have been shipping delays and equipment shortages. The tablets are being configured as we speak and should be here on-site next week. We will then start handing them out to the inmates.

We have started in-person visitation this seek, which we will continue until video visitation is up and running. The criteria we are using currently are; anyone who was here pre-pandemic, they are able to visit first with friends and family. Once we get through those individuals and if video visitation is still not up and running, we will then go to another group of individuals we have had in our custody for quite some time.

Mr. James asked if there was a cost associated with video visitation. Video visitation is \$.25/minute. The telephone calls remain the same per minute \$.12. There are some other fee structures in there as well. There are free things as well. Books, law library, programming, etc.

Ms. McKeel asked that the cost structure for video visitation as well as the phone system be placed on the website for everyone to be able to view at the suggestion of Mr. James.

**Moseley Architects** – Colonel Kumer advised the board that they are looking at a potential renovation. We have contracted with Moseley Architects out of Richmond, VA. They have done some work for this facility over the years. They have done a lot of work here in Albemarle County, Central Virginia, and specifically correctional facilities. They have a lot of experience. Tony Bell and Chris Roman are great to work with. They've taught me a lot over the last several months.

Mr. Bell and Mr. Roman referenced a power point presentation for the board's review. (presentation can be found under supporting documents at ACRJ.org)

Ms. McKeel opened the discussion up for question from the board. Ms. McKeel asked what questions Moseley Architects would need answered by the board today. Mr. Bell stated that they did not need anything from the board today. Ms. McKeel stated that she wanted to help with this process. Mr. Bell advised that they will need more interaction with staff and

## Bi Monthly Board May 13, 2021

developing solutions. What was shown today was the 30,000 foot view. These are Moseley's ideas and thoughts. We can come back each month. As we get closer to the end of the year, we are going to be making some hard decisions if to select to move forward to the Department of Corrections. The DOC wants to know you are committed to doing this. Mr. Walker suggested that Moseley work with the superintendent and his staff to put together a detailed plan of action for this year, much like they have detailed, what happens following the submittal after the year, so that we can have a clear picture of what can occur and what should occur at which board meeting, knowing that we really don't meet that often. If in fact there are additional meetings, we might have to call a work session. Ms. McKeel agreed that we may need to have a special meeting. Mrs. Clarens stated that she would like to have a special meeting. She did not see some of the needs from the community being addressed such as the need for outdoor space. Ms. Clarens would like to have a special meeting to better understand how we got to this stage in the process and where we are going. Ms. McKeel suggested that the board come back together in June. Ms. Clarens advised that she would like to involve the public as well. Ms. McKeel advised that all meetings are open to the public, but they can send us some information as well. Colonel Kumer advised that this is in no way meant to say "this is where we are going and what we are doing". The plan is to have several meetings with the public to get their feedback, family, and friends, people who use the facility, current inmates, staff, and professional visitors. There will be several of these meetings where we sit down with the architects and take feedback from a holistic group of people to help with the design. Mrs. McKeel advised that we need a work session to talk about some of these issues. Mayor Walker stated that it may be helpful to have regular communication from the individuals that are incarcerated. Ms. McKeel instructed the board to send their thoughts of what they are looking for to Colonel Kumer. Ms. McKeel requested a June meeting with the consultants to continue this conversation. Ms. Clarens inquired about the possibility of having a meeting with just the board without the consultants. Ms. McKeel advised that it would be nice to have questions and answers from the consultants because there may be some things that we absolutely cannot do and we need to know that. Mrs. Van Clief stated that we have not decided what we need. On one hand we've gotten a lot of feedback from the community and some stakeholders, but I did not see that reflected in the presentation today. Ms. McKeel requested to meet in June for work session but that does not stop any meetings with the public, inmates or anyone else. It just gives the board the ability to have our questions answered and to share our concerns. Ms. Clarens stated that she does like the idea but she would prefer to meet with just the board. We have not had a chance to discuss internally. Ms. McKeel stated that Mrs. Anderson would send out a Doodle Poll to solidify a June date for a work session.

Mayor Walker asked that video visitation be placed on the agenda for the next meeting for a full discussion.

### **Closed Session:**

Ms. Powell asked for a motion to go into closed session under 2.2 3711A1 to discuss the Superintendent's annual review. Ms. Clarens made the motion. Mayor Walker seconded the motion. The motion carried.

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Ms. Powell asked for a motion to return to open session by roll call vote that in those matters, identified in the motion for closed session were in fact heard and discussed during closed session. Mr. Carter made the motion. Mr. Walker seconded.

Roll call was as follows:

Ms. Clarens	Yes
Mr. Walker	Yes
Ms. Van Clief	Yes
Mr. Carter	Yes
Mr. James	Yes
Mayor Walker	Yes
Sheriff Hill	Yes
Ms. McKeel	Yes

Ms. McKeel state that the board has been very pleased with Colonel Kumer's leadership. You and your staff have met a lot of challenges over the last year with COVID.

Ms. Powell asked for a motion to pass along the 5% provided by the compensation board and apply that amount to the Superintendent's current salary for a total salary of \$134,226 effective July 1, 2021. Mr. Walker made the motion. Mr. Carter seconded the motion.

Roll call was as follows:

Ms. Clarens	Yes
Mr. Walker	Yes
Ms. Van Clief	Yes
Mr. Carter	Yes
Mr. James	Yes
Mayor Walker	Yes
Sheriff Hill	Yes
Ms. McKeel	Yes

The motion carried.

Mr. Walker asked if we could allow 2 hours for the June meeting. Ms. McKeel agreed that the meeting would need to be longer than the normal 1½ hour.

Ms. Clarens stated that the reason she proposed a normal meeting and not a work session is because the public cannot comment in a work session. Ms. McKeel advised that there will be a lot of options for public comment, not only from our public, but from inmates in the facility. It would not necessarily be at this meeting. This meeting would be for us to try and figure out with

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architects what we are doing. We are not ready to make any decisions, but we need lots of public comment from lots of folks. Mr. Walker stated that one of the things we may talk about is what the public engagement plan going forward.

### **New Business** –

There was no new business

Ms. McKeel adjourned to a work session to be determined in June and there will be a regular meeting on July 8, 2021.

The meeting was adjourned at 2:46 pm.

**DRAFT**

June 17, 2021 Work Session

## **DRAFT**

### **Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Work Session June 17, 2021**

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

Ms. Diantha McKeel  
Mr. Jay James  
Mrs. Cyndra Van Clief  
Mr. Doug Walker  
Mr. “Chip” Boyles  
Mr. Steve Carter  
Mayor Nikuyah Walker  
Sheriff James Brown  
Sheriff Chan Bryant

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

Sheriff David Hill

#### **Others Present:**

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

The meeting was called to order at 12:00 pm by Chairperson Diantha McKeel.

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:

Mrs. Cyndra Van Clief – Albemarle County Citizen Rep.  
Mr. Chip Boyles –Charlottesville City Manager  
Mr. Doug Walker – Deputy Albemarle County Executive  
Mr. Jay James – Joint Citizen Representative  
Sheriff Chan Bryant – Albemarle County Sheriff  
Mayor Nikuyah Walker – City of Charlottesville Mayor  
Sheriff James Brown – City of Charlottesville Sheriff

## June 17, 2021 Work Session

Ms. Diantha McKeel – Albemarle County Board of Supervisors

Ms. McKeel announced that there will be an opportunity for public comment at the conclusion of the work session.

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

Colonel Kumer addressed the public and the board to explain where we are in the renovation process. About 2 years ago, I brought two relatively large infrastructure needs to the board. At that time the board wanted to take a larger look at the needs of the facility. We put out a contract for a facility condition assessment. The condition assessment really focused on the major mechanicals, electrical, water and things of that nature. It did not address the holistic needs of the facility. At that point, the board decided that if we are going to start replacing major mechanicals, let's look at the needs of the entire facility from a holistic standpoint, programming, safety, security, comfort, air quality, and recreation from all sides. In order to do that, two things have to happen. One, the general assembly requires that we do what's called a planning study. That's where Moseley Architects came in. It's one of the many services they provide. They come in and they look at the jail with holistic standpoint and gave a 30,000-foot view. They don't dig down into the weeds. That's not what their job is. That's later down the road. If we decide to go there and do these things, we will hire an architect that will come in and actually get down into the weeds and help us make some of those final decisions.

Their job is to do a 30,000-foot view assessment and with some input from the board and so forth, or some interaction with the board and some stakeholders present that to the General Assembly and the Board of Corrections. If they approve, again, that 30,000-foot view, then we're eligible for 25% reimbursement from the state towards the cost of that plan. All of what we're doing now is necessary for funding, and it's also required if we're going to do this type of renovation. Once this process is over, we will then dig down deeper into the needs of the facility and start really crafting what this place is going to look like.

I don't want the board or the community to think that we're at some huge decision point right now regarding the details of what we're going to do. We're just looking at the very next step. I just want to clarify that we're doing what we have to do required by law. Moseley is not the final architect that will make the final decision plans that will be put out for bid. They could very well win that bid, but that will be decided at a later point, and this is a long process. This is a multi-year process. Like I said before, if we're running a marathon, we're at this point just looking for shoes right now. We're not even close.

Ms. McKeel advised the board that Ms. Van Clief and Mrs. Clarens were charged with creating a mission statement for the renovation.

## June 17, 2021 Work Session

**Mission Statement** - Mrs. Van Clief stated that she was very glad to see that the Superintendent's comments mirrored the mission statement very much. At this point, we believe that what's important is that we just have an open mind and really make a concerted effort to receive community and stakeholders input and community engagement. We recognize that the voice of our community has been evolving very rapidly and it will continue to do so. We will have an open mind, even if it's something we didn't think would work before, perhaps it will now. When we say we don't want to increase the footprint, maybe what we are really saying is we want to be environmentally conscious and we don't want to increase capacity. Kristin and I just really felt that getting that meaningful participation and input from the community is very important.

Ms. McKeel referenced the 5 key areas that Colonel Kumer shared with Moseley when the process was started with them. 1. Create equitable housing for all inmates; male, female, mentally ill, and those needing restricted housing. 2. Improve indoor air quality and use energy resources efficiently. 3. Create space conducive to rehabilitation and programming, classrooms and outdoor activities and recreation. 4. Enhance staff working environment for safety, security, comfort and efficient operations. 5. Create public spaces that enhance the visitor's experience when using the facility and their safety and comfort.

**Moseley Architects** - Colonel Kumer introduced Tony Bell and Chris Roman from Moseley Architects.

Mr. Bell began the power point presentation (located at the conclusion of the minutes) and the board was encouraged to ask questions during the presentation.

Ms. McKeel asked if there were a standard number of years that you would look at to predict how long this renovation would last. Mr. Bell advised that all localities in Virginia grow and shrink at different rates. There is no written rule that says you have to do a planning study every 10 years. The needs assessment looks at 15 years in or 15 years out and identifies what your approximate population is going to be at that point.

Ms. McKeel stated that our community is focused on home incarceration and not locking people up unless they are dangerous to the community. At the same time, our community is growing. Albemarle is growing at about 1500 people per year. I know we are not looking at increasing our capacity, but we're planning for 15 years. We certainly don't want to have to come back in 10 or 12 years and do another big renovation. We have this population. We are planning on using home incarceration and other programs to try not to lock up more people. At the same time, if our community is growing, it just makes sense that we are going to have a few extra people that might break the law. Mr. Bell stated that he cannot speak for the Board of Corrections, but he believes they look at it from a very commonsense standpoint and if you're a locality that is currently have a 300 bed facility and your average daily population is 900, they

## June 17, 2021 Work Session

are not going to give you the thumbs up to do only a renovation. They would see that as very short term or even throwing money down the drain. What you really need to do in that situation is build some beds. That would be best for your inmates. Painting the rooms, making another program space and getting a new camera system is all well and good, and may very well be needed but you're at 300% capacity. Maybe you need to consider building some additional beds or implementing programs that reduce that average daily population. You have to find that balance between where your population may grow to and whatever measures you're going to put in place locally to bring those numbers down so you don't have more inmates in your facility than you're comfortable with.

Mayor Walker expressed concern around adding additional bed space and it becoming filled. The workaround is what do the community diversionary programs look like? What other programs are in place, centers for people to go to if they are suffering from substance abuse disorders? Mr. Bell stated that getting the commitment from the localities for the financing of those programs would be needed. At times, those programs can be more expensive than the new beds.

Mr. Walker stated that he appreciated the characterization by Mayor Walker regarding the relationship between the choices that we have about jail space and program issues. In order to be responsible to the taxpayers, we would want to have some idea of what we think the inflow is into the criminal justice system that would have to be accommodated in some way, whether that's into the jail facility or into other programs. Some of which exist, some of which we may want to create. Does that not also play out in thinking about the renovation of your current jail space? If you're thinking about using space within the jail for more program area, does that not further constrain the use of the jail for day rooms or incarceration areas? Is that not also a factor that would have to be considered either in a needs assessment or maybe more likely in a planning study? Mr. Bell stated that on the juvenile level, they are seeing their populations plummet over the past 3 or 4 years. There has been a massive movement to lower the population both on a state level and also a local level. That is providing a reallocation of bed space to program space. Mr. Walker advised the board that a significant renovation is going to cost enough money to obviously require us to look at taking on debt that we would not amortize for less than 20 years. We should not be planning for facility improvements that are going to last less than the time period that the debt is being carried.

Mrs. Van Clief pointed out that these programs can be initially expensive. It is an investment upfront and maybe more expensive than just building more bed space, it says a lot about our community, whether we're going to be compassionate and practical, meaning if someone is cured of an addiction problem, then they have 5, 10, 15, 20 more years of living a good productive life that not just financially productive, but otherwise too. Some things are simply an investment of time and effort and money, but it actually could end up costing much less in the long run while creating a much better society and community.

## June 17, 2021 Work Session

Mr. Bell continued with the power point presentation.

Mr. James stated that Moseley may want to consider working with Criminal Justice Planner Neal Goodloe, who recently completed a 10 year study on population trends at the Albemarle-Charlottesville Regional Jail. He may be a valuable resource in terms of the projections of population that might give great data points. Mr. Bell stated that they would be willing to work with anyone in the community.

Mr. Boyles expressed concern regarding someone coming here from elsewhere trying to get into every nook and cranny of Albemarle County, Charlottesville and Nelson County for that input. It may be something that you have to rely on some of the local government, as well as the local community to help you reach out. Reaching out into Nelson County is going to be quite different than reaching out in Charlottesville. It's not enough just to make it public and hope people come and give input. It's going to really take some searching and pulling people out to get them involved.

Mr. Bell continued with the presentation.

There was discussion of cost of the project. Ms. McKeel estimated \$75,000 for the planning study; \$60,000-\$75,000 for the needs assessment and an additional \$25,000 for the community engagement piece. Mr. Boyles stated that he was coming up with a cost of approximately \$185,000 with the \$15,000 contingency based on the needs assessment. Mr. Bell advised that everything is negotiable.

Mr. Bell advised that there are 3 decisions to be made. 1. Do you want to have a planning study? If you want to do any renovation, it is necessary. 2. Do you want a needs assessment? 3. Community engagement.

After further discussion, Mr. Walker made a motion to proceed with the planning study, needs assessment and community engagement, working with the superintendent to bring back to the full board at the July meeting with contract language that can be considered for final execution. Sheriff Bryant seconded the motion.

Roll call was as follows:

Mr. Carter	Yes
Mrs. Van Clief	Yes
Mr. Walker	Yes
Mr. James	Yes
Sheriff Bryant	Yes
Mayor Walker	No
Sheriff Brown	Yes
Ms. McKeel	Yes

The motion carried.

## June 17, 2021 Work Session

Ms. McKeel advised the board that Moseley Architects would be at the July meeting.

Ms. McKeel opened the meeting up for public comment.

**Audrey H** - My name is Audrey. I just wanted to make a comment that even if the population of the county is increasing, I think that any type of increased capacity of the jail is counterproductive and unsustainable financially ecologically, and like for the community, there's no evidence that locking people up makes society and my community safer overall, and I believe that there is evidence that locking people up further traumatizes people and puts people doing crime in a way that they can increase crime. I believe that mental health beds or capacity of jail beds for minimum security or people, who play well with others and a need for that capacity, shouldn't be a thing and should definitely not be an excuse to increase capacity or surveillance. I believe that jails by 2036 should go the way of the shopping mall. Less traffic in and out, less money in and out until we have more creative ways of solving conflict. Thank you for your time.

**Melissa Gilrain** - I think I remember hearing that the needs assessment is going to be about \$65,000. I don't think that's necessary. I think we already know what the needs are. The needs are to continue to work on decreasing the capacity of the jail to make the jail livable for the people that are already there, create an outdoor space potentially, improve visitation for people. Basically, I don't think anything beyond that is necessary or worth the money that could be better spent on creating programming that would prevent people from ending up in the jail in the first place.

Mr. Hefty advised that he would look into the possibility of local government having a longer time to transition from electronic meetings to in person.

The meeting was adjourned at 2:26 pm.

**DRAFT**

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

<p><b><u>AGENDA TITLE:</u></b> May 31, 2020 YTD unaudited Financial Report</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Matters from Business Manager</p> <p><b><u>STAFF CONTACTS:</u></b> Superintendent: Kumer &amp; Brill</p>	<p><b><u>AGENDA DATE:</u></b>                      <b><u>ITEM NUMBER:</u></b> July 8, 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 (\$794,112) due to:

- Wages is estimated to come in under budget (\$610,646) due to the number of vacancies
- Taxes and VRS is estimated to come in under (\$65,708 and \$113,166) respectively due to vacancies.
- Overtime Wages is estimated to come in under (\$158,752).
- Hazardous pay is estimated to come in over budget \$128,379.

Operating expense is estimated to come in under budget (\$138,575):

- Health Services is estimated to come in over budget \$133,500 due to extensive covid testing.
- Water and sewer is estimated to come in under (\$17,526) due to population decrease.
- Electric is estimated to come in under budget (\$43,310)
- Travel and Education is estimated to come in under budget (\$48,100) due to covid and non-travel.
- Food supplies is estimated to come in under (\$236,891) due to population decrease.
- Materials and supplies covid was unbudgeted and came in at \$34,988.
- Pharmaceutical is estimated to come in under \$50,000 due to population decrease

Capital expense is estimated to come in over budget \$32,811 due to new water heater and Great Plains accounting software purchase.

Total expenditures are estimated to come in under budget (\$899,876).

Operating income is estimated to come in under budget (\$663,675).

- Interest income is estimated to come in under (\$83,500) because of the decrease in interest rates.
- Other jurisdiction is estimated to come in under (\$42,215) due to decrease in Rockbridge housing of prisoners.
- Federal Prisoners is estimated to come in over \$56,079.
- Telephone revenue came in over \$80,964 due to contract negotiations increase.

- Women's program/Litter Crew is estimated to come in under budget (\$16,000) due to covid.
- Work release is estimated to come in under budget (\$40,000) due to covid.
- VDOT is estimated to come in under (\$197,000) due to covid.
- Region Ten will be under (\$25,000) because contract was discontinued due to Covid.
- Weekenders and work force is estimated to come in under budget (\$10,000) due to Covid and discontinue of service.
- Covid Recovery is over \$128,142 and is a unbudgeted revenue due to locality reimbursements.
- Comp Board salaries is estimated to come in under budget (\$196,938) and likewise Comp Board Per Diem is estimated to come in under (\$380,000) due to population decrease.
- DCJS is unbudgeted and a grant received for Covid 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 \$236,201 over budget.

**Recommendations:** None

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

	G	H	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	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	7,184,868	85.17%	7,824,868	(610,646)
6	Overtime wages	175,000	9,760	4,694	59,354	33.92%	16,248	(158,752)
8	Overtime - Reimbursable	30,000	878	0	52,539	175.13%	53,139	23,139
9	Part-time wages	248,534	29,953	19,782	203,154	81.74%	228,154	(20,380)
10	PT/wages - board member	2,100	0	0	800	38.10%	2,100	0
11	Shift Differential	52,000	3,731	3,973	43,588	83.82%	47,588	(4,412)
12	Hazzardous pay		0	0	128,379	#DIV/0!	128,379	128,379
13	Accrued annual leave		0	(318)	(318)	#DIV/0!		0
14	FICA	684,151	50,501	40,202	568,443	83.09%	618,443	(65,708)
15	VRS @ 11.51%	970,928	69,555	69,556	787,762	81.13%	857,762	(113,166)
16	VLDP- disability		560	526	6,089	#DIV/0!	6,659	6,659
17	Life Part Time		0	0	-	#DIV/0!	0	0
18	VRS Hybrid	17,000	1,992	1,929	22,286	131.09%	26,486	9,486
19	Health insurance 8,280	1,225,000	103,426	102,572	1,153,784	94.19%	1,256,784	31,784
20	Dental insurance \$250	38,640	2,580	2,599	29,440	76.19%	32,040	(6,600)
21	HSA contribution	20,000	1,656	1,656	22,264	111.32%	23,964	3,964
22	VRS group life 1.31%	113,036	8,330	8,329	94,320	83.44%	102,820	(10,216)
23	Group life - part-time	3,600	0	0	-	0.00%	3,600	0
24	Line of Duty	40,000			38,294	95.74%	38,294	(1,706)
25	Unemployment insurance	5,000	30	0	2,165	43.30%	5,000	0
26	Workers' compensation	110,000	0	0	104,063	94.60%	104,063	(5,937)
27	Other Benefits	0	0	0	-		0	0
28	<b>Subtotal Comp. &amp; Benefits</b>	<b>\$12,170,503</b>	<b>915,789</b>	<b>880,218</b>	<b>10,501,274</b>	<b>86.28%</b>	<b>\$11,376,391</b>	<b>(\$794,112)</b>
29			915,789	880,313	10,501,369			
30	<b>Total Combined Operating Expenditures:</b>							
31	Professional Services	7,450	436	16,918	22,834	306.50%	22,834	15,384
32	Contract services other	50,000	0	11,548	28,238	56.48%	50,000	0
33	Health services	486,500	57,975	19,714	525,332	107.98%	620,000	133,500
34	Laboratory Services		0	0	-		0	0
35	X - Rays		0	0	-		0	0
36	Off-Site Medical Treatment		0	0	-		0	0
37	Prof services - legal	35,000	3,475	3,700	34,275	97.93%	41,000	6,000
38	Engineering - Timmons		0	0	-	#DIV/0!	0	0
39	Contract Services Covid		0	0	-	#DIV/0!	0	0
40	Prof services - audit	15,000	0	0	-	0.00%	15,000	0
41	Temporary Help		0	0	-	#DIV/0!	0	0
42	Justice reinvestment		0	0	-	#DIV/0!	0	0
43	R&M - office		0	0	-	#DIV/0!	0	0
44	R&M - buildings	63,702	8,193	2,003	49,378	77.51%	63,702	0
45	R&M - vehicles	3,000	0	4,280	9,239	307.97%	7,000	4,000
46	Maint contract - equip	74,080	4,888	2,443	61,769	83.38%	74,080	0
47	County of Alb software lic	2,705	0	0	2,705	100.00%	2,705	0
48	Maint contract - buildings	28,000	1,010	324	7,929	28.32%	28,000	0
49	Printing & Binding	1,000	0	0	32	3.20%	1,000	0
50	Advertising	5,000	1,538	1,379	11,246	224.92%	11,000	6,000
51	Laundry & Dry Cleaning		0	0	-	#DIV/0!	0	0
52	Tuition assistance	1,000	300	300	2,002	200.20%	2,000	1,000
53	Employee physicals	8,000	419	627	3,860	48.25%	6,000	(2,000)
54	Other purchased services	4,000	0	186	1,743	43.58%	3,000	(1,000)
55	Contract - Disposal	28,000	843	845	10,276	36.70%	20,000	(8,000)
56	Contract - fiscal agent	159,640	0	39,910	159,640	100.00%	159,640	0
57	Data processing	89,622	6,624	5,963	81,148	90.54%	89,622	0
58	Electrical service	225,000	14,462	16,976	141,690	62.97%	181,690	(43,310)
59	Gas service	92,000	20,282	11,074	89,381	97.15%	109,381	17,381

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

	G	H	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
60	Water & sewer	350,000	25,445	29,177	278,474	79.56%	332,474	(17,526)
61	Postal services	4,830	532	211	8,589	177.83%	12,000	7,170
62	Telecommunications	47,160	2,423	2,491	30,211	64.06%	47,160	0
63	Fire insurance	49,000	0	0	57,394	117.13%	57,394	8,394
64	Work Release insurance				-	#DIV/0!	0	0
65	Insurance Deductible		0	0	-		0	0
66	Automotive insurance	6,500	0	0	6,603	101.58%	6,603	103
67	Lease Equipment	2,400	0	170	1,714	71.42%	2,400	0
68	Software Licensing		0	0	-	#DIV/0!	0	0
69	Travel Meals Covid				-	#DIV/0!	0	0
70	Travel - education	63,100	2,890	340	9,238	14.64%	15,000	(48,100)
71	Training - Academy	81,000	571	716	71,257	87.97%	81,000	0
72	Moving Expenses		0	0	-	#DIV/0!	0	0
73	Travel - subsistence	7,000	919	298	2,742	39.17%	3,000	(4,000)
74	Staff Support / Miscellaneous	550	780	0	780	141.82%	1,000	450
75	Sams Club vending wellness		0	0	-	#DIV/0!	0	0
76	Donations		0	0	-	#DIV/0!	0	0
77	Human Resource Exp	4,000	1,650	0	2,245	56.13%	3,000	(1,000)
78	Inclement Weather Expense	2,000	0	0	5,679	283.95%	5,679	3,679
79	Wellness Fund Sams Club	2,000	0	0	590	29.50%	2,000	0
80	Wellness Fund Expense	2,500	513	0	1,014	40.56%	2,500	0
81	Inmate Fund Expense	2,000	2,314	2,847	19,957	997.85%	20,000	18,000
82	Dues & memberships	15,553	231	53	3,926	25.24%	7,000	(8,553)
83	Office supplies	52,511	1,119	2,089	16,646	31.70%	30,000	(22,511)
84	Food supplies	775,000	46,033	47,159	442,109	57.05%	538,109	(236,891)
85	ACRJ Employees	71,481	12,380	9,336	84,429	118.11%	85,000	13,519
86	BRDC food supplies	36,000	2,455	4,029	24,840	69.00%	30,000	(6,000)
87	SWVC	5,000	1,013	-	4,380	87.60%	5,000	0
88	Meals for meetings	4,000	149	188	4,052	101.30%	4,000	0
89	Medical Disposal				-	#DIV/0!	0	0
90	Pharmaceutical Drugs	475,000	58,119	641	356,243	75.00%	475,000	0
91	Laundry & janitorial supplies	63,400	7,077	16,939	78,753	124.22%	92,753	29,353
92	Kitchen & Maint. Cleaners	49,000	1,692	1,468	21,669	44.22%	49,000	0
93	Linen supplies	21,000	0	3,962	3,600	17.14%	21,000	0
94	Uniforms - inmate	26,000	5,566	(1,267)	24,221	93.16%	22,000	(4,000)
95	R&M supplies	58,803	10,872	5,393	52,171	88.72%	58,803	0
96	Vehicle Equipment			0	-	#DIV/0!	0	0
97	Vehicle & equip fuel & supplies	21,300	831	880	5,991	28.13%	15,000	(6,300)
98	Vehicle & equip supplies	14,000	1,242	83	5,179	36.99%	10,000	(4,000)
99	Security supplies	27,700	5,896	5,666	14,291	51.59%	27,700	0
100	Uniforms & apparel	53,000	1,742	525	31,522	59.48%	40,000	(13,000)
101	Materials and supplies covid		1,712	3,529	40,237	#DIV/0!	36,708	36,708
102	Books & subscriptions	1,200	185	0	329	27.42%	1,200	0
103	Inmate Education	16,525	0	0	282	1.71%	5,000	(11,525)
104	Other operating supplies	1,000	0	0	-	0.00%	500	(500)
105	Copy supplies	1,500	64	0	128	8.53%	500	(1,000)
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>\$275,113</b>	<b>2,954,202</b>	<b>77.91%</b>	<b>\$3,653,137</b>	<b>(\$138,575)</b>
108								
109	<b>Total Combined Operating Capital:</b>							
110	Machinery & equip		0	0	8,670	#DIV/0!	8,670	8,670
111	Machinery & Equipment Replacement -		48,966	-	59,761	#DIV/0!	59,761	59,761
112	Kitchen Equipment - Replacemen	10,000	0	0	-	0.00%	10,000	0
113	Furniture & fixtures - new	5,000	0	(1,698)	4,260	85.20%	5,958	958
114	F&F - replacement		0	0	0	#DIV/0!	0	0
115	Communications equip		0	0	-	#DIV/0!	0	0

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

	G	H	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
116	Comm equip - replacement		0	0	-	#DIV/0!	0	0
117	Motor vehicles	110,000	0	0	-	0.00%	40,000	(70,000)
118	Parking Paving		0	0	-	#DIV/0!	0	0
119	ADP Equipment	26,400	0	0	1,916	7.26%	26,400	0
120	ADP Equipment - Rep	10,000	0	0	10,344	103.44%	10,344	344
121	Software Upgrade		31,600	51,184	82,784	#DIV/0!	31,600	31,600
122	Buidling Alt - Teal const				-	#DIV/0!	0	0
123	Lease Equipment		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>169,213</b>	<b>104.84%</b>	<b>194,211</b>	<b>32,811</b>
127								
128	<b>Subtotal Expenditures</b>	<b>\$16,123,615</b>	<b>1,313,215</b>	<b>1,204,817</b>	<b>13,624,689</b>	<b>84.50%</b>	<b>15,223,739</b>	<b>(899,876)</b>

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

	G	H	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	FY 2021 Budget	APRIL	MAY	YTD	Percent of Budget =100%	June 2021 Extrapolation	Variance
129	<b>Operating Revenues:</b>							
130	Interest	100,000	(524)	532	16,000	16.00%	16,500	(83,500)
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	50,041	66.72%	55,241	(19,759)
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%	77,785	(42,215)
137	Charlottesville	4,044,048	337,004	337,004	3,707,044	91.67%	4,044,048	0
138	Albemarle	3,896,201	324,686	324,686	3,571,525	91.67%	3,896,208	7
139	Federal prisoners 50.63	140,000	18,541	10,987	179,079	127.91%	196,079	56,079
140	Nelson County	756,628	63,055	63,055	693,578	91.67%	756,630	2
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%	4,000	(16,000)
147	Work release	40,000			-	0.00%	0	(40,000)
148	Vdot	200,000	876	202	1,078	0.54%	3,000	(197,000)
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	3,028	151.40%	3,200	1,200
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%	1,000	(1,000)
159	Inmate Fund Revenue	10,000		2,430	17,344	173.44%	19,000	9,000
160	Shrd Svc: BRJDC Food & Mgmt.-misc	68,000		9,000	52,379	77.03%	57,379	(10,621)
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			5,398	107.96%	5,398	398
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	4,508,800	88.31%	4,908,800	(196,938)
167	Pharmaceutical reimb	20,000	4,159	21,910	52,719	263.60%	68,500	48,500
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	486,048	52.26%	550,000	(380,000)
173	DCJS Federal Grant - Stimulus Covid				50,000	#DIV/0!	50,000	50,000
174	SSA/SSI Recovery	10,000	1,200	1,600	11,800	118.00%	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>\$1,248,554</b>	<b>14,215,506</b>	<b>88.17%</b>	<b>15,459,940</b>	<b>(663,675)</b>
183								
184		<b>\$0</b>	<b>(26,398)</b>	<b>43,737</b>	<b>590,817</b>		<b>236,201</b>	<b>236,201</b>

## CONSENT AGENDA

### PERSONNEL/NEW HIRES:

Justin Bunch	Corrections Officer	06/07/2021
Jakob Dudley	Corrections Officer	06/21/2021

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

	6/28/2021	5/3/2021	3/2/2021	1/6/2021
<b>Total number of inmates the jail received a \$8.00 bonus payment</b>	139	127	109	107
<b>The number of inmates who have been released or transferred</b>	44	33	28	17
<b>The number of inmates participating in jail sponsored programs*</b>	3	3	4	8
<b>The number of inmates with less than 60 days until their scheduled release**</b>	0	0	0	0
<b>The number of inmates who are being held as courtesies for other jurisdictions.</b>	0	0	0	0
<b>Total number of state sentenced ACRJ inmates who are eligible for intake</b>	92	91	77	82
<b>Percentage of State Responsible inmates compared to jail's total inmate population</b>	22.88	21.92	19.05	20.1

\*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 (402) as of 10:36 am on Mon. June 28, 2021

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

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

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

Albemarle Charlottesville Regional Jail  
Census Report

2019/2020	COA	City	Nelson	Federal	Other	Total
July 2019	6,900	4,554	2,158	183	285	14,080
August	7,411	4,935	2,329	155	512	15,342
September	6,804	4,653	2,413	146	498	14,514
October	6,502	4,659	2,450	188	542	14,341
November	5,907	4,528	2,354	218	486	13,493
December	5,979	4,446	2,484	246	485	13,640
January-20	6,194	4,380	2,471	277	461	13,783
February	5,578	3,897	2,291	262	568	12,596
March	5,292	4,046	2,298	271	631	12,538
April	4,606	3,638	1,925	298	550	11,017
May	4,444	3,786	1,981	352	576	11,139
June 2020						0
<b>Total FY 19/20</b>	<b>65,617</b>	<b>47,522</b>	<b>25,154</b>	<b>2,596</b>	<b>5,594</b>	<b>146,483</b>
<b>ADP</b>	<b>196</b>	<b>142</b>	<b>75</b>	<b>8</b>	<b>17</b>	<b>437</b>
<b>Percent</b>	44.79%	32.44%	17.17%	1.77%	3.82%	100.00%
<b>Local Share</b>	<b>47.45%</b>	<b>34.36%</b>	<b>18.19%</b>	N/A	N/A	100.00%

2020/2021	COA	City	Nelson	Federal	Other	Total
July 2020	4,593	3,847	1,983	426	592	11,441
August	4,948	3,793	1,958	423	588	11,710
September	4,901	3,849	1,927	386	506	11,569
October	5,352	4,188	2,033	358	561	12,492
November	5,218	4,003	1,836	281	595	11,933
December	5,263	4,137	2,065	337	583	12,385
January-21	5,280	4,476	1,972	389	696	12,813
February	4,479	4,155	1,750	575	475	11,434
March	5,250	4,976	1,749	335	554	12,864
April	5,222	4,730	1,502	324	448	12,226
May	5,028	5,012	1,669	380	459	12,548
June 2021						0
<b>Total FY 20/21</b>	<b>55,534</b>	<b>47,166</b>	<b>20,444</b>	<b>4,214</b>	<b>6,057</b>	<b>133,415</b>
<b>ADP</b>	<b>166</b>	<b>141</b>	<b>61</b>	<b>13</b>	<b>18</b>	<b>398</b>
<b>Percent</b>	41.63%	35.35%	15.32%	3.16%	4.54%	100.00%
<b>Local Share</b>	<b>45.10%</b>	<b>38.30%</b>	<b>16.60%</b>	N/A	N/A	100.00%

FY 2020	65,617	47,522	25,154	2,596	5,594	146,483
FY 2021	55,534	47,166	20,444	4,214	6,057	133,415
Variance	(10,083)	(356)	(4,710)	1,618	463	(13,068)
Percent Change	-15.4%	-0.7%	-18.7%	62.3%	8.3%	-8.9%

# ICWFP STATS 2021

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
<b>ALBEMARLE COUNTY</b>			39.45	27.3									
<b>VDOT</b>			92	17.15									
<b>PROGRAM TOTALS</b>			131.45	44.45									
<b>DOLLAR CREDITS</b>			\$953.01	\$322.26									

## **Special Management Housing at ACRJ**

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

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

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> HEI Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Sgt. Cindy Jo Gibbons</p>	<p><b><u>AGENDA DATE:</u></b> July 8, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b> no      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> yes      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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- Total number of inmates placed on HEI: 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 damaged 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> Fiscal Agency Transition Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Jeff Brill, Business Manager Felicia Morris, Human Resources Director</p>	<p><b><u>AGENDA DATE:</u></b> July 8, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Information</p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

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

Since that time the Jail staff have coordinated with Albemarle County staff and acquired all of the necessary resources to complete the transition.

- 1) PayChex, Inc., 911 Panorama Trail S. Rochester, NY, will provide all payroll and withholding services and has been installed and is in the final testing phase. PayChex will also be providing an integrated time keeping system.
- 2) Procurement will be handled by Lyn Wrigley as our Purchasing Agent. Lyn has substantial experience in public procurement and has previously worked in the Albemarle County procurement department. Jail staff has previously worked with Lyn on Jail procurement items and we have always been impressed with her ability, knowledge and expertise. If needed, at the recommendation of Albemarle County procurement, we will be working with Civic Initiatives to establish our policies and procedures regarding procurement.
- 3) The Jail will continue to provide employee benefits through the County. The Health Benefits MOU has been approved by the Jail Board attorneys and is awaiting final review with the County. The jail will seek to procure its own benefits provider in the summer of 2022 and switch over on January 1, 2023. The Jail will pay \$40,000 to manage our health benefits plan until that time.
- 4) Financial Accounting Software: We have procured Microsoft Dynamics GP, formerly known as Great Plains. The software has been installed and configured to meet our needs. Staff has been training and we are prepared to begin using in July 1, 2021.

- 5) **Project Manager:** We hired Ann Shawver, Certified Public Accountant, as a part-time employee to manage the transition. Her expertise, advice, management and organizational skills have been instrumental in the successful transition.
- 6) **Banking and Purchase Card Services:** The Jail has procured banking and purchase card services through Bank of America. The P-Card program is fully operational. The operating account with Bank of America is open and funded. All funds previously held by the County have been transferred to this account.
- 7) All cost associated with the implementation phase of the transition have been absorbed using the current budget's positive variance.

As of today, July 1, 2021, the Jail will officially handle all of its financial, payroll and procurement services.

I want to commend all Jail staff, especially Jeff Brill, Business Manager, Lyn Wrigley, Procurement, Felicia Morris, Director of Human Resources and Payroll, Marce Anderson, Administrative Assistant and Assistant Payroll Specialist to Ms. Morris, Adrienne Beauford, Purchase Card Program Specialist and Bookkeeper, Christina Brock, Accounts Receivable and Inmate Accounts Bookkeeper, Ella Beverly, Accounts Payable. This transition would not have been possible without this team and their enthusiasm, tireless effort, willingness to learn new skills and take on new tasks and responsibilities.

I also want to thank the County transition team, Newsha Dua, Project Manager, Lori Allshouse, Assistant CFO for Policies and Partnerships, and Nelsie Birch, Chief Financial Officer. Their patience, professionalism and expertise were instrumental in the smooth decoupling of financial services.

**RECOMMENDATION: Information only**

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Video Visitation and Tablet Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent Gequetta Murray-Key, Chief of Operations</p>	<p><b><u>AGENDA DATE:</u></b> July 8, 2021</p> <p><b><u>FORMAL AGENDA:</u></b> <b><u>ACTION:</u></b> no      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> no      <b><u>INFORMATION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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The inmate Video Visitation system, VVS, is provided by ICS, Corrections Inc.

The previous start date of mid-April was moved to late May due to the inmate tablets being delayed in shipping from China. Due to this significant inconvenience to our inmates and their families, all inmates are receiving two additional free phone calls per week until the system is operational. Once the system is operational, inmates and their families will receive 2 free video visitation sessions.

The inmate tablets have been received by the provider and have been configured for use, distributed to all individuals and are currently being used by individuals for virtual visitation, self-help APPs, media content, movies, books and music, as well as paperless communication with staff.

There are ongoing issues with some of the software, however, when they occur, Ms. Key, works directly with the vendor and Praeses, the Jail's inmate communication manager, to address each problem and provide a resolution as quickly as possible.

Individuals, their families and staff have had overall positive reviews of the system.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Contract for Needs Assessment, Planning Assessment and Public Engagement.</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Martin Kumer, Superintendent</p>	<p><b><u>AGENDA DATE:</u></b> July 8, 2021</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>FORMAL AGENDA:</u></b> Yes</p> <p><b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b> Yes</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></p> <p><b><u>REVIEWED BY:</u></b> <b><u>Martin Kumer,</u></b> <b><u>Superintendent</u></b></p>
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**BACKGROUND:**

At the June 17, 2021, work session the Board voted to approve the Jail to seek and contract with Moseley Architects to provide a full Community Based Corrections Plan, CBCP, to include both the Planning Assessment and Needs Assessment. The Board is also asking Moseley a sub-contractor to provide Community Engagement to collect and analyze feedback from all stakeholders, to include the community, service providers, staff, inmates and their families.

Please see the attached contract and scope of work for further details.

**RECOMMENDATION:**

Information only.

July 2, 2021, 2021

RE: Albemarle-Charlottesville Regional Jail Community Based Correction  
Plan Needs Assessment and Planning Study and Community  
Engagement  
Charlottesville, Virginia

Colonel Martin Kumer  
Superintendent  
Albemarle-Charlottesville Regional Jail  
160 Peregory Lane  
Charlottesville, Virginia, 22902

VIA EMAIL:

Dear Colonel Kumer:

In accordance with your request and with our Agreement dated April 8, 2019 as Contract #2019-47-COUNTY-Architectural/Engineering Services-B, we are pleased to offer this cost proposal to provide the following services related to the preparation of a Community Based Corrections Plan (CBCP) Planning Study, the "Project", as described below.

In this proposal letter the term "Architect" shall refer to Moseley Architects; "County" shall refer to Albemarle-Charlottesville Regional Jail and Albemarle County, Virginia; and "Contractor" shall refer to the General Contractor who will be hired for construction of any renovations.

### **Scope of Work**

Scope of Work consists of a CBCP Needs Assessment and Planning Study and Community Engagement Albemarle-Charlottesville Regional Jail. The short term improvements are anticipated to consist of the renovation of the 1975 portion of the Albemarle-Charlottesville Regional Jail consistent with the Memorandum of Conference dated February 8, 2021 enclosed as Exhibit A and subsequent discussions in the Memorandum of Conference dated February 16, 2021, regarding the condition of the jail. The Needs Assessment and Planning Study in addition to meeting the requirements of the Board of Corrections Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities effective March 8, 2018 (Referred to herein as the "Jail Standards") shall provide the County a proposed Scope of Work, budget estimate, and schedule for implementation of the renovations.

The short-term improvements proposed by the Planning Study will focus on the 1975 portion of the jail. The short-term improvements of the study will provide a path forward to renovate the facility to retain the rated capacity of 329 without the need for an addition. Building envelope, building structure, plumbing and electrical systems, security, and data will all be analyzed in providing potential layouts. The Planning Study will also outline the path forward for reaching longer term needs identified by the Needs Assessment and the goals identified by the Regional Jail Authority Board, the Regional Jail staff, and the Community Engagement.

### **Consultants to Moseley Architects**

Downey & Scott will provide construction cost estimating services as a consultant to Moseley Architects.

Timmons Group will provide civil engineering and surveying services as a consultant to Moseley Architects.

The Miles Agency will provide community engagement services as a consultant to Moseley Architects.

Moseley Architects will perform architectural; security design; interior design; and structural, mechanical, plumbing, and electrical engineering services with its own staff.

### **Scope of Services**

The services can be summarized as follows:

#### Part 1 CBCP Needs Assessment

##### **Community Based Corrections Plan (CBCP) – Needs Assessment**

The CBCP Needs Assessment is required by the Department of Corrections as a prerequisite for the planning, design, construction, and reimbursement of state funds of a local correction facility. The Consultant shall provide the services for the CBCP Needs Assessment to comply with Virginia Code Section §53.1-82.1 and be prepared to meet the standards set forth in 6 VAC 15-81, Virginia Board of Corrections Standards.

The primary elements of the CBCP Needs Assessment will consist of a

1. Description of the jail system, facilities, and programs in the ADC service area.
2. Description of current offender population and existing criminal justice trends.
3. Long-term forecast of jail bed needs for male and female offenders.
4. Preparation of options for addressing any bed need shortfalls based upon the assumption that current policies, procedures, and administrative practices continue into the future.
5. Preparation of a written report.

### Proposed Services and Methodology

1. The data collection services will consist of:
  - 1.1. On-site observations and evaluation.
  - 1.2. Discussions with the local stakeholders and Jail administrators.
  - 1.3. Reviews of existing budgets and reports.
  - 1.4. Interviews with selected professionals in the criminal justice system and appropriate decision makers.
  - 1.5. Manual data collection effort to identify the medical, mental health and treatment needs of the existing Jail population.
  - 1.6. The collection and analysis of electronic data maintained at the State and local levels.
2. Assessment the Current Situation. Consultant will:
  - 2.1. Discuss with the administrators and staff at the Jail and decision makers.
  - 2.2. Analyze existing reports and automated data.
  - 2.3. Collect and analyze information concerning custody levels and housing assignments, jail-based inmate programs, and alternative pretrial and post disposition programs.
  - 2.4. Consultant will evaluate data, analysis, and information on the number of inmates served by existing jail-based and other alternative programs, the frequency of service, and the staff and resources devoted to delivering the existing programs.
  - 2.5. Consultant will explore the feasibility of expanding the existing programs and quantify the potential bed space impacts of alternative programs on the projected building needs.
3. Analyze the ADC Population
  - 3.1. Using data available from the Compensation Board's automated LIDS system, and data from the existing Jail automated information system(s), the Consultant will profile and analyze the offender population incarcerated in the existing facilities. While the specific profile will depend upon the descriptive data that are available, the profile will provide needed information about the types of offenders incarcerated, including the types of charges, gender, incarceration status, security levels and average length of stay by various categories. The profile will serve as a basis for estimating the "types" of offenders that will be incarcerated in the future under several "future" options. An analysis of this data will reveal key information such as the additional level of crowding experienced on weekends; the levels of security required for the offenders that will be detained; the time that will be spent awaiting trial; the time spent serving imposed sentences, and the Jail space currently occupied by felons that are state responsible inmates.
4. Existing Pre/Post Disposition Alternatives and Jail Based Programs
  - 4.1. Data will be collected describing existing programs for local offenders, including community and jail-based programming.
5. Produce Baseline Inmate Population Projection

- 5.1. A data base of demographic and criminal justice system data will be developed and utilized to project the inmate population for a fifteen-year period. To the extent possible within the time frames of the project timeline the forecast will be disaggregated to identify pretrial detention needs and post sentence incarceration requirements including both local and state responsible inmates. Estimates of custody levels will be generated for the existing and projected inmate population. The exact level of detail will be dependent upon the type of data that are available from existing automated data systems.
  - 5.2. To develop the forecast, the Consultant will use a computer software program titled Forecast Pro. The Consultant has successfully used this software numerous times and the software fully meets the methodology requirements of the State. The projection technique will utilize either exponential smoothing or an ARIMA regression model. Both techniques have been used by the state in forecasting local and state responsible inmate populations. The forecast produced by these methods will be evaluated and the technique that produces a "model" that best fits the data will be selected for the forecast. Consultant will define the model specifications and parameters, and provide the diagnostic information required by the state process. The projection will be analyzed for comparability with previously experienced growth rates. Based on these calibrations, an inmate population projection will be selected, and the attendant underlying assumptions will be detailed. The projection of the inmate population will be consistent with the requirements of current definition of "local responsible inmates and state responsible inmates."
6. Conduct a Criminal Justice System Analysis and Options for the Future
    - 6.1. Using structured survey techniques, Consultant will discuss current management structures, case management practices, operational systems, as well as existing policies and procedures with key personnel in the criminal justice system. Recommendations for improving the efficiency of the correctional system will be developed. To the extent possible, resources required to implement the recommendations will be identified and quantified.
7. Provide a Final Written Report
    - 7.1. At the conclusion of the project, the Consultant will deliver a written report to the County. This report will summarize all services completed; present various organizational and operational options; contain all conclusions and recommendations resulting from our analysis and will contain supporting documentation. The report will meet the requirements of the Virginia Board of Corrections Standards. The report will contain a series of inmate population forecasts, options for the future, and recommendations for improving the efficiency of the criminal justice system that are consistent with the public safety demands of the County.
    - 7.2. Upon approval of the County, the Consultant will submit the Community Based Corrections Plan to the Virginia Department of Corrections, Board of Corrections, and the Board of Local and Regional Jails for their review and approval.
8. County Provided Services
    - 8.1. The Consultant requires a close collaborative effort with the Jail. The Jail will provide the following assistance in order to complete the Needs Assessment.
    - 8.2. List of contacts for structured interviews.

- 8.3. Floor plans for the existing facilities.
- 8.4. Available budget/cost information over the past three years.
- 8.5. Automated data on offender/inmate populations from the jail computer system; close collaboration with the Jail's computer programmer(s).
- 8.6. Monthly inmate population counts by key subgroups over the past five years.
- 8.7. Copies of written documents and reports relevant to the study.
- 8.8. Assistance in conducting any required "snapshot" surveys of the detained population.
- 8.9. Available caseload and participation statistics associated with pre-trial and post-trial programs in the Jail.

## Part 2 Community Engagement

The Community Engagement shall consist of a multi-faceted approach to engaging community stakeholders on multiple fronts and via multiple means of engagement consisting primarily of three methods:

- 1. Conduct in-person meetings at community locations, local government locations, and/or the jail.
- 2. Conduct virtual meeting forums.
- 3. Conduct on-line surveys for community input.

Exhibits and deliverables shall consist of summaries of common themes and ideas that are consistent and most needed by the community stakeholders.

## Part 3 CBCP Planning Study

The CBCP Planning Study is required by the Department of Corrections as a prerequisite for the planning, design, construction, and reimbursement of state funds of a local correction facility. The services provided must include all services necessary for the study to comply with Virginia Code Section §53.1-82.1 and to be prepared to meet the standards set forth in 6 VAC 15-81, Board of Corrections Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities effective March 8, 2018 (Referred to herein as the "Jail Standards").

Planning Study shall consist of the following (unless determined to be a "Minor Renovation" as defined by the Jail Standards):

- 1. Statement of the regarding compliance with Jail Standards.
- 2. Statement of the planned general population design capacity of the proposed facility as determined and approved in the Needs Assessment (Needs Assessment will not be prepared.)
- 3. Statement of rated capacity of the existing facility.
- 4. Changes to operating program (procedures).
- 5. Facility planning program expressed on existing conditions plans.
- 6. Site data (as required).

7. Campus style design statement of management concept. (Assumed not applicable.)
8. Statement of management concept.
9. Written description of the project.
10. Assessment of the condition of the jail.
11. Conceptual floor plans.
12. Conceptual building elevations.
13. Conceptual site plan.
14. Conceptual building section.
15. Energy analysis.
16. Analysis of staffing needs and six-year operating budget cost.
17. Budget estimate.
18. Schedule for implementation.
19. Other information for reviewing agency.
20. List of sources of allocated md projected construction or capital funfs involved in the project.

The Architect's services shall consist of the following:

1. Prepare a Planning Study in accordance with Virginia Board of Corrections Jail Standards effective March 8, 2018.
2. Review existing record drawings, prior planning studies, master plans, surveys, and geotechnical reports furnished to us by the Regional Jail, to gain insight into existing conditions that could impact the Planning Study. Topographic, environmental, boundary, and geotechnical surveys and reports are not included in our services.
3. Conduct up to four (4) meetings to include a kickoff/facility tour meeting, and three (3) review/presentation meetings.
4. Attend up to two (2) meetings with Virginia Department of Corrections' staff.
5. Attend up to two (2) meetings (in-person or virtually) as the County's representative to do a presentation or answer questions before the State Board of Local and Regional Jails when the project will be considered by them in 2022.

#### County's Responsibilities

The County shall have the following responsibilities regarding the Project.

1. The County shall provide the Architect with full information about its objectives, criteria, and constraints for the Project.
2. The County shall respond to the Architect's requests for information and review and respond to information submitted by the Architect in a timely manner.

3. County shall coordinate all services associated with hazardous materials.
4. The County shall provide to the Architect, at no cost, copies of all available documentation of existing Albemarle-Charlottesville Regional Jail including floor plans and other drawings, site plans, plats, topographic and/or boundary surveys, and similar documentation. If adequate documentation of existing conditions in the form of building and site drawings which accurately depict current conditions is not available, the County may elect to have the Architect prepare such drawings and/or surveys at additional cost. The County acknowledges that lack of such adequate documentation may hamper or prevent the Architect from completing some of the tasks described in this Agreement, and/or may have an adverse impact on the Architect's ability to complete the services described above. The Architect shall have no responsibility for any consequences of its use of inaccurate documentation provided by the County.

The following services are not included in the scope of services. Cost of the Services for these tasks will be negotiated at the time of the request.

1. Full design and construction contract administration services.
2. Destructive demolition for investigation of existing conditions.
3. Title and Easement Research.
4. Traffic studies or assessments
5. Wetland Delineation and Confirmation.
6. Phase I Environmental Site Assessments.
7. Environmental permitting.
8. Water and sanitary sewer capacity analysis.
9. Geotechnical investigations.
10. Boundary or topographic survey. (TBD)
11. Subsurface utility location.
12. Off-site utility analysis and design of any offsite improvements.
13. Traffic signal design.
14. Special Inspections and Construction Materials Testing services.
15. LEED certification services.
16. Services related to modifications to the existing building to bring it into compliance with current building codes.
17. Other services not specifically identified in this proposal.

Moseley Architects' services do not include hazardous materials surveys and abatement, or any services related to hazardous materials. Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of hazardous materials of any kind, including, but not limited to, asbestos, lead paint, PCB's, and petroleum products in relation to the Project,

nor does our proposal include any services related to hazardous materials. The County shall provide, separately from this Agreement, all necessary services related to hazardous materials.

**Cost of Services**

Our proposed compensation for the proposed services is the not to exceed value indicated below. We will not perform or invoice the County on an “hourly not to exceed basis” for completing the services.

Part 1 – Needs Assessment	\$70,000
Part 2 – Community Engagement	\$25,000
<u>Part 3 – Planning Study</u>	<u>\$90,000</u>
Total	\$185,000

For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and the County.

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services to fulfill the Scope of Work.

**Schedule**

With notice to proceed not later than July 15, 2021, we propose to have a draft for review by the Jail by November 15, 2021 and the CBCP Planning Study submitted to the Virginia Department of Corrections by no later than December 15, 2021 (VDOC deadline is December 31, 2021).

If this proposal is satisfactory, please prepare appropriate documentation indicating your approval and authorization to proceed. We appreciate the opportunity to be of further service to Albemarle County and the Jail.

Sincerely,



Anthony J. Bell III, AIA  
Vice President

593756

Enclosures: As indicated above.

# MOSELEY ARCHITECTS

February 8, 2021

## MEMORANDUM OF CONFERENCE No. 01

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

ARCHITECT'S PROJECT NO. 593756

DATE AND LOCATION Monday, February 8, 2021; Conference Call

PRESENT For Albemarle, Charlottesville, Nelson Regional Jail  
Colonel Martin Kumer, Superintendent

For Moseley Architects  
Mr. Tony Bell

### DISCUSSIONS AND DECISIONS.

Ally McNally 434-296-5884 left message for Moseley Architects with regard to preparing a Planning Study for the Albemarle, Charlottesville, Nelson Regional Jail ("Regional Jail"). The following summarizes resulting discussions between Colonel Kumer and Tony Bell.

1. Colonel Kumer stated that the Regional Jail desires to prepare a Planning Study for the purpose of determining scope of work, budget estimate, and schedule of proposed renovations. Regional Jail does not propose any expansion or increase in its rated capacity, only renovation within existing exterior walls.
2. Regional Jail desires to renovate the original mid-1970's portion of the jail ("1975 Jail") that has not been renovated since its original construction.
  - 2.1. Portions of 1975 Jail are still using the same original bar grate and bar grate slider doors. Regional Jail desires they be replaced with solid partitions and solid doors with glass clad polycarbonate.
  - 2.2. 1975 Jail is served by the original mechanical and electrical systems. The HVAC system no longer effectively heats, cools, or controls humidity of the Regional Jail.
  - 2.3. Exterior windows are original louver style with bars.
  - 2.4. There is no programming space.
  - 2.5. Toilets and showers require replacement with more efficient, better quality fixtures.
3. Regional Jail wants to move forward now because 1) interest rates are low, occupancy (ADP) is down 25% (lowest since the 1990's), and 3) will pay off debt from the last expansion in 2000.
4. Regional Jail is effectively using home electronic incarceration (HEI).
5. Regional Jail desires to kick-off the project now to determine "what do we want to do", the associated cost, and the timeline for implementation. Regional Jail wants a plan for how and by when the implementation can occur. Regional Jail desires the study be complete by May 2021 and that full design services start in Fiscal Year (FY) 2023 (July 1, 2022).

MEMORANDUM OF CONFERENCE

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

Page 2

February 8, 2021

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6. Goals of the project include renovations to operate and be more staff efficient. Regional Jail proposes using indirect supervision and reducing staffing from two officers per post to one officer per post by means of a catwalk.
7. Regional Jail had a facility Condition Assessment completed which assumed in-kind replacements. Regional Jail intends to make improvements and submit a Community Based Corrections Plan Planning Study to the Board of Local and Regional Jails and seek 25% reimbursement for the renovations.
8. Regional Jail has prepared a needs list of proposed renovations.
9. In-person scoping meeting is scheduled for Tuesday February 16. Tony Bell will email Colonel Kumer a proposed time. Subsequent to the meeting, the scoping meeting was scheduled for 0900 on 2/16/2021.

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

NOTES BY:

  
Anthony J. Bell III  
Vice President

DISTRIBUTION: As indicated by (\*) above, also:  
Chris Roman, Moseley Architects