

MEHERRIN RIVER REGIONAL JAIL AUTHORITY

ALBERTA, VIRGINIA



ADOPTED BUDGET 2015-2016

CRYSTAL WILLETT
SUPERINTENDENT

BRENT WRIGHT
DEPUTY SUPERINTENDENT

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FINANCE DIRECTOR

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FISCAL YEAR 2016 BUDGET MESSAGE

The Honorable Members of the
Meherrin River Regional Jail Authority
Alberta, VA 23821

Dear Members of the Authority:

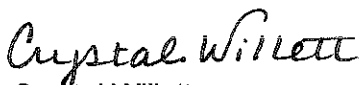
I am very pleased to present Meherrin River Regional Jail's adopted budget for fiscal year 2016. The budget has been prepared with the goal of maintaining low operational costs, while providing exceptional customer service to our user jurisdictions and providing a safe and secure environment for our staff, inmates and community.

We begin the budget process in August of each year. Every division head, Administration, Information Technology, Maintenance, Operations and Support, Personnel, Professional Standards, and Security submit their budget requests to the Finance Director. Several hours of training and meetings are conducted to ensure all understand our process, how all areas of the Jail impact each division and to get a better understanding of what revenues we are forecasting which in turn determine how to balance our budget. After all submissions have been received, the Superintendent, Major and Finance Director review each line item to determine need, feasibility and priority of the request. This is an extensive and enduring process, but it tremendously helps to bridge the understanding between sworn and civilian personnel, between security and administrative levels of responsibility. I truly appreciate everyone's hard work and dedication to the budget process as well as to our facility as a whole. I feel strongly the adopted budget in the amount of \$16,339,317 will carry Meherrin River Regional Jail through our fourth year of operation here at our main site and through our third year of operation at our satellite site.

This budget is prepared to meet the needs of our user jurisdictions, Brunswick, Dinwiddie and Mecklenburg, as well as the courts and each of our user agencies. Within this budget, we will provide a 2% merit increase to our staff as well as raise the starting salary of our entry level correctional officers. While this budget was not able to meet all requests for all departments, all necessary tools, aids, equipment and supplies will be given to all staff to perform their jobs successfully, effectively and efficiently.

As stated above, the budget process is a strenuous task. It would not have been possible without the help of all divisions within the Jail. This document would not be possible without assistance from all of our staff. I would like to extend my sincere appreciation to Jennifer Derrenbacker, Finance Director, for all of her hard work and dedication to the budget process and this document.

Sincerely,


Crystal Willett
Superintendent

VISION, MISSION, & CORE VALUES

Vision Statement

It is the vision of the Meherrin River Regional Jail to be stewards of our community with the highest regard to integrity and excellence. To promote positive growth for both the staff and the inmates entrusted to our care, to be proactive, seeking innovative correctional and rehabilitative practices that hold offenders accountable, and to assist offenders in becoming productive law-abiding citizens.

Mission Statement

The Meherrin River Regional Jail shall promote the safety and protection of the citizens within Brunswick, Dinwiddie and Mecklenburg counties by safely and securely procuring criminal offenders at the confines of our facilities. We shall strive to maintain programs and various opportunities for offenders to improve their character and morale to reduce recidivism statistics within our surrounding communities. We further strive to effectively and evenhandedly respect each offender in efforts for rehabilitation and education of skills to assist him/her upon reentry into society. Our entire staff is dedicated to the safety and security of each offender during the period of incarceration adhering to all policies and procedures of the Meherrin River Regional Jail.

Core Values

- Public Safety:** Protect the public, staff and offenders through the highest degree of professional performance at all times
- Integrity:** Promote a jail environment that is consistent with human dignity and one that is free from personal prejudices and discrimination
- Fairness:** Treat all employees, the public and offenders with fairness, honesty, consideration and dignity while recognizing diversity
- Commitment:** Operate the regional jail in an efficient and cost effective manner without jeopardizing the Jail's mission
- Professionalism:** Exhibit the highest degree of ethical behavior, professional excellence, quality and competence in all that we do

STRATEGIC GOALS & OBJECTIVES

Meherrin River Regional Jail is located in southeast Virginia in Brunswick County. Brunswick County is a rural setting with a population of 17,200 and 583 square miles. Brunswick County is best known as the origin place for Brunswick Stew.

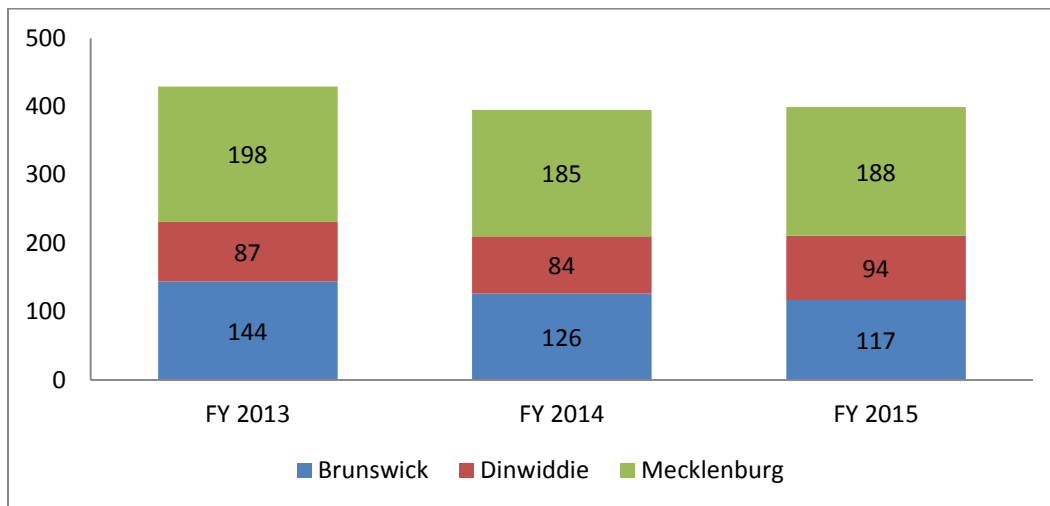
The general purpose of the Jail Authority is to maintain and operate a regional jail facility to meet the needs of the participating jurisdictions. The main facility has total square footage of 156,643 to include 697 beds, consisting of 596 general-purpose beds, a 32-bed work release center, a 6-bed medical housing unit, a 12-bed center for inmate intake, a 12-bed center for transport inmates, a 5-bed center for inmate classification, and 34 special management cells. The satellite facility has total square footage of 40,095 to include 107-beds, consisting of 68 general-purpose beds, a 24-bed work release center, 4-bed medical housing unit, a 7-bed center for inmate intake, and 4 special management cells.

Our facility serves Brunswick, Dinwiddie and Mecklenburg Counties. Serving the member jurisdictions, the overall inmate population is indirectly related to the populations of the three localities. All three areas are continually experiencing growth and increased development. This, in turn, serves as an indicator for the number of persons likely to be incarcerated from those jurisdictions.

First and foremost, the goal of the Jail is provide a safe, secure and sanitary facility for our staff and inmates while maintaining cost saving measures in our operation. The operational design of both facilities is state-of-the-art. Both facilities have numerous electronic systems throughout the facility to include, video visitation, Jail Management System as well as a sophisticated Computer Network System. Both facilities are LEED certified and in regards to utilities, the Jail is running below the national average. All of these systems, equipment, training and staff are necessary in maintaining our primary goal. We take great pride in the ability we have shown over the past several years to forecast, allocate and distribute funds where needed within our facility to help our localities when presenting the Jail's budget to their respective Boards.

The Jail faces many fiscal challenges to include estimating the total dollar amount of the State's reimbursement, which is the largest revenue source of our budget. In addition, the majority of our other revenue sources are impacted by population. With unpredictable trends this early in the Jail's operation, it is extremely difficult to forecast and build a budget.

The following chart displays our ADP since we opened in July 2012.



SHORT-TERM ORGANIZATION-WIDE FACTORS

The short-term organization-wide factors affecting the Jail and the budgeting process include the following:

1. Provide a safe, secure and sanitary facility for staff and inmates while maintaining cost saving measures in our operation.
 - a. Expand programs for the inmate population to include the GED program.
 - b. Start implementing policy and procedures to follow ACA regulations in order to begin the accreditation process.
 - c. Focus on training objectives to include multiple hands-on scenarios as well as catering to input and/or specific requests from line staff.
 - d. Diligently maintain established balances in our reserve accounts to include the rate stabilization fund, operating reserve and capital reserves account.
2. Provide In-Service Training for staff on-site and secure a set number of general and specialty instructors.
 - a. Having these certified instructors and on-site training will reduce overtime costs and traveling expenses to and from other training sites.
 - b. Not only will costs decrease in regards to travel expense, but it will also help with overtime costs associated with sending a large number of our staff to a limited number of classes. Due to our site being an in-service site, we will offer classes in addition to the classes offered by our Academy. We will be able to distribute the large number of employees over more classes; therefore, cutting overtime costs.
3. Continue to enhance our relationships with our user jurisdictions, outside agencies and the public through effective correctional services and community involvement.
 - a. Promote public awareness by having schools within our user jurisdictions tour the Jail.
 - b. Continue to have work force crews pick up litter off the streets within our jurisdictions. In addition, work force crews can help when and where needed in regards to special events taking place within the community.
 - c. Continue to work with the local sheriff's departments and social services during the holidays to donate items to families in need of assistance, help with the Cops and Kids program as well as coordinate and participate in Special Olympics events.
 - d. Maintain the outstanding relationship we have with the USMS service to continue to house federal prisoners.
4. Ensure the facility complies with standards set forth by the Virginia Department of Corrections and the Virginia Compensation Board.
 - a. Continue to review policies and standards to ensure we are compliant with all requirements.
 - b. Maintain excellent working relationships with our Compensation Board representative in regards to keeping abreast of state mandated changes in regards to salary reimbursements and per diem payments.
5. Continue our efforts to achieve financial excellence.
 - a. Receive the Government Finance Officers Association's Certificate for Excellence in Financial Reporting Award for the third year.
 - b. Receive the Government Finance Officer Association's Distinguished Budget Presentation Award for the first year.

PRIORITIES & ISSUES

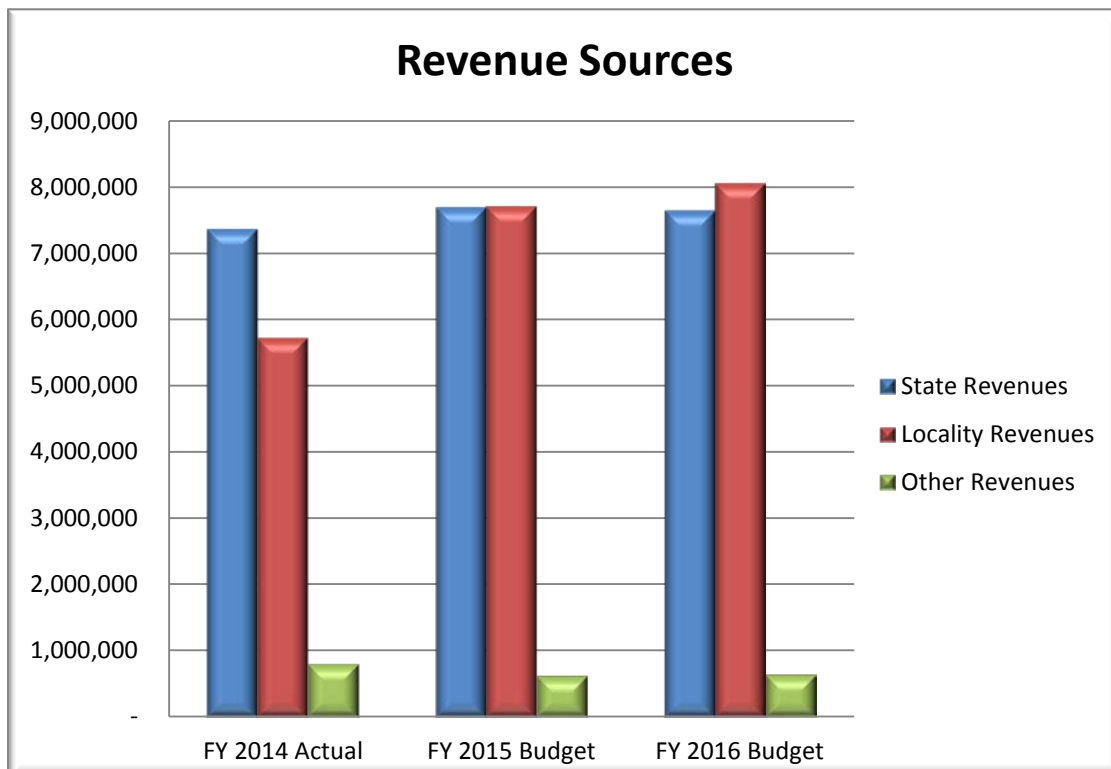
Our priority is to adopt a balanced budget that will support our primary vision. Our goal is to maintain low operational costs while providing exceptional customer service to our user jurisdictions while providing a safe and secure environment for our staff, inmates and community.

As it is our largest expense, personnel expenses for employee salaries and benefits are a major priority in our fiscal year 2016 budget. Included in these personnel expenses are a 2% raise for all eligible employees as well as an increase in the minimum entry level jail officer salary. Both of these increases are required by the Virginia Compensation Board.

Along with these increases in personnel expenses which drive up total operating expenses, the Jail is faced with a decline in our inmate average daily population (ADP) for fiscal year 2016. Decreased ADP negatively impacts revenues and expenses, thus causing our user localities to be required to contribute a larger portion to balance the Jail's budget. Revenues are lower in phone commissions, daily fees, internet visitation, Compensation Board per diem reimbursements, etc. as a result of a decreased inmate population. The Jail also has many fixed expenses including insurances, medical services contract, food service contract, maintenance contracts, etc. which are affected by this decrease in inmate population. As the inmate population decreases, the per diem cost to support these fixed expenses must increase proportionately which causes a higher per diem rate for our user localities.

REVENUES

Meherrin River Regional Jail receives Revenue from three primary sources: the Virginia Compensation Board which reimburses the jail for staff salaries and for inmate daily fees; from our three localities: Brunswick County, Dinwiddie County, and Mecklenburg County; and from various operating revenues generated by our facility such as phone commissions, work release, home incarceration, internet visitation, inmate medical co-pays, etc.



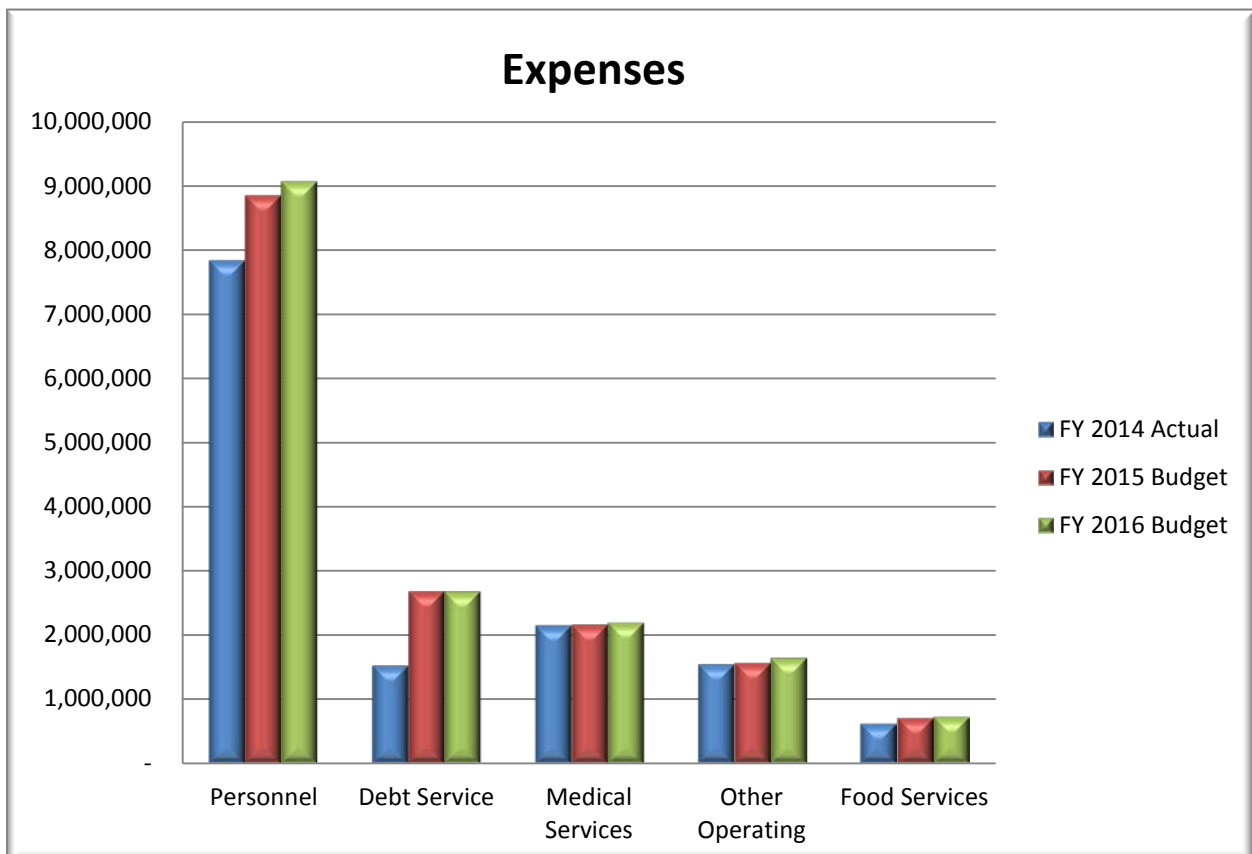
EXPENSES

As an organization that provides a service to our community, we recognize that personnel expenses are by far our largest expense. Our staff is also our greatest resource and in order to retain our highly qualified employees it is important that we continue to provide our employees with competitive pay and benefits. As it was adopted in the FY 2016 Virginia State Budget, we are happy to include a 2% raise to all eligible full-time employees to be effective September 1, 2015 along with increasing the minimum starting salary of our entry level jail officers.

Debt service remains fairly constant with a \$ 2,538 decrease from our FY 2015 budget. Although the total debt service decreases in FY 2016, the actual Debt Service Per Diem rate increases because it is a fixed expense and our projected inmate population is budgeted to be substantially lower in FY 2016.

It is always our goal to minimize expenses wherever possible but contractual obligations do not always allow for this. As such, our medical services and food services pricing will increase in FY 2016 as required by their respective contracts. These increases in fixed costs along with our shrinking inmate population have caused our Operating Per Diem rate to increase for our localities.

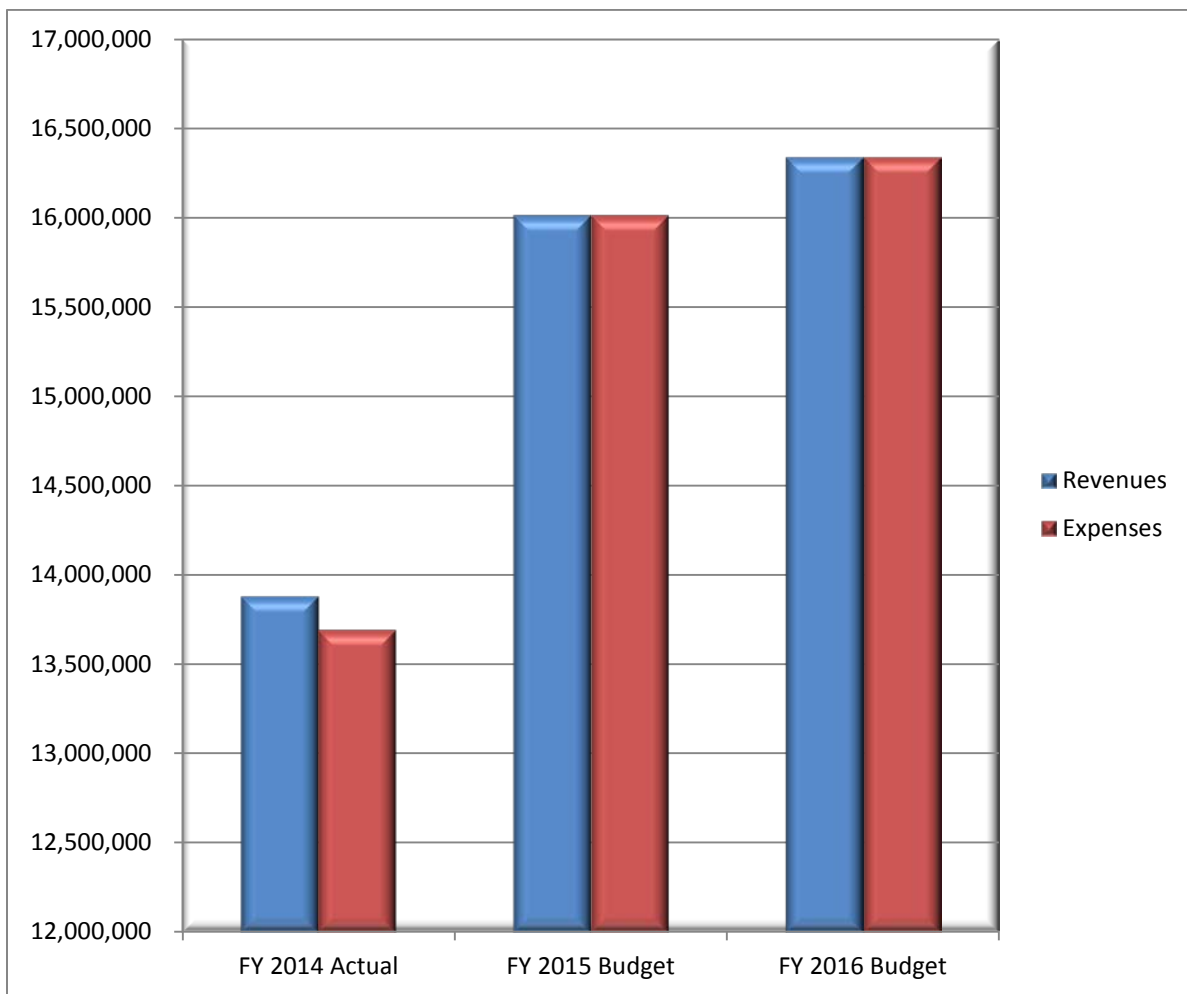
Due to the limited scope of capital expenditures budgeted in fiscal year 2016, the operational impact is deemed to be minimal.



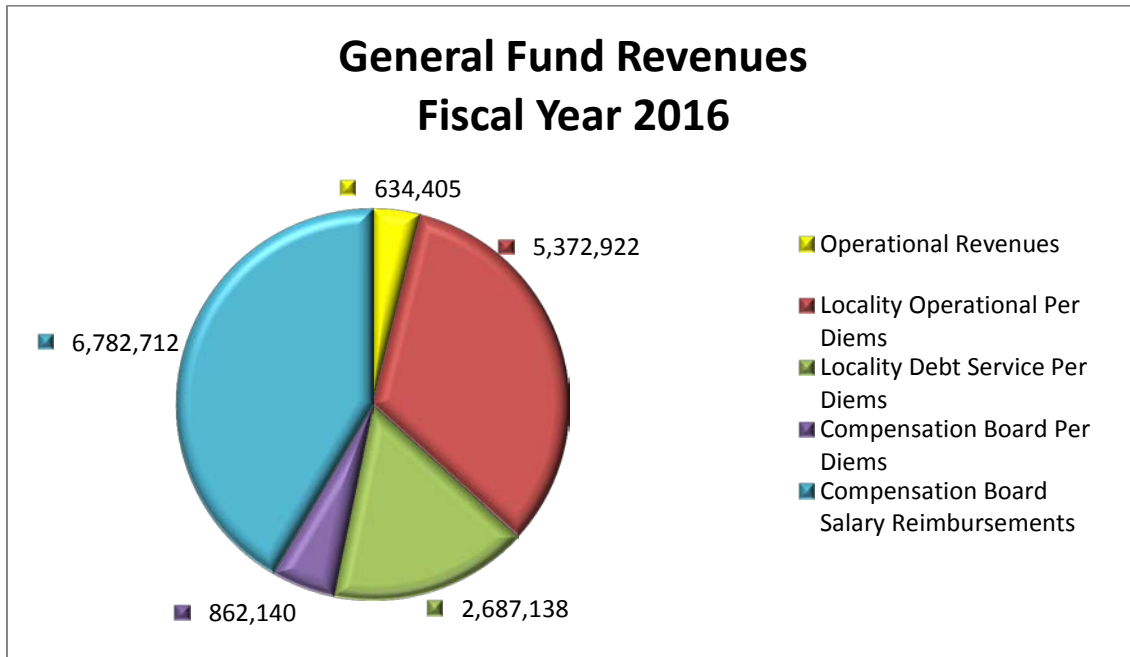
BUDGET OVERVIEW

The Jail's budget has one governmental fund which is the General Fund. The general fund is the operating fund used to account for all revenues and expenses of the jail on a day-to-day basis. The major revenue sources are derived from: the Virginia Compensation Board; Brunswick, Dinwiddie and Mecklenburg Counties; and other revenues generated from the daily operations of the jail. Major expenses are: Personnel, Debt Service, Medical Services, Food Services, and other expenses related to daily operations of the jail.

The budget is prepared on the modified accrual basis, recognizing revenues when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period or soon enough after the end of the current period to pay liabilities of the current period. Expenses are recorded generally when the related fund liability is incurred, except for interest and principal payments on general long-term debt, which are recognized when due, and expenses for compensated absences are recognized when paid.

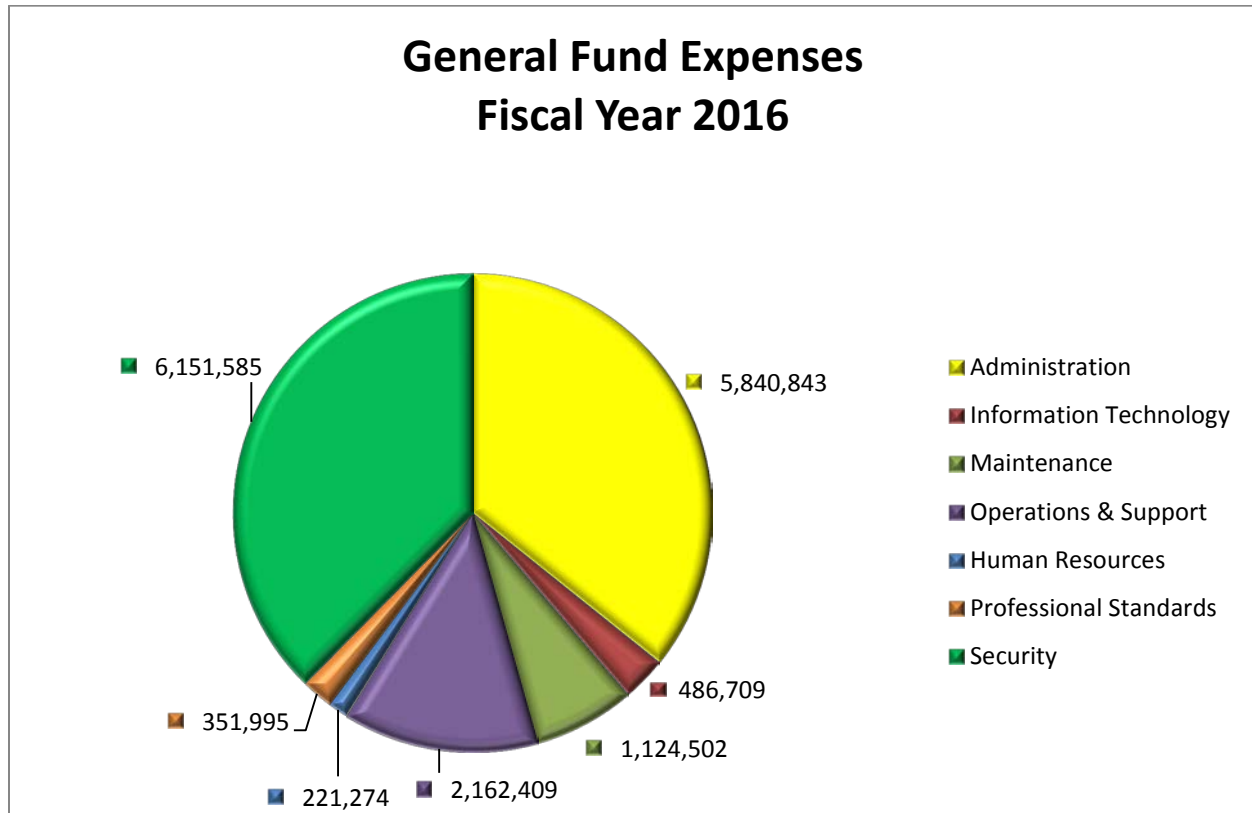


GENERAL FUND REVENUES



- Operational Revenues** – Operational revenues include all revenues generated by the daily operations of the jail. Included in these revenues are inmate phone commissions, work release fees, weekender fees, home incarceration fees, medical co-payments collected from inmates, daily housing fees collected from inmates, internet visitation fees, and other miscellaneous revenues.
- Locality Operational Per Diems** – Locality Operational Per Diems are revenues collected from the Jail's user localities: Brunswick County, Dinwiddie County, and Mecklenburg County, to pay operating expenses not covered by state revenues or jail operating revenues. Fiscal Year 2016's percentages are based on each locality's actual usage in Fiscal Year 2014 and localities are invoiced quarterly for their allocated portion of the total locality contribution. For FY 2016 these percentages are: Brunswick County – 32%, Dinwiddie County – 21% and Mecklenburg County – 47%. A true-up is calculated at year end based on actual inmate populations for each locality.
- Locality Debt Service Per Diems** – Locality Debt Service Per Diems are revenues collected from the Jail's user localities: Brunswick County, Dinwiddie County, and Mecklenburg County, to pay annual principal and interest debt service payments. Fiscal Year 2016's percentages are based on each locality's actual usage in Fiscal Year 2014 and localities are invoiced quarterly for their allocated portion of the total locality contribution. For FY 2016 these percentages are: Brunswick County – 32%, Dinwiddie County – 21% and Mecklenburg County – 47%.
- Compensation Board Per Diem Reimbursements** – Compensation Board Per Diems are revenues collected from the State of Virginia Compensation Board to partially reimburse the Jail for the costs of housing inmates. These revenues are paid quarterly to the jail based on LIDS reports submitted by the Jail's LIDS Technician.
- Compensation Board Salary Reimbursements** – Compensation Board Salary Reimbursements are revenues collected from the State of Virginia Compensation Board to partially reimburse the Jail for personnel expenses. These reimbursements include salaries and a portion of fringe benefits and are paid monthly to the jail based on reports submitted by the Accounting Manager. For Fiscal Year 2016, these revenues include a 2% salary increase for all eligible full-time employees effective September 1, 2015 and an increase to the starting salary for entry level jail officers.

GENERAL FUND EXPENSES

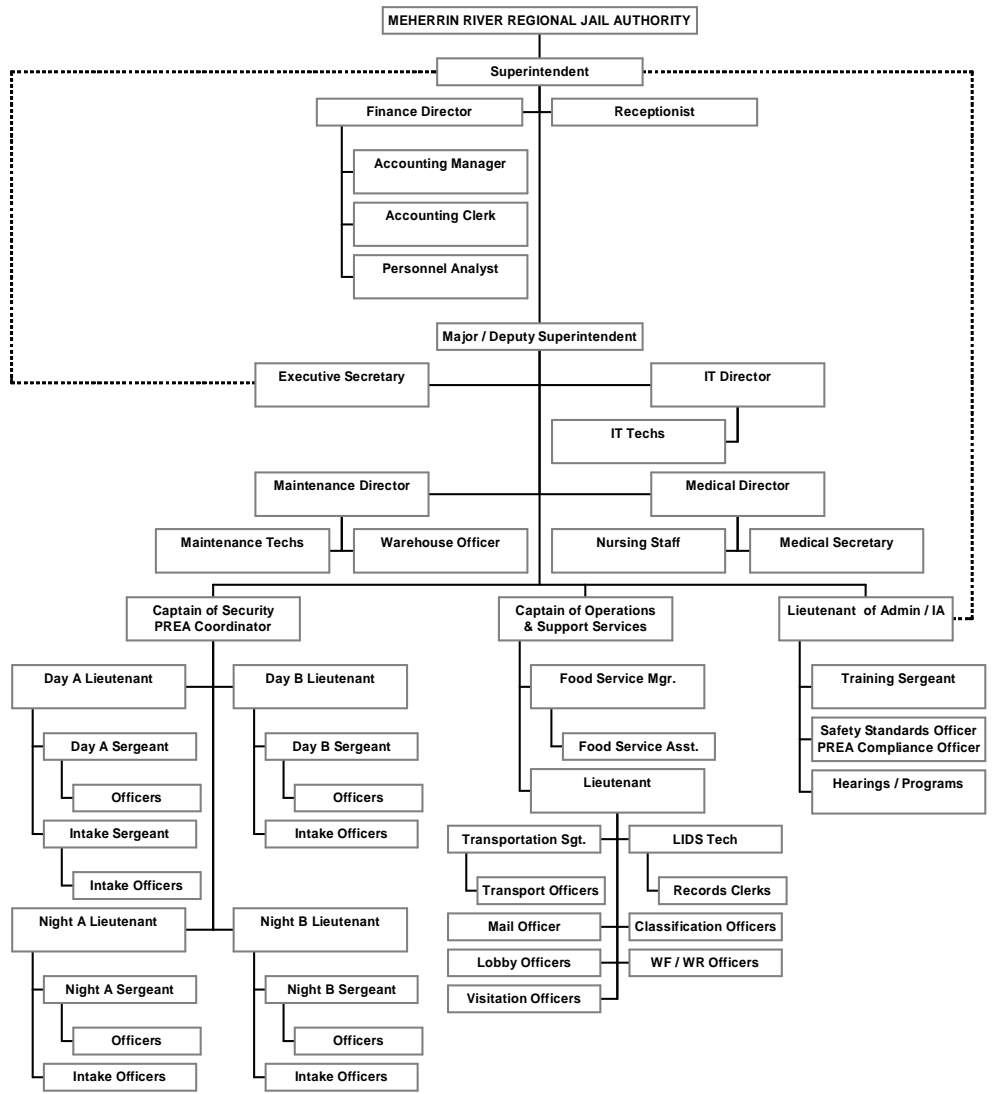


- **Administration** – The Administration Division includes general insurances (not to include health insurance); professional fees to attorneys, accountants and consultants; general office expenses; medical services; debt service payments; and salaries, payroll taxes and benefits of employees within the division.
- **Human Resources** – The Human Resources Division includes workers compensation insurance; unemployment insurance; and salaries, payroll taxes and benefits of employees within the division.
- **Information Technology** – The Information Technology Division includes several IT service contracts; telecommunications; internet services; software; computers and printers; other miscellaneous IT supplies; and salaries, payroll taxes and benefits of employees within the division.
- **Professional Standards** – The Professional Standards Division includes continuing education required for all personnel; academy dues for sworn officers; uniforms for sworn officers; training supplies; police supplies; and salaries, payroll taxes and benefits of employees within the division.
- **Maintenance** – The Maintenance Division includes several annual maintenance service contracts; building repairs and maintenance; grounds repair and maintenance; utilities; and salaries, payroll taxes and benefits of employees within the division.
- **Operations and Support** – The Operations and Support Division includes transportation expenses; food services; housekeeping; other operating supplies necessary for the Records Department; and salaries, payroll taxes and benefits of employees within the division.
- **Security** – The Security Division includes supplies necessary for inmates including linens, uniforms, indigent kits, drug tests, property bags, and other miscellaneous items; and salaries, payroll taxes and benefits of employees within the division.

**REVENUE & EXPENSE SUMMARY
FY 2016
ADOPTED BUDGET**

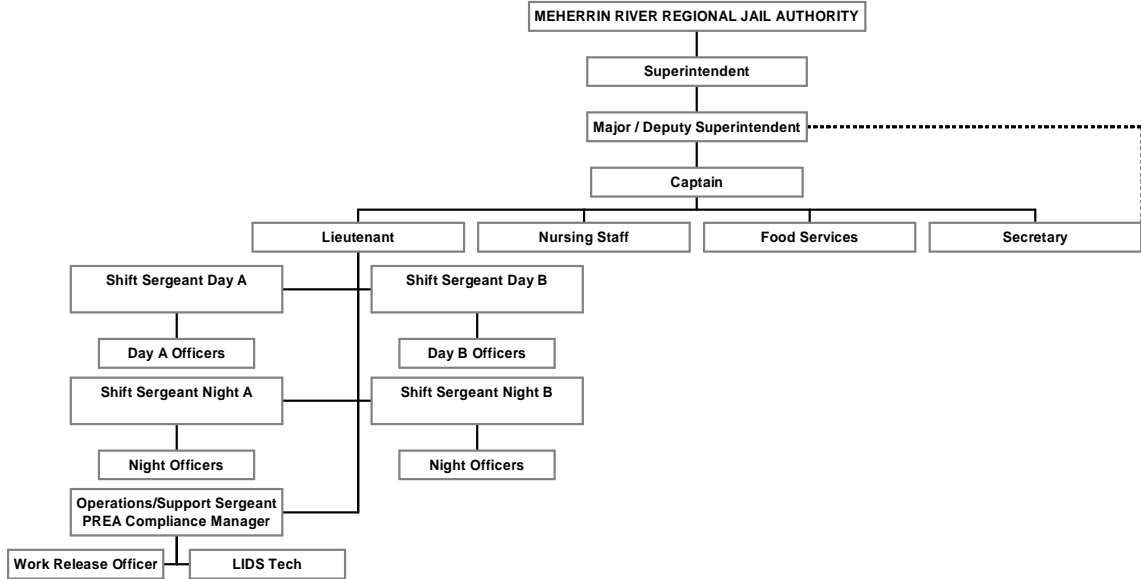
	Actual FY14	Budget FY15	Budget FY16	% Change
OPERATING REVENUE:				
INTEREST INCOME	92,395.00	1,300.00	91,000.00	6900.00%
PHONE COMMISSIONS	288,763.00	316,000.00	270,000.00	-14.56%
WORK RELEASE	48,542.00	35,650.00	47,450.00	33.10%
WEEKENDER FEE	17,904.00	18,000.00	18,000.00	0.00%
HOME INCARCERATION	11,173.00	15,830.00	11,970.00	-24.38%
MEDICAL CO-PAYMENTS	6,588.00	11,000.00	9,060.00	-17.64%
DAILY HOUSING FEES	153,601.00	191,200.00	174,000.00	-9.00%
INTERNET VISITATION	5,075.00	17,500.00	5,725.00	-67.29%
BED RENTALS	153,975.00	-	-	-
COMP BOARD-LIDS	963,574.00	1,135,000.00	862,140.00	-24.04%
COMPENSATION BOARD-SALARIES	6,403,328.00	6,559,375.00	6,782,712.46	3.40%
MISCELLANEOUS REVENUE	13,311.00	7,200.00	7,200.00	0.00%
SUBTOTAL	8,158,229.00	8,308,055.00	8,279,257.46	-0.35%
OPERATIONAL PER DIEM	4,200,622.00	5,017,868.00	5,372,922.27	7.08%
DEBT SERVICE PER DIEM	1,527,662.00	2,689,675.00	2,687,137.50	-0.09%
TOTAL OPERATING REVENUE	13,886,513.00	16,015,598.00	16,339,317.23	2.02%
OPERATING EXPENSE:				
PERSONNEL	7,836,398.00	8,955,796.00	9,064,597.38	1.21%
OTHER OPERATING EXPENSES	1,549,361.00	1,483,099.00	1,649,429.87	11.22%
MEDICAL SERVICES	2,155,802.00	2,169,628.00	2,202,172.38	1.50%
FOOD SERVICES	628,475.00	717,400.00	735,980.10	2.59%
SUBTOTAL	12,170,036.00	13,325,923.00	13,652,179.73	2.45%
DEBT SERVICE	1,527,662.00	2,689,675.00	2,687,137.50	-0.09%
TOTAL OPERATING EXPENSE:	13,697,698.00	16,015,598.00	16,339,317.23	2.02%
PER DIEM RATES:				
OPERATIONS PER DIEM	29.95	30.89	36.80	19.12%
PER DIEM DEBT SERVICE	9.73	16.56	18.41	11.15%
TOTAL PER DIEM	39.68	47.45	55.21	16.35%
JURISDICTIONAL REQUIREMENTS				
				FY 14 Actual
BRUNSWICK	1,818,971.00	2,620,564.62	2,579,219.13	32%
DINWIDDIE	1,222,739.00	1,541,508.60	1,692,612.55	21%
MECKLENBURG	2,686,574.00	3,545,469.78	3,788,228.09	47%
AVERAGE DAILY OCCUPANCY	395	445	400	100%
BRUNSWICK	126	151	128	32%
DINWIDDIE	84	89	84	21%
MECKLENBURG	185	205	188	47%
TOTAL INMATE POPULATION	395	445	400	100%

Meherrin River Regional Jail – Alberta Organizational Structure



Meherrin River Regional Jail - Boydton

Organizational Structure



FUND DESCRIPTIONS & FUND STRUCTURE

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting segregates an entity's assets, liabilities, and net position into separate accounting entities based on legal restrictions or special regulations. Meherrin River Regional Jail, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and as a mechanism to help ensure resources are spent for their intended purpose. The two categories of funds for the Jail are governmental and fiduciary funds.

Governmental Funds

Governmental funds are used to account for the revenues and expenses that provide the jail with day-to-day operations.

The Jail maintains one governmental fund: the General Fund.

General Fund - serves as the Jail's primary operating fund. The General Fund is used to account for all revenues of the Jail except for those required to be accounted for in another fund. The three major forms of revenue for the fund include state revenues, locality revenues, and other operating revenues while the five major expenses include personnel, debt service, medical services, food services and other operating expenses.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The resources in the fiduciary funds are held in trust or agency capacity for others and are not available to support the Jail's programs. The Jail maintains two fiduciary funds.

1. Inmate Trust Fund— accounts for individual inmate account balances. Funds are deposited in the name of the inmate and used to pay for the inmate's commissary and phone time, as well as jail fees such as daily housing fees, medical co-payments, etc. Any balance remaining on an inmate's account is paid to them upon completion of their jail sentence.
2. Inmate Welfare Fund – accounts for commissions earned on inmate commissary orders. These funds may only be used to benefit inmates. The Superintendent must approve all purchases from the Inmate Welfare Fund.

Funds are appropriated in the 2016 budget for the Governmental Funds of the Jail. The Fiduciary Fund is not subject to appropriation.

The following listings categorize the Jail's Divisions and their respective areas of responsibility. All Divisions of the Jail are part of the General Fund.

DIVISIONS

Administration

- **Medical Services**
- **Administrative Functions**

Human Resources

- **Payroll and Related Functions**
- **Employee Benefits**
- **Human Resource Functions**

Information Technology

- **Telecommunications**
- **Internet**
- **Computer Software**
- **Computer Hardware**

Maintenance

- **Building Maintenance & Repair**
- **Grounds Maintenance & Repair**
- **Warehouse**

Operations & Support

- **Classification**
- **Food Services**
- **Home Incarceration**
- **Lobby**
- **Records**
- **Transportation**
- **Work Force**
- **Work Release**

Professional Standards

- **Safety and Standards**
- **Training**

Security

- **Intake Officers**
- **Security Officers**

BASIS OF BUDGETING

The amounts reflected in the governmental fund budget use the modified accrual basis of accounting. Modified accrual accounting recognizes revenues when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period or soon enough after the end of the current period to pay liabilities of the current period. Expenses are recorded generally when the related fund liability is incurred, except for interest and principal payments on general long-term debt, which are recognized when due, and expenses for compensated absences are recognized when paid.

All budgets for governmental funds are adopted on a basis that is consistent with generally accepted accounting principles (GAAP) in the United States of America with six exceptions:

1. Principal amounts paid for debt service are budgeted as expenses. Accrued interest and bond premium are not included in the budget.
2. Capital assets purchased are budgeted as expenses.
3. Depreciation expense is not included in the budget.
4. Compensated Absences are not included in the budget, they are expensed when incurred.
5. OPEB expenses are not included in the budget.
6. Unrealized gains/losses on investments are not included in the budget.

Formal budgetary integration within the accounting records is used during the year as a management control device.

Budgets for the Fiduciary Funds are not prepared because these funds are not available to support the Jail's operations.

FINANCIAL POLICIES

The Jail Authority has established and adopted the following comprehensive financial policies to balance the expenses of the jail with the revenues available for use. These policies set forth consistent guidelines for fiscal planning and performance, and support the Jail's commitment to sound financial management and fiscal stability.

THE PURPOSES OF THE FINANCIAL POLICIES ARE AS FOLLOWS:

- A. Ensure that the Jail delivers public safety services through reliance on ongoing revenues and by maintaining an adequate financial base.
- B. Ensure that the Jail is in a position to respond to changes in the economy or new service requirements without an undue amount of financial stress.
- C. Ensure that the Jail maintains a good credit rating while providing the community with the assurance that the Jail is well-managed financially and maintains a sound fiscal condition.
- D. Ensure that the Jail adheres to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, the Virginia Sheriffs' Accounting Manual, and the Virginia Procurement Act.

FINANCIAL PLANNING POLICIES

- A. The budget is a legal, public document that summarizes the one-year plan for accounting for revenues and expenditures of the Jail.
- B. The budget will reflect the goals of Meherrin River Regional Jail and will include a statement of results that will be available to all interested parties.
- C. The development of the annual budget of the Jail will consist of a multi-tiered process. This process will include review of the budget by staff, management, the Superintendent, and Board members.
- D. Through the budget process, all requests for resources will be evaluated with consideration given to need, cost, and benefit. Requests for resources made outside the budget process will be discouraged.
- E. The budget process will emphasize the use of current revenues to fund current operations.

BALANCED BUDGET

Meherrin River Regional Jail considers the budget balanced when total revenues are equal to total expenses.

REVENUE POLICIES

- A. The revenue sources available to the Jail will be continuously analyzed in an attempt to maintain a stable and diversified revenue base. This policy will help insulate the Jail from fluctuations in a particular revenue base.
- B. Revenues will not be dedicated for specific purposes unless required by law or generally accepted accounting principles.
- C. Grant funding will be considered to leverage the Jail's funds.
- D. The Jail will follow an aggressive and consistent policy of collecting revenues to the limit of the agency's ability whenever possible.

EXPENDITURE POLICIES

- A. The Jail will strive to achieve service levels that ensure the public safety of the communities it serves.
- B. The Superintendent will continue to look for and implement the most cost-effective and reliable methods of delivering public safety services.
- C. The Superintendent will maintain all assets at a level that protects capital investment and minimizes future maintenance and replacement costs.
- D. The Superintendent will implement service changes that are needed to respond to budget shortfalls.
- E. The Jail will provide its employees with a confidential means for reporting suspected wrongdoing involving fraud, waste, and abuse of Jail assets or resources.

FUND BALANCE RESERVE POLICIES

Fund Balance reflects the net financial resources of a fund, i.e., the difference between assets and liabilities. GASB 54 established new requirements for reporting fund balances. The new requirements established five different classifications, which are summarized below.

- A. Non-Spendable – legally restricted and cannot be spent.
- B. Restricted – includes amounts that can be spent only for specific purposes imposed by external sources such as the constitution, enabling legislation, bond covenants, etc.
- C. Committed – can be used only for specific purposes that are determined by a formal action of the government's highest level of decision-making authority, i.e., the Board.
- D. Assigned – constrained by intent of the Board. They are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.
- E. Unassigned – residual amount of the General Fund and includes all spendable amounts not classified in the other categories. GASB 54 classification is only required for governmental funds; therefore, no presentation is included on Fiduciary Funds, which are 100% restricted for their individual purposes.

The Jail will strive to maintain an unrestricted fund balance to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in costs. All fund designations and reserves will be reviewed annually for long-term adequacy and use requirements. Any projected insufficiencies will be addressed immediately.

RISK MANAGEMENT

The Jail Authority's risk management program involves maintaining comprehensive insurance coverage and identifying and monitoring loss exposure. The Jail Authority's comprehensive property, boiler and machinery, automobile, business interruption, inland marine and worker's compensation insurance is provided through the Virginia Association of Counties (VACO). The purpose of the association is to create and administer group self-insurance pools for political subdivisions of the Commonwealth of Virginia pursuant to the authority provided in Chapter 11.1 of Title 15.1 of the Code of Virginia. The association is managed by a seven member supervisory Board, who is elected by members at their annual meeting. Annual rates are based on estimated claims and reserve requirements. Pool deficits, should they materialize, will be eliminated through the levying of an additional assessment upon association members.

General liability and faithful performance of duty bond coverages are provided by the Commonwealth of Virginia, Department of General Services, and Division of Risk Management. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

CAPITAL EXPENDITURE POLICIES

- A. Meherrin River Regional Jail details capital expenditure items (i.e., equipment, vehicles, furniture and fixtures, etc.) with a unit cost greater than \$5,000 during the budget process.
- B. These items remain detailed throughout the budget process, including the adopted budget.

BUDGET PREPARATION, REVIEW & ADOPTION PROCESS

The Brunswick-Dinwiddie-Mecklenburg Regional Jail Authority was created pursuant to Article 3.1, Chapter 3, Title 53.1, Code of Virginia (1950), as amended by resolutions duly adopted by the governing bodies of the Counties of Brunswick, Dinwiddie, and Mecklenburg for the purpose of developing a new regional jail to be operated on behalf of the Member Jurisdictions by the Authority. On June 24, 2008, the Authority's name was changed to the Meherrin River Regional Jail Authority. The Board is governed by three members (including the County Administrator and Sheriff) from each of the participating localities and conforms to the statutory provisions of the Code of Virginia (1950), as amended. The Authority is considered to be a Jointly Governed Organization of the above localities because each locality is equally represented on the Board. The budget creation and approval process falls entirely within the control of the Board. The Board approves and adopts the budget.

The budget process begins in August or September of each year, with a meeting with all Division heads. Each Division head is given a budget packet for their division which includes detailed information from prior years. Division heads prepare their budgets and submit them to the Finance Director no later than October 15th of each year. Requests for budget allocations must be justified with supporting documentation, regardless of the category for which the request is made.

Once these requests have been received from all divisions, meetings are held (usually three full days in length) between the Superintendent, Deputy Superintendent, Finance Director and respective Division heads as needed. During these meetings, each expense line is reviewed in detail along with supporting documentation. Division heads may be asked to further clarify unusual or new requests. If cuts are to be made to a Division's request, they may be made during discussion with the Division head or they may come later during final discussions between the Superintendent, Deputy Superintendent and Finance Director.

After final review by the Superintendent, the budget document, along with all supporting documentation is then prepared by the Finance Director and presented to the Chairman of the Board. The Chairman of the Board reviews the budget in detail and suggests recommended changes.

After suggested changes are made, the budget is presented to the Finance Committee which is comprised of: the Chairman of the Board, the County Administrator for each County, the Superintendent and the Finance Director. The Finance Committee reviews the budget in detail and gives its approval of the proposed budget that will be presented to the Board Members at the December Board Meeting.

The proposed budget is presented to the Board Members at the December board meeting with the understanding that the budget will not be adopted until after the Virginia General Assembly has met and finalized the state budget. The proposed budget must be presented at the December board meeting, which is much earlier than most organizations, because County Administrators require a close estimate of their respective locality contributions to present to their County Board for appropriation.

After the Virginia state budget is finalized, any items affecting the Jail's proposed budget are revised. These items are generally related to Compensation Board funded staff positions and related raises for employees, and/or budget cuts affecting reimbursements from the Compensation Board such as per diems and salary reimbursements.

For FY 2016, the Virginia state budget was finalized in March 2015 and the final proposed budget was presented to Board Members at the April board meeting. The Fiscal Year 2016 budget was adopted by Board Members on April 2, 2015.

BUDGET AMENDMENTS

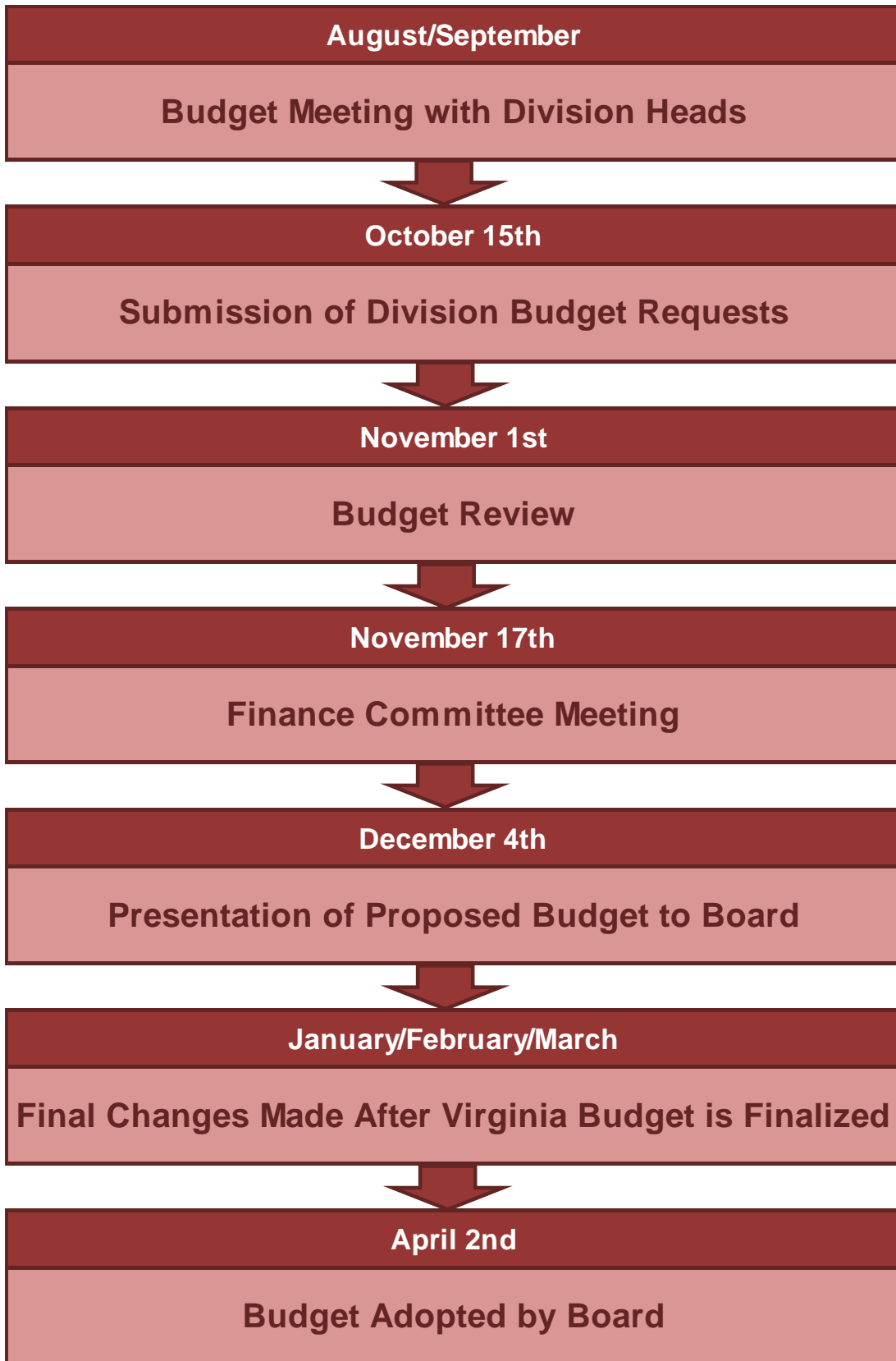
Division heads are allowed to transfer funds within their division's spending line items as long as the bottom line is not affected. Each transfer request must be submitted to the Finance Director with a detailed description of the transfer and reasons why it is being requested. The Division head is notified if the transfer is approved and if not, the reason for denial.

The Superintendent is authorized to make budget transfers within the general fund.

EMERGENCY BUDGETING GUIDELINES

In the event of an emergency, the adopted budget will be amended accordingly.

BUDGET CALENDAR



THREE YEAR CONSOLIDATED FINANCIAL SCHEDULE/FUND BALANCE

TOTAL GOVERNMENTAL FUNDS

	<u>Actual FY14</u>	<u>Adopted FY15</u>	<u>Adopted FY16</u>
OPERATING REVENUE			
Interest Income	92,395	1,300	91,000
Inmate Phone Commissions	288,763	316,000	270,000
Work Release	48,542	35,650	47,450
Weekender Fees	17,904	18,000	18,000
Home Incarceration	11,173	15,830	11,970
Medical Co-Payments	6,588	11,000	9,060
Daily Housing Fees	153,601	191,200	174,000
Internet Visitation	5,075	17,500	5,725
Bed Rentals	153,975	-	-
Compensation Board-LIDS	963,574	1,135,000	862,140
Compensation Board Salary Reimbursements	6,403,328	6,559,375	6,782,712
Miscellaneous Revenue	13,311	7,200	7,200
SUBTOTAL	8,158,229	8,308,055	8,279,257
Operational Per Diem	4,200,622	5,017,868	5,372,922
Debt Service Per Diem	1,527,662	2,689,675	2,687,138
TOTAL OPERATING REVENUE	13,886,513	16,015,598	16,339,317
OPERATING EXPENSE			
Personnel	7,836,398	8,955,796	9,064,597
Other Operating Expenses	1,549,361	1,483,099	1,649,430
Medical Services	2,155,802	2,169,628	2,202,172
Food Services	628,475	717,400	735,980
SUBTOTAL	12,170,036	13,325,923	13,652,180
Debt Service - Bond Payable	1,527,662	2,689,675	2,687,138
TOTAL OPERATING EXPENSE	13,697,698	16,015,598	16,339,317
SURPLUS (DEFICIT)	188,815	-	-
OTHER FINANCING SOURCES (USES)			
State Reimbursement	30,417,889 ¹	-	-
Member Contributions	28,783	-	-
Debt Service - Note Payable	(29,796,146) ¹	-	-
TOTAL OTHER FINANCING SOURCES (USES)	650,526	-	-
NET CHANGE IN FUND BALANCES	839,341	-	-
FUND BALANCE, BEGINNING OF YEAR	533,507	1,372,848	1,372,848
FUND BALANCE, END OF YEAR	1,372,848	1,372,848	1,372,848
% CHANGE	157.33% ¹	0.00%	0.00%

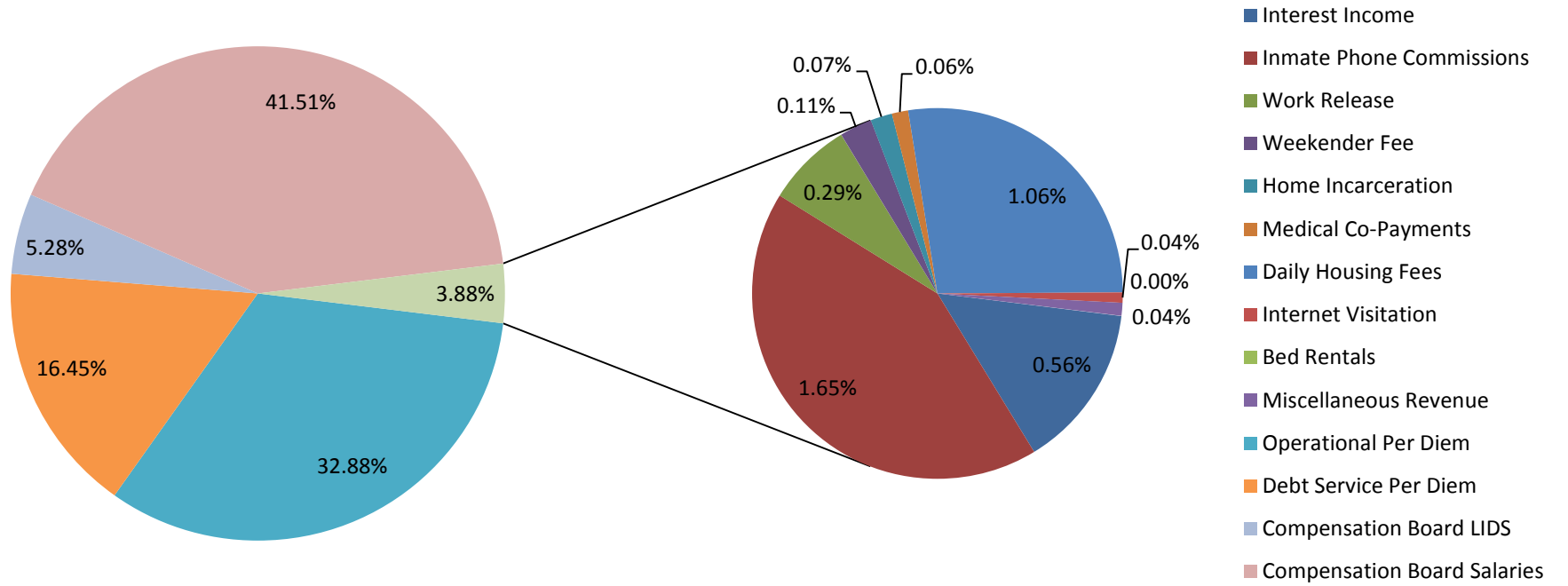
¹ Other Financing Sources (Uses) and the % Change in Fund Balance are significantly higher in FY 2014 due to a \$ 30,417,889 state reimbursement which reimbursed the Jail 50% of the cost to build the facility. The state reimbursement was used to pay off \$ 29,796,146 of debt service on interim financing.

REVENUES

Total Governmental Funds

	FY 2014 ACTUAL	Percent of Total Revenues	FY 2015 BUDGET	Percent of Total Revenues	FY 2016 BUDGET	Percent of Total Revenues
REVENUES						
<u>Operating Revenues</u>						
Interest Income	92,395.25	0.67%	1,300.00	0.01%	91,000.00	0.56%
Inmate Phone Commissions	288,763.39	2.08%	316,000.00	1.97%	270,000.00	1.65%
Work Release	48,542.00	0.35%	35,650.00	0.22%	47,450.00	0.29%
Weekender Fee	17,904.00	0.13%	18,000.00	0.11%	18,000.00	0.11%
Home Incarceration	11,173.00	0.08%	15,830.00	0.10%	11,970.00	0.07%
Medical Co-Payments	6,587.63	0.05%	11,000.00	0.07%	9,060.00	0.06%
Daily Housing Fees	153,600.62	1.11%	191,200.00	1.19%	174,000.00	1.06%
Internet Visitation	5,075.16	0.04%	17,500.00	0.11%	5,725.00	0.04%
Bed Rentals	153,974.83	1.11%	-	0.00%	-	0.00%
Miscellaneous Revenue	13,310.51	0.10%	7,200.00	0.04%	7,200.00	0.04%
	<u>791,326.39</u>	<u>5.70%</u>	<u>613,680.00</u>	<u>3.83%</u>	<u>634,405.00</u>	<u>3.88%</u>
<u>Locality Revenues</u>						
Operational Per Diem	4,200,622.16	30.25%	5,017,868.00	31.33%	5,372,922.27	32.88%
Debt Service Per Diem	<u>1,527,662.00</u>	<u>11.00%</u>	<u>2,689,675.00</u>	<u>16.79%</u>	<u>2,687,137.50</u>	<u>16.45%</u>
	<u>5,728,284.16</u>	<u>41.25%</u>	<u>7,707,543.00</u>	<u>48.13%</u>	<u>8,060,059.77</u>	<u>49.33%</u>
<u>State Revenues</u>						
Compensation Board LIDS	963,574.49	6.94%	1,135,000.00	7.09%	862,140.00	5.28%
Compensation Board Salaries	<u>6,403,328.05</u>	<u>46.11%</u>	<u>6,559,375.00</u>	<u>40.96%</u>	<u>6,782,712.46</u>	<u>41.51%</u>
	<u>7,366,902.54</u>	<u>53.05%</u>	<u>7,694,375.00</u>	<u>48.04%</u>	<u>7,644,852.46</u>	<u>46.79%</u>
	<u>13,886,513.09</u>	<u>100.00%</u>	<u>16,015,598.00</u>	<u>100.00%</u>	<u>16,339,317.23</u>	<u>100.00%</u>

FY 2016 BUDGET REVENUES



MAJOR REVENUE SOURCES

Inmate Phone Commissions

The Jail has a contract with GTL to provide telephone services to inmates. The jail receives a monthly commission based on actual telephone usage. As part of the contract, GTL agrees to pay the Jail a Minimum Annual Guarantee (MAG) amount regardless of actual usage. The MAG in our current agreement, \$270,000 per year, is the amount included in our FY 2016 budget.

Work Release

Inmates who qualify to participate in the Work Release Program are allowed to leave the Jail each morning and return to the Jail in the evening allowing many inmates to continue working in their current job while still serving their sentence. The benefits of this program are that the inmates don't lose their job and they also earn money that can be used to pay restitution, household bills, etc. A requirement of the Work Release Program is that inmates must be on a GPS tracking device. The weekly amount that inmates must pay the Jail is \$ 110 per week, which covers monitoring of the GPS tracking device, weekly drug testing and the operational costs associated with the inmate leaving and returning to the facility. The calculation used to determine our FY 2016 budget amount of \$ 47,450 is shown below.

Amount Per Week:	
Weekly Fee	110.00
Monitoring Expense	(30.80)
Drug Test Expense	(2.50)
Net Revenue	76.70

Description	Number of Inmates	Weekly Amount	Number of Weeks	Total Revenue
Work Release Inmates	11.8970	76.70	52	47,450
TOTAL				<u>\$47,450</u>

Weekender

Inmates who qualify to participate in the Weekender Program are allowed to serve their sentence on weekends, thus allowing them to continue to work during the week. Inmates report to the Jail on Fridays and are released on Sundays, thus serving 2 days. Inmates are required to pay \$ 25 per weekend which covers a weekly drug test and the operational costs associated with the inmate leaving and returning to the facility. The calculation used to determine our FY 2016 budget amount of \$ 18,000 is shown below.

Amount Per Week:	
Weekly Fee	25.00
Drug Test Expense	(2.50)
Net Revenue	22.50

Description	Number of Inmates	Weekly Amount	Number of Weeks	Total Revenue
Weekender Inmates	15.3846	22.50	52	18,000
TOTAL				<u>\$18,000</u>

Home Incarceration

Inmates who qualify to participate in the Home Incarceration Program are allowed to serve their sentence in their homes while on a GPS tracking device. The weekly amount that inmates must pay the Jail is \$ 110 per week, which covers monitoring of the GPS tracking device, weekly drug testing and the operational costs associated with weekly visits by Home Incarceration Officers to administer the drug tests. The calculation used to determine our FY 2016 budget amount of \$ 11,970 is shown below.

Amount Per Week:	
Weekly Fee	110.00
Monitoring Expense	(30.80)
Drug Test Expense	(2.50)
Net Revenue	76.70

Description	Number of Inmates	Weekly Amount	Number of Weeks	Total Revenue
Home Incarceration Inmates	3,0012	76.70	52	11,970
			TOTAL	<u>\$11,970</u>

Medical Co-payments

Inmates that receive medications or medical services for sick call, doctor visits, dentist visits, X-rays, etc. incur a medical co-payment charge payable to the Jail. The amount the Jail is able to collect depends greatly on the average daily population (ADP) of the Jail and the indigent rate of the inmate population. To determine the amount to include in our FY 2016 budget, we used the most current information available at the time the budget was built, which was the FY 2015 projected total. The projected total for FY 2015 was \$ 8,793 for an ADP of 398 inmates. Based on this information we projected that our Medical Co-payment revenues would be \$ 9,060 in FY 2016 based on an expected ADP of 400.

Daily Fees

Inmates that are not participating in Work Release, Weekender, or Home Incarceration programs are charged a daily fee that is payable to the Jail. Inmates are charged \$3.00 per day, while Trustee inmates are charged \$1.50 per day. The amount the Jail is able to collect depends greatly on the average daily population (ADP) of the Jail and the indigent rate of the inmate population. To determine the amount to include in our FY 2016 budget, we used the most current information available at the time the budget was built, which was the FY 2015 projected total. The projected total for FY 2015 was \$ 157,182 for an ADP of 398 inmates. Based on this information we projected that our Daily Fee revenues would be \$ 174,000 in FY 2016 based on an expected ADP of 400.

Internet Visitation

Internet visitation allows inmates to visit with family members and friends through a secure internet connection. Family members and friends login on their personal computer or Android smartphone device and visit with the inmate who is sitting in front of a monitor in their housing unit. The Jail has a contract with Renovo to provide these services for a fee depending on the length of the visit. The Jail receives a portion of this revenue for the operational costs involved to facilitate each visit. To determine the amount to include in our FY 2016 budget, we used the most current information available at the time the budget was built, which was the FY 2015 projected total. The projected total for FY 2015 was \$ 5,567 for an ADP of 398 inmates. Based on this information we projected that our Internet Visitation revenues would be \$ 5,725 in FY 2016 based on an expected ADP of 400.

Compensation Board Per Diem Reimbursements

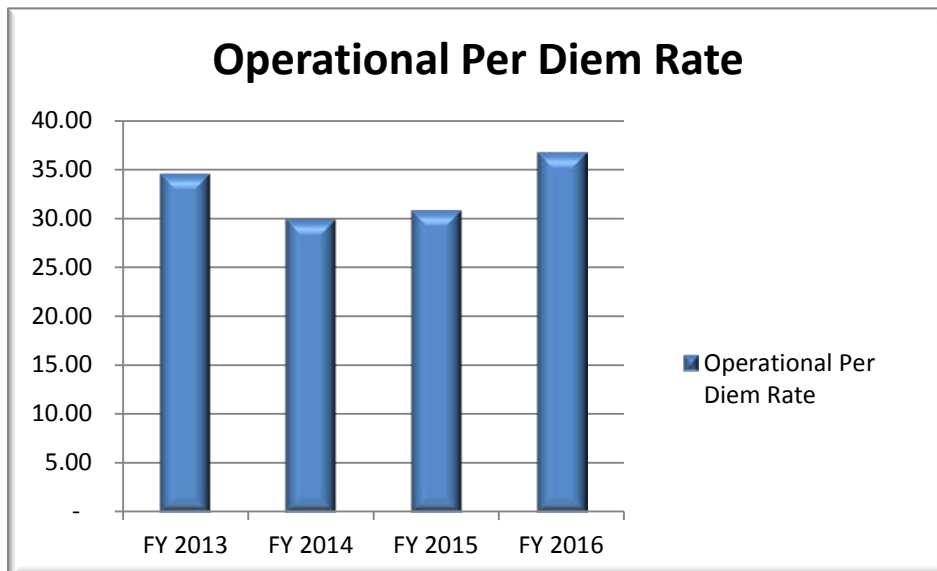
Compensation Board Per Diems are revenues collected from the State of Virginia Compensation Board to partially reimburse the Jail for the costs of housing inmates. These revenues are paid quarterly to the jail based on LIDS reports submitted by the Jail's LIDS Technician. To determine the amount to include in our FY 2016 budget, we used the most current information available at the time the budget was built, which was the FY 2015 projected total. The projected total for FY 2015 was \$ 857,826 for an ADP of 398 inmates. Based on this information we projected that our Internet Visitation revenues would be \$ 862,140 in FY 2016 based on an expected ADP of 400.

Compensation Board Salary Reimbursements

Compensation Board Salary Reimbursements are revenues collected from the State of Virginia Compensation Board to partially reimburse the Jail for personnel expenses. These reimbursements include salaries and a portion of fringe benefits and are paid monthly to the jail based on reports submitted by the Accounting Manager. For Fiscal Year 2016, these revenues include a 2% salary increase for all eligible full-time employees effective September 1, 2015 and an increase to the starting salary for entry level jail officers. The amount included in the FY 2016 budget is determined by calculating the total amount the Jail will be reimbursed for each Compensation Board funded position, taking into account any required raises, and including pre-determined amounts that are reimbursed for fringe benefits. The amount included in the FY 2016 budget for Compensation Board Salary Reimbursements is \$ 6,782,712.

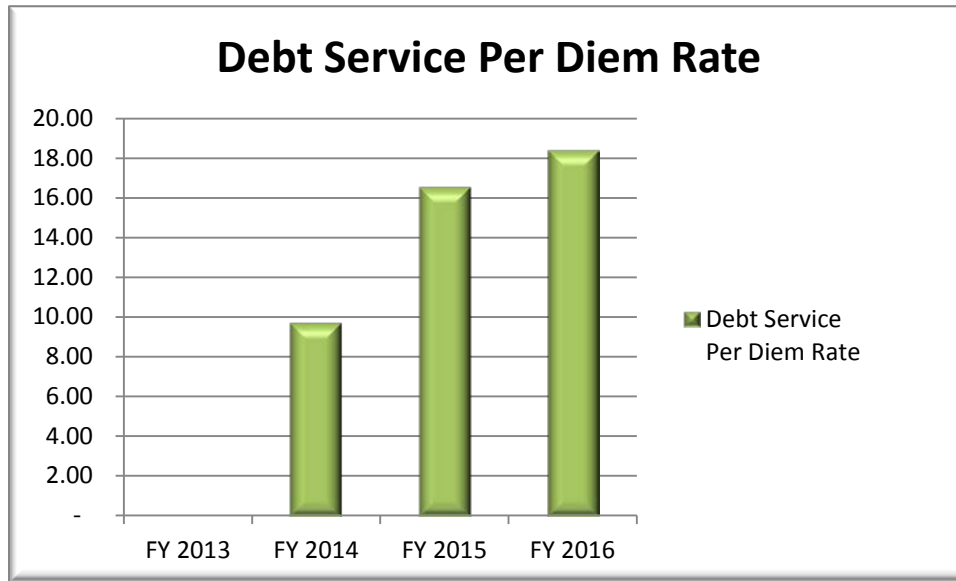
Locality Operational Per Diems

Locality Operational Per Diems are revenues collected from the Jail's user localities: Brunswick County, Dinwiddie County, and Mecklenburg County, to pay operating expenses not covered by state revenues or jail operating revenues. Fiscal Year 2016's percentages are based on each locality's actual usage in Fiscal Year 2014 and localities are invoiced quarterly for their allocated portion of the total locality contribution. For FY 2016 these percentages are: Brunswick County – 32%, Dinwiddie County – 21% and Mecklenburg County – 47%. A true-up is calculated at year end based on actual inmate populations for each locality. Below is a graph that illustrates how the Operational Per Diem Rate has changed since the Jail's first year of operations in FY 2013.



Locality Debt Service Per Diems

Locality Debt Service Per Diems are revenues collected from the Jail's user localities: Brunswick County, Dinwiddie County, and Mecklenburg County, to pay annual principal and interest debt service payments. Fiscal Year 2016's percentages are based on each locality's actual usage in Fiscal Year 2014 and localities are invoiced quarterly for their allocated portion of the total locality contribution. For FY 2016 these percentages are: Brunswick County – 32%, Dinwiddie County – 21% and Mecklenburg County – 47%. Below is a graph that illustrates how the Debt Service Per Diem Rate has changed since the Jail's first year of operations in FY 2013.



The Jail did not have any debt service in FY 2013 because it was capitalized into the bond. In FY 2014, half of the debt service was capitalized into the bond, leaving only a portion to be included in the budget. FY 2015 was the first full year of debt service. As you can see above, the change in budgeted ADP, greatly impacts the Debt Service Per Diem amount required to be paid by each locality.

LONG-RANGE FINANCIAL PLAN

The purpose of a Financial Plan is to provide a budgetary framework for the jail to plan the long range management of its resources, revenues and expenditures to best serve the Authority Board. This plan plays a key role in assisting us through the budget process by assisting us to determine funding and balancing the budget each year. The Financial Plan should be and is seen as an important planning tool. The Financial Plan also helps identify areas where there may be numerous requests from the Division Commanders allowing Administration to focus on those areas and possibly identify the unanticipated needs.

All division commanders know the importance of this plan and analyze their sections throughout the year to ensure items that may be needed or are projected are included within the plan. It is imperative for each section to know the equipment, vehicles, computers, etc. that are needed within their division to anticipate useful life expectancy and wear and tear.

The Financial Plan is an assurance to our Board that we are planning long term and financially positioning the jail to meet the needs of the future. As we all know, this is extremely important in both a growing inmate population and a growing community where the service delivery expectations are increasing annually.

Within our next budget submission, the fiscal year 2017 budget, we will develop a five year financial plan and will be able to specifically state our future goals.

CAPITAL EXPENDITURES / IMPACT ON OPERATING BUDGET

The purpose of the Jail's Capital Expenditure Policy is to ensure that capital expenditures are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, audit requirements, and generally accepted accounting principles. The policy addresses the definition of capital expenditures, depreciation of capital expenditures and the valuation of donated capital expenditures.

Capital expenditures are defined as items having an original unit cost of \$5,000 or more. The amount capitalized is the purchase price of the asset plus any cost necessary to prepare the asset for use, including shipping and installation.

All capital expenditures are depreciated over their useful lives using the straight-line method. The estimated useful lives of the Jail's assets are as follows:

Buildings	50 years
Equipment, Furniture and Fixtures	5-20 years
Land Improvements	20 years
Vehicles	5 years
Intangibles	5 years

Donated capital expenditures are recorded at fair market value on the date the asset was donated. The method used to determine fair market value must be fully documented and maintained on file to support the value.

In fiscal year 2016, the adopted budget includes capital expenditures of \$9,000 for a SCAG riding mower for the Alberta facility.

The Jail does not have any significant nonrecurring capital expenditures.

Impact of Capital Expenditures on Operating Budget

Each division within the Jail is responsible for submitting the need for all capital expenditures in their individual requests during the budget process. The need for the expenditure is submitted through the budget request in conjunction with the individual division's annual goals and objectives. As a new facility in our fourth year of operations, the request for capital expenditures has been minimal. However, when a capital expenditure or project is requested and/or recommended, it is reviewed and discussed to determine the impact to the operational budget and if we have the ability to cover with our existing revenue sources or if financing will be needed. The Jail established a capital reserve account last year with funds saved during the construction process. This will also be used in conjunction with the operating budget and /or financing as well.

As for the fiscal year 2016 budget, the impact of capital expenditures is minimal and will be covered within the operational budget.

DEBT

The Jail has long-term debt comprised of a \$40,415,000 Series 2010 VRA bond issued August 18, 2010 for construction of the jail. Interest rates range from 3.104% to 5.00% and mature in various quarterly installments ranging from \$445,488.75 to \$898,080 beginning July 1, 2015 and thereafter through October 10, 2040. The Jail does not have any legal debt limits.

The total debt service required to be paid from the general fund in fiscal year 2016 is shown below.

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
7/1/2015	447,500.00	450,580.00	898,080.00
10/1/2015	447,500.00	450,580.00	898,080.00
1/1/2016	-	445,488.75	445,488.75
4/1/2016	-	445,488.75	445,488.75
TOTALS	895,000.00	1,792,137.50	2,687,137.50

Debt service is paid in its entirety by the Jail's user localities: Brunswick County, Dinwiddie County, and Mecklenburg County based on actual usage percentages in FY 2014. The amounts of debt service required to be paid by each locality in fiscal year 2016 are as follows:

Debt Service Due from Localities FY 2016

Payment No.	Due Date	Brunswick County 32%	Dinwiddie County 21%	Mecklenburg County 47%
1	7/1/2015	287,385.60	188,596.80	422,097.60
2	10/1/2015	287,385.60	188,596.80	422,097.60
3	1/1/2016	142,556.40	93,552.64	209,379.71
4	4/1/2016	142,556.40	93,552.64	209,379.71
		\$ 859,884.00	\$ 564,298.88	\$ 1,262,954.62
			TOTAL	<u>\$ 2,687,137.50</u>

The Jail does not intend to issue any additional debt in the future.

**Position Summary Schedule
General Fund**

DIVISIONS	EMPLOYEES			
	2014 Actual	2015 Budget	2016 Budget	Increase (Decrease)
Administration				
Superintendent	1	1	1	0
Deputy Superintendent	1	1	1	0
Finance Director	1	1	1	0
Executive Secretary	1	1	1	0
Captain - Boydton facility	1	1	1	0
Major - Boydton facility	0	1	0	(1)
Receptionist	0	1	0	(1)
Account Clerk	1	1	1	0
Secretary - Boydton facility	1	1	1	0
Nurse - Boydton facility	1	1	1	0
Medical Secretary	1	1	1	0
Human Resources				
Accounting Manager	1	1	1	0
Personnel Analyst	0	1	0	(1)
Information Technology				
Information Technology Director	1	1	1	0
Information Technology Technician	2	2	2	0
Maintenance				
Maintenance Director	1	1	1	0
Maintenance Technicians	3	3	3	0
Warehouse Officer	1	1	1	0
Operations & Support				
Captain of Operations & Support	1	1	1	0
Lieutenant of Operations & Support	1	1	1	0
Sergeant - Records	1	1	1	0
LIDS Technician	2	2	2	0
Records Clerk	2	2	2	0
Sergeant - Transportation	1	1	1	0
Officer - Transportation	6	6	6	0
Officer - Classification	2	2	2	0
Officer - Work Release/Home Incarceration	2	2	2	0
Officer - Work Force	1	1	1	0
Officer - Lobby	2	2	2	0
Officer - Visitation	2	2	2	0
Officer - Mail	1	1	1	0
Professional Standards				
Lieutenant of Training	1	1	1	0
Sergeant of Training	1	1	1	0
Officer - Safety & Standards	1	1	1	0
Officer - Hearings & Programs	1	1	1	0
Security				
Captain of Security	1	1	1	0
Lieutenant of Security	4	4	4	0
Sergeant of Security	8	8	8	0
Lieutenant - Boydton facility	1	1	1	0
Officer - Security	93	95	95	0
Sergeant of Intake	1	1	1	0
Officer - Intake	8	8	8	0
TOTAL GENERAL FUND POSITIONS	162	167	164	(3)

We have removed 3 positions from the Administration Division because we do not intend to fill those positions in FY 2016. We do intend to fill those positions in future years.

ADMINISTRATION DIVISION

NARRATIVE

The Administration Division is responsible for the leadership and financial management of Meherrin River Regional Jail. Responsibilities of this division include: development and review of Jail policies; preparation of the Jail's annual budget; all financial management operations; providing leadership and guidance to all other divisions; and oversight of the Medical Services Department.

MAJOR ACCOMPLISHMENTS IN 2015

- Implemented a GED Program for inmates.
- Received the GFOA Award for Excellence in Financial Reporting for our FY 2014 CAFR. This was the second consecutive year receiving this award. It was also the Jail's second year of operations.

GOALS FOR 2016

- Work towards becoming ACA certified.
- Implement additional inmate programs, focusing on re-entry into the community.
- Implement Telemedicine into our Medical Department.
- Install desktop computers in housing units to be used by officers.
- Receive the GFOA Distinguished Budget Award for our FY2016 Budget.
- Receive the GFOA Award for Excellence in Financial Reporting for our FY 2015 CAFR.
- Receive an unqualified audit opinion.
- Continue to assist and support the Superintendent in any way necessary for the Jail to operate in a safe and professional environment.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes
Average monthly vendor invoices processed	187	211	189
Average vendor checks processed	86	100	90
Bank Statements Reconciled	96	107	96
<u>Collections from inmate deposits</u>			
Daily Housing Fees	\$ 153,601	\$ 191,873	\$ 172,039
Medical Co-Pays	\$ 6,588	\$ 13,358	\$ 11,977
Indigent Kits	\$ 1,810	\$ 1,592	\$ 1,427
Jail Damage	\$ 525	\$ 88	\$ 79
Pay My Jailer Collections*	N/A	\$ 9,584	\$ 8,593
<u>Medical Services:</u>			
Total Sick Call	32,059	41,905	37,573
Total Doctor Call	2,944	2,374	2,129
Total Dentist Call	326	246	221
Total Psych Call	3,203	3,946	3,538
Inmates Seen on Pill Call	3,580	4,334	3,886

* We began working with Pay My Jailer to collect balances owed to MRRJ by released inmates in September 2014.

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Administration**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	487,149	575,273	495,295	-13.90%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	8,159	-	-	-
4-100-33200-2100	FICA	36,827	44,008	37,890	-13.90%
4-100-33200-2210	VRS Retirement	58,269	72,393	58,940	-18.58%
4-100-33200-2300	Hospital/Medical Plan	97,450	160,813	153,670	-4.44%
4-100-33200-2400	Group Life	5,779	6,876	5,894	-14.28%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	632	746	990	32.66%
TOTAL PERSONNEL		694,264	860,110	752,678	-12.49%
MEDICAL SERVICES					
4-100-33200-3100-100	Medical Services	2,155,802	2,169,628	2,202,172	1.50%
TOTAL MEDICAL SERVICES		2,155,802	2,169,628	2,202,172	1.50%
OTHER OPERATING EXPENSES					
4-100-33200-3100-200	Legal Services	36,000	36,000	36,000	0.00%
4-100-33200-3100-300	Accounting Services	8,000	8,500	8,500	0.00%
4-100-33200-3100-400	Professional Services-Other	30,462	11,000	19,200	74.55%
4-100-33200-3500	Printing & Binding Services	4,154	3,400	4,500	32.35%
4-100-33200-3600	Advertising	1,246	3,000	3,000	0.00%
4-100-33200-5210	Postage	1,716	2,000	2,000	0.00%
4-100-33200-5305	Motor Vehicle Insurance	10,773	11,400	11,970	5.00%
4-100-33200-5308	General Liability/ Property Insurance	35,165	37,000	38,850	5.00%
4-100-33200-5309	Line of Duty Insurance	32,035	33,700	35,385	5.00%
4-100-33200-5315	Crime Insurance	710	750	790	5.33%
4-100-33200-5530-100	Substinance & Lodging	228	1,500	1,500	0.00%
4-100-33200-5540-100	Convention & Education	1,275	1,500	2,945	96.33%
4-100-33200-5802	Banking Fees	-	100	100	0.00%
4-100-33200-5810-100	Dues & Associations	2,127	4,160	4,220	1.44%
4-100-33200-6001-100	Office Supplies-Alberta	11,961	20,000	20,000	0.00%
4-100-33200-6001-200	Office Supplies-Mecklenburg	1,698	2,000	2,000	0.00%
4-100-33200-6014-100	Other Operating Supplies	3,698	6,840	7,895	15.42%
TOTAL OTHER OPERATING EXPENSES		181,248	182,850	198,855	8.75%
DEBT SERVICE					
4-100-33200-9049	Principal Expense	-	880,000	895,000	1.70%
4-100-33200-9050	Interest Expense	1,527,662	1,809,675	1,792,138	-0.97%
TOTAL DEBT SERVICE		1,527,662	2,689,675	2,687,138	-0.09%
DIVISION TOTAL		4,558,976	5,902,263	5,840,843	-1.04%

HUMAN RESOURCES DIVISION

NARRATIVE

Specific functions of the Human Resources Division include maintaining accurate employee personnel records, processing semi-monthly payroll, administration of employee health insurance and benefit plans, managing the Compensation Board Budget, Workmen's Compensation claims, FMLA requests, and processing performance evaluations for all employees. The Human Resources Division is also responsible for continually updating employees regarding any changes to labor and employment laws applicable to the operation of the jail.

MAJOR ACCOMPLISHMENTS IN 2015

- Transitioned employee medical and dental insurance plans to self-funded insurance plans while maintaining the same benefits and employee insurance premiums.

GOALS FOR 2016

- Implement monthly employee drug testing program per Jail policy.
- Maintain low cost health insurance plans for employees.
- Implement FMLA Manager to track employees on FMLA leave.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
Number of applications received	249	267	239
Number of sworn/certified officers	147	148	148
Number of civilians	15	15	15
Number of sworn employee promotions	4	4	4
Officer New Hires	39	26	23
Officer Resignations	32	41	37
Officer Vacancies	1	0	0
FMLA Applications Processed	1	6	5
Workers Compensation Claims	27	9	8
Hepatitis B Injections	0	58	52
PPD Injections	195	175	152
Open Enrollment	162	163	163
Employee Medical Exams	39	32	23
Payroll transactions processed	4,172	4,200	4,200

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Human Resources**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	44,504	73,693	45,355	-38.45%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	-	-	-	-
4-100-33200-2100	FICA	3,309	5,638	3,470	-38.45%
4-100-33200-2210	VRS Retirement	5,323	9,274	5,397	-41.80%
4-100-33200-2300	Hospital/Medical Plan	8,903	20,600	14,072	-31.69%
4-100-33200-2400	Group Life	528	881	540	-38.72%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	3,220	9,000	9,000	0.00%
4-100-33200-2700	Worker's Compensation	80,501	136,286	143,100	5.00%
4-100-33200-2800	Retiree Health Ins Credit	58	96	91	-5.11%
TOTAL PERSONNEL		146,345	255,467	221,025	-13.48%
OTHER OPERATING EXPENSES					
4-100-33200-5540-100	Convention & Education	199	200	249	24.50%
TOTAL OTHER OPERATING EXPENSES		199	200	249	24.50%
DIVISION TOTAL		146,544	255,667	221,274	-13.45%

INFORMATION TECHNOLOGY DIVISION

NARRATIVE

The Information Technology Division is staffed with a Director and two IT Technicians who work daily under the division mission: “to provide responsive and dependable delivery of information technology services and support to the Meherrin River Regional Jail in a cost-effective manner, give proper feedback, and achieve end-user satisfaction to the best of our abilities.” It strives to meet this mission statement as it serves the Jail, inmates, vendors, and contract staff.

The IT Division maintains all technology-related systems for both the Alberta and Boydton facilities. This includes not only computers, printers, servers and other network-related devices, but staff telephone & voice mail, cell phones, inmate telephone system, video visitation, copiers, inmate cable TV, and the security electronics throughout the jail.

The IT Division is always evaluating new technologies and emerging trends to better serve the Jail.

MAJOR ACCOMPLISHMENTS IN 2015

- Began utilization of barcode technology to record routine activities and inmate movement in JailTracker.
- Began generating additional income through additional onsite inmate visitations and one-way inmate email.

GOALS FOR 2016

- Create an IT disaster recovery plan for all data and services that fall under the IT Division’s scope of service.
- Expand the use of JailTracker.
- Increase PC and Network security.
- Look into the feasibility of generating income.
- Support Administration in their goals and direction for the facility.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
Requests by Outside Agencies for Inmate Phone Calls	145	119	107
Workorders Completed	1,934	2,216	1,987
Barcode Scanners* Used for Cell Checks & Rounds	N/A	30	27
Total Daily Data Back-up Size	1.3 TB	1.3 TB	1.3 TB

* Barcode Scanner technology was implemented in FY 2015.

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Information Technology**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	136,500	136,832	139,112	1.67%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	-	-	-	-
4-100-33200-2100	FICA	10,149	10,468	10,642	1.67%
4-100-33200-2210	VRS Retirement	16,327	17,219	16,554	-3.86%
4-100-33200-2300	Hospital/Medical Plan	27,306	38,250	43,161	12.84%
4-100-33200-2400	Group Life	1,619	1,635	1,655	1.22%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	236	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	177	178	278	56.75%
TOTAL PERSONNEL		192,078	204,582	211,639	3.45%
OTHER OPERATING EXPENSES					
4-100-33200-3305-100	IT Service Contracts-Alberta	90,762	90,741	96,810	6.69%
4-100-33200-3305-200	IT Service Contracts-Mecklenburg	40,052	43,577	38,360	-11.97%
4-100-33200-5230-100	Telecommunications-Alberta	54,433	55,910	54,390	-2.72%
4-100-33200-5230-200	Telecommunications-Mecklenburg	9,962	11,590	10,290	-11.22%
4-100-33200-5250-100	Internet Services-Alberta	13,700	13,800	13,800	0.00%
4-100-33200-5250-200	Internet Services-Mecklenburg	12,000	12,000	12,000	0.00%
4-100-33200-5540-100	Convention & Education	1,497	3,000	2,250	-25.00%
4-100-33200-6020-100	IT Operating Supplies-Software	20,069	23,712	16,530	-30.29%
4-100-33200-6020-200	IT Op Supplies-Computers & Printers	4,995	18,920	14,250	-24.68%
4-100-33200-6020-300	IT Op Supplies-Other IT Supplies	33,619	19,550	16,390	-16.16%
4-100-33200-8208	Software Cap Proj	52,000	-	-	-
TOTAL OTHER OPERATING EXPENSES		333,089	292,800	275,070	-6.06%
DIVISION TOTAL		525,167	497,382	486,709	-2.15%

MAINTENANCE DIVISION

NARRATIVE

The Maintenance Division provides a safe, secure, and comfortable environment for all visitors, staff, and inmates. The responsibilities of the Maintenance Division include troubleshooting and complex maintenance work on building and kitchen equipment, conducting facility inspections and maintaining a Preventive Maintenance Program at our two locations, where they float between the two sites as needed. This is done with minimal outside support from contractors. The Maintenance Department ensures that all Federal, State and Local regulations are adhered to for ACA and DOC regulations.

The division's staff consists of a Maintenance Director and three (3) Maintenance Officers. The four officers are on duty five days a week, with at least one staff member on call for emergencies at all times. The Maintenance Director and one (1) Maintenance officer are certified Jail Officers. Their certifications allow the maintenance staff to assist other divisions when they are short staffed or additional assistance is needed to maintain facility safety. The other two Maintenance Division employees are non-certified. They both have extensive backgrounds in maintenance with mechanical and electrical experience.

As the facilities start to age and the warranty starts to expire, the Maintenance Division continues to increase its efforts to stay ahead of the rising challenge.

MAJOR ACCOMPLISHMENTS IN 2015

- Completed several upgrades to the Jail's gun range including regrading and graveling the entire shooting area and installing a carport and picnic tables for officers to utilize while waiting to qualify.

GOALS FOR 2016

- Keep the buildings, equipment, fixtures and gun range reasonably close to the original operating condition.
- Provide preventative and routine maintenance; minor, major and emergency repairs; alterations and improvements; equipment testing; inspections and monitoring; yard and ground maintenance as needed to maintain the Jail's buildings, equipment and fixtures.
- Attend any training offered or available on any Jail related equipment.
- Ensure the ongoing operation of the Jail at both facilities without timely delays.
- Provide necessary modifications and repairs to accommodate the Jail's needs, upgrades and new technologies.

PERFORMANCE MEASURES	FY 2014	FY 2015	FY 2016
	Actual	Budget	Budget
Work Orders Completed	2,187	2,872	2,600
Major Repairs Completed	1	1	1
Facility Inspections	98	105	105
Fire Extinguisher Inspections	24	24	24
Sprinkler Testing	8	8	8

**Meherrin River Regional Jail
Division Budget**

FUND: General Fund
FUNCTION: Public Safety
DIVISION: Maintenance

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	180,257	180,064	184,339	2.37%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	-	-	-	-
4-100-33200-2100	FICA	13,402	13,775	14,102	2.37%
4-100-33200-2210	VRS Retirement	21,561	22,659	21,936	-3.19%
4-100-33200-2300	Hospital/Medical Plan	36,059	50,336	57,193	13.62%
4-100-33200-2400	Group Life	2,138	2,152	2,194	1.93%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	234	234	369	57.83%
TOTAL PERSONNEL		253,651	269,220	280,132	4.05%
OTHER OPERATING EXPENSES					
4-100-33200-3310-100	Maintenance Service Contracts-Alberta	27,383	25,120	40,850	62.62%
4-100-33200-3310-200	Maintenance Service Contracts-Mecklenburg	13,388	18,310	16,730	-8.63%
4-100-33200-3320-100	Repairs & Maintenance-Alberta	16,252	20,000	25,000	25.00%
4-100-33200-3320-200	Repairs & Maintenance-Mecklenburg	1,067	10,000	10,000	0.00%
4-100-33200-3325	Repair & Maintenance Supplies	1,975	15,000	13,000	-13.33%
4-100-33200-3330	Grounds Equipment	5,290	7,860	10,500	33.59%
4-100-33200-5110-100	Electrical Services-Alberta	238,616	274,760	285,500	3.91%
4-100-33200-5110-200	Electrical Services-Mecklenburg	81,803	73,760	80,000	8.46%
4-100-33200-5120-100	Heating Services-Alberta	199,178	143,990	185,550	28.86%
4-100-33200-5120-200	Heating Services-Mecklenburg	34,762	23,690	31,800	34.23%
4-100-33200-5130-100	Water Services-Alberta	97,384	112,340	109,100	-2.88%
4-100-33200-5130-200	Water Services-Mecklenburg	21,342	35,000	22,500	-35.71%
4-100-33200-5135-100	Waste Removal-Alberta	1,188	2,500	1,440	-42.40%
4-100-33200-5135-200	Waste Removal-Mecklenburg	2,137	2,335	2,400	2.78%
4-100-33200-5540-100	Convention & Education	100	3,000	1,000	-66.67%
4-100-33200-8201	Machinery & Equipment Capital Projects	-	-	9,000	-
TOTAL OTHER OPERATING EXPENSES		741,862	767,665	844,370	9.99%
DIVISION TOTAL		995,513	1,036,885	1,124,502	8.45%

OPERATIONS & SUPPORT DIVISION

NARRATIVE

The Operations and Support Division consists of many different departments. These departments work under the supervision of a Captain and Lieutenant. The total people working under these two officers are a Sergeant, 15 officers and 3 civilians. Each department has a mission of its own, but all share the combined mission of completing all tasks in a timely, efficient and cost effective manner. A description of each department within this division is shown below.

Food Service Management

Food service management for the Jail is operated under the supervision of a third party vendor. It is their mission to ensure all food is cooked and served in a safe and cost effective way.

Records

The Records Department ensures all inmate records, release dates, and court paperwork are filed in kept in an organized fashion.

LIDS

LIDS Technicians are responsible for continually updating and submitting accurate information to the Compensation Board of Virginia for the Jail's reimbursement of inmate daily fees.

Lobby

Lobby Officers are responsible for ensuring all guests of the Jail are checked in, searched (if needed), and assisted in any way possible.

Visitation

Visitation Officers are responsible for ensuring all people that are signed up to receive visits, receive those visits and follow all rules and regulations. They also ensure that all records of visits are updated and filed accordingly.

Mail

The Mail Officer sorts all mail, ensuring that no contraband enters the Jail through the mail, and delivers it to the appropriate recipients.

Transportation

The Transportation Department, working under the supervision of a Sergeant, ensures that all inmates make it to appropriate destinations, such as court, medical appointments, etc., in a timely and safe fashion.

Classification

Classification Officers are responsible for classifying all incoming inmates into appropriate housing units based on their security risk and reclassifying inmates when needed.

Work Force

The Work Force Officer supervises a crew of inmates that provide many services to the community and to the Jail. These services include picking up litter, cutting grass and washing vehicles.

Work Release and Home Incarceration

Work Release and Home Incarceration Officers monitor inmates participating in these programs to ensure that they adhere to all rules and regulations set forth for each program.

MAJOR ACCOMPLISHMENTS IN 2015

- Through a joint effort with the IT Division, we began implementing additional onsite inmate visitations.
- Negotiated food service contract with CBM Managed Services to start 7/1/2016.
- Classification Officers have initiated a screening program to identify the skills of new inmates. This information is used to enhance our selection of candidates for our trustee positions.

GOALS FOR 2016

- Provide cost effective inmate and staff meals.
- Cross train all employees in all areas of the Records Department.
- Appoint a back-up to the LIDS Technician and cross train this employee.
- Provide more extensive training to Classification Officers to increase their awareness during the classification process.
- Cross train Lobby and Visitation Officers.
- Research the possibility of utilizing DOC inmates for Work Force programs.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
Inmate Transports	2,476	2,689	2,411
Gallons of Unleaded Fuel Consumed	15,686	17,251	15,468
Number of Vehicles	21	21	21
Daily calories for inmate food service			
General population meals served per day	1,245	1,396	1,252
Inmate Files Processed:			
New Committals	3,367	3,793	3,401
Releases	3,359	3,784	3,393
Classification Statistics by Level:			
Maximum Security	421	474	425
Medium Security	1,464	1,649	1,479
Minimum Security	2,379	2,680	2,403
Inmates Participating in Work Release	18	13	12
Inmates Participating in Home Incarceration	6	7	6
Work Force Operated by Localities			
Man Hours Brunswick County	6,441	4,362	3,911
Man Hours Dinwiddie County	962	938	841
Work Force Operated by MRRJ:			
Man Hours Worked at MRRJ	473	433	388
Man Hours Worked in Localities	358	495	444
Miles of Highway Collected	232	419	376
Bags of Litter Collected	1,580	2,310	2,071
Inmate Visitations- On-Site	2,148	9,902	8,878
Inmate Visitations- Additional On-Site	N/A		
Inmate Internet Visitations	333	1,190	1,067
Video Arraignments	887	942	845

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Operations & Support**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	831,165	845,890	861,522	1.85%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	-	-	-	-
4-100-33200-2100	FICA	61,798	64,711	65,906	1.85%
4-100-33200-2210	VRS Retirement	99,418	106,448	102,521	-3.69%
4-100-33200-2300	Hospital/Medical Plan	166,268	236,462	267,295	13.04%
4-100-33200-2400	Group Life	9,859	10,110	10,252	1.40%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	1,078	1,097	1,723	57.02%
TOTAL PERSONNEL		1,169,586	1,264,718	1,309,219	3.52%
FOOD SERVICES					
4-100-33200-6002-100	Food Service-Alberta	544,012	639,800	663,636	3.73%
4-100-33200-6002-150	Food Svc-Alberta Replacement Equip	-	500	500	0.00%
4-100-33200-6002-200	Food Service-Mecklenburg	84,328	77,000	71,744	-6.83%
4-100-33200-6002-250	Food Service-Mecklenburg Replacement Equip	135	100	100	0.00%
TOTAL FOOD SERVICES		628,475	717,400	735,980	2.59%
OTHER OPERATING EXPENSES					
4-100-33200-3335-100	Vehicle Maintenance & Repair-Alberta	6,501	6,450	8,710	35.04%
4-100-33200-3335-200	Vehicle Maintenance & Repair-Mecklenburg	805	2,150	2,150	0.00%
4-100-33200-6005-100	Housekeeping & Janitorial - Alberta	39,820	38,660	39,500	2.17%
4-100-33200-6005-200	Housekeeping & Janitorial - Mecklenburg	12,078	15,430	13,500	-12.51%
4-100-33200-6008-100	Gas, Grease, Oil - Alberta	48,991	60,000	42,000	-30.00%
4-100-33200-6008-200	Gas, Grease, Oil - Mecklenburg	343	3,000	3,000	0.00%
4-100-33200-6014-100	Other Operating Supplies	2,752	5,400	8,350	54.63%
TOTAL OTHER OPERATING EXPENSES		111,289	131,090	117,210	-10.59%
DIVISION TOTAL		1,909,350	2,113,208	2,162,409	2.33%

PROFESSIONAL STANDARDS DIVISION

NARRATIVE

The Professional Standards Division is operated under the supervision of the Administrative Lieutenant and Training Sergeant. The Professional Standards Division is responsible for scheduling and conducting classes and training that benefit the facility staff and ensure compliance with DCJS and ACA requirements as well as providing orientation and on-the-job training for newly hired officers.

The Professional Standards Division maintains communication with the American Correctional Association, the Virginia Department of Corrections, the Virginia Department of Criminal Justice Services, and the National Institute of Corrections, and has a mutually beneficial training relationship with the Brunswick, Dinwiddie, and Mecklenburg Sheriff's Offices, Lawrenceville Police Department, South Hill Police Department, State Police Department, and the Central Virginia Criminal Justice Academy, which allows for a greater scope of training for our staff.

The Safety and Standards officer plays an important role in the Professional Standards Division as well. The responsibilities of this officer include: ensuring that all DOC, PREA, and Federal standards are continuously updated and that the Jail is compliant; maintaining all keys; ensuring that all fire extinguishers are inspected monthly; reviewing evacuation plans monthly; scheduling fire and emergency drills; destruction of records according to the Library of Virginia; and ensuring that Universal Precaution, Emergency Procedures, PREA, Restraint of Pregnant Females, and Suicide Prevention policies are reviewed every six months.

MAJOR ACCOMPLISHMENTS IN 2015

- Continued to work with local Sheriffs' Departments and the Central Virginia Criminal Justice Academy to increase the number of certified instructors available to conduct in-service training.

GOALS FOR 2016

- Provide quality training for all employees that exceeds the minimum requirements of DCJS.
- Continue ongoing staff development in order to increase work performance and professional opportunities.
- Continue to increase the number of DCJS certified instructors.
- Maintain 100% compliance with all DOC inspections.
- Maintain 100% Federal inspection compliance.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
In-Service Training On-Site:			
Number of Instructors	5	15	25
Number of MRRJ staff attending	60	94	130
Number of non-MRRJ individuals attending	1	20	30
Training of MRRJ Staff:			
Number of Employees	147	148	148
Number of Hours	6,739	11,000	11,000
Central Virginia Criminal Justice Academy:			
Total Hours	18,930	20,930	20,930
Total MRRJ Hours Required	1,325	1,612	1,612
Re-certify all sworn personnel by their required re-certification date	125	127	127
Sworn background investigations conducted	249	267	239
Civilian background investigations conducted	17	0	0
Volunteer background investigations conducted	14	5	5
Third-party vendor employee background investigations conducted	30	50	40
Number of fingerprints taken	40	32	24
Emergency Response Team*:			
Number of Participants	N/A	7	7
Additional Training Hours	N/A	225	225
Inmate Programs:			
Substance Abuse / Anger Management Participants	155	993	890
Bible Study Participants	2,382	2,824	2,532
Chaplain Counseling Participants	3,308	4,863	4,360

* The Emergency Response Team (ERT) was established in FY 2015.

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Professional Standards**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	140,313	142,096	147,181	3.58%
4-100-33200-1020	Overtime	-	-	-	-
4-100-33200-1030	Other Pay	-	-	-	-
4-100-33200-2100	FICA	10,432	10,870	11,259	3.58%
4-100-33200-2210	VRS Retirement	16,783	17,882	17,515	-2.05%
4-100-33200-2300	Hospital/Medical Plan	28,069	39,722	45,664	14.96%
4-100-33200-2400	Group Life	1,664	1,698	1,751	3.13%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	182	184	294	59.69%
TOTAL PERSONNEL		197,444	212,452	223,665	5.28%
OTHER OPERATING EXPENSES					
4-100-33200-5540-100	Convention & Education	3,521	4,250	5,110	20.24%
4-100-33200-5545	Academy Training	54,791	59,850	59,850	0.00%
4-100-33200-6010	Police Supplies	1,328	14,940	14,120	-5.49%
4-100-33200-6011-100	Uniforms & Apparel - Staff	16,006	20,000	22,830	14.15%
4-100-33200-6013	Training Supplies	15,732	20,950	26,420	26.11%
TOTAL OTHER OPERATING EXPENSES		91,378	119,990	128,330	6.95%
DIVISION TOTAL		288,822	332,442	351,995	5.88%

SECURITY DIVISION

NARRATIVE

The Security Division is responsible for the health, safety, security and welfare of the inmates incarcerated at Meherrin River Regional Jail. They are the police officers of our internal community. It is their mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured.

The Alberta facility has 16 housing units, with the total facility having a 697 bed capacity. The Security Division manages this community with officers assigned to units, 2 officers patrolling units and 2 officers in Intake, 1 Sergeant, and 1 Lieutenant supervising the security team. The Day shift team consists of 19 Officers, 2 Sergeants (1 Security and 1 Intake) and 1 Lieutenant. The Night Shifts maintain 20 Officers with 1 Sergeant and 1 Lieutenant. There are 4 teams operating on 12 hour shifts from 0600-1800 hours and 1800-0600 hours. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period.

The Boydton facility has 6 housing units, with the total facility having a 107 bed capacity. The Security Division manages this community with 1 Officer assigned to B & C unit and 1 Officer assigned to D & E unit, while a Roving Officer covers F & G units as well as Intake. One Sergeant supervises the security team. The Day shift teams consist of 6 Officers and 1 Sergeant. The Night Shifts maintain 6 Officers with 1 Sergeant. There are 4 teams operating on 12 hour shifts from 0600-1800 hours and 1800-0600 hours. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period.

MAJOR ACCOMPLISHMENTS IN 2015

- Became PREA certified at both Meherrin River Regional Jail facilities.
- Implemented an Officer in Charge (OIC) Program for MRRJ officers.
- Established an Emergency Response Team (ERT) which consists of 7 members to include an ERT Commander and 6 members of the team. The purpose of the ERT team is to promptly and effectively respond to major disturbances or other unusual situations.

GOALS FOR 2016

- Maintain and raise employee morale.
- Reduce job stress while maintaining a high level of security within the facility.
- Ensure that every member of the security division receives the highest level of training to increase his/her knowledge and professionalism.

PERFORMANCE MEASURES	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget
Population average per month	395	445	400
Inmates hospitalized in absentia	21	13	12
Days in absentia	76	67	60
Bookings	2,695	2,769	2,483
Releases	2,742	2,957	2,651
Length of Stay Number of Days	152	206	185
DOC Out of Compliance	133	133	119
Incidents of inmate discipline issues:			
Disobeying a direct order	109	35	31
Interfering with security operations	69	26	23
Possession of contraband	35	9	8
Vandalism	34	9	8
Assault on any person	17	13	12
Percentage of inmate population over jail capacity	0%	0%	0%
Utilization rate of jail	49%	55%	50%
Average Daily Population	395	445	400
Inmate Per Diem Rate	39.68	47.45	55.21
Inmate Searches	28,185	31,753	28,470

**Meherrin River Regional Jail
Division Budget**

**FUND: General Fund
FUNCTION: Public Safety
DIVISION: Security**

Account Code	Account Description	FY 2014 Actual	FY 2015 Budget	FY 2016 Budget	% Change
PERSONNEL					
4-100-33200-1000	Salaries & Wages	3,633,271	3,858,482	3,973,970	2.99%
4-100-33200-1020	Overtime	20,876	25,000	25,000	0.00%
4-100-33200-1030	Other Pay	44,672	-	-	-
4-100-33200-2100	FICA	275,012	297,091	305,921	2.97%
4-100-33200-2210	VRS Retirement	434,585	485,556	472,902	-2.61%
4-100-33200-2300	Hospital/Medical Plan	726,806	1,078,610	1,232,959	14.31%
4-100-33200-2400	Group Life	43,098	46,117	47,290	2.54%
4-100-33200-2500	Hybrid Local Disability Plan	-	-	-	-
4-100-33200-2600	Unemployment Insurance	-	-	-	-
4-100-33200-2700	Worker's Compensation	-	-	-	-
4-100-33200-2800	Retiree Health Ins Credit	4,712	5,005	7,948	58.79%
TOTAL PERSONNEL		5,183,030	5,795,861	6,065,990	4.66%
OTHER OPERATING EXPENSES					
4-100-33200-6006-100	Linen Supplies- Alberta	935	4,030	3,850	-4.47%
4-100-33200-6006-200	Linen Supplies-Mecklenburg	2,580	520	460	-11.54%
4-100-33200-6012	Books & Subscriptions	63	250	250	0.00%
4-100-33200-6014-100	Other Operating Supplies	20,661	-	250	-
4-100-33200-6017-100	Uniforms & Apparel -Inmates-Alberta	11,518	12,500	15,650	25.20%
4-100-33200-6017-200	Uniforms & Apparel -Inmates-Mecklenburg	2,956	1,460	3,200	119.18%
4-100-33200-6018-100	Inmate Supplies-Indigent Kits	44,168	54,025	53,478	-1.01%
4-100-33200-6018-200	Inmate Supplies-Drug Tests	3,838	5,085	4,640	-8.75%
4-100-33200-6018-300	Inmate Supplies-Property Bags	102	630	400	-36.51%
4-100-33200-6018-400	Inmate Supplies-Razors	624	1,295	984	-24.02%
4-100-33200-6018-500	Inmate Supplies-Miscellaneous Supplies	2,850	2,095	2,433	16.15%
TOTAL OTHER OPERATING EXPENSES		90,295	81,890	85,595	4.52%
DIVISION TOTAL		5,273,325	5,877,751	6,151,585	4.66%

GLOSSARY

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Asset – Resources owned or held by the Jail which have economic value.

Balanced Budget – A budget in which expenditures do not exceed total available revenues and beginning fund balance.

Bond – A long-term promise to pay. It is a promise to repay a specified amount of money (the face value of the bond) on a particular date (the maturity date). Bonds are used to finance capital projects.

Budget – A plan of financial activity for a specific period of time indicating all planned revenues and expenses for the budget period.

Budgetary Basis – Refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

Budget Calendar – The schedule of key dates the Jail follows in the preparation and adoption of the annual budget.

Budgetary Control – The control of a government in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Expenditures – Items having an original unit cost of \$5,000 or more and a useful life of more than five years.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Depreciation – A reduction in the value of an asset with the passage of time to account for wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Divisions – Seven major categories of the Jail: Administration, Human Resources, Information Technology, Maintenance, Operations & Support, Professional Standards, and Security.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expenses – Charges incurred (whether paid immediately or unpaid) on operations, maintenance, interest, or other activities that constitute the Jail's ongoing operations.

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. The Jail's fiscal year is July 1 through June 30.

Fiduciary Funds – Trust and/or agency funds used to account for assets held by the Jail in a trustee capacity for inmates.

Function – A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – Difference between fund assets and fund liabilities.

General Fund – A fund used to account for all financial resources of the Jail except for those required to be accounted for in another fund.

Goal – A statement of broad direction, purpose or intent based on the needs of the organization.

Governmental Funds – A major fund type generally used to account for basic services provided by the entity. Governmental funds use the modified accrual basis of accounting.

JailTracker – The Jail Management and Records System used by the Jail.

Modified Accrual Basis – A basis of accounting where revenue is recorded when measurable and available, and expenditures are recorded when a liability is incurred.

Objectives – Something to be accomplished in specific, well-defined, and measurable terms and this is achievable within a specific time frame.

Performance Measures – Specific quantitative and qualitative measures of work performed within an activity or program. They may also measure results obtained through an activity or program.

Program – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Revenues – Sources of income which support the operations of the Jail.

Trustee – An inmate selected by Classification Officers to perform facility maintenance duties such as housekeeping, laundry, kitchen duties, mowing grass, landscaping, etc.

Unqualified: Audit opinion given when an auditor concludes that the financial statements give a true and fair view in accordance with the financial reporting framework used for the preparation and presentation of the financial statements.

ACRONYMS

ACA – American Correctional Association

ADP – Average Daily Population

CAFR – Comprehensive Annual Financial Report

DCJS – Department of Criminal Justice Services

DOC – Department of Corrections

FICA – Federal Insurance Contributions Act

FMLA – Family Medical Leave Act

GAAP – Generally Accepted Accounting Principles

GED – General Education Diploma

GPS – Global Positioning System

GFOA – Government Finance Officers Association of the United States and Canada

IT – Information Technology

LEED – Leadership in Energy and Environmental Design

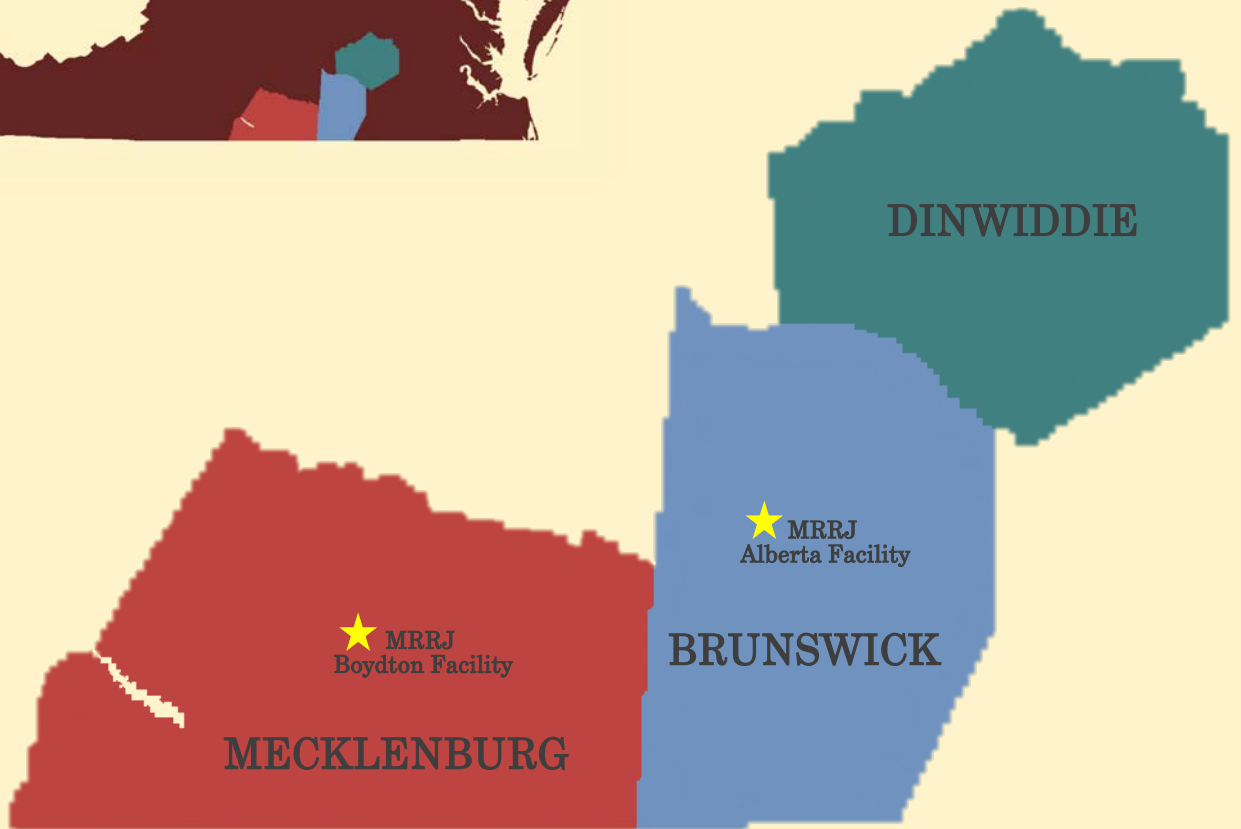
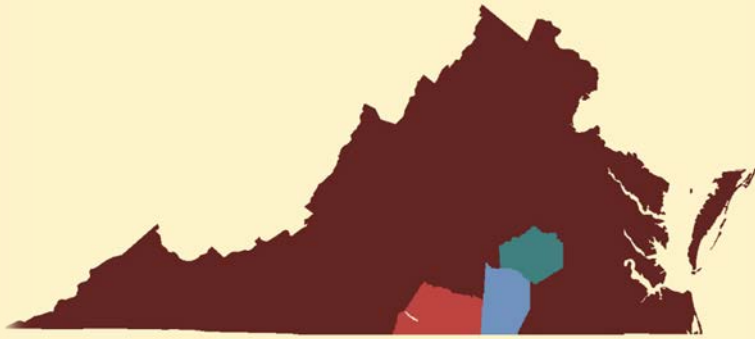
LIDS – Local Inmate Data System

MRRJ – Meherrin River Regional Jail

OPEB – Other Post Employment Benefits

PREA – Prison Rape Elimination Act

VRS – Virginia Retirement System



MEHERRIN RIVER REGIONAL JAIL AUTHORITY

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