

RAPPAHANNOCK REGIONAL JAIL AUTHORITY
MEETING MINUTES
January 23, 2025

PRESENT

Sheriff Chris Giles
King George County

Chief Brian Layton
City of Fredericksburg

Sheriff Scott Foster
City of Fredericksburg

Sheriff David Decatur
Stafford County

Mr. Matthew Smolnik
King George County

Mr. Ryan Mehaffey
Spotsylvania County

Mr. Ed Petrovitch
Spotsylvania County

Mr. Tim Baroody
City of Fredericksburg

Mr. Bill Ashton
Stafford County

ABSENT

Mr. Ken Stroud
King George County

Ms. Crystal Vanuch
Stafford County

Sheriff Roger Harris
Spotsylvania County

OTHERS

Col. Kevin Hudson, Superintendent
Mr. Eric Gregory, Hefty & Wiley, P.C
Lt. Col. J.V. Tully, Deputy Superintendent
Captain Scott Davis, Spotsylvania County
Ms. Lisa Walker
Ms. Beth Healy
Ms. Stacy Gemmell
Ms. Buffy Bourne
Captain James Giles
Ms. Santana Thelen

Sheriff Giles, Chairman, called the Jail Authority Board Meeting to order at 1:03 p.m. on Thursday, January 23, 2025, in the Rappahannock Regional Jail Roll Call Room.

Sheriff Giles requested Roll Call:

Sheriff Giles	Present
Sheriff Foster	Present
Sheriff Decatur	Present
Sheriff Harris	Absent
Chief Layton	Present
Mr. Mehaffey	Present
Mr. Petrovich	Present
Mr. Ashton	Present
Mr. Stroud	Absent
Ms. Vanuch	Absent
Mr. Smolnik	Present
Mr. Barody	Present

Sheriff Giles stated that the Jail Authority had a quorum. Captain Davis of the Spotsylvania County Sheriff Office was present for Sheriff Harris.

Sheriff Decatur led the Invocation and Sheriff Giles led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chief Layton made a motion to approve the Agenda as presented. Sheriff Decatur seconded the motion. The motion to approve the Agenda passed unanimously.

PUBLIC COMMENT

One member of the public, Mr. Will King of Stafford County, addressed the Authority Board.

AWARDS

The following employees were presented with their Years of Service Awards:

Imrie Worley – 25 Years of Service

Dorothy Stewart – 20 Years of Service

Ayers, Ashley – 20 Years of Service

Sgt. Stephenie Burton - 10 Years of Service

Steven Barlow – 5 Years of Service

The following employees were presented with Employee of the 4th Quarter Awards:

Heather Thomas – Civilian Employee of the 4th Quarter

The following employees were presented with Employee of the Year Awards:

William Schroeder – Civilian Employee of the Year 2024

APPROVAL OF MEETING MINUTES

Sheriff Decatur made a motion to approve the October 24, 2024, meeting minutes. Mr. Smolnik seconded the motion. The motion passed. Sheriff Giles abstained from voting.

OLD BUSINESS

No old business was presented at the meeting.

NEW BUSINESS

FY'24 Financial Audit

Mr. Andrew Grossnickle of Robinson, Farmer & Cox Associates presented the Financial Statements for the year ending June 30, 2024. He stated that the Independent Auditors' Report states that the financial statements are materially correct; the audit was performed in accordance with all auditing standards. He stated that the Annual Comprehensive Financial Report (ACFR) had been prepared for the Jail and would be submitted to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement and Excellence in Financial Reporting.

FY '26 Budget Submission

Mr. Ed Petrovitch, Finance Committee Chairman, presented the FY'26 Jail Budget Submission. He stated that there is an increase to personnel funding. He also stated that requested additional operational costs are due to inflation related increases. For example, increased rates for all utilities, to include water, gas, and electric, an increase in the food services contract, inmate medical, cleaning items, uniforms, services for trash removal, and server maintenance, to name a few. He also stated the Capital request funding will allow the Jail to maintain the structural integrity of the building and maintain reliable equipment for staff to use in the course of doing business. The request also finalizes the two year replacement plan of the Jail Management System (JMS) that stores all inmate data and tracking. He stated that in addition to those increased costs, there is a decrease in revenue of approximately \$875,000 for the second half of FY26 for inmate telephone systems. He stated that the Finance Committee has recommended the following proposal to adequately address the Jail's needs. Highlights in this proposal include a proposed 2.5% COLA (effective 7/1/25) and 2.5% Merit Increase (effective 12/1/25) for civilian staff, and proposed salary adjustments for Sworn Staff. This initiative will bring the base salary for officers to the average salary of the court bailiff's' in the four localities (as of 7/1/2024). The Finance Committee agreed to a 5.644% COLA (effective 7/1/25) and a 3% Merit (effective 12/1/25). He stated the use of Undesignated Fund Balance in the amount of \$1,703,006 will be used to offset a portion of the operating payments for each localities' portion. He stated the budget includes the use of Undesignated Fund Balance in the Amount of \$729,863. This funding will be used to pay for the Capital Improvements Plan (CIP) during FY'26. He stated there is assigned funding in the Capital Reserve of \$500,000. The FY'26 total budget proposal requests a \$3,595,984 (or 7.248%) increase over the FY'25 budget. For localities this is represented with a \$2,221,927 Operational cost increase and a \$59,741 decrease in Debt Service for Stafford County, a \$537,204 increase in Operational costs and a \$1,056,832 increase in Debt Service for the City of Fredericksburg, a \$1,129,302 Operational cost increase and a \$769,016 decrease in Debt Service for Spotsylvania County, and a \$271,270 increase in Operational costs and a \$192,614 decrease in Debt Service for King George County.

Mr. Petrovitch motioned to approve the submitted FY'26 Budget Option #4 in the total amount of \$53,209, 301. Mr. Mehaffey seconded the motion.

Chief Layton asked for clarification on the current starting salary, and what the starting salary will be for a Jail Officer on July 1, 2025. Superintendent Hudson stated that the current starting salary is 48,907.25 and July 1, 2025, would move to \$51,667.62. Sheriff Foster asked if there is an increase for new hires if they have experience. Superintendent Hudson stated it is based on the number of years of service, so there is no set number he could provide in that moment. Sheriff Foster asked for the numbers used to calculate the average of the bailiff salary, and they were provided to the Authority Board.

A Roll Call vote was called:

Sheriff Giles	Aye
Sheriff Foster	Nay
Sheriff Decatur	Aye
Captain Davis	Aye
Chief Layton	Aye
Mr. Mehaffey	Aye
Mr. Petrovitch	Aye
Mr. Ashton	Aye
Mr. Smolnik	Aye
Mr. Barody	Aye

The motion to approve the FY'26 Jail Authority Budget as submitted passed.

ACTION ITEMS FOR APPROVAL

No action items were presented at the meeting.

SUPERINTENDENT REPORTS

Superintendent Hudson asked that the Authority Board please read tab 15 of their provided board packets and please call him directly with any questions.

ADJOURN

The next meeting is scheduled for April 24, 2025, at the Jail. Mr. Smolnik made a motion to adjourn. Sheriff Decatur seconded the motion. The January 23, 2025, Jail Authority Board Meeting adjourned at 1:34 pm.

Respectfully submitted:

Santina Thelen, Recording Secretary

Approved:

Sheriff Giles, Chairman

