



# CENTRAL SHENANDOAH CRIMINAL JUSTICE TRAINING ACADEMY

3045 LEE HIGHWAY, WEYERS CAVE, VIRGINIA 24486

Voice: 540-234-9191 Fax: 540-234-8211

30 years

*Serving the Criminal Justice Community*

June 19, 2015

Harrisonburg City Council  
c/o Kurt Hodgen  
345 S Main Street  
Harrisonburg, Virginia 22801

Dear Mayor Jones, Vice-Mayor Baugh, Councilmember Degner, Councilmember Shearer and Councilmember Byrd:

I write on behalf of the Central Shenandoah Criminal Justice Training Academy (Academy), as Chairman of its Board. The Academy Board met on June 19, 2015, to consider its current fiscal agency relationship and potential benefits to the Academy and its employees from alternative fiscal agency relationships.

Historically, the City of Waynesboro has served as the fiscal agent for the Academy. That arrangement originated at a time when the Academy was physically located in Waynesboro. The Academy is now located in Weyers Cave. The City of Harrisonburg is one of the larger members of the Academy, and sends multiple students each session for training. In addition, Harrisonburg's Director of Human Resources and Chief of Police both serve on the Academy's Executive Committee.

In conversations with representatives of Harrisonburg's Human Resources Department, the Academy Board concludes that both the Academy and its employees will benefit from shifting fiscal agency to Harrisonburg. Among other things, costs savings to the Academy will allow the Academy to invest additional funds into training and its other programs, which will benefit Harrisonburg as a major participant in our programs.

The Academy typically has approximately 8 full-time employees. I understand a breadth of benefits, including mandatory benefits such as VRS and health insurance but also including such options as dental and vision insurance, gym memberships and prepaid legal services, are available through Harrisonburg. The Academy would cover the costs of all such benefits in which its employees opted to enroll, to the extent those costs are not covered by employee contributions through payroll deduction.

It is further our understanding that the transition would be processed in such a way that VRS status and contributions are not negatively impacted for Academy employees.

With the foregoing in mind, I present this request that Council consider and approve serving as a fiscal agent for the Academy. With Council's agreement that the City can serve as fiscal agent for the Academy, the Academy will coordinate with the Human Resources Department to begin the process of shifting the fiscal agency. I understand that in order to complete the transition, enrollment of Academy employees in many of the City's benefit plans should occur in early September, and I appreciate your prompt consideration of this request.

Please let me or Randy Mullins, Executive Director of the Academy, know if any Councilmembers have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Jenkins", with a stylized flourish at the end.

Chris Jenkins  
Chairman