

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on November 19, 2015 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), John McCarthy (County Administrator, Rappahannock County), Daniel McEathron (Sheriff, Warren County), Timothy Carter (Sheriff, Shenandoah County), Brendan Hefty (Hefty Wiley and Gore), William Wilson (Superintendent, RSW Regional Jail), Russell Gilkison (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Penny Holt (Director of Nursing, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brandy Rosser (Grants and Special Projects Coordinator, Warren County)

Absent: None

### **Welcome and Introductions**

Ms. Price called the meeting to order at 1:02 pm.

### **Adoption of Minutes**

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of October 22, 2015 as presented:

Aye: McCarthy, Price, Stanley

### **Superintendent's Report**

Mr. Wilson reported on the following items:

#### Staffing Update

1. Officers: There are currently 14 correctional officer vacancies. Seven officers graduated from the Academy on November 10<sup>th</sup>.
2. Compliance Officer: Officer Megan Laconia has accepted the position of Compliance Officer.
3. Licensed Practical Nurse (LPN)/Registered Nurse (RN): Julia Pugh has accepted a position as a RN. Ms. Pugh has more than 20 years of experience as a Registered Nurse. She started working at RSW on November 17<sup>th</sup>.

4. Administrative Assistant: Stephanie Smith has accepted the position as Administrative Assistant and began her employment at RSW on November 16<sup>th</sup>.
5. Human Resources Director: The position has been advertised and some interviews have been conducted. There is tentative action pending on this position at this time.
6. Chief Financial Officer: Lori Clinedinst has accepted the position as Chief Financial Officer. Ms. Clinedinst has served as the Accounts Manager for Shenandoah County since 1996. She started working at RSW on November 16<sup>th</sup>.
7. Maintenance Supervisor: This position has been advertised. A few applications have been received thus far and staff hopes to be conducting interviews within the next two weeks.

#### Requests for Proposals and Contracts

1. The Medical Technician from BrightStar started on October 8<sup>th</sup>. This additional position has helped out tremendously by allowing the nurses to conduct necessary physicals and sick calls. This has also helped with the shift relief factor by allowing for medications to still be passed if a nurse calls out sick. The Medical Technician has agreed to do a split shift and will cover both medication passes from Monday through Friday. The end of the eight week trial period for the position is approaching and it needs to be determined whether RSW intends to keep the position. It would cost RSW considerably less to fill this position rather than hire an additional LPN or RN. If RSW hires the current Medical Technician, a "finder's fee" will need to be payed to BrightStar. This will be a one-time payment of approximately \$8,300. If this is added to the proposed salary of \$22,200 - \$24,000 it will still be less than the salary for a LPN for one year. It can be written into the job offer that the "finder's fee" must be refunded to the RSW Jail by the employee if she would leave in less than one year.

Ms. Holt stated that the Medical Technician's skill level is very good and that she has handled herself very professionally in some very diverse situations that she has come across at the jail. Currently, her hours at RSW are split shift from 7:00 am to 11:00 am and from 7:00 pm to 11:00 pm Monday through Friday. She also has other skills that can be utilized including being certified in phlebotomy. RSW currently pays \$1,280 per week on her contract; that number would decrease significantly if she was an employee of RSW. Mr. McCarthy asked how hiring the Medical Technician will effect reimbursement from the Compensation Board. Mr. Wilson stated that this would be a locally funded position using funding from vacancy savings. Mr. McCarthy also asked what will hiring the Medical Technician do to future Compensation Board authorized positions if an authorized position is not filled in deference to funding the Medical Technician position with local funding. Mr. Wilson stated that there is not another Compensation Board position and it would therefore not be transplanting anything. Mr. Stanley noted that there is no December meeting of the RSW Regional Jail Finance and Personnel Committee and that the contract for the Medical Technician will run out

before the next meeting in January. A job description does not currently exist for a Medical Technician. Mr. Stanley stated that staff could develop the job description, email it out to Committee members, make any necessary modifications to the description based on Committee member feedback, and then formally adopt the job description at the next meeting.

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee authorized the hiring of the Medical Technician under a one year contract and requested that a job description be prepared for consideration at the January meeting:

Aye: McCarthy, Price, Stanley

2. The contract with Shockey for the kitchen bathroom renovation has been signed. They have started work and anticipate that work should be completed by next Monday.
3. Doctor Sherry Yoder, who has been voluntarily conducting a Wellness Program since June 2015, has had a great response from the inmates that attend her classes. These classes focus on life skills development. Dr. Yoder has submitted a proposal to provide individual therapy sessions for inmates that may not have mental health issues, but need guidance in their lives. This proposal has been submitted to the Finance and Personnel Committee for its consideration.

Enclosed in the agenda packet was the Therapy Program Proposal from Dr. Yoder. Mr. Wilson stated that Dr. Yoder would like to come in and do one-on-one counselling sessions with the inmates but that there is a cost. Mr. Stanley asked if the inmates would be paying for these services or if canteen money would be utilized. Mr. Wilson said that canteen money can be used to pay for it because it is for inmate services, but he suggests that the inmates pay for a portion of it. Mr. Stanley suggested that Mr. Wilson report back to the Committee at a future meeting with details on how payment for these services would be split.

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee tabled the Therapy Program Proposal discussion to a subsequent meeting:

Aye: McCarthy, Price, Stanley

### Programs

1. RSW will be meeting with Jeanian Clark at Work Force Solutions on November 23<sup>rd</sup> to continue the discussions on establishing a pilot program called Manufacturing Technician I. This is a nationally recognized program that would

allow inmates to receive credentials for entry level advanced manufacturing positions. These certifications will allow those returning back to society to be able to compete for positions in today's highly technical job market. Inmates will receive hands on training through local businesses.

2. Bishop Hudnall is continuing his "Fathers-in-Training" program with Work Force and Work Release inmates. There were twelve participants as of last week.
3. State Probation/Parole classes are going well. The classes are giving those on probation upon release information on what to do/not do while on probation, along with providing them with the required class "Thinking for a Change." They are also conducting sex offender registration and advising the sex offenders on how they need to register and what their roles are.
4. The GED class has twelve males and three females attending. Four inmates have passed the examination for the English portion of the GED exam.

#### Other

1. The inmate that damaged the fire sprinkler system in the visitation area this past July was found guilty and given a sentence of two years. One year and eight months of the sentence has been suspended and the inmate was charged with \$468 in fines. Hopefully this will send the message to inmates that this type of behavior will not be tolerated.
2. The Average Daily Population for October was 340 inmates. The locality breakdown was as follows:
 

Rappahannock County	25 or 7.4%
Shenandoah County	125 or 36.8%
Warren County	188 or 55.3%

#### Monthly Jail Statistics

A month jail statistics spreadsheet was included in the agenda packet.

Ms. Price asked if the Housing Prisoners/State statistic that reads \$200,560 for October is quarterly revenue. Mr. Wilson confirmed that it is a quarterly statistic.

#### Updated Salary Scale

An updated RSW Regional Jail salary scale was included in the agenda packet. There were no questions from Committee members regarding the scale.

## Medical Report

Ms. Holt provided the following medical report to the Committee:

- There is a continued increase in individuals needing withdrawal protocols, which increases services requiring medications. Heroin and opiates are the primary withdraws that are being seen.
- The trial with the Medical Technician is going very well.
- There are currently 20 people on the sick call list, which is the lowest amount seen in a while.
- Staff is working on determining which inmates need to be on the special diets list. Several inmates are claiming that they need special diets due to allergies, but there is no evidence to support their claims. So far four people have been removed from the list. The Federal Bureau of Prisons Food Allergy Questionnaire is currently being used to determine whether or not an inmate needs testing. The inmates are told that if they do get tested for allergies and they test negative then they are required to pay for that testing. These tests run anywhere from \$72 - \$242 per test and the inmates are given the breakdown of the testing fees prior to being tested.

## Financial Report

A financial report was included in the agenda packet. Mr. Wilson noted that some items show as over budget, but this is due to the fact that they were not properly coded (for example: the education-staff development line shows as over budget because it includes roughly \$7,000 that should have been coded for the training and education line). Mr. Stanley noted that the Line of Duty Insurance line item is very high due to RSW not being able to opt out of the VRS Line of Duty Act program for FY2016. Mr. McCarthy asked if anyone is currently working on introducing a bill or language to be included in the Governor's budget that will allow RSW to opt out of the program as every other regional jail authority in Virginia is able to for FY2017 and going forward. Mr. Stanley stated that Mr. Hefty is working on getting someone to sponsor the bill.

## Training Cost Reimbursement Agreement

Enclosed in the agenda packet was a Training Cost Reimbursement Agreement document. Ms. Price asked if everyone was okay with the one year time frame. Sheriff Carter stated that Shenandoah County's agreement is for two years. Sheriff McEathron stated that he disagrees with this agreement, and any agreements of this kind. He asked if the training costs would be prorated. Sheriff Carter stated that in their agreement they do not prorate, one of the reasons being is that the agreement is based on value; the

employee's value technically increases the longer amount of time that they have been working. Sheriff McEathron also asked what mechanism would be in place by the personnel committee that would allow the committee to hear someone's reasons as to why they would be leaving before their one year period was up. This information could be used to determine if an employee should be exempt from paying this amount back. The Committee discussed possible reimbursement amounts, but no exact amount was agreed upon.

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee voted to table the discussion on the Training Cost Reimbursement Agreement until the January meeting of the Authority Board:

Aye: McCarthy, Price, Stanley

### **Outstanding Issues**

Mr. Stanley noted an invoice that has been received from Davenport for their services in regards to the potential membership of Page County. Mr. Stanley also noted that an invoice from Sands Anderson will be received soon as well, but that it will be for a smaller amount.

Ms. Price gave an update on the drawdown of all remaining funds that were invested with Virginia SNAP. Shenandoah County Director of Finance, Mandy Belyea, has been working on the requisition. It is recommended that the funding be directed back to the RSW Regional Jail. Once the funding it received it can be used to pay the Davenport and Sands Anderson invoices, along with the proffer fee that RSW needs to pay to the North Warren Volunteer Fire Department.

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee authorized payment of the Davenport invoice in the amount of \$35,197.11 upon receipt of the Virginia SNAP proceeds:

Aye: McCarthy, Price, Stanley

### **Closed Session**

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee went into closed session pursuant to Section 2.2-3711.A.29 of the Code of Virginia for consultation with legal

counsel to discuss a potential contract with Page County to house inmates at the RSW Regional Jail either as a member of the Authority or as a purchaser of bed space.

Aye: McCarthy, Price, Stanley

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following roll call vote, the RSW Regional Jail Finance and Personnel Committee returned to open session and certified that only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed, or considered in the closed session:

McCarthy, aye; Price, aye; Stanley, aye

### **Meeting Schedule**

The meeting schedule for the RSW Regional Jail Finance and Personnel Committee is as follows:

- January 28, 2016 at 1:00 pm
- February 25, 2016 at 1:00 pm
- March 24, 2016 at 1:00 pm

All meetings will take place at the RSW Regional Jail.

### **Adjournment**

On a motion by Mr. McCarthy, seconded by Mr. Stanley, and by the following vote, the regular meeting of the RSW Regional Jail Finance and Personnel Committee was adjourned at 1:57 pm:

Aye: McCarthy, Price, Stanley

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Mary Beth Price, Chairman

Approved

RSW Regional Jail Finance and Personnel Committee

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Date