

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on November 17, 2016 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), 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), Brendan Hefty (Legal Counsel, Hefty, Wiley and Gore), Brandy Rosser (Grants and Special Projects Coordinator, Warren County), Marcy Gallo (Kennel Director, Humane Society of Warren County), Erika Unruh (Canine Team Leader, Humane Society of Warren County), Diana Lieber (Training Consultant, RSW/HSWC Dog Program).

Absent: Debbie Keyser (County Administrator, Rappahannock County).

Welcome and Introductions

Ms. Price called the meeting to order at 1:00 pm.

Adoption of Minutes

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of October 27, 2016 as presented:

Aye: Price, Stanley

Superintendent's Report

Mr. Wilson reported on the following items:

The regional jails are members of VaRisk although they are not statutorily required to participate in the program. In the current fiscal year, the rates for liability and malpractice insurance almost doubled. When RSW Regional Jail attempted to withdraw from VaRisk, Mr. Wilson was told RSW could withdraw but would still need to pay the premium for VaRisk along with the premium to the new insurance provider. RSW chose to stay with VaRisk at that time. The Legislature directed the Compensation Board to convene a group of stakeholders to review costs and consider alternatives for the liability, malfeasance and medical malpractice coverage offered through VaRisk. The group has had three meetings thus far. Mr. Wilson has received little information from VaRisk regarding what it would cost any of the members to withdraw.

On November 3, 2016 the regional jails received a VaRisk – Termination of Membership Interim Policy for Regional Jails from the Compensation Board. This letter was dated October 21, 2016 and was issued by the Department of Risk Management. The letter states that RSW must notify the Compensation Board and treasury prior to November 15, 2016 if the Authority wishes

to withdraw July 1, 2016. Any jail withdrawing would be financially responsible for its allocated portion of unfunded required services needed to satisfy actuarially estimated future payments for reported claims. Mr. Wilson asked how much this would cost each jail and they could not tell him how much this would be prior to the November 15, 2016 deadline. Also any claims that happened during the period of coverage but not filed until after a jail left membership would not be covered.

When asked who wrote the Termination of Membership Interim policy, Mr. Wilson was told it came from the highest source. When asked if that was the Governor, he was told it came from the Secretary level. When asked if they could change the deadline date Mr. Wilson was told that DRM staff would attempt to do so. Mr. Wilson requested the cost for withdrawing on November 3, 2016 and is still waiting for a response. Since RSW does not know what it would cost to withdraw Mr. Wilson does not recommend that RSW changes at this time. Further meetings will be scheduled but no dates have been set.

On October 5, 2016 Mr. Wilson met with staff from DEQ. They toured the retention areas and there is some question as to the purpose of a couple of the areas and construction of another. As related last month, grass had taken over two of the areas because they do not receive enough water to keep the aquatic plants alive. On November 4, 2016 Mr. Wilson met with the designer of the retention areas. He related that the two that were covered by grass were not required and he was going to speak with DEQ regarding their concerns of the other areas. He did not see any major issues with the way the areas were responding.

On October 26, 2016 the Criminal Justice class from Shenandoah University toured the facility. A couple of the students appeared interested in possible employment. Deputy Superintendent Russ Gilkison has been working with Lord Fairfax Community College and Shenandoah University to establish an Intern and Career opportunity outreach. The College and the University are now spotlighting the RSW career opportunities through their career services programs and social media sites, which should help with the recruitment of students and alumni.

On November 3, 2016 staff attended a job fair at Fort Myer in Arlington, Virginia. This job fair was for those leaving military service. They spoke with approximately 60 veterans about the corrections field and our facility. One of the participants has already asked to come take a tour and about possible employment. Mr. Wilson would like to thank Lieutenant Joshua Jacobson and Officer Anthony Artone for volunteering to attend. Their prior military experience allowed them to answer several questions by the participants.

RSW Regional Jail had three officers graduate the Academy on November 16, 2016 at 10:00 AM. Graduation was held at Stimpson's Auditorium at Shenandoah University. One of RSW's officers who was participating in the academy was in critical condition at the WVU Medical Center after becoming ill during weekend drill with his reserve unit. Our thoughts and prayers are with him and his family.

Staffing

Vacancies

1. Correctional Officers: There are currently 25 correctional officer vacancies. There are three officers that received conditional offers of employment. Hopefully they will be on duty within the next two weeks.

2. Licensed Practical Nurse (LPN): There is currently an LPN candidate that appears to be a good fit for the jail. RSW had employed a Med Tech at one point. If permitted to hire the LPN instead of a Med Tech this would enable the jail to have nursing coverage 24/7.
3. Registered Nurse (RN): A few candidates have been interviewed but the position has not been filled.
4. Quality Mental Health Counselor: The QMHC person that was selected for the position with Northwestern CSB started with RSW on November 1, 2016. She caught on quickly and is catching up on backlog.

Mr. Stanley asked how many hours per week the QMHC person is working and Mr. Wilson stated that she is at the jail 40 hours per week. Mr. Wilson also stated that she is TDO certified.

5. Receptionist: A receptionist has been hired and she will be starting on November 21, 2016.

RFPs and Contracts

1. The RFP for electronic medical records has been reviewed and a recommendation will be forwarded to the Finance and Personnel Committee for its review.
2. Rappahannock Creative Health Care has started dental services at RSW. This will cut down on a lot of transports.

Programs

1. Staff from the Humane Society of Warren County toured the facility on November 9, 2016 with Deputy Superintendent Russ Gilkison. Mr. Gilkison has been working with the Humane Society to explore the possibility of establishing a program that pairs inmates with rescue dogs. Funding for this program will be coming from donations to the Humane Society. They will be starting out with one dog at first.
2. The RSW Work Force crews contributed 3,453 hours of community service in October. They continue to do a great job wherever they work. RSW is providing support with inmate work crews in Shenandoah County Parks Recreation and Facilities with many clean up and landscaping projects. They are currently working one to two days per week at the 4H Center. Work Force continues to maintain the grounds at the Academy. Sergeant Joseph DeMarino, Officer Charles Baker and Officer Jeffery Slonaker have done a fantastic job coordinating with all the agencies now requesting Work Force assistance.

Other

The Average Daily Population for October was 332 inmates per day. The locality breakdown was as follows:

Rappahannock County	18 or	5.4%
Shenandoah County	128 or	38.6%
Warren County	186 or	56.0%

Monthly Jail Statistics

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

Ms. Price stated that under the transport information you have total number of transports, total number of inmates transported, and then total number of transports to Rappahannock, Shenandoah, and Warren, and asked if these numbers should add up somehow. Mr. Wilson explained that some of these numbers represent trips which could include multiple inmates, and some of these numbers represent a total number of inmates, so they will not necessarily add up.

Monthly Expense Report

A monthly jail expense report was included in the agenda packet. There were no questions regarding the report.

Proposal to Change Med Tech Position to LPN Position

Mr. Wilson stated that when the Med-Tech was hired, there was a records clerk who went from working full time to working part time. When she went to part time, her position became locally funded and the full time vacancy was filled by the Med-Tech so that the Compensation Board would cover two thirds of that salary.

Medical needs five LPNs to cover 24/7 or as close to that as possible. The problem with the Med-Tech is that they cannot perform tasks other than medication pass and drawing blood. If a nurse calls out, the Med-Tech cannot fill in for them, and Ms. Holt ends up covering for everyone. If the Med-Tech position is converted to an LPN position, then medical would have five LPNs. The newly hired LPN would work five days a week, eight hours a day, and her primary function would be to pass medication in the morning and then she can perform other tasks in the afternoon. This will free up the other nurse working to complete screenings and other tasks. This would also allow medical to have much better coverage than they currently do.

Changing this position would be an easy conversion. The LPN position costs approximately \$14,000 more per year for salary than the Med-Tech position. Ms. Holt stated that the new LPN would work an 8 hour shift but the other LPNs would continue to work 12 hour shifts with their respective squads.

Ms. Price asked that if the primary function of this new LPN would be to pass out medication, then why the position should not stay as a Med-Tech. Mr. Gilkison stated that if any other LPN is off or calls out, Ms. Holt is the only one that will fill in and therefore Ms. Holt cannot perform her duties. This new LPN, if approved, would take over the duties of the Med-Tech, and would be working Tuesday through Saturday. This will give extra coverage on Friday and Saturday

when there is a larger number of inmates in intake, which will allow the main nurse to focus on intake screenings rather than medication pass. The goal is to avoid some potential hazards that could occur during those high time frames. The extra coverage will also allow Ms. Holt to complete her regular duties instead of filling in for the nurses as needed.

Mr. Stanley stated that he likes the idea of the flexibility of having an extra LPN and the benefits of not having Ms. Holt always filling in.

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee approved the conversion of the Med Tech position to a full time LPN position:

Aye: Price, Stanley

Humane Society's Proposal to Train Rescue Dogs

Ms. Gallo stated that the Humane Society of Warren County's goal is to introduce a jail program where adoptable dogs are brought from the Humane Society of Warren County into the jail where they work with an inmate that is paired with the dog and a backup inmate as well to train the dog basic obedience. This will be a six to eight week program. The Humane Society is going to be looking at highly social, very friendly dogs. Ms. Gallo stated that she has heard concerns in the past about using less adoptable dogs, those that are fearful and under socialized, but those types of dogs would not be used in this program. The dogs will be primarily high energy dogs that just need some manners to help them get adopted. This program is mutually beneficial for the dogs and the inmates. The plan is to start this program slowly, with one dog, and then move forward from there.

Ms. Unruh reiterated that the number one concern of the program is the safety of the dogs, the inmates, and RSW Staff. There will be an in depth evaluation of any dogs coming to the jail that they show no signs of aggression. There will also be vetting of the inmates. The program will start off with one dog in F Housing with two to four inmates. This will allow for a lot of control at first to help work out any issues that may arise. There will be crates placed in the primary handler's cell for overnight use and any down time so that the dogs can be crate trained. It is also planned to put turf in the outdoor area for bathroom break for the dogs. This will make it very easy for the inmates to do everything themselves and limit any extra strain on staff. The dog trainer and one assistant will visit the jail twice a week to have training sessions with the inmates and the dogs. The inmates will have a training packet that they will go through week by week. The goal at the end of the program is to have the dogs pass the AKC's Canine Good Citizen program and go on to be adopted. The primary goals of the program are for the inmates to provide obedience training for the dogs that can't get the attention they need at the shelter. The Humane Society wants to provide a positive outlook for the inmates, a chance to fulfill a community service and to make a difference in the animal's lives. Studies have shown that this program provides a lot of valuable vocational skills for inmates. It provides rehabilitation, a sense of responsibility and accountability, and teaches the inmates compassion and patience. The Humane Society believes that this program can be mutually beneficial and they are looking forward to getting the program started.

Ms. Lieber introduced herself and stated that she is retired from the Air Force and has 20 years of experience handling and training military, security, and police dogs. Ms. Lieber then went into U.S. Customs working with drug detector dogs, teaching out of Front Royal for 5 years. She then moved up to headquarters and retired from there. Ms. Lieber stated that she owned her own business for a while training dogs, and currently has therapy dogs and a crisis response comfort dog. Ms. Lieber stated that she brings a good foundation to the program with the knowledge of how training needs to progress. Ms. Lieber stated that she will be able to judge how the inmate is doing with the dog based on the dog's behavior. The inmates for the program must be animal lovers and must be a nonviolent offenders. The inmates must be very patient and listen well to instructions. The Humane Society wants the dogs in this program to be positively trained. This will help the inmates learn patience and impulse control and the dogs will learn how to associate with a family in a positive manner so that they do not build up any fear issues. Ms. Lieber will be coming in twice a week to provide the inmates with training and skills. Ms. Lieber is an AKC Canine Good Citizen evaluator, and designed the program around the skills required for dogs to pass the AKC Canine Good Citizen program. Ms. Lieber will also be teaching the inmates how to solve any behavioral issues with the dogs such as bathroom training, crate training, etc. Ms. Lieber will also be providing the final AKC Canine Good Citizen evaluation on the dogs. If the dogs do not pass the program it is not necessarily a reflection on the inmate, so long as the inmates are following the program and they are working with the dog.

Mr. Wilson asked what the average time to train a dog is. Ms. Lieber stated that when they are doing a class for AKC Canine Good Citizen is about 8 weeks. Mr. Stanley asked if the program would be looking for inmates who will be at the jail long term for continuity. Mr. Gilkison stated that it is planned to have more than one inmate paired with each dog so that if an inmate moves on for any reason then there is a backup caretaker for the dog. Ms. Lieber stated that transition is a good thing because it makes it easier for the dog to be adopted and transition into a family. Mr. Stanley asked if an inmate from the program is released if it is possible for that inmate to adopt the dog if they wished to. Ms. Gallo and Ms. Unruh stated that is definitely a possibility. Ms. Price asked if a program like this is working in other facilities. Ms. Unruh stated that this is a nationwide program that is conducted in many prisons and it has been pretty successful across the board. Ms. Lieber stated that she plans to reach out to a training consultant for one of the prisons in Maryland that has this program. Mr. Gilkison stated that the Humane Society has asked to video record some of the training and the interaction with the inmates and the dogs so that they can put it up on their website to show that the dog is adoptable. This program is strictly voluntary for the inmate and there will be general policies in place for the program before it begins. Ms. Price asked Mr. Hefty if he had any concerns, and Mr. Hefty stated that he would have the inmates sign a liability waiver and there should be an agreement (MOU) with the Humane Society, but other than that he supports the idea of the program.

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee approved the concept of this program and authorized staff to sign an MOU with the Humane Society of Warren County for the program as outlined:

Aye: Price, Stanley

Medical Report

Ms. Holt reported on the following items:

The QMHC, Ms. Holly Morash, started off great and she is adapting very well to the jail environment. Ms. Holt and Ms. Morash are working closely with the suicidal patients and are working collaboratively to see if the patients are ready to be downgraded. Northwestern specified that the QMHC would not give the final approval to take patients off suicide watch but that it would be a collaborative effort.

Medical is working on a process where minor sick calls will be conducted in the housing units that have classrooms to provide privacy and save on time transporting inmates to and from housing to medical.

Side rails have been put on one of the cots in medical observation for patient safety. The patient stated that they made him feel much more secure and helped him rest easier. Ms. Holt is looking to put more side rails up on the cots in medical.

There is still having an influx of withdrawal patients, mainly alcohol, opiates, and heroin.

Financial Report

Ms. Clinedinst stated that spending was on track in October. Recruitment costs are up due to staff attending as many job fairs as possible to fill vacancies. Professional services costs are up due to the cost of getting the dentist set up but that cost will be offset by vacancy savings. Mandatory overtime is cutting into the overtime budget but it is necessary while officers are at the academy. Revenue is showing 36.89% which is slightly up, and RSW received \$96,114.88 in vacancy savings in October.

VaRisk Termination of Membership Policy

Mr. Hefty stated that he does not think there is enough information at this time to make a recommendation to switch and RSW should continue with VaRisk at this time.

Other Outstanding Issues

There were no other outstanding issues to discuss.

Closed Session

On a motion by Mr. Stanley, seconded by Ms. Price, 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 to discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the

terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body:

Aye: Price, Stanley

On a motion by Mr. Stanley, seconded by Ms. Price, 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:

Price, aye; Stanley, aye;

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended to the Authority Board that RSW Regional Jail purchase the electronic medical records system as outlined in the proposal from CorEMR dated November 11, 2016:

Aye: Price, Stanley

Meeting Schedule

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

- January 26, 2017 at 1:00 pm
- February 23, 2017 at 1:00 pm
- March 23, 2017 at 1:00 pm

All meetings will take place at the RSW Regional Jail.

Adjournment

With no further business to discuss, the regular meeting of the RSW Regional Jail Finance and Personnel Committee was adjourned at 1:55 pm.

Mary Beth Price, Chairman
RSW Regional Jail Finance and Personnel Committee

Date Approved