

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on June 23, 2016 at 2:00 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), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Derek Mitchell (IT Manager, RSW Regional Jail)

Absent: Debbie Keyser (County Administrator, Rappahannock County)

Welcome and Introductions

Ms. Price called the meeting to order at 2:01 pm.

Election of Officers

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee elected Ms. Price as Chairman, Mr. Stanley as Vice-Chairman, and Ms. Keyser as Secretary/Treasurer:

Aye: Price, Stanley

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 May 26, 2016 as presented:

Aye: Price, Stanley

Superintendent's Report

Mr. Wilson reported on the following items:

On June 11th, RSW Regional Jail had its first successful suicide attempt. The Warren County Sheriff's Office is conducting an investigation. Preliminary investigations show that rounds were made appropriately. Staff conducted CPR until the EMS arrived. The inmate was initially transported to Warren Memorial, then to Winchester Medical Center, where he was kept on life support until approximately 11:30 am on June 12th. Mr. Wilson stated that even with rounds being made and all security precautions taken, inmates still have windows of opportunity to harm themselves. In Mr. Wilson's opinion, staff handled themselves in a very efficient and professional manner while dealing with this unfortunate incident.

RSW is working with the Northern Shenandoah Valley Regional Commission to possibly have public transportation service extended to the jail. There have been complaints from local merchants regarding inmates walking down Route 340/522 toward the Town of Front Royal. Many are also of the opinion that since Valley Health has relocated its Urgent Care facility to the Riverton Commons Shopping Center, people living in town would be better able to access their facility if trolley service was available. Mr. Wilson reported that surveys regarding the possible expansion were distributed at the RSW Regional Jail and due back by June 1st. Initial results appear as though there were enough people interested in utilizing the trolley service if it was expansion to move forward with investigating the costs.

Staffing

Vacancies

1. Officers: There are currently twenty one vacancies for Correctional Officers.
2. Licensed Practical Nurse (LPN)/ Registered Nurse (RN): There are currently two LPN positions vacant. A conditional offer of employment has been given to one candidate, but staff is waiting for her to return from out of state to see if she will accept the offer. A second application was received on the June 16th for a LPN.
3. Quality Mental Health Counselor: There is currently one vacancy for a Qualified Mental Health Counselor. RSW Regional Jail has had discussions with Northwestern Community Services regarding the job specifications and Northwestern has related that some areas need to be discussed.
4. Payroll Clerk: There is currently one vacancy for a Financial Services/Payroll Clerk. This position is still posted. There have not been any qualified applicants as of this time.

Requests for Proposals (RFP) and Contracts

1. The RFP's for medical, dental and pharmaceutical services closed on April 29th. All of those that submitted a proposal for the medical/ psychiatric services have been interviewed. Staff will be conducting interviews for dental and pharmacy over the next few weeks.
2. The Invitation for Bid for haircutting services: The Jail is currently working with the successful bidder to start services as soon as possible.
3. Cornerstone has submitted its proposal to upgrade their software for the camera system. Their proposed cost is \$35,165.36. This is to get the system installed with current software and maintain it for one year. Cornerstone's proposal was included in the agenda packet. Mr. Wilson stated that he would like to discuss this subject further in closed session. Ms. Price questioned if this subject could be discussed in closed session. Mr. Stanley asked if there would be negotiation involved in the discussion of the topic and Mr. Wilson stated that there would be. Ms. Price then confirmed that it could be discussed in closed session.

Programs

1. The Work Force Solutions regarding the MT1 program is at a standstill.
2. Ramadan is in progress this month. There are approximately 14 inmates participating in the alternative meal schedule for the month.
3. The Healing from Trauma class, which is aimed at the female population to help them deal with any abuse or trauma they may have had in their past, has just started. RSW currently has four females participating.
4. The garden has been fully planted and appears to be doing well.

Other

1. The RSW Regional Jail workforce continues with assisting VDOT in the picking up of trash on Interstate 81. They have been mowing the median strip on Route 340/522 from Toray Drive to Fairgrounds Road. For the month of May, Work Force supplied 3,291 man hours of service within the communities.
2. The Average Daily Population for April was 287 inmates per day. The locality breakdown was as follows:

Rappahannock County	13 or	4.5 %
Shenandoah County	103 or	35.9 %
Warren County	171 or	59.6 %

Mr. Wilson stated that he has spoken with the Department of Corrections about leaving some inmates housed at this facility, particularly those who wish to stay. Hopefully this will help build the population numbers up and help with the inmate cost per day.

Monthly Jail Statistics

A monthly jail statistics spreadsheet was included in the agenda packet. There were no questions regarding the spreadsheet.

Monthly Expense Report

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

Financial Report

Ms. Clinedinst stated that revenues appear to be on track for the year. Once the June Compensation Board payment and telephone commissions for May and June are received, the Jail will be very close to the budgeted revenue figure for 2016. All of the vacancy savings have been captured from the Compensation Board and have been applied to offset medical costs. The total applied to date is \$546,510.79. Mr. Gilkison and Ms. Clinedinst have reviewed all of the expenditures and have made numerous coding corrections due to invoices that had been coded

incorrectly. Payment has been made from the commissary account to cover inmate program costs through June 21, 2016. Any other costs that come out of the operating fund will be reimbursed once all bills for June have been paid. Accounting Consultant Mary Earhart and her staff were at the Jail on Monday, June 20th and were pleased with the way everything looked. The new budget has been uploaded into open RDA and is ready for FY2017.

VaRISK Liability Insurance Policy

Mr. Stanley handed out summary information on the current and proposed premiums from VaRISK. Mr. Stanley noted that initially the Committee had discussed continuing to use the services provided by VaRISK and to use VACORP for excess coverage. VaRISK provides \$1 million in liability, VACORP provides an additional one million dollars in coverage, and then there were options for added defense costs for non-monetary lawsuits. In comparing costs on the summary sheet that was handed out, it was noted that the costs for using VaRISK would be increasing significantly over the next few years for many facilities. Mr. Stanley stated that RSW Regional Jail has until July 1, 2016 to let the Department of Risk Management know if they wish to withdraw from using VaRISK. Mr. Stanley stated that if VACORP was used as the primary carrier for all coverage, the Jail would see about \$32,000 in annual savings. Mr. Stanley stated that he believes it would be prudent for the Jail to use VACORP as the sole provider unless staff had any reasoning otherwise. Mr. Stanley noted that New River Regional Jail is currently the only regional jail in Virginia that has opted out of using VaRISK. Mr. Gilkison stated that VaRISK has been the standard of use for many years, and he knows from personal experience that when VaRISK is needed, that have very good attorneys on staff. Mr. Wilson stated that he spoke with Mr. Bill Hefty regarding the quality of the attorneys with VACORP and Mr. Hefty seemed to believe that they were good.

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee voted to opt out of the program of insurance coverage provided by the Virginia Department of Risk Management under the VaRISK Policy effective July 1, 2016 and to purchase comparable coverage from VACORP effective that date:

Aye: Price, Stanley

Outstanding Issues

Mr. Stanley asked if RSW had received official certification from the Board of Corrections. Mr. Wilson stated that the official certification was received in the mail on June 22nd. Mr. Wilson also stated that because RSW was certified 100% compliant, the Board of Corrections has waived the unannounced inspection of the facility this year. Mr. Stanley offered congratulations to Mr. Wilson and staff for this achievement.

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 contract involving the expenditure of

Authority funds to Northwestern Community Services for mental health services and Section 2.2-3711.A.1 to discuss the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Authority:

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;

Meeting Schedule

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

- July 28, 2016 at 1:00 pm
- August 25, 2016 at 1:00 pm
- September 22, 2016 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 3:00 pm.

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

Date Approved