

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on August 25, 2016 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Debbie Keyser (County Administrator, Rappahannock 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), Chuck Dondero (Food Service Manager, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brandy Rosser (Grants and Special Projects Coordinator, Warren County), *Via Conference Call: Brendan Hefty (Legal Counsel, Hefty Wiley and Gore)*

Absent: None

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. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of July 28, 2016 as presented:

Aye: Keyser, Price, Stanley

Superintendent's Report

Mr. Wilson reported on the following items:

On August 1, 2016, RSW Regional Jail began working with a new health care provider, Rappahannock Creative Health Care. So far the transition has been going well. There is now a physician or physician assistant at the Jail twice weekly. This allows for faster response to requests for medical services.

On Tuesday August 2, 2016, RSW participated in National Night Out in Front Royal. A lot of people stopped by the RSW booth, including law enforcement officers. Mr. Wilson stated that it was a very enjoyable night for him personally.

On August 6, 2016, RSW participated in the Guns and Hoses Softball Tournament in Shenandoah County. Mr. Wilson felt that it was a good team building experience; however, the team did not fare well on the field. It was a very hot day, but the spirits were high.

On August 10, 2016, RSW had a booth at the job fair sponsored by Lord Fairfax Community College for veterans. There were plenty of vendors but unfortunately not many veterans attended. Hopefully Lord Fairfax will sponsor another such fair and open it to all.

There will be several nursing students from Shenandoah University working on their clinical training at RSW over the next couple months. Ms. Holt has arranged this in the past and it has been a learning experience for all. These are fourth year nursing students. Hopefully it may lead to filling the LPN/RN vacancy at RSW.

From October 11-13, 2016, RSW will be participating in the Worlds of Work Career Expo at the Body Renew Fitness and Family Sports Center in Winchester. The Expo exposes 7th graders to different occupations. They are expecting approximately 3,000 7th graders from the surrounding counties including Rappahannock, Shenandoah, and Warren to participate.

Staffing

Vacancies

1. Officers: There are currently 25 correctional officer vacancies. Four officers have resigned in the past two weeks. Two were due to medical concerns, one for employment at another law enforcement agency and one in lieu of termination. Three interviews were conducted this week and two will be moving forward in background.
2. Licensed Practical Nurse (LPN)/ Registered Nurse (RN): There is currently one position vacant. A new LPN started work at RSW on August 8, 2016. RSW plans to hire a RN rather than a LPN for this position due to changes in law that states certain functions that can be only performed by RNs versus LPNs.
3. Quality Mental Health Counselor: Northwestern has been interviewing for this position this week. They are supplying a temporary counselor until they can hire the permanent person. Mr. Stanley asked if RSW will be involved in the hiring process for the Quality Mental Health Counselor. Ms. Holt confirmed that the candidate will be interviewed by RSW staff today.
4. Payroll Clerk: There is an employee within RSW that is interested in the position and trying it out. She has been a quick study in her current position and is interested in advancing her career at the Jail.

Request for Proposals and Contracts

1. Interviews for pharmaceutical services and dental services have been completed. A recommendation will be made at today's meeting.

Programs

1. There are a few more students on the cusp of obtaining their GED.
2. The Fathers-in-Training class for work release inmates appears to be going well.

3. The garden has taken a beating over the past few weeks due to the heat, however there are still crops coming in.

Other

1. The RSW workforce continues to assist VDOT in the picking up trash on Interstate 81. They have been mowing the median strip on Route 340/522 from Toray Drive to Fairgrounds Road. Last week, they worked at the Warren County Fair. They worked 3,508 hours last month. RSW received a thank you letter from the Rappahannock Regional Criminal Justice Academy for mowing their grounds last month. Workforce is going to assist them again this month until they are able to obtain a new mower.
2. The Average Daily Population for July was 313 inmates per day. The locality breakdown was as follows:

Rappahannock County	13 or 4.1%
Shenandoah County	127 or 40.6%
Warren County	173 or 55.3%

3. Mr. Wilson introduced Mr. Chuck Dondero, the new Food Service Manager at RSW Regional Jail. Mr. Dondero has been doing a great job at the Jail; Mr. Wilson stated that he has had inmates thank him recently for the food. Mr. Gilkison said that Mr. Dondero has several years of experience in food service and is currently looking into becoming a ServSafe instructor. Being an instructor will not only allow him to instruct our own kitchen staff, but could potentially hold a class with inmates as well. Mr. Dondero stated that one of the inmates had mentioned that he has a ServSafe certificate and Mr. Dondero stated that he was looking into becoming certified as a trainer. Mr. Dondero said that the inmates have been very receptive to him and trying new things in the kitchen. Mr. Dondero stated that he has discussed with the inmates that if there is less waste, then there is more money to purchase better food products. Mr. Gilkison stated that the whole environment in the kitchen has changed, it is becoming much more professional and the food quality has improved.

Monthly Jail Statistics

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

Monthly Expense Report

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

Worlds of Work Expo Funding

Mr. Wilson stated that RSW would like to purchase a promotional item to take to the Worlds of Work Expo to be able to hand out to the kids as they come to the booth. The items are fairly inexpensive, but with the quantity needed the cost will be approximately to \$2,000. The items that Jail staff are considering are either cups or flashlight whistle keychains. The Finance and Personnel Committee authorized the purchase of the flashlight whistle keychains.

Cafeteria 125 Plan

Mr. Hefty stated that after reviewing RSW Regional Jail's current policy for benefit coverage during paid leave and FMLA leave, he added language into the Cafeteria 125 Plan to make it consistent with the Jail's policies. Ms. Price asked for confirmation that this is 100% employee participation, which Mr. Wilson confirmed. Ms. Clinedinst stated that the only changes to the document from what was presented at the July 28, 2016 RSW Regional Jail Finance and Personnel Committee meeting was the addition recommended by Ms. Keyser to the summary plan description. Mr. Hefty stated that this added language outlines the policy that if an employee is on paid leave, that employee is responsible for paying their normal benefit premium. If an employee is on FMLA leave, that employee can still participate in the Jail's healthcare plan, but that employee will still be responsible for paying their benefit premium. If an employee that has been on FMLA leaves while the Jail contributed to their benefit premium, then the Jail has a provision in its policy stating that the Jail can require the employee to reimburse the Jail for the benefit premiums paid during FMLA leave.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee approved the Cafeteria 125 plan as amended:

Aye: Keyser, Price, Stanley

Medical Report

Ms. Holt stated that the transition was very smooth in having Rappahannock Creative Healthcare (RCHC) begin work at RSW.

The Chronic Care Plan for inmates has now been implemented. With this plan, those individuals with a chronic care need such as diabetes, COPD, etc., will be charged \$10 per month and will be seen once every three months unless otherwise needed. This program is helping to offset the cost of diabetic supplies, testing supplies, etc. Mr. Stanley asked how many inmates in the current population are being treated for diabetes, and Ms. Holt stated that the facility currently has two diabetic inmates. Ms. Holt stated that two is the lowest number of diabetic inmates RSW has had at one time, the most being twenty-two.

Ms. Holt stated that the Physician Assistant for the OB/GYN clinic came to RSW today and saw four patients. She will be coming once a month to see those patients that are currently pregnant or have GYN related issues. She will be following up with the OB in Winchester with the high risk pregnancy group.

As RSW moves to having in house dental procedures, Ms. Holt has started looking at the cost for the start up for all of the instruments. She believes it is going to be between \$4,000 and \$6,000 to order all of the supplies that are needed. The x-ray machine still needs to be inspected before any work can begin. Ms. Holt is also working on revising the current assessment form for dental health that will help the dentist that will be coming on board. She has also looked at some educational opportunities with the dentist that was interviewed and how he could help educate the nurses as far as identifying risk of dental problems in inmates.

Ms. Holt has been in contact with the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP), which is a group purchasing organization for government facilities that provide healthcare services. Ms. Holt stated that she is not able to get the TB solution for RSW through the public health department, and after speaking with a pharmacist in Richmond, they suggested that she look into MMCAP. Ms. Holt stated that the TB solution will be much cheaper when purchased from MMCAP. Unfortunately, Ms. Holt will not be able to buy this year's influenza vaccine from MMCAP because the vaccine is usually ordered in January, so MMCAP will need to know in December how many RSW will need for the following year.

The cost of medications for the month of August and September will probably increase dramatically due to currently having four HIV patients at the Jail. There are also two inmates currently on blood thinners. One of these inmates has been prescribed Xarelto, and because he has less than 30 days to serve, he will not be able to be switched over to a cheaper medication.

There will be 21 nursing students from Shenandoah University working on their clinical training at RSW over the next couple months. Each one of these students will have two weeks working with Ms. Holt.

Financial Report

Ms. Clinedinst stated that as of July 31, 2016, RSW Regional Jail has spent about 8% of the budget for FY 2017. There are a few line items that are higher in expenses at this point. Those line items include:

- 3112 Professional Health Services-Prescriptions
- 3320 Maintenance and Service Contracts, which are paid at the beginning of the fiscal year for the whole year
- 5540 Travel (Training and Education), which is high due to the annual payment made to Rappahannock Regional Criminal Justice Academy
- Category 6000 is a little high overall due to repairs made by Riddleberger Brothers on the chiller.

Ms. Price asked when payment will be made on the principle and interest. Ms. Clinedinst stated that payment will be made on August 31. Ms. Price asked if that was quarterly which Ms. Clinedinst confirmed.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee approved the financial report as presented:

Aye: Keyser, Price, Stanley

Compensation Board Salary Discussion

Mr. Wilson stated that the tax revenues for the State of Virginia did not meet the level for the 2% Compensation Board raise to be funded this year. The RSW Regional Jail Authority Board only approved the raise if the Compensation Board funding came through, which it did not. RSW Regional Jail has not had a merit raise for staff since the facility opened, and one thing that has been discussed with staff is the fact that there are many other jails that give a merit increase every few years. Mr. Wilson stated that he would like to discuss with the Committee the possibility of giving at least a merit increase for employees that have two years of service at RSW. Ms. Price asked if this increase in pay would be for years of service or based on a performance evaluation and Mr. Wilson stated both. Employees will receive a performance evaluation and will have to have years of service as well. Ms. Price asked if the years of service would be as each employee reached that mark, and Mr. Stanley stated that he would interpret it as if an employee were employed as of July 1, 2014 then they would be eligible for a raise as of July 1, 2016.

Mr. Wilson stated that if the only raise that employees are given is a cost of living adjustment, then someone who has been an employee for five years will be making the same amount of money as a new hire, and that is not good for staff morale. It is a good morale boost for staff to get a pay raise when they reach a certain milestone as far as time served.

Mr. Stanley asked if Rappahannock or Shenandoah Counties gave raises to employees this year and both Ms. Keyser and Ms. Price stated that they did not. Mr. Stanley stated that Warren County gave a 2.5% merit raise effective July 1, 2016.

Mr. Stanley asked how many employees RSW has lost to Northwestern Regional Adult Detention Center (NRADC) and Mr. Wilson stated that seven employees have left for employment at NRADC and eight have left for employment with other law enforcement agencies. Mr. Wilson stated that he spoke with Ms. Kathy Smith and she stated that Frederick County is giving a 3% merit raise this year. Mr. Gilkison stated that NRADC is currently starting a correctional officer with no experience at approximately \$36,800. RSW starts them at \$33,118. Then after two years, NRADC correctional officers automatically increase to \$40,000. Mr. Stanley stated that RSW is going to constantly lose employees once they get a few years of service if the gap stays this large. Mr. Wilson stated that the jail will always lose some employees who leave to seek employment as a police officer, but he doesn't want to lose employees to another jail.

Ms. Price asked at what step on the salary scale Mr. Wilson was starting correctional officers. Mr. Wilson stated that almost all officers start at a pay step A (\$33,118) and that he only starts someone at pay step B (\$33,946) or pay step C (\$34,795) if they have a college degree or if they are already certified. Mr. Wilson stated that he would like to be able to give employees a pay step increase once they graduated the academy. Mr. Stanley stated that it could be considered to have employees increase a pay step after they have graduated the academy and worked at the jail for one year.

Ms. Price stated that she is not familiar with the Compensation Board but asked if any recognized savings from vacant positions could be used to help fund a raise. Mr. Wilson stated that recognized vacancy savings can be used to pay for unexpected medical expenses, part time employees, etc. Mr. Wilson also stated that in FY2016, RSW Regional Jail had approximately

\$1,900,000 in vacancy savings, part of which was local funding and part of which was Compensation Board funding. All of the Compensation Board funding portion of that vacancy savings has been reallocated.

Mr. Stanley asked that this topic of discussion be placed on the agenda for the meeting on September 22, 2016. Ms. Price asked if there was any other information that the Committee wanted to include on the agenda for the September meeting in regards to this discussion. Ms. Keyser stated that guidelines need to be included so that what is done can be consistent from year-to-year. Mr. Stanley asked for an amended policy that addresses a pay step increase after one year of employment and graduation from the academy. Ms. Keyser also asked that Mr. Wilson provide a turnover report.

Closed Session

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

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

Keyser, aye; Price, aye; Stanley, aye

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee authorized RSW Regional Jail to enter into a one-year contract with Rappahannock Creative Healthcare System for the provision of dental services with the option of two additional one-year extensions:

Aye: Keyser, Price, Stanley

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee authorized RSW Regional Jail to enter into a one-year contract with Westwood Pharmacy for pharmacy services with the option for two additional one-year extensions:

Aye: Keyser, Price, Stanley

Electronic Medical Records Proposal

A proposal an electronic health records system (CorEMR) was included in the agenda packet.

Mr. Wilson stated that because RSW is entering into a contract with Westwood Pharmacy, they provided staff with a proposal for a medical records system. Currently, Westwood will only supply RSW with the medication administration section of CorEMR. In purchasing this electronic medical record system, RSW would be able to have all medical records kept electronically. Currently all of the Jail's medical records are paper and those files are using up a lot of storage space. CorEMR will interface with the JailTracker system that RSW uses so information will be linked between the two which will make certain procedures much more efficient. Mr. Wilson stated that RSW has been offered a reduced price for CorEMR because of the contract with Westwood Pharmacy.

Mr. Gilkison stated that the training he and Ms. Holt attended last month covered electronic medical records, and from what he understands, it is a mandate that by October 2016 any facility providing medical care and services is supposed to have an electronic medical records system under the Affordable Care Act.

Ms. Price noted that this proposal indicates that hardware is not included and asked if RSW would have to have a separate server to store this information. Mr. Wilson stated that he will check on that. Mr. Gilkison stated that he will speak with RSW's IT Manager about the possibility of expanding one of the Jail's existing servers for storage. Mr. Stanley asked that this be researched and that the cost be prepared for the meeting to be held in September.

Mr. Stanley asked if a Request for Proposal or Invitation for Bid would have to be put out for an electronic medical records system or if this system would be considered proprietary because of the connection with Westwood Pharmacy and the fact that it would integrate with the JailTracker system. Mr. Hefty stated that it would only be considered proprietary if this system had no competitor and is the only system that would integrate with the JailTracker system, otherwise it would have to be put out for bid because there are other companies that could provide this service.

Outstanding Issues

There were no outstanding issues to discuss.

Meeting Schedule

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

- September 22, 2016 at 1:00 pm
- October 27, 2016 at 1:00 pm
- November 17, 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 2:14 pm.

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

Date Approved