

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on September 22, 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), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brendan Hefty (Legal Counsel, Hefty, Wiley and Gore), Brandy Rosser (Grants and Special Projects Coordinator, Warren County).

Absent: None.

### **Welcome and Introductions**

Ms. Price called the meeting to order at 1:03 pm.

### **Adoption of Minutes**

On a motion by Ms. Keyser, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of August 25, 2016 as presented:

Aye: Keyser, Price

### **Superintendent's Report**

Mr. Wilson reported on the following items:

Over the past few weeks, staff has been focusing on recruitment, particularly for the nursing staff. On August 10, 2016, RSW participated in a job fair at Lord Fairfax Community College with limited success. Open positions have also been advertised on the internet, which started September 9, 2016. Over 100 resumes were submitted via Indeed.com and they were all referred to the RSW Regional Jail website to fill out an application and staff is waiting to see the results from that. RSW is advertising on two radio stations, one of which is sponsoring a job fair on October 1, 2016, which staff will be attending.

On Monday September 12, 2016 Mr. Wilson was on the Valley Today Show on WVRZ Radio. Mr. Wilson thanked them for having him on. Mr. Wilson stated that it was a different experience for him and Janet Michael was a very gracious host. Good feedback has been received from staff and the public regarding the show. During the show Mr. Wilson was given the opportunity to relate that RSW has open positions.

RSW currently has five officers participating at the Rappahannock Regional Criminal Justice Academy. There are also two officers on Temporary Restricted Duty and one officer overseas on active duty with the military.

Since Rappahannock Creative Health Care started on August 1, 2016 things have been going well. Having the physicians at the jail twice a week has allowed for better response time in seeing patients. 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 jail's medical vacancies.

From October 11-13, 2016 RSW staff will be participating in the Worlds of Work Expo at the Body Renew Fitness and Family Sports Center at 221 Commonwealth Court, Winchester. This Expo exposes seventh graders to different occupations. They are expecting approximately 3,000 seventh graders from the surrounding counties including Rappahannock, Shenandoah, and Warren to participate.

## Staffing

### Vacancies

1. Correctional Officers: There are currently 23 correctional officer vacancies. Two officers have started this week. One is in background and there are three scheduled for interviews.
2. Licensed Practical Nurse (LPN)/ Registered Nurse (RN)/ Medical Technician: There are currently two nursing positions vacant and the medical technician position is vacant.
3. Quality Mental Health Counselor (QMHC): The QMHC person that was selected for the position with Northwestern CSB will be starting with RSW on November 1, 2016. Northwestern will be sending in people to cover the position at least three days a week until then.
4. Payroll Clerk: RSW's receptionist Genesis Walker has been promoted to Payroll Clerk. The receptionist position will be advertised but at the current time there are two officers on light duty covering the position.

## RFPs and Contracts

1. The contracts for Dental and Pharmacy have been approved. Westwood Pharmacy will continue as RSW's pharmaceutical company.
2. Rappahannock Creative Health Care will supply RSW's dental services as well as medical services. This should allow for a better continuity of care and will cut down on

the number of transports. They will be starting here on October 1, 2016. The x-ray for dental has been certified and approved for use.

### Programs

1. Three more students have obtained their GED.
2. The Fathers in Training class is involving those in work release and those participating will be graduating soon.
3. There are plans to replant the garden but due to lack of sufficient rainfall this is currently on hold.
4. RSW is also participating in the Northern Shenandoah Re-entry Council. This helps with networking to find shelter or transportation for those inmates that have no support upon release. They have asked RSW to hold a job fair at the facility for those inmates soon to be released. Staff is working out the details to accomplish this.

### Other

1. The RSW Regional Jail Work Force has been working on the farm in Shenandoah County. They are continuing to mow the median strip on 522 from Toray Road to Fairgrounds Road. They were also cutting and landscaping the Little League field in Front Royal. They worked 2,908 hours last month. This upcoming month they will be working at the 4-H Center in Warren County with some much needed repairs.
2. The Average Daily Population for August was 320 inmates per day. The locality breakdown was as follows:

Rappahannock County	17 or 5.3%
Shenandoah County	117 or 36.6%
Warren County	186 or 58.1%
3. Mr. Wilson stated that the aquatic plants that were planted in front of the jail for drainage purposes have all died because there is not enough water for them to survive. About two years ago, the inmates mowed over these plants and grass has grown in their place. Someone from DEQ will be coming to the jail on October 5, 2016 to assess the situation and see if the grass can be left to grow or if the aquatic plants will need to be replanted. Mr. Wilson stated that as of now the grass is well established and there appears to be no erosion. Mr. Wilson explained that there isn't enough water held in two of the areas to sustain the aquatic plants the design calls for. .

### 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.

## **Medical Report**

Ms. Holt reported on the following items:

### Language Line

The contract has been signed with Language Line and Ms. Holt is waiting for the confirmation that the jail is set up. There will be 24/7 video ability for American Sign Language and Spanish. They have over 200 languages that are available during business hours. The contract is good for use on 10 devices throughout the facility. This will be utilized on both laptops in medical, one in mental health, one in the booking area and then it can be used in PODs that have the need. This will be used for interpretation for medical/legal reasons only, not for inmates to make outside calls.

### Westwood Pharmacy

Mr. Hunter Hogart has been working with our IT department to transition into the electronic medication administration. Medical staff will be looking at barcode scanning of patients and medications for each patient, which is the same process used in hospitals and other ambulatory care facilities.

The quarterly pharmacy audit was completed today with 100% compliance and no deficiencies noted.

### Community Custody process for delayed confinements

Medical and security has developed a process in which those on delayed confinement and those approved for Work Release will be able to complete an application, medical questionnaire and arrange for their medical screening with TB Testing to be completed prior to their report date. There have already been two candidates that have successfully completed this process. The website is being updated with both the letter detailing the procedure, application and medical questionnaire. Also, packets will be made available to all courts.

### Mental Health First Aid

Ms. Holt has been in contact with Cindi Cull-Wright in Harrisonburg who is an instructor for the program. She and another instructor will be available to conduct this free 8 hour class, with each class up to 24 students. Ms. Holt would like to see all employees cycle through this program.

The Mental Health First Aid Action Plan consists of the acronym ALGEE

- Assessing for risk of suicide or harm
- Listening nonjudgmentally
- Giving reassurance and Information
- Encouraging appropriate professional help
- Encouraging self-help and other support strategies.

Mental Health First Aid is registered with the National Registry of Evidence-based Programs and Practices with SAMHSA-Substance Abuse and Mental Health Services Administration. NWCSB is currently in the process of training with the hope of providing this service at the Academy as a part of basic training.

### Crisis Intervention Team Coalition

Ms. Holt has been in contact with Tiffani Ashland and Donna Truello at NWCS regarding RSW being a hosting site for the summer of 2017 CIT class. These classes tend to fill up very quickly. By utilizing the Mental Health First Aid, our security staff will be well prepared for CIT and will already be utilizing communication skills and what those in nursing call therapeutic use of self, which means being present, active listening, encouraging and directing to self-help and support.

### Schedule Changes beginning October 1, 2016

On Mondays the physician will be in in the morning and a mental health person with NWCS will be in. On Tuesday afternoons the Psychiatrist will be in. On Wednesday mornings a mental health person with NWCS will be in and we will have the Dentist in every other Wednesday afternoon. Thursday mornings the physician will be in.

### Blood Alcohol Content Policy

Ms. Holt has been in contact with Rappahannock Creative Health Care Physician Assistant Peter Ober and the Medical Director discussing what the appropriate level is of a PBT of an inmate that would be safe to keep at the jail without being seen by a physician. They are working on the policy and Peter Ober has evidence to back that any blood alcohol content (BAC) over a 0.30 should be evaluated by medical personnel at a hospital. There is a 50% mortality rate if the BAC is between 0.30 and 0.40 and anything over 0.40 can be fatal. Ms. Holt will be presenting with security and administration on how best this policy can be worked out.

### Shenandoah University Students Clinical Training

The fourth year students with Shenandoah University have begun their clinical training at RSW. There will be 2-3 students at the jail every Monday and Tuesday until November.

## Dental

Dental supplies have been ordered. The Department of Health Radiology Department certified RSW's x-ray machine and there will be a dry run conducted on the first Wednesday of October and Patterson dental will be present to help.

Mr. Stanley asked what the current status is with Northwestern on getting a full time person at RSW. Mr. Wilson stated that the full time person is supposed to start on November 1, 2016. Ms. Holt stated that Northwestern is currently providing coverage three days a week until the full time person starts, but they could increase the coverage to four days or possibly five days a week if needed.

## **Financial Report**

Ms. Clinedinst stated that a couple of line items have been added to the budget. These lines items were added so that annual leave taken, sick leave taken and compensation time taken can all now be tracked. This way when employees are paid, they are paid for hours worked, annual time taken, sick time taken or compensation time taken and it gives a better idea of how much is being spent on leave costs. Right now there is nothing budgeted on these lines items, but it will be offset by the salary line item.

Ms. Mary Earhart and her team were at RSW on September 8, 2016. Ms. Clinedinst stated that it has been a very busy two weeks but Ms. Earhart is now happy with the way the books are looking. Ms. Earhart said that the first year is always the hardest and next year should be much easier. Mr. James Kelly and his team will be at RSW Monday September 26, 2016 through Wednesday September 28, 2016. Mr. Kelly and Ms. Earhart have already been working together on the work that Ms. Earhart has been doing for the jail. The workers compensation auditor from VACORP will be at RSW on Thursday September 29, 2016. Mr. Stanley asked Ms. Clinedinst if she felt like everything has been addressed from RSW's previous audit to which she stated "Yes".

## **Compensation Board Salary Discussion**

Ms. Price stated that this topic of discussion was carried over from last month and that she believed it had been decided that the discussion would be placed on the RSW Regional Jail Authority Board agenda for consideration. The salary increase to be considered with the Authority Board today would be a 2.5% performance based merit increase to take effect December 1, 2016 for only those employees who have been an employee of RSW since on or before July 1, 2014. The total cost if this salary increase were approved would be \$55,539 for FY2017.

Mr. Stanley stated that a policy regarding step increases for employees should be discussed in the future. Mr. Hefty has drafted such a policy and it will be added to the agenda for the meeting to be held in October.

## **Electronic Medical Records Proposal**

Mr. Wilson stated that he and Mr. Hefty both went over the RSW Regional Jail Authority's policy on expenditures. The Authority has set \$20,000 as the limit for minor expenses and anything over that amount must be sent out for Request for Proposal. Mr. Wilson stated that he and Mr. Hefty do not believe that this proposal could be considered as sole source at this point because there are other companies out there who could provide these services. Mr. Hefty stated that for this to be considered sole source, it has to be the only source practically available, and he believes that as a procedural matter, a Request for Proposals needs to be conducted and the proposals can be evaluated and then it can be decided whether or not to purchase CorEMR or use another company. Ms. Holt stated that one of the main concerns is that whatever is purchased must be able to interface with the JailTracker system used at RSW. Ms. Price asked that the Request for Proposals process be completed by the RSW Regional Jail Finance and Personnel Committee meeting in October.

## **Contract for Natural Gas**

Mr. Wilson stated that Troy and Banks currently conduct utility audits for RSW at no cost to the jail. They assess the electric and gas bills to make sure there are no errors in billing. Mr. Wilson received a letter from Troy and Banks suggesting that RSW sign up for a contract with the gas company that would lock in a long term fixed rate price that ranges from \$4.50/DTH to \$4.75/DTH. Ms. Clinedinst stated that the prices for RSW over the two years since opening have fluctuated from \$2.97/DTH to \$5.87/DTH. Mr. Stanley suggested just contacting the gas company directly and asking if they have any programs like this or any options for saving money for the jail.

## **Outstanding Issues**

Mr. Stanley asked about recruiting inmates for the Work Force program. Mr. Wilson stated that all inmates coming into the facility are being considered based on their eligibility for the program. Mr. Wilson stated that Work Force is currently gearing up to do a few projects at the 4-H Center. Mr. Stanley stated that he knows that the population of Work Force inmates can fluctuate quickly, and that if possible, to let those who utilize the Work Force inmates know if there is a shortage of man power at a given time so that they can plan and prepare accordingly.

## **Meeting Schedule**

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

- October 27, 2016 at 1:00 pm
- November 17, 2016 at 1:00 pm

There was a meeting tentatively scheduled for December 22, 2016 that the RSW Regional Jail Finance and Personnel Committee decided to cancel.

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 1:30 pm.

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

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Date Approved