

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on October 27, 2016 at 12:00 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), 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 12:00 pm.

### **Adoption of Minutes**

On a motion by Ms. Keyser, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of September 22, 2016 as presented:

Aye: Keyser, Price, Stanley

### **Superintendent's Report**

Mr. Wilson reported on the following items:

The grant funding that Warren and Shenandoah Counties had applied for to expand pretrial services to this area has been pulled by the Governor as part of his cost reduction strategy. This funding may be made available in the 2018 Budget.

On Saturday October 1, 2016, RSW staff participated in the job fair sponsored by WINC at the Body Renew Fitness and Family Sports Center in Winchester. Although there were not as many participants as anticipated, this job fair did result in the receipt of more applications than the others. One application received was for a Registered Nurse and at least three were for Correctional Officers. Mr. Wilson also spoke with a Licensed Practical Nurse (LPN) who related that she and a couple of other LPNs were looking for part time work on an as needed basis. Ms. Holt has spoken with her and they intend to send in applications.

On October 5, 2016, Mr. Wilson met with staff from the Department of Environmental Quality. They toured the retention areas and there is some question as to the purpose of a couple of the areas and the construction of another. Grass has grown over a couple of the areas because they do not stay wet enough to keep the aquatic plants within them alive. These areas may be able

to be changed to allow them to remain grass. Mr. Wilson has contacted the designer of the retention areas and will be meeting with them this week to review the original plans and tour the site.

From October 11-13, 2016, RSW staff participated in the Worlds of Work Expo at the Body Renew Fitness and Family Sports Center in Winchester. The Expo was to introduce 7th graders to various career paths. Mr. Wilson reported that staff had a great time speaking with the students and showing them what the field of corrections is about. 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 careers services programs and social media sites, which should help with the recruitment of students and alumni.

Mr. Wilson stated that RSW had the pleasure of working with Dr. Beverly Schulke, Director of Criminal Justice at Shenandoah University, to organize a tour for her students on October 26, 2016. Dr. Schulke had some of the tour captured on video so that it can be incorporated into a recruitment video for Shenandoah University, providing a great opportunity to highlight the RSW Regional Jail. Mr. Gilkison stated that this tour went well, providing students with a firsthand look at a modern correctional facility and how it operates, and it gave staff an opportunity to discuss possible career opportunities for the students at RSW whether that be full-time or part-time in an internship program. Mr. Gilkison stated that the internship program is still under discussion with the University. Mr. Gilkison stated that the University would like to conduct a tour with students every semester so that the students may have exposure to how the criminal justice system works.

Mr. Gilkison met this week with Ms. Laurie Alphonse, who is the program coordinator for the Criminal Justice Administration program at Lord Fairfax Community College. She is also excited about the opportunity to schedule a tour for LFCC students at RSW. LFCC would like for RSW staff to come to the college once or twice a semester to speak with the students about criminal justice programs. This will also give staff an opportunity to talk about career opportunities that students could have at RSW.

Mr. Gilkison stated that Lord Fairfax Community College is hosting a Career and Internship Fair on November 17, 2016 at the Carl and Emily Thompson Conference Center at the Middletown campus from 3:00 pm – 7:00 pm. RSW staff will be attending. RSW is also registered for a job fair that is being held specifically for veterans in Arlington. There should be about 600 military personnel in attendance that are going to be out processing within the next year. Six personnel at a time will come to speak with each company and each company will have 15 minutes with each group.

## Staffing

### Vacancies

1. Officers: There are currently 25 correctional officer vacancies. There are three in background that should be completed shortly.
2. Registered Nurse (RN): There is currently one vacant RN position. Two applicants have been interviewed for this position this week and will be conducting background on one of those.

3. Licensed Practical Nurse (LPN): This position has been filled. The new LPN starts on October 26, 2016.
4. Quality Mental Health Counselor (QMHC): The QMHC that was selected for the position with Northwestern Community Services will be starting with RSW on November 1, 2016. Northwestern is currently providing the jail with staff to cover needs until then.
5. Receptionist: Several applications have been received for this position and staff has begun interviews.

#### Requests for Proposals (RFP) and Contracts

1. The RFP for electronic medical records closed on October 14, 2016. One proposal was received. They will be contacted regarding their proposal this week.
2. Rappahannock Creative Health Care has completed testing the dental equipment. They will begin providing dental services on October 26, 2016.

#### Programs

1. Deputy Superintendent Russ Gilkison has been in contact with the Warren County Humane Society. They have reached out to RSW asking if the facility would like to participate in a program pairing inmates with rescued dogs. Mr. Gilkison began contacting other local jail facilities across the United States that have similar programs. He was able to obtain some great information, as well as sample program policies and memorandums of understanding that were established between correctional facilities and Humane Societies. He has met a couple of times to discuss the logistics and policy creation for the program. A tour of the facility has been scheduled for November 9, 2016, allowing the dog trainer that will be assigned to the program an opportunity to see the environment and provide suggestions on what may be needed. After some research into the logistics, Mr. Wilson hopes in the near future to provide a presentation to the Authority for review and approval. The funding of all supplies, equipment, and veterinary care etc. will be funded by the Humane Society.
2. The RSW workforce crews contributed 2,812 hours of community service in September. They continue to do a great job wherever they work. At the Northern Virginia 4-H Center they completed many clean up and painting projects. The Director of the Center is very pleased and has stated it has been a great morale booster for staff getting these projects completed, and allowing maintenance staff the opportunity to focus on wiring, plumbing and HVAC issues.

RSW continues to provide support with inmate work crews in Shenandoah County assisting Parks Recreation and Facilities with many clean up and landscaping projects. This has been a very successful initiative with positive feedback from the Shenandoah County Parks Recreation Director and Facilities Department.

Tommie Bower, Deputy Director of the Rappahannock Regional Criminal Justice Academy, has thanked RSW repeatedly for assistance with maintaining the facility's grounds and doing it in a timely manner.

Mr. Wilson stated that Sergeant Joseph Demarino, Officer Charles Baker and Officer Jeffery Slonaker have done a fantastic job coordinating and managing the many work projects that are requested of them and the inmates that are participating in the program.

Other

The Average Daily Population for September was 316 inmates per day. The locality breakdown was as follows:

Rappahannock County	16 or 5.0%
Shenandoah County	117 or 37.0%
Warren County	183 or 58.0%

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:

Dr. Torrey and the representatives from Patterson Dental and the software company came to RSW on October 26, 2016. A total of five patients were seen and they all received x-rays. Ms. Holt stated that she wanted to thank Dr. Abdoun for his assistance with allowing staff to borrow a piece of equipment that RSW did not have. This piece of equipment was the lead apron and it has since been ordered. Ms. Holt stated that there are several other small pieces of dental equipment that need to be purchased.

Ms. Holt thanked Northwestern Community Services for providing staff to assist RSW with mental health assessments. Ms. Holly Morash will be starting as the Quality Mental Health Counselor at RSW on November 1, 2016.

Ms. Holt stated that she has discussed Continuing Education Units (CEUs) for the nursing staff. These CEU's cost approximately \$49 per person that allows unlimited use for the year and would provide nursing staff with education opportunities for correctional nursing.

Six nursing students from Shenandoah University have come to RSW, one of whom has shown some interest at the jail. They have had a variety of experiences from intake, medical emergencies, helping the physician, and doing mental health assessments. They have also provided more than 30 flu shots to inmates and will be coming back next week to hopefully finish up any remaining flu shots needed.

Aids Response Effort (ARE) is now coming to RSW once a month. There are currently two of their clients incarcerated at RSW and two more inmates that will become their clients. There is also a new educator with ARE who is going to conduct Hepatitis C education and will be providing Hepatitis C testing which we will be available at RSW in the beginning of January 2017.

Ms. Holt has been in contact with Mental Health First Aide and they plan to begin conducting classes of approximately 20 students each at the end of November.

## **Financial Report**

Ms. Clinedinst stated that Accounting Consultant Ms. Mary Earhart and her staff worked diligently to get the RSW's FY 2016 ending balance correct prior to Robinson Farmer Cox coming in to conduct their audit. When Mr. James Kelly and his team with Robinson Farmer Cox came to RSW to conduct the audit, they were very impressed with the way things looked. Mr. Kelly mentioned to Mr. Wilson, Mr. Gilkison, and Ms. Clinedinst that since all of the suggestions on the FY2015 audit management letter had been addressed, he was going to add a few this year to further tighten down RSW's processes.

Ms. Clinedinst stated that expenditures at the end of the first quarter were at 23.2% used and revenue was at 32.76%. The first vacancy savings payment was received in October for a little over \$96,000. MS. Clinedinst has already requested a little over \$82,000 that will be received in November.

## **Route 340/522 Trolley Service Extension**

Mr. Stanley distributed a memorandum regarding the Route 340/522 Trolley expansion project. Mr. Stanley stated that he has been working with the Northern Shenandoah Valley Regional Commission on expanding trolley service into the corridor over the last year. He noted that this is the first public discussion regarding this project and that it has not gone before the Warren County Board of Supervisors as of yet.

Mr. Stanley explained that the Town of Front Royal currently operates a trolley system that provides service within the limits of the Town of Front Royal. The Town funds the local share for the service. Mr. Stanley stated that expanding the service would provide citizens a low cost transportation alternative to allow them access to places such as Valley Health's Urgent Care, Walmart, Target, and other retail establishments and facilities in the area. The expansion could also help resolve issues with work release inmates walking in the median of Route 340/522 because there are no sidewalks for them use. Mr. Stanley stated that due to these factors that he believes that there is need for expanded trolley service in the corridor and that the jail, at least initially, would have a good volume of the ridership.

As proposed, the expanded trolley service would be a loop that would tie into the Town system and have a transfer point at the Warren County Health and Human Services Complex. From there, people riding the Town system would be able to get off and transfer over to the 522 North loop. An advantage of this system for the work release program at RSW would be that an inmate could work at any facility within the town limits and have access to the trolley system to

get to and from work. Also, those family members of inmates who live in the Town of Front Royal would be able to utilize the system to come and attend visitation.

Mr. Stanley stated that a grant would have to be submitted in December 2016 or January 2017. The total estimated cost based on ten hours per day would be \$183,300. Of that amount, the federally funded portion would be \$91,650, the state funded portion would be \$32,994, and the local funded portion would be \$58,656. These numbers could be adjusted based on the hours per day for operation. The goal was to make sure that there are multiple trips in the morning and multiple trips in the evening so that those going to and from work could utilize the service.

Currently the Town of Front Royal is averaging approximately 30 riders per day on their trolley system. Mr. Stanley believes that this new system would help increase the ridership for the Town system because those who live in town would use the existing trolley to access the new system.

Mr. Stanley reiterated that at this point the proposal is just a draft. No industries or businesses have been approached regarding a potential contribution. Mr. Stanley said that he does not anticipate the Warren County Board of Supervisors being in favor of funding the entire \$58,565 given the current economic climate. This cost will have to be paid for in a partnership between the industries, businesses, local government, and agencies such as RSW that will benefit from the expanded system.

Ms. Price asked how transportation for the work release inmates is currently handled. Mr. Wilson stated that the inmates either walk to work, get an approved ride, or take a cab which costs \$5 each way. Using this trolley system would be a much safer mode of transportation for those that walk and a much cheaper option for those who use a cab.

Mr. Stanley stated that he would like to add this topic of discussion to the Authority Board agenda for November. Ms. Price asked who will be contacting the businesses about this proposal and Mr. Stanley stated that the Northern Shenandoah Valley Regional Commission has been coordinating all of the meetings.

## **Outstanding Issues**

Mr. Stanley stated that when the facility was originally designed, there was an area included in the lobby for the placement of vending machines. Mr. Stanley noted that originally there was some hesitation about drink spills, food mess, etc. Mr. Stanley asked Mr. Wilson to reach out to other regional jails to see whether or not they have vending machines and, if they do, to ask whether or not they generate much revenue and if they have had any major issues. Mr. Stanley received a call from a person who had come to RSW Regional Jail for visitation and stated that they had been here for a long while waiting for visitation and there were no vending machines. Mr. Stanley replied to this person by stating that vending machines were planned for, but had not yet been implemented.

Mr. Stanley stated that Ms. Rosser has been involved with the Finance and Personnel Committee and the Authority Board since their beginning and thanked her for her work. Over the next month she and Ms. Smith will be working on transitioning the creation and distribution of the meeting agendas to Ms. Smith.

## **Meeting Schedule**

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

- November 17, 2016 at 1:00 pm
- January 26, 2017 at 1:00 pm
- February 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 12:41 pm.

---

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

---

Date Approved