

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on January 26, 2017 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Debbie Keyser (County Administrator, Rappahannock 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).

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 November 17, 2016 as presented:

Aye: Keyser, Price, Stanley

Superintendent's Report

Mr. Wilson reported on the following items:

During the month of November staff worked with 95.3 WZRV the River Radio in collecting canned goods for the holidays. RSW collected over 1,400 cans for the food drive. This was the jail's first attempt and the goal was 1,000 cans. Mr. Wilson is proud of the staff that pitched in to make this a success. RSW also supplied Work Force inmates to help with loading all the can goods brought into the River's bus. RSW's next project will be a blood drive which is tentatively set for March 10, 2017. The word just went out and there are already 25 people signed up to donate. Staff will be notifying other law enforcement agencies in the area.

On November 30, 2016 Officer Barbara Stickley became the first officer to retire from RSW. Officer Stickley had 20 years of service in corrections, the majority of which was with the Shenandoah Sheriff's Department. A small reception was held at RSW for Barbara where she was given a shadow box that contained her original badge from Shenandoah County and other mementoes of her career. Barbara's husband and daughters were able to attend. She is greatly missed.

As stated in November's report, regional jails are members of VaRisk which is part of the Division of Risk Management. They cover RSW's liability insurance. By statute, constitutional

officers are required to be covered by VaRisk, however regional jails are not required to participate in the program. This current fiscal year RSW's rates for liability and malpractice insurance almost doubled. A committee was established by the Compensation Board to explore the possibility of finding alternatives to VaRisk. On December 23, 2016 staff received correspondence from the Division of Risk Management stating that RSW's estimated exiting cost if the Authority departs July 1, 2017 would be \$0.00 and the premiums for FY18 will be \$60,636.64. Mr. Wilson also received correspondence from VACorp that states RSW's premium for the upcoming year through them would be \$33,705 for General Liability and \$5,056 to cover claims that come from incidents prior to July 1, 2017, for a total of \$38,761. If RSW chooses to leave VaRisk, they need to be notified prior to February 15, 2017. Another factor in leaving is that, per their letter, RSW would not be eligible to be covered by VaRisk for 5 full years after departing.

Mr. Wilson thanked Sheriff McEathron and his department for assisting RSW in the recent investigation which, unfortunately, resulted in the arrest of a staff member. Sheriff McEathron's department conducted a very thorough and professional investigation. Every time RSW has asked for their help they have been quick to respond, very cooperative and kept staff informed.

Mr. Wilson received correspondence from Melissa Stephens at DEQ regarding the bio retention areas in question. She sent a list regarding the areas she had concerns about and she did speak with our designer briefly but had not made any changes at this time. She recently changed jobs and she is no longer with Storm Water Management. She gave Mr. Wilson the new person to contact and he plans to contact her later in the week.

There have been two recent staff promotions at RSW. Officers Jordan Athey and Megan LaConia have been promoted to the rank of Sergeant.

Staffing

Vacancies

1. Correctional Officers: There are currently 24 vacancies. Two officers have left that went to the Warren County Sheriff's Department. Four conditional offers of employment have been signed and staff is waiting on results from their physicals and drug screen. Hopefully they will be on board at the beginning of February. Three applicants were interviewed in the past week.
2. Licensed Practical Nurse (LPN): There is currently one vacancy. The LPN that recently started working at RSW is leaving because she wants to go back into geriatrics work but would like to continue work at RSW on an as needed basis.
3. Registered Nurse (RN): There is currently one vacancy. There have been no recent inquiries.
4. Records Clerk: Four applications have been received and two interviews were conducted this past week.

RFPs and Contracts

1. The hardware for the electronic medical records has been received. Staff is waiting on the security camera upgrade, which is supposed to take place February 1st – 3rd. After that is complete staff will begin installing the electronic medical records.

Programs

1. The dog training program was on a brief hold due to some staff leaving the Humane Society but it is back on track. Staff will be sending the MOU to Mr. Hefty for review. Funding for this program will be coming from donations to the Humane Society.
2. The RSW workforce crews contributed 2,193 hours of community service in December. Hours were down due to the holidays and time of year, however Work Force inmates continue to work at Shenandoah Parks and Recreation at least once a week and daily for Warren County.

Other

The Average Daily Population for December was 329 inmates per day. The locality breakdown was as follows:

Rappahannock County	18 or 5.47%
Shenandoah County	135 or 41.03%
Warren County	176 or 53.50%

Monthly Jail Statistics

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

Monthly Expense Report

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

Mr. Stanley stated that he read in the newspaper that certain people were questioning RSW's ability to vet new employees. Mr. Stanley assumed this was in reference to the RSW employee who was recently arrested. Mr. Stanley asked if that employee was one who transferred to RSW initially when it opened and was not a person that was hired by RSW staff, which was confirmed as correct.

Medical Report

Ms. Holt reported on the following items:

In the month of December, RSW had ten patients placed on withdrawal protocols. Also in December, three individuals were transported to the Emergency Department for further treatment for substance abuse and/or withdrawal, and one patient was admitted. The patient who was admitted was a pregnant female. Females who are pregnant and are withdrawing from opiates will frequently have physical and psychological discomfort including tremors, nausea, vomiting, diarrhea, and abdominal cramping. It is the unborn child that is at the significantly greatest risk including premature delivery, spontaneous abortion, or death of child within the uterus. Methadone is currently the only approved pharmacological therapy for opiate addiction in pregnancy. RSW and NRADC staff are currently working collaboratively with Addiction Recovery Systems in Winchester, VA to develop a contract and plan of care for those women who are already enrolled in a methadone treatment program or those who are pregnant and opiate addicted who need to be receiving methadone treatment. Ms. Holt stated that they hope to have a working plan within the next month for treatment for these individuals.

In 2014, legislation was passed that allowed correctional facilities to apply for Medicaid for those individuals who were admitted to an outside facility for medical/mental health treatment for greater than 24 hours. There was also a provision for those who are age 65 and older, blind, and disabled, although this population looks at financial information, whereas applying for those that are pregnant or in the hospital does not require in-depth financial information. RSW has a contact person at Warren County Social Services who will be handling the Medicaid applications for RSW. The RSW Medical Department has a process upon intake where staff asks the newly committed inmates about health and dental insurance. Anyone that is sent to the hospital and the stay is greater than 24 hours will be asked to complete the Medicaid application with the assistance of Ms. Holt or a designee.

In the past three months RSW has had thirty eight inmates go to the hospital. Of those, four have been admitted to the hospital for greater than 24 hours. Of the four, two were on Medicaid secondary to pregnancy, one was on Medicaid in West Virginia, and the current patient in the hospital will be able to complete the application process. Ms. Holt has contacted the Case Manager at Winchester Medical Center to assist RSW in starting the application process.

In the last quarter, \$23,789 has been billed to Medicaid. In addition to the Medicare allowable rates, RSW also receives varying degrees of discounts (10-30%) from a renal group, an orthopedic group, an anesthesiology group, and an oral surgeon.

Financial Report

Ms. Clinedinst reported on the following items:

The Compensation Board budget has been requested. RSW has requested the Master Deputy Program, funding for two part time employees, and the funding to cover the contract costs for the mental health employee from NWCS.

Offsite Professional Health Services is over budget. RSW now has an agreement in place with Valley Health and the outstanding invoices are being adjusted and paid. At the end of December, RSW saw a total of \$160,004.50 in savings using the Medicare cost schedule (The amount billed by vendors was \$195,212.97 and the amount RSW paid was \$35,208.47).

Dental Health Service costs have been higher than normal due to outfitting the Dental Suite.

Vacancy savings have been approved for November and December. \$241,032.69 was deposited on January 23, 2017.

Reserve from FY2016 Audited Numbers

Ms. Price stated that there is \$709,182 in funds available from the end of the last fiscal year that will be distributed between the three counties to reduce the fourth quarter payments. The fourth quarter payments will be reduced by the following amounts for each respective county: Rappahannock County, \$43,189; Shenandoah County, \$243,179; and Warren County, \$422,814. Ms. Price stated that the \$709,182 was not the full amount of funds left at the end of the last fiscal year, the full amount is \$886,478, twenty percent (20%) of which in the amount of \$177, 296 is planned to be held back as reserve.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended that the RSW Regional Jail Authority Board hold back twenty percent (20%) of the funds available at the end of the last fiscal year in the amount of \$177,296 and forward eighty percent (80%) of the funding in the amount of \$709,182 to be redistributed back to the Authority members in their fourth quarter payment:

Aye: Keyser, Price, Stanley

Water and Sewer True Up 2016 (Comparison with 2015 True Up)

Mr. Gilkison stated that usage was up quite a bit from the previous year. Staff has attributed some of this rise in usage to the rainwater recovery system. This past summer was extremely dry, so the system was not able to be used to its full potential. Due to this, municipal water was used for the laundry and the cooling towers for the HVAC systems.

VaRISK vs. VACORP

Mr. Wilson stated that regional jails are members of VaRisk which is part of the Division of Risk Management. They cover RSW's liability insurance. By statute, constitutional officers are required to be covered by VaRisk, however regional jails are not required to participate in the program. This current fiscal year RSW's rates for liability and malpractice insurance almost doubled. A committee was established by the Compensation Board to explore the possibility of finding alternatives to VaRisk. On December 23, 2016 staff received correspondence from the Division of Risk Management stating that RSW's estimated exiting cost if the Authority departs July 1, 2017 would be \$0.00 and the premiums for FY18 will be \$60,636.64. Mr. Wilson also received correspondence from VACorp that states RSW's premium for the upcoming year through

them would be \$33,705 for General Liability and \$5,056 to cover claims that come from incidents prior to July 1, 2017, for a total of \$38,761. If RSW chooses to leave VaRisk, they need to be notified prior to February 15, 2017. Another factor in leaving is that, per their letter, RSW would not be eligible to be covered by VaRisk for 5 full years after departing.

Mr. Wilson stated that any litigation that may happen between February 15, 2017 and July 1, 2017, if the Authority chose to leave VaRisk, could potentially change the estimated cost to leave of \$0.00 and there is no set formula as to how that estimated cost can change. Mr. Wilson stated that he is not recommending leaving VaRisk at this time. Mr. Gilkison stated that there is a much larger group of jails that plan to stay with VaRisk than those who are switching to VACorp. This means that VaRisk has a bigger pool of money to help fund any issues that may arise.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee agreed to table this discussion for a year and reevaluate with the next budget cycle:

Aye: Keyser, Price, Stanley

Bonus Pay and Budget

Mr. Wilson stated that there is language proposed in the Governor's recommended budget amendments to the FY 17/18 biennium that states that all Constitutional Officers and their staff will be getting a one and one half percent (1.5%) bonus. There is also language that addresses salary compression in Regional Jails through salary increases effective July 1, 2017. Sworn Regional Jail officers with three or more years of continuous service will receive \$80 for each full year of service, up to a maximum of thirty years. Non-sworn employees who have a minimum of three years of continuous service will receive \$65 for each full year of service, up to a maximum of thirty years. Mr. Wilson has still not received an answer as to whether this relates to RSW staff who worked in former positions with the Compensation Board or if it only applies to the years served at RSW Regional Jail. As of July 1, 2017 there will be some staff members that have been with RSW for three years. Mr. Wilson asked the committee how they would like to handle these items in the RSW FY18 budget. Mr. Stanley asked that the draft budget include a three percent (3%) shift in the pay scale as of July 1, 2017. Mr. Stanley then stated in regards to the compression, so that staff will stay on the pay scale, anyone who has been employed with RSW for three years as of July 1, 2017 should receive a step increase of 2.5%. Ms. Price agreed with these proposed pay increases. Mr. Stanley asked Ms. Clinedinst to find out how many employees have been employed with RSW since July 1, 2014 and how much the step increases will cost overall.

Mr. Wilson stated that the officers currently attending the academy are the first group that were hired at the lower rate after the salary scale was decreased. Mr. Wilson asked if he could give a step increase to those officers who have been employed for one year and have graduated the academy. Ms. Price asked if this increase would put the newer officers much closer in pay to an officer who has been employed for two or more years. Mr. Wilson stated that it would make them closer but not even. Mr. Stanley asked for Mr. Wilson to get the figures on what the cost of this increase would be and the committee will discuss writing this as a policy next month.

Verovision Drug Screener

Mr. Gilkison stated that drugs being smuggled into jails has been an ongoing problem across the country. Suboxone, methadone, or any kind of drug that you can liquefy is being laced onto envelopes or paper and is being mailed into jail facilities. These drugs are not always detectable by the human eye. A number of facilities, including RSW, have created restrictions as to what type of mail is accepted. RSW does not allow greeting cards or pictures drawn in crayon because this is a way to disguise suboxone. Mr. Gilkison stated that this company has come up with a technology that is able to scan envelopes/paper to detect and drugs that may be present. Mr. Gilkison believes that this technology will help to dramatically reduce the drugs that are being smuggled into this facility. Mr. Gilkison stated that a lot of facilities are utilizing equipment like this because of lawsuits that have occurred addressing the mailing restrictions that facilities have put in place.

The cost for this equipment if purchased is greater than \$150,000. Given that many facilities cannot afford this, this company has offered rental services on a month to month basis. The fee for renting the equipment is \$2,500 per month. With a rental, you will also receive annual maintenance and upgrades, which could cost thousands of dollars each year if the equipment was owned. Mr. Gilkison stated that a contract with this company could be terminated within ninety days of notification of termination. If RSW rents the equipment, and staff finds it is not worthwhile or nothing is being detected, then the contract can be terminated within ninety days.

Mr. Gilkison stated that staff is actively working with task force who is conducting investigations on drug cases currently where drugs have come into this facility through the mail. This technology can actually detect what type of drug is on a piece of mail, which could then be turned over for actual examination by forensics to help build a criminal case and assist task force in seeking out those individuals who are mailing in the drugs.

Ms. Price asked how the mail is currently being handled. Mr. Gilkison stated that the mail is delivered to the lobby, it is being separated by the receptionist, and officers distribute the mail to the inmates, looking for things visually as they distribute, but the naked eye is not going to see that mail is laced with suboxone. Ms. Price asked if this equipment is added, who will be using the device. Mr. Gilkison stated that the receptionist will still handle the mail as it comes in and can scan the mail using this device. The process would not change except for the added utilization of this piece of equipment. Ms. Price asked if any additional staff would be required and Mr. Gilkison stated no.

Mr. Stanley stated that he would rather enter into a six month contract rather than the suggested twenty four months, so that staff has three months to try the equipment, and three months to terminate if need be. Mr. Hefty asked if this company had sole source on this equipment or if an RFP would be required. Mr. Gilkison stated that he believes they have sole source but the he would confirm. Ms. Price asked that this discussion be added to February's agenda, pending the confirmation of sole source, and whether or not the company would be willing to do a six month contract.

VACORP Trusty Coverage

Mr. Wilson stated that VACorp offers accident and sickness coverage that would cover the volunteers and inmate trusties. Mr. Wilson stated that this coverage is not much, \$1,000 per incident and \$5,000 for accidental medical expenses. Mr. Wilson stated that there has been an issue in the past where a work force inmate was injured while working for the County and it was not clear as to who would be paying for workers compensation for this individual. Mr. Wilson stated that there is a bill that Senator Mark Obenshain is introducing that may address this issue. This bill addresses allowing inmates to work off court costs as well as who the responsible party is for workers compensation if an individual is injured while doing community service. Mr. Wilson stated that the Committee can wait to address this, he just wanted to make them aware that this is available. Mr. Stanley agreed to wait to decide anything and to add the discussion to February's agenda.

Capitalization Policy / Financial Statement

Mr. Wilson stated that one of the auditor's recommendations is that RSW have a capitalization policy for those items that are purchased over \$5,000. Staff is already implementing the other recommendations made by the auditors.

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 proposed capitalization policy that sets a threshold of \$5,000 as the amount for minimum capitalization:

Aye: Keyser, Price, Stanley

Skyline Regional Criminal Justice Academy Charter Agreement and Resolution

Mr. Hefty stated that a group of member jurisdictions out of the Rappahannock Regional Criminal Justice Academy (RRCJA) decided to leave RRCJA a few months ago. The RSW Regional Jail Authority Board has authorized that RSW leave RRCJA and join the Skyline Regional Criminal Justice Academy (SRCJA) in 2017. Mr. Hefty stated that the member jurisdictions need to have an agreement in place that formalizes leaving RRCJA and the creation of and plans to join this new academy. Mr. Stanley asked if the fiscal agent for SRCJA has been determined yet and it was stated that it has not yet been determined.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended that the RSW Regional Jail Authority Board approve the Skyline Regional Criminal Justice Academy Charter Agreement:

Aye: Keyser, Price, Stanley

Other Outstanding Issues

Ms. Price thanked Mr. Wilson for giving a very good report at the Shenandoah County Board of Supervisors meeting on January 25, 2017. Ms. Price also thanked Mr. Wilson for the

continued man hours provided by the RSW work force inmates for Shenandoah County Parks and Recreation.

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.1 of the Code of Virginia to discuss the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, where the specific subject matter of this closed session will be the annual evaluation of the Superintendent of the RSW Regional Jail.

Aye: Keyser, 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:

Keyser, aye; Price, aye; Stanley, aye;

Meeting Schedule

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

- February 23, 2017 at 1:00 pm
- March 23, 2017 at 1:00 pm
- April 27, 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 2:04 pm.

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

Date Approved