

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on February 23, 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).

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 January 26, 2017 as presented:

Aye: Keyser, Price, Stanley

### **Superintendent's Report**

Mr. Wilson reported on the following items:

On February 8, 2017, Mr. Wilson met with Mike Moore, the Senior Vice President of Government Affairs for Justice Benefits Inc. (JBI). Mr. Moore had contacted several Board members and Mr. Wilson was asked to meet with him. JBI will assist the jail in the application process for funding and instruct agencies how to obtain funding through the State Criminal Alien Assistance Program. Through SCAAP, the U.S. Government provides payments to States and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens who had at least one felony or two misdemeanor convictions for violations of State or local law, and were incarcerated for at least 4 consecutive days during a reporting period. JBI gets 20% of any funding it recovers from the Government. This money is paid to the localities who in turn usually send it to the jail since the monies can only be used for specific items. If RSW is to participate in the program each locality must sign the agreement. The brochure and agreements have been attached to the agenda packet.

Last month the Board chose to table the insurance for volunteers and trustees offered by VACORP until February's meeting. The insurance is not expensive and would cover some of the costs associated with sending Trustees and Work Force inmates to the hospital for injuries received while working for the jail. The flyer and proposal are attached to the agenda. Although it will not

cover all medical costs, for the money, it appears to be a good value. RSW has sent several trustees to the hospital with injuries in the past year.

Staff is currently working with Acting Chief Deputy Marshal of the Western District of Virginia to obtain an Inter-Governmental Agreement (IGA) with the US Marshal Service. Although they have a low number of detainees housed in Virginia at this time, they are anxiously looking forward to having an agreement with RSW as they feel there may be the need for additional bed space in the near future.

Staff has also spoken with representatives from the Department of Homeland Security in regards to the possibility of housing ICE (Immigration and Customs Enforcement) detainees. They are not looking into creating any new contracts at this time but would be willing to house detainees at RSW under an agreement with the US Marshal.

There has been some interest from a local jail official that is required to house between 25-30 inmates during the weekends. RSW currently has 5-6 weekenders each week. Weekenders are extremely staff intensive because they need to be processed in and out within three days. Since they know when they will be entering the jail, they report under the influence of drugs, alcohol or both and at times attempt to bring contraband into the facility.

On February 21, 2017, Mr. Wilson received an email from Amy Judd of the Lord Fairfax Community College indicating that this year, the Virginia Department of Education is conducting a competitive application process for adult education funds, which requires LFCC to obtain an MOU with RSW. Ms. Judd is in the process of writing the three-year grant application. She related that although they are taking a funding cut, they plan to continue funding for RSW at the same level as previous years. They will allocate a minimum of 10% of their federal allocation for adult education in Warren and Shenandoah counties. Rappahannock falls into a different adult education region, so they don't have access to those funds. The MOU is attached to the agenda packet.

Officer Anthony Artone was promoted to the rank of Sergeant.

## Staffing

### Vacancies

1. Correctional Officers: There are currently 23 vacancies.
2. Licensed Practical Nurse (LPN): There is currently one position open.
3. Registered Nurse (RN): There is currently one position available. There have been no recent inquiries.
4. Records Clerk: This position has been filled and she began work on February 21, 2017.

RFPs and Contracts

1. The hardware for the Electronic Medical Records has been installed. The IT Manager has left to go work for a Government contractor but the new IT manager will be starting on February 27, 2017 and the software should be installed shortly thereafter.

Programs

1. Last Thursday Officer Kathy Hale had orientation for 30 volunteers, some of whom were students from Christendom College and will be working with St John the Baptist parishioners to teach classes. There was also a volunteer from the Church of Christ that will be starting a correspondence course for the inmates. The Pawsitive Partners group that works with the Warren County Humane Society and will be working with the inmates to teach them how to train dogs for adoption went through orientation last Thursday night. This program will be starting soon.
2. The RSW workforce crews contributed 1,590 hours of community service in January. 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. They have been requested to pick up trash on Route 11 in Shenandoah County.

Other

The Average Daily Population for January was 343 inmates per day. The locality breakdown was as follows:

Rappahannock County	23 or 6.71%
Shenandoah County	134 or 39.07%
Warren County	186 or 54.22%

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.

## **Medical Report**

Ms. Holt reported on the following items:

In January, staff saw a dramatic increase in those individuals requiring close monitoring and utilization of substance abuse withdrawal protocols. In December 2016, there were eight patients with opiate withdrawal and in January that number jumped to seventeen. Both in November and December there were ten patients on withdrawal protocol, and in January that number escalated to twenty three patients, with many of these patients withdrawing from multiple substances.

Since November 1, 2016, Northwestern Community Services has provided by contract a Qualified Mental Health Professional (QMHP) who has increased her contacts with those needing mental health assessments, counseling, as well as crisis intervention from 58 to 134 patients. RSW has also seen a decrease in the number of pre-screenings for forensic temporary detention orders. Ms. Holt believes that the decrease is in part to the crisis interventions and therapeutics that the QMHP has offered, as well as the medication management of individuals.

Medicaid applications for inpatient hospitalizations are up to date. Staff is awaiting word from Warren County Department of Social Services on two applications and two new applications have been sent in February.

## **Financial Report**

Ms. Clinedinst reported on the following items:

January marks just over 58% of the fiscal year. Salary and Benefit spending is below 50%, however, Contractual Services is over 82%. This is due to the high cost of medical treatment for inmates, as well as maintenance services for the building. Other services, such as utilities, insurance premiums, and travel are showing almost 66% used. There have been higher training and education costs than originally expected. Materials and supplies costs come in at just under 44%.

Revenue is at 61%. Ms. Clinedinst has been able to obtain a report from the LIDS Technician that will allow her to split the per diem funds received from the Compensation Board into State and Local funds received.

## **State Criminal Alien Assistance Program (SCAAP)**

Mr. Wilson stated that it would not cost anything if the Board wanted to pursue working with Justice Benefits Inc. (JBI), they make commission based on whatever money is made for the localities.

Ms. Price asked if a third party of this nature has to be used to participate in SCAAP or if the money can be requested directly. Mr. Gilkison stated that you do not have to go through a third party. Ms. Price asked if it would be labor intensive for staff to request the funds. Mr. Gilkison

stated that he did not know but he will research the subject. Ms. Price stated that if this would be a good source of revenue then staff should look into it. Mr. Stanley asked that staff calculate how much money could have been received last year to see if it would be worth it to attempt to receive these funds and report back at the next meeting.

### **VACORP Trusty Coverage**

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 proposal in the estimated cost of \$3,150 to participate in the VACORP accident and sickness coverage for inmate trusties:

Aye: Keyser, Price, Stanley

### **The Region 7 MOU for Corrections and Institutions with LFCC**

Mr. Wilson stated that he will send this MOU to Mr. Hefty for review but it is very similar to the MOU that Mr. Wilson signed the previous year.

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 Region 7 MOU for Corrections and Institutions with LFCC after review by counsel:

Aye: Keyser, Price, Stanley

### **Charter Resolution and Charter Agreement for Skyline Academy**

Mr. Wilson stated that the original resolution which was signed by the Authority Chairman last month was set up that the Sheriffs and Deputy Superintendents of the Chief of Police would representatives on the Board for the Academy. The City of Winchester wanted to be able to assign a designee to sit on the Board. The resolution has been changed so that the City of Winchester has the option to assign a designee to be their representative on the Board rather than the Chief or the Sheriff. Because of this change, the resolution needs to be resigned. Mr. Wilson stated that Mr. Hefty did not feel that this needed to be reassessed by the Authority Board because the language change does not affect the resolution.

On a motion by Mr. Stanley, seconded by Ms. Keyser, and by the following vote, the RSW Regional Jail Finance and Personnel Committee authorized the signing of the Charter Resolution and Charter Agreement as presented:

Aye: Keyser, Price, Stanley

Mr. Stanley noted that Warren County is planning to be the fiscal agent for the Skyline Regional Criminal Justice Academy.

## **Verovision Drug Screener Sole Source**

Mr. Wilson stated that this company has sole source for the equipment. Last month, the Committee asked if this company would do a six month agreement rather than a twenty four month agreement and they are not are not willing to shorten the agreement length. The company is supposed to bring this unit to RSW in March to do a trial run to see if it detects anything. Ms. Price asked if the cost for this equipment is included in the proposed budget for FY 2018. Ms. Clinedinst stated that it is not. Staff will report back on this matter after the trial period in March.

## **Budget FY2018**

Ms. Clinedinst stated that the proposed budget contains three different options. Option one contains a 1.5% bonus for all employees and the \$80 compression pay for those who have been employed with RSW for three or more years. Option two contains a 3% increase of the pay scale as of July 1, 2017 and a 2.5% merit increase for those who have three years of service. Option 3 contains the 3% salary scale increase as well as an increase in the salary scale from grades 6 -13 by four steps so that the starting salary for Correctional Officers would be more in competition with other localities in the area.

Ms. Price stated that the difference from grade 5 to grade 6 is no longer at 10 percent and Mr. Stanley noted that \$31,000 to \$37,000 is a big gap. Mr. Gilkison stated that on this new scale Sergeants went from a grade 9 to a grade 8 and Lieutenants a grade 10 to a grade 9 to adjust for the increase. Ms. Price stated that it needs to be noted on the pay scale that the jump from grade 5 to grade 6 is no longer 10%. Mr. Wilson stated that the original pay scale used when the facility opened was not set at 10% in between grades. Mr. Gilkison stated that staff is not receiving many applications. Mr. Stanley noted that in Warren County the Correctional Officer position was not at the same grade as a Deputy Sheriff. Mr. Gilkison noted that in Frederick County the jail staff and sheriff staff are at the same pay grade. Mr. Wilson stated that with holding 10 positions vacant, this pay increase would only increase the budget \$166,137 from the current fiscal year.

Ms. Price asked what the health insurance did and Ms. Clinedinst stated that it increased by 9%. Ms. Price asked that the Committee take time to look at this and add it as an action item at the next meeting.

## **Other Outstanding Issues**

Mr. Wilson announced that effective February 22, 2017 he has submitted his 30 day resignation notice. Mr. Wilson stated that he fully intended to move to this area when he took the position, and planned to work at RSW for 5-7 years. However, he did not know that he was going to have grandchildren and that his mother would be severely ill which will take a lot of his time. Mr. Wilson has accepted a position that is closer to his home. He will be at RSW until the end of March. Mr. Wilson stated that he appreciates getting to work at RSW, he has loved every minute of it, at that it was his pleasure to have worked with the Board members.

Mr. Stanley stated that he really appreciates Mr. Wilson's guidance through the certification process and the introduction of the programs that Mr. Wilson has brought to the jail. Mr. Stanley stated that he hates to lose Mr. Wilson but he understands why he is leaving and feels

that it is for the right reasons. Ms. Price stated that it has been a pleasure to work with Mr. Wilson and that he has brought a lot of great programs to RSW and wished Mr. Wilson luck. Ms. Keyser stated that Mr. Wilson has a great staff and has been great to work with and offered him best wishes. Mr. Stanley stated that he appreciates the entire month of notice and asked that Mr. Wilson talk with the Board members within the month about transition. Mr. Stanley asked that Mr. Wilson put together a bullet point of the major issues he believes need to be addressed over the next six to twelve months.

### **Meeting Schedule**

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

- March 23, 2017 at 1:00 pm
- April 27, 2017 at 1:00 pm
- May 25, 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 1:40 pm.

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

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Date Approved