

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on March 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), Brendan Hefty (Legal Counsel, Hefty, Wiley and Gore), (Stephanie Smith (Administrative Assistant, RSW Regional Jail).

Absent: None

### **Welcome and Introductions**

Ms. Price called the meeting to order at 1:05 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 February 23, 2017 as presented:

Aye: Keyser, Price, Stanley

### **Superintendent's Report**

Mr. Wilson reported on the following items:

On February 22 and 23, 2017 RSW was given an unannounced inspection by the Department of Corrections. The unannounced inspection is conducted annually and covers the Life, Health and Safety Standards of the Board of Corrections under 6VAC15-40 of the Administrative Code of Virginia. RSW is in 100% compliance of all the Life, Health, and Safety Standards.

Last month, Government Affairs for Justice Benefits Inc. (JBI) had contacted several Board members and Mr. Wilson asked to meet with them. 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 (SCAAP). 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. This proposal was brought to the F&P Committee. The Committee asked if staff could not do this instead of using an outside agency.

Deputy Superintendent Gilkison is in the process of applying to this program. There are several steps and some have a 30 day waiting period but staff is moving toward participation.

Mr. Wilson submitted the initial request to obtain an Inter-Governmental Agreement (IGA), with the US Marshal Service. He has not heard back from them as of yet.

RSW received a Memorandum of Agreement from Aids Response Effort Inc. (ARE). They will do HIV testing and give counseling to those inmates that are HIV positive at no cost to RSW. The agreement was sent to RSW's attorney for review. His comments were forwarded to ARE and staff is awaiting their amendments to the agreement.

The MOU with Lord Fairfax Community College to continue the GED program has been reviewed and has been signed. RSW is being funded 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.)

### Staffing

#### Vacancies

1. Correctional Officers: 25 vacancies.
2. Licensed Practical Nurse (LPN): 1 position open.
3. Registered Nurse (RN): 1 position available. There have been no recent inquiries.

### RFPs and Contracts

1. CorEMR software is being installed. Training will follow shortly.

### Programs

1. Staff is still waiting on a kennel and some supplies from Pawsitive Partners in order to get the program up and running.
2. The RSW workforce crews contributed 1,897 hours of community service in February. Hours were up by approximately 300 over last month. 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 Rt. 11 in Shenandoah County.

## Other

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

Rappahannock County	16 or	5.06%
Shenandoah County	124 or	39.24%
Warren County	176 or	55.70%

## Monthly Jail Statistics

A monthly jail statistics spreadsheet was included in the agenda packet. Ms. Price noted that the facility statistics report included in the agenda packet says that it is up to date as of December 31, 2016. Mr. Wilson stated that it should say that it is up to date as of February 28, 2017.

## 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:

There continues to be an upswing in the number of new committals who are placed on substance use withdrawal protocols. Twenty-eight patients were placed on withdrawal protocols in February, which included seven people who had multiple substance use. Of the seven, six were using both opiates and benzodiazepines and one person was using opiates, benzodiazepines, and alcohol. Three people were transported to Warren Memorial for further evaluation of the effects of their substance use disorder, one was released within the first 24 hours, one was hospitalized for 5 days, and the other was hospitalized for 6 days.

Another patient was admitted to Warren Memorial and then transferred to Winchester Medical Center for a total of 14 inpatient days. The Medicaid application was completed on her during the hospitalization.

RSW is currently receiving a free service from AIDS Response Effort (ARE) for HIV/AIDS education and free HIV testing for those patients who would like testing. ARE case management is contacted within 2 months of a known release date for those individuals who are HIV/AIDS positive to provide a transition into community treatment. In the near future, they will be providing Hepatitis C education and testing as well. They have provided service to 4 individuals at RSW so far and will be returning every 2 weeks to see up to four patients in their allotted time.

## **Financial Report**

Ms. Clinedinst reported on the following items:

February is 67% (or 2/3) of the fiscal year. Salary and Benefit spending is still below average due to vacancies. Overtime spending is up because of the staff at the Academy and the vacancies. Contractual Services costs are running high with the inmate medical bills, but RSW has received \$488,634 in vacancy savings to offset the medical care and services of the inmates. Maintenance for the building is always a challenge since the facility is now three years old. Other Services, such as utilities, insurance premiums and travel is showing 73% used. There have been higher training and education costs than originally expected. Materials and Supplies spending comes in at just under 52%.

Revenue is just about 66%. RSW received \$79,733 for vacancy savings in February and will receive \$77,690 in March.

Ms. Clinedinst received information through Ms. Price regarding the acquisition fund from Virginia Resources Authority regarding the building funds. Ms. Clinedinst has submitted a request to close the US Bank account and forward the funds to RSW. The amount will be \$818,755 plus any accrued interest. Ms. Clinedinst hopes to receive these funds before the end of March.

## **FY2018 Budget**

Mr. Gilkison stated that since the last rendition of the budget packet was received there is a slight increase in the overall salaries which is due to an adjustment to the salary scale based upon a 2% pay increase that has been funded by the state. The budget for salaries went from \$5,203,419 to \$5,277,995 due to this increase and the overall salary and benefits showed an increase from \$8,678,428 to \$8,770,231. Ms. Price stated that eight correctional officer vacancies were budgeted for and Ms. Clinedinst confirmed.

Ms. Clinedinst began to discuss line item 3111 Professional Health Services – Offsite. RSW has negotiated with Valley Health to be charged the Medicaid rate for our inmates. Some bills were paid this year at the higher un-negotiated prices prior to getting the contract signed. Hopefully the medical costs will decrease in FY 2018 with this contract in place. Line item 3112 Professional Health Services – Prescriptions has increased because the drugs necessary for the care of the inmates that are HIV positive or that have Hepatitis C and the drugs necessary for inmates on withdrawal protocol are all expensive. There are also inmates that are diabetic or have high blood pressure which contribute to the added prescription costs. Line item 3113 Professional Health Services – Dental includes the cost of the contract with Rappahannock Creative Health Care plus the Patterson Dental charges for their software maintenance. Occasionally outside dental care may be sought for procedures that cannot be performed at RSW, so that has been budgeted for as well. Line item 3155 Professional Services – Other, which had an increase in the budgeted amount, has an offsetting revenue amount for \$58,000 from the electronic monitoring charges. Ms. Clinedinst stated that staff has budgeted for electronic monitoring for the Community Custody inmates. Mr. Gilkison stated that this service would encompass every participant that is in the Community Custody program, each participant would have a GPS tracking device. This provides another layer of security and monitoring of these inmates.

Ms. Price asked if line item 5130 Water and Sewer was budgeted for based on the 2016 True Up which was confirmed. Mr. Stanley stated that this cost will vary every year depending on the amount of rainfall that is able to be utilized from the rainwater collection system.

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 adopt the proposed FY2018 budget as amended:

Aye: Keyser, Price, Stanley

### **Other Outstanding Issues**

Mr. Stanley stated that he appreciates the hard work that goes into the up keep of the outward appearance of the facility.

Mr. Stanley stated that RSW has agreed to make a contribution to the first year of the proposed trolley system extension. There has been significant support received from businesses in the area and some have even talked about their willingness to adjust their shift schedule based on the trolley schedule. Mr. Stanley feels that this would help to create some great opportunities for the RSW Community Custody inmates. Mr. Stanley expects to know the status of this project by the next meeting of the RSW Regional Jail Authority Board.

Ms. Price thanked staff for their work on the budget. Ms. Price noted that it is a lot of work with the renditions and modifications but she appreciates everyone's hard work.

### **Meeting Schedule**

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

- April 27, 2017 at 1:00 pm
- May 25, 2017 at 1:00 pm
- June 22, 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 1:23 pm.

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

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Date Approved