

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on May 25, 2017 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Russell Gilkison (Superintendent, RSW Regional Jail), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brendan Hefty (Legal Counsel, Heft, Wiley and Gore), Jacob Dodson (Intern, Warren County), Tyler Hinkle (Intern, Shenandoah County).

Absent: Debbie Keyser (County Administrator, Rappahannock County).

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. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of April 25, 2017 as presented:

Aye: Price, Stanley

Superintendent's Report

Mr. Gilkison reported on the following items:

RSW Facility Grounds and Maintenance

James Martin of JRM Consults performed a field test on May 11, 2017 to try and determine the cause of the floors heaving and lifting in the walk-in coolers. This issue is still ongoing with Howard Shockey & Sons Construction and Bally, the cooler manufacturer, on how best to fix this issue.

Staffing and Recruitment

1. Correctional Officers: 37 positions available.
2. Registered Nurse (RN): 1 Vacancy.
3. Medication Aide: 1 Vacancy.

Staff is currently working on four officer backgrounds and is reviewing several part time receptionist applicants. The one LPN vacancy has now been filled and she will be starting in July.

Inmate Programs

The Pawsitive Partners program has officially started and the first dog “Whimsy” is scheduled to complete the program and be ready for adoption late June to early July. Mr. Gilkison has received positive feedback about the program from inmates, staff and the public.



Average Daily Population

The Average Daily Population for April was 326 inmates per day. The locality breakdown was as follows:

Rappahannock County	17 or 5.3%
Shenandoah County	130 or 39.8%
Warren County	179 or 54.9%

Other

Staff Training:

Northwestern Community Services Board provided Mental Health First Aid training to 60 RSW staff members over a two day period. The following is a description of the training that was provided:

Mental Health First Aid for Law Enforcement: This is an 8 hour course that teaches you how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps you identify, understand and respond to signs of addictions and mental illnesses. Just as CPR helps you assist an individual having a heart attack, Mental Health First Aid helps you assist someone experiencing a mental health or substance use-related crisis. In the Mental Health First Aid course, you learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.

The following topics will be discussed:

- Depression and mood disorders
- Anxiety disorders
- Trauma
- Psychosis
- Substance Use disorders

Mental Health First Aid teaches about *recovery* and *resiliency* – the belief that individuals experiencing these challenges can and do get better, and use their strengths to stay well.

Blue Ridge Technical Center Tour:

On May 18, 2017 the electricity students from Blue Ridge Technical Center were given a tour of the RSW Central Plant. The tour was focused on the mechanical and electrical systems of the modern facility. The tour seemed to be a success and something Mr. Gilkison hopes to expand

on with the other trade classes that are provided by the regional vocational schools. Mr. Gilkison gave thanks to Jane Baker and Mike Abel from Blue Ridge Technical Center coordinating with RSW and making this a success.

Woodstock Safety and Community Wellness Day:

RSW Regional Jail staff recently attended the Community Safety and Wellness Day, hosted by the Woodstock Police Department. This event allows the public to meet with their local public safety members and get to know about their jobs. The highlight of the day is always the team firetruck pull, which RSW placed second in this year. Entrance fees to the firetruck pull benefit the Special Olympics and we were honored to be involved in such a worthy cause. RSW would like to thank the Woodstock Police Department for hosting such a wonderful community event and staff looks forward to taking part again next year.



Monthly Jail Statistics

A monthly jail statistics spreadsheet was included in the agenda packet. Mr. Stanley noted that the number of miles driven for the month of March shows 61,795. Mr. Gilkison stated that was a typo and should be approximately 6,000.

Monthly Expense Report

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

Financial Report

Ms. Clinedinst reported on the following items:

RSW has already realized close to 89% of projected Revenue. \$87,480 was received in vacancy savings in April to help offset the cost of medical care and services for inmates. Vacancy savings for April that were requested in May were \$109,721, of which \$2,458 will be applied to part time salaries and the remaining \$107,263 will offset the medical care of the inmates.

Salary and Benefit spending is still below average. Overtime is still high due to the current number of vacancies. Overtime is at 318% used but regular salaries is at 63%. Contractual Services continues to run high. Ms. Clinedinst is waiting on Valley Health to return invoices for service in March, April and May. The following line items are over budget: Prof. Health Services; Repairs and Maintenance Services; Advertising and Recruitment; Internet and Cable Services (Does not include inmate cable); and Travel (Food & Lodging). The remaining budget line items are on track.

RSW staff is working with Mitch Briguilo of Davenport and Company and Jesse Bausch of Sands Anderson in regards to the Bond proceeds that RSW has received. RSW will begin paying the bond payments out of the Operating Reserve account and depositing the funds received from the localities into this account, so that all bond proceeds are spent and only local dollars remain.

Current make up of Operating Reserve account:

Bond Proceeds deposited at closing:	\$ 1,624,576.00
Bond Proceeds from 3/21 requisition:	\$ 819,226.27
<u>Other funds:</u>	<u>\$ 607,795.92</u>
Total Operating Reserve	\$ 3,051,598.19

FY18 Operating Reserve per Agreement (60 days) \$ 1,888,128

Local payments can be wholly deposited into the Operating Reserve; OR using the True up percentage, each locality will pay that amount towards the bond with the remaining funds being deposited into the Operating Account.

Currently there is \$607,795.92 in the Operating Reserve account that are local funds and do not have to be used towards bond payments. Robinson Farmer Cox recommended opening a Capital Outlay account. Mr. Stanley asked how large the Capital Reserve account should be. Ms. Clinedinst stated that currently the \$607,795.92 that are not Bond Proceeds could be moved to open a Capital Reserve account.

On a motion by Mr. Stanley, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended that the RSW Regional Jail Authority Board place the remaining Operating Reserve amount over the \$1,888,128 into a Capital Reserve account and have these account balances shown on each monthly report:

Aye: Price, Stanley

VRA Pooled Financing Program

Ms. Clinedinst stated that VRA called RSW and Mr. Peter DAlema stated that there is a potential opportunity for RSW to refund the callable maturities of the 2012A-1 loan issued through the Virginia Pooled Financing Program for savings. Based on market rates as of May 22, 2017, \$37,905,000 in principal is showing estimated net present value savings of \$2,287,204 (6.03% of refunded principal). This refunding scenario estimates annual debt service savings ranging from \$112,289 to \$132,878 between FY18 and FY43. The attached analysis does not include local costs of issuance (local bond counsel and financial advisory services), but the analysis can be updated if you have some sense of what those costs might be. Ms. Clinedinst stated that basically this means that RSW can refinance and it will save money. Ms. Clinedinst also stated that it is her understanding that if RSW refinances now, it cannot be done later and it might be more savings later. Mr. Stanley recommended having Davenport do an analysis for whether or not it makes sense for RSW to do this at this time.

Other Outstanding Issues

Mr. Stanley stated that funding has been approved to extend the trolley service into the corridor. There have been some adjustments made in the draft schedule trying to accommodate work schedules in the area. There would be a couple of morning stops, a midday stop, and a couple of afternoon stops. Mr. Stanley stated that this service is projected to begin in August. Lord Fairfax is interested in helping to try to extend service from the corridor to Lord Fairfax as well.

Meeting Schedule

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

- June 22, 2017 at 1:00 pm
- July 27, 2017 at 1:00 pm
- August 24, 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 1:25 pm.

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

Date Approved