

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

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Brenda Garton (Interim County Administrator for Rappahannock County), Russell Gilkison (Superintendent, RSW Regional Jail), Steve Weaver (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Lori Smith (Director of Nursing, 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. Garton, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of September 11, 2017 as presented:

Aye: Garton, Price, Stanley

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	13	3.9%
Shenandoah	141	42.3%
<u>Warren County</u>	<u>179</u>	<u>53.8%</u>
Member Jurisdiction ADP	333	
Prince William County	34	
Contract Beds		
Total Facility ADP	367	

RSW Facility Grounds and Maintenance

- Through the use of Warren County's bucket truck, RSW staff was able to perform some needed maintenance of the exterior pole lighting and security cameras. Mr. Gilkison gave thanks to Warren County for the use of the bucket truck.
- In preparation for the upcoming winter weather, staff has ordered as received approximately four tons of ice melt for the facility roads, parking lot, and sidewalks.

RFP and Contracts

There were no RFP's or contracts to discuss at this time.

Vacancies

- 28 Officer Vacancies: This includes the 8 positions held for savings.
- 1 Registered Nurse Vacancy
- 2 Licensed Practical Nurse Vacancies

Ms. Garton asked how many positions the facility has all together. Mr. Gilkison stated that there are 149 total positions for the agency, which includes both sworn and civilian staff. There are approximately 125 sworn positions, the remainder are civilian. Mr. Gilkison noted that the officer vacancies have been steadily decreasing. Mr. Stanley asked if Mr. Gilkison believed that the salary increase was helping to fill these vacancies to which Mr. Gilkison responded absolutely, for both hiring and retention purposes.

Recruitment & Retention

- Staff attended two veteran job fairs in October, one at the Martinsburg VA Medical Center on October 12, 2017 and one at the Winchester National Guard Armory on October 23, 2017.

Inmate Programs

- On October 31, 2017 the Pawsitive Partners Program will be conducting the obedience training evaluation/graduation for Vader the dog, as well as the inmate participant trainers; Michael Addison, Luke Fredman, Cody Shuck, and Michael Weatherholtz.



Other

- On October 25-26, 2017 staff attended the Worlds of Work career exploration event managed by Lord Fairfax Community College Career Pathways Consortium, in partnership with Barrett Machine, Inc., Northern Shenandoah Valley Regional Commission, Frederick County Economic Development Authority, Winchester Economic Development Authority, and Winchester Wealth Management. Over a two day period, this event hosts nearly 3,000 seventh grade students from the region including the Counties of Clarke, Frederick, Page, Rappahannock, Shenandoah, Warren, and the City of Winchester.
- RSW staff will be collecting canned food items for the “Camping for Hunger” food drive sponsored by local radio station The River 95.3, benefiting C-CAP of Front Royal and Warren County. This will be RSW’s second year participating and staff hopes to beat last year’s contribution of 1487 canned food items.

Cold Storage Unit Flooring

Mr. Gilkison stated that since January 2017 the facility has been experiencing an issue with the cold storage flooring heaving and separating. Several discussions and investigations have been held with the manufacturer and the contractor. No one seems to be able to define what has caused the problem. Through several discussions with Shockey, an agreement has been reached in which they are willing to share 50% of the cost to replace the floor. The total cost of replacement is \$36,000 and Shockey is asking that the Authority match half of that cost (\$18,000). Ms. Price confirmed with Mr. Gilkison that the agreement has been reviewed by legal counsel.

On a motion by Mr. Stanley, seconded by Ms. Garton, and by the following vote, the RSW Regional Jail Finance and Personnel Committee approved the agreement with Howard Shockey & Sons, Inc. for the resolution of the issues with RSW Regional Jail’s cooler and freezer slabs.

Aye: Garton, Price, Stanley

Finance Report

Ms. Clinedinst reported on the following items:

- Per Mary Earhart, the Revenue line item that read “COV Comp Board Per Diem (Local)” has been changed to read “Per Diem (Local)”. This is necessary because the Revenue accounts that start with a ‘1’ are for local dollars received, ‘2’ is for State Revenue, and ‘3’ is for Federal Revenue. The budgeted amount that was in the “Per Diem (Local)” line item has been added to the “COV Comp Board Per Diem (State)” line item where it should have been all along.
- Payment from VA Compensation Board for August was received September 22, 2017. The total reimbursement for August was \$414,599.22 which includes \$98,455.20 for vacancy savings.

- DOC Responsible Inmate medical for July and August 2017 was submitted to VA-DOC on September 27, 2017 for a total amount of \$7,379. 83. This money was received on October 26, 2017.
- Prince William County Adult Detention Center was invoiced for the August Per Diems and prescriptions. The amount billed was \$12,892.72. Payment was received October 6, 2017. Ms. Clinedinst has since been billed Prince William County Adult Detention Center just over \$21,000 for September which should be received October 27, 2017.
- Both Revenue and Expenditures are on track for this time of year. Expenditures are at 23.36% used and Revenue is at 33% realized.
- Quarterly per diems from the Compensation Board for June, July, and August were received October 26, 2017 in the amount of \$195,184.00.

Ms. Garton asked about the money received for vacancy savings. Mr. Gilkison stated that an agency can request funding from the Compensation Board for those positions that are vacant that would be funded if they were filled. This money can be used to help offset certain operation costs including medical costs.

Other Outstanding Issues

There were no other outstanding issues.

Closed Session

On a motion by Mr. Stanley, seconded by Ms. Garton and by the following vote, the RSW Regional Jail Finance and Personnel Committee went into closed session pursuant to Code Section 2.2-3711.A.1 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 employees to be discussed are the Director of Nursing and Security Personnel:

Aye: Garton, Price, Stanley

On a motion by Mr. Stanley, seconded by Ms. Garton, and by the following roll call vote, the RSW Regional Jail Authority Board 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:

Garton, Aye; Price, Aye; Stanley, Aye;

Meeting Schedule

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

November 16, 2017 at 1:00 pm

January 25, 2018 at 1:00 pm

February 22, 2018 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 1:52 pm.

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

Date Approved