

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on January 25, 2018 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Garrey Curry (County Administrator, Rappahannock County), Russell Gilkison (Superintendent, RSW Regional Jail), Steve Weaver (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, 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. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the November 16, 2017 meeting as presented:

Aye: Price, Stanley

Abstain: Curry (Mr. Curry was not in attendance at the November 16, 2017 meeting)

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	14	4.2%
Shenandoah	134	40.2%
<u>Warren County</u>	<u>185</u>	<u>55.6%</u>
Member Jurisdiction ADP	333	
Prince William County	16	
Contract Beds		
Total Facility ADP	349	

RSW Facility Grounds and Maintenance

- The walk-in cooler repair began this week. They have begun with the demolition of the floors. The repairs should be wrapped up within a few weeks.

Vacancies

- 24 Officer Vacancies: This includes the eight positions held for savings.
- 1 Registered Nurse Vacancy.
- The one Licensed Practical Nurse vacancy that was originally reported has been filled.

Recruitment & Retention

- One new officer will be starting this month and there are three applicants in background.

Other

- Academy: Ten officers will be starting the Jail Basic Academy on February 7, 2018.
- Mandatory Overtime: With the ten new officers reporting to the Academy in February, mandatory overtime will be required.

Finance Report

Ms. Clinedinst gave the following report:

- Payment from VA Compensation Board for salaries, benefits and vacancy savings were received as follows:

October - \$413,468.63; received November 16, 2017;
November - \$418,473.22; received December 15, 2017.

- DOC Responsible Inmates medical reimbursement for September, October and November has been received totaling \$2,684.59.
- October and November payments from Prince William County Adult Detention Center in the amount of \$44,083.10 were received. December billing just went out last week in the amount of \$14,358.
- Both Revenue and Expenditures are on track for this time of year. Expenditures are about 46% used and Revenue is 56% realized.
- The Compensation Board budget has been completed and submitted.

Proposed FY19 Budget

Ms. Clinedinst stated that overall, expenditures are down this year for the first draft of the FY 2018-2019 budget. Ms. Clinedinst has not received the new rates from Virginia Retirement System or Anthem (The Local Choice). She anticipates VRS to send the FY19 rates out some

time in January and stated that Anthem has historically sent the renewal rates out in March or early April, so those adjustments will have to be made at that time.

Ms. Clinedinst explained that on the revenue for FY18 there was a discrepancy regarding the funds in the Comp Board Vacancy Line Item. Vacancy Savings of \$660,000 was budgeted on line item 240103. However, this amount was also included in the Comp Board Salary line item 240105. This error has been corrected on both the budget documents and in Open RDA to more accurately reflect our projected revenues. Mr. Gilkison stated that between the added revenue during this fiscal year, and expenditures currently below budget, the \$660,000 should not create a shortfall for the Authority even though it was not billed to the localities as it should have been. Ms. Price confirmed that this discrepancy is in the current budget, and noted that it cannot be confirmed until June 30, 2018 whether there will be a shortfall, but so far everything looks like it will be fine.

Mr. Gilkison noted two requests included in the proposed budget. The first request is to reclassify both the Classification/Records Sergeant and the Community Custody Sergeant positions to Lieutenant positions. Mr. Gilkison handed out altered job descriptions to justify the reclassification. Mr. Gilkison stated that upon the opening of the facility, the details of these two positions were somewhat unknown, and it has been found that the duties and workload of these two positions are much higher than originally anticipated. If the reclassification is approved, to be fair to all staff, the two positions would be advertised and all Sergeants interested would be able to apply and interview for the positions. The cost for the reclassification will be \$4,167 per position, coming to \$8,334 total. The second request is for a new double steamer oven for the kitchen, the current one is constantly under repair. The \$18,000 requested for this item is listed under Capital Outlay in the proposed budget.

It was discussed that the Committee members will review the proposed budget and plan to take action and recommend a final version to the Authority Board in February. The Authority Board would then review and officially adopt the budget in March.

FY 2017 True Up: Three Year Rolling Average (FY15, FY16, FY17)

Ms. Clinedinst stated that it has been determined using calculations from Robinson, Farmer, Cox Associates that the balance to be returned to the localities by reducing their fourth quarter payments is \$922,449. This will be credited to the localities as follows:

Rappahannock	\$53,133	5.76%
Shenandoah	\$353,851	38.36%
Warren	\$515,465	55.88%

Also, using the three year rolling average, the percentages for each locality for the FY19 budget are as follows; Rappahannock, 6.30%; Shenandoah, 37.98%; Warren, 55.72%.

Mr. Hefty read a portion from the RSW Regional Jail Authority Service Agreement to help explain the three year rolling average: “The payments from each member jurisdiction shall be adjusted at the end of each fiscal year based on the member jurisdictions respective usage of the regional jail for the preceding three years.”

Ms. Price asked if action had to be taken each year to place 20% of the end of year balance into the Capital Reserve as was done last year. Mr. Hefty stated that it was approved as policy last year and will remain policy until the Authority decides otherwise.

2017 Annual Water and Sewer True Up

Mr. Gilkison noted that the charge for sewer in January was unusually high due to a sewer meter being out of calibration. The sewer meter has an optical reader and if any kind of debris interferes it will throw off the reading. Mr. Gilkison stated that staff has been in communication with the Town of Front Royal and they will be doing an average from the year to adjust the amount. Mr. Gilkison stated that in the agreement with the Town of Front Royal, RSW is responsible for the maintenance on the meter, but staff is not allowed to touch it without someone from the Town present. Mr. Gilkison also stated that he has worked with the current Maintenance Manager to schedule a pumping of the tanks quarterly to hopefully help correct some of the debris issues. He also plans to calibrate the optical reader annually to help avoid having this problem again in the future.

Inmate Work Release Agreement with VA Department of Corrections

Mr. Gilkison stated that he has had some discussions with the Virginia Department of Corrections about contracting beds for work release. Mr. Gilkison stated that RSW regularly has additional bed space in Community Custody and utilizing those bed spaces could bring in additional revenue. This would not require any additional staff as those housing areas are already staffed. Mr. Gilkison inquired with the three participating jurisdiction Sheriffs and received response from two in support of the agreement. Mr. Gilkison did not receive a response from the third Sheriff, and noted that if the Board wishes to proceed and he still receives no response, then those DOC contracted inmates would only be sent to work in the counties in which the Sheriffs support the agreement.

Mr. Stanley asked how many bed spaces are in Community Custody and how many are regularly utilized. Mr. Gilkison stated that the Community Custody population usually runs around 40 inmates and that the units could potentially support 35-40 additional inmates. Mr. Gilkison noted that he does not know at this time how much interest there will be from DOC inmates to apply to enter the program at RSW, but the program could potentially create additional revenue for the Authority. Mr. Curry asked about maintaining bed space for local inmates' participation and Mr. Gilkison confirmed that he would always keep aside some bed space to ensure the availability for local inmates.

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended that the RSW Regional Jail Authority Board direct staff to pursue an inmate work release agreement with the VA Department of Corrections:

Aye: Curry, Price, Stanley

Closed Session

On a motion by Mr. Stanley, seconded by Mr. Curry, 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 annual evaluation of the Superintendent of the RSW Regional Jail:

Aye: Curry, Price, Stanley

On a motion by Mr. Stanley, seconded by Mr. Curry, 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:

Curry, Aye; Price, Aye; Stanley, Aye;

Other Outstanding Issues

There were no other outstanding issues to discuss.

Meeting Schedule

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

February 22, 2018 at 1:00 pm

March 22, 2018 at 1:00 pm

April 26, 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 1:57 pm.

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

Date Approved