

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on March 22, 2018 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Garrey Curry (County Administrator, Rappahannock County), Russell Gilkison (Superintendent, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brendan Hefty (Legal Counsel, Hefty, Wiley & Gore).

Absent: Douglas Stanley (County Administrator, Warren County).

Welcome and Introductions

Ms. Price called the meeting to order at 1:00 pm.

Adoption of Minutes

On a motion by Mr. Curry, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the February 22, 2018 meeting as presented:

Aye: Curry, Price

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	14	4.2%
Shenandoah	149	44.9%
<u>Warren County</u>	<u>169</u>	<u>50.9%</u>
Member Jurisdiction ADP	332	
Prince William County Contract Beds	8	
Total Facility ADP	340	

Mr. Gilkison noted that Prince William has sent six more inmates in the month of March. Also, Page County has sent nine inmates to be housed here thus far.

Vacancies

19 Officer Vacancies: This includes the 8 positions held for savings.

1 Registered Nurse Vacancy

1 Licensed Practical Nurse Vacancy

1 Finance Manager Vacancy

Recruitment & Retention

Staff attended the Shenandoah County Chamber of Commerce and the Shenandoah University job fairs this month. Staff was able to speak to many job seekers who seemed interested in applying for positions available at RSW.

Inmate Programs and Services

- Pawstive Partners Program: On March 12, 2018, Mr. Gilkison had a meeting with Alissa Ellison, the new Director for the Warren County Humane Society. Ms. Ellison is in full support of the program and has previous experience with a prison program similar to RSW's. It is the plan for the next session to have two dogs participate in the program together.
- Mr. Gilkison is hoping to have the E-tablets for the inmate population in place sometime in May. Cabling is currently being ran for a secure Wi-Fi network to service the tablets. Mr. Gilkison explained that once the tablets are in place he will give a demonstration of their uses to the Board.

Other

- Mr. Gilkison met with Sheriff Jenkins of the Culpeper County Sheriff's Office on March 19, 2018 to discuss the possibility of renting bed space for their inmate population. The meeting went well, and Sheriff Jenkins was very impressed with the facility and the operation. Sheriff Jenkins is in the process of evaluating other facilities and has not made a decision at this time.
- Mr. Gilkison gave an update on metering the sewer usage. The cost to add meters to monitor the sewer usage would be \$9,000 per meter, and RSW would need two. Mr. Gilkison and the Facilities Maintenance Manager at RSW have already implemented a better program for maintaining the meters and Mr. Gilkison recommends holding off on purchasing the meters and monitoring the sewer usage for six months to a year to see if the better program alone will suffice.
- There was discussion at the last Finance and Personnel Committee meeting to look at employee interest in the high deductible insurance plan. Mr. Gilkison spoke with employees on the family insurance plans and most were not interested in a high deductible

plan at this time. Mr. Gilkison noted that RSW can only have two insurance plan options. Mr. Gilkison recommends continuing with the current options for FY19 and looking at a high deductible plan again in the future.

Finance Report

Ms. Smith gave the following report:

- Payment from the VA Compensation Board for salaries, benefits and vacancy savings were received for January in the amount of \$406,172.22. The February reimbursement will be received on March 23, 2018 in the amount of \$416,399.76.
- January payment from Prince William County Adult Detention Center was received on February 21, 2018 in the amount of \$8,840.30.
- Valley Health has re-priced a large number of outstanding inmate medical invoices. The original billed cost of the invoices was \$71,192.66, and they were re-priced to \$20,009.05, a total savings of \$51,183.61 for RSW. Mr. Gilkison explained that the re-pricing is due to the agreement with Valley Health to charge RSW at Medicaid rates.
- February marks 67% of the fiscal year. Total Expenditures are at 57% used and Revenue is 63% realized.

Proposed FY19 Budget

Ms. Price asked if any changes have been made to the budget since it was recommended to the Authority Board by the Finance and Personnel Committee in February. Ms. Smith confirmed that no changes have been made. Ms. Price confirmed that this version of the budget includes the increased cost in health insurance. Ms. Price also confirmed that the recommended budget total, including a 2% pay increase for staff starting July 1, 2018, is \$14,638,952. The locality shares of the recommended budget are as follows: Rappahannock, \$491,233; Shenandoah, \$2,961,434; and Warren, \$4,344,685. These numbers are based on the locality contribution percentages as follows: Rappahannock, 6.30%; Shenandoah, 37.98%; and Warren, 55.72%.

Discussion was had regarding the process for calculating the locality contribution percentages. It was explained that a true up of the population is done with the audit each year. The locality contribution percentages are then calculated based on a three year rolling average of the inmate population of each jurisdiction. Those percentages are then used to calculate the budget for the following fiscal year. For example, an audit was completed at the end of FY17 and the locality percentages calculated during the true up with that audit will then be used to calculate the FY19 budgeted locality contributions. Mr. Curry questioned why the percentages seem to be a year behind and it was explained that it is done this way so that the percentages do not change during a fiscal year, allowing the budget to stay static once approved. It was planned to discuss this topic further at a later date.

Closed Session

On a motion by Mr. Curry, seconded by Ms. Price, 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 for the discussion and consideration of filling the Finance Manager position for the RSW Regional Jail:

Aye: Curry, Price

On a motion by Mr. Curry, seconded by Ms. Price, 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;

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:

April 26, 2018 at 1:00 pm
May 24, 2018 at 1:00 pm
June 28, 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 1:45 pm.

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

Date Approved