

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on May 24, 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), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Finance Manager, 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 Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the April 26, 2018 meeting as presented:

Aye: Curry, Price, Stanley

### **Superintendent's Report**

Mr. Gilkison reported on the following items:

#### Average Daily Population

Rappahannock	12	3.59%
Shenandoah	150	44.91%
<u>Warren County</u>	<u>172</u>	<u>51.50%</u>
Member Jurisdiction ADP	334	
Prince William County Contract Beds	36	
Page County Contract Beds	47	
Total Facility ADP	417	

#### Vacancies

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

1 Licensed Practical Nurse Vacancy

Mr. Gilkison received news from Lord Fairfax Community College (LFCC) that they are applying for a grant to start a Medication Aide Certification Program. Mr. Gilkison noted that LFCC asked for a letter of support from RSW, which he provided. Mr. Gilkison stated that he hopes LFCC can receive that grant and make the program happen.

#### Facility Grounds and Maintenance

The parking lot crack repair has not been scheduled yet because of the ongoing rainy weather.

#### Recruitment & Retention

The RN vacancy has been filled and there is one officer application in background.

#### Inmate Programs and Services

The inmate E-tablets are on site, and the system network is up and running. Staff and inmate training and the go-live date are scheduled for the first week of June.

#### Other

On Saturday, May 19, the Woodstock Police Department and Valley Health held the 7<sup>th</sup> annual Public Safety and Wellness Day. Several public safety agencies and community health providers had representatives with display booths showcasing their agencies equipment and services. This is a great event for children and the community to have a positive interaction with public safety officials. The main attraction of this event is the fire truck pull. Six teams participated this year all raising donations for the Special Olympics. This the third year RSW has attended the event and had a team in the Fire Truck Pull. The truck pull has become a friendly rivalry between Northwestern Regional Adult Detention Center and RSW.

RSW's team was able to raise over three hundred sixty dollars and handily won the event.



#### RSW Pull Team and Supporting Attendees

- Maj. S. Weaver and family
- Captain J. Jacobson and family
- Sgt. J. Sine
- Sgt. K. McIntyre and family
- Sgt. M. Longmire
- Sgt. B. Musterman and family
- Off. J. Corbin and family
- Off. T. Feltner and family
- Off. J. Gum
- Off. B. Hepner and family
- Off. B. Pennington
- Off. J. Unger
- Off. J. Vallen



## **Finance Report**

Ms. Smith gave the following report:

The March payment from Page County for bed rental was received in the amount of \$7,392.28.

Bed rental revenue for April 2018 was as follows: Page County, \$41,224.13; Prince William County, \$26,987.72. This brings the total bed rental revenue for FY18 up to \$193,010.25.

The DOC Responsible Inmates medical reimbursements for March was received in the amount of \$912.72.

April marks 83% of the fiscal year. Total Expenditures are at 76% used and Revenue is 85% realized.

Mr. Stanley noted that the FY19 Budget will be discussed at the Authority meeting this afternoon. He stated that the recommendation from the Finance and Personnel Committee is that the budget be adopted with a 2% pay increase for staff beginning July 1, 2018. Mr. Stanley also noted that Warren County is considering a 2.5% pay increase for their staff effective January 1, 2019, Shenandoah County is considering a 3% pay increase for their staff effective July 1, 2018, and Rappahannock County is considering a 2% pay increase for their staff effective July 1, 2018. Mr. Stanley recommended the consideration of a 2.5% increase for RSW effective December 1, 2018. Mr. Gilkison reminded the Committee of the increased cost of health insurance that will go into effect in July, and noted that a pay increase effective July would be more beneficial to staff, as for many staff members that pay increase would be absorbed into the cost of insurance.

## **Other Outstanding Issues**

Ms. Price stated that she has recently received a large number of compliments on the park in Shenandoah County and thanked Mr. Gilkison for the work that the RSW Work Force has put in to make the park look nice.

## **Meeting Schedule**

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

July 26, 2018 at 1:00 pm  
August 23, 2018 at 1:00 pm  
September 27, 2018 at 1:00 pm

The meeting originally scheduled for June 28, 2018 at 1:00 pm has been cancelled.

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 1:20 pm.

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

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Date Approved