

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on July 26, 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), Brendan Hefty (Hefty Wiley and Gore: Legal Counsel), Russell Gilkison (Superintendent, RSW Regional Jail), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Finance Manager, RSW Regional Jail), Mary O'Connor (Administrative Assistant, 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. Curry, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the May 24, 2018 meeting as presented:

Aye: Curry, Price, Stanley

Election of Officers

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee elected Ms. Price as Chairman, Mr. Stanley as Vice-Chairman, and Mr. Curry as the Secretary/Treasurer, all to serve for a one year term beginning July 1, 2018:

Aye: Curry, Price, Stanley

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	20	5.83%
Shenandoah	157	45.77%
<u>Warren County</u>	<u>166</u>	<u>48.40%</u>
Member Jurisdiction ADP	343	

Prince William County	33
Contract Beds	
Page County Contract Beds	65
Total Facility ADP	441

There was a question from Mr. Curry based on the total facility capacity. Mr. Gilkison explained that the Department of Corrections rated RSW Regional Jail for a capacity of 375 based on the planning study of single bunks. With double bunks, Mr. Gilkison explained, the facility can hold 560.

Vacancies

20 Officer Vacancies: This includes the 8 positions held for savings.
 1 Licensed Practical Nurse Vacancy

Mr. Gilkison stated that there was one Licensed Practical Nurse in the process of submitting an application, she had a few more pages to complete.

Recruitment and Retention

There are currently three full-time and one part-time correctional officer applicants in background.

Inmate Programs and Services

The Pawsitive Partners Program held its 4th Session Graduation on June 26, 2018. The participants were Ricky Wallace, Kenyon Majors, Adam Lamma, Joseph Pish, and Blue.



The Pawsitive Partners Program started its 5th session on July 23, 2018 with its newest students Ike and Stella.



Mr. Gilkison explained that the Pawsitive Partners Program has been successful in that all of the dogs that successfully complete the program are adopted from the Humane Society, including the most recent graduate, Blue.

Mr. Gilkison mentioned that he has been in discussion with John Shinholser, President of the McShin Foundation, for several months in regards to starting a drug recovery program at RSW Regional Jail. Mr. Shinholser contacted Mr. Gilkison the week of July 23rd to let him know that the McShin foundation has been awarded a grant funding from the Substance Abuse and Mental Health Services Administration and to ask if Mr. Gilkison would be interested in participating. The SAMSHA grant fully funds a jail startup program for three years.

The McShin Foundation tailors the program to the needs of the facility and they currently operate in several regional jails. The program operates upon inmate release as well, by assisting with housing transitions.

Mr. Gilkison went on to say that this is an exciting development as efforts have been made to get a program at RSW Regional Jail since it opened. No formal agreements have been made and Mr. Gilkison stated that as more information on the project becomes available to him, he will keep the board informed and consult RSW legal counsel on any formal agreements that may develop.

Other

Mr. Stanley asked if RSW Regional Jail was able to accommodate the influx of inmates with their current staff numbers. Mr. Gilkison explained that RSW Regional Jail has not had to enforce mandatory overtime or open an additional housing unit; the inmates have been able to integrate into the existing open units. Mr. Gilkison went on to explain that RSW Regional Jail does have adequate staff to sustain opening another housing unit should the need arise.

Finance Report

Ms. Smith gave the following report:

Finance Department Report

Bed rental billing for June 2018 was as follows: Page County, \$45,238.70; Prince William County, \$31,175.45. This brings the total bed rental revenue for FY18 to \$367,104.01.

June marked the end of FY18. Both Mary K. Earhart and Robinson Farmer Cox have conducted on-site preliminary fieldwork for the FY18 audit. Ms. Earhart and her team are scheduled to return on August 2nd for their final fieldwork and the audit is scheduled with Robinson Farmer Cox on September 19th and 20th.

Ms. Smith explained that the expenditure and revenue reports were in error because \$660,000 that had been budgeted for vacancy savings was removed from the budget causing a discrepancy between the budgeted revenue and budgeted expenditures. Ms. Smith stated that this error had since been corrected and subsequent documentation reflected the change.

Operating Reserve Balance

Ms. Smith reported the following:

As of July 26, 2018 the Operating Reserve balance is \$438,918 over the required 60 day funding for FY19. Ms. Smith explained that the funds could either be left alone, the balance could be moved to the Capital Reserve Account, or the balance could be distributed back to the localities in the form of a credit toward their contributions.

The decision of what to do with the overage of funds from the Operating Reserve balance was deferred to the Authority Board.

Culpeper County Bed Rentals

Mr. Gilkison stated that a contract was signed the week of July 23rd, Effective July 1st, between Culpeper County and RSW Regional Jail with the same terms as other jurisdictions that rent beds from the facility. Mr. Gilkison explained that RSW Regional Jail is expecting to hold approximately 60 inmates from Culpeper County with the first 20 being booked in July 26, 2018.

Corridor Connector Service Contribution

Mr. Stanley explained that last year the RSW Regional Jail Authority Board agreed to contribute \$20,000 to the Corridor Connector's budget. This year the Corridor Connector is again requesting \$20,000 in contribution from RSW Regional Jail.

Mr. Gilkison explained that the funds contributed from RSW Regional Jail were generated from phone calls and commissary sales, not from state or local contributions.

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 decision for the Corridor Connector contribution be deferred to the RSW Regional Jail Authority Board:

Aye: Curry, Price, Stanley

Housing Immigration and Customs Enforcement/US Marshal Detainees

Mr. Gilkison explained that Immigration and Customs Enforcement is looking for short-term, up to 72 hours, hold facilities. The Immigration and Customs Enforcement detainees would be held at RSW Regional Jail until there were enough to transport them to an Immigration and Customs Enforcement facility. If the RSW Regional Jail were to hold detainees for Immigration and Customs Enforcement, the facility would not have to adhere to the extensive policies set forth by Immigration and Customs Enforcement.

The RSW Regional Jail Finance and Personnel Committee decided to defer a decision on housing Immigration and Customs Enforcement detainees for the RSW Regional Jail Authority Board.

Other Outstanding Issues

There were no other outstanding issues to discuss.

Meeting Schedule

- August 23, 2018 at 1:00 pm
- September 27, 2018 at 1:00 pm
- October 25, 2018 at 1:00 pm

Adjournment

With no further business to discuss, the regular meeting of the RSW Regional Jail Finance and Personnel Committee was adjourned at 1:30 pm.

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

Date Approved