

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on October 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), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Finance Manager, RSW Regional Jail), Mary O'Connor (Administrative Assistant, RSW Regional Jail).

Absent: Brendan Hefty (Hefty Wiley and Gore: Legal Counsel)

### **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 September 27, 2018 meeting as presented:

Aye: Curry, Price, Stanley

### **Superintendent's Report**

Mr. Gilkison reported on the following items:

#### Average Daily Population

Rappahannock            22        5.7%

Shenandoah            165      42.7%

Warren County        199      51.5%

Member Jurisdiction ADP    386

Prince William County        20

Contract Beds

Page County Contract Beds    56

Culpeper County                55

Contract Beds

Total Facility ADP              487

## Vacancies

23 Officer Vacancies: This includes the eight positions held for vacancy savings.

2 Licensed Practical Nurse Vacancies

## Facilities Grounds and Maintenance

RSW has completed outside cleanup and maintenance in preparation for the winter.

## Recruitment & Retention

4 officer applicants in background

Mr. Curry asked if there had been any interest in the nursing vacancies. Mr. Gilkison said that there had not been, but he had been actively looking at resumes that had been submitted via ZipRecruiter.

Mr. Stanley asked about the partnership RSW had with the Nursing program at Lord Fairfax Community College. Mr. Gilkison stated that RSW does still give tours to the students when the college reaches out, but the students are not usually interested in working in a jail environment.

## Inmate Programs and Services

On October 9, 2018, RSW hosted the McShin foundation for a luncheon to introduce key people and to discuss important points. President John Shinholser suggested RSW and the McShin foundation host a community launch event at RSW in the near future.

Mr. Gilkison mentioned that there is no definitive program start date, but there are deadlines that have to be met in order to receive the grant funding and currently RSW and the McShin foundation are on track to do so.

Ms. Price asked what the McShin foundation does. Mr. Gilkison explained that they developed an intense rehab program for individuals with addictions to opiates. At RSW there will be designated housing units for inmates in the program-one male housing unit and one female unit. After incarceration McShin also assists with aftercare including housing, employment, and program needs.

## Other

RSW will host a table at the World of Work junior career fair on October 24 and 25, 2018. RSW is also going to participate in a career fair on November 13, 2018, at Lord Fairfax Community College.

Mr. Gilkison stated that Moseley Architects will have the first set of plans for the Capital Improvement Plan ready to be presented at the November 15<sup>th</sup> meetings. Mr. Gilkison stated that the cost for the initial plans was \$7,000 and there was a more detailed set of plans that could be purchased for \$14,000. Mr. Stanley said the initial plans should suffice for now.

Ms. Price asked if anyone had any questions. Mr. Stanley noted that all localities have seen an increase in inmates recently. Mr. Gilkison stated that overall, since the report was ran the numbers have decreased.

Mr. Curry asked if RSW sees a spike in inmate numbers during the winter months. Mr. Gilkison said that the cold months do not affect numbers as some may think. If there is currently an increase he would attribute it to the judge shortage and longer holds for inmates between court dates.

### **Financial Report**

Ms. Smith gave the following report:

Contract bed rental billing for September 2018 was as follows:

	<b>September 2018</b>
<b>Culpeper County</b>	\$37,521.90
<b>Page County</b>	\$50,089.87
<b>Prince William County</b>	\$18,438.39

The total bed rental revenue year to date for FY19, including revenue from medical, housing, commissary, and telephone fees is \$355,422.58.

\$370,363.27 was received from the Compensation Board in September for the August 2018 salaries and benefits reimbursement.

September marks 25% of the year. Expenditures are at 25% used and Revenue is at 36.5% realized.

Mr. Stanley stated that there are a few employment vacancies and asked why expenditures were at 25% used. Mr. Gilkison explained that some costs are paid upfront at the beginning of the year such as legal counsel and insurance.

Mr. Gilkison mentioned that RSW has an agreement with New Market Poultry as a work release employer. New Market Poultry pays RSW for the transportation costs. Last month RSW invoiced New Market Poultry \$6,000, and this month RSW invoiced New Market Poultry \$9,600.

Mr. Stanley asked how many inmates currently work at New Market Poultry and Mr. Gilkison stated about 15 inmates. Mr. Gilkison explained that if the employment with New Market Poultry goes well he will put in a request for a larger van as staff currently has to make two trips there and two trips back to accommodate the number of inmates with the 9-passenger vans.

Ms. Price asked about line item number 5540 Travel (Training & Education) from the Expenditure report. Ms. Smith explained that item 5540 included the cost of the officer academy which was paid upfront.

Mr. Stanley asked why the water and sewer cost, line item 5130 from the expenditure report, was over 38% used and if RSW was waiting on a credit back. Mr. Gilkison confirmed that RSW is waiting on a credit back. Mr. Gilkison explained that the meter used to calculate usage needs to be recalibrated but a contractor hired by RSW and a Town of Front Royal employee need to meet to assess the situation first. Mr. Gilkison also mentioned that with the increased inmate population it is likely that RSW will be moved into the higher cost bracket, double rate, for water and sewer usage.

Ms. Price asked Ms. Smith if the auditors had been to RSW. Ms. Smith stated that the audit was conducted in September 2018 and the final report should be finished by December 2018, with a report to the board to follow in January 2019. Mr. Gilkison added that the auditors did not find any issues with RSW.

### **Other Outstanding Issues**

Mr. Curry asked if at the next meeting the board members could have a demonstration of one of the e-tablets the inmates have.

Mr. Stanley asked if RSW had received any further comments on the draft of the FY2018 Annual Report. Ms. Price said that she disseminated an electronic version to the Shenandoah County board members that had a notation about the unaudited financial information.

Mr. Gilkison explained that he would like to wait for the full audited financial information before posting the Annual Report on the website.

### **Meeting Schedule**

- November 15, 2018 at 1:00 pm
- January 24, 2019 at 1:00 pm
- February 28, 2019 at 1:00 pm

### **Adjournment**

On a motion by Mr. Curry, seconded by Mr. Stanley, and by the following vote, the regular meeting of the RSW Regional Jail Finance and Personnel Committee was adjourned at 1:20 pm:

Aye: Curry, Price, Stanley

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

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Date Approved