

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on November 19, 2015 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Mary Beth Price (County Administrator, Shenandoah County), John McCarthy (County Administrator, Rappahannock County), Dan Murray (Board of Supervisors, Warren County), Conrad Helsley (Board of Supervisors, Shenandoah County), Daniel McEathron (Sheriff, Warren County), Tim Carter (Sheriff, Shenandoah County), William Wilson (Superintendent, RSW Regional Jail), Russell Gilkison (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Penny Holt (Director of Nursing, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brendan Hefty (Legal Counsel, Hefty Wiley & Gore), Brandy Rosser (Grants and Special Projects Coordinator, Warren County)

Absent: Roger Welch (Board of Supervisors, Rappahannock County), Connie Smith (Sheriff, Rappahannock County)

### **Welcome and Introductions**

Mr. Stanley called the meeting to order at 2:02 pm.

### **Adoption of Agenda**

On a motion by Mr. McCarthy, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority adopted the agenda as presented:

Aye: Carter, Helsley, McCarthy, McEathron, Murray, Price, Stanley

### **Adoption of Minutes**

On a motion by Mr. McCarthy, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority adopted the minutes of September 24, 2015 as presented:

Aye: Carter, Helsley, McCarthy, McEathron, Murray, Price, Stanley

**Public Comments:** *Public Comments are limited to issues that are not the subject of a public hearing. It is intended as an opportunity for the public to give input on relevant issues and not intended as a question and answer period.*

There were no comments from the public.

## Comments from Board Members and Legal Counsel

Mr. Stanley congratulated the Authority members that were re-elected at the November election.

Mr. Murray complimented the jail for keeping the outside appearance of the facility in such good condition. He noted that the facility is looking better now than when it opened.

## Superintendents Report

Mr. Wilson reported on the following items:

### Staffing Update

1. Officers: There are currently 14 correctional officer vacancies. Seven officers graduated from the Academy on November 10<sup>th</sup>.
2. Compliance Officer: Officer Megan Laconia has accepted the position of Compliance Officer.
3. Licensed Practical Nurse (LPN)/Registered Nurse (RN): Julia Pugh has accepted a position as a RN. Ms. Pugh has more than 20 years of experience as a Registered Nurse. She started working at RSW on November 17<sup>th</sup>.
4. Administrative Assistant: Stephanie Smith has accepted the position as Administrative Assistant and began her employment at RSW on November 16<sup>th</sup>.
5. Human Resources Director: The position has been advertised and some interviews have been conducted. There is tentative action pending on this position at this time.
6. Chief Financial Officer: Lori Clinedinst has accepted the position as Chief Financial Officer. Ms. Clinedinst has served as the Accounts Manager for Shenandoah County since 1996. She started working at RSW on November 16<sup>th</sup>.
7. Maintenance Supervisor: This position has been advertised. A few applications have been received thus far and staff hopes to be conducting interviews within the next two weeks.

### Requests for Proposals and Contracts

1. The Medical Technician from BrightStar started on October 8<sup>th</sup>. This additional position has helped out tremendously by allowing the nurses to conduct necessary physicals and sick calls. This has also helped with the shift relief factor by allowing for medications to still be passed if a nurse calls out sick. The Medical Technician has agreed to do a split shift and will cover both medication passes from Monday through Friday. The end of the eight week trial period for the position is approaching and it needs to be determined whether RSW intends to keep the position. It would cost RSW considerably less to fill this position rather than hire an additional LPN or RN. If RSW hires the current Medical

Technician, a “finder’s fee” will need to be payed to BrightStar. This will be a one-time payment of approximately \$8,300. If this is added to the proposed salary of \$22,200 - \$24,000 it will still be less than the salary for a LPN for one year. It can be written into the job offer that the “finder’s fee” must be refunded to the RSW Jail by the employee if she would leave in less than one year.

Ms. Price stated that the RSW Regional Jail Finance and Personnel Committee authorized the full-time hiring of the Medical Technician.

2. The contract with Shockey for the kitchen bathroom renovation has been signed. They have started work and anticipate that work should be completed by next Monday.
3. Doctor Sherry Yoder, who has been voluntarily conducting a Wellness Program since June 2015, has had a great response from the inmates that attend her classes. These classes focus on life skills development. Dr. Yoder has submitted a proposal to provide individual therapy sessions for inmates that may not have mental health issues, but need guidance in their lives. This proposal has been submitted to the Finance and Personnel Committee for its consideration.

Mr. Wilson noted that the RSW Regional Jail Finance and Personnel Committee tabled the Therapy Program Proposal discussion to a subsequent meeting.

### Programs

1. RSW will be meeting with Jeanian Clark at Work Force Solutions on November 23<sup>rd</sup> to continue the discussions on establishing a pilot program called Manufacturing Technician I. This is a nationally recognized program that would allow inmates to receive credentials for entry level advanced manufacturing positions. These certifications will allow those returning back to society to be able to compete for positions in today’s highly technical job market. Inmates will receive hands on training through local businesses.
2. Bishop Hudnall is continuing his “Fathers-in-Training” program with Work Force and Work Release inmates. There were twelve participants as of last week.
3. State Probation/Parole classes are going well. The classes are giving those on probation upon release information on what to do/not do while on probation, along with providing them with the required class “Thinking for a Change.” They are also conducting sex offender registration and advising the sex offenders on how they need to register and what their roles are.
4. The GED class has 12 males and three females attending. Four inmates have passed the examination for the English portion of the GED exam.

## Other

1. The inmate that damaged the fire sprinkler system in the visitation area this past July was found guilty and given a sentence of two years. One year and eight months of the sentence has been suspended and the inmate was charged with \$468 in fines. Hopefully this will send the message to inmates that this type of behavior will not be tolerated.
2. The Average Daily Population for October was 340 inmates. The locality breakdown was as follows:
 

Rappahannock County	25 or 7.4%
Shenandoah County	125 or 36.8%
Warren County	188 or 55.3%

## Monthly Jail Statistics

A Facility Statistics Report was distributed to the Board.

Mr. Stanley stated that the budget is supposed to be based on the numbers from the three previously fiscal years, but that when the budget was developed there was only two years and eight months' worth of data. The Board needs to review membership for the last four months of the most recently fiscal year and do a true-up for the fourth quarter billing.

## **Medical Report**

Ms. Holt provided the following medical report to the Committee:

- There is a continued increase in individuals needing withdrawal protocols which increases services requiring medications. Heroin and opiates are the primary withdraws that are being seen.
- The trial with the Medical Technician is going very well.
- There are currently 20 people on the sick call list, which is one of the lowest volumes seen in a while.
- Staff is working on the special diets list because of the allergies that people are claiming to have. So far four people have been removed from the special diets list. The Federal Bureau of Prisons Food Allergy Questionnaire is currently being used to determine whether or not an inmate needs testing. The inmates are told that if they do get tested for allergies and they test negative, they will be required to pay for the testing. These tests run anywhere from \$72 - \$242 per test and the inmates are given the breakdown of the testing fees.

Mr. Stanley noted that with the Medical Technician position, RSW will be fully staffed medically.

## Financial Report

A financial report was included in the agenda packet. Mr. Wilson noted that some items show as over budget, but this is due to the fact that they were not properly coded (for example: the education-staff development line shows as over budget because it includes roughly \$7,000 that should have been coded for the training and education line).

Mr. Stanley noted that the number of inmates on work release seems to have decreased quite a bit. Mr. Wilson confirmed that it has. Mr. Wilson stated that there have been issues with eligibility of inmates, but RSW is putting out as many inmates as possible.

Mr. Helsley noted that under State Prisoner Housing on the financial report that RSW received \$200,000 and he asked if this covered costs. Mr. Wilson stated that this is the per diems that come from the Compensation Board and that it does not cover costs to house inmates. Mr. Wilson also stated that there has been talk about that number being changed due to the mental health of inmates.

On a motion by Mr. Murray, seconded by Mr. McCarthy, and by the following vote, the RSW Regional Jail Authority approved the financial report as presented:

Aye: Carter, Helsley, McCarthy, McEathron, Murray, Price, Stanley

Mr. Stanley stated that Mandy Belyea, Finance Director for Shenandoah County, is working with Virginia SNAP on the drawdown of all remaining funds that were invested in the program, approximately \$925,000. There are a few bills left to pay out of this amount, but the Authority will need to discuss how to utilize the remainder of this funding.

## Training Cost Reimbursement Agreement

Enclosed in the agenda packet was a Training Cost Reimbursement Agreement document. Mr. Hefty stated that many jails and sheriffs in the area have these agreements, the purpose of which is to deter employees from receiving training and then leaving to become employed elsewhere. This agreement states that if an employee leaves within one year voluntarily, they would be required to pay the jail an amount specified in the agreement.

Sheriff McEathron stated that he does not support this agreement or any agreements of this kind. He believes that there are too many variables that fall into play and unless the Authority puts mechanisms in place to vet the reasons why an employee would be leaving then he will not support the agreement.

Mr. Murray asked if this agreement would hurt us in hiring new employees. Mr. McCarthy replied by stating that this should only deter individuals that would have a negative intent to get this training and then seek employment elsewhere.

On a motion by Mr. McCarthy, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Authority approved the Training Cost Reimbursement Agreement and agreed that the amount to be reimbursed if an employee chooses to voluntarily leave within one year of completing training will be two times the cost incurred for the basic academy (no supplemental training or equipment/uniform costs will be included):

Aye: Carter, Helsley, McCarthy, Murray, Price, Stanley

Nay: McEathron

### **Finance and Personnel Committee Update**

Ms. Price noted that all updates for the Finance and Personnel Committee have already been covered.

### **Other Outstanding Issues**

There were no other outstanding issues discussed.

### **Closed Session**

On a motion by Mr. Murray, seconded by Sheriff Carter, and by the following vote, the RSW Regional Jail Authority went into closed session pursuant to Section 2.2-3711.A.29 of the Code of Virginia for consultation with legal counsel to discuss a potential contract with Page County to house inmates at the RSW Regional Jail either as a member of the Authority or as a purchaser of bed space.

Aye: Carter, Helsley, McCarthy, McEathron, Murray, Price, Stanley

On a motion by Ms. Price, seconded by Mr. Murray, and by the following roll call vote, the RSW Regional Jail Authority 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:

Carter, aye; Helsley, aye; McCarthy, aye; McEathron, aye; Murray, aye; Price, aye; Stanley, aye

## Meeting Schedule

The meeting schedule for the RSW Regional Jail Authority is as follows:

- January 28, 2016 at 2:00 pm
- March 24, 2016 at 2:00 pm
- May 26, 2016 at 2:00 pm

All meetings will take place at the RSW Regional Jail.

## Adjournment

With nothing further to be discussed, Mr. Stanley adjourned the regular meeting of the RSW Regional Jail Authority at 2:47 pm.

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Doug Stanley, Chairman  
RSW Regional Jail Authority Board

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Date Approved