

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on July 28, 2016 at 2:00 pm:

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

Absent: Mary Beth Price (County Administrator, Shenandoah County), John Lesinski (Board of Supervisors, Rappahannock County)

Welcome and Introductions

Mr. Stanley called the meeting to order at 2:02 pm. Mr. Stanley introduced Mr. Jacob Dodson who is interning with Warren County Administration for the summer. Mr. Dodson will be going into his second year at the University of Virginia in the fall.

Adoption of Agenda

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

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, Stanley

Adoption of Minutes

On a motion by Mr. Murray, seconded by Sheriff McEathron, and by the following vote, the RSW Regional Jail Authority Board adopted the minutes of May 26, 2016 as presented:

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, 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. Murray thanked the Authority and RSW staff for the support they provided at the Freedom Festival. The trustees that came out were beyond gentlemen and the officers were excellent.

Superintendent's Report

Mr. Wilson reported on the following items:

This month marked the second anniversary of RSW Regional Jail operation. Mr. Wilson said that it is hard to believe that another year has gone by. He added that it has not been an easy year, especially with the shortage of staff and personnel changes in key positions; however, Mr. Wilson stated that he feels RSW has turned the corner. Staff is starting to work better as a team, not only in administration, but facility wide. Because of the reduced number of staff, approximately 98% of the budgeted \$77,000 for overtime money has been expended. However, approximately \$1.8 million in salaries and fringe benefits has been saved. Efforts are being made to increase the number of staff to help reduce the necessity of overtime. Four new correctional officers have been hired and they began work on Monday. A new kitchen manager has been hired and he is doing well. Members of the staff have been going to job fairs and working with local colleges in order to recruit staff. RSW had a booth at the Freedom Festival at the Warren County Fairgrounds on July 2nd and July 3rd. RSW will also be participating in another job fair at Lord Fairfax Community College in August.

Mr. Wilson also reported that over the past two years RSW has had three deaths, one of which was a suicide. During all three instances Mr. Wilson feels that staff performed in a professional manner. In addition to these three events, staff has been able to save several lives due to withdraws, overdoses, suicide attempts, self-mutilations, etc. While these types of events do not occur regularly, they do take place and due to the professional and courageous acts of staff, lives have been saved. Unfortunately these types of events are rarely broadcasted in local media outlets.

When the RSW Regional Jail first opened, staff was inexperienced, especially when it came to direct supervision of inmates. Mr. Wilson said that he feels that staff has matured as a unit and that they are continuing to learn new things each day. Many staff members came straight out of the Academy with little or no training when the facility opened and were left to fend for themselves. A Correctional Officer Training course has now been implemented at RSW. New officers now receive training in the policies and procedures with a Correctional Training Officer. By having new officers mentored by experienced officers that can instill the RSW values, the Jail is able to bring about more consistency and comradery between shifts and help to ensure that staff is following policies and procedures.

Programs for inmates have blossomed over the last year. RSW has increased the amount of man hours that the Work Force inmates have provided to all three localities. The GED program was started last July and has had its third graduate. Although that may not seem like a lot, the GED success rate has declined dramatically across the United States since the test was changed last year. It is a much harder test than those given in previous years. Inmates also have

access to religious programming, along with programs for anger management and developing life skills.

On July 12th Mr. Wilson met again with the Northern Shenandoah Valley Regional Commission to discuss the possibility of having public transportation routes extended to RSW. This expansion would not only assist RSW inmates with transportation, but would also help local residents have better access to Valley Health's Urgent Care facility in the Riverton Commons Shopping Center and to various businesses located in the Route 340/522 corridor. The transportation surveys that were returned showed a need for the expansion and the Regional Commission is in the process of determining the best times and costs for the proposed expanded route.

Shenandoah and Warren Counties have both signed letters of intent for possible grant funding to start pre-trial services in the Counties. Rappahannock County belongs to a different Judicial Circuit; therefore will not be part of the funding for this grant. There is a meeting with all the concerned parties scheduled for July 22, 2016 at the Samuels Public Library in Front Royal at 3:00 pm.

Staffing

Vacancies

1. Officers: There are currently 21 correctional officer vacancies. Four officers started on July 18, 2016.
2. Licensed Practical Nurse (LPN)/Registered Nurse (RN): There is currently one vacancy for a LPN/RN. There is one newly hired LPN that is scheduled to start work on August 8, 2016.
3. Quality Mental Health Counselor: This position will be filled by Northwestern Community Services Board. They have signed an agreement with RSW and have posted the position on their website. The contract begins September 1, 2016, but RSW agreed to start when the position is filled.
4. Payroll Clerk: There is currently one vacancy for a payroll clerk. This position is still vacant and staff has received a few applications.

Requests for Proposals (RFP) and Contracts

1. The RFP for medical and psychological services has been reviewed and a vendor will be recommended today. The interviews for pharmaceutical services will be held August 1st and August 2nd. The interviews for dental services will be held August 8th and August 9th.
2. The IFB for haircutting services has been awarded and the vendor started on July 10th.

Programs

1. RSW recently had its first female inmate graduate with her GED. She is now on trustee status.

2. The Fathers-in-Training class has started a new session.
3. The Healing from Trauma class started slowly, but now has 11 participants.
4. Over 75 milk crates of squash and approximately 225 pounds of green beans have been harvested from the garden. Cucumbers and green peppers are starting to come in.

Other

1. The RSW Work Force continues to assist VDOT in the picking up of trash on Interstate 81. They have been mowing the median strip on Route 340/522 from Toray Drive to Fairgrounds Road. For the month of June, Work Force supplied 3,357 man hours of service within the communities. So far this month they have worked set up and clean up detail at the Freedom Festival, helped to replace a floor at the North Warren Fire Station and mowed the lawn at the Rappahannock Regional Criminal Justice Academy. They will be picking up trash on the Interstate ramps in Shenandoah County over the next week.
2. The Average Daily Population for June was 292 inmates per day. The locality breakdown was as follows:

Rappahannock County	14 or 4.7%
Shenandoah County	110 or 37.7%
Warren County	168 or 57.6%

Monthly Jail Statistics

A monthly jail statistics spreadsheet was included in the agenda packet. There were no questions regarding these statistics.

Monthly Expense Report

A monthly jail expense report was included in the agenda packet. There were no questions regarding the report.

Sheriff McEathron asked if RSW was planning to have a booth at Front Royal's National Night Out event. Mr. Wilson stated that he was not currently planning to go and Ms. Rosser stated that she will forward Mr. Wilson the information.

Medical Report

Mr. Gilkison stated that he and Ms. Holt attended a four day training class in Colorado that covered information regarding correctional healthcare. Mr. Gilkison stated that he and Ms. Holt will speak more about this training at the September meeting, but they received a lot of good information in reference to the administration, contracts, and liability issues of correctional healthcare.

Financial Report

Ms. Clinedinst stated that she has been working with Accounting Consultant Mary Earhart and her staff to ensure that everything is ready for FY 2017. She noted that RSW has switched to a new chart of accounts which has presented a challenge in getting the old and the new numbers coordinated. Ms. Earhart and her staff are familiar with Open RDA, which is the accounting software used at RSW, so they have been very helpful.

Ms. Clinedinst stated that Robinson Farmer Cox is scheduled to be here to conduct the annual audit in the third week of September and that the Workers Compensation audit is scheduled to begin the day after Robinson Farmer Cox is finished. Ms. Clinedinst stated that the true-up for FY2016 should be completed in October or November.

The commissary account is now being maintained through Open RDA. This means that any charges or purchases that are made for the inmate programs are being paid directly out of the commissary account. This eliminates the task of the Inmate Accounts Clerk having to write a check once a month from the commissary account to reimburse the operating account.

The new chart of accounts that RSW has implemented is broken down by department. Each department director has been given their own budget so that they have a clearer view of how much of the overall budget applies to their department.

On a motion by Sheriff McEathron, seconded by Dr. Helsley, and by the following vote, the RSW Regional Jail Authority Board approved the financial report as presented:

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, Stanley

Front Royal Trolley Survey Results

Mr. Stanley stated that Warren County is currently working with the Northern Shenandoah Valley Regional Commission to consider an expansion of the Front Royal Trolley system to provide service to the Route 340/522 corridor. There is particular interest for the Jail's Work Release inmates who currently walk more than three miles to and from work. There was an inmate who experienced heat exhaustion this past week while walking back to the Jail from work. It is also challenging for inmates to walk to work during the winter months when there is snow on the ground. The service could also be useful for those who are coming to the Jail for visitation in the evenings and on the weekends. Currently, the Front Royal Trolley service average 34 riders per day. It is believed that the ridership could be greatly increased if service was offered to the corridor.

The next opportunity to apply for grant funding from the state will not be until next year. If the service is implemented as a test before the grant application is due, it would provide valuable information that could be used in the grant application. The hope is to get all partners interested in extending this service together to discuss a way to jointly fund the project. RSW has discussed the ability to use inmate canteen funds to contribute to the cost of the project.

Finance and Personnel Committee Update

Mr. Stanley stated that there are two items from the RSW Regional Jail Finance and Personnel Committee Meeting that will require action from the RSW Regional Jail Authority Board.

The first item that requires action from the RSW Regional Jail Authority Board is a Resolution authorizing the Superintendent of the Rappahannock Shenandoah Warren Regional Jail to take all necessary steps to withdraw from membership in the Rappahannock Regional Criminal Justice Academy and to establish membership in the Skyline Regional Criminal Justice Academy. Sheriff McEathron stated that the fourteen jurisdictions that are currently members that attend the Middletown satellite campus for the Rappahannock Regional Criminal Justice Academy requested from legislation to have the law changed to add an eleventh academy in the Commonwealth. This new academy, which will be Skyline Regional Criminal Justice Academy, was approved during legislation before the Department of Criminal Justice Service Board in May 2016.

Sheriff McEathron stated that by law, all members that plan to leave the academy in which they are currently a member to join Skyline Regional Criminal Justice Academy must notify the academy in which they are currently a member by October 1, 2016. All of the jurisdictions that are planning to become members of the Skyline Regional Criminal Justice Academy have been submitting their approved resolutions to Sheriff McEathron and he will be taking them to the Rappahannock Regional Criminal Justice Academy and to DCJS to submit them. Mr. Stanley stated that a question that came up at the Finance and Personnel meeting was where the funds from the sale of the Middletown building will go. Sheriff McEathron stated that the members in 2003 took out a loan to purchase the Middletown building. That building will be paid off as of December 2017. Part of the \$468 currently paid in annual dues per member includes the payment for that mortgage. The construction of the new facility, which is currently underway, is expected to be completed by July 2017. Once the new facility is complete, a decision will be made as to whether to liquidate or lease the Middletown facility. Those proceeds will go back to the coffers of the Skyline Regional Criminal Justice Academy for future use.

On a motion by Sheriff McEathron, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority Board adopted the Resolution authorizing the Superintendent of the Rappahannock Shenandoah Warren Regional Jail to take all necessary steps to withdraw from membership in the Rappahannock Regional Criminal Justice Academy and to establish membership in the Skyline Regional Criminal Justice Academy:

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, Stanley

The second item from the Finance and Personnel Committee meeting that will require action from the Authority Board is the Request for Proposals (RFP) for Physician and Psychiatric Services. Three responses were received for the RFP were due on April 29, 2016. Staff has reviewed the three proposals, conducted interviews, and contacted references. RSW staff has made a recommendation to the Finance and Personnel Committee, who is in turn forwarding that recommendation to the Authority Board, that RSW Regional Jail enter into a three-year contract with Rappahannock Creative Healthcare. The annual cost for this contract is \$160,000 per year, with the potential of two one-year renewals. The Jail's current contract costs \$245,000 per year. Currently, RSW has one eight hour day when doctor services occur. With this new contract,

RSW will have two four hour doctor service days. Mr. Gilkison stated that Rappahannock Creative Healthcare has been in business for 20 years and they provide services for several other facilities around the area.

On a motion by Mr. Murray, seconded by Dr. Helsley, and by the following vote, the RSW Regional Jail Authority Board approved the proposed contract with Rappahannock Creative Healthcare:

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, Stanley

Other Outstanding Issues

Sheriff Carter asked Mr. Stanley he knew any new details about the State Revenue. Mr. Stanley stated that the big issue on the table right now is funding for raises. Mr. Stanley reached out to the Virginia Associations of Counties and there is still hope that some type of compromise can be addressed and the localities can get the funding for the raises. Mr. Stanley stated that certainly from a staff moral point it would be nice to get worked out, but we will have to wait and see.

Meeting Schedule

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

- September 22, 2016 at 2:00 pm
- November 17, 2016 at 2:00 pm
- January 26, 2017 at 2:00 pm

All meetings will take place at the RSW Regional Jail.

Adjournment

On a motion by Mr. Murray, seconded by Dr. Helsley, and by the following vote, the regular meeting of the RSW Regional Jail Authority Board was adjourned at 2:34 pm:

Aye: Carter, Helsley, Keyser, McEathron, Murray, Smith, Stanley

Doug Stanley, Chairman
RSW Regional Jail Authority Board

Date Approved