

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on September 22, 2016 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Debbie Keyser (County Administrator, Rappahannock County), Mary Beth Price (County Administrator, Shenandoah County), John Lesinski (Board of Supervisors, Rappahannock County), Dan Murray (Board of Supervisors, Warren County), Conrad Helsley (Board of Supervisors, Shenandoah County), Brendan Hefty (Legal Counsel, Hefty Wiley & Gore), William Wilson (Superintendent, RSW Regional Jail), Russell Gilkison (Deputy Superintendent, RSW Regional Jail), Penny Holt (Nursing Director, 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: Connie Compton (Sheriff, Rappahannock County), Tim Carter (Sheriff, Shenandoah County), Daniel McEathron (Sheriff, Warren County)

Welcome and Introductions

Mr. Stanley called the meeting to order at 2:00 pm.

Adoption of Agenda

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

Aye: Helsley, Keyser, Lesinski, Murray, Price, Stanley

Adoption of Minutes

On a motion by Mr. Murray, seconded by Mr. Helsley, and by the following vote, the RSW Regional Jail Authority Board adopted the minutes of July 28, 2016 as presented:

Aye: Helsley, Keyser, Lesinski, 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

There were no comments from the Board Members or Legal Counsel.

Superintendents Report

Mr. Wilson reported on the following items:

Mr. Wilson introduced Mr. Chuck Dondero. Mr. Dondero is the new Food Service Manager at RSW Regional Jail. Mr. Wilson stated that the complaints about the food at the jail have decreased since Mr. Dondero began working. Mr. Dondero is working with the inmates on their cooking/baking skills and is considering hosting a culinary class at some point in the future. Mr. Dondero is also going to be working on getting some of the inmates ServSafe certified. Mr. Dondero stated that he is now able to teach classes to the inmates and they are very eager to learn so he is looking to get these programs started very soon.

Over the past few weeks, staff has been focusing on recruitment, particularly for the nursing staff. On August 10, 2016, RSW participated in a job fair at Lord Fairfax Community College with limited success. Open positions have also been advertised online beginning September 9, 2016. Over 100 resumes were submitted via Indeed.com and they were all referred to the RSW Regional Jail website to fill out an application and staff is waiting to see the results from that. RSW is advertising on two radio stations, one of which is sponsoring a job fair on October 1, 2016, which staff will be attending.

On Monday September 12, 2016 Mr. Wilson was on the Valley Today Show on WZRV Radio. Mr. Wilson thanked them for having him on the show. Mr. Wilson stated that it was a different experience for him and that Janet Michael was a very gracious host. Good feedback has been received from staff and the public regarding the show. During the show Mr. Wilson was given the opportunity to relate that RSW has open positions.

RSW currently has five officers participating at the Rappahannock Regional Criminal Justice Academy. There are also two officers on temporary restricted duty and one officer overseas on active duty with the military.

Since Rappahannock Creative Health Care started on August 1, 2016 things have been going well. Having the physicians at the jail twice a week has allowed for better response time in seeing patients. There will be several nursing students from Shenandoah University working on their clinical training at RSW over the next couple months. Ms. Holt has arranged this in the past and it has been a learning experience for all. These are fourth year nursing students. Hopefully it may lead to filling the jail's medical vacancies.

From October 11-13, 2016 RSW staff will be participating in the Worlds of Work Expo at the Body Renew Fitness and Family Sports Center in Winchester. This Expo exposes seventh graders to different occupations. They are expecting approximately 3,000 seventh graders from the surrounding counties including Rappahannock, Shenandoah, and Warren to participate.

Staffing

Vacancies

1. Correctional Officers: There are currently 23 correctional officer vacancies. Two officers have started this week. One is in background and there are three scheduled for interviews.

Mr. Stanley asked about the status of the internship program that has been discussed. Mr. Gilkison stated that he met with Shenandoah University and made contact with the Dean of the criminal justice department. He plans to set up a meeting with him to discuss a tour of the facility which may be a gateway to these programs beginning. Mr. Gilkison stated that he also met with the career services group at Shenandoah University and they have RSW scheduled for a few job fairs throughout the year. Mr. Gilkison stated that he hopes to have an update on this program by the next meeting.

2. Licensed Practical Nurse/ Registered Nurse/Medical Technician: There are currently two nursing positions vacant, along with the medical technician position.
3. Quality Mental Health Counselor (QMHC): The QMHC that was selected for the position with Northwestern Community Services will be starting with RSW on November 1, 2016. Northwestern will be sending in people to cover the position at least three days a week until then.
4. Payroll Clerk: RSW's receptionist Genesis Walker has been promoted to Payroll Clerk. The receptionist position will be advertised but at the current time there are two officers on light duty covering the position.

RFPs and Contracts

1. The contracts for Dental and Pharmacy have been approved. Westwood Pharmacy will continue as RSW's pharmaceutical company.
2. Rappahannock Creative Health Care will supply RSW's dental services, as well as medical services. This should allow for a better continuity of care and will cut down on the number of transports. They will begin providing services at RSW on October 1st. The x-ray equipment that will be used to provide dental services has been certified and approved for use.

Programs

1. Three more students have obtained their GED.
2. The Fathers-in-Training class is involving those in work release and those participating will be graduating soon.
3. There are plans to replant the garden, but due to insufficient rainfall plans have been put on hold.

4. RSW is also participating in the Northern Shenandoah Re-entry Council. The council helps with networking to find shelter or transportation for those inmates that have no support upon release. They have asked RSW to hold a job fair at the facility for those inmates who will be released in the near future. Staff has reviewed the request and is hopeful that a job fair can be organized soon.

Other

1. The RSW Regional Jail Work Force has been working on the farm in Shenandoah County. They are continuing to mow the median strip on Route 340/522 from Toray Drive to Fairgrounds Road. They have also been cutting and landscaping the Little League field in Front Royal. They worked 2,908 hours last month. In the coming month they will be working at the 4-H Center in Warren County to assist with some much needed repairs.
2. The Average Daily Population for August was 320 inmates per day. The locality breakdown was as follows:

Rappahannock County	17 or 5.3%
Shenandoah County	117 or 36.6%
Warren County	186 or 58.1%

Mr. Murray asked if there are a lot of competing agencies trying to fill the same types of positions at the job fairs that RSW staff attend. Mr. Gilkison stated that there have been other law enforcement agencies in attendance but most of the job fairs have had a very low turnout of job seekers. Mr. Murray suggested advertising with Veterans Affairs in either Stephens City or Martinsburg because people go in there looking for work. Mr. Murray also suggested contacting the state for the National Guard bureau and also getting in contact with the reserve bureau and let it be known that RSW has available positions.

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.

Medical Report

Ms. Holt reported on the following items:

Language Line

A contract has been signed with Language Line and Ms. Holt is waiting for the confirmation that the jail is set up. There will be 24/7 video ability for American Sign Language and Spanish. They have over 200 languages that are available during business hours and the contract is good for use on ten devices throughout the facility. The service will be utilized on laptops in medical, mental health, the booking area, and any pods that have the need. The service will be used for interpretation for medical/legal reasons only, not for inmates to make outside calls.

Westwood Pharmacy

Mr. Hunter Hogart has been working with RSW's IT department to transition into the electronic medication administration. Medical staff will be looking at barcode scanning of patients and medications for each patient, which is the same process used in hospitals and other ambulatory care facilities.

The quarterly pharmacy audit was completed today with 100% compliance and no deficiencies noted.

Community Custody Process for Delayed Confinements

Medical and security has developed a process in which those on delayed confinement and those approved for work release will be able to complete an application, medical questionnaire, and arrange for their medical screening with TB Testing to be completed prior to their report date. There have already been two candidates that have successfully completed this process. The website is being updated with both the letter detailing the procedure, application, and medical questionnaire. Also, packets will be made available to all courts.

Mental Health First Aid

Ms. Holt has been in contact with Cindi Cull-Wright in Harrisonburg who is an instructor for the Mental Health First Aid program. She and another instructor will be available to conduct this free 8-hour class, with each class accommodating up to 24 students. Ms. Holt would like to see all employees cycle through this program.

The Mental Health First Aid Action Plan consists of the acronym ALGEE

- Assessing for risk of suicide or harm
- Listening nonjudgmentally
- Giving reassurance and Information
- Encouraging appropriate professional help
- Encouraging self-help and other support strategies.

Mental Health First Aid is registered with the National Registry of Evidence-based Programs and Practices with SAMHSA-Substance Abuse and Mental Health Services Administration. Northwestern Community Services is currently in the process of training with the hope of providing this service at the Academy as a part of basic training.

Crisis Intervention Team (CIT) Coalition

Ms. Holt has been in contact with Tiffani Ashland and Donna Truello at NWCS regarding RSW being a host site for the summer 2017 CIT class. These classes tend to fill up very quickly.

By utilizing the Mental Health First Aid, our security staff will be well prepared for CIT and will already be utilizing communication skills and what those in nursing call therapeutic use of self, which means being present, active listening, encouraging and directing to self-help and support.

Schedule Changes Beginning October 1, 2016

Beginning on October 1st, the physician will be at RSW on Monday mornings, along with a mental health person with NWCS. On Tuesday afternoons, the Psychiatrist will be in. On Wednesday mornings a mental health person with NWCS will be present, as well as the Dentist every other Wednesday afternoon. Thursday mornings the physician will be at RSW.

Blood Alcohol Content Policy

Ms. Holt has been in contact with Rappahannock Creative Health Care Physician Assistant Peter Ober and the Medical Director to discuss what the appropriate level is of a preliminary breath test (PBT) of an inmate that would be safe to keep at the jail without being seen by a physician. They are working on the policy and Peter Ober has evidence to back that any blood alcohol content (BAC) over a 0.30 should be evaluated by medical personnel at a hospital. There is a 50% mortality rate if the BAC is between 0.30 and 0.40 and anything over 0.40 can be fatal. Ms. Holt will be working with security and administration on the best way to implement the policy.

Shenandoah University Students Clinical Training

The fourth-year students with Shenandoah University have begun their clinical training at RSW. There will be 2-3 students at the jail every Monday and Tuesday until November.

Dental

Dental supplies have been ordered. The Department of Health Radiology Department certified RSW's x-ray machine and there will be a dry run conducted on the first Wednesday of October and Patterson Dental will be present to assist.

August 2016 Statistics

During the month of August the medical department had 94 nursing and emergent calls, which is down from 176 in July. Some of that decrease is based on the inmates seeing the physician more quickly now than they could previously. There were 12 inmates on suicide watch this month and no suicide attempts. There were 20 inmates on withdraw protocol for the month, opiates being the main cause followed by benzos.

Financial Report

Ms. Clinedinst stated that a couple of line items have been added to the budget. These lines items were added so that annual leave taken, sick leave taken and compensation time taken can all now be tracked. This way when employees are paid, they are paid for hours worked, annual time taken, sick time taken or compensation time taken and it gives a better idea of how much is being spent on leave costs. Right now there is nothing budgeted on these lines items, but it will be offset by the salary line item.

Accounting Consultant Ms. Mary Earhart and her team were at RSW on September 8, 2016. Ms. Clinedinst stated that it has been a very busy two weeks, but Ms. Earhart is now happy with the way the books are looking. Ms. Earhart said that the first year is always the hardest and next year should be much easier. Mr. James Kelly of Robinson Farmer Cox and his team will be at RSW Monday September 26 through Wednesday September 28, 2016 to conduct audit field work. Mr. Kelly and Ms. Earhart have already been working together on the work that Ms. Earhart has been doing for RSW. The workers compensation auditor from VACORP will be at RSW on Thursday September 29, 2016.

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

Aye: Helsley, Keyser, Lesinski, Murray, Price, Stanley

Finance and Personnel Committee Update

Compensation Board Salary Discussion

Ms. Price stated that the salary increase to be considered would be a 2.5% performance based merit increase to take effect December 1, 2016 for only those employees who have been an employee of RSW since on or before July 1, 2014. The total cost if this salary increase were approved would be \$55,539 for FY2017. The Finance and Personnel Committee took no action on the item and referred it to the Authority Board for discussion.

Mr. Wilson stated that one of the problems with the salary schedule is that if you only allow cost of living adjustments that shift the whole scale and you don't give an increase to those who have been employed longer, then you have people getting hired that are getting paid the same amount as someone who has been working at the facility for five years. It is not good for morale or retention.

Currently the starting salary for a Correctional Officer at RSW is about \$3,400 less than the Northwestern Regional Adult Detention Center (NRADC) starting salary. In addition, after two years at NRADC the officer's salary is increased to \$40,000. Mr. Wilson stated that he knows RSW cannot match that salary, but the gap between the two facilities is increasing and he would like to try to narrow it some. Mr. Gilkison stated that RSW also does not currently have a way to progress employees through the salary scale like NRADC does.

Mr. Murray asked if there were any reasons other than financial that are causing the attrition. Mr. Wilson stated that there have been several reasons for employees leaving over the past two years. Seven employees went go to NRADC, nine went to other law enforcement agencies, nine were terminated or resigned in lieu of termination, three moved out of state, three resigned due to medical reasons, one resigned to assume his family business, four returned to their former employer, four related that corrections was not for them, one left because they were not promoted to a manager's position, one left to attend school and has returned, and six employees resigned for unknown reasons. This information came from the exit interview process.

Mr. Wilson stated that staff has been working on communication and training. When RSW opened there were only one or two certified trainers and now employees have been sent to school and they are being trained in firearms and defensive tactics and they are going to begin conducting training at the RSW facility. The classroom at RSW has been certified by DCJS so that it can be used for training. Mr. Wilson stated that communication has been improving vastly. Every week policies and procedures are sent out for officers to review and officers are always told to let it be known if there is something that does not work, because sometimes a policy looks good on paper, but it does not work in action.

Mr. Murray asked Mr. Wilson if he has plans to conduct a review where officers and staff at RSW could review the Superintendent. Mr. Wilson stated that he actually discussed this at their last staff meeting and he plans to conduct such a review in the near future.

Mr. Lesinski asked if the loss of employees occurred early and has tapered off or if has stayed pretty consistent over the past two years. Mr. Wilson stated that it seems to come in spurts and it is hard to say what causes it.

Mr. Helsley stated that he does not question that these employees could use a raise, but his problem is that in Shenandoah County a proposed bonus was turned down by their Board of Supervisors during the budget process. This makes it very difficult for him to vote in favor of an increase at RSW when his own county's employees did not receive an increase. Mr. Stanley stated that since July 1, 2014, Warren County employees have received two 2.5% increases and those that were employed prior to July 2005 received an additional 2.5% increase so all employees have received somewhere between a 5% and 7.5% increase. Mr. Stanley asked if Shenandoah County employees have received a raise since July 1, 2014 and Ms. Price stated yes, that Shenandoah County employees received a 2.5% merit increase based on performance evaluation. Mr. Stanley asked if Rappahannock County was able to provide a raise for employees since July 1, 2014, and Ms. Keyser stated yes, there was a 2% increase in the beginning of 2015.

Mr. Stanley stated that there is plenty of funds in vacancy savings to cover this increase for this fiscal year. Mr. Wilson stated that almost \$1.8 million was saved in vacancy savings last year.

Mr. Murray made a motion to approve this increase, to which there was no second, so the motion failed.

On a motion by Mr. Murray, seconded by Mr. Lesinski, and by the following vote, the RSW Regional Jail Authority Board tabled this discussion until the meeting of the Authority Board in November:

Aye: Helsley, Keyser, Lesinski, Murray, Price, Stanley

Electronic Medical Records Proposal

Ms. Price stated that because of the proposed amount that we received as a quote this is going to have to be put out as a Request for Proposal. It cannot be considered a sole source contract.

Contract for Natural Gas

Ms. Price stated that there is no action for this item.

Other Outstanding Issues

There were no outstanding issues to be discussed.

Meeting Schedule

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

- November 17, 2016 at 2:00 pm
- January 26, 2017 at 2:00 pm
- March 23, 2017 at 2:00 pm

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 Authority Board was adjourned at 2:40 pm.

Doug Stanley, Chairman
RSW Regional Jail Authority Board

Date Approved