

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on September 27, 2018 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Conrad Helsley (Board of Supervisors, Shenandoah County), Garrey Curry (County Administrator, Rappahannock County), Dan Murray (Board of Supervisors, Warren County), Mary Beth Price (County Administrator, Shenandoah County), Brendan Hefty (Legal Counsel, Hefty Wiley & Gore), 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: Christopher Parrish (Board of Supervisors, Rappahannock County), 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: Curry, Helsley, 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 adopted the minutes of July 26, 2018 meeting as presented:

Aye: Curry, Helsley, 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 members of the public.

### **Comments from Board Members and Legal Counsel**

Mr. Stanley thanked Mr. Gilkison for his continued effort of bringing bed rentals to RSW Regional Jail.

## Superintendent's Report

Mr. Gilkison reported on the following items:

### Average Daily Population

Rappahannock	18	4.9%
Shenandoah	160	43.8%
<u>Warren County</u>	<u>187</u>	<u>51.2%</u>
Member Jurisdiction ADP	365	
Prince William County Contract Beds	29	
Page County Contract Beds	65	
Culpeper County Contract Beds	51	
Total Facility ADP	473	

### Vacancies

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

2 Licensed Practical Nurse Vacancies

### Facility Grounds and Maintenance

RSW will be starting fall clean up around the facility. Power washing the exterior, to include the columns, soffit and entrances and as well as touch up painting of exterior doors and frames.

Maintenance staff recently completed the semiannual preventive maintenances of all the air handlers units.

### Recruitment & Retention

There is 1 applicant in background for correctional officer

Since the report was generated, background checks were generated on three additional applicants and interviews were scheduled for each of them.

### Inmate Programs and Services

Mr. Gilkison mentioned that E-tablets have been assigned on a 1:1 ratio. With all of the programs and applications on the tablets Mr. Gilkison said that the hard copies of book carts and the Law Library can be phased out.

With the 1:1 issuing of tablets, fewer damages have occurred and there is more accountability. If intentional damage can be proved disciplinary charges are given.

## Other

On October 24<sup>th</sup> and 25<sup>th</sup> RSW Regional Jail will be hosting a booth at the World of Works (WoW) in Winchester. Seventh grade students from all over the Shenandoah Valley go to participate in the interactive career fair to get them interested in exciting local jobs.

RSW will also be participating in several other career fairs in the months of October and November at the New Market Community Center on October 16<sup>th</sup>, the Shawnee Volunteer Fire Department on October 31<sup>st</sup>, and Lord Fairfax Community College on November 13<sup>th</sup>.

Mr. Curry asked if Mr. Gilkison had a chart that tracked employee vacancies over time. Mr. Gilkison said the information was kept but a chart had not been constructed. Mr. Stanley mentioned that the vacancies had been in the thirties at one point. Mr. Gilkison stated that when he took over as Superintendent the vacancies were at 44. Mr. Helsley asked how Mr. Gilkison was able to reduce the vacancies so significantly. Mr. Gilkison answered that the salary restructuring helped to recruit and retain officers, as well as the change in facility culture with restructuring of management.

Mr. Stanley suggested creating a retention study to track employee vacancies and length of employment. Mr. Gilkison mentioned that December 2018 will be the five year mark for employees that started when RSW first opened.

Mr. Murray asked if maintenance staff had been checking roof drain hatches and properly inspecting roof equipment. Mr. Gilkison explained that with the recent torrential rain if the RSW maintenance staff was not diligent in their work roof leaks and other issues would have been noticed.

Mr. Stanley asked Mr. Gilkison when the Capital Improvement Plan that Moseley Architects is working on would be ready. Mr. Gilkison said he is expecting it to be available by early December 2018.

## **Finance Report**

Ms. Smith reported on the following items.

### Finance Department Report

Contract bed rental billing for July and August 2018 was as follows:

	<b>July 2018</b>	<b>August 2018</b>
<b>Culpeper County</b>	\$ 6,018.25	\$34,005.25
<b>Page County</b>	\$56,823.91	\$60,270.79
<b>Prince William County</b>	\$28,898.67	\$21,547.17

The FY19 budget was adopted with an estimated \$170,000 in revenue from Contract Bed Rental Space which RSW has already exceeded by \$37,564.04 (This only includes the revenue from the monthly billing, it does not include revenue collected through medical, housing, commissary, or telephone fees).

The total bed rental revenue for FY19, including revenue from medical, housing, commissary, and telephone fees is \$235,120.19.

\$551,209.60 was received from the Compensation Board in August for the July 2018 salaries and benefits, of which \$253,037.00 was for the eight positions held vacant at RSW in FY19.

The included Expenditure and Revenue reports were ran on September 21, 2018. That date marks 22.5% of the year. Currently, expenditures are at 22.6% used and revenue is at 26.5% realized.

Robinson Farmer Cox conducted the FY18 audit on September 19<sup>th</sup> and 20<sup>th</sup>. They stated that everything looks good and that they will have the financial report drafted by December. The only recommendation Robinson Farmer Cox had for RSW was to further document the Finance Policies. There were no issues with the policies themselves, but there needed to be better documentation of exactly what the policies and procedures are.

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

Aye: Curry, Helsley, Murray, Price, Stanley

### **Staff Bonuses**

Mr. Gilkison explained that he wanted to recognize RSW staff for the effort they have put into facilitating the additional inmates from contractual bed rental partners with a \$500 bonus in December. Bed rentals have added approximately 108 inmates to the population, while staff coverage has stayed the same. The increase has affected staff across the board from Correctional Officers to Medical Staff to Administration.

Mr. Helsley asked what criteria would have to be met for staff to get the bonus in terms of length of service. Mr. Gilkison said that criteria had been discussed, however there are very few members of staff that have worked at RSW less than six months and the bed rental inmates have affected them as well. Rather than preclude two or three employees, Mr. Gilkison would like to recognize all staff with the bonus.

Mr. Gilkison stated with the current number of 129 staff the total cost to give each person a \$500 bonus would be \$64,500. Mr. Gilkison said that even if four more people were hired before December, the cost would not raise significantly. Mr. Stanley stated there would have to be a cut off of a date of employment even if it were December First.

Ms. Price verified with Ms. Smith the date of the expenditure and revenue reports were ran was September 21, 2018 and as of that date the revenue received from contract bed rentals was \$283,978.19 which has already exceeded budgeted revenue.

Ms. Price mentioned at the Finance and Personnel Committee meeting it was stated that Mr. Gilkison has done what the committee asked of him, in bringing in additional revenue. Ms. Price

explained that the Finance and Personnel Committee did recommend that the Authority Board approve the staff bonuses.

Mr. Stanley mentioned that approving a bonus was a onetime event, unlike a raise which would continue to cost the localities over time. Since the bed rental revenue received has already exceeded the budget in month two, Mr. Stanley said he was hopeful that all localities would also be able to receive a refund at the end of the fiscal year.

Ms. Price also explained that she would like to see a credit on the localities third quarter payment due to the excess received from contact bed rentals.

Mr. Curry stated he would like to see either a credit on third quarter payments or for the funds to be put into the capital reserve account in case the need arises for additional funding from the localities.

Mr. Gilkison stated RSW still had approximately 120 vacant beds and there was no danger of running out of space for local inmates.

On a motion by Ms. Price, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority approved a onetime \$500 bonus to RSW Regional Jail Staff in December 2018:

Aye: Curry, Helsley, Murray, Price, Stanley

### **Other Outstanding Issues**

Mr. Gilkison thanked the board on behalf of RSW Regional Jail staff for approving the \$500 bonus.

### **Meeting Schedule**

- November 15, 2018 at 2:00 pm
- January 24, 2019 at 2:00 pm
- March 28, 2019 at 2:00 pm

It was noted that the March meeting of the Authority Board was incorrectly listed as March 21, 2019 and should be March 28, 2019.

### **Adjournment**

On a motion by Ms. Price, seconded by Mr. Murray, and by the following vote, the regular meeting of the RSW Regional Jail Authority Board was adjourned at 2:20 pm:

Aye: Curry, Helsley, Murray, Price, Stanley

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Doug Stanley, Chairman  
RSW Regional Jail Authority Board

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Date Approved