

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on November 16, 2017 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Brenda Garton (Interim County Administrator, Rappahannock County), Russell Gilkison (Superintendent, RSW Regional Jail), Steve Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brendan Hefty (Legal Counsel, Hefty, Wiley and Gore).

Absent: None.

Welcome and Introductions

Ms. Price called the meeting to order at 1:00 pm.

Adoption of Minutes

On a motion by Ms. Garton, seconded by Mr. Stanley, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the October 26, 2017 meeting as presented:

Aye: Garton, Price, Stanley

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	15	4.6%
Shenandoah	143	43.7%
<u>Warren County</u>	<u>169</u>	<u>51.7%</u>
Member Jurisdiction ADP	327	
Prince William County	20	
Contract Beds		
Total Facility ADP	347	

Vacancies

- 25 Officer Vacancies: This includes the eight positions held for savings.
- 1 Registered Nurse Vacancy
- 2 Licensed Practical Nurse Vacancies

Recruitment & Retention

- There are three new officers starting in the month of November, one on the 20th and two on the 27th.

Other

- Academy Graduation: RSW Regional Jail had seven officers graduate from the first Skyline Academy Jail Basic class on November 15, 2017. The graduation was held at the LFCC Corron Community Development Center, Middletown Campus. Officer Jimmy Williams received the Sgt. Ricky L. Timbrook Award which is the highest award given at the academy.
- Mandatory Overtime: With the many new hires and the academy graduates returning to work, mandatory overtime is scheduled to end on November 23, 2017.

Finance Report

Mr. Gilkison gave the following financial report in the absence of Ms. Clinedinst:

- Payment from VA Compensation Board for September was received October 23, 2017. Reimbursement for salaries, benefits and vacancy savings was \$443,972.62 and the quarterly per diem payment for June, July and August was \$195,184.
- DOC Responsible Inmate medical for July and August 2017 was received on October 27, 2017 in the amount of \$7,379.83. The process is in place to invoice DOC at the beginning of each month for those inmates that fit the category.
- Two payments from Prince William County Adult Detention Center were received in October for August and September services in the amount of \$34,643.30.
- Both Revenue and Expenditures are on track for this time of year. Expenditures are 30% used and Revenue is 38% realized.

Mr. Stanley asked when the Committee could expect the true up for FY17. Mr. Gilkison stated that the true up should be prepared by the next meeting.

Mr. Gilkison stated that RSW Regional Jail was recently invoiced for \$22,500 by the vendor CorEMR for the Electronic Medical Records software. Money was budgeted for this in the FY17 budget, but was not paid because the work was not done yet. It was overlooked during the audit, so the funds were not earmarked to be held for FY18. Mary Earhart recommended creating a new line item to track the funds properly, but there is money in the budget to cover it.

On a motion by Mr. Stanley, seconded by Ms. Garton, and by the following vote, the RSW Regional Jail Finance and Personnel Committee recommended that the RSW Regional Jail Authority Board make a supplemental appropriation in the amount of \$22,500 to fund the invoice from the vendor CorEMR for Electronic Medical Records software, where the specific budget line item is 8107 Computer Equipment and Software:

Aye: Garton, Price, Stanley

Other Outstanding Issues

Ms. Garton stated that the Rappahannock County Board of Supervisors has hired Mr. Garrey W. Curry, Jr. as the new County Administrator who will begin January 1, 2018. He comes to Rappahannock from Gloucester County where he was the Assistant/Deputy County Administrator.

Mr. Stanley noted that he received a call during election season about the plans for expansion of RSW Regional Jail, to which Mr. Stanley stated that subject has not been discussed. Mr. Stanley stated that the facility was built with the option for expansion but there have been no discussions regarding expansion any time soon as there is no reason for expansion at this point in time.

Meeting Schedule

The meeting schedule for the RSW Regional Jail Finance and Personnel Committee is as follows:

January 25, 2018 at 1:00 pm
February 22, 2018 at 1:00 pm
March 22, 2018 at 1:00 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 Finance and Personnel Committee was adjourned at 1:19 pm.

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

Date Approved