

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on February 22, 2018 at 1:00 pm:

Present: Mary Beth Price (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Garrey Curry (County Administrator, Rappahannock County), Russell Gilkison (Superintendent, RSW Regional Jail), Steve Weaver (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail).

Absent: None.

### **Welcome and Introductions**

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

### **Adoption of Minutes**

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee adopted the minutes of the January 25, 2018 meeting as presented:

Aye: Curry, Price, Stanley

### **Superintendent's Report**

Mr. Gilkison reported on the following items:

#### Average Daily Population

Rappahannock	20	6.1%
Shenandoah	139	42.1%
<u>Warren County</u>	<u>171</u>	<u>51.8%</u>
Member Jurisdiction ADP	330	
Prince William County	10	
Contract Beds		
Total Facility ADP	340	

#### Vacancies

20 Officer Vacancies: This includes the 8 positions held for savings.

1 Registered Nurse Vacancy

## 1 Licensed Practical Nurse Vacancy

Mr. Gilkison noted that even with the nursing vacancies, the current RSW medical staff is doing a good job filling in the vacant hours.

### Recruitment & Retention

RSW Regional Jail staff will be attending the following job fairs over the next month:

- Page County Chamber of Commerce- February 28, 2018 at Luray High School from 12:30 pm to 6:30 pm
- Shenandoah County Chamber of Commerce- March 13, 2018 at the National Armory in Woodstock, VA from 9:00 am to 2:00 pm
- Shenandoah University- March 15, 2018 at Shenandoah University in Winchester, VA from 10:00 am to 2:00 pm

### Facility Grounds and Maintenance

The repairs on the walk-in coolers have been completed and the finished product looks good and is working as it should.

### Inmate Programs and Services

- The Yoga classes for both men and women have begun and are held every Wednesday. These classes have been offered to act as an alternative to medication for those struggling with anxiety. There are currently 20-25 people participating in the program so far.
- Staff is currently working with LFCC to implement Workforce Solution programs for inmates to be able to obtain skill certifications to better equip them to become employable upon their release. LFCC is currently looking for a program facilitator for RSW to come on site and conduct the T1 program. The other program that they offer is for obtaining Commercial Drivers Licenses.

### Other

Mr. Curry asked what the current status is on the issue with the sewer meter. Mr. Gilkison stated that the Town of Front Royal has issued a new true up and has corrected the large bill using an average from the year. The meter has been repaired. Mr. Curry asked if the meter was going to be tied into the system for the building to better monitor for errors and Mr. Gilkison stated that staff is looking into that possibility.

In regards to the facility statistics report, Mr. Stanley noted that the Monthly Food Cost for December was much higher than previous months and asked what would have caused that. Mr. Gilkison stated that this cost was influenced by the holiday meals offered to inmates during that time period.

## **Finance Report**

Ms. Clinedinst gave the following report:

- Payment from VA Compensation Board for salaries, benefits and vacancy savings were received for January in the amount of \$420,291.40. The Inmate Per Diem of \$203,252 for September, October and November 2017 was received in January.
- DOC Responsible Inmates medical reimbursement for December has been received in the amount of \$740.48.
- December payment from Prince William County Adult Detention Center was received on January 30 for \$14,358.
- Both Revenue and Expenditures are on track for this time of year. January was 58% of the fiscal year. Total Expenditures used are at 52% used and Revenue is 63% realized.

Ms. Clinedinst gave the following statement, "I would like to thank the Superintendent, Deputy Superintendent and the Board Authority for the opportunity given to me in this position. I have accepted a position closer to my home. My last day at RSW will be March 9th."

Ms. Price and Mr. Stanley thanked Ms. Clinedinst for her work at RSW and her efforts addressing the concerns from the first audit.

## **Proposed FY19 Budget**

Ms. Clinedinst noted that insurance costs for FY19 increased by 34.6% which is a cost of \$447,710. Ms. Clinedinst also noted that retirement costs decreased from 14.14% to 11.2%. The group life insurance stayed the same. The VLDP went from 0.6% to 0.72%. Ms. Clinedinst stated that the only difference in the budget presented today from what was presented to the Board in January is the updated insurance and retirement costs.

Discussion was had regarding the need to stay competitive in salaries and it was suggested to consider a 2% salary increase for employees beginning July 1<sup>st</sup>. Ms. Price asked that the option for a 2% increase beginning December 1<sup>st</sup> rather than July 1<sup>st</sup> be included in the proposed budget as well for comparison. Mr. Gilkison noted that the insurance increase begins in July so the 2% increase starting July 1<sup>st</sup> would help offset some of that cost for employees. Discussion was also had regarding the insurance plan options offered at RSW and the Committee asked that staff look into all of the options available.

On a motion Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee made a recommendation that the RSW Regional Jail Authority Board consider the proposed budget for adoption with a 2% pay increase for employees beginning July 1, 2018.

Aye: Curry, Price, Stanley

**Other Outstanding Issues**

There were no other outstanding issues to discuss.

**Meeting Schedule**

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

March 22, 2018 at 1:00 pm

April 26, 2018 at 1:00 pm

May 24, 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 1:23 pm.

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

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Date Approved