

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on April 26, 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), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Finance Manager, 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 March 22, 2018 meeting as presented:

Aye: Curry, Price, Stanley

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

| | | |
|--|------------|--------------|
| Rappahannock | 15 | 4.5% |
| Shenandoah | 151 | 44.8% |
| <u>Warren County</u> | <u>171</u> | <u>50.7%</u> |
| Member Jurisdiction ADP | 337 | |
| Prince William County Contract Beds | 20 | |
| Page County Contract Beds | 32 | |
| Total Facility ADP | 389 | |

Mr. Gilkison noted that the number of contract beds have increased since last month. Currently RSW is holding 33 inmates for Prince William and 36 inmates for Page County. Mr. Stanley asked how staff was handling the additional inmates. Mr. Gilkison stated that staff is doing well, with the recent academy graduation being a huge help.

Vacancies

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

1 Registered Nurse Vacancy

1 Licensed Practical Nurse Vacancy

Facility Grounds and Maintenance

- Asphalt Maintenance: I received an estimate to have the asphalt cracks filled and a separate estimate to have the parking lot resealed and striped.
- Grass seeding and fertilizing were completed on April 21st of all lawn areas in front of the facility.
- Repainting of the yellow curbing was completed the week of April 16th -20th.
- Concrete sidewalks were powerwashed and resealed the first week of April.
- Vegetable garden planting will be happening over the next few weeks.

Recruitment & Retention

- There are two applicants in background and one applicant scheduled for an interview.
- Staff will be attending two job fairs this week. One at Triplett Tech in Shenandoah County and the other at Blue Ridge Technical Center in Warren County.

Inmate Programs and Services

- Pawsitive Partners completed another session on April 13th and the graduate, Tech, has been successfully adopted. The next session will begin the first week of May, and we will be having two dogs in the program.
- Inmate Workforce collected 233 bags of trash in March and provided over 3000 hours of labor to the communities we serve.

Other

- On April 18th RSW had 9 recruits graduate the 2nd Jail Basic Academy for the Skyline Regional Criminal Justice Academy. RSW Officer Jacob T. Unger was presented with the Ricky L. Timbrook Award.

- Staff will be attending the 2018 Woodstock Police Department Community Wellness and Safety Day on May 19th. This event showcases numerous public safety agencies, community services and businesses in the community. Any proceeds collected at the event will benefit the Special Olympics. We have put together a team that will take part in the Fire Truck Pull on the day of the event and our team hopes to raise \$2500 to help benefit the Special Olympics.

Finance Report

Ms. Smith gave the following report:

Payment from the VA Compensation Board for salaries, benefits and vacancy savings were received for February and March in the amounts of \$416,399.76 and \$418,859.78 respectively.

February and March payments from Prince William County Adult Detention Center have been received in the amounts of \$6,906.07 and \$7,080.74 respectively. Total bed rental revenue year to date is \$124,798.40.

The DOC Responsible Inmates medical reimbursements for January and February have been received in the amounts of \$659.07 and \$475.65 respectively.

March marks 75% of the fiscal year. Total Expenditures are at 70% used and Revenue is 81% realized.

Capital Reserve Account Balance

Ms. Smith explained that the current balance of the Capital Reserve account is \$408,008. This is made up of \$100 that was used to open the account, \$177,296 in funds from FY16, and \$230,612 in funds from FY17. Ms. Price noted that the decision was made in January of 2017 to move 20% of the funds leftover at the end of the fiscal year into a Capital Reserve account to be used for any unforeseen capital expenses. Mr. Stanley stated that a Capital Improvement Plan needs to be created for RSW. Mr. Gilkison stated that he has reached out to Moseley and has discussed the development of a Capital Improvement Plan with their assistance. Discussion was had and Mr. Stanley noted a goal of having a formal Capital Improvement Plan with the FY20 budget.

It was planned to discuss the balance of the Operating Reserve account after the adoption of the FY19 budget.

Locality Contribution True-Up Process

Ms. Price stated that the current practice of RSW is that following the yearly audit when the figure is known for the excess funds from the previous fiscal year, the fourth quarter payment for the localities is reduced based on their locality contribution percentages. The locality contribution percentages are calculated based on a rolling average of the previous three fiscal years. Ms. Smith noted that she spoke with two other regional jail facilities regarding their practices for comparison. One stated that they calculate their locality contribution percentages just like RSW does. They also stated that any funds remaining at the end of the fiscal year are placed

into an account that is used to reduce the budget amount the following year. The other stated that they use calendar year, rather than fiscal year, when calculating their three year rolling average for locality contribution percentages. Also, any excess funds are returned by reducing their third quarterly payment.

Closed Session

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee went into closed session pursuant to Code Section 2.2-3711.A.29 to discuss an inmate bed rental agreement and Code Section 2.2-3711.A.7 for consultation with legal counsel pertaining to the Cooper v. RSW law suit where such consultation and briefing in open meeting would adversely affect the negotiating or litigating position of the Authority:

Aye: Curry, Price, Stanley

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following roll call vote, the RSW Regional Jail Finance and Personnel Committee returned to open session and certified that only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed, or considered in the closed session:

Curry, Aye; Price, Aye; Stanley, Aye;

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:

May 24, 2018 at 1:00 pm

June 28, 2018 at 1:00 pm

July 26, 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 2:15 pm.

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

Date Approved