

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on September 27, 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), Brendan Hefty (Hefty Wiley and Gore: Legal Counsel), 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: 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 July 26, 2018 meeting as presented:

Aye: Curry, Price, Stanley

### **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	29	
Contract Beds		
Page County Contract Beds	65	
Culpeper County	51	
Contract Beds		
Total Facility ADP	473	

Mr. Curry stated that Rappahannock had a 20% drop in inmates from the previous month. Mr. Gilkison explained that RSW had 108 contract bed rentals which is a 32 bed increase over the previous month. Mr. Stanley asked if RSW had reached a stabilized point in accepting inmates from contract bed partners. Mr. Gilkison explained that a handful of inmates had been transferred to the Department of Corrections freeing up some bed space, but with many officers currently at the academy he is trying to balance the number of incoming inmates, although there is always demand for more bed space.

### Vacancies

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

2 Licensed Practical Nurse Vacancies. Mr. Gilkison explained that there has been interest in the nursing positions, one RN had already been given a tour of the facility.

### Facility Grounds and Maintenance

We will be starting our 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.

Ms. Price mentioned that some column constructed material is unable to be power washed. Mr. Gilkison explained that the columns and soffit used at RSW are able to be power washed.

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

### Recruitment & Retention

We have 1 applicant in background for correctional officer. Since running the report, there have been more applications received and currently there are three interviews scheduled for officers.

### Inmate Programs and Services

The E-tablets have been assigned on a 1:1 ratio. The serial numbers of the tablets are recorded as they are assigned to specific inmates moving to general population. Assigning the tablets has cut down on damage sustained to them, as disciplinary action is taken if it can be proved that the inmate intentionally damaged it.

Mr. Gilkison explained that the physical copies of books and the law library can be phased out as inmates have access to all of the same material and more on the tablets at any time.

Mr. Curry asked how inmates go about charging the tablets and Mr. Gilkison explained that there are docking stations in all the housing units and it is the inmates responsibility to charge it during lockout.

Ms. Price asked how the tablets are paid for and Mr. Gilkison explained Paytel, RSW's telephone service provider, supplies them and pays for them through the fees and charges they determine.

### 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.

We 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>.

### **Finance Report**

Ms. Smith gave the following 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 we have 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.

Mr. Gilkison explained that the only recommendation that Robinson Farmer Cox had for RSW was to continue to develop and document their financial policies.

### **Staff Bonuses**

Mr. Gilkison explained that RSW currently has a substantial amount of additional revenue coming in due to the contract bed rentals, which was only made possible by the staff and how well they have handled an increased inmate population.

Mr. Gilkison stated that he wished to recognize and appreciate all staff for their effort and support for the additional inmates especially with the ongoing officer academy and mandatory overtime in effect.

The cost to give all staff a \$500 bonus in December 2018 is \$64,500.00. Ms. Price asked if it would go to all staff or just security staff. Mr. Gilkison explained that all staff including medical personnel, food service personnel, and administrative personnel have had a part in managing the increased inmate population, and he would like to recognize everyone's part in it.

Ms. Price stated that she was appreciative of the effort RSW Regional Jail staff put into bringing in extra revenue which is what Finance and Personnel committee members had asked Mr. Gilkison to do. Ms. Price explained she was not against the bonus, but also hoped that extra revenue from bed rentals would go back to the counties of locality at the end of the fiscal year.

Mr. Stanley explained that the extra revenue from contract bed rentals has already exceeded budgeted revenue for the whole year, and could cover the expense of giving the bonus. Mr. Stanley also said he hoped the local counties would receive money back at the end of the year.

Mr. Curry wanted to make sure that a bonus or raise did not conflict with any previous actions put forth by the RSW Regional Jail Authority Board. Ms. Smith explained that the RSW Regional Jail Authority Board approved a 2% raise effective July 1, 2018, and a half a percent raise effective January 2019, however, no bonus had ever been approved.

On a motion by Mr. Stanley, seconded by Mr. Curry, and by the following vote, the RSW Regional Jail Finance and Personnel Committee did vote to recommend \$500 bonuses for all RSW Regional Jail Staff to the full Authority Board:

Aye: Curry, Price, Stanley

### **Draft of FY18 Annual Report**

Mr. Gilkison explained that this is the first year RSW Regional Jail has put together an annual report, and the current copy is a draft. Mr. Gilkison stated that he wanted to present it to the Finance and Personnel Committee first, to see if any member wanted any information added, deleted, or changed before presenting it to the full board.

Mr. Curry asked if publication should await the results of the audit for the Financial Services page, or if a note should be added denoting that the information was "pre-audit."

It was decided that a note would be added to the financial services page to denote that the information was "pre-audit" so that the report could be disseminated without having to await audit results in late 2018 or early 2019.

### **Other Outstanding Issues**

Ms. Price asked Mr. Gilkison about the Northwestern Grant. Mr. Gilkison stated that not enough information was available to speak about it yet. Mr. Gilkison explained that there will be a presentation of the grant at the next full authority board meeting.

Mr. Stanley mentioned the Corridor Connector, which is funded in part by funds generated through inmate commissary and telephone fees, had 1,400 trips in August 2018. The schedule for the Corridor Connector recently was updated in order to accommodate transporting students for Mountain Vista Governor's School at Lord Fairfax Community College. Of the 12 public transportation systems the Virginia Resources Authority fund, the Corridor Connector is number four in ridership in only their second year.

Mr. Curry asked Mr. Gilkison if he had any further information about how the Virginia Medicaid Expansion would affect RSW Regional Jail. Mr. Gilkison explained that the Virginia Association of Regional Jails recently hired a Medicaid Consultant to assist in the process of the expansions application to the local and regional jails. To-date there has been no report from the consultant.

### **Meeting Schedule**

- October 25, 2018 at 1:00 pm
- November 15, 2018 at 1:00 pm
- January 24, 2019 at 1:00 pm

### **Adjournment**

With no further business to discuss, the regular meeting of the RSW Regional Jail Finance and Personnel Committee was adjourned at 1:26 pm.

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

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Date Approved