

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on November 17, 2016 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Mary Beth Price (County Administrator, Shenandoah County), John Lesinski (Board of Supervisors, Rappahannock County), Dan Murray (Board of Supervisors, Warren County), Conrad Helsley (Board of Supervisors, Shenandoah County), Connie Compton (Sheriff, Rappahannock County), Tim Carter (Sheriff, Shenandoah County), Daniel McEathron (Sheriff, Warren County), Brendan Hefty (Legal Counsel, Hefty Wiley & Gore), William Wilson (Superintendent, RSW Regional Jail), Russell Gilkison (Deputy Superintendent, RSW Regional Jail), Lori Clinedinst (Finance Director, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail), Brandy Rosser (Grants and Special Projects Coordinator, Warren County)

Absent: Debbie Keyser (County Administrator, Rappahannock County)

Welcome and Introductions

Mr. Stanley called the meeting to order at 2:00 pm.

Adoption of Agenda

On a motion by Sheriff McEathron, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority adopted the agenda as presented:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

Adoption of Minutes

On a motion by Mr. Helsley, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority Board adopted the minutes of September 22, 2016 as presented:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, 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 public.

Comments from Board Members and Legal Counsel

There were no comments from the Board Members or Legal Counsel.

Superintendents Report

Mr. Wilson reported on the following items:

The regional jails are members of VaRisk although they are not statutorily required to participate in the program. In the current fiscal year, the rates for liability and malpractice insurance almost doubled. When RSW Regional Jail attempted to withdraw from VaRisk, Mr. Wilson was told RSW could withdraw but would still need to pay the premium for VaRisk along with the premium to the new insurance provider. RSW chose to stay with VaRisk at that time. The Legislature directed the Compensation Board to convene a group of stakeholders to review costs and consider alternatives for the liability, malfeasance and medical malpractice coverage offered through VaRisk. The group has had three meetings thus far. Mr. Wilson has received little information from VaRisk regarding what it would cost any of the members to withdraw.

On November 3, 2016 the regional jails received a VaRisk – Termination of Membership Interim Policy for Regional Jails from the Compensation Board. This letter was dated October 21, 2016 and was issued by the Department of Risk Management. The letter states that RSW must notify the Compensation Board and treasury prior to November 15, 2016 if the Authority wishes to withdraw July 1, 2016. Any jail withdrawing would be financially responsible for its allocated portion of unfunded required services needed to satisfy actuarially estimated future payments for reported claims. Mr. Wilson asked how much this would cost each jail and they could not tell him how much this would be prior to the November 15, 2016 deadline. Also any claims that happened during the period of coverage but not filed until after a jail left membership would not be covered.

When asked who wrote the Termination of Membership Interim policy, Mr. Wilson was told it came from the highest source. When asked if that was the Governor, he was told it came from the Secretary level. When asked if they could change the deadline date Mr. Wilson was told that DRM staff would attempt to do so. Mr. Wilson requested the cost for withdrawing on November 3, 2016 and is still waiting for a response. Since RSW does not know what it would cost to withdraw Mr. Wilson does not recommend that RSW changes at this time. Further meetings will be scheduled but no dates have been set.

On October 5, 2016 Mr. Wilson met with staff from DEQ. They toured the retention areas and there is some question as to the purpose of a couple of the areas and construction of another. As related last month, grass had taken over two of the areas because they do not receive enough water to keep the aquatic plants alive. On November 4, 2016 Mr. Wilson met with the designer of the retention areas. He related that the two that were covered by grass were not required and he was going to speak with DEQ regarding their concerns of the other areas. He did not see any major issues with the way the areas were responding.

On October 26, 2016 the Criminal Justice class from Shenandoah University toured the facility. A couple of the students appeared interested in possible employment. Deputy Superintendent Russ Gilkison has been working with Lord Fairfax Community College and

Shenandoah University to establish an Intern and Career opportunity outreach. The College and the University are now spotlighting the RSW career opportunities through their career services programs and social media sites, which should help with the recruitment of students and alumni.

On November 3, 2016 staff attended a job fair at Fort Myer in Arlington, Virginia. This job fair was for those leaving military service. They spoke with approximately 60 veterans about the corrections field and our facility. One of the participants has already asked to come take a tour and about possible employment. Mr. Wilson would like to thank Lieutenant Joshua Jacobson and Officer Anthony Artone for volunteering to attend. Their prior military experience allowed them to answer several questions by the participants.

RSW Regional Jail had three officers graduate the Academy on November 16, 2016 at 10:00 AM. Graduation was held at Stimpson's Auditorium at Shenandoah University. One of RSW's officers who was participating in the academy was in critical condition at the WVU Medical Center after becoming ill during weekend drill with his reserve unit. Our thoughts and prayers are with him and his family.

Staffing

Vacancies

1. Correctional Officers: There are currently 25 correctional officer vacancies. There are three officers that received conditional offers of employment. Hopefully they will be on duty within the next two weeks.

Mr. Lesinski asked what kind of impact these vacancies have been having on the facility. Mr. Wilson stated that it puts a drain on staff especially when the Academy is going on. Mr. Lesinski asked if there have been any safety issues created as a cause of the vacancies and Mr. Wilson stated that he has not seen anything like that at this point. Sheriff McEathron stated that when the facility originally opened staff was held back by 20-25 positions and then built gradually from there so the facility has never been fully staffed to what the facility was designed for. Mr. Wilson stated that the positive side of the vacancies is that the vacancy savings can be used to offset medical costs. The downside is current staff being overworked.

2. Licensed Practical Nurse (LPN): There is currently an LPN candidate that appears to be a good fit for the jail. RSW had employed a Med Tech at one point. If permitted to hire the LPN instead of a Med Tech this would enable the jail to have nursing coverage 24/7.
3. Registered Nurse (RN): A few candidates have been interviewed but the position has not been filled.
4. Quality Mental Health Counselor: The QMHC person that was selected for the position with Northwestern CSB started with RSW on November 1, 2016. She caught on quickly and is catching up on backlog.
5. Receptionist: A receptionist has been hired and she will be starting on November 21, 2016.

RFPs and Contracts

1. The RFP for electronic medical records has been reviewed and a recommendation will be forwarded to the Authority Board for its review.
2. Rappahannock Creative Health Care has started dental services at RSW. This will cut down on a lot of transports.

Programs

1. Staff from the Humane Society of Warren County toured the facility on November 9, 2016 with Deputy Superintendent Russ Gilkison. Mr. Gilkison has been working with the Humane Society to explore the possibility of establishing a program that pairs inmates with rescue dogs. Funding for this program will be coming from donations to the Humane Society. They will be starting out with one dog at first. Staff from the Humane Society presented a plan for this program during the RSW Regional Jail Finance and Personnel Committee meeting earlier in the day.
2. The RSW Work Force crews contributed 3,453 hours of community service in October. They continue to do a great job wherever they work. RSW is providing support with inmate work crews in Shenandoah County Parks Recreation and Facilities with many clean up and landscaping projects. They are currently working one to two days per week at the 4H Center. Work Force continues to maintain the grounds at the Academy. Sergeant Joseph DeMarino, Officer Charles Baker and Officer Jeffery Slonaker have done a fantastic job coordinating with all the agencies now requesting Work Force assistance.

Other

The Average Daily Population for October was 332 inmates per day. The locality breakdown was as follows:

Rappahannock County	18 or	5.4%
Shenandoah County	128 or	38.6%
Warren County	186 or	56.0%

Monthly Jail Statistics

A monthly jail statistics spreadsheet was included in the agenda packet. There were no questions regarding these statistics.

Monthly Expense Report

A monthly jail expense report was included in the agenda packet. There were no questions regarding the report.

Medical Report

Mr. Wilson stated that the Medical department is working on a process where minor sick calls will be conducted in the housing units that have classrooms to provide privacy and save on time transporting inmates to and from housing to medical.

Financial Report

Ms. Clinedinst stated that spending was on track in October. Recruitment costs are up due to staff attending as many job fairs as possible to fill vacancies. Professional services costs are up due to the cost of getting the dentist set up but that cost will be offset by vacancy savings. Mandatory overtime is cutting into the overtime budget but it is necessary while officers are at the academy. Revenue is showing 36.89% which is slightly up, and RSW received \$96,114.88 in vacancy savings in October.

On a motion by Mr. Murray, seconded by Mr. Helsley, and by the following vote, the RSW Regional Jail Authority Board approved the financial report as presented:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

Route 340/522 Trolley Service Extension

Mr. Stanley stated that the Town of Front Royal currently operates a trolley service for public transit within the limits of the Town of Front Royal. There is a trip that comes to the shopping centers on Sundays which is primarily paid for by Randolph Macon Academy. Mr. Stanley has talked with the Northern Shenandoah Valley Regional Commission about extending the Front Royal Service or having a second service established to connect to the Town of Front Royal system at the north end of town and service the corridor including the loop of the industries behind the jail.

Currently, many inmates in the Work Release program are paying 10 dollars per day for a cab ride to work, or they walk. Having this service could save them money and help reduce the jail's liability of the inmates walking in the median. There is also potential use of this service by inmate's families coming to the jail for visitation. Sheriff McEathron asked if it would become a requirement that the Work Release inmates use this system rather than walking and Mr. Wilson stated that if the jail is helping fund the system it will be required that the inmates use it for transportation if it fits their work schedule. Mr. Stanley stated that Virginia Regional Transit operates a similar system in Staunton that serves Middle River Regional Jail and fifteen to twenty

inmates use the system everyday with members of the public and it works well, there were no issues indicated.

Ms. Price asked what the jails funding obligation will be if the service is not being used. Mr. Stanley stated that if within the first year the service is not being used then the Authority is not obligated to fund it in subsequent years. Sheriff Carter asked what the financial obligation will be. Mr. Stanley stated that the total local cost is \$58,656. Mr. Stanley has asked for \$20,000 from RSW. Mr. Stanley stated that he plans to meet with the private industries in the area in early December to find out what their contributions to the project will be. Mr. Wilson stated that there is approximately \$116,000 in canteen funds, some of which could be used to help fund this project since it benefits the inmates. Sheriff Carter stated that he was not sure if the canteen fund is the appropriate way to fund this project due to the fact that this service benefits not only RSW inmates but members of the public as well. Mr. Gilkison suggested that since this project will mainly benefit Work Release inmates, the daily cost of inmates in the Work Release program could be increased and the money from that increase could be used to help fund the project.

On a motion by Sheriff McEathron, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority Board agreed to participate in the proposed Route 340/522 Trolley Project at a contribution level of \$20,000 on a one year trial period, where it will be decided internally at a later date where these funds will come from:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

Finance and Personnel Committee Update

Ms. Price stated that the Finance and Personnel Committee authorized RSW Regional Jail staff to work with the Humane Society of Warren County on a Rescue Dog Training Program.

Ms. Price stated that the second item of discussion was to change a Med-Tech position to an LPN position, the results of which would be an increase in approximately \$9,000 in salary. Mr. Wilson stated that approximately one year ago, RSW employed a Med-Tech, who agreed to work a split shift of four hours in the morning and four hours in the afternoon. This Med-Tech has since left employment. If permitted to hire a fifth LPN in place of the Med-Tech, this new LPN will work eight hours per day Tuesday through Saturday. Her main duties will be to distribute medication and to serve as a backup for the other four LPNs, fulfilling their duties when they are not at work for any reason. This extra coverage would really help out the medical staff and having an LPN rather than a Med-Tech allows for the extra coverage that is needed.

Ms. Price stated that the last item of discussion is a recommendation to the Authority Board to authorize the Superintendent to accept a proposal for electronic medical records from CorEMR, the cost of which is \$34,350, and the hardware costs are approximately \$4,600. The subsequent costs each year are \$5,850. Mr. Wilson stated that currently all medical records are on paper, which are taking up a lot of filing space. These electronic medical records will not only help reduce paperwork, but can also be shared with hospitals and pharmacies and will help save time.

On a motion by Ms. Price, seconded by Mr. Helsley, and by the following vote, the RSW Regional Jail Authority Board authorized Superintendent Wilson to enter into a contract with CorEMR as proposed:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

Other Outstanding Issues

Sheriff Carter stated that the salary discussion was tabled until this meeting but it is not on the agenda. Mr. Stanley stated that it has actually been tabled until the budget discussion. Ms. Price stated that since the Compensation Board is not providing the funding for the 2% increase, the increase is not going to be addressed.

Closed Session

On a motion by Mr. Helsley, seconded by Sheriff McEathron and by the following vote, the RSW Regional Jail Authority Board went into closed session pursuant to Section 2.2-3711.A.7 for consultation with legal counsel and briefing by the Superintendent pertaining to probable litigation involving the claim on behalf of a former inmate where such consultation and briefing in open meeting would adversely affect the negotiating or litigating position of the Authority:

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

On a motion by Mr. Helsley, seconded by Ms. Price, and by the following roll call vote, the RSW Regional Jail Authority Board 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:

Carter, aye; Compton, aye; Helsley, aye; Lesinski, aye; McEathron, aye; Murray, aye; Price, aye; Stanley, aye;

Meeting Schedule

The meeting schedule for the RSW Regional Jail Authority is as follows:

- January 26, 2017 at 2:00 pm
- March 23, 2017 at 2:00 pm
- May 25, 2017 at 2:00 pm

All meetings will take place at the RSW Regional Jail.

Adjournment

On a motion by Mr. Murray, seconded by Sheriff McEathron, and by the following vote, the regular meeting of the RSW Regional Jail Authority Board was adjourned at 3:15 pm.

Aye: Carter, Compton, Helsley, Lesinski, McEathron, Murray, Price, Stanley

Doug Stanley, Chairman
RSW Regional Jail Authority Board

Date Approved