

At the regular meeting of the RSW Regional Jail Authority held at the RSW Regional Jail on May 28, 2015 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Mary Beth Price (County Administrator, Shenandoah County), John McCarthy (County Administrator, Rappahannock County), Debbie Keyser (Assistant County Administrator, Rappahannock County), Dan Murray (Board of Supervisors, Warren County), Conrad Helsley (Board of Supervisors, Shenandoah County), Daniel McEathron (Sheriff, Warren County), Connie Smith (Sheriff, Rappahannock County), William Wilson (Superintendent, RSW Regional Jail), Russell Gilkison (Deputy Superintendent, RSW Regional Jail), Kevin Glascock (Finance Director, RSW Regional Jail), Brendan Hefty (Hefty & Wiley), Brandy Rosser (Grants and Special Projects Coordinator, Warren County), Penny Holt (Director of Nursing, RSW Regional Jail), Paola Kenworthy (Administrative Assistant, RSW Regional Jail), Mitch Brigulio (Davenport & Company LLC), Jesse Bausch (Sands Anderson PC)

Absent: Roger Welch (Board of Supervisors, Rappahannock County), Tim Carter (Sheriff, Shenandoah County)

Welcome and Introductions

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

Adoption of Agenda

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

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, Stanley

Adoption of Minutes

On a motion by Mr. Helsley, seconded by Sheriff McEathron, and by the following vote, the RSW Regional Jail Authority adopted the meeting minutes of March 26, 2015 as presented:

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, 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

Mr. Murray indicated that in the past two days he has received two telephone calls from Mr. Bill Long from the garage located across Route 340/522 from the jail. Mr. Long indicated that inmates being released from the RSW Regional Jail are once again walking over to his shop to either ask for rides or to use the phone. He indicated that he intended to attend the meeting, but was unable to as he was working on a car. He asked whether or not something could be arranged similar to what Winchester does as far as inmates being picked up once they are released. Mr. Stanley stated that he has seen Work Release inmates walking up and down Route 340/522. Mr. Wilson informed the Authority that every inmate is given a chance to use the restroom and make a phone call to arrange for a ride when they are being released. They are also told not to go to any of the surrounding homes or businesses. Mr. Long was advised that he should put up a "No Trespassing" sign, but he does not wish to do so at this time. There is not much else Mr. Wilson could do at this point. Mr. Stanley asked Mr. Wilson to look into Northwestern's policies and see how they handle this issue. Mr. Stanley further stated that he has been in contact with Virginia Regional Transit, the company that operates the trolley in Front Royal, and is currently awaiting a proposal to have them provide transportation in this area. The jail could possibly utilize the service. Sheriff McEathron stated that there is a potential liability in arranging transportation for inmates and questioned whether or not it would be worth it. It was further noted that if rides were to be provided that citizen complaint would just move to a different area.

Superintendent's Report

Mr. Wilson reported on the following items:

Staffing:

Vacancies:

6 - Officers

1 - Compliance Officer

2 - Lieutenants

1 - Cook

1 - Licensed Practical Nurse

Mr. Wilson reported that the testing for the two additional Lieutenant positions has been completed. The interviews will be held in the upcoming week.

There is a nursing, as well as a cook position, open at this time.

The Compliance Officer's position is not being filled until after the Lieutenant's positions have been filled.

Mr. Kevin Glascock was introduced as the new Director of Finance. Mr. Glascock started on May 19, 2015 and has already been a great help to the RSW Regional Jail.

Contacts, Request for Proposals (RFP) and Invitation for Bids (IFB)

1. Voluntary Disability & Medical Benefits – Mr. Wilson informed the Authority that he has reviewed the medical benefits package, which includes both long and short-term disability. This will be discussed by Ms. Price when she reports on items discussed during the Finance and Personnel Committee meeting.

Inmate Programs:

1. Programs – The Alcoholics Anonymous (AA) program continues to have a good turnout. Religious programs have increased and the facility has numerous groups running.
2. Life Skills and Re-entry Training – Dr. Sherri Yoder will be conducting these classes shortly. She will work with Department of Corrections (DOC) probation department along with Mental Health to help inmates once they get out with obtaining medications or prescriptions when they are released prior to their next appointment.
3. GED Training by Lord Fairfax Community College – This class has started. There are thirteen inmates enrolled at this time, however, there are many more that are being screened for participation.
4. Thinking for a Change - The probation department will be providing classes prior to inmates being released. This is a required class for inmates going on probation. Dr. Yoder will provide this training to non-DOC inmates.

Other

1. Camera Installation – All cameras have been installed and all classrooms are now available for use.
2. Vacancy Savings – Vacancy saving will exceed \$200,000 by the end of the fiscal year. Mr. Wilson further reported that they were able to recapture \$161,000 from the Virginia Compensation Board to reimburse for medical costs and approximately \$7,300 from the DOC for medical expenses from State responsible inmates. Inmates with high medical costs are transferred to DOC as soon as possible.
3. Preventive Maintenance Quote – Mr. Wilson stated that as previously reported maintenance personnel have reviewed the proposal from Riddleberger and they have indicated there are two areas in which they should be able to handle the maintenance in-house. Mr. Wilson has received a revised contract from Riddleberger at a cost of \$8,940 instead of the original proposal of \$23,800.
4. Garden – The garden has been planted and is doing well.

Medical Report

Ms. Holt reported that she was not able to prepare a statistics report as she has been helping to cover shifts due to a new nurse's position vacancy and nurses on leave. Ms. Holt further reported that there has been a dramatic increase in medical care as the weather has improved. Staff is seeing a larger number of inmates go out to the recreation yards resulting in an increase in foot and knee injuries requiring x-rays. Mr. Wilson had reported there is a female inmate that is going into renal failure. She is to be sentenced on June 3, 2015. Mr. Wilson will try to get her moved by the Department of Corrections as soon as she is sentenced, as this will be very expensive if she stayed in the jail.

Financial Report

Mr. Glascock reviewed the Financial Report with the Authority. Mr. Stanley stated that there was a miscalculation on the report regarding Warren County inmates. The report indicated an Average Daily Population of 262 for Warren County for the month of March, versus 154 for February. Mr. Helsley inquired about the total revenue in the April Financial Report and the total expenditures on the second page. The report indicated that total expenditures were 49.28% for year-to-date. He asked why there was

a significant change and what this meant as there are only two months left in the fiscal year. RSW staff indicated that the reason that the numbers looked lower than they should is because they had not received all of the bills at that time. They expect the year end financials to go up significantly.

On a motion by Mr. McCarthy, seconded by, Sheriff McEathron, and by the following vote, the RSW Regional Jail Authority approved the Financial Report for the month of April 2015 as presented:

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, Stanley

Finance and Personnel Committee Update

Ms. Price reported on the following items to the Authority:

1. The Committee approved a maintenance agreement with Complete Care of Virginia for a full service water treatment agreement, at an annual cost of \$3,540.
2. The Committee approved a preventive maintenance agreement with Riddleberger Brothers, at an annual cost of \$8,940.
3. The Committee approved a preventive maintenance agreement with Laundry Equipment Services (LES), at an annual cost of \$3,740.
4. The Committee approved an automation system maintenance agreement with Mid Atlantic Controls Corporation, at an annual cost of \$11,880.
5. The Committee authorized staff to enter into a contract with Wells Fargo for the Employee Voluntary Disability and Medical Benefits.

FY2016 Regional Jail Budget

Ms. Price indicated that the Finance and Personnel Committee reviewed the budget and asked Mr. Stanley to go over the adjustments. Mr. Stanley informed the Authority that the Finance and Personnel Committee had made minor deduction changes to the budget that was presented. There was also an agreement of a two percent cost of living adjustment increase for all staff to include the Superintendent. Mainly, deductions were made to the following line items:

1. Item 6028 – Committee members clarified that this amount should be \$97,341 as listed in the detailed page, instead of \$99,311 that was on the summary page.
2. Item 6240 – This line item was reduced to \$20,000 from \$34,800. Mr. Stanley indicated that the reduction was due to the fact that new uniforms have been recently been purchased and that there should not be any need for any new uniforms for a while. There should be money in the current budget to purchase additional uniforms if necessary.
3. Item 6008 – This item is currently set up for employee physicals. There was discussion as to whether or not this should be budgeted under personnel. Mr. Wilson informed the Authority that now that Mr. Glascock is onboard, they will be reviewing all line items to ensure that they are in the correct place. This line item was taken out of the budget.

On a motion by Mr. McCarthy, seconded by Sheriff McEathron, and by the following vote, the RSW Regional Jail Authority approved the FY2016 RSW Regional Jail Budget as adjusted to include the two percent cost of living adjustment:

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, Stanley

Ms. Price thanked both Mr. Wilson and Mr. Gilkison for all their help with the budget.

Other Outstanding Issues

There were no other outstanding issues discussed.

Closed Session

On a motion by Mr. McCarthy, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Authority went into closed session pursuant to Section 2.2-3711.A7 and 2.2-3711.A.29 of the Code of Virginia for consultation with legal counsel regarding discussion of contract negotiations related to the interest of Page County joining the RSW Regional Jail:

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, Stanley

Note: Brandy Rosser, Mr. Mitch Brigulio and Mr. Jesse Bausch stayed for the closed session part of the meeting.

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

Helsley, aye; McCarthy, aye; McEathron, aye; Murray, aye; Price, aye; Smith, aye; Stanley, aye

Meeting Schedule

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

- July 23, 2015 at 2:00 pm
- September 24, 2015 at 2:00 pm
- November 19, 2015 at 2:00 pm (*moved due to Thanksgiving*)

All meetings will take place at the RSW Regional Jail.

Adjournment

On a motion by Ms. Price, seconded by Mr. Murray, and by the following vote, the regular meeting of the RSW Regional Jail Authority was adjourned at 3:30 pm.

Aye: Helsley, McCarthy, McEathron, Murray, Price, Smith, Stanley

Doug Stanley, Chairman
RSW Regional Jail Authority Board

Date Approved