



RSW

Regional Jail Authority

Finance and Personnel Committee

1:00 PM

January 23, 2020

RSW Regional Jail Administrative Meeting Room

- 1) Welcome – *Evan Vass*
- 2) Adoption of Minutes
 - 2.1 November 21, 2019
- 3) Superintendent's Report – *Russ Gilkison*
 - 3.1 Monthly Report
 - 3.2 Facility Statistics Report
 - 3.3 Officer Vacancy Chart
- 4) Financial Report – *Stephanie Smith*
- 5) Capital Improvement Plan Budget
- 6) FY19 Annual Report
- 7) 2019 Annual Water/Sewer True Up
- 8) Page County Bed Rental Agreement
- 9) FY19 True Up
- 10) Draft of Proposed FY2021 Budget
- 11) Solar Panel Discussion
- 12) Other Outstanding Issues
- 13) Meeting Schedule
 - February 27, 2020 at 1:00 pm
 - March 26, 2020 at 1:00 pm
 - April 23, 2020 at 1:00 pm
- 14) Adjournment

At the regular meeting of the RSW Regional Jail Finance and Personnel Committee held at the RSW Regional Jail on November 21, 2019 at 1:00 pm:

Present: Evan Vass, (County Administrator, Shenandoah County), Douglas Stanley (County Administrator, Warren County), Garrey Curry (County Administrator, Rappahannock County), Brendan Hefty (Hefty Wiley and Gore: Legal Counsel), Stephanie Smith (Finance Manager, RSW Regional Jail), Mary O'Connor (Administrative Assistant, RSW Regional Jail), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Russell Gilkison (Superintendent, RSW Regional Jail).

Absent: None.

Welcome and Introductions

Mr. Vass called the meeting to order at 1:00 pm.

Adoption of Minutes

Mr. Vass stated that Ms. O'Connor had done well with compiling the minutes and Mr. Stanley agreed.

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 August 22, 2019 meeting as presented:

Aye: Curry, Stanley, Vass

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	16	4.9%
Shenandoah	145	44.5%
<u>Warren</u>	<u>165</u>	<u>50.6%</u>
Member Jurisdiction ADP	326	
Prince William County Contract Beds	1	
Page County Contract Beds	54	
Culpeper County Contract Beds	98	
Total Facility ADP	479	

Vacancies

29 Officer Vacancies: This includes the eight positions held for vacancy savings.
2 Licensed Practical Nurse Vacancies

Mr. Stanley asked if the LPN vacancies were adversely affecting operations. Mr. Gilkison answered that it was not as RSW still had two LPNs, one RN, and three full time medication aides, which takes the strain off of the LPNs.

Mr. Curry asked if staff were able to glean any useful information from exit interviews in regards to the turnover rate. Mr. Gilkison stated that some officers have left due to disciplinary circumstances, however, others that have left did so due to moving out of the area or changing career paths. He explained that the exit interviews are positive and that the employees state that they would recommend their friends and family to work at RSW. Mr. Gilkison stated that he would be happy to share exit interviews with board members if they wished to see them.

Mr. Vass asked if the minimum hiring age for jail officers was 21. Mr. Gilkison explained that it was 21, however, he had recently promoted one individual at 19 years of age, from a civilian position to a sworn position, but he represented an exceptional situation.

Facility Grounds and Maintenance

Recruitment and Retention

On Tuesday November 14th RSW staff attended a career and internship fair at Lord Fairfax Community College.

There are currently four officers in background.

Inmate Programs and Services

During this reporting period, the RSW Work Force provided services to all three member jurisdictions.

Rappahannock County

Rappahannock County Park



Shenandoah County
Shenandoah County Park



Warren County
Litter Pick Up





Mr. Stanley thanked Mr. Gilkison and RSW Work Force for picking up litter off of Baugh Drive, as it had become overrun with litter from local truckers. Mr. Gilkison stated that Work Force has been doing a lot more than what has been reported or seen in photos.

Other

On Tuesday, November 19, the Red Cross was on site for RSW's annual blood drive. This was a well-attended event by staff and members of the public.

Financial Report

Ms. Smith reported on the following items:

\$433,370.07 was received from the Compensation Board in October for the September 2019 salaries and benefits reimbursement, of which \$84,676.48 was for vacancy savings.

Contract bed rental billing for October 2019 was as follows:

	October 2019
Culpeper County	\$ 105,399.00
Page County	\$ 64,539.32
Prince William County	\$ 1,023.00

The total bed rental revenue year to date for FY20, including revenue from medical, housing, commissary, and telephone fees is \$698,352.34.

October marks 33.33% of the year. Expenditures are at 30.16% used and Revenue is at 39.94% realized.

Mr. Vass asked why RSW was still holding one individual from Prince William County. Mr. Gilkison explained that the individual had to remain separate from the rest of the inmates in Prince William/Manassas Adult Detention Center.

Mr. Stanley asked Ms. Smith if she could send out the third quarter invoices in early December so that everything is paid on time with the holidays.

Mr. Curry explained that for bed rental revenue, the budget was set at \$980,000, and three months into the year RSW has collected \$500,000. He projected that this would put total revenue from bed rental at \$2 million. Mr. Stanley asked if Mr. Gilkison thought the demand for contract beds would remain steady and Mr. Gilkison stated that he thought it would. Mr. Gilkison stated that RSW offers more programs and a newer facility for the inmates from Page and Culpeper and the Sheriffs appreciated having RSW house their inmates.

Bond Refinancing Discussion

Mr. Stanley explained that the RSW Regional Jail Authority refinanced the VRA bonds on November 20, 2019 and just over \$6 million was saved. He explained that each county's share of the savings will be determined by the end of year true-ups, but there was a positive financial impact for the current budget and subsequent budgets as well.

Mr. Vass explained that the Net Present Value percent was just under 11% and Mr. Stanley stated that the threshold had been set at 9%.

FY2018 Virginia Jail Cost Report

Mr. Gilkison stated that every year all Virginia jails, both regional and local, must submit their jail costs to the Virginia Compensation Board so that the state can see where state funding is going. Mr. Gilkison explained that RSW's costs had decreased from the previous year.

For Fiscal Year 2018, Mr. Gilkison stated RSW Regional Jail's cost per inmate day, was \$81.27 which was down from \$85.98 in Fiscal Year 2017. Mr. Gilkison went on to explain that a draft of Fiscal Year 2019 was included for reference. The RSW Regional Jail's jail cost for 2019 depict a per inmate day cost of \$67.31 which he attributed to the additional revenue from contract bed rentals.

At \$67.31 RSW places third lowest in their region. Mr. Gilkison stated that Middle River Regional Jail ranks higher likely due to the number of beds they had been contracting out, however, Mr. Gilkison thought their numbers might increase in the coming year because they reduced the number of contract bed rentals significantly.

Mr. Stanley stated that Northwestern Regional Adult Detention Center's FY2018 cost difference can be attributed to personnel costs due to higher salaries. Mr. Gilkison stated the difference was very minimal per inmate day. NRADC's personnel cost is \$64.65 and RSW's personnel cost is \$60.49. In terms of food cost, RSW's cost (\$2.74) is nearly half of the cost that NRADC (\$4.20) incurs. The cost of medical is on par with NRADC incurring a \$5.28 cost while RSW incurs a \$5.87 cost.

In the draft of Fiscal Year 2019's jail cost RSW only incurred a medical cost of \$3.99. Mr. Gilkison explained the decrease is because the fixed cost of medical services is being spread across more inmates due to bed rentals. Mr. Gilkison estimated that NRADC's jail cost will increase while RSW's has decreased.

Mr. Stanley congratulated staff for the lowered costs. He explained that the first few years the jail cost was much higher which he attributed to startup costs that skewed the comparison of RSW to other agencies. Mr. Gilkison explained that RSW is in the Northern regions which is one of the more expensive regions.

Mr. Stanley stated that the cost to Page and Culpeper Counties to house their inmates at RSW is relatively low compared to their daily inmate costs at their own agencies. Mr. Curry asked what information in the report supports the \$35 per inmate day cost that RSW is charging contractual counties for bed space relative to their other options; he asked if RSW is charging enough.

Mr. Gilkison stated that the impact of the bed rental revenue is evident in the FY2018 Jail Cost Report and he estimated that the FY2019 Jail Cost Report would look even better. Mr. Stanley asked that the report be sent to him electronically so that he could disseminate it to the Warren County Board of Supervisors.

Draft of Proposed 2021 Budget

Ms. Smith reported on the following items:

Ms. Smith explained that the current figures were used for the debt service shares which would need to be recalculated now that the bonds have been refinanced. She also stated that RSW is unsure of what the Virginia Compensation Board will do regarding salary increases. Two, 2.5% salary increase options were included in the budget, one being partially funded by the Compensation Board and one being completely funded at the local level. The capital outlay section was budgeted at \$300,000, a large portion of which was included for a body scanner.

Mr. Gilkison explained that the bulk of the \$300,000 budget was for purchasing a body scanner but there were funds built in to the budget in that line item to cover electrical work to accommodate the installation. He explained that the cost was a preliminary estimate, and that no RFP had been posted yet, as he was interested in seeing how board members felt about the purchase.

Mr. Gilkison explained that there has been more contraband in the facility recently and the body scanners would allow for less invasive and more accurate searches for newly committed inmates. The addition of a body scanner would contribute to not only the safety of the officers, but also the inmates and the facility. He explained other agencies including NRADC and Loudoun County have purchased body scanners.

Mr. Curry questioned the budget for proposed bed rental revenue being set at \$1.9 million. Mr. Gilkison explained that he was still estimating conservatively in case any of the contract counties reduced the number of inmates. Mr. Stanley suggested using a percentage of the actual expected number; for example, 75% of the revenue that the agency is on track to collect.

Mr. Curry stated that some of the budgeted revenue can be risky if it is going toward a capital purchase so in the event that the revenue is not realized, the purchase can be deferred. He went on to explain that if the bed rental revenue goes to salary increases it will put the authority in a tough spot if the revenue is not realized. Mr. Stanley stated that he did not want to be in a position to have to go back to the Board of Supervisors to request more funding.

Mr. Curry asked if the body scanner would have a substantive maintenance contract and Mr. Gilkison stated that it would. Mr. Stanley asked what the \$250,000 in the capital outlay was for in Fiscal Year 2020 and Mr. Gilkison explained that it was for two new transportation vans.

Mr. Vass asked if the budget included any adjustments for the cost of health insurance. Ms. Smith explained that she did not include any change for health insurance yet as she has not received the updated numbers. Mr. Stanley asked if the budget included the new Virginia Retirement System (VRS) rates which were released on the December 19, 2019. Ms. Smith explained that she did not know that they had been released and the budget did not reflect those numbers.

Mr. Curry asked what the status of the Capital Improvement Plan (CIP) was and if anything was estimated to need replacing in the next few years. He stated that some funds from the end of year true-ups were being diverted to the capital reserve accounts, but he asked that committee members be mindful of the long term needs and whether capital reserve contributions should be included as a line item in the budget. Mr. Stanley asked that the CIP budget be added to the next Finance and Personnel Committee agenda.

Mr. Gilkison added that he was still researching options for grant money to help fund the purchase of the body scanner. He also stated that he had seen cases outside of the Commonwealth of Virginia where commission from inmate commissary had been used to purchase body scanners and was pursuing this as a possible option. Mr. Hefty stated he would look into this possible option.

Mr. Stanley stated the body scanner should remain in the budget, at least for now. Mr. Vass explained that he relied on Mr. Gilkison's expertise on the matter of purchasing security items; he stated that if it was something that would make Mr. Gilkison's job more effective and easier then he stood behind that. Mr. Curry asked for an objective perspective on the benefits of body scanners, in the form of data and statistics. Mr. Gilkison stated that he needed to put an RFP out to determine costs.

Mr. Stanley asked Mr. Gilkison to determine the cost of purchasing a scanner and to estimate the yearly maintenance costs. He also asked Mr. Gilkison to explore other avenues for funding the purchase through grant money or intra-agency loans from the commissary fund. Mr. Stanley asked Mr. Gilkison to keep the cost in the budget but stated it was something that they could take out if necessary.

Mr. Stanley asked Mr. Gilkison and staff to do an analysis of the bed rental number to keep the budgeted revenue at 75% of what the actual cost is expected to be. Currently RSW is on track to bring in \$2.15 million in bed rental revenue, which Mr. Stanley felt was too close to the budgeted amount in FY21. He stated he would rather come out ahead at the end of the year rather than potentially fall short.

Mr. Stanley thanked staff for creating a budget that did not necessitate an increase from any member jurisdiction. Mr. Gilkison stated that each of the budget options represented a substantial decrease to

member jurisdictions. Mr. Stanley went on to say that he felt RSW salaries should see an increase in the next fiscal year so that the salaries remain competitive with other local agencies.

Mr. Vass asked what the budget schedule for the RSW Regional Jail Authority was. Mr. Stanley answered that typically there is more discussion at the January meeting and the budget is tweaked for the March meeting. The budget is typically approved in March or May. Mr. Vass stated that he needed to know what Shenandoah County's share would be to budget for at the local level. Ms. Smith stated that the cost of health insurance would not be received until late February or early March and the Compensation Board numbers were expected around the same time.

Other Outstanding Issues

Mr. Stanley explained that the Economic Development Authority (EDA) in Warren County was seeking to remove solar panels that are currently on top of the EDA building in Front Royal. He explained that the original installation costs were over \$400,000 but a recent evaluation determined that the system was worth about \$250,000 installed. Mr. Stanley stated that there are costs incurred to remove the panels and the value drops significantly after they have been removed.

Mr. Stanley explained that the EDA had spoken to a company that had used inmate labor in the past to offset some of the costs of removal and reinstallation. He stated that the inmates could potentially earn a certificate for participating which would be beneficial to them once they were released. Mr. Stanley stated that the EDA had been talking to several agencies about the panels and he was not sure what their plan was but he had asked Mr. Gilkison to meet with the board and representatives from the solar panel company to discuss the options. Mr. Stanley believed the panels could offer a \$15,000 annual savings and at a marginal installation cost the investment could potentially save the agency money in a few years.

Mr. Gilkison stated that he had a meeting scheduled for December 3, 2019 with Rappahannock Electric Cooperative, Concentric Solar (the contractor that suggested the use of inmate labor), and Moseley Architects (the architect of record for the facility) to discuss possibilities.

Mr. Vass asked if this meeting was preliminary to determine if it would be feasible to install the panels at all and Mr. Gilkison answered that it was. Mr. Gilkison stated that the potential savings could represent about a month's worth of electricity costs. Mr. Stanley explained that since the EDA was not a large user of electricity the savings could potentially be greater if they were installed at RSW Regional Jail.

Mr. Vass asked why the EDA needed the panels removed. Mr. Stanley answered that the EDA were having roof problems that necessitated the entire roof being replaced.

Mr. Curry stated that the contract to install the panels had been wrapped up in litigation which gave him pause in moving forward and Mr. Vass agreed. Mr. Curry questioned whether the RSW Regional Jail should intertwine itself with the EDA, but would consider it if it could be made clear that the two agencies remain at arm's length. Mr. Hefty stated they would have to address Mr. Curry's concern if the project moves out of the preliminary phase.

Mr. Curry asked if the audit was on track to be completed by January. Ms. Smith stated that she had received the draft of the audit and the final audit will be presented at the January meeting. Mr. Curry also confirmed that Robinson Farmer Cox Associates would be the ones determining the true-up this year.

Meeting Schedule

- January 23, 2020 at 1:00 pm
- February 27, 2020 at 1:00 pm
- March 26, 2020 at 1:00 pm

Adjournment

On a motion by Mr. Stanley, seconded by Mr. Curry and by the following vote the, the RSW Finance and Personnel Committee meeting was adjourned at 1:35 pm:

Aye: Curry, Stanley, Vass

Evan Vass, Chairman
RSW Regional Jail Finance and Personnel Committee

Date Approved

Average Daily Population

Rappahannock	14	3.9%
Shenandoah	164	46.1%
Warren	178	50.0%
Member Jurisdiction ADP	356	

Page County Contract Beds	52
Culpeper County Contract Beds	92
Total Facility ADP	500

Vacancies

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

2 Licensed Practical Nurse Vacancies

1 LPN in and 3 officers in background

Recruitment and Retention

Interest in officer vacancies seems to be picking up again after the holidays. We have had several people in the last week contact us and state they are working on completing applications.

We have lost two officers to Warren County Sheriff's Office, and we have another officer in the final stages of the hiring process with Loudoun County Sheriffs Office.

Inmate Programs and Services

During this reporting period, the RSW Work Force provided services to all three member jurisdictions.

Rappahannock County

We received a letter of appreciation from Michael Del Grosso , Chairman of the Rappahannock County Recreational Facilities Authority.



RAPPAHANNOCK COUNTY RECREATIONAL FACILITIES AUTHORITY
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www.rappahannockcountyva.gov

Michael Del Grosso
William Bruce Hutcheson
Stephanie Ridder
Missy McCool
Ruth A. Welch
Tomey Van Acker
Marion Beers
Keir Whitson, BOS Rep
Debra L. Knirk, Treasurer

To: Russell Gilkison, Superintendent, RSW Regional Jail
From: Michael Del Grosso, Chair-, Rappahannock County Recreational Facilities Authority Date: January 9, 2020
Subject: Letter of Appreciation for 2019

Dear Superintendent Gilkison,

On behalf of the Board, I thank you for the tremendous support you and your crews have provided to the Rappahannock County Park during 2019. We are engaged in a multi-year program to beautify the Park by removing years of overgrowth, and replacing non-native invasive plants and trees with species native to this area. Your contributions over the past year have made a huge impact acknowledged by many Park visitors. Progress towards our goal of making the Park a model of ecological stewardship has been significantly accelerated thanks to you and your crews.

Here is a summary of your accomplishments during 2019:

- 26 workdays dedicated to park improvements (Jan. 28 - Dec. 31)
- Over 650 man-hours of labor
- Over 200 hours of officer supervision
- Provision of tools and equipment necessary to perform the work
- 43 trailer loads of debris taken to the Amissville recycling center
- Lawn service during 2019 (April - October)

The Park has certainly benefitted significantly from your support; it is our hope that you and your crews have also benefitted in some way. We enjoyed working with your crewmembers and look forward to more opportunities for collaboration between the RSW and the RCRFA in the future.

Thank you again for all the amazing support.

Sincerely,
Michael Del Grosso
Chair, RCRFA Washington, Virginia

cc: Garrey Curry, County Administrator

Warren County

Litter Pick Up

Over a period of four days, RSW Work Force inmates picked up litter along the 340 south and 522 north corridor. A total of 206 bags of trash were collected.



Rappahannock County

County Park

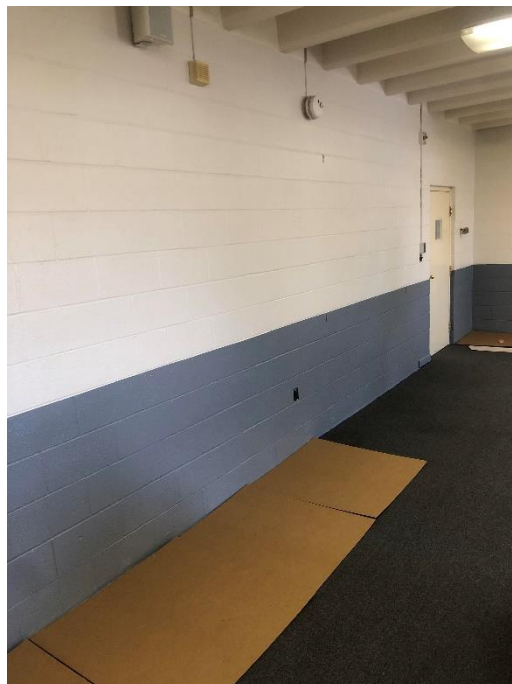
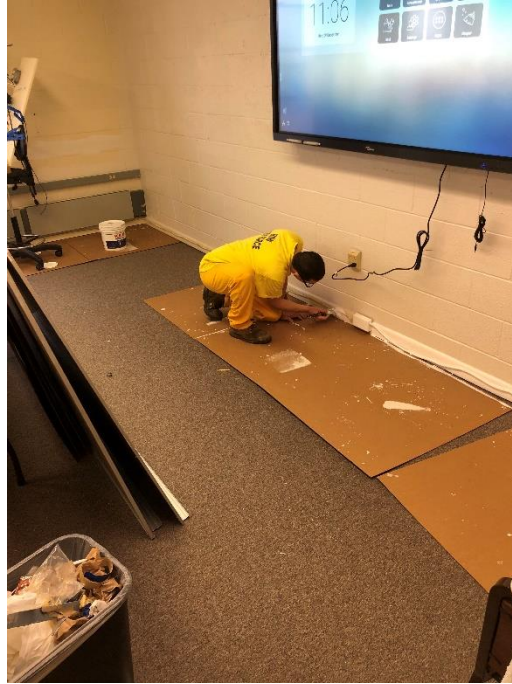
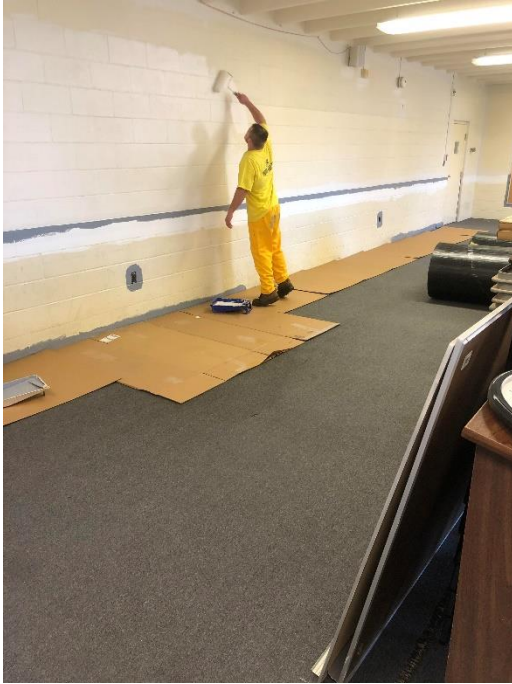
RSW Work Force inmates have continued to work at the Rappahannock County Park, clearing brush and building trails.



Skyline Regional Training Academy

Facility Painting

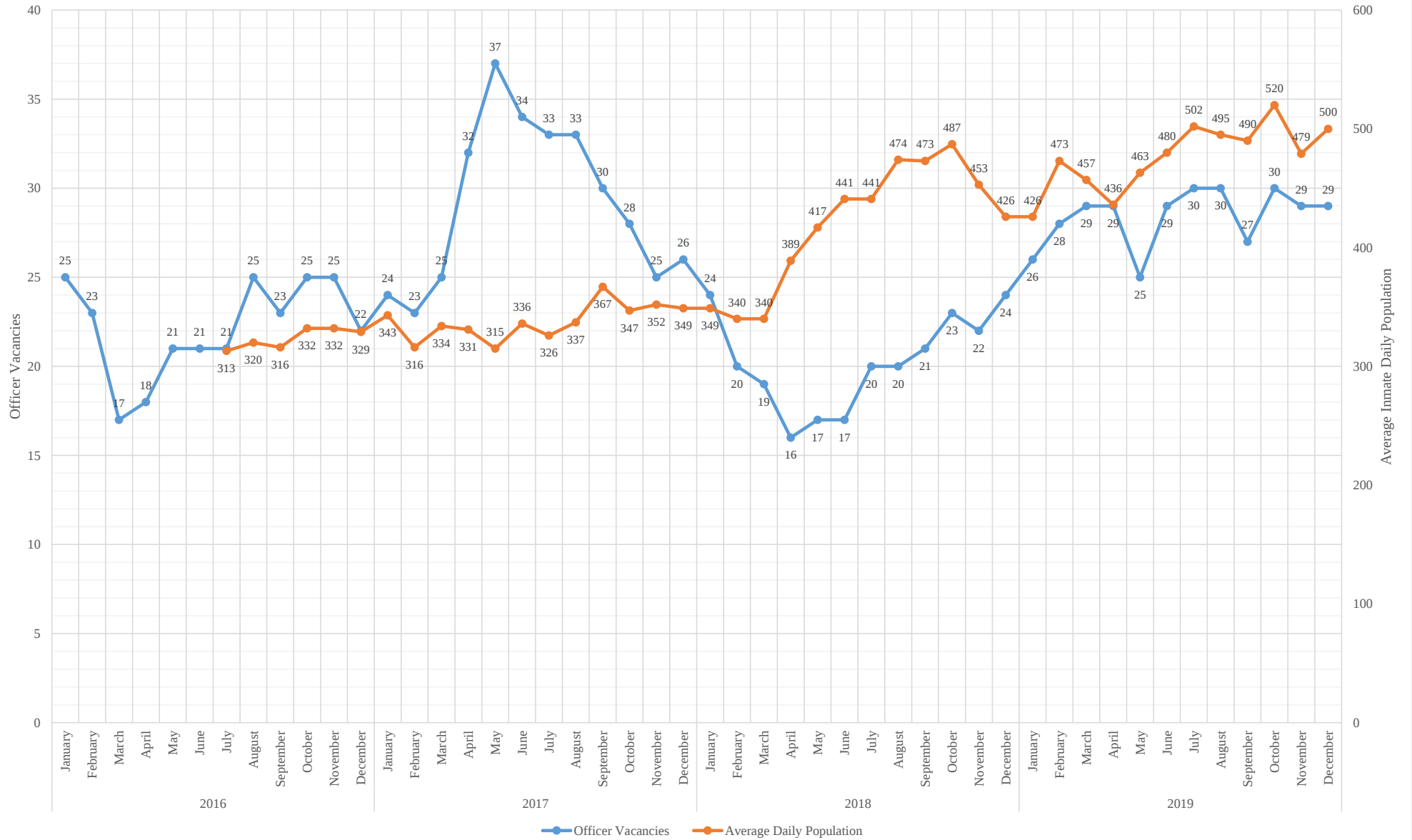
RSW Work Force inmates repainted the entire interior of the academy and assisted with hanging several new smart boards in the building.



RSW REGIONAL JAIL AUTHORITY															
MONTHLY STATS															
AS OF DECEMBER 31, 2019															
	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Income:															
110603 Funds From Other Govt. Entities	\$ 7,979,346	\$ 1,994,838	\$ -	\$ 802,922	\$ 1,191,915	\$ -	\$ 1,889,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,879,583	
160501 Prisoners Keep Fee	\$ 140,000	\$ -	\$ 16,306	\$ 13,747	\$ 16,508	\$ 17,371	\$ 17,483	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,415	
160504 Room and Board - WR	\$ 155,000	\$ -	\$ 26,660	\$ 23,396	\$ 22,368	\$ 20,088	\$ 20,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,712	
160505 Pre-Trial Drug and Alcohol Fee	\$ 25,000	\$ -	\$ 3,220	\$ 2,790	\$ 2,925	\$ 2,715	\$ 1,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,075	
160506 SSA Incentive Pay	\$ -	\$ 2,200	\$ 1,200	\$ 800	\$ 600	\$ 800	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,800	
160901 Physician co-pay	\$ 5,500	\$ -	\$ 216	\$ 188	\$ 364	\$ 353	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,366	
160902 Nurse co-pay	\$ 5,000	\$ -	\$ 392	\$ 239	\$ 291	\$ 351	\$ 353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,627	
160903 Dentist co-pay	\$ 1,500	\$ -	\$ 94	\$ 75	\$ 142	\$ 170	\$ 81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 562	
160904 Prescriptions	\$ 16,000	\$ -	\$ 1,051	\$ 1,894	\$ 1,678	\$ 1,728	\$ 1,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,788	
160906 Medical Supplies	\$ 300	\$ -	\$ 122	\$ -	\$ 35	\$ 39	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	
160907 Medical Inmate Responsible	\$ 1,200	\$ -	\$ 38	\$ 98	\$ 71	\$ 450	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 746	
160908 Medication (OTC)	\$ 400	\$ -	\$ 14	\$ 11	\$ 7	\$ 25	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78	
160909 Chronic Medical Care Program	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 10	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	
160910 Optometry co-pay	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35	
180302 Payments for Damage to Property	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175	
189911 FOIA	\$ -	\$ -	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136	
189912 Miscellaneous	\$ 1,000	\$ 5,220	\$ 80	\$ 62	\$ 922	\$ 33	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,915	
190202 Contract Bed Rental Space	\$ 980,000	\$ -	\$ 166,490	\$ 165,078	\$ 172,186	\$ 170,961	\$ 168,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 843,252	
190203 Work Release Transportation	\$ 60,000	\$ -	\$ 10,560	\$ 10,560	\$ 10,080	\$ 5,520	\$ 8,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,360	
190204 Telephone Commission	\$ 200,000	\$ -	\$ 20,905	\$ 31,247	\$ 21,800	\$ 24,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,012	
240104 DOC Reimbursement	\$ 25,000	\$ -	\$ 1,006	\$ 1,041	\$ 2,427	\$ 409	\$ 980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,862	
240105 Comp Board Salary Funding	\$ 4,977,935	\$ -	\$ 485,627	\$ 392,749	\$ 401,536	\$ 393,829	\$ 386,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,059,777	
240106 Housing Prisoners/State	\$ 990,210	\$ -	\$ 258,817	\$ -	\$ -	\$ 284,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543,371	
240107 Comp Board Benefit Funding	\$ 416,366	\$ -	\$ 31,074	\$ 31,008	\$ 31,834	\$ 31,883	\$ 31,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,003	
TOTAL JAIL INCOME	\$15,979,757	\$ 2,002,258	\$ 1,024,183	\$ 1,477,904	\$ 1,877,902	\$ 955,352	\$ 2,528,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,866,071	
Account Balances															
Operating Account		\$ 4,249,508	\$ 3,915,445	\$ 4,466,478	\$ 4,529,802	\$ 4,569,478	\$ 5,443,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Operating Reserve		\$ 3,206,270	\$ 3,206,270	\$ 2,458,517	\$ 3,210,866	\$ 3,210,866	\$ 3,206,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Capital Reserve		\$ 408,008	\$ 408,008	\$ 408,008	\$ 408,008	\$ 408,008	\$ 408,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Expenses:															
Overtime	\$ 220,000	\$30,779	\$64,750	\$39,041	\$39,054	\$50,183	\$23,268	\$0	\$0	\$0	\$0	\$0	\$0	\$ 247,075	
Holiday Pay	\$ 300,000	\$7,645	\$34,033	\$20,247	\$21,112	\$21,263	\$52,364	\$0	\$0	\$0	\$0	\$0	\$0	\$ 156,664	
Monthly Food Cost	\$378,000.00	\$26,808	\$32,343	\$37,965	\$38,124	\$41,600	\$57,966	\$0	\$0	\$0	\$0	\$0	\$0	AVG.	
Food Cost per day / per inmate		\$ 1.74	\$ 2.13	\$ 2.43	\$ 2.56	\$ 2.72	\$ 3.74	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Inmate Information:															
Avg. Population		335	329	369	326	363	356	-	-	-	-	-	-	346	Allocation Per
Number of Rappahanock inmates		27	20	21	16	17	14	-	-	-	-	-	-	19	Location
Number of Shenandoah inmates		134	123	150	145	166	164	-	-	-	-	-	-	147	5.5%
Number of Warren inmates		174	186	198	165	180	178	-	-	-	-	-	-	180	42.4%
State Responsible inmates		124	122	128	129	112	88	-	-	-	-	-	-	117	52.0%
Number of inmates Out of Compliance per DOC		30	21	20	23	24	27	-	-	-	-	-	-	24	
Local Responsible inmates		196	161	187	207	182	148	-	-	-	-	-	-	180	
PWC inmates		1	1	1	1	1	0	-	-	-	-	-	-	1	
Page Co. inmates		71	62	52	54	50	52	-	-	-	-	-	-	57	
Cupleper Co. inmates		88	98	98	98	96	92	-	-	-	-	-	-	95	
Total															
Total RSW inmate days		10,395	10,182	11,070	10,117	10,880	11,039	-	-	-	-	-	-	63,683	
Total Facility Inmate Days		15,367	15,161	15,601	14,886	15,298	15,511	-	-	-	-	-	-	91,824	
Number of grievances filed		-	6	1	1	2	3	-	-	-	-	-	-	13	
Number of inmates housed in other jurisdictions		15	11	9	9	12	10	-	-	-	-	-	-	66	

RSW REGIONAL JAIL AUTHORITY															
MONTHLY STATS															
AS OF DECEMBER 31, 2019															
	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Transport Information:														Total	
Total number of transports		241	235	244	289	187	215	-	-	-	-	-	-	1,411	
Total number of inmates transported		405	380	444	510	349	356	-	-	-	-	-	-	2,444	
Number of transports to Shenandoah courts		70	64	80	102	53	68	-	-	-	-	-	-	437	
Number of transports to Warren courts		97	90	87	94	64	63	-	-	-	-	-	-	495	
Number of transports to Rappahannock courts		14	13	20	8	4	7	-	-	-	-	-	-	66	
Number of video hearings		70	54	87	96	61	72	-	-	-	-	-	-	440	
Number of TDO transports		1	1	-	-	2	1	-	-	-	-	-	-	5	
Number of DOC transports		2	1	-	4	1	1	-	-	-	-	-	-	9	
Number of medical transports		54	48	35	58	40	58	-	-	-	-	-	-	293	
Number of dental transports		-	-	-	-	-	0	-	-	-	-	-	-	-	
Number of hospital transports		3	18	22	23	23	17	-	-	-	-	-	-	106	
Number of inmates to hospital		2	12	14	13	13	11	-	-	-	-	-	-	65	
Number of miles driven		10,638	6,721	6,819	8,562	6,171	6,299	-	-	-	-	-	-	45,210	
Amount of gas used (GAL)		256	484	380	451	324	360	-	-	-	-	-	-	2,255	
Work Force/Work Release Information:														Total	
Number of inmates in work force		8	13	14	15	6	13	-	-	-	-	-	-	69	
Number of times work force was sent out		22	23	24	16	14	12	-	-	-	-	-	-	111	
Number of hours worked by work force		1,500	1,730	1,800	1,350	1,100	900	-	-	-	-	-	-	8,380	
Savings generated from work force (total hours worked x \$10 per hr)		\$ 15,000	\$ 17,300	\$ 18,000	\$ 13,500	\$ 11,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,800	
Drug test performed		251	208	107	151	195	72	-	-	-	-	-	-	984	
Number of inmates in work release		33	36	31	34	38	36	-	-	-	-	-	-	208	
Number of inmates removed from work release		6	2	1	4	5	2	-	-	-	-	-	-	20	
Number of inmates on HEM		5	5	4	3	2	4	-	-	-	-	-	-	23	
Number of people on pretrial		76	80	70	75	78	81	-	-	-	-	-	-	460	
Amount of child support collected		-	-	-	-	-	-	-	-	-	-	-	-	-	
Amount of court costs collected		10,651	7,518	3,221	2,709	2,277	4,653	-	-	-	-	-	-	31,028	
Medical Information:														Total	
Number of doctor call		96	106	81	126	-	-	-	-	-	-	-	-	409	
Number of nurse call		32	20	96	94	-	-	-	-	-	-	-	-	242	
Number of dentist call		18	13	14	19	-	-	-	-	-	-	-	-	64	
Withdrawal protocol		22	19	31	32	-	-	-	-	-	-	-	-	104	
Suicide Watches		12	16	13	13	-	-	-	-	-	-	-	-	54	

Average Daily Population and Officer Vacancies





RSW Regional Jail
Rappahannock, Shenandoah and Warren County
6601 Winchester Road
Front Royal, Virginia 22630
Phone: (540) 622-6097
Fax: (540) 622-2846

Russell W. Gilkison
Superintendent

January 16, 2020

Finance Department Report

\$425,712.59 was received from the Compensation Board in November for the October 2019 salaries and benefits reimbursement, and \$417,239.42 was received in December for the November 2019 salaries and benefits reimbursement.

Contract bed rental billing for November and December 2019 was as follows:

	November 2019	December 2019
Culpeper County	\$ 105,523.00	\$ 105,171.00
Page County	\$ 62,518.85	\$ 62,455.21
Prince William County	\$ 495.00	\$ 0.00

The total bed rental revenue year to date for FY20, including revenue from medical, housing, commissary, and telephone fees is \$1,034,515.40.

December marks 50% of the year. Expenditures are at 46.92% used and Revenue is at 61.74% realized.

Respectfully Submitted,

Stephanie Smith
Finance Manager
RSW Regional Jail

RSW REGIONAL JAIL AUTHORITY
FD-SOURCE REVENUES SUMMARY REPORT DEFINITION TYPE #1
for Fiscal Year 2020 (2019-2020 FISCAL YEAR)
Posted Only Figures
Executed By: ssmith

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Code	Description	Estimated Revenue	Est. Revenue For	DECEMBER	For	Revenue DECEMBER	Revenue YTD	Unrealized Balance	Percent Real
FD 100 Operating Fund									
SOURCE 100000									
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 261,420.00	\$	0.00	\$	0.00	\$ 130,710.00	\$ 130,710.00	50.00
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 2,000,406.00	\$	0.00	\$	500,102.00	\$ 1,500,306.00	\$ 500,100.00	75.00
110605	FUNDS FROM WARREN COUNTY	\$ 2,708,126.00	\$	0.00	\$	677,031.00	\$ 2,031,094.00	\$ 677,032.00	75.00
160501	PRISONERS KEEP FEE	\$ 140,000.00	\$	0.00	\$	17,482.64	\$ 81,415.17	\$ 58,584.83	58.15
160504	PRISONER ROOM & BOARD FEE - WORK	\$ 155,000.00	\$	0.00	\$	20,200.54	\$ 112,711.74	\$ 42,288.26	72.72
160505	PRE-TRIAL DRUG AND ALCOHOL FEE	\$ 25,000.00	\$	0.00	\$	1,425.00	\$ 13,075.00	\$ 11,925.00	52.30
160506	SSA INCENTIVE PAY	\$ 0.00	\$	0.00	\$	1,200.00	\$ 6,800.00	\$ 6,800.00	100.00
160901	PHYSICIAN CO-PAY	\$ 5,500.00	\$	0.00	\$	245.80	\$ 1,366.15	\$ 4,133.85	24.84
160902	NURSE CO-PAY	\$ 5,000.00	\$	0.00	\$	353.02	\$ 1,626.61	\$ 3,373.39	32.53
160903	DENTIST CO-PAY	\$ 1,500.00	\$	0.00	\$	80.84	\$ 561.90	\$ 938.10	37.46
160904	PRESCRIPTION CO-PAY	\$ 16,000.00	\$	0.00	\$	1,436.67	\$ 7,788.05	\$ 8,211.95	48.68
160906	MEDICAL SUPPLIES	\$ 300.00	\$	0.00	\$	4.72	\$ 200.18	\$ 99.82	66.73
160907	MEDICAL INMATE RESPONSIBLE	\$ 1,200.00	\$	0.00	\$	88.89	\$ 746.47	\$ 453.53	62.21
160908	MEDICATION (OVER THE COUNTER)	\$ 400.00	\$	0.00	\$	21.10	\$ 77.66	\$ 322.34	19.41
160909	CHRONIC MEDICAL CARE PROGRAM	\$ 0.00	\$	0.00	\$	30.00	\$ 220.00	\$ 220.00	100.00
160910	OPTOMETRY CO-PAY	\$ 0.00	\$	0.00	\$	0.00	\$ 35.00	\$ 35.00	100.00
180302	PAYMENTS FOR DAMAGE TO PROPERTY	\$ 0.00	\$	0.00	\$	0.00	\$ 175.14	\$ 175.14	100.00
189911	FOIA	\$ 0.00	\$	0.00	\$	0.00	\$ 136.29	\$ 136.29	100.00
189912	MISCELLANEOUS REVENUE	\$ 1,000.00	\$	0.00	\$	599.68	\$ 6,915.03	\$ 5,915.03	691.50
190202	CONTRACT BED RENTAL SPACE	\$ 980,000.00	\$	0.00	\$	168,536.85	\$ 843,252.17	\$ 136,747.83	86.05
190203	WORK RELEASE TRANSPORTATION	\$ 60,000.00	\$	0.00	\$	8,640.00	\$ 45,360.00	\$ 14,640.00	75.60
190204	TELEPHONE COMMISSIONS	\$ 200,000.00	\$	0.00	\$	0.00	\$ 98,012.07	\$ 101,987.93	49.01
100000		\$ 6,560,852.00	\$	0.00	\$	1,397,478.75	\$ 4,882,584.63	\$ 1,678,267.37	74.42
SOURCE 200000									
240104	DOC REIMBURSEMENT	\$ 25,000.00	\$	0.00	\$	979.63	\$ 5,833.79	\$ 19,166.21	23.34
240105	COMP BOARD SALARY FUNDING	\$ 4,977,935.00	\$	0.00	\$	386,036.07	\$ 2,059,776.78	\$ 2,918,158.22	41.38
240106	COV COMP BOARD PER DIEM (STATE/L	\$ 990,210.00	\$	0.00	\$	0.00	\$ 543,371.35	\$ 446,838.65	54.87
240107	COMP BOARD BENEFIT FUNDING	\$ 416,366.00	\$	0.00	\$	31,203.35	\$ 157,002.61	\$ 259,363.39	37.71
200000		\$ 6,409,511.00	\$	0.00	\$	418,219.05	\$ 2,765,984.53	\$ 3,643,526.47	43.15
100	Operating Fund	\$ 12,970,363.00	\$	0.00	\$	1,815,697.80	\$ 7,648,569.16	\$ 5,321,793.84	58.97
FD 150 OPERATING RESERVE									
SOURCE 100000									
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 158,294.00	\$	0.00	\$	0.00	\$ 79,148.00	\$ 79,146.00	50.00
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 1,211,281.00	\$	0.00	\$	302,820.00	\$ 908,460.00	\$ 302,821.00	75.00
110605	FUNDS FROM WARREN COUNTY	\$ 1,639,819.00	\$	0.00	\$	409,955.00	\$ 1,229,865.00	\$ 409,954.00	75.00
100000		\$ 3,009,394.00	\$	0.00	\$	712,775.00	\$ 2,217,473.00	\$ 791,921.00	73.69
150	OPERATING RESERVE	\$ 3,009,394.00	\$	0.00	\$	712,775.00	\$ 2,217,473.00	\$ 791,921.00	73.69
=====									
GRAND TOTAL		\$ 15,979,757.00	\$	0.00	\$	2,528,472.80	\$ 9,866,042.16	\$ 6,113,714.84	61.74

RSW REGIONAL JAIL AUTHORITY
EXPENDITURE SUMMARY REPORT DEFINITION TYPE #1
for Fiscal Year 2020 (2019-2020 FISCAL YEAR)
Posted Only Figures
Executed By: ssmith

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 100 Operating Fund								
OBJ 1000 SALARIES & BENEFITS								
1100	SALARIES (REGULAR)	\$ 5,868,276.00	\$ 0.00	\$ 382,056.70	\$ 2,606,154.33	\$ 3,262,121.67		44.41
1200	SALARIES (OVERTIME)	\$ 220,000.00	\$ 0.00	\$ 23,268.00	\$ 247,074.52	\$ 27,074.52		112.31
1300	SALARIES (PART-TIME)	\$ 37,139.00	\$ 0.00	\$ 1,388.17	\$ 12,406.70	\$ 24,732.30		33.41
1400	SALARIES (HOLIDAY)	\$ 300,000.00	\$ 0.00	\$ 52,363.70	\$ 156,663.76	\$ 143,336.24		52.22
1800	ACCRUED LEAVE PAYOFF AT TERMINA	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 27,152.28	\$ 22,847.72		54.30
1825	ANNUAL LEAVE TAKEN	\$ 200,000.00	\$ 0.00	\$ 12,235.74	\$ 130,210.18	\$ 69,789.82		65.11
1830	SICK LEAVE TAKEN	\$ 160,000.00	\$ 0.00	\$ 11,837.75	\$ 79,511.84	\$ 80,488.16		49.69
1925	COMP TIME TAKEN	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 185.99	\$ 7,814.01		2.32
1000	SALARIES & BENEFITS	\$ 6,843,415.00	\$ 0.00	\$ 483,150.06	\$ 3,259,359.60	\$ 3,584,055.40		47.63
OBJ 2000								
2100	FICA	\$ 523,521.00	\$ 0.00	\$ 36,499.56	\$ 240,374.98	\$ 283,146.02		45.92
2210	VRS	\$ 708,200.00	\$ 0.00	\$ 48,463.28	\$ 290,930.05	\$ 417,269.95		41.08
2300	HOSPITALIZATION INSURANCE	\$ 1,575,792.00	\$ 0.00	\$ 101,156.00	\$ 590,885.55	\$ 984,906.45		37.50
2400	GROUP LIFE INSURANCE	\$ 82,834.00	\$ 0.00	\$ 5,668.60	\$ 34,014.01	\$ 48,819.99		41.06
2500	SHORT & LONG TERM DISABILITY IN	\$ 5,047.00	\$ 0.00	\$ 507.98	\$ 3,073.72	\$ 1,973.28		60.90
2600	UNEMPLOYMENT INSURANCE	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 790.96	\$ 29,209.04		2.64
2700	WORKERS COMPENSATION INSURANCE	\$ 92,295.00	\$ 0.00	\$ 21,646.50	\$ 70,279.50	\$ 22,015.50		76.15
2000		\$ 3,017,689.00	\$ 0.00	\$ 213,941.92	\$ 1,230,348.77	\$ 1,787,340.23		40.77
OBJ 3000 CONTRACTUAL SERVICES								
3110	PROF. HEALTH SERVICES - ON-SITE	\$ 322,000.00	\$ 0.00	\$ 22,539.10	\$ 117,082.03	\$ 204,917.97		36.36
3111	PROF. HEALTH SERVICES - OFFSITE	\$ 180,000.00	\$ 0.00	\$ 2,032.28	\$ 11,704.04	\$ 168,295.96		6.50
3112	PROF. HEALTH SERVICES - PRESCRI	\$ 225,800.00	\$ 0.00	\$ 0.00	\$ 85,639.04	\$ 140,160.96		37.93
3113	PROF. HEALTH SERVICES - DENTAL	\$ 40,888.00	\$ 0.00	\$ 3,369.65	\$ 19,068.76	\$ 21,819.24		46.64
3120	PROFESSIONAL SERVICES - ACCOUNT	\$ 17,500.00	\$ 0.00	\$ 0.00	\$ 6,949.08	\$ 10,550.92		39.71
3150	PROFESSIONAL SERVICES - LEGAL S	\$ 36,000.00	\$ 0.00	\$ 0.00	\$ 36,000.00	\$ 0.00		100.00
3155	PROFESSIONAL SERVICES - OTHER	\$ 14,250.00	\$ 0.00	\$ 393.05	\$ 6,082.77	\$ 8,167.23		42.69
3310	REPAIRS & MAINTENANCE SERVICES	\$ 169,500.00	\$ 0.00	\$ 3,487.71	\$ 99,882.39	\$ 69,617.61		58.93
3315	MOTOR VEHICLE REPAIRS	\$ 8,000.00	\$ 0.00	\$ 798.17	\$ 8,677.39	\$ 677.39		108.47
3320	MAINTENANCE & SERVICE CONTRACT	\$ 154,981.00	\$ 0.00	\$ 14,823.98	\$ 87,746.13	\$ 67,234.87		56.62
3500	PRINTING & BINDING	\$ 700.00	\$ 0.00	\$ 350.25	\$ 350.25	\$ 349.75		50.04
3600	ADVERTISING	\$ 15,000.00	\$ 0.00	\$ 1,569.76	\$ 10,853.36	\$ 4,146.64		72.36
3700	RECRUITMENT COSTS (JOB FAIRS)	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 286.18	\$ 3,713.82		7.15
3000	CONTRACTUAL SERVICES	\$ 1,188,619.00	\$ 0.00	\$ 49,363.95	\$ 490,321.42	\$ 698,297.58		41.25
OBJ 5000 OTHER SERVICES								
5110	ELECTRICAL SERVICES	\$ 330,000.00	\$ 0.00	\$ 21,321.89	\$ 148,267.27	\$ 181,732.73		44.93
5120	NATURAL GAS	\$ 62,500.00	\$ 0.00	\$ 8,769.41	\$ 23,212.38	\$ 39,287.62		37.14
5130	WATER & SEWER	\$ 320,000.00	\$ 0.00	\$ 32,788.58	\$ 171,838.42	\$ 148,161.58		53.70
5135	WASTE REMOVAL	\$ 15,000.00	\$ 0.00	\$ 1,780.45	\$ 8,971.60	\$ 6,028.40		59.81
5210	POSTAGE	\$ 2,500.00	\$ 0.00	\$ 240.19	\$ 1,631.07	\$ 868.93		65.24
5230	TELECOMMUNICATIONS	\$ 24,800.00	\$ 0.00	\$ 2,213.80	\$ 12,413.37	\$ 12,386.63		50.05
5250	INTERNET & CABLE SERVICES	\$ 6,800.00	\$ 0.00	\$ 583.07	\$ 3,586.23	\$ 3,213.77		52.74
5301	BOILER, MACHINERY, FIRE & GENER	\$ 23,000.00	\$ 0.00	\$ 0.00	\$ 22,521.00	\$ 479.00		97.92
5305	VEHICLE INSURANCE	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 6,283.00	\$ 17.00		99.73
5306	PUBLIC OFFICIALS LIABILITY INSU	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 3,485.00	\$ 15.00		99.57
5309	LINE OF DUTY	\$ 40,000.00	\$ 0.00	\$ 7,634.25	\$ 22,902.75	\$ 17,097.25		57.26
5410	LEASE/PURCHASE EQUIPMENT	\$ 23,000.00	\$ 0.00	\$ 2,399.37	\$ 11,454.46	\$ 11,545.54		49.80
5510	TRAVEL - MILEAGE/PARKING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 134.62	\$ 865.38		13.46
5520	CONDUCT OF BUSINESS	\$ 1,000.00	\$ 0.00	\$ 51.93	\$ 84.55	\$ 915.45		8.46
5530	TRAVEL (FOOD & LODGING)	\$ 4,000.00	\$ 0.00	\$ 499.15	\$ 683.69	\$ 3,316.31		17.09
5540	TRAVEL (TRAINING & EDUCATION)	\$ 77,720.00	\$ 0.00	\$ 0.00	\$ 67,055.59	\$ 10,664.41		86.28
5550	TRANSPORT INMATE - NOT LOCALLY	\$ 500.00	\$ 0.00	\$ 0.00	\$ 885.60	\$ 385.60		177.12
5802	BANKING FEES	\$ 0.00	\$ 0.00	\$ 2.00	\$ 356.80	\$ 356.80		100.00
5810	DUES & ASSOCIATION MEMBERSHIP	\$ 4,569.00	\$ 0.00	\$ 50.00	\$ 3,249.00	\$ 1,320.00		71.11
5850	MISCELLANEA0US EXPENSES	\$ 500.00	\$ 0.00	\$ 316.92	\$ 1,302.75	\$ 802.75		260.55
5860	PROFESSIONAL CERTIFICATION/LICE	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00		0.00

RSW REGIONAL JAIL AUTHORITY
EXPENDITURE SUMMARY REPORT DEFINITION TYPE #1
for Fiscal Year 2020 (2019-2020 FISCAL YEAR)
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5000	OTHER SERVICES	\$ 946,989.00	\$ 0.00	\$ 78,651.01	\$ 510,319.15	\$ 436,669.85	53.89
	OBJ 6000 MATERIALS AND SUPPLIES						
6001	OFFICE SUPPLIES	\$ 20,000.00	\$ 0.00	\$ 2,776.19	\$ 13,001.17	\$ 6,998.83	65.01
6002	FOOD SERVICE	\$ 378,000.00	\$ 0.00	\$ 57,965.78	\$ 234,805.58	\$ 143,194.42	62.12
6003	FOOD SERVICE SUPPLIES	\$ 25,000.00	\$ 0.00	\$ 2,457.48	\$ 8,790.46	\$ 16,209.54	35.16
6004	MEDICAL & LAB SUPPLIES	\$ 30,000.00	\$ 0.00	\$ 946.53	\$ 5,809.70	\$ 24,190.30	19.37
6005	LAUNDRY/HOUSEKEEPING SUPPLIES	\$ 55,000.00	\$ 0.00	\$ 4,680.57	\$ 33,647.74	\$ 21,352.26	61.18
6006	LINEN SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 3,183.80	\$ 6,816.20	31.84
6007	REPAIRS & MAINTENANCE SUPPLIES	\$ 36,000.00	\$ 0.00	\$ 18,038.45	\$ 71,840.41	\$ 35,840.41	199.56
6008	VEHICLE SUPPLIES (GAS & OIL)	\$ 22,700.00	\$ 0.00	\$ 3,773.74	\$ 17,846.24	\$ 4,853.76	78.62
6009	VEHICLE REPAIR & MAINT. SUPPLIE	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6010	POLICE EQUIPMENT & SUPPLIES (IN	\$ 35,000.00	\$ 0.00	\$ 6,050.39	\$ 16,087.60	\$ 18,912.40	45.96
6011	UNIFORMS AND WEARING APPAREL -	\$ 40,000.00	\$ 0.00	\$ 499.16	\$ 17,457.62	\$ 22,542.38	43.64
6012	BOOKS & SUBSCRIPTIONS	\$ 50.00	\$ 0.00	\$ 11.99	\$ 59.95	\$ 9.95	119.90
6014	OPERATING SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6015	GROUPS MAINTENANCE	\$ 8,500.00	\$ 0.00	\$ 2,143.46	\$ 4,240.26	\$ 4,259.74	49.89
6016	REPAIR & MAINT EQUIPMENT-TOOLS	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 277.59	\$ 1,122.41	19.83
6020	INMATE SUPPLIES	\$ 30,000.00	\$ 0.00	\$ 3,478.88	\$ 15,816.20	\$ 14,183.80	52.72
6000	MATERIALS AND SUPPLIES	\$ 693,650.00	\$ 0.00	\$ 102,822.62	\$ 442,864.32	\$ 250,785.68	63.85
	OBJ 8000						
8101	MACHINERY & EQUIPMENT	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
8102	FURNITURE & FIXTURES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
8103	COMMUNICATION EQUIPMENT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
8107	COMPUTER EQUIPMENT & SOFTWARE	\$ 15,000.00	\$ 0.00	\$ 1,821.39	\$ 7,667.32	\$ 7,332.68	51.12
8205	POLICE SUPPLIES AND EQUIPMENT	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 71,196.96	\$ 28,803.04	71.20
8208	MOTOR VEHICLE	\$ 125,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 125,000.00	0.00
8214	IMPROVEMENTS OTHER THAN BUILDIN	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 21,645.00	\$ 1,645.00	108.22
8000		\$ 280,000.00	\$ 0.00	\$ 1,821.39	\$ 100,509.28	\$ 179,490.72	35.90
100	Operating Fund	\$ 12,970,362.00	\$ 0.00	\$ 929,750.95	\$ 6,033,722.54	\$ 6,936,639.46	46.52
	FD 150 OPERATING RESERVE						
	OBJ 9000 CONTINGENCIES & OTHER						
9510	PRINCIPAL ON GENERAL OBLIGATION	\$ 1,067,500.00	\$ 0.00	\$ 233,437.33	\$ 489,593.66	\$ 577,906.34	45.86
9520	INTEREST ON GENERAL OBLIGATION	\$ 1,941,895.00	\$ 0.00	\$ 483,432.82	\$ 975,029.70	\$ 966,865.30	50.21
9000	CONTINGENCIES & OTHER	\$ 3,009,395.00	\$ 0.00	\$ 716,870.15	\$ 1,464,623.36	\$ 1,544,771.64	48.67
150	OPERATING RESERVE	\$ 3,009,395.00	\$ 0.00	\$ 716,870.15	\$ 1,464,623.36	\$ 1,544,771.64	48.67
GRAND TOTAL		\$ 15,979,757.00	\$ 0.00	\$ 1,646,621.10	\$ 7,498,345.90	\$ 8,481,411.10	46.92

RSW Regional Jail
CIP maintenance and replacement schedule and budget
11/9/2018

11/9/2018		Year														
Item		2014-2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	Cooling Towers										\$ 200,000					
2	HVAC rooftop air handling units															\$ 1,750,000
3	HVAC boilers				Replacement not anticipated within 20											
4	HVAC Chiller				Replacement not anticipated within 20											
5	HVAC terminal units															\$ 200,000
6	HVAC fans															\$ 420,000
7	HVAC pumps and packaged pumps				Replacement not anticipated within 20											
8	HVAC Makeup air unit										\$ 40,000					
9	HVAC Split system heat pumps										\$ 50,000					
10	HVAC electric unit heater										\$ 50,000					
11	HVAC fan coil unit										\$ 50,000					
12	Furniture					\$ 540,000										\$ 960,000
13	Kitchen equipment										\$ 1,000,000					
14	Plumbing fixtures										\$ 350,000					
15	Generator															\$ 1,000,000
16	Electrical lighting fixtures															\$ 3,000,000
17	Roof membrane															\$ 3,600,000
18	Carpet					\$ 52,000										\$ 95,000
19	Electronic security system devices - card readers				Replacement not anticipated within 20											
20	Electronic security system devices - cameras		\$ 440,000							\$ 615,000						
21	Electronic security system device - duress alarms				Replacement not anticipated within 20											
22	Electronic security system head-end										\$ 1,620,000					
23	Detention equipment – locks				Replacement not anticipated within 20											
24	Rainwater recovery system										\$ 320,000					
25	Vacuum Waste System															\$ 320,000
26	Water Softener Systems										\$ 50,000					
27	Road/Parking Lot Asphalt Paving										\$ 1,400,000					
28	Video Visitation System					\$ 280,000										\$ 450,000
29	Commercial Laundry Equipment										\$ 130,000					
30	Dental Suite Equipment										\$ 580,000					
31	Radio System															
32	Vehicle Replacement					Note 1										Note 1
33	IT and telephone head-end equipment, (servers,															
Total by		\$	\$ 440,000	\$	\$	\$ 872,000	\$	\$	\$	\$ 615,000	\$ 5,840,000	\$	\$	\$	\$	\$ 11,795,000

1. Budget \$60,000 per vehicle in this year.

RAPPAHANNOCK SHENANDOAH WARREN REGIONAL JAIL



ANNUAL REPORT
FISCAL YEAR 2019
JULY 1, 2018 – JUNE 30, 2019

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RSW Regional Jail
Rappahannock, Shenandoah and Warren County
6601 Winchester Road
Front Royal, Virginia 22630
Phone: (540) 622-6097
Fax: (540) 622-2846

Russell W. Gilkison
Superintendent

Dear RSW Regional Jail Community,

In my second year as Superintendent, RSW Regional Jail has seen the advent of new and improved inmate programs, and jail officers and staff took part in more community events and in-service trainings than ever before.

I am incredibly proud to say that RSW Regional Jail has partnered with the McShin foundation to start the agency's first peer-to-peer recovery program. The Recovery Community Organization (RCO) factors in all aspects of an individual's recovery beginning with their initial entry and continues with daily meetings and activities which incorporates inspirational guest speakers and motivational volunteers. Volunteers for the program consist of community members who have experience with addiction. These "hope dealers"—as president and co-founder John Shinholser calls them—relate to the inmates and are able to show the incarcerated population there is another way of life, and how to achieve it. The McShin foundation sets itself apart by the aftercare services it provides including transitional housing and same day peer support services.

During the last fiscal year RSW increased access to E-tablets across the inmate population. Now on a 1:1 ratio, all inmates are able to communicate more with their friends and family, watch educational videos and programs, and access the Law Library 24/7. By allowing and encouraging tablet use, inmates are able to spend their time incarcerated wisely while gaining useful skills and knowledge to help them reenter society and the workforce upon release. We have found that providing a useful outlet for their energy, through the use of the tablets, has improved peer interactions for the inmate population.

I believe it is important for RSW to participate in local events and community programs to build rapport and strengthen local ties. During the last fiscal year RSW pulled together to raise money for Woodstock Police Department's 8th Annual Public Safety and Wellness Day's Special Olympics benefit. RSW staff and Board members also collected cans and nonperishable items for 95.3 the River's 10th Annual Camping for Hunger food drive as well as assisted with delivery and organization. Other community events that RSW engaged in include World of Work, a junior job fair for seventh grade students across the Shenandoah Valley, and National Night Out.

In the coming years we hope to see the McShin foundation continue to establish itself within RSW Regional Jail and the surrounding community. We will continue to improve and advance the facility to ensure we are current on safety features and security practices.

Sincerely,

Russell Gilkison,
Superintendent

General Information

About

The Rappahannock Shenandoah Warren Regional Jail opened in June of 2014 and serves Rappahannock, Shenandoah and Warren Counties. The Jail is located at 6601 Winchester Road in Front Royal, Virginia.

Mission Statement

The primary mission of the RSW Regional Jail is to provide protection for the people of the Commonwealth of Virginia from those who have been remanded into custody. As the conditions of confinement are important to an effective jail system, RSW Regional Jail makes a commitment to provide a humane environment for those confined. The RSW Regional Jail is operated by properly trained personnel. Our staff uses the principles of direct supervision to provide a secure, safe, efficient, progressive, and humane facility for both staff and inmates. RSW Regional Jail will provide inmates an opportunity for personal growth through the implementation of academic and life skills programs and substance abuse counseling and education.

RSW Regional Jail is a public service organization that has an integral place in the public safety community and is therefore obligated to keep the public informed of its costs and the effect of policies and legislation governing and impacting the operation of this facility.

RSW Regional Jail will uphold the Constitution of the United States and the Constitution of the Commonwealth of Virginia and will comply with the Jail Standards of the Commonwealth of Virginia.

Authority

The Counties of Rappahannock, Shenandoah, and Warren established the RSW Regional Jail Authority in 2010 pursuant to Section 53.1-95.2 et seq. of the Code of Virginia, as amended. The Authority Board consists of nine representatives from the Member Jurisdictions. Each member Jurisdiction has three representatives on the Board: the Sheriff, the County Administrator, and one member of the Board of Supervisors.

Members of the Authority Board

<u>Authority Board Member</u>		<u>Jurisdiction</u>
Garrey W. Curry, Jr.	(Secretary)	County Administrator, Rappahannock County
Timothy C. Carter		Sheriff, Shenandoah County
Connie S. Compton		Sheriff, Rappahannock County
Conrad A. Helsley	(Vice-Chairman)	Board of Supervisors, Shenandoah County
Michael Arnold		Sheriff, Warren County
Daniel J. Murray, Jr.		Board of Supervisors, Warren County
I. Christopher Parrish		Board of Supervisors, Rappahannock County
Evan Vass		County Administrator, Shenandoah County
Douglas P. Stanley	(Chairman)	County Administrator, Warren County

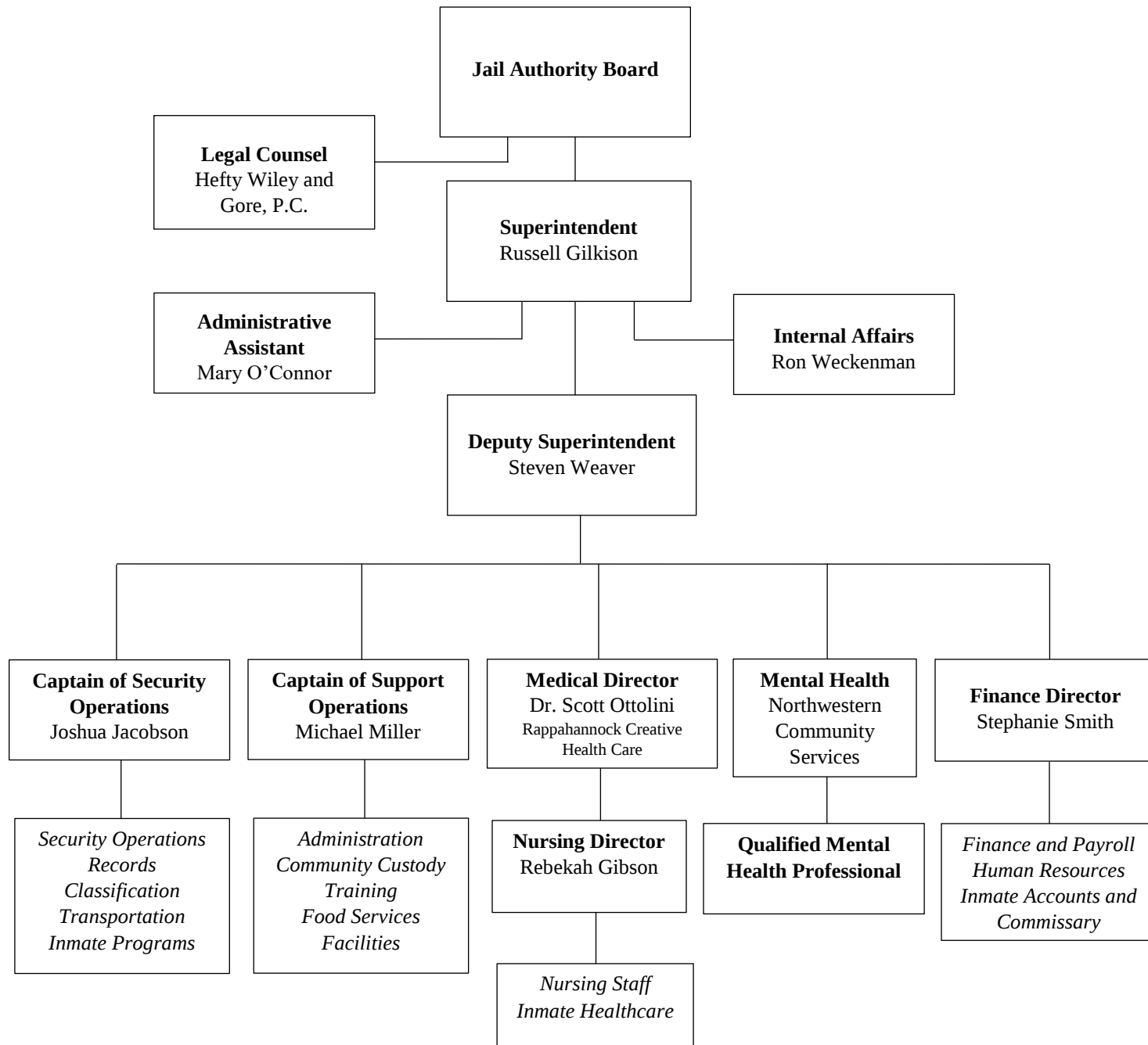
Members who previously served on the Authority Board in FY2019 include:

Mary T. Price, Former County Administrator, Shenandoah County

Daniel McEathron, Former Sheriff, Warren County

<u>Finance and Personnel Committee Member</u>		<u>Jurisdiction</u>
Garrey W. Curry, Jr.	(Secretary)	County Administrator, Rappahannock County
Evan Vass	(Chairman)	County Administrator, Shenandoah County
Douglas P. Stanley	(Vice-Chairman)	County Administrator, Warren County

Organizational Chart



Operations

Security Operations

Inmate Housing

RSW Regional Jail has four security shifts consisting of four lieutenants, eight sergeants and eighty officers. Each housing unit, the medical department, and the intake and booking departments are staffed twenty-four hours a day, seven days a week as it is imperative to maintain the safety, security, and care for all of the inmates in the custody of RSW Regional Jail.

For Fiscal Year 2019 the statistics are as follows:

- 350,400 security rounds throughout the housing units
- 5,117 reports generated

Intake and Release

RSW Regional Jail holds inmates for the counties of locality including Rappahannock, Shenandoah, and Warren. In Fiscal Year 2019, RSW Regional Jail also held inmates for Prince William County, Page County, and Culpeper County.

During the intake process inmates are fingerprinted, their charges are entered into the inmate database, their personal property is logged, and they are showered out and changed into inmate uniforms. The intake procedure is also the time when an inmate is assessed by booking officers through questionnaires and observations. All determinations made during this time are considered when the classification department takes over to determine housing and other needs.

For Fiscal Year 2019 the statistics are as follows:

- 4,122 inmates committed into RSW Regional Jail
- 4,027 inmates released from RSW Regional Jail
- 33 inmates transferred to Virginia Department of Corrections
- 277 people processed but not committed to RSW Regional Jail
- 58 buccal swabs obtained
- 908 video court hearings held
- 78 sex offenders registered

Classification, Records, and Local Inmate Data System (LIDS)

The Classification Department at RSW Regional Jail handles many essential jail functions. Classification is tasked with ascertaining the security levels of inmates in custody, assigning housing units, and ensuring needs are met for inmates who may require accommodations. The Classification Department takes into account the physical and mental state, initial incarceration behavior and mannerisms, and risk assessment based on charges—both past and present, of all inmates booked into RSW Regional Jail when assigning housing and determining eligibility of program participation. The Local Inmate Data System (LIDS) technician acts as a liaison between the Virginia Compensation Board, the Virginia Department of Corrections, and RSW Regional Jail. The LIDS clerk is in charge of managing the records of all locally responsible inmates. Locally responsible inmates refers to offenders sentenced to a misdemeanor and offenders sentenced to twelve months or less.

For Fiscal Year 2019 the statistics are as follows:

- 226 Department of Corrections sentenced inmates
- 764 Local Sentenced inmates
- 436 Weekender sentenced inmates
- 2,680 Pretrial inmates
- 9 Other inmates (including holds for overnight court and extraditions)

Transportation

The Transportation department is operated by four full-time transportation officers and is supported by full-time and part-time security to ensure all transports are completed.

Officers transport inmates for various reasons including court hearings, medical appointments or emergencies, and to other jurisdictions or to the Department of Corrections. Two certified officers are responsible for accompanying any inmate transport.

For Fiscal Year 2019 the statistics are as follows:

Transport Information:	July	August	September	October	November	December	January	February	March	April	May	June	Total
Total number of transports	238	235	233	279	211	199	209	251	288	271	313	244	2,971
Total number of inmates transported	393	438	448	416	365	382	339	369	409	374	431	399	4,763
Number of transports to Shenandoah courts	79	81	67	75	60	58	66	58	73	63	64	66	810
Number of transports to Warren courts	63	72	82	84	87	81	82	65	76	78	83	83	936
Number of transports to Rappahannock courts	18	6	10	13	12	6	12	17	2	14	13	4	127
Number of video hearings	98	91	60	58	49	59	99	73	91	78	82	70	908
Number of TDO transports	2	1	-	2	1	-	1	-	2	1	-	-	10
Number of DOC transports	2	3	2	2	3	3	3	4	2	5	2	2	33
Number of medical transports	60	50	56	72	32	24	29	84	120	92	107	76	802
Number of dental transports	-	-	-	4	-	1	-	-	4	-	2	-	11
Number of hospital transports	14	22	16	27	16	26	16	23	9	18	42	13	242
Number of inmates to hospital	8	14	9	16	8	16	11	12	5	12	25	8	144
Number of miles driven	6,614	7,392	7,311	7,601	6,827	5,617	6,860	7,137	6,746	8,731	7,318	7,799	85,953
Amount of gas used (GAL)	386	414	369	426	404	323	440	363	423	444	423	444	4,861

Inmate Programs

The Programs department is managed by one officer.

The Programs department of RSW Regional Jail coordinates classes and special programs that inmates can take part in. RSW Regional Jail offers a variety of educational, religious, and health and wellness programs.

During Fiscal Year 2019, RSW Regional Jail partnered with the McShin Foundation to begin the first peer-to-peer recovery program in the facility. Throughout the eight week program inmates have daily assignments, meetings, and classes that aim to restructure their lives and reframe their method of thinking. The McShin Foundation has been a part of similar programs in several other regional jails throughout the state of Virginia and we are proud and excited for this program to be starting. Rehabilitative programs such as the McShin program focus on lowering the rate of recidivism common in inmate populations.



Superintendent Gilkison and Attorney General Mark Herring speak with an inmate about the McShin Substance abuse program.

Programs RSW Regional Jail currently offers:

Alcoholics Anonymous- a 12-step support group for recovering alcoholics to achieve and maintain sobriety with the help of a community of like individuals.

Anger Management- an essential skill for everyone, the Anger Management class led by Christa Shifflett, provides inmates with tools for handling stress and alternative responses instead of anger.

Bible Study- led by Allen Linder and Salvador Ortiz of the Virginia Hills Baptist Church.

Bible Study-Jehovah's Witnesses- led by Philip Brown and Aaron Good of Front Royal Christian Congregation of Jehovah's.

Boundaries- led by Virginia Fox and Glenna Dameron, the Boundaries class helps inmates set reasonable limits in their personal relationships and reduce codependency.

Church Service- led by Will Holmes and Will Knotts of New Hope Bible Church.

Cross-Roads Bible Study- led by Pastor Johnson of Discipleship Community Church.

Drug and Alcohol Education- led by Christa Shifflett, Drug and Alcohol Education aims to teach inmates about the physical and mental effects that various drugs and types of alcohol can have on a person's mind and body.

Dynamic Life- led by Angie Turner and Margaret Yowell of Dynamic Life Ministries.

Forward Thinking- led by Frances Taylor of Northwestern Community Services Board, the Forward Thinking class combines anger management, coping skills, and offender reentry.

General Equivalency Degree (GED)- a partnership with Lord Fairfax Community College allows Kathryn Hamman to bring the GED program to RSW, better equipping inmates to reenter society upon release.

Getting Ahead While Getting Out- Christa Shifflett teaches this comprehensive program that emphasizes the importance of building strong, healthy communities of support to reduce recidivism and reoffending.

The Gideon's Auxiliary- the Gideon's Auxiliary distributes New Testament Bibles to all members of the inmate population who wish to receive one.

Healing From Domestic Abuse- sponsored by the Front Royal Phoenix Project and led by Diana Lieber and Rosalind Lewis, the class and non-profit focus on empowering victims of domestic abuse, highlighting survivors' inner strength and determination, as well as providing hope for a fresh start upon release.

Making it on Supervision- led by Probation and Parole Officer Carter, Making it on Supervision aims to provide inmates with useful skills and tools to successfully complete probation and parole without violating their terms of release.



Bible Study



Bible Study – Jehovah's Witnesses



Boundaries



Church Service



Dynamic Life



Healing from Domestic Abuse

Narcotics Anonymous- a 12-step support group for recovering addicts to achieve and maintain sobriety through a community of others who are facing similar issues.

New Hope Bible Church- led by Philip Foster, Kent Watson, and Keith Kennon of New Hope Bible Church.

Rebuilding Your Life in God- led by Charles Sollenberger and Ruth Trumbo, Rebuilding your Life in God assists inmates in establishing a religious foundation in order to develop positive habits to succeed upon release.

Saint John the Baptist Roman Catholic Church- led by William Hall and Chris Manion of St. John the Baptist Roman Catholic Church.

Sense of Self- led by John Smith and Eugene Tewalt of the Front Royal Church of Christ.

Solid Rock Road Recovery- led by Yvonne Rathore, the tenets of the Solid Rock Road Recovery program based on the 10 Bible principles of recovery spans the nation.

Special Education- Leeann Rhoton with the Warren County Public School system, works with inmates in need of Individual Education Plans (IEPs) and those in need of accommodations.

Steve's Amazing Grace Ministries- led by Steve Foster and Kirby Covert, Amazing Grace Ministries makes rounds throughout the housing units engaging inmates through singing hymns and worshipping.

World Pentecostal Mission- led by Peggy and Earl Peacher of Mt. Olive World Pentecostal Mission.

Yoga- Yoga and meditation, led by Miranda Hope provides inmates with methods for relaxing and rejuvenating their minds, bodies, and souls.

For Fiscal Year 2019 program statistics are as follows:

- 13 inmates graduated with a General Equivalency Diploma
- Over 2,300 volunteer hours logged by teachers, religious visitors, and other program personnel



New Hope Bible Church



Rebuilding Your Life in God



St. John the Baptist Roman Catholic Church



World Pentecostal Missions

Support Services

Community Custody

The Community Custody department is operated by one lieutenant, four housing officers, one job check and Home Electronic Monitoring officer, and two Workforce officers.

RSW Regional Jail offers many programs for minimum security inmates to work while incarcerated. The work programs include trustee, work force, and work release. Job structures are beneficial to inmates as they provide a healthy routine that they will inevitably encounter upon release. Helping to build healthy habits toward working is one way RSW Regional Jail is working to reduce the amount of recidivism the inmate population experiences.

Community Custody is one way in which inmates can work toward paying off their court fines, restitution, child support, and other accrued fines. The Community Custody department also schedules and coordinates drug screenings for pretrial individuals.

For Fiscal Year 2019 the statistics are as follows:

- 1,986 drug tests performed
- \$47,440 in court costs collected

Work Release

Work Release inmates are afforded the opportunity to work outside of the RSW Regional Jail facility. Inmates in the Work Release program have the opportunity to remain in their current employment or find new employment with the assistance of RSW Regional Jail Community Custody officers. Officers take inmates to turn in applications and attend interviews in efforts of securing a job.

For Fiscal Year 2019 the statistics are as follows:

- 34 average daily population
- 409 total participants



Left, Work Force prepares the Rappahannock County Elementary School courtyard for a revitalization project.

Middle, Inmates plant trees at Shenandoah County Park.

Right, Work Force cleans firetrucks and ambulances at Company One fire department in Warren County.

Work Force

Work Force inmates are tasked with maintaining the grounds of RSW Regional Jail as well as public lands, roads, and parks with officer supervision. Work Force operations vary seasonally, with landscaping and mowing taking place in the spring and summer months and snow and ice treatment occurring during the winter months.

For Fiscal Year 2019 the statistics are as follows:

- 10 average daily population
- 124 total participants
- 262 number of times Work Force was sent out
- 7,396 total number of hours worked by work force
- \$73,960 savings generated from Work Force

HEM

The Home Electronic Monitoring (HEM) program allows inmates to maintain their day-to-day lives at home, while being monitored via Global Positioning Systems (GPS) and submitting to regular drug screenings.

For Fiscal Year 2019 the statistics are as follows:

- 6 average daily population
- 71 total participants

Training

Training is an integral component to operations at RSW Regional Jail. It is of the utmost importance that all staff are properly trained and can competently carry out all of the policies and procedures necessary to run the facility and care for the inmates.

For Fiscal Year 2019 the statistics are as follows:

- 16 officers completed the Skyline Regional Criminal Justice Academy
- 17 officers/staff completed in-service training
- 95 officers completed firearms training
- 19 officers completed Oleoresin Capsicum certification
- 2 officers completed General Instructor development courses
- 92 officers were certified in administering Naloxone
- 5 officers completed sergeant testing
- 6 sergeants completed lieutenant testing

For Fiscal Year 2019, RSW Regional Jail had the following:

- 11 General Instructors
- 5 Defensive Tactics instructors
- 3 Firearms instructors
- 4 Oleoresin Capsicum instructor
- 3 Pepperball instructors
- 2 Revive! (Naloxone) Instructors
- 7 CPR/First Aid Instructors
- 4 Baton Instructors
- 2 Less Lethal Munitions Instructors



Spring 2019 SRCJA attendees graduated the academy on April 17, 2019.

(L to R): Ofc. Houser, Ofc. Fadely, Ofc. K. Henson, Ofc. Rutz, Ofc. Dellinger, Ofc. Cook, Ofc. Funkhouser, Ofc. Darr, and Ofc. Gecowetts.

Safety and Compliance

The Safety and Compliance sergeant is in charge of ensuring RSW Regional Jail is in compliance with local, state, and federal standards, as well as maintaining facility accreditation. The Safety and Compliance Sergeant in conjunction with the Support Sergeant, are in charge of conducting disciplinary hearings. By having the same team perform hearings, uniformity in sanctioning is achieved.

Food Service

Food Service is operated by a manager and four civilian cooks. Trustees who have acquired their ServSafe certification can work in the kitchen preparing food as well. Kitchen staff must prepare three meals each day for an ever-changing inmate population. Between each meal the number and types of trays needed can vary significantly. Different meal types can include fare for pregnant inmates, diabetic or other medically accommodating fare, and religiously accommodating fare. Religious holidays affect the dining experiences of certain inmates by altering diets and mealtimes throughout the year.

For Fiscal Year 2019 the statistics are as follows:

- Total, yearly food cost of \$400,090
- 500,871 meals served
- Average of \$2.38 per inmate, per day

Facilities

The Facilities staff are tasked with maintaining 175,000 square feet at the RSW Regional Jail facility. Requests for maintenance vary in scale from simple issues such as loose screws or lightbulbs in need of replacing, to larger security issues including broken equipment and safety hazards. All maintenance requests are addressed in the order in which they are received, except for issues relating to safety and security which take precedence.

For Fiscal Year 2019 the statistics are as follows:

- 1,289 work orders submitted
- 107 per month average

Information Technology

At RSW Regional Jail IT encompasses a wide variety of functions including the security camera system and all of the devices and programs used by employees. During the 2019 Fiscal Year, the IT department launched an online inmate search database, installed new full facility virus protection software, replaced six security cameras, and added seven computers throughout the facility. The IT department has also been instrumental in the introduction of inmate tablets.

Tablets

E-Tablets were introduced into the facility in June 2018 and received excellent feedback. The tablets have allowed inmates to communicate more regularly with their loved ones, and has introduced text-messaging as a method of communication. The tablets utilize a “learn to earn” system which calculates time spent on educational programs and allows it to be redeemed for entertainment purposes.

After the initial tablet release RSW Regional Jail staff met with Paytel to discuss ideas and concerns they had. The jail is excited to be receiving new and improved tablets that have been designed specifically for jail environments in Fiscal Year 2020.

Visitation

Inmates are afforded personal visitation privileges twice per week. Each visit is thirty minutes in duration and takes place over the state of the art InnoVisit platform. The system of video visits is mutually beneficial to the public and RSW Regional Jail employees and inmates as it promotes safety and security and allows more visits to take place simultaneously.

For Fiscal Year 2019 the statistics are as follows:

- 10,374 total visits
- 1,320 attorney and professional visits
- 9,054 personal visits

Health Services

Nursing Department

The medical department is overseen by Rappahannock Creative Healthcare. At RSW the nursing department is comprised of one Registered Nurse who is the Director of Nursing, one other Registered Nurse, four Licensed Practical Nurses, and two medication aides. Medical staff respond to sick calls and perform routine medical treatment such as checking blood pressures, testing blood glucose levels, and recording weights of inmates. It is also the responsibility of the nursing staff to clear inmates prior to placement in general population and assess inmates' conditions following altercations and injuries.

For Fiscal Year 2019 the statistics are as follows:

- 2,050 sick call visits by RSW Regional Jail nursing staff
- 2,166 doctor calls
- 283 dentist calls

Mental Health Department

The Mental Health department is comprised of a Psychiatric Doctor and several mental health professionals that do rounds throughout the facility.

The mental health of individuals is an incredibly important facet of overall health that is too often overlooked. At RSW Regional Jail, mental health is made a priority for inmates. Trained staff are tasked with routinely assessing inmates' wellbeing and making determinations to ensure all individuals receive the proper care and accommodations to meet their needs.

Financial Services*

The RSW Regional Jail Finance department is composed of a Finance Manager, Human Resources/Benefits Specialist, Financial Services/Payroll Clerk, and an Inmate Accounts Clerk. The Finance department is responsible for maintaining RSW Regional Jail's financial records and related systems of internal controls, accounts payable, payroll process, and inmate accounts.

The following outlines the expenses and revenue for the RSW Regional Jail during the Fiscal Year 2019:

	FY19 Budgeted Expenditures	FY19 Expenditures
<i>Salaries and Benefits</i>	\$ 9,096,736.00	\$ 8,092,666.40
<i>Contractual Services</i>	\$ 1,014,410.00	\$ 1,093,186.34
<i>Other Services</i>	\$ 843,830.00	\$ 997,798.92
<i>Materials and Supplies</i>	\$ 646,600.00	\$ 807,088.36
<i>Capital Outlay</i>	\$ 43,000.00	\$ 45,602.41
<i>Debt Service</i>	\$ 3,010,556.00	\$ 2,936,311.50
TOTAL EXPENDITURES	\$ 14,655,132.00	\$ 13,972,653.93

	FY19 Budgeted Revenue	FY19 Revenue
<i>Funds from Participating Jurisdictions</i>	\$ 7,813,532.00	\$ 6,825,137.00
<i>Funds Collected From Inmate Accounts (Housing and Medical Fees)</i>	\$ 177,400.00	\$ 179,937.65
<i>Electronic Monitoring Participant Fees</i>	\$ 45,000.00	\$ 37,129.01
<i>Work Release Housing Fees</i>	\$ 140,000.00	\$ 121,306.71
<i>Pre-Trial Drug and Alcohol Fees</i>	\$ 25,000.00	\$ 27,275.00
<i>Miscellaneous Revenue</i>	\$ 1,000.00	\$ 4,912.43
<i>Contract Bed Rental Space</i>	\$ 170,000.00	\$ 244,917.85
<i>Telephone Commissions</i>	\$ 185,000.00	\$ 222,396.05
<i>Work Release Transportation</i>	\$ -	\$ 99,840.00
<i>Compensation Board Salary and Benefit Funding</i>	\$ 5,298,200.00	\$ 5,110,434.02
<i>DOC Reimbursement</i>	\$ 30,000.00	\$ 48,942.00
<i>Compensation Board Per Diem (State/Local)</i>	\$ 770,000.00	\$ 1,030,325.08
TOTAL REVENUE	\$ 14,655,132.00	\$ 15,185,268.95

*Please note that these figures were entered before the FY19 Financial Audit was finalized.

Human Resources

The RSW Regional Jail Human Resources department posts job openings, screens applications, and organizes RSW Regional Jail's participation in job fairs in the community. The Human Resources department also coordinates employee benefits and events the facility takes part in such as blood drives and National Night Out.

For Fiscal Year 2019 the statistics are as follows:

- 149 authorized positions
- 46 new staff hired
- 109 applications processed
- 69 interviews
- 46 pre-employment medicals



Marie Fritts, Human Resources and Benefits Specialist, and Joshua Sine, Support Sergeant, attend a job fair at the New Market Fire Department.

Inmate Accounts and Commissary

The Inmate Accounts and Commissary department is managed by one clerk. The clerk is in charge of creating accounts for new inmates, closing accounts and issuing refunds for inmates released or transferred, and ensuring accounts are balanced with fees and payments deducted and deposits counted and credited.

The Commissary at RSW Regional Jail offers foodstuffs such as beverages, snacks, and candy, as well as hygiene, clothing, and other miscellaneous items.

For Fiscal Year 2019 the statistics are as follows:

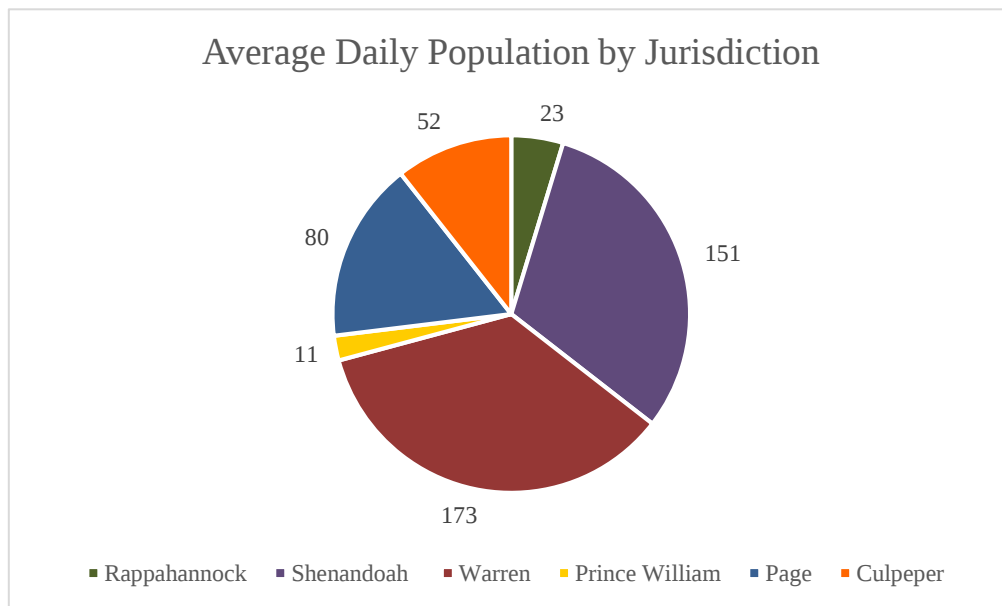
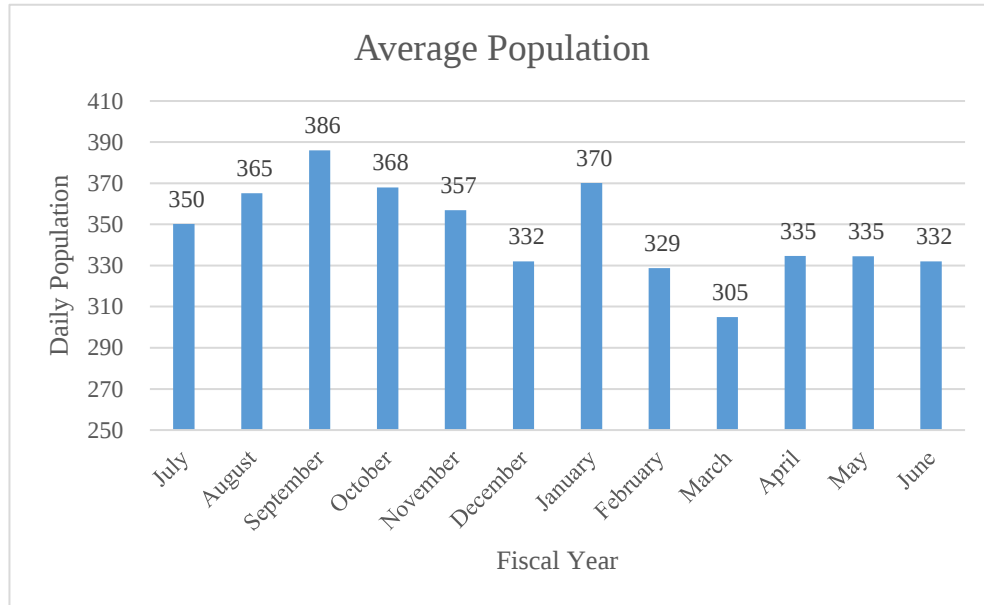
- 9,433 total commissary orders placed by inmates
- \$516,891.46 generated in sales from commissary
- \$285,173.90 in telephone commission
- \$258,216 in cash collected from lobby kiosk

Each year RSW Regional Jail contributes \$20,000 to the Corridor Connector trolley service which allows Work Release inmates to commute to and from work and provides transportation into the Town of Front Royal for recently released inmates all at no cost to the inmates. Funds to support the Corridor Connector service come directly out of commissary and telephone commission and is not an expense to the localities.

Finance and Payroll

RSW Regional Jail's Finance and Payroll department works closely with the Finance Director, processing financial needs for employees and the facility as a whole. All purchase orders, invoices, payment and payroll documentation are prepared by the Finance and Payroll department.

Statistical Overview



Community Service Projects

RSW Regional Jail takes part in many community outreach and service projects throughout the year.



Sergeant Musterman, Sergeant Sine, and Marie Fritts attended this year's World of Work, an event to give local 7th grade students a chance to explore potential career paths.



RSW came in second place in the 8th Annual Public Safety and Wellness Day firetruck pull hosted by Woodstock Police Department.

From left to right: Lt. Artone, Ofc. Gossard, Ofc. Unger, Ofc. Larson, Sgt. Athey, Sgt. Pennington, Ofc. Sherfey, and Ofc. Vallen.



RSW Regional Jail participated in 95.3, the River's 10th Annual Camping for Hunger food drive in November 2018.

From left to right: Deputy Superintendent Weaver, Captain Jacobson, and Warren County Administrator Doug Stanley.



Cpt. Miller, Sgt. Sine, Mrs. Fritts, and Sgt. Musterman attended National Night Out on August 7, 2018, and posed with the Paw Patrol!



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

FRONT ROYAL, VIRGINIA 22630-1560

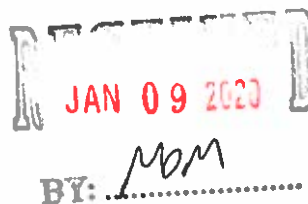
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B. J. WILSON
Director of Finance
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(540) 635-7799
(540) 635-2298 fax

January 8, 2020

RSW Regional Jail Authority
6601 Winchester Rd.
Front Royal, Va. 22630



Dear RSW Regional Jail Authority,

The Town of Front Royal Department of Finance has calculated the volume of water & sewage supplied for calendar year 2019 for the annual true up included in your out of town water and sewage service agreement.

The agreement states that the RSW Regional Jail shall receive a credit when certain conditions occur within a calendar year. One of the criteria is the Authority consumes water or discharges sewage less than 6,480,000 gallons during the entire calendar year. Town of Front Royal records indicate that the amount of 8,656,800 gallons of water was consumed and 10,982,000 gallons of sewer was discharged for calendar year 2019. Based on the Authority exceeding the limits stated in the annual true up, no credit will be given for calendar year 2019.

Attached you will find a copy of the Town of Front Royal Department of Finance's calculations for your reference.

Please feel free to contact me if you have any questions,

Sincerely,

B.J. Wilson,
Director of Finance

2019 Annual True Up

Act#01-178273-01
 RSW Regional Jail Authority
 6601 Winchester Rd

Annual True Up

At the end of each calendar year, the volume of water supplied to, and the volume of sewage discharged from, sewage discharged from, the Regional Jail for that calendar year shall each be calculated

The Authority shall receive a credit when all of the following conditions occur within a calendar year:

- 1) Authority consumes water or discharges sewage in excess of 540,000 gallons during any 30 day billing period
- 2) Authority consequently pays the Town 2.0 times the In-Town rate for such excess
- 3) Authority consumes water or discharges sewage less than 6,480,000 gallons during the year

Consumption by Meter						
Date	Water 1852752516H	Water 1852728389L	Total Water	Sewer 68399	Sewer 55987	Total Sewer
2/4/2019	80,900	565,100	646,000	674,200	118,400	792,600
3/5/2019	86,300	533,900	620,200	655,600	383,000	1,038,600
4/1/2019	87,700	497,300	585,000	774,200	131,300	905,500
5/3/2019	125,800	590,200	716,000	659,400	128,600	788,000
5/31/2019	87,600	511,900	599,500	686,500	142,400	828,900
7/2/2019	133,400	592,200	725,600	694,700	156,100	850,800
7/31/2019	142,400	531,300	673,700	696,100	161,500	857,600
9/4/2019	269,700	841,900	1,111,600	949,200	138,000	1,087,200
9/30/2019	188,000	550,100	738,100	863,300	166,300	1,029,600
11/1/2019	160,600	666,100	826,700	740,200	167,800	908,000
12/4/2019	96,700	654,600	751,300	785,400	167,000	952,400
1/2/2020	86,900	576,200	663,100	803,800	139,000	942,800
Total Gallons			8,656,800			10,982,000

FY13	FY14	FY15	Past 3YR	%	FY16	Past 3YR	%	FY17	Past 3YR	%	FY18	Past 3YR	%	FY19	Past 3YR	%	FY20	Past 3YR	%
13.00	16.00	24.58	17.86	5.69%	20.49	20.36	6.04%	17.00	20.69	6.30%	14.00	17.16	5.26%	23.17	18.06	5.39%	23.17	20.11	5.88%
81.00	104.64	124.98	103.54	33.00%	117.32	115.65	34.31%	132.00	124.77	37.98%	145.00	131.44	40.26%	150.75	142.58	42.52%	150.75	148.83	43.52%
156.42	232.18	188.46	192.35	61.31%	182.68	201.11	59.66%	178.00	183.05	55.72%	173.00	177.89	54.49%	173.08	174.69	52.09%	173.08	173.05	50.60%
250.42	352.82	338.02	313.75	100.00%	320.49	337.12	100.00%	327.00	328.51	100.00%	332.00	326.49	100.00%	347.00	335.33	100.00%	347.00	341.99	100.00%
																	FY19 True Up at these %		
																	FY19 budgeted at: Delta		
																	Rapp 6.30% 0.91%		
																	Shen 37.98% -4.54%		
																	Warren 55.72% 3.63%		
																	Predict FY 20 Usage to be same as FY19		
																	As best guess for budgeting FY20		
																	Note ultimate FY20 cost will be offset by FY19 True up		

FY19 Usage	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY19 Avg
	20	18	22	20	23	18	24	25	28	26	31	23	23.17
	158	160	165	162	150	143	159	151	148	140	137	136	150.75
	172	187	199	186	184	171	187	153	129	169	167	173	173.08
	350	365	386	368	357	332	370	329	305	335	335	332	347

				Audited FY15	FY14 Credit	FY15 Locality	FY15 Over/	Actual Credit	Excessive FY15		
				Loc Share	FY15 Actual	Applied to	(Under) Paid	Provided	Credit		
				(% x H)	paid Cash	FY15	Revenue				
Actual 3yr Usage %											
\$45,064,014	(A)	Rapp	5.69%	\$304,099	\$356,200	\$0	\$356,200	\$52,101	\$82,206	\$30,105	(note an "excessive credit" that is negative means the actual credit was too low)
(\$44,652,030)	(B)	Shen	33.00%	\$1,762,960	\$1,756,603	\$0	\$1,756,603	(\$6,356)	\$187,495	\$193,851	
\$50,736	(C)	Warren	61.31%	\$3,275,114	\$2,766,650	\$0	\$2,766,650	(\$508,464)	(\$188,744)	\$319,720	
\$4,879,453	(D)			\$5,342,173	\$4,879,453	\$0	\$4,879,453	(\$462,720)	\$80,956	\$543,676	
(\$39,721,841)	(E = B+C+D)	AA			BB	CC	DD = BB + CC	EE = DD - AA	FF	GG = FF-EE	
\$5,342,173	(F = A+E)										
\$0	(G)										
\$5,342,173	(H = F + G)										

				Audited FY16	FY15 Credit	FY16 Locality	FY16 Over/	Actual Credit	Excessive FY16		
				Loc Share	FY16 Actual	Applied to	(Under) Paid	Provided	Credit		
				(% x H)	paid Cash	FY16	Revenue				
Actual 3yr Usage %											
\$11,970,722	(A)	Rapp	6.04%	\$341,255	\$358,282	\$82,206	\$440,488	\$99,233	\$43,189	(\$56,044)	(note an "excessive credit" that is negative means the actual credit was too low)
(\$13,871,455)	(B)	Shen	34.31%	\$1,938,417	\$2,172,564	\$187,495	\$2,360,059	\$421,642	\$243,179	(\$178,463)	
\$163,408	(C)	Warren	59.66%	\$3,370,817	\$4,679,672	(\$188,744)	\$4,490,928	\$1,120,111	\$422,816	(\$697,295)	
\$7,210,518	(D)			\$5,650,489	\$7,210,518	\$80,956	\$7,291,474	\$1,640,985	\$709,184	(\$931,801)	
(\$6,497,529)	(E = B+C+D)	AA			BB	CC	DD = BB + CC	EE = DD - AA	FF	GG = FF-EE	
\$5,473,193	(F = A+E)										
\$177,296	(G)										
\$5,650,489	(H = F + G)										

				Audited FY17	FY16 Credit	FY17 Locality	FY17 Over/	Actual Credit	Excessive FY17		
				Loc Share	FY17 Actual	Applied to	(Under) Paid	Provided	Credit		
				(% x H)	paid Cash	FY17	Revenue				
Actual 3yr Usage %											
\$12,683,255	(A)	Rapp	6.30%	\$423,586	\$426,737	\$43,189	\$469,926	\$46,340	\$58,114	\$11,774	
(\$12,939,344)	(B)	Shen	37.98%	\$2,554,414	\$2,354,701	\$243,179	\$2,597,880	\$43,466	\$350,346	\$306,880	
(\$131,460)	(C)	Warren	55.72%	\$3,747,580	\$4,101,079	\$422,816	\$4,523,895	\$776,315	\$513,989	(\$262,326)	
\$6,882,517	(D)			\$6,725,580	\$6,882,517	\$709,184	\$7,591,701	\$866,121	\$922,449	\$56,328	
(\$6,188,287)	(E = B+C+D)	AA			BB	CC	DD = BB + CC	EE = DD - AA	FF	GG = FF-EE	
\$6,494,968	(F = A+E)										
\$230,612	(G)										
\$6,725,580	(H = F + G)										

				Audited FY18	FY17 Credit	FY18 Locality	FY18 Over/	Less Excessive	Less Excessive	Less Excessive	FY15 - 18		
				Loc Share	FY18 Actual	Applied to	(Under) Paid	FY15 Credit	FY16 Credit	FY17 Credit	Cumulative	FY15-18 Credit	Unclaimed credit
				(% x H)	paid Cash	FY18	Revenue				True Up	Applied to FY19	returned as
Actual 3yr Usage %												cash 4Q FY19	
\$13,362,894	(A)	Rapp	5.26%	\$340,680	\$413,714	\$58,114	\$471,828	\$131,148	\$30,105	(\$56,044)	\$145,313	\$123,063	\$22,250
(\$13,617,476)	(B)	Shen	40.26%	\$2,609,496	\$2,306,301	\$350,346	\$2,656,647	\$47,151	\$193,851	(\$178,463)	\$306,880	(\$275,118)	\$0
(\$88,704)	(C)	Warren	54.49%	\$3,531,675	\$4,105,122	\$513,989	\$4,619,111	\$1,087,436	\$319,720	(\$697,295)	(\$262,326)	\$1,088,425	\$638,913
\$6,825,137	(D)			\$6,481,851	\$6,825,137	\$922,449	\$7,747,586	\$1,265,735	\$543,676	(\$931,801)	\$56,328	\$1,597,532	MAX of 1Q Payment
(\$6,881,043)	(E = B+C+D)	AA			BB	CC	DD = BB + CC	EE = DD - AA				ENTER IN FY19	
\$6,481,851	(F = A+E)												
\$0	(G)												
\$6,481,851	(H = F + G)												
											Checksum	\$1,597,532	

				Audited FY19	FY18 Credit	FY19 Locality	FY19 Over/		
				Loc Share	FY19 Actual	Applied to	(Under) Paid		
				(% x H)	paid Cash	FY19	Revenue		
Actual 3yr Usage %									
\$14,312,804	(A)	Rapp	5.39%	\$337,006	\$369,189	\$123,063	\$492,252	\$155,246	
(\$14,771,312)	(B)	Shen	42.52%	\$2,660,596	\$2,967,579	(\$275,118)	\$2,692,461	\$31,865	
\$113,848	(C)	Warren	52.09%	\$3,259,781	\$3,265,275	\$1,088,425	\$4,353,700	\$1,093,919	
\$6,602,043	(D)			\$6,257,383	\$6,602,043	\$936,370	\$7,538,413	\$1,281,030	
(\$8,055,421)	(E = B+C+D)	AA			BB	CC	DD = BB + CC	EE = DD - AA	
\$6,257,383	(A+E)								
\$0	(G)								
\$6,257,383	(H = F + G)								

Note: \$74,942 contribution to capital nets a \$0 over/under payment by Shenandoah.

FY21 RSW Budget Summary - DRAFT V2										*W/Additional Comp Board Funding		*If 2.5% COLA is Only Locally Funded	
							1-Oct-19						
	FY18	FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21	2.5%		2.5%	
	BUDGET		ACTUAL	BUDGET	ACUTAL	BUDGET	YTD	BUDGET	INC/(DEC)	INCREASE	INC/(DEC)	INCREASE	INC/(DEC)
Debt Service	2,993,634		2,943,357	3,010,556	2,936,312	3,009,395	747,753	3,007,911	(1,484)	3,007,911	(1,484)	3,007,911	(1,484)
Total Expenses	14,322,399	14,322,399	13,422,977	14,655,132	13,972,654	15,949,757	3,797,751	16,196,703	246,946	16,445,698	495,941	16,445,698	495,941
Amount Requested	(7,087,586)	(7,747,586)		(7,813,532)		(7,979,346)		(7,056,592)		(7,170,729)		(7,305,587)	
Contributions													
Rappahannock County	431,634	471,828		492,253		419,714		378,776	(40,938)	384,902	(34,811)	392,141	(27,573)
Shenandoah County	2,430,333	2,656,647		2,967,579		3,211,687		3,002,218	(209,468)	3,050,778	(160,909)	3,108,153	(103,534)
Warren County	4,225,619	4,619,111		4,353,700		4,347,945		3,675,597	(672,348)	3,735,049	(612,897)	3,805,293	(542,653)
Locality Contribution %	6.09%			6.30%		5.26%		5.37%		5.37%		5.37%	
	34.29%			37.98%		40.25%		42.54%		42.54%		42.54%	
	59.62%			55.72%		54.49%		52.09%		52.09%		52.09%	
	The FY18 Revenue totals were over estimated by \$660,000 and shown separately as Vacancy Savings. The \$660,000 was												