



RSW

Regional Jail Authority

2:00 PM

January 28, 2025

RSW Regional Jail

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1) Welcome and Introductions – <i>Vicky Cook</i>	
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4) Public Comments	
<i>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.</i>	
5) Comments from Board Members and Legal Counsel	
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• March 27, 2025, at 2 pm	
• May 22, 2025, at 2 pm	
• July 24, 2025, at 2 pm	
17) Adjournment	

At the special meeting of the RSW Regional Jail Authority Board held at the RSW Regional Jail on October 3, 2024, at 2:00 pm:

Present: Garrey Curry (County Administrator, Rappahannock County), Edwin Daley (County Administrator, Warren County), Evan Vass (County Administrator, Shenandoah County), Crystal Cline (Sheriff, Warren County), Connie Compton (Sheriff, Rappahannock County), Dennis Morris (Board of Supervisors, Shenandoah County), John Stanmeyer (Board of Supervisors - Alternate, Warren County), Brendan Hefty (Hefty, Wiley, and Gore: Legal Counsel via Google Meet), Russell Gilkison (Superintendent, RSW Regional Jail), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Thomas (Finance Manager, RSW Regional Jail), Brianna Taylor (Human Resources Manager, RSW Regional Jail), Josefine Schimming, Erin Swisshelm, Deja Burt, Jaimie Moore, Thomas Murray

Absent: Vicky Cook (Board of Supervisors, Warren County), Tim Carter (Sheriff, Shenandoah County), Keir Whitson (Board of Supervisors, Rappahannock County), Donna Comer (Board of Supervisors – Alternate, Rappahannock County),

Welcome and Introductions

Ms. Cline called the meeting to order at 2:02 pm.

Adoption of Agenda

Mr. Daley, seconded by Mr. Curry, moved to adopt the agenda as presented. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

Adoption of Minutes – May 23, 2024

Mr. Curry, seconded by Mr. Vass, moved to adopt the RSW Regional Jail Authority Board minutes of May 23, 2024, as presented. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

Public Comments

None.

Comments from Board Members and Legal Counsel

None.

Proposed Sewer Line Easement

Ms. Swisshelm, Attorney presented the following on behalf of Groupe, Inc.:

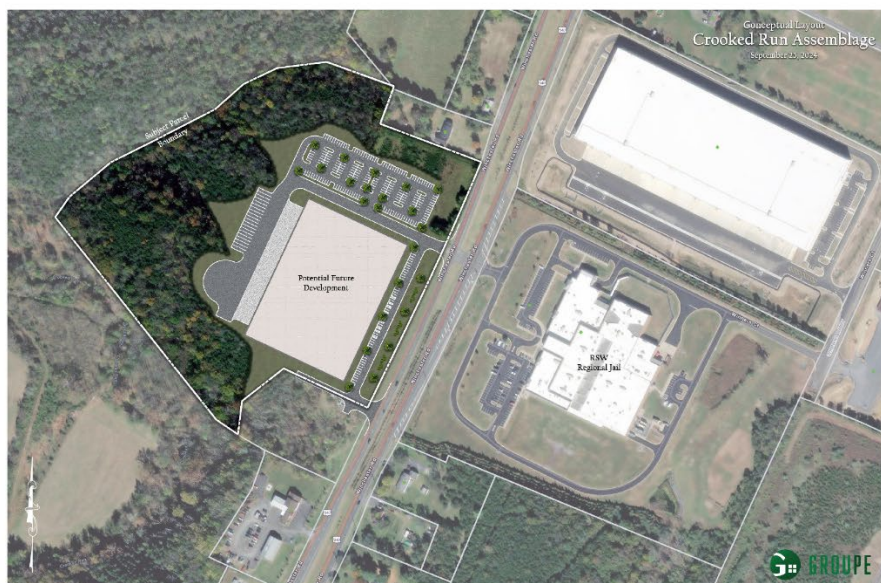
Crooked Run Assemblage

Discussion Points

- Stafford One Investments LLC is the contract purchaser of the Crooked Run Property, across the street from the RSW Regional Jail
- Industrial development is proposed on the undeveloped land, which requires water and sewer access
- Existing water lines in the area are accessible from the public right-of-way, but sanitary sewer lines are not
- The nearest sanitary sewer connection is on the RSW Regional Jail parcel, owned by the Authority
- Stafford One proposes an easement agreement between itself, the contract seller, and the Authority to allow for extension of sanitary sewer service to the Crooked Run
- The proposed easement agreement would grant a sanitary sewer easement to the Town, and permit Stafford One to construct a sanitary sewer line within it
- Final location of the easement is subject to the approval of the Authority and Town
- All access to the Authority's property will be coordinated with the appropriate Authority officials
- No blasting will be undertaken to construct the sewer line
- Stafford One will bear costs for preparation of the needed documents and construction of the easement, and hold the Authority harmless

Crooked Run Assemblage

Conceptual Layout



Mr. Curry asked and Mr. Hefty and Ms. Swisshelm agreed that the agreement could be altered to indicate that Groupe, Inc. is anticipating the route to be as shown in Exhibit A, but an alternative route could be picked upon the agreement of the parties in writing. Ms. Swisshelm explained that this would give the flexibility for a preferable route that the Authority would like to see, that way we are not locked into this route, and could agree to a route that would be more preferable to the Authority. Ms. Swisshelm further explained that this would also meet Groupe, Inc. goal to be as minimally intrusive to the Authority as they can be.

- Repairs will begin immediately to be defined as no later than four (4) hours following the discovery of damage to anything that effects Life, Health, and Safety.
- Pursue diligently until restored.

Mr. Vass, seconded by Mr. Stanmeyer, moved to approve the easement agreement with the caveats that we will accept potential changes to the easement location in exhibit A and that we will insert language considering any disruptions during construction to be fixed promptly within four (4)

hours for the Life, Health, and Safety for all inmates. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

VACO/VML Virginia Investment Pool – Resolution and Agreement

Ms. Thomas explained that:

- The RSW Regional Jail Finance and Personnel Committee discussed the VACO/VML Virginia Investment Pool at their last meeting that was held on June 27, 2024.
- The Finance and Personnel Committee requested staff to have Mr. Hefty review the Resolution and Agreements in order for it to be prepared for this Authority Board meeting.
- In June the VIP Stable NAV Liquidity Pool was 5.42%, as of yesterday it was 5.12%.
- The resolution was updated to name the Superintendent as the Chief Investment Officer.

Mr. Daley, seconded by Mr. Curry, moved to authorize the execution of the documents; to include the resolution, and agreements. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

RFP 2024-001 Security and Camera Systems Software Upgrade

Mr. Gilkison explained:

- The RFP was posted at the end of July, in response to the Capital Improvements Plan (CIP) Analysis that was completed in the spring by Moseley Architects.
- The CIP Analysis showed that for FY2025, FY2026, FY2027, and FY2028 there were certain enhancements and replacements of the security system that needed to be done.
- Our current system operates under Windows 7 which is now updated and we cannot get support to replace those outdated items.
- The RFP includes the touchscreen system which controls everything inside of the facility and includes the camera piece of the system. Both need to be completed together since they go hand and hand.
- Received three (3) responses to the RFP.
- The contractor that we have negotiated with based upon the scoring; their price came back at \$860,105. The others were over \$1M.

- One of the contractors was not qualified based upon the specifications of the RFP.
- Based on the CIP Analysis this work was estimated to cost over \$4M.
- Currently the touchscreen systems software and hardware need to be updated because those both need to be compatible with each other.
- At the May 23, 2024, RSW Regional Jail Authority Board meeting; the Board decided to authorized the encumbrance of \$200K from the Capital Reserve Fund for the Upgrade to Security Management Software Project this year.
- At the June 27, 2024, RSW Regional Jail Finance and Personnel Committee meeting it was discussed that after staff's further review of the project it would cost over \$600K.
- The Capital Reserve Fund is just over \$1.5M.
- Per the CIP Analysis this project was spread over a span of five (5) years; this RFP encompasses all of those parts and completes the project all together.

Mr. Daley, seconded by Mr. Vass, moved to authorize award of this contract contingent on approval from Mr. Curry; with the intention that, if approved, funds would be expended out of the Capital Reserve Fund. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

Mr. Gilkison informed the Authority Board that there is a new ruling by the Federal Communications Commission (FCC) that Jails and prison can no longer receive commission on inmate telephone calls and that is a revenue loss of \$200K for future budgets. That goes into effect in April 2025 so up to that point we will collect the commission but we will lose two months of that revenue in this Fiscal Year budget.

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population for July

Rappahannock	20	7.2%
Shenandoah	116	41.9%
Warren	141	50.9%
Member Jurisdiction ADP		277
Culpeper County Contract Beds		32
Page County Contract Beds		1
Total Facility ADP		310

Average Daily Population for August

Rappahannock	18	6.0%
Shenandoah	129	43.2%
Warren	152	50.8%
Member Jurisdiction ADP	299	
Culpeper County Contract Beds	20	
Page County Contract Beds	1	
Total Facility ADP	320	

Local numbers were higher in July and August; therefore, contract bed rentals were decreased.

Academy

Yesterday, October 2, 2024, we had six (6) employees graduate from Academy so with six (6) more becoming certified we may be able to look at opening another housing unit.

DOC Life, Health, and Safety Standards Inspection

We had our DOC Life, Health, and Safety Standards Inspection and had no deficiencies. The three (3) year audit should be coming up in February/March.

Home Electronic Monitoring (HEM)

Currently, there are no inmates on HEM.

Inmate Programs and Services

Currently have four inmates on Work Force.

In August and September, the RSW Inmate Work Force Team conducted:

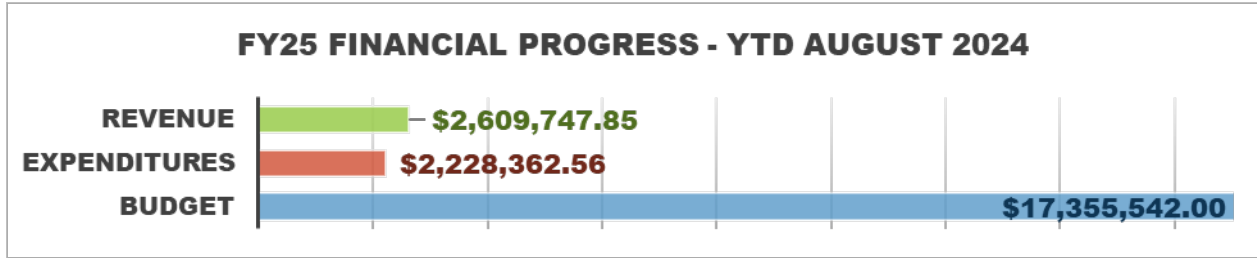
- Rappahannock County – mowed and weeded at the Library, Park, Visitor Center, Landfill, and County Administrative Building.
- Shenandoah County – mowed and weeded at the Administrative Building and the Park.
- Warren County – mowed and weeded 522, 340, Guard Hill Road, Rockland Road, Stone House, and Company 10.

Financial Report

Ms. Thomas gave the following Financial Report:

Fiscal Year Financial Progress:

August marks 16.6% of the fiscal year. At the end of August, expenditures were at 12.84% used and revenue was 15.04% realized. September was closed out this morning, September marks 25.0% of the fiscal year. Revenue is at 30.69% realized and expenditures at 22.95% used.

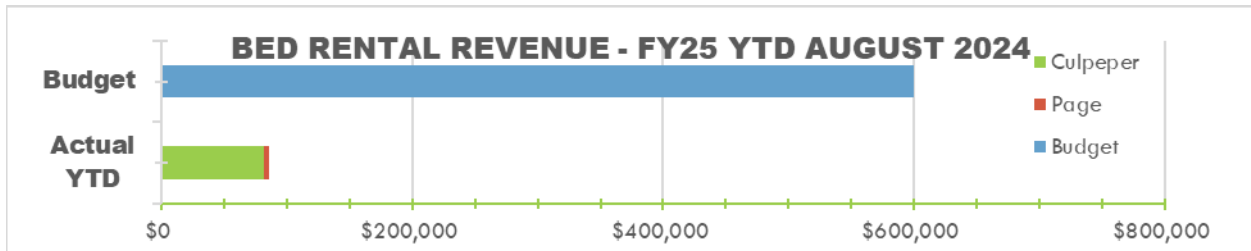


Contract Bed Rental Data:

Contract bed rental billing for July and August was as follows:

	July 2024	August 2024
Culpeper County	\$ 48,957.00	\$ 32,914.00
Page County	\$ 1,762.54	\$ 1,750.72

Bed rental revenue YTD for FY25 is \$85,384.26



The total bed rental revenue year to date for FY25, including revenue from medical, housing, commissary, and telephone fees is \$106,958.86.

Bank Account Transition

We transitioned the bank account into interest bearing accounts; so far in total in July and August we have earned just over \$30K in interest between all four (4) accounts that are earning.

FY24 Audit:

Mary Earhart and her team of Accountants began review of the FY24 financial records the week of September 9, 2024. The FY 24 Audit has been scheduled for October 21-23, 2024.

Human Resources and Employee Recruitment and Retention Report

Ms. Taylor gave the following report:

As of today, October 3rd, forty Officer Vacancies: this includes the thirty positions held for vacancy savings.

From July 23rd to September 20th, there has been a total of 68 applications received.

Jail Officer:

- Fifty-four applications have been received; out of those applications:
 - Thirty-three candidates did not pass the preliminary background process.
 - Twenty-one candidates were scheduled for interviews; out of those interviews:
 - Two candidates did not show for the interview;
 - Eleven were not offered a contingent offer;
 - One accepted the final offer and will begin next week;
 - Four candidates were hired two began in August and two began in September;
 - Two candidate who were in the final background process rescinded their applications.
 - One accepted the contingent offer and is in the final background process.

Control Room Officer: Seven applications were received; four candidates did not pass the preliminary background process and three candidates were hired in August.

Food Service Assistant: Two applications were received; one candidate was interviewed but not offered a contingent offer and one candidate is in the preliminary background process.

Licensed Practical Nurse (LPN): Three applications were received; one was hired in August, two were interviewed but were not offered a contingent offer.

Medication Aide: One application was received and candidate was hired in August.

Registered Nurse (RN): One application was received and candidate was hired in August.

New Hires and Retention:

- In August, three employees resigned/terminated; two uncertified Jail Officers and one Part-Time certified Jail Officer.
- In August, hired four uncertified Jail Officers, one Part-Time certified Jail Officer, one RN, one LPN, and three Control Room Officers.
- In September, one uncertified Jail Officer resigned/terminated.
- In September, hired two uncertified Jail Officers.

Job Fairs Attended:

- Virginia Works at Bowman Library on August 15th.
- Virginia Works at Handley Regional Library on September 19th.

Mr. Gilkison explained that currently the medical department is fully staffed and also for the uncertified Jail Officers the plan is to send six (6) to eight (8) to the spring 2025 academy.

Ten Year Anniversary Recognition Discussion

Mr. Gilkison explained that the Ten-year anniversary of the jail was on July 1, 2024. He stated that we will have an event on Thursday, October 31, 2024, at noon to recognize the employees who have five (5) and ten (10) years of service. Mr. Gilkison explained that a special plaque was

ordered to be placed in the facility lobby; to recognize the twenty-two (22) employees who have been employed for ten (10) years, since the facility opened.

Closed Session Pursuant to §2.2-3711-A1- for discussion of a personnel matter involving the retirement of the Deputy Superintendent.

At 3:08 pm, Mr. Morris, seconded by Mr. Vass, moved to convene in a closed session pursuant to Virginia Code §2.2-3711-A1 for discussion of a personnel matter involving the retirement of the Deputy Superintendent. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

At 3:15 pm, Mr. Vass, seconded by Mr. Stanmeyer, moved to reconvene the open session; Mr. Hefty 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. The certification was carried by the following roll-call vote:

Tim Carter	Absent	Edwin Daley	Aye
Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

Other Outstanding Issues

None.

Meeting Schedule

- November 21, 2024, at 2 pm
- January 23, 2025, at 2 pm
- March 27, 2025, at 2 pm

Adjournment

Mr. Daley, seconded by Mr. Vass, moved to adjourn the Authority Board Meeting. The motion was carried by the following vote:

Tim Carter	Absent	Edwin Daley	Aye
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Crystal Cline	Aye	Dennis Morris	Aye
Connie Compton	Aye	Evan Vass	Aye
John Stanmeyer	Aye	Keir Whitson	Absent
Garrey Curry	Aye		

At 3:16 pm, Ms. Cline adjourned the meeting.

Minutes Recorded & Transcribed by Brianna R. Taylor

Vicky Cook, Chairman
RSW Regional Jail Authority Board

Approved Date

**Average Daily Population
Per Jurisdiction**

	FY22	Past 3YR	%	FY23	Past 3YR	%	FY24	Past 3YR	%
Rappahannock	16.83	16.72	5.63%	14.83	16.38	6.03%	18.58	16.75	6.55%
Shenandoah	101.58	125.89	42.41%	100.17	111.14	40.93%	107.50	103.08	40.31%
Warren	137.92	154.24	51.96%	135.50	144.02	53.04%	134.25	135.89	53.14%
	256.33	296.85	100.00%	250.50	271.54	100.00%	260.33	255.72	100.00%

FY24 Usage

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY24 Avg
Rappahannock	16	21	18	16	19	18	19	19	19	18	20	23	16
Shenandoah	101	110	105	116	117	113	115	103	107	91	103	109	109
Warren	118	125	133	132	137	132	140	149	136	141	126	142	142
	235	256	256	264	273	263	274	271	261	252	252	267	260.33

FY24 Audited Financials from RFC		Actual 3yr Usage %	Audited FY24 Loc Share (% x H)	FY24 Actual paid Cash	FY24 Over/ (Under) Paid	FY23 CREDIT		
						FY24 CREDIT OWED IN FY25	OWED IN FY25	TOTAL CREDIT OWED
FY23 Actual Expenditures	\$15,661,515 (A)	Rapp	6.55%	\$512,659	\$423,106	(\$89,553)	\$20	(\$89,533)
FY23 Actual Revenue	(\$15,313,429) (B)	Shen	40.31%	\$3,154,916	\$3,185,697	\$30,781	\$0	\$30,781
FY23 Add back Unrealized Gain (loss) on invest	(\$33,304) (C)	Warren	53.14%	\$4,159,115	\$3,903,105	(\$256,010)	\$0	(\$256,010)
FY23 Add back Actual Local Rev	\$7,511,908 (D)			\$7,826,690	\$7,511,908	(\$314,782)	\$20	(\$314,762)
FY23 Non Local Rev	(\$7,834,825) (E = B+C+D)			AA	BB	CC=BB-AA		
FY23 NET Operating Expenditure	\$7,826,690 (A+E)							
Contribution to Capital	\$0 (G)							
Revised Net Local Expenditure	\$7,826,690 (H = F + G)							

Average Daily Population for November

Rappahannock	21	8.1%
Shenandoah	103	40.0%
Warren	134	51.9%
Member Jurisdiction ADP	258	
Culpeper County Contract Beds	36	
Page County Contract Beds	1	
Total Facility ADP	295	

Average Daily Population for December

Rappahannock	22	7.8%
Shenandoah	110	39.2%
Warren	149	53.0%
Member Jurisdiction ADP	281	
Culpeper County Contract Beds	18	
Page County Contract Beds	1	
Total Facility ADP	300	

Home Electronic Monitoring (HEM)

Currently, there are no inmates on HEM.

Inmate Programs and Services

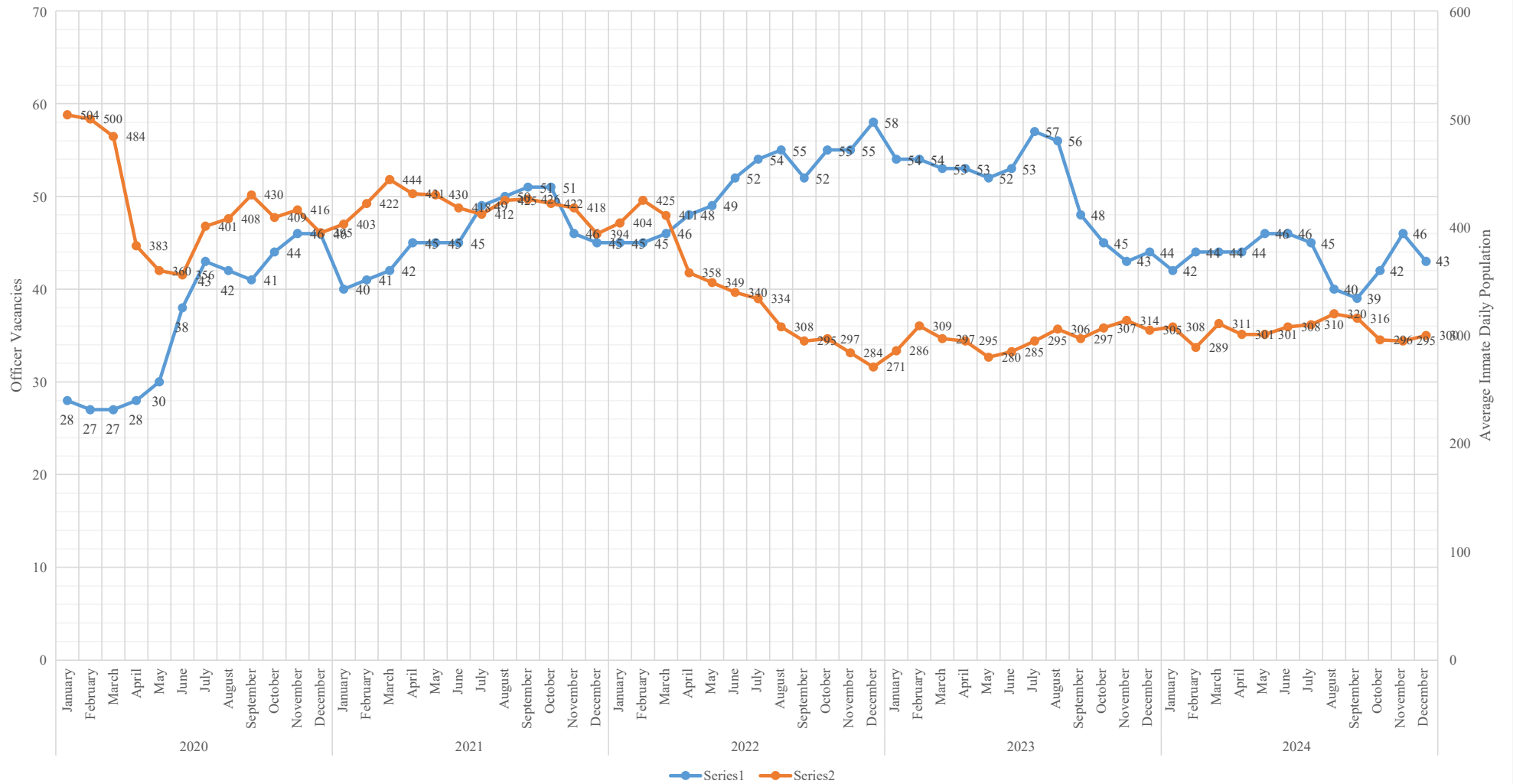
Currently have eight inmates on Work Force.

In November, December, and January, the RSW Inmate Work Force Team conducted:

- Rappahannock County - Cleaned out drain mounds and ditches at the Amissville Land Field.
- Shenandoah County –
 - At Wagner Park in Timberville started putting up new fence on November 21st, 2024, and completed the fence on January 2nd, 2025.
 - At Shenandoah County Administrative Building did weeding, trimming, and cleaned up leaves.
 - Shenandoah County Park removed weeds and worked around the park.
- Warren County –
 - On November 23, 2024, unloaded the Camping for Hunger Bus and stocked shelves at the C-Cap building.
 - Litter Pick-up:
 - Fairground Road to Guard Hill Road 24 bags collected on 11/22/2024.
 - Right side of 340 going South 40 bags collected on 12/04/2024.
 - Fairground Road to Front Royal 13 bags collected on 12/20/2024.
 - From Limeton Sign to Copper Mine Road on 340 – 27 bags collected on 12/23/2024.
 - All of Fairground Road – 26 bags collected on 12/27/2024.
 - RSW Regional Jail – Cleaned within and around the RSW Regional Jail Facility and assisted with snow removal around the facility on January 6, 2025.

RSW REGIONAL JAIL AUTHORITY																
MONTHLY STATS																
FY2025																
	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Inmate Food Cost:																
Monthly Food Cost	\$ 485,000	\$ 10,179	\$ 57,802	\$ 29,706	\$ 38,641	\$ 30,179	\$ 30,187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	AVG.		
Food Cost per day / per inmate		\$ 1.07	\$ 5.84	\$ 3.15	\$ 4.22	\$ 3.43	\$ 3.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.49		
Inmate Information:																Allocation Per
Avg. Population		277	299	294	264	258	281	-	-	-	-	-	-	279		Location
Number of Rappahanock inmates		20	18	18	21	21	22	-	-	-	-	-	-	20		7.2%
Number of Shenandoah inmates		116	129	126	106	103	110	-	-	-	-	-	-	115		41.2%
Number of Warren inmates		141	152	150	137	134	149	-	-	-	-	-	-	144		51.6%
State Responsible inmates		81	85	78	83	83	90	-	-	-	-	-	-	83		
Number of inmates Out of Compliance per DOC		12	8	7	6	5	5	-	-	-	-	-	-	7		
Local Responsible inmates		118	111	108	105	95	102	-	-	-	-	-	-	107		
Page Co. inmates		1	1	1	1	1	1	-	-	-	-	-	-	1		
Cupleper Co. inmates		32	20	21	31	36	18	-	-	-	-	-	-	26		
														Total		
Total RSW inmate days		8,574	9,281	8,806	8,192	7,730	8,726	-	-	-	-	-	-	51,309		
Total Facility Inmate Days		9,552	9,906	9,421	9,156	8,804	9,273	-	-	-	-	-	-	56,112		
Number of grievances filed		3	-	1	-	1	1	-	-	-	-	-	-	6		
Number of inmates housed in other jurisdictions		5	7	7	10	9	8	-	-	-	-	-	-	46		
Transport Information:														Total		
Total number of transports		159	154	162	147	114	135	-	-	-	-	-	-	871		
Total number of inmates transported		240	236	233	249	187	226	-	-	-	-	-	-	1,371		
Number of transports to Shenandoah courts		48	48	55	47	38	40	-	-	-	-	-	-	276		
Number of transports to Warren courts		56	52	46	45	39	39	-	-	-	-	-	-	277		
Number of transports to Rappahannock courts		16	8	7	11	12	8	-	-	-	-	-	-	62		
Number of video hearings		283	252	255	238	180	227	-	-	-	-	-	-	1,435		
Number of TDO transports		3	9	5	4	1	6	-	-	-	-	-	-	28		
Number of DOC transports		4	3	2	1	1	2	-	-	-	-	-	-	13		
Number of medical transports		16	10	12	24	16	18	-	-	-	-	-	-	96		
Number of dental transports		-	-	-	-	-	0	-	-	-	-	-	-	-		
Number of hospital transports		16	24	35	15	7	22	-	-	-	-	-	-	119		
Number of inmates to hospital		9	13	18	11	5	13	-	-	-	-	-	-	69		
Number of miles driven		7,664	8,843	7,340	6,106	6,503	5,181	-	-	-	-	-	-	41,637		
Amount of gas used (GAL)		524	565	475	432	397	373	-	-	-	-	-	-	2,766		

Average Daily Population and Officer Vacancies





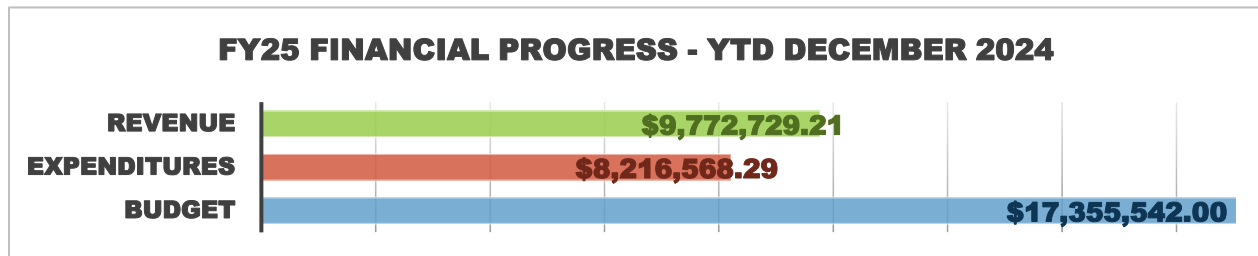
RSW Regional Jail
 Rappahannock, Shenandoah and Warren County
 6601 Winchester Road
 Front Royal, Virginia 22630
 Phone: (540) 622-6097
 Fax: (540) 622-2846

Russell W. Gilkison
 Superintendent

January 17, 2025

Finance Department Report – November/December 2024

Fiscal Year Financial Progress: December marks 50% of the fiscal year. At the end of December, expenditures were at 47.34% used and revenue was 56.31% realized.

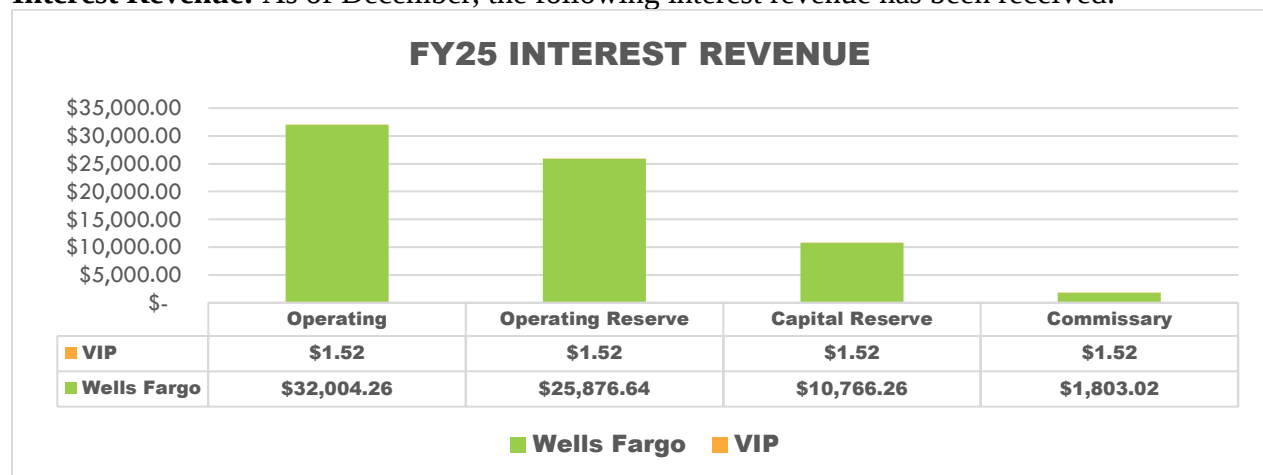


Bank Account/Fund Balances: As of December 31, 2024, the fund balances were as follows:

Wells Fargo Operating	VIP Operating	Operating Fund Total
\$5,757,310.03	\$1,001.52	\$5,758,311.55
Wells Fargo Operating Reserve	VIP Operating Reserve	Operating Reserve Fund Total
\$3,939,169.98	\$1,001.52	\$3,940,171.50
Wells Fargo Capital Reserve	VIP Capital Reserve	Capital Reserve Fund Total
\$1,380,750.51	\$1,001.52	\$1,381,752.03
Wells Fargo Commissary	VIP Commissary	Commissary Fund Total
\$318,043.14	\$1,001.52	\$319,044.66

The Virginia Investment Pool (VIP) accounts took some time to set up and in December, small transfers were sent to each account to test the process and ensure everything would run smoothly. In January, much larger balances have been sent to the Virginia Investment Pool accounts, which will be reflected in the reporting at the next meeting. As of January 17, 2025, the net yield on the VIP accounts is 4.49%.

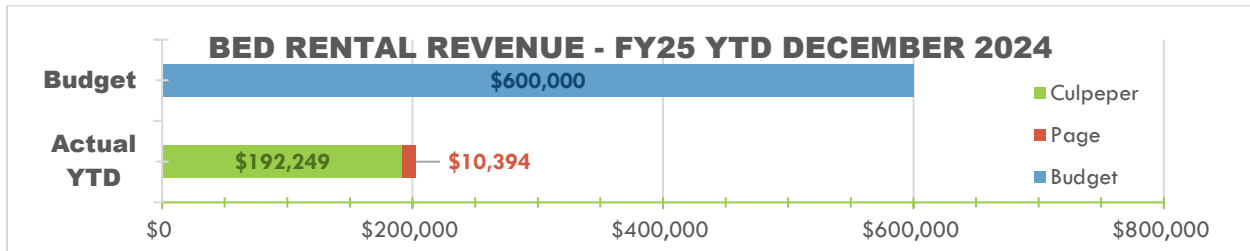
Interest Revenue: As of December, the following interest revenue has been received:



Contract Bed Rental Data: Contract bed rental billing for September and October was as follows:

	November 2024	December 2024
Culpeper County	\$ 24,250.00	\$ 27,950.00
Page County	\$ 1,693.40	\$ 1,745.38

Bed rental revenue YTD for FY25 is \$202,643.07



The total bed rental revenue year to date for FY25, including revenue from medical, housing, commissary, and telephone fees is \$255,033.43.

Respectfully Submitted,

Stephanie Thomas

Finance Manager
RSW Regional Jail

FISCAL YEAR 2025 EXPENDITURES						
OPERATING FUND	Line Item	Line Item Description	REPORT MONTH:	DECEMBER 2024	FY Expenditures To Date	FY Available Balance
			Percentage of Fiscal Year:	50.00%		
Line Item	Line Item Description	Annual Budget	Reporting Month Expenditures	FY Expenditures To Date	FY Available Balance	Annual % Expenditure Used
1100	SALARIES (REGULAR)	\$ 6,908,431.00	\$ 492,335.70	\$ 3,201,838.37	\$ 3,706,592.63	46.35%
1200	SALARIES (OVERTIME)	\$ 463,500.00	\$ 29,122.16	\$ 202,684.68	\$ 260,815.32	43.73%
1300	SALARIES (PART-TIME)	\$ 45,575.00	\$ 4,307.77	\$ 44,139.98	\$ 1,435.02	96.85%
1400	SALARIES (HOLIDAY)	\$ 330,939.00	\$ 64,318.47	\$ 214,907.80	\$ 116,031.20	64.94%
1800	ACCRUED LEAVE PAYOFF AT TERMINATION	\$ 52,530.00	\$ 16,542.90	\$ 27,405.66	\$ 25,124.34	52.17%
1825	ANNUAL LEAVE TAKEN	\$ 283,250.00	\$ 22,951.13	\$ 156,778.21	\$ 126,471.79	55.35%
1830	SICK LEAVE TAKEN	\$ 198,790.00	\$ 14,199.30	\$ 118,127.08	\$ 80,662.92	59.42%
	1000 Salaries and Benefits Subtotal	\$ 8,283,015.00	\$ 643,777.43	\$ 3,965,881.78	\$ 4,317,133.22	47.88%
					\$ -	
2100	FICA	\$ 633,651.00	\$ 47,735.49	\$ 293,883.25	\$ 339,767.75	46.38%
2210	VRS	\$ 627,948.00	\$ 50,835.23	\$ 302,365.82	\$ 325,582.18	48.15%
2300	HOSPITALIZATION INSURANCE	\$ 1,236,950.00	\$ 101,611.20	\$ 620,551.85	\$ 616,398.15	50.17%
2400	GROUP LIFE INSURANCE	\$ 96,014.00	\$ 6,674.37	\$ 39,531.68	\$ 56,482.32	41.17%
2500	SHORT & LONG TERM DISABILITY INSURANCE P	\$ 13,083.00	\$ 1,187.46	\$ 6,618.34	\$ 6,464.66	50.59%
2600	UNEMPLOYMENT INSURANCE	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
2700	WORKERS COMPENSATION INSURANCE	\$ 162,044.00	\$ 30,629.50	\$ 117,694.50	\$ 44,349.50	72.63%
	2000 Benefits Subtotal	\$ 2,784,690.00	\$ 238,673.25	\$ 1,380,645.44	\$ 1,404,044.56	49.58%
					\$ -	
3110	PROF. HEALTH SERVICES - ON-SITE	\$ 526,473.00	\$ 23,808.09	\$ 197,236.17	\$ 329,236.83	37.46%
3111	PROF. HEALTH SERVICES - OFFSITE	\$ 70,000.00	\$ 3,577.57	\$ 15,796.50	\$ 54,203.50	22.57%
3112	PROF. HEALTH SERVICES - PRESCRIPTIONS	\$ 225,000.00	\$ 25,914.84	\$ 149,943.81	\$ 75,056.19	66.64%
3113	PROF. HEALTH SERVICES - DENTAL	\$ 3,868.00	\$ 1,547.00	\$ 3,292.96	\$ 575.04	85.13%
3120	PROFESSIONAL SERVICES - ACCOUNTING SERVI	\$ 24,000.00	\$ -	\$ 8,525.00	\$ 15,475.00	35.52%
3150	PROFESSIONAL SERVICES - LEGAL SERVICES	\$ 52,000.00	\$ -	\$ 42,000.00	\$ 10,000.00	80.77%
3155	PROFESSIONAL SERVICES - OTHER	\$ 15,586.00	\$ 1,157.08	\$ 6,739.95	\$ 8,846.05	43.24%
3310	REPAIRS & MAINTENANCE SERVICES	\$ 162,020.00	\$ 10,365.03	\$ 38,929.37	\$ 123,090.63	24.03%
3315	MOTOR VEHICLE REPAIRS	\$ 15,000.00	\$ 1,605.23	\$ 8,170.97	\$ 6,829.03	54.47%
3320	MAINTENANCE & SERVICE CONTRACT	\$ 245,779.00	\$ 10,711.33	\$ 169,822.28	\$ 75,956.72	69.10%
3500	PRINTING & BINDING	\$ 700.00	\$ 150.22	\$ 359.76	\$ 340.24	51.39%
3600	ADVERTISING	\$ 30,000.00	\$ -	\$ 5,266.30	\$ 24,733.70	17.55%
3700	RECRUITMENT COSTS (JOB FAIRS)	\$ 2,500.00	\$ -	\$ 67.18	\$ 2,432.82	2.69%
	3000 Contractual Services Subtotal	\$ 1,372,926.00	\$ 78,836.39	\$ 646,150.25	\$ 726,775.75	47.06%
					\$ -	
5110	ELECTRICAL SERVICES	\$ 320,000.00	\$ 25,270.33	\$ 143,942.36	\$ 176,057.64	44.98%
5120	NATURAL GAS	\$ 65,000.00	\$ -	\$ 4,940.39	\$ 60,059.61	7.60%
5130	WATER & SEWER	\$ 262,925.00	\$ 23,378.21	\$ 103,892.31	\$ 159,032.69	39.51%
5135	WASTE REMOVAL	\$ 28,000.00	\$ 2,133.52	\$ 11,971.69	\$ 16,028.31	42.76%
5210	POSTAGE	\$ 2,500.00	\$ 200.00	\$ 1,164.13	\$ 1,335.87	46.57%
5230	TELECOMMUNICATIONS	\$ 31,200.00	\$ 942.85	\$ 11,484.96	\$ 19,715.04	36.81%
5250	INTERNET & CABLE SERVICES	\$ 9,000.00	\$ 662.37	\$ 3,947.72	\$ 5,052.28	43.86%
5301	BOILER, MACHINERY, FIRE & GENERAL LIABIL	\$ 25,613.00	\$ -	\$ 28,412.00	\$ (2,799.00)	110.93%
5305	VEHICLE INSURANCE	\$ 7,429.00	\$ -	\$ 7,516.00	\$ (87.00)	101.17%
5306	PUBLIC OFFICIALS LIABILITY INSURANCE	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	100.00%
5309	LINE OF DUTY INSURANCE	\$ 24,633.00	\$ 6,756.75	\$ 20,270.25	\$ 4,362.75	82.29%
5410	LEASE/PURCHASE EQUIPMENT	\$ 25,000.00	\$ 2,015.98	\$ 9,950.22	\$ 15,049.78	39.80%
5510	TRAVEL - MILEAGE/PARKING	\$ 1,500.00	\$ -	\$ 154.50	\$ 1,345.50	10.30%
5520	CONDUCT OF BUSINESS	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
5530	TRAVEL (FOOD & LODGING)	\$ 10,000.00	\$ -	\$ 2,025.41	\$ 7,974.59	20.25%
5540	TRAVEL (TRAINING & EDUCATION)	\$ 84,800.00	\$ 2,582.40	\$ 62,482.19	\$ 22,317.81	73.68%
5802	BANKING FEES	\$ 1,000.00	\$ 206.73	\$ 1,144.73	\$ (144.73)	114.47%
5810	DUES & ASSOCIATION MEMBERSHIP	\$ 6,790.00	\$ -	\$ 5,220.00	\$ 1,570.00	76.88%
5850	MISCELLANEOUS EXPENSES	\$ 6,000.00	\$ -	\$ 1,204.75	\$ 4,795.25	20.08%
5860	PROFESSIONAL CERTIFICATION/LICENSING	\$ 240.00	\$ -	\$ 40.00	\$ 200.00	16.67%
	5000 Other Services Subtotal	\$ 916,230.00	\$ 64,229.14	\$ 423,863.61	\$ 492,366.39	46.26%
					\$ -	
6001	OFFICE SUPPLIES	\$ 20,000.00	\$ 550.52	\$ 4,187.29	\$ 15,812.71	20.94%
6002	FOOD SERVICE	\$ 485,000.00	\$ 30,187.05	\$ 196,693.15	\$ 288,306.85	40.56%
6003	FOOD SERVICE SUPPLIES	\$ 25,000.00	\$ 1,607.44	\$ 8,849.77	\$ 16,150.23	35.40%
6004	MEDICAL & LAB SUPPLIES	\$ 45,000.00	\$ 1,293.22	\$ 10,000.87	\$ 34,999.13	22.22%
6005	LAUNDRY/HOUSEKEEPING SUPPLIES	\$ 110,000.00	\$ 2,878.97	\$ 26,889.94	\$ 83,110.06	24.45%
6006	LINEN SUPPLIES	\$ 15,000.00	\$ 904.00	\$ 904.00	\$ 14,096.00	6.03%
6007	REPAIRS & MAINTENANCE SUPPLIES	\$ 156,351.00	\$ 10,218.24	\$ 48,436.30	\$ 107,914.70	30.98%
6008	VEHICLE SUPPLIES (GAS & OIL)	\$ 37,700.00	\$ 1,250.97	\$ 15,827.02	\$ 21,872.98	41.98%
6009	VEHICLE REPAIRS & MAINTENANCE SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
6010	POLICE EQUIPMENT & SUPPLIES (INC RANGE)	\$ 50,000.00	\$ -	\$ 8,962.19	\$ 41,037.81	17.92%
6011	UNIFORMS AND WEARING APPAREL - STAFF	\$ 45,000.00	\$ 1,834.81	\$ 13,760.72	\$ 31,239.28	30.58%
6014	OPERATING SUPPLIES	\$ 1,000.00	\$ -	\$ 1,337.96	\$ (337.96)	133.80%
6015	GROUND MAINTENANCE	\$ 20,000.00	\$ -	\$ 5,394.74	\$ 14,605.26	26.97%
6016	REPAIR & MAINT EQUIPMENT-TOOLS	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
6020	INMATE SUPPLIES	\$ 20,000.00	\$ 819.00	\$ 819.00	\$ 19,181.00	4.10%
	6000 Materials and Supplies Subtotal	\$ 1,033,051.00	\$ 51,544.22	\$ 342,062.95	\$ 690,988.05	33.11%
					\$ -	
8101	MACHINERY & EQUIPMENT	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
8102	FURNITURE & FIXTURES	\$ 5,000.00	\$ -	\$ 1,076.19	\$ 3,923.81	21.52%
8103	COMMUNICATION EQUIPMENT	\$ 5,000.00	\$ -	\$ 4,145.45	\$ 854.55	82.91%
8107	COMPUTER EQUIPMENT & SOFTWARE	\$ 26,500.00	\$ 2,141.52	\$ 23,548.16	\$ 2,951.84	88.86%
8204	COMPUTER EQUIPMENT & SOFTWARE	\$ -	\$ 129,015.75	\$ 129,015.75	\$ (129,015.75)	> 100%
8205	POLICE SUPPLIES AND EQUIPMENT	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
	8000 Technology and Capital Subtotal	\$ 196,500.00	\$ 131,157.27	\$ 157,785.55	\$ 38,714.45	80.30%
					\$ -	
	OPERATING ACCOUNT FY TOTALS	\$ 14,586,412.00	\$ 1,208,217.70	\$ 6,916,389.58	\$ 7,670,022.42	47.42%
					\$ -	
					\$ -	
OPERATING RESERVE						
Line Item	Line Item Description	Annual Budget	Reporting Month Expenditures	FY Expenditures To Date	FY Available Balance	Annual % Expenditure Used
9510	PRINCIPAL ON GENERAL OBLIGATION BOND	\$ 1,605,000.00	\$ 335,236.80	\$ 713,712.36	\$ 891,287.64	44.47%
9520	INTEREST ON GENERAL OBLIGATION BONDS	\$ 1,164,130.00	\$ 288,831.83	\$ 586,466.35	\$ 577,663.65	50.38%
					\$ -	
	OPERATING RESERVE ACCOUNT FY TOTALS	\$ 2,769,130.00	\$ 624,068.63	\$ 1,300,178.71	\$ 1,468,951.29	46.95%
					\$ -	
	TOTAL FY25 BUDGET	\$ 17,355,542.00	\$ 1,832,286.33	\$ 8,216,568.29	\$ 9,138,973.71	47.34%

FISCAL YEAR 2025 EXPENDITURES						
COMMISSARY FUND						
Line Item	Line Item Description	Annual Budget	Reporting Month Expenditures	FY Expenditures To Date		
3111	PROF. HEALTH SERVICES - OFFSITE	\$ -	\$ 799.68	\$ 3,010.56		
3155	PROFESSIONAL SERVICES - OTHER	\$ -	\$ 8,252.50	\$ 60,425.38		
5250	INTERNET & CABLE SERVICES	\$ -	\$ 235.72	\$ 1,414.31		
5410	LEASE/PURCHASE EQUIPMENT	\$ -	\$ -	\$ 355.81		
6012	BOOKS & SUBSCRIPTIONS	\$ -	\$ -	\$ 74.15		
6013	COMMISSARY	\$ -	\$ 22,047.60	\$ 125,748.97		
6020	INMATE SUPPLIES	\$ -	\$ 6,909.74	\$ 66,206.24		
9911	TRANSFER TO OPERATING FUND	\$ -	\$ 1,768.63	\$ 1,768.63		
	COMMISSARY ACCOUNT FY TOTALS	\$ -	\$ 40,013.87	\$ 259,004.05		
CAPITAL RESERVE FUND						
Line Item	Line Item Description	Annual Budget	Reporting Month Expenditures	FY Expenditures To Date		
9911	TRANSFER TO OPERATING FUND	\$ -	\$ 129,015.75	\$ 129,015.75		
	CAPITAL ACCOUNT FY TOTALS	\$ -	\$ 129,015.75	\$ 129,015.75		

FISCAL YEAR 2025 REVENUE						
		REPORT MONTH:	DECEMBER 2024			
		Percentage of Fiscal Year:	50.00%			
OPERATING FUNDS						
Line Item	Line Item Description	Annual Budget	Reporting Month Revenue	FY Revenue To Date	FY Unrealized Revenue	Annual % Revenue Realized
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 333,295.00	\$ 83,324.00	\$ 249,971.00	\$ 83,324.00	75.00%
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 2,262,324.00	\$ 565,581.00	\$ 1,696,743.00	\$ 565,581.00	75.00%
110605	FUNDS FROM WARREN COUNTY	\$ 2,931,680.00	\$ 732,919.00	\$ 2,198,757.00	\$ 732,923.00	75.00%
150103	BANK ACCOUNT INTEREST EARNED	\$ -	\$ 5,068.89	\$ 32,004.26	\$ (32,004.26)	> 100%
150104	INVESTMENT ACCOUNT INTEREST EARNED	\$ -	\$ 1.52	\$ 1.52	\$ (1.52)	> 100%
160501	PRISONERS KEEP FEE	\$ 110,000.00	\$ 9,552.10	\$ 53,564.89	\$ 56,435.11	48.70%
160504	PRISONER ROOM & BOARD FEE - WORK RELEASE	\$ -	\$ -	\$ 10.05	\$ (10.05)	> 100%
160506	SSA INCENTIVE PAY	\$ 5,000.00	\$ 1,900.00	\$ 6,700.00	\$ (1,700.00)	134.00%
160901	PHYSICIAN CO-PAY	\$ 5,000.00	\$ 540.05	\$ 3,605.40	\$ 1,394.60	72.11%
160902	NURSE CO-PAY	\$ 5,000.00	\$ 174.10	\$ 997.56	\$ 4,002.44	19.95%
160903	DENTIST CO-PAY	\$ 1,500.00	\$ 203.45	\$ 864.35	\$ 635.65	57.62%
160904	PRESCRIPTION CO-PAY	\$ 17,000.00	\$ 1,808.05	\$ 10,256.59	\$ 6,743.41	60.33%
160906	MEDICAL SUPPLIES	\$ 500.00	\$ 60.35	\$ 359.83	\$ 140.17	71.97%
160907	MEDICAL INMATE RESPONSIBLE	\$ 1,200.00	\$ 267.00	\$ 994.06	\$ 205.94	82.84%
160908	MEDICATION (OVER THE COUNTER)	\$ 400.00	\$ 29.19	\$ 117.41	\$ 282.59	29.35%
180302	PAYMENTS FOR DAMAGE TO PROPERTY	\$ -	\$ 106.01	\$ 134.01	\$ (134.01)	> 100%
189912	MISCELLANEOUS REVENUE	\$ 5,000.00	\$ 545.73	\$ 4,716.73	\$ 283.27	94.33%
190202	CONTRACT BED RENTAL SPACE	\$ 600,000.00	\$ 26,000.40	\$ 173,004.69	\$ 426,995.31	28.83%
190204	TELEPHONE COMMISSIONS	\$ 200,000.00	\$ 33,334.00	\$ 83,335.00	\$ 116,665.00	41.67%
240104	DOC REIMBURSEMENT	\$ 500.00	\$ 26.85	\$ 522.57	\$ (22.57)	104.51%
240105	COMP BOARD SALARY FUNDING	\$ 6,961,139.00	\$ 568,231.61	\$ 2,561,072.01	\$ 4,400,066.99	36.79%
240106	COV COMP BOARD PER DIEM (STATE/LOCAL)	\$ 720,000.00	\$ -	\$ 139,074.00	\$ 580,926.00	19.32%
240107	COMP BOARD BENEFIT FUNDING	\$ 426,875.00	\$ 39,645.30	\$ 201,039.74	\$ 225,835.26	47.10%
240108	TDO/ECO REIMBURSEMENT	\$ -	\$ -	\$ 1,872.00	\$ (1,872.00)	> 100%
333020	FEDERAL DISASTER RECOVERY ASSISTANCE	\$ -	\$ -	\$ 119,500.00	\$ (119,500.00)	> 100%
499110	TRANSFER FROM COMMISSARY FUND	\$ -	\$ 1,768.63	\$ 1,768.63	\$ (1,768.63)	> 100%
499400	TRANSFER FROM CAPITAL RESERVE	\$ -	\$ 129,015.75	\$ 129,015.75	\$ (129,015.75)	> 100%
	OPERATING ACCOUNT FY TOTALS	\$ 14,586,413.00	\$ 2,200,102.98	\$ 7,670,002.05	\$ 6,916,410.95	52.58%
OPERATING RESERVE FUNDS						
Line Item	Line Item Description	Annual Budget	Reporting Month Revenue	FY Revenue To Date	FY Unrealized Revenue	Annual % Revenue Realized
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 166,980.00	\$ 41,745.00	\$ 125,235.00	\$ 41,745.00	75.00%
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 1,133,404.00	\$ 283,351.00	\$ 850,053.00	\$ 283,351.00	75.00%
110605	FUNDS FROM WARREN COUNTY	\$ 1,468,745.00	\$ 367,187.00	\$ 1,101,561.00	\$ 367,184.00	75.00%
150103	BANK ACCOUNT INTEREST EARNED	\$ -	\$ 4,121.80	\$ 25,876.64	\$ (25,876.64)	> 100%
150104	INVESTMENT ACCOUNT INTEREST EARNED	\$ -	\$ 1.52	\$ 1.52	\$ (1.52)	> 100%
	OPERATING RESERVE ACCOUNT FY TOTALS	\$ 2,769,129.00	\$ 696,406.32	\$ 2,102,727.16	\$ 666,401.84	75.93%
	TOTAL FY25 BUDGET	\$ 17,355,542.00	\$ 2,896,509.30	\$ 9,772,729.21	\$ 7,582,812.79	56.31%
COMMISSARY FUNDS						
Line Item	Line Item Description	Annual Budget	Reporting Month Revenue	FY Revenue To Date		
110606	FUNDS FROM INMATE ACCOUNT	\$ -	\$ 32,124.84	\$ 182,738.43		
150103	BANK ACCOUNT INTEREST EARNED	\$ -	\$ 221.62	\$ 1,803.02		
150104	INVESTMENT ACCOUNT INTEREST EARNED	\$ -	\$ 1.52	\$ 1.52		
	COMMISSARY ACCOUNT ANNUAL TOTALS	\$ -	\$ 32,347.98	\$ 184,542.97		
CAPITAL RESERVE FUNDS						
Line Item	Line Item Description	Annual Budget	Reporting Month Revenue	FY Revenue To Date		
150103	BANK ACCOUNT INTEREST EARNED	\$ -	\$ 1,590.91	\$ 10,766.26		
150104	INVESTMENT ACCOUNT INTEREST EARNED	\$ -	\$ 1.52	\$ 1.52		
	CAPITAL RESERVE ACCOUNT ANNUAL TOTALS	\$ -	\$ 1,592.43	\$ 10,767.78		

FY26 RSW Budget Summary - DRAFT V1																																											
																																		SUPERINTENDENTS RECOMMENDATION									
														30 VACANCIES HELD										35 VACANCIES HELD										40 VACANCIES HELD									
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														FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC	FY26 BUDGET	FY26 INC/DEC				
														FY23 BUDGET	FY23 ACTUAL	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	1/8/2025 FY25 YTD																								
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FUNDS FROM SHENANDOAH COUNTY																																											
FUNDS FROM WARREN COUNTY																																											
BANK ACCOUNT INTEREST EARNED																																											
PRISONERS KEEP FEE																																											
PRISONER ROOM & BOARD FEE -WORK RELEASE																																											
PRE-TRIAL DRUG AND ALCOHOL FEE																																											
SSA INCENTIVE PAY																																											
PHYSICIAN CO-PAY																																											
NURSE CO-PAY																																											
DENTIST CO-PAY																																											
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MEDICAL TRANSPORT																																											
MEDICAL SUPPLIES																																											
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MEDICATION (OVER-THE-COUNTER)																																											
CHRONIC MEDICAL CARE PROGRAM																																											
OPTOMETRY CO-PAY																																											
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MISCELLANEOUS REVENUE																																											
CONTRACT BED RENTAL SPACE																																											
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Salary and Benefits																																											
Contractual Services																																											
Utilities																																											
Insurance																																											
Lease/Rent of Equipment																																											
Travel and Training																																											
Miscellaneous																																											
Materials & Supplies																																											
Capital Outlay																																											
Contingencies & Other																																											
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Shenandoah County																																											
Warren County																																											
Locality Contribution %																																											



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

Human Resources Department Report – January 2025

As of January 21st, forty-two Officer Vacancies: this includes the thirty positions held for vacancy savings.

From November 19th to January 21st, there has been a total of 38 applications received.

Jail Officer:

- Thirty-three applications have been received; out of those applications:
 - Twenty-four did not pass the preliminary background process.
 - Two candidates are in the preliminary background process.
 - Two candidates had an interview but were not offered a contingent offer.
 - One candidate accepted the contingent offer and is in the final background process.
 - Four candidates accepted the final offer, two began in December and two began in January.

Control Room Officer:

- Five applications have been received; out of those applications:
 - Two did not pass the preliminary background process.
 - Two candidates are in the preliminary background process.
 - One candidate accepted the contingent offer and is in the final background process.

New Hires and Retention:

- In November hired one Food Service Assistant.
- In December hired six uncertified Jail Officers and four employees resigned/terminated: one Medication Aide, two uncertified Jail Officers, and one certified Jail Officer.
- In January hiring one certified Jail Officer and one uncertified Jail Officer; two employees resigned/terminated: one uncertified Jail Officer and one Food Service Assistant; and at the end of January the Director of Nursing/RN is resigning.

2025 Job Fairs:

- Shenandoah County Library on February 6th, April 3rd, and June 5th.
- Handley Regional Library on February 20th, June 26th, August 21st, and October 16th.
- Samuels Public Library on March 6th, May 1st, July 3rd, September 4th, and November 6th.
- Bowman Library on March 20th, May 15th, July 17th, and September 18th.
- Warren County High School on April 29th.