Approved May 28, 2026

At the regular meeting of the RSW Regional Jail Authority Board held at the RSW Regional Jail on Thursday, April 23,2026 at 2:00 pm:

Present:

Garrey Curry (County Administrator, Rappahannock County), Keir Whitson (Board of Supervisors, Rappahannock County), Connie Compton (Sheriff, Rappahannock County), Evan Vass (County Administrator, Shenandoah County), David Martin (Interim County Administrator, Warren County), Cheryl Cullers (Board of Supervisors, Warren County), John Stanmeyer (Board of Supervisors, Warren County - Alternate), Brendan Hefty (Hefty, Wiley, and Gore: Legal Counsel), Russell Gilkison (Superintendent, RSW Regional Jail), Michael Miller (Deputy Superintendent, RSW Regional Jail), Ashley Silvious (Finance Specialist, RSW Regional Jail), Thomas Buchness (HR Manager, RSW Regional Jail)

Absent:

Tim Carter (Sheriff, Shenandoah County), Crystal Cline (Sheriff, Warren County) Dennis Morris (Board of Supervisors, Shenandoah County)

Welcome and Introductions

A quorum of the full board being assembled, Mr. Curry called the meeting to order at 2:04 pm and introductions were made among those gathered.

Adoption of Agenda

A motion to adopt the agenda as presented was made by Mr. Vass and seconded by Mr. Whitson. The motion carried unanimously.

Tim Carter	Absent	Cheryl Cullers	Aye
Crystal Cline	Absent	David Martin	Aye
Connie Compton	Aye	John Stanmeyer	Aye
Dennis Morris	Absent	Evan Vass	Aye
Garrey Curry	Aye	Keir Whitson	Aye

Adoption of Minutes

3.1 – September 25, 2025 0:28

It was noted that no official meeting had been held since the September 25, 2025, for want of a quorum at the appointed time in between.

Tim Carter	Absent	Dennis Morris	Aye
Crystal Cline	Absent	David Martin	Aye
Connie Compton	Aye	John Stanmeyer	Aye
Cheryl Cullers	Absent	Evan Vass	Aye
Garrey Curry	Aye	Keir Whitson	Aye

Public Comments

None.

Comments from Board Members and Legal Counsel

Legal Counsel Brendan Hefty reported on the passage of House Bill 1441 by the General Assembly, which places new restrictions on 287(g) agreements between jails and federal immigration authorities. The bill requires that a specific set of conditions be agreed to by the federal government; if those conditions are not incorporated into an existing agreement by the effective date of the new law (September 1), the agreement becomes void and unenforceable. The Attorney General and local attorneys are authorized to enforce the provision by injunctive relief.

Mr. Hefty noted that the Authority's 287(g) agreement, executed approximately six months prior, would be rendered void under this new law. He advised that staff would notify ICE accordingly and that a new agreement could potentially be entered into if the federal government agrees to the required terms—something that remains uncertain.

Superintendent Gilkison clarified that the practical operational impact on the jail is limited. The facility will continue to communicate with ICE regarding foreign-born inmates of potential interest, and will continue to honor the 48-hour detention hold, as permitted. The 287(g) agreement had primarily formalized a warrant service function for which staff received specialized ICE training. No board action was required; the item was informational only.

Superintendent's Report

Superintendent Gilkison reported on the following items:

Average Daily Population for January

Rappahannock	11	3.9%
Shenandoah	109	38.1%
Warren	166	58.0%
Member Jurisdiction ADP		286
Culpeper County Contract Beds		9
Page County Contract Beds		3
Total Facility ADP		298

Average Daily Population for February

Rappahannock	11	3.9%
Shenandoah	106	37.2%
Warren	168	58.9%
Member Jurisdiction ADP		285
Culpeper County Contract Beds		19
Page County Contract Beds		1
Total Facility ADP		305

Average Daily Population for March

Rappahannock	15	4.9%
Shenandoah	115	38.07%
Warren	172	56.95%
Member Jurisdiction ADP		302
Culpeper County Contract Beds		28
Page County Contract Beds		1
Total Facility ADP		331

Culpeper County Housing

From February 25 to April 3, 2026, we housed a total of 78 inmates from Culpeper County Sheriff's Office. These inmates were not on the official count and were temporarily housed here as part of an agreement with Culpeper County, while they conducted maintenance upgrades within their facility. As part of this agreement, we will receive a total revenue of $100,400.00.

Home Electronic Monitoring (HEM)

Currently, there is no inmates on HEM.

Inmate Programs and Services

Currently have six inmates on Work Force. The Work Force team performed labor in all three member jurisdictions, performing mowing, litter pickup, trail maintenance, and landscaping, to

the benefit of the communities.

In January, February, March and April the RSW Inmate Work Force Team conducted:

- Rappahannock County -
  - Cleared brush, maintained trails, and trimmed back low hanging branches at the park.
  - Trimmed shrubs and bushes and weed trimmed at Amissville landfill.
  - Mowed and landscaped at the administrative building and library.
- Shenandoah County –
  - Cut down trees, removed stacked brush, cleaned up old fence, raked gravel, and
  - cleared the walking trails at the park.
  - Conducted litter pick up at the landfill.
  - Mowed and landscaped at the park.
- Warren County –
  - Conducted litter Pickup on 340 South, Baugh Drive, and Fairgrounds Road.
  - Mowed, weed trimmed, and landscaped along 340 South and 522 corridors.
  - Mowed, weed trimmed at the library.

Facility Statistics Report

The facility statistics report was included in the packet. Mr. Curry directed the board's attention to a chart tracking staffing vacancies alongside inmate population over time, noting that officer vacancies have hovered near forty for some years past, and that this figure would be relevant to the budget discussion to follow.

Supervisor Whitson observed that the average daily population had reached levels not seen since July of 2022, and inquired as to the cause. Superintendent Gilkison noted that the courts' pace and the housing of additional Culpeper inmates were contributing factors, and that some seasonality in population levels, particularly in the winter months, though less so than in recent years.

FY2025 True Up

Chairman Curry presented the FY25 True Up analysis. The total credit amount owed to localities was determined to be $1,947,453, with individual credits of $86,463 to Rappahannock County, $813,985 to Shenandoah County, and $1,047,005 to Warren County prior to any capital contribution. A memo in the packet outlined six scenarios ranging from a $0 to $1,326,573 contribution to the Capital Reserve, with corresponding adjustments to each locality's credit.

The Finance and Personnel Committee had previously discussed the appropriate capital contribution level but did not make a recommendation, concluding that no immediate time pressure existed and that each locality should have additional time to assess its own needs. The Board agreed to defer a final decision to the May 28, 2026 meeting. Chairman Curry noted that while the difference to Rappahannock County between scenarios is approximately $86,000, the

impact to Warren and Shenandoah is significantly greater, and their input was considered essential.

Draft of Proposed FY2027 Budget

Finance Specialist Ashley Silvious presented the updated draft FY27 budget, noting that the Compensation Board had issued a memo indicating a 2% funding increase, and that the salaries reflected therein were based upon the current employee list. The central scenario before the board called for 35 vacancies held with a 3% cost-of-living adjustment.

Superintendent Gilkison explained that reducing held vacancies from 40 to 35 would meaningfully ease the burden of mandatory overtime, particularly during periods when officers are at the academy or when hospitalizations require locking down housing units. He indicated that current recruiting conditions are favorable and that filling those five additional positions is a realistic prospect.

The board considered the question of whether to adopt the budget at this meeting or defer to the May 28th meeting. It was determined that waiting would likely provide greater clarity on the state's final compensation board action, and that a quorum could be assembled on May 28th. Staff was directed to communicate any updates on state budget actions as soon as they become available, and the budget adoption was deferred to the next meeting. The board's working assumption is 35 vacancies held with a 3% COLA.

Human Resources and Employee Recruitment and Retention Report

HR Manager Thomas Buchness, newly joined the RSWRJ agency, was introduced and presented his report. As of April 17, 2026, there were 41 officer vacancies, inclusive of the 40 positions held for vacancy savings.

From January 9th to April 17, 2026 there has been a total of 18 applications received for open positions.

Control Room Officer:

- Six applications were received and one was scheduled for interview and accepted final offer.
    - One candidate is scheduled for orientation on Tuesday April 21, 2026

Payroll/Accounts Payable Specialist

- Nine applications were received and three were selected for interviews
    - One was interviewed but was not offered a contingent offer.
    - One interviewed and accepted a contingent offer but withdrew application.
    - One interviewed and accepted a contingent offer

Licensed Practical Nurse (LPN)

- Three applications were received, three were selected for interviews and two accepted contingent offers.

New Hires and Retention:

- In February
  - Hired two Jail Officers
  - Hired one LPN
- In March:
  - HR Manager Brianna Taylor resigned
  - Hired HR Manager Thomas Buchness
- In April
  - Hired Director of Nursing/RN Christopher Payne

Job Fairs Attended:

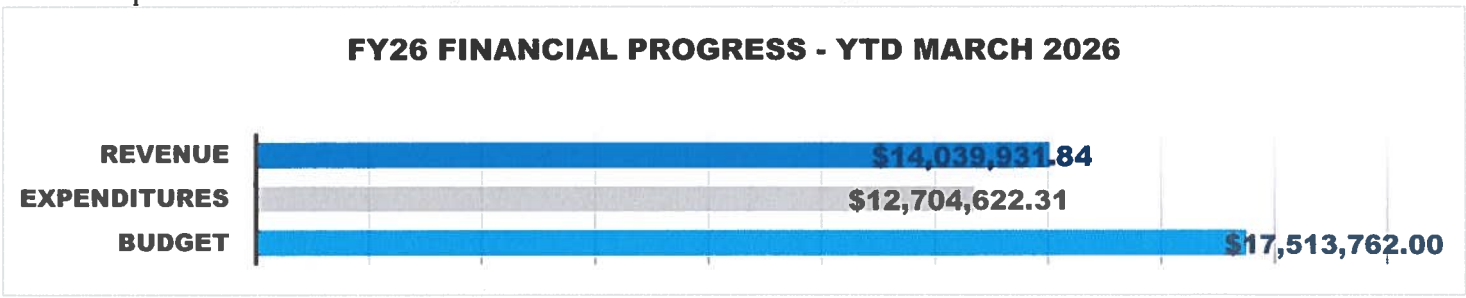
- Sherando High School on March 20th
- Tripplet Tech on April 14th

In April hired Director of Nursing Christopher Payne, a seasoned RN with approximately 30 years of experience at a Level 1 trauma center in New Jersey, who has now settled in Shenandoah County. Superintendent Gilkison commended Mr. Payne's qualifications and the warm reception he received from the medical staff.

Financial Report

Ms. Silvious gave the following Financial Report:

Fiscal Year Financial Progress: March marks 75.00% of the fiscal year. At the end of March, expenditures were at 72.54% used and revenue was 80.17% realized.

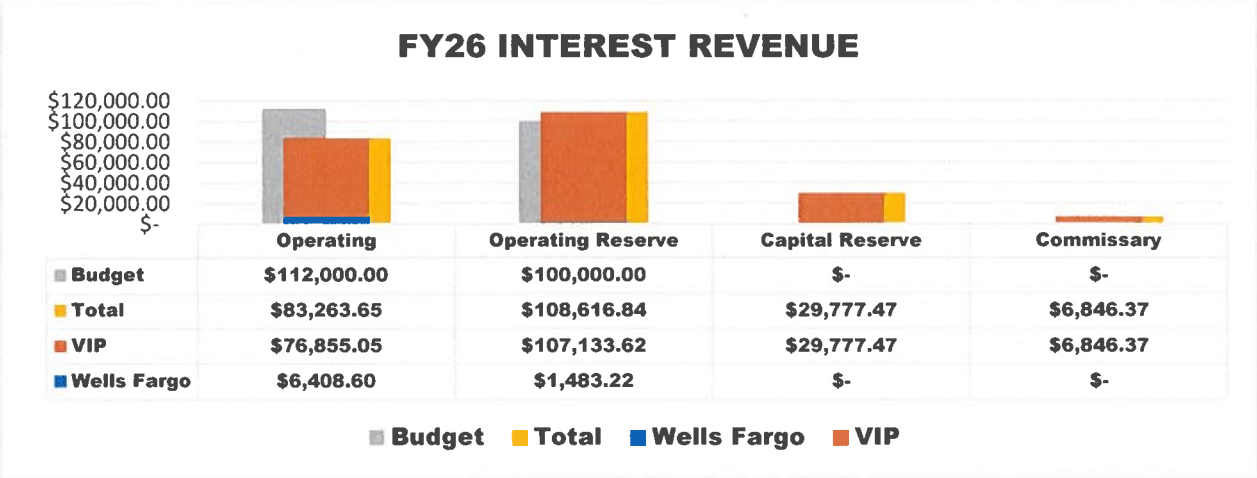


Bank Account/Fund Balances: As of March 31, 2026, the fund balances were as follows:

Wells Fargo Operating	VIP Operating	Operating Fund Total
$2,556,095.28	$2,416,380.34	$4,972,475.62
Wells Fargo Operating Reserve	**VIP Operating Reserve**	**Operating Reserve Fund Total**
$414,720.58	$3,580,967.90	$3,995,688.48
Wells Fargo Capital Reserve	**VIP Capital Reserve**	**Capital Reserve Fund Total**
$1,000.00	$970,547.21	$971,547.21
Wells Fargo Commissary	**VIP Commissary**	**Commissary Fund Total**
$24,907.44	$220,777.39	$245,684.83

Interest Revenue: The average monthly yield in March for the VIP accounts was 3.79%. In the month of February, the interest rate on excess balances at Wells Fargo was 0.72%.

As of February, the following interest revenue has been received:

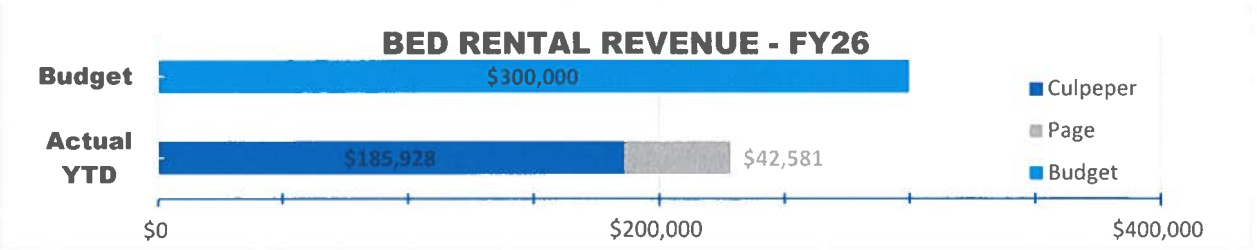


	Operating	Operating Reserve	Capital Reserve	Commissary
Budget	$112,000.00	$100,000.00	$-	$-
Total	$83,263.65	$108,616.84	$29,777.47	$6,846.37
VIP	$76,855.05	$107,133.62	$29,777.47	$6,846.37
Wells Fargo	$6,408.60	$1,483.22	$-	$-

Contract Bed Rental Data: Contract bed rental billing for January, February and March were as follows:

	January 2026	February 2026	March 2026
Culpeper County	$ 14,350.00	$ 24,350.00	$ 40,114.00
Page County	$ 4,594.95	$ 3,087.44	$ 3,417.44

Bed rental revenue YTD for FY26 is $228,508.89.



The total bed rental revenue for FY26, including revenue from medical, housing, commissary, telephone fees, and state paid per diem is $276,696.30.

Finance Specialist Silvious reported that March marked 75% of the fiscal year complete. At that point, expenditures stood at 72.54% of budget and revenue at 80.17% — a favorable position. Fund balances as of March 31, 2026 were reported across the Operating, Operating Reserve,

Capital Reserve, and Commissary accounts. The average monthly VIP account yield in March was 3.79%.

Interest revenue in the Operating Reserve account had already exceeded its annual budget target. Bed rental revenue year-to-date for FY26 stood at $228,508.89, with the elevated March figure reflecting the Culpeper housing arrangement.

Supervisor Whitson inquired about the Operating Reserve Fund balance and the source of its accumulation over time. It was explained that the bond covenant requires the authority to maintain 60 days of operating expenses in reserve, and that the fund had grown modestly beyond that threshold over the years due to interest credits on debt service payments. The board was satisfied that the excess above the required reserve is not material and that the facility's financial condition is sound.

Compensation Board One-Time Bonus

Finance Specialist Silvious presented the matter of the FY26 Compensation Board one-time bonus, authorized under the Caboose Budget Bill (HB29/SB29), providing a 2% bonus payable on June 1, 2026 to Compensation Board-funded employees. The total bonus based on local salaries would be $137,061 of which $100,602 is covered by Compensation Board funding, leaving a local cost of $36,459.

Mr. Curry noted that the $100,400 in revenue derived from the Culpeper housing arrangement represents a fitting source of funds to cover this local cost, and commended the staff for their work.

A motion to approve payment of the 2% salary bonus based on full local salaries, requiring a local cost of $36,459, was made by Mr. Vass and seconded by Mr. Whitson. The motion carried unanimously.

Tim Carter	Absent	Dennis Morris	Aye
Crystal Cline	Absent	David Martin	Aye
Connie Compton	Aye	John Stanmeyer	Aye
Cheryl Cullers	Absent	Evan Vass	Aye
Garrey Curry	Aye	Keir Whitson	Aye

Other Outstanding Issues

Supervisor Whitson inquired about a recent health-related incident at the facility. Superintendent Gilkison confirmed that an inmate had experienced a medical emergency and that staff had responded with great speed, deploying an AED within approximately five steps of the incident. He noted that the matter remains under criminal investigation and that further details could not be disclosed at this time. The board commended the staff for their swift and effective response.

Superintendent Gilkison confirmed that all staff, regardless of position, are certified in first aid, CPR, and AED use.

Meeting Schedule

The following upcoming meeting dates were confirmed:

- May 28, 2026, at 2:00 pm
- July 23, 2026, at 2:00 pm
- September 24, 2026, at 2:00 pm

The board acknowledged that the May 28th meeting would serve as the occasion for adopting the FY27 budget and finalizing the FY25 True Up.

Adjournment

With all business concluded, Mr. Vass seconded the motion to adjourn the Authority Board meeting. The motion was carried by the following vote:

Tim Carter	Absent	Cheryl Cullers	Aye
Crystal Cline	Absent	David Martin	Aye
Connie Compton	Aye	John Stanmeyer	Aye
Dennis Morris	Absent	Evan Vass	Aye
Garrey Curry	Aye	Keir Whitson	Aye

At 2:58 pm, Mr. Curry adjourned the meeting

Minutes Recorded & Transcribed by Thomas Buchness

Garrey Curry, Chairman
RSW Regional Jail Authority Board

5-28-2026
Approved Date