

MINUTES OF PREVIOUS MEETING

Regular Meeting – May 15, 2024

Live Stream of Meeting:

<https://www.youtube.com/watch?v=Nc-4haVK43Q>



PRINCE WILLIAM – MANASSAS
Regional Adult Detention Center
9320 Lee Avenue
Manassas, Virginia 20110
703-792-6420
Fax 703-792-6718



PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, May 15, 2024, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call of members/alternates present: Ashworth, Austin, Bailey, Climer, Hill, Martz, Newsham, and Torres. Absent: Guzman and Smith. *Quorum established.*

Jail staff present: Barker, Click, Harmon, Hurlock, Jensen, Powell, and West.

Legal Counsel: Sharon Pandak was present.

2) Public Comments

No written comments were received.

Mr. Anthony Kostelecky was present to observe.

3) Approval of Agenda

Chairman Hill asked for a motion to approve the agenda for May 15, 2024. A motion was made by Chief Newsham; seconded by Ms. Ashworth. All members present voted yes. *Motion Carried.*

4) Approval of Minutes

Chairman Hill asked for a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on March 20, 2024. A motion was made by Captain Martz; seconded by Chief Newsham. All members present voted yes. *Motion Carried.*

5) Acting Superintendent's Report

a. Inmate Population Report

The average daily population (ADP) for FY 2024 was 533. Transfers to the Department of Corrections: March – 38, April – 5. Commitments: March – 656, April – 571. Releases: March – 696, April – 592. Process only, not committed: March – 78, April – 77.

The average daily population for March was 561 with a high of 598. The average daily population for April was 531 with a high of 547.

The Historical System-Wide Population shows the ADC for the past 10 months of FY2024 was 533 The highest count was 1,131 in 2015.

b. Status of FY 2024 Objectives

1. Implement additional strategies to increase recruitment and hiring of Adult Detention Center Staff to fill vacant positions

- There was a total of 78 vacancies
 - 62 Sworn
 - 10 Civilian

2. Prison Rape Elimination Act (PREA)

- Sexual assault under threats of bodily harm
- One substantiated harassment complaint

3. Ensure for Career Development Training

- Jail Basic
 - 14 staff graduated
- Crisis Intervention Training
 - 3 staff attended
- Virginia Association of Regional Jails Conference Training – Located in Virginia Beach
 - 8 staff attended
- Spring Firearms Shotgun
 - 47 staff attended

4. Monitor any developments involving or impacting the Main Facility repair project, which started in May 2021

- The contract for the sanitary pipe replacement project was awarded to Taft Construction. They were given Notice to Proceed on May 3, 2024. The project also includes updating the HVAC system and conversion of the old laundry room into usable space. The work is expected to take 4-6 months.

5. Participate with the Evidence-Based Decision Making (EBDM) Policy Team through collaboration to enhance safety in the community and improve the Criminal Justice System, while benefiting the Adult Detention Center

- Since 10/19/21, 806 boxes of Narcan have been given to inmates upon release
- Currently, 114 inmates receive medicated assisted treatment

6. Monitor and take action when needed involving COVID-19

- There are no positive COVID-19 cases within the ADC currently

c. Other Comments

Acting Superintendent Major Hurlock informed the Jail Board that there was a recent bomb threat. A released inmate placed a bag in one of the front lobby restrooms. The County police were notified, and the released inmate was taken into custody.

Mr. Torres inquired about the sexual assault stated in objective 2, Prison Rape Elimination Act (PREA), and asked for elaboration on the incident. Acting Superintendent Major Hurlock answered Mr. Torres's question and informed him of the process and how it was handled.

Rev. Bailey asked what was in the bag alleged to be a bomb. Acting Superintendent Hurlock stated that clothing was found in the bag.

There were no further questions from the Jail Board

6) Budget Update

Ms. Click presented the Adult Detention Center agency budget updates for FY 2024 as of April 30, 2024, to the Jail Board. The Agency billed \$53.8 million in revenue that represented 86.8% of the budgeted revenues. The ADC is ahead of the budget schedule with 83.3% lapsed for the year and on track with the budget on the revenue side. The agency has a remaining 21.4 % to spend for the next two-month period of the fiscal year.

The FY 2025 budget was approved by the Board of County Supervisors on April 23, 2024.

For the FY 2024 year-to-date Commissary funding, roughly 42% of the budget was spent. Ms. Click informed the Jail Board of two new contract updates. The Agency solicited the Commissary Services RFP and selected a vendor in April. This was awarded to Keefe Commissary Network. Chairman Hill signed the contract this evening. The second contract RFP for Re-Entry Services was awarded in March. GEO Re-Entry Services LLC has been reselected. Chairman Hill also signed that contract this evening.

Overall, the total budget request for FY 2025 was brought to a 4.4% decrease compared to FY 2024.

Ms. Click asked if the Jail Board had any questions.

Ms. Climer stated that the mental health programming numbers stood out to her in the report and asked if there was a distinction between mental health programs and mental health services. Ms. Click replied that programming is not funded by the Agency, but the services are.

Rev. Bailey said that on page one of her report, for the County BOCS, he asked if she meant to say 2024 instead of 2025. Ms. Click thanked Rev. Bailey for catching the error and stated that it was meant to say 2024.

Chairman Hill asked if there were any more questions from the Jail Board for Ms. Click.

There were no further questions.

Chairman Hill entertained for a motion to approve the Commissary budget for FY 2025. A motion was made by Mr. Austin; seconded by Chief Newsham. All members present voted yes. ***Motion Carried.***

7) Election of Jail Board Officers and Appointment of Jail Board Secretary

Chairman Hill asked for a motion to appoint Ms. Ashley Jensen as the Jail Board Secretary. Captain Martz made a motion; seconded by Chief Newsham. All members present voted yes. ***Motion Carried.***

Chairman Hill opened the floor for motions to nominate a Chairman. Chief Newsham made a motion to nominate Sheriff Hill as Chairman; seconded by Captain Martz. Rev. Bailey made a motion to close nominations for Chairman; seconded by Ms. Climer. The roll was called by Ms. Jensen. All members present voted yes. ***Motion Carried.***

Chairman Hill opened the floor for motions to nominate a Vice Chairman. Chairman Hill made a motion to nominate Chief Keen as Vice Chairman; seconded by Chief Newsham. Ms. Ashworth made a motion to close the nominations for Vice Chairman; seconded by Mr. Austin. A motion to appoint Chief Keen as vice chairman was made by Chief Newsham; seconded by Mr. Austin. The roll was called by Ms. Jensen. All members present voted yes. ***Motion Carried.***

8) Jail Board Member Comments

Ms. Climer had no comments.

Rev. Bailey informed the Jail Board that due to administrative things; he was unable to attend the last meeting. He stated that he is excited to be reappointed back to the Jail Board.

Mr. Torres had no comments, only a couple of questions. He inquired how Superintendent Meletis was doing. Chairman Hill responded to his question. Mr. Torres then inquired about the encampment outside and how it was being handled. Chairman Hill asked legal counsel, Ms. Pandak, to answer Mr. Torres's question. Ms. Pandak informed Mr. Torres of the circumstances regarding the encampment. It is on County property and not the Adult Detention Centers. She then asked if Chief Newsham had anything to add. Chief Newsham responded that the situation is being evaluated by the County. Mr. Torres then inquired about the status of previous investigations. Chairman Hill asked Ms. Pandak to respond. Ms. Pandak briefly gave updates of the investigations.

Ms. Ashworth had no comments.

Mr. Austin mentioned that he attended the Jail Basic Academy graduation in March. He also updated the Jail Board on a couple of system issues he was involved in and the implementation of the Public Safety Assessment and the Pretrial Risk Assessment at the end of March. He added that the Drug Treatment Court had its first graduation on the 2nd of May and, if members of the Jail Board had an opportunity to attend in the future, to please do so.

Captain Martz had no comments.

Chief Newsham felt that it was important to mention that it was currently Police Week. The purpose is to recognize the officers who gave their lives in the line of duty and the families who have to endure a lifetime without their loved ones.

Chairman Hill stated that the previous week was Correctional Employee Week. He enjoyed coming to the facility to help celebrate with staff. He mentioned that Mr. Victor Angry of the BOCS stopped by for lunch on one of the days. He then stated that the budget was approved by the BOCS. He asked Jail Board members to advocate for more pay and compensation for the correctional officers. He thanked the Jail Board for appointing him as Chairman for another year.

9) Adjournment

At 6:38 p.m., Chief Newsham made a motion to adjourn; seconded by Captain Martz. All members present agreed to adjourn the Regular Meeting of the Regional Jail Board.

Motion Carried.

The next regular meeting of the Prince William-Manassas Regional Jail Board is scheduled for Wednesday, July 17, 2024, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.