

MINUTES OF PREVIOUS MEETING

Regular Meeting – July 17, 2024

Live Stream of Meeting:

<https://www.youtube.com/watch?v=l2I18boQoDk>



PRINCE WILLIAM – MANASSAS
Regional Adult Detention Center
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PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, July 17, 2024, at 6:01 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Chairman Hill requested a motion to allow Ms. Guzman to attend the Jail Board meeting by conference call. The motion was made by Ms. Ashworth; seconded by Captain Martz. Vote unanimous. *Motion Carried.*

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

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

Legal Counsel: Sharon Pandak was present.

2) Public Comments

No written comments were received.

Mr. Anthony Kostelecky, alternate for Ms. Ashworth, was present to observe. Ms. Betsy Kyker, resident of Fairfax County, was present to observe. Ms. Carol Noggle, chair of the League of Women Voters Prince William Virginia, was present to observe.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for July 17, 2024. The motion was made by Captain Martz; seconded by Ms. Ashworth. Vote unanimous. *Motion Carried.*

4) Approval of Minutes

Chairman Hill requested a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on May 15, 2024. A motion was made by Ms. Ashworth; seconded by Captain Martz. Vote unanimous. *Motion Carried.*

5) Acting Superintendent's Report

a. Inmate Population Report

Complex average daily population (ADP) for FY2024 was 539, with the complex high being 1,131 in FY2015. Transfers to the Department of Corrections: May – 2, June – 5. Commitments: May – 631, June – 669. Releases: May – 633, June – 635. Process only, not committed: May – 68, June – 57.

Complex average daily population for May was 524 with a high of 539. Complex average daily population for June was 535 with a high of 555.

b. Status of FY 2024 Objectives

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

- The ADC is currently advertising vacancies on nine job search websites.

2. Prison Rape Elimination Act (PREA)

- There have been no substantiated PREA complaints.

3. Ensure for Career Development Training

- Mandatory In-Service Training
 - 4 staff
- Master Jail Officer Training
 - 14 staff
- Lawful Employment Training conducted by the Comp Board
 - Major McMahon attended

4. Monitor the ongoing progress of the Main Building pipe repair project that started in May 2024.

- Work is scheduled to be completed by August 31, 2024.

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, 810 boxes of Narcan have been given to inmates upon release.
- Currently, 149 inmates receive medicated assisted treatment.

c. Jail Population Report

Acting Superintendent Major Hurlock directed the Jail Board to review the Jail Population Report of the previous quarter (April-June FY2024). There were no questions from the Jail Board.

d. Other Comments

Acting Superintendent Major Hurlock commented that the ADC held the annual Employee Association Golf Tournament in June, with another planned next year. He encouraged the Jail Board members to participate next year.

Let the record show that Mr. Torres arrived at 6:08 p.m.

The ADC had a visit in June with the County Executive, Mr. Shorter, and Deputy County Executives Mr. Haynes and Mr. Alexander. Acting Superintendent Major Hurlock stated that the visit went well. He then recognized Mr. Austin and the upcoming Community Supervision Week that will take place the following week.

6) Budget Update

Ms. Click presented to the Jail Board the preliminary Adult Detention Center agency budget updates for FY 2024 as of June 30, 2024. The Agency was on target to exceed the budgeted revenue goal for the fiscal year and ended with \$63.4 million in total revenue. The City of Manassas year-to-date utilization rate ended at 11.5%. The estimated FY 2024 true-up refund was approximately \$194k. This result was primarily due to lower year-to-date spend on the Main Building pipe repair project with the remainder to be billed in FY 2025.

The expenditure side had an estimated total of \$3.3 million budget surplus which was mainly a result of the agency's vacancy savings. Operating expenditures were slightly below budget but only after a \$1.3 million and after a replenishment from fund balance during the fiscal year resulting after high unforeseen medical costs.

ICE was billed one day in May and eight days in June.

A request was made to the Board of County Supervisors (BOCS) for lobby renovation funding out of the agency's fund balance. The Board approved this request. The goal is to begin the project as soon as possible.

An upcoming request to the Board in September to transfer funds from the FY2025 General Fund Contingency to the Operating Fund to fund the cost of an offsite training space and office space for the Office of Professional Standards staff. The impending demolition of the Annex building has resulted in this need.

The preliminary FY2024 Commissary update detailed a budget spend of 63%. The commissary cash balance as of June 30, 2024, was at \$2.1 million and inmate account balances totaling \$51,326.

Mr. Torres asked if there was a reason why inmates could not individually use Medicaid while they are in Jail. Ms. Click responded that the Agency covers the initial cost of an ER visit, but inmate Medicaid coverage then covers the cost once the inmate is admitted to the hospital. Inmate Medicaid does not cover outpatient surgeries and that is a high cost paid by the agency. Mr. Torres asked if that is due to the requirements of the State Medicaid program. Ms. Click replied yes and detailed that if the inmate has surgery while admitted in the hospital and had to have surgery, it would be covered by Medicaid, but a lot of surgeries have moved to outpatient.

Ms. Climer had a follow-up question and asked if the Commonwealth had a Medicaid plan that is called “Inmate Medicaid”. Ms. Click replied yes, and that is what is utilized for inmates while incarcerated. The agency also works to enroll inmates for post-release Medicaid coverage.

7) Closed Session

At 6:16 p.m., Lt. Col. Phelps made a motion to go into closed session under the provisions of Va. Code §2.2-3711.A.1 and 8.

1. Personnel matter relating to assignment of specific employees and legal advice related thereto, pursuant to Va. Code §2.2-3711.A.1 and 8.

Captain Martz seconded the motion. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

At 6:28 p.m., a motion was made by Lt. Col. Phelps; Seconded by Captain Martz to certify the closed session under provisions of Va. Code §2.2-3711.A.1 and 8 for only those matters identified in the motion to go into closed session and exempted from open meeting requirements discussed. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

At 6:29 p.m., Ms. Ashworth introduced a motion to accept the resignation of Superintendent Peter J. Meletis. **Resolution No. 2025-1** the Prince William-Manassas Regional Jail Board does hereby accept Superintendent Meletis’ letter of resignation effective October 1, 2024, thanks him for his long and dedicated service, and wishes him the best in his retirement. The motion was seconded by Lt. Col. Phelps. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

At 6:31 p.m., Ms. Climer introduced a motion to extend the appointment of Major George Hurlock as Acting Superintendent. **Resolution No. 2025-2** the Prince William – Manassas Regional Jail Board does hereby extend the appointment of Major George Hurlock as Acting Superintendent until the appointment of a new Superintendent. The motion was seconded by Mr. Austin. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

At 6:33 p.m., Mr. Austin introduced a motion to authorize actions relating to the search for a new superintendent. **Resolution No. 2025-3** that the Prince William-Manassas Regional Jail Board does hereby:

1. Authorize Sheriff Hill, as Chair of the Jail Board, to work with Prince William County Human Resources Office to conduct a nationwide search for a new Superintendent; and
2. Authorize the creation of a Personnel Committee to review applications of candidates for Superintendent and advise on other matters related to the search for a new Superintendent.
 - a. The Committee is to be chaired by Sheriff Hill and comprised of 2 other Jail Board members selected by Sheriff Hill.
 - b. The Committee will select up to 5 candidates to be interviewed by the Jail Board.

The motion was seconded by Lt. Col. Phelps. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

8) Jail Board Member Comments

Ms. Climer shared that she was recently appointed for a second term and will be serving through June 2028.

Mr. Torres stated that his comments coincide with the questions he already asked earlier, but he wanted to recognize that Lt. Col. Phelps is leaving Prince William County and moving on to be the Chief of Police in Jacksonville, North Carolina. With that, he wanted the Jail Board to not only recognize him but wish him the best in his new endeavors he will be taking on. He expressed that it was a pleasure serving with him and meeting with him both as a law enforcement officer and as a person.

Ms. Ashworth agreed with Mr. Torres and thanked Acting Superintendent Major Hurlock for continuing in the role and wished Superintendent Meletis well.

Mr. Austin had no comments.

Captain Martz congratulated Acting Superintendent Major Hurlock.

Lt. Col. Phelps congratulated Colonel Meletis for 42 years of service and that he has done a tremendous amount of service to the County. He also extended congratulations to Acting Superintendent Major Hurlock for continuing the tradition of the ADC and wishes everyone the best.

Chairman Hill wished Lt. Col. Phelps well when he arrives to Jacksonville. He also thanked the Jail Board members for their coverage of important matters and expressed appreciation for their participation and support.

9) Adjournment

At 6:38 p.m., Lt. Col. Phelps 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, September 18, 2024, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.

RESOLUTIONS

PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD

MOTION: Ashworth

**Regular Jail Board Meeting
July 17, 2024**

SECOND: Phelps

Resolution No. 2025-1

RE: ACCEPT RESIGNATION OF SUPERINTENDENT PETER J. MELETIS

WHEREAS, after 42 years of service, Prince William-Manassas Regional Adult Detention Center Superintendent Peter J. Meletis has submitted his letter of resignation to the Jail Board in order to begin his retirement;

NOW, THEREFORE, BE IT RESOLVED that the Prince William – Manassas Regional Jail Board does hereby accept Superintendent Meletis’ letter of resignation effective October 1, 2024, thanks him for his long and dedicated service, and wishes him the best in his retirement.

VOTE

AYES: Austin, Climer, Guzman, Hill, Martz, Torres

NAYS:

ABSTAIN:

ABSENT: Bailey, Smith

PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD

MOTION: Climer

Regular Jail Board Meeting

July 17, 2024

Resolution No. 2025-2

SECOND: Austin

RE: EXTEND APPOINTMENT OF MAJOR GEORGE HURLOCK AS ACTING SUPERINTENDENT

WHEREAS, Major George Hurlock has been serving as Acting Superintendent of the Prince William-Manassas Regional Adult Detention Center since March 20, 2024, and

WHEREAS, Superintendent Meletis has submitted his resignation, and a search will be conducted for a new Superintendent;

NOW, THEREFORE, BE IT RESOLVED that the Prince William – Manassas Regional Jail Board does hereby extend the appointment of Major George Hurlock as Acting Superintendent until the appointment of a new Superintendent.

VOTE

AYES: Ashworth, Guzman, Hill, Martz, Phelps, Torres

NAYS:

ABSTAIN:

ABSENT: Bailey, Smith

PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD

MOTION: Austin **Regular Jail Board Meeting**
July 17, 2024
SECOND: Phelps **Resolution No. 2025-3**

RE: AUTHORIZE ACTIONS RELATING TO THE SEARCH FOR A NEW SUPERINTENDENT

WHEREAS, Prince William-Manassas Regional Adult Detention Center Superintendent Peter J. Meletis has submitted his letter of resignation to the Jail Board, and the Jail Board has accepted his resignation; and

WHEREAS, the Jail Board desires to conduct a nationwide search for a new Superintendent; and

WHEREAS, the Jail Board desires that a Personnel Committee comprised of its members assist in reviewing applications of candidates;

NOW, THEREFORE, BE IT RESOLVED that the Prince William – Manassas Regional Jail Board does hereby:

1. Authorize Sheriff Hill, as Chair of the Jail Board, to work with Prince William County Human Resources Office to conduct a nationwide search for a new Superintendent; and
2. Authorize creation of a Personnel Committee to review applications of candidates for Superintendent and advise on other matters related to the search for a new Superintendent.
 - a. The Committee is to be chaired by Sheriff Hill and comprised of 2 other Jail Board members selected by Sheriff Hill.
 - b. The Committee will select up to 5 candidates to be interviewed by the Jail Board.

VOTE

AYES: Ashworth, Climer, Guzman, Hill, Martz, Torres

NAYS:

ABSTAIN:

ABSENT: Bailey, Smith