

MINUTES OF PREVIOUS MEETING

Regular Meeting – September 18, 2024

Live Stream of Meeting:

<https://www.youtube.com/watch?v=BjTyb41URCg>



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, September 18, 2024, at 6:00 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. Ashworth to attend the Jail Board meeting by conference call. The motion was made by Mr. Austin; seconded by Chief Newsham. Vote unanimous. *Motion Carried.*

Roll call (members/alternates present): Ashworth (Conference Call), Austin, Bailey, Guzman, Hill, Martz, Newsham, Swartz and Torres. Absent: Climer. *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.

Deacon Jim Van de Voorde from the All Saints Catholic Church of Manassas, Virginia was present to observe.

3) Approval of Amended Agenda

Chairman Hill requested a motion to amend the agenda for September 18, 2024. The motion was made by Captain Martz; seconded by Ms. Guzman. Vote unanimous. *Motion Carried.* Chairman Hill wanted to change item number 5 to add in the Recognition of Superintendent Colonel Meletis. The Superintendent's Report became item number 6, and the Budget Update became item number 7. He then added item number 8 to be the Discussion to Amend the Jail Board Bylaws. This moved item number 9 to become Jail Board Comments and item number 10 was Adjournment. He then stated that there would not be a Jail Board Personnel Committee Meeting after the meeting was adjourned. The motion to approve the amended agenda was made by Rev. Bailey; seconded by Chief Newsham. 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 July 15, 2024. A motion was made by Captain Martz; seconded by Ms. Guzman. Vote unanimous. ***Motion Carried.***

5) **Recognition of Superintendent Colonel Meletis**

Chairman Hill recognized Colonel Meletis and his 42 year career at the Prince William-Manassas Regional Adult Detention Center. He presented Colonel Meletis a plaque from the Jail Board. Superintendent Meletis thanked Chairman Hill and the Jail Board for their support and that it was a pleasure working with them.

6) **Acting Superintendent’s Report**

a. **Inmate Population Report**

Complex average daily population (ADP) for two months of FY2025 was 554, with the complex high being 1,131 in FY2015. Transfers to the Department of Corrections: July – 9, August – 7. Commitments: July – 629, August – 661. Releases: July – 654, August – 639. Process only, not committed: July – 58, August – 72.

Complex average daily population for July was 550 with a high of 568. Complex average daily population for August was 558 with a high of 586.

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 were 2 harassment complaints. These were inmate to inmate

3. **Ensure for Career Development Training**

- Mandatory In-Service Training
 - 95 staff
- Mandatory PREA Training
 - 325 staff
- Cultural Diversity Training
 - 83 staff

- Crisis Intervention Training
 - 4 staff graduated

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

- The pipe repair project has been completed. There is a delay in finishing the renovation of the old laundry. The estimated time for the old laundry is September 30th.

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, 831 boxes of Narcan have been given to inmates upon release.
- Currently, 110 inmates receive medicated assisted treatment.

c. Other Comments

Acting Superintendent Major Hurlock congratulated the ADC team that helped raise money for the special Olympics by participating in the Dulles Plane Pull competition on September 18th. The team earned second place and consisted of 25 staff that pulled a FedEx plane 12 feet in 6.8 seconds. He also reminded the Jail Board that the celebration for Colonel Meletis' retirement was Friday, September 20th at 1:00 p.m. at the old Manassas Rescue Squad Building.

Mr. Torres asked if the report no longer contained statistics on COVID cases. Acting Superintendent Major Hurlock replied that if there were cases, the statistics would be listed. Mr. Torres reiterated that he noticed that there were no COVID statistics in the previous Superintendent Report from the meeting back in July. He asked if there were any cases. Acting Superintendent Major Hurlock replied that there are currently no cases. Mr. Torres believed it was an intentional decision not to continue to present the statistics. Acting Superintendent Major Hurlock stated that if there were COVID cases, it would be put in the report.

Chief Newsham thanked the staff who participated in the Dulles Plane Pull and commended the team for placing second. He noted that Chesapeake Sheriff's Office wins every year, and they train regularly for it. He then asked if they had won this year. Acting Superintendent Major Hurlock stated that they did win first place and pulled the plane in 5.9 seconds. Chief Newsham again praised their achievement and that it was for a good cause.

Chairman Hill asked how many graduates there will be for the upcoming Jail Basic academy graduation. Acting Superintendent Major Hurlock replied that there will be 15 graduates.

7) Budget Update

Ms. Click presented to the Jail Board the Adult Detention Center agency budget updates for the first two months of FY 2025. The Agency was on target to exceed the budgeted revenue goal for the fiscal year by approximately \$1.3 million. This was due to some additional State Compensation Board revenue that was slated to be higher than the expected budget. The City of Manassas year-to-date utilization rate as of August 31, 2024 was at 11.2%. The agency budgeted for a utilization rate of 13.5% with a likelihood of giving a refund at the end of the year.

The operating expenditures actual spending as of August 31, 2024, represented 14% of the total budget. It was slightly lower than the 16.7% of the fiscal year and predicted to have a reasonable spending pace to fall at or under budget expectations.

ICE was billed for twelve days in July for the month of August. The number of days were higher than usual as the average is roughly between one and four.

There is one upcoming Board of County Supervisors (BOCS) agenda item with County legal. The agency is pursuing a lease agreement for office space within the Piedmont building, which was the old police building for the City of Manassas. This space is anticipated to be the agency's new training space and to also house the agency's Office of Professional Standards. As soon as the lease agreement is made by County legal, it will be brought to Legal Counsel, Ms. Pandak, for review.

The Commissary update for FY 2025 as of August 31, 2024, detailed the Jail Board approved commissary budget status. Ms. Click brought to the Jail Board's attention a bill (HB912) effective July 1, 2024, that had statutory changes to the terminology used surrounding the use of canteen/commissary funding. The commissary cash balance was just under \$2.1 million and inmate trust account balances totaled \$51,466.

8) Discussion of Amendments to the Jail Board Bylaws

Charman Hill requested Ms. Pandak to address the amendments to the Jail Board Bylaws.

Ms. Pandak presented to the Jail Board the proposed amendments to **Section 6 Remote Attendance of the Jail Board Bylaws**. The proposed amendments to **Section 6.1 Individual Member Remote Attendance**, pursuant to Va. Code § 2.2-33708 and Va. Code § 51.5-40.1, states that a member who uses remote participation counts toward a quorum as if the individual was physically present. The proposed amendments to **Section 6.4 Quorum Remote Attendance – Meetings During State of Emergency** will be in accordance with Va. Code § 2.2-3708.2. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held, shall be stated in the minutes, pursuant to Va. Code § 2.2-3707.

A motion to approve the amended Jail Board Bylaws was made by Ms. Guzman; seconded by Rev. Bailey. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

9) **Closed Session**

At 6:26 p.m., Chief Newsham made a motion to go into closed session under the provisions of Va. Code §2.2-3711.A.1 and 8.

1. Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body and legal matters related thereto, *Mustafa N. Aljazairi v. Colonel Peter A. Meletis, et al.*, C.A. 1:24 -cv-01537, pursuant to Va. Code §§2.2-3711.A.7 and 8.

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

At 7:12 p.m., a motion was made by Rev. Bailey; 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.***

10) **Jail Board Member Comments**

Ms. Guzman was happy to be back on the Jail Board. She also congratulated Chief Newsham on closing an ongoing case in a district that she represented for many years in Nokesville.

Ms. Swartz had no comments.

Mr. Torres informed the Jail Board that September 15th - October 15th is Spanish Heritage Month and encourages everybody to attend any celebrations that are able. This month celebrates the contributions of Hispanics within the US in so many different ways. He also recommended going to a Hispanic restaurant to enjoy the culture through food.

Mr. Austin commented that the month of October is Domestic Violence Awareness Month and to be on the lookout for activities taking place.

Captain Martz had no comments.

Chief Newsham had no comments.

Chairman Hill updated the Jail Board that he had met with the County Human Resources Department regarding the hiring of a new Superintendent. He had also spoken with the company that will be used to advertise the position outside of the County. A draft of the advertisement was sent to the selection committee comprised of Jail Board members Mr. Austin, Ms. Climer, and Rev. Bailey. He stated that he had received responses from both Mr. Austin and Ms. Climer regarding the draft. Rev. Bailey remarked that he was unable to find the e-mail Chairman Hill was referring to and asked if it was sent by him or someone else. Chairman Hill replied that it was sent by his secretary. He then added that he will make sure another copy of the e-mail will be sent in the morning. He hoped that a final copy of the draft can be sent back once the committee approves it with the goal of finalizing by the end of the year. Chairman Hill then mentioned that he would like to see as many Jail Board members attend Colonel Meletis' retirement celebration taking place Friday, September 20, 2024.

Rev. Bailey had no comments.

11) Adjournment

At 7:17 p.m., Captain Martz made a motion to adjourn; seconded by Rev. Bailey. 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, November 20, 2024, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.