

MINUTES OF PREVIOUS MEETING

Regular Meeting – November 20, 2024

Live Stream of Meeting:

<https://www.youtube.com/watch?v=TwoYqchuY48&t=918s>



PRINCE WILLIAM – MANASSAS
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PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, November 20, 2024, at 6:08 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

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

Jail staff present: Captain Barker (Director of Administration), Jamie Click (Director of Financial Services), Captain Harmon (Director of Transition), Major Hurlock (Director of Inmate Services), Major McMahon (Director of Support Services), Captain Powell (Director of Security), and Captain West (Director of Classification & Treatment).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Sharon Pandak was absent.

2) Public Comments

No written comments were received.

The following Alternate Members did not participate in their official capacity but were in attendance:

- Mr. Anthony Kostelecky, alternate for Ms. Ashworth.
- Ms. LaTanya Buckhalter, alternate for Rev. Bailey

The following members of the public were in attendance:

- Chair of the League of Women Voters of Prince William Virginia
- Mr. and Mrs. William and Betsy Kyker, residents of Fairfax County

3) Approval of Amended Agenda

Chairman Hill requested a motion to approve the agenda for November 20, 2024. The motion was made by Ms. Ashworth; seconded by Ms. Climer. 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 September 18, 2024. A motion was made by Captain Martz; seconded by Chief Newsham. Vote unanimous. *Motion Carried.*

5) **Acting Superintendent's Report**

a. Inmate Population Report

Complex average daily population (ADP) for four months of FY 2025 was 559, with the complex high being 1,131 in FY 2015. Transfers to the Department of Corrections: September – 11, October – 4. Commitments: September – 653, October – 697. Releases: September – 642, October – 700. Process only, not committed: September – 73, October – 90.

Complex average daily population for September was 564 with a high of 586. Complex average daily population for September was 563 with a high of 580.

b. Status of FY 2024 Objectives – Status Updates for the 2-month period September-October 2024

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 3 harassment complaints during the period.

3. Ensure for Career Development Training

- Jail Basic Graduation
 - 14 Officers
- Mandatory Inservice
 - 11 Officers
- Mandatory Firearms Training
 - 224 Officers
- Mental Health First Aid
 - 14 Staff
- Mandatory PREA Training
 - 14 Staff
- Cyber Security
 - 329 Staff

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

- The pipe repair project was completed on October 23, 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, 839 boxes of Narcan have been given to inmates upon release.
- Currently, 87 inmates receive medicated assisted treatment.

c. Jail Population Report

From July 2024 – October 2024, September had the highest Manassas Complex ADP with a total of 564. There were 9 transfers to the department of Corrections in July, 7 transfers in August, 11 transfers in September, and 4 transfers in October.

d. Other Comments

Mr. Torres asked about the status of recruitment for the jail. Major Hurlock replied that the numbers were roughly the same as discussed in the previous meeting. Mr. Torres then asked if there were measures adopted to retain or incentivize jail officers to remain or come to the agency. Major Hurlock requested that Major McMahon address the question. Major McMahon responded that there was an active compensation and retention study while also looking for different ways to bring in recruitments. The County had adopted a retention bonus for the agency, but it is in the beginning stages of that process. She stated that higher salaries offered in other jurisdictions were a major cause for resignations. There have been efforts made to advertise to the public, such as attending job fairs and going to colleges, as well as brainstorming of more creative ways to incentivize within the agency. Mr. Torres added that, to his understanding, a systemic issue was that the agency would hire new officers, train them, and then they would leave to go to another jurisdiction. He was curious how that matter was being addressed. Major McMahon replied that that should be addressed as part of the current compensation and retention study, which should address what salary levels would assist in retention of existing staff.

Chairman Hill added that many jails in Northern Virginia are experiencing staff shortages. He added that he knew of two jails in Northern Virginia that have mandatory overtime and expressed how difficult it can be on staff. He said that the agency has not had to implement mandatory overtime and hoped that it does not come to that. He wanted to express to the Jail Board that it is difficult overall to hire jail officers, not only in Prince William County, but in other jurisdictions. He is hopeful of the results of the compensation and retention study.

Ms. Climer asked if the study was for other areas of the County or just the ADC. Major McMahon responded that the first phase consists of the ADC, Sheriff, Fire, and Police. Then the County will look at the general employees as part of a separate project.

Major Hurlock presented to the Jail Board a printout of the winner of the ADC's recent mascot contest. The mascot, named "Justice the Jailor", will be used for some branding and advertising and community outreach.

Chairman Hill asked if the winner received a prize. Ms. Click replied that yes there was a modest prize for the winner, but it was mostly a fun way to involve staff and add to morale. Major Hurlock added that MJO Bishop won the contest and also happened to be the voice for the ADC's recent recruitment radio advertisement. Chairman Hill also praised the new agency wrapped vehicle and hoped it had received some attention from the public. Ms. Click expressed that it has been a low-cost and creative way to advertise the agency and has been well received by the staff and community. The hope was that it would assist with bridging the gap between the agency and the community and attract recruits.

6) Budget Update

Ms. Click presented the agency budget updates for FY 2025 as of October 31, 2024. The agency was on target to exceed the budgeted revenue goal for the fiscal year by approximately \$1.5 million or 2.5%, attributable to State Compensation Board revenue slated to be slightly higher than expectations. The City of Manassas year-to-date utilization rate as of October 31, 2024, was 10.2%. The agency budgeted for a utilization rate of 13.5% therefore still expects to provide a refund at the end of the year.

The operating expenditures actual spending as of October 31, 2024, represented 37.4% of the total budget with 33.3% of the fiscal year elapsed; a reasonable spending pace to fall at or under budget expectations.

ICE was billed for fifteen days in September and sixteen days in October.

There will be one upcoming Board of County Supervisors (BOCS) agenda item for the meeting scheduled on December 10, 2024. This will be a request to fund operating costs for proposed leased space to replace training operations currently housed in the Annex Building. The agency was requested, by the County, to fund this out of the fund balance for the remainder of FY 2025 as well as the 2026 cycles, at which point the judicial center complex project will fund the remainder of the cost and be supported by the County operating transfer and added to the ADC budget.

Chief Newsham asked when the expected date was that the space would be occupied. Ms. Click replied that the expectation is January 1, 2025, with some renovation work needing to be done to the space first that could impact that goal. Chief Newsham then asked if it was the old Manassas police building. Ms. Click replied that it was the Piedmont Bank building over on West Street. The City of Manassas decided against leasing out the old police building.

Ms. Click updated the Jail Board on the FY 2026 budget. On November 13, 2024, she, along with Acting Superintendent Major Hurlock, presented the FY 2026 budget to the County Executive. The budget requests

totaled about 2.0% of the total budgeted expenditures, which was well below the 5.0% max allowed. The sworn pay study will also impact the budget and be built-in later into the budget cycle, as work is not yet completed. Ms. Click also mentioned some noteworthy requests including some investment funding for technology, which includes RFID hardware and software, Academy Informa Testing software & Chromebooks, continued use of Corrections1 training software, warehouse inventory software, and records management software. Recruitment funding to support candidate tracking software (eSoph), advertising, more robust event participation, and an employee referral incentive program. Operational funding requests include a more robust preventative maintenance programming, increase fleet maintenance, new polygraph vendors, and inmate housing unit washer/dryers annual replacement program.

Commissary spend for FY 2025 as of October 31, 2024 is at 21% of the budget, which included a noteworthy final payment of \$41,000 to complete the recreational flooring replacement project. The commissary cash balance was just over \$2 million, and inmate trust account balances totaled \$61,824 in September and \$58,153 in October.

Ms. Click provided the final FY 2024 financial results for the Jail Board to review. The agency completed the year with an annual surplus of \$1.5 million that was added to the fund balance. On the expenditure side, the agency came in at roughly \$3.4 million below budget expectations. The majority of this was from \$2.6 million in staff vacancy savings.

Mr. Torres asked how much was in the fund balance. Ms. Click replied that the current balance is just over \$18 million.

7) Jail Board Member Comments

Chairman Hill asked Major Hurlock how recruiting was for the next Jail Basic Academy class. Major Hurlock replied that there will be 14 attending starting in January 2025.

Ms. Climer had no comments but wanted to commend the staff and leadership for managing while being short-handed and that it can be challenging. She hopes that everyone will be able to have time off over the holidays.

Mr. Torres stated that it was the last meeting of the year and wished everyone a Happy Thanksgiving and a happy holiday season. He then asked what the status was for the search of a new superintendent. Chairman Hill replied that he would comment on that.

Ms. Ashworth stated that she loved the new mascot and thought it was cute. She then thanked the staff for their work.

Captain Martz echoed Mr. Torres and said on behalf of the City of Manassas Police Department, he wanted

to wish everyone happy holidays.

Chief Newsham wished everyone a Happy Thanksgiving and happy holidays. He then let the Jail Board know that the Prince William County Police Department will host its annual 5k run/walk and that everyone is welcome to attend.

Chairman Hill stated that the search for a new superintendent was going well. He received a call from the consultant earlier that day, and he should have applications sent to him the following Monday. He directed his attention to Ms. Climer, a member of the selection committee. He hoped to get the committee together to look through the applications next month and narrow them down to three or four candidates to interview in January. He commended the acting superintendent and staff for doing a great job, as it allows the committee to take time to find a good candidate. A special meeting would likely need to be held in January.

Chairman Hill asked Ms. Ashworth if she had any updates for the Jail Board regarding the Aljazairi case. Ms. Ashworth stated that the case was continued earlier that day over the objection of the Commonwealth. The defendant had two attorneys representing them, one who had been on the case for some time and the other who joined the previous month. The newer attorney withdrew from the case, and the other attorney stated they needed a continuance, and the Commonwealth objected. The judge granted the continuance and will be reset in early December. Chairman Hill added that regarding the lawsuit filed against the agency, Ms. Pandak will provide more information when she returns from vacation.

Chairman Hill wanted to wish everyone happy holidays. He then asked Captain West if there was anything special planned for the inmates around Christmas time. Captain West replied that he has not had a moment to speak with the chaplain, but for the past three or four years, the agency has partnered with Hopeful Hearts Ministry. This helps provide Christmas gifts for the children of inmates who participate in the reentry program, drug dorm, and chaplain's programs. The chaplain will also provide cards for inmates to fill out and send to family and loved ones. There should also be a special holiday meal.

8) Adjournment

At 6:37 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, January 15, 2025, at 5:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.