

MINUTES OF PREVIOUS MEETING

Regular Meeting – January 15, 2025

Live Stream of Meeting:

https://www.youtube.com/watch?v=FLyQLt_1KLk&t=383s



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, January 15, 2025, at 5:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call (members/alternates present): Ashworth, Austin (via conference call), Bailey, Climer, Hill, Keen, Lenox, Missouri, Swartz, and Torres. Absent: Guzman. *Quorum established.*

Jail staff present: Jamie Click (Director of Financial Services), Captain Harmon (Director of Transition), Major Hurlock (Director of Inmate Services), Major McMahan (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 present.

2) Public Comments

No written comments were received.

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

- Mr. Anthony Kostelecky, alternate for Ms. Ashworth.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for January 15, 2025. The motion was made by Chief Keen; 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 November 20, 2024. A motion was made by Chief Keen; seconded by Ms. Ashworth. Vote unanimous. ***Motion Carried.***

5) Acting Superintendent's Report

a. Inmate Population Report

Complex average daily population (ADP) for six months of FY 2025 was 556, with the complex high being 1,131 in FY 2015. Transfers to the Department of Corrections: November – 10, December – 11. Commitments: November – 606, December – 619. Releases: November – 612, December – 619. Process only, not committed: November – 75, December – 70.

Let the record show that Rev. Bailey arrived at 5:03 p.m.

Complex average daily population for November was 559 with a high of 581. Complex average daily population for December was 545 with a high of 564.

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)

- The ADC had 0 substantiated PREA allegations for November and December.

3. Ensure for Career Development Training

- Taser Recert Training
 - 74 staff
- New Taser Certifications
 - 10 staff
- Advanced Crisis Intervention Training
 - 14 staff
- Crisis Intervention Training
 - 4 staff

4. Monitor the renovation of the Central Lobby.

- Pre-construction meeting for the lobby renovation is 01/30/2025.

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, 845 boxes of Narcan have been given to inmates upon release.
- Currently, 76 inmates receive medicated assisted treatment.

c. Other Comments

Ms. Lenox asked what the overall percentage of staff who have taken Crisis Intervention Training was. She also wanted to know the difference between advanced training and basic training. Sheriff Hill stated that the information would be provided for her.

Acting Superintendent Major Hurlock informed the Jail Board that Captain Barker was retiring after 36 years with the agency. His last day will be February 01, 2025. Lieutenant Kepler was promoted to Captain, which will go into effect February 01, 2025.

6) Budget Update

Ms. Click presented the agency budget updates for FY 2025 as of December 31, 2024. The agency was on target to exceed the budgeted revenue goal for the fiscal year by approximately \$1.7 million or 2.7%, attributable to State Compensation Board revenue being slated to be slightly higher than expectations. The City of Manassas year-to-date utilization rate as of December 31, 2024, was 10.4%. The agency budgeted for a utilization rate of 13.5% and therefore will result in a refund at the end of the year.

The operating expenditures actual spending as of December 31, 2024, represented 56.3% of the total budget with 50% of the fiscal year elapsed; a reasonable spending pace to fall at budget expectations.

ICE was billed for one day in November and twelve days in December.

The Board of County Supervisors (BOCS) agenda item presented on December 10, 2024, to fund the lease opportunity for the Piedmont Building was approved. The lease began January 1, 2025. The leasehold improvements were underway along with the installation of security and network infrastructure needed in the building. The anticipated move date for Training staff and the Office of Professional Standards is March 01, 2025.

Chief Keen asked if the agency would occupy the third and fourth floor of the building. Ms. Click said yes.

The proposed budget for FY2026 will be presented to the Board of County Supervisors on February 18, 2025, and the Budget Recap, where decisions will be finalized, on April 8, 2025. The ADC Sworn Staff Pay Study will be added in when it is completed. Ms. Click informed the Jail Board that there would be a meeting the following week to discuss the preliminary findings of that study.

Commissary spend for FY2025 as of December 31, 2024, landed at about \$307k, which is about 28% of the budget. The commissary cash balance was just over \$2 million, and inmate trust account balances totaled \$93,176 in November and \$140,953 in December.

Mr. Torres asked what “24/5” indicated in the Classification and Treatment report, Item G Medicaid Enrollment Applications/Approvals/Approved YTD. Ms. Click replied that twenty-four represented the applications that were submitted, and five applications were approved. He then asked if there was a reason why there was a low approval rate compared to applications submitted. Captain West stated that if an inmate is sent to the hospital, an application for Medicaid is submitted. Mr. Torres was concerned because it was money the agency receives to help cover those expenses. Captain West replied that since the program began, the agency had saved about \$2.1 million on Medicaid enrollments. Ms. Click stated that expenses can be backdated as well to ensure coverage for costs that have already happened. Ms. Lenox added that a lot of it has to do with federal law that governs whether an individual is qualified for Medicaid. The process can be followed and everything submitted, but that does not guarantee that the inmate meets the qualifications to be approved for coverage.

Ms. Click included in her report a copy of the outline of Governor Youngkin’s proposed budget amendments for the FY2025 -FY2026 Virginia Biennium Budget Amendments as well as the summary fact sheet from the State Compensation Board outlining the impacts that may affect the agency.

Rev. Bailey asked regarding the outline from Governor Youngkin that Ms. Click provided if there was any reason to think the agency was not in full compliance with Immigration and Customs Enforcement (ICE). Ms. Click said no.

Ms. Lenox asked Chairman Hill if the agency was in accordance with this. Ms. Pandak stated that yes, but until there is specific language stating otherwise, the agency is cooperating. Ms. Lenox asked if it was under the terms stated in the outline. Ms. Pandak said that the agency had not been advised that it was out of compliance with federal and state law. Mr. Torres said that the Jail Board may discuss this at a later date if there are changes to the language. Ms. Click replied yes that this was just a proposal and there is a split in the general assembly, and it could change.

7) **Resolutions**

Ms. Click introduced the resolution to authorize and confirm Jail Board Member payments for meeting attendance. **Resolution No. 2025-4** the Prince William-Manassas Regional Jail Board does hereby authorize and confirm Jail Board Member payments for meeting attendance. The motion was made by Chief Keen; seconded by Ms. Climer. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

Ms. Click introduced the resolution to approve the purchase of duty weapon for Captain Robert Barker. **Resolution No. 2025-5** the Prince William-Manassas Regional Jail Board does hereby approve Captain Robert Barker to purchase his duty weapon. The motion was made by Chief Keen; seconded by Ms. Ashworth. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

8) **Jail Board Member Comments**

Chief Keen had no comments.

Ms. Ashworth had no comments.

Mr. Torres had no comments.

Ms. Swartz had no comments.

Ms. Lenox expressed that she was happy to be back on the Jail Board. There was confusion as to whether she was a member of the Jail Board or not.

Rev. Bailey had no comments.

Mr. Austin had no comments.

Chairman Hill had no comments.

9) **Closed Session**

At 5:24 p.m., Chief Keen 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 interviews and consideration of prospective candidates for employment as Superintendent and legal advice related thereto, pursuant to Va. Code §§2.2-3711.A.1 and 8.

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

At 8:24 p.m., a motion was made by Ms. Ashworth; seconded by Chief Keen 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. Pandak. Vote unanimous. ***Motion carried.***

10) Adjournment

At 8:24 p.m., Chief Keen made a motion to adjourn; seconded by Ms. Ashworth. 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.

Resolutions

MOTION: Keen
SECOND: Climer

Regular Jail Board Meeting
January 15, 2025
Resolution No. 2025-4

**RE: RESOLUTION AUTHORIZING AND CONFIRMING JAIL BOARD MEMBER
PAYMENTS FOR MEETING ATTENDANCE**

WHEREAS, Va. Code § 53.1-108 authorizes members of the Jail Board to receive an allowance for each day that they are in attendance at Board meetings to not exceed the sum of \$1200 per member annually; and

WHEREAS, the Jail Board's Restated Bylaws Article I, Section 4. Compensation, allow payment to members of a fixed sum for attendance at each meeting not to exceed the amount set by Va. Code § 53.1-108 by resolution of the Jail Board; and

WHEREAS, staff have not located a resolution by the Jail Board authorizing payment and request that the Jail Board pass a resolution authorizing and confirming payments;

NOW, THEREFORE, BE IT RESOLVED that the Prince William – Manassas Regional Jail Board does hereby authorize payment to its members of the amount of \$80 per meeting with the sum per member not to exceed \$1200 annually, and hereby confirms such payments made to date to members.

VOTE

AYES: Ashworth, Austin, Bailey, Hill, Lenox, Missouri, Swartz, Torres

NAYS:

ABSTAIN:

ABSENT: Guzman

MOTION: Keen
SECOND: Ashworth

Regular Jail Boar Meeting
January 15, 2025
Resolution No. 2025-5

RE: Approve the Purchase of Duty Weapon

WHEREAS, Captain Robert Barker will retire on February 1, 2025, in good standing from the Prince William-Manassas Regional Adult Detention Center after 36 years of exemplary service and

WHEREAS, in honor of his dedicated years of service and

WHEREAS, in accordance with Virginia State Code 59.1-148.3 “Purchase of handguns of certain officers” allows Captain Robert Barker to purchase his duty weapon,

NOW, THEREFORE, BE IT RESOLVED that the Prince William-Manassas Regional Jail Board does hereby approve Captain Robert Barker to purchase his duty weapon.

VOTES:

AYES: Austin, Bailey, Climer, Hill, Lenox, Missouri, Swartz, Torres

NAYS:

ABSTAIN:

ABSENT: Guzman