



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



PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD

AMENDED MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, September 21, 2022, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Regular Meeting was called to order by Chairman Hill.

Roll call of members/alternates. Present: Austin, Hill, Keen, Kostelecky, Newsham, and Torres. Absent: Bailey, Climer, Guzman, Lenox, and Smith. Quorum established.

Jail staff present: Barker, DePoy, Hanly, Hurlock, McMahon, Meletis, Powell, Vienna, and West.
Legal Counsel: Sharon Pandak was absent.

2) Public Comments

No public comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the agenda for September 21, 2022, as submitted. A motion was made by Mr. Austin; seconded by Mr. Kostelecky. All members present voted yes. **Motion carried.**

4) Approval of Minutes

Chairman Hill entertained for a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on July 20, 2022, as submitted. A motion was made by Vicechair Keen; seconded by Mr. Torres. All members present voted yes. **Motion carried.**

Note: Let the record reflect that Rev. Bailey arrived at 6:04 p.m.

5) Superintendent's Report

a) Inmate Population Report

The Modular building is closed due to vacancies. Operational capacity is 671 and Management capacity (double bunked) is 1056. The average daily population (ADP) system-wide for the first two months of FY 2023 is 444. The average ADP for the past 12-months has been 479. Transfers to the Department of Corrections for July were 11; August were 10. Commitments for July were

669; August was 616. Releases for July were 677; August was 589. Processed Only for July were 68; August was 69. The Department of Corrections out of compliance inmates (inmates charged with a felony and sentenced to more than one year) at the ADC is 2.

Complex ADP for the month of July was 445. Complex ADP for the month of August was 442.

The historical system-wide population data for FY 1983 was 178. Looking at FY 2019 you can see where numbers started to decline due to COVID-19. Current FY 2023 total is 444. Jails south of Manassas have recovered to their pre-pandemic numbers, but we have not yet.

b) Status of FY 2023 Objectives

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

- Vacancies: Sworn Staff – 78, Civilian Staff – 14,
- Authorized positions – 443.
- 1% turnover rate for each of the past two months.
- Human Resources attended the following job fairs:
 - 05/23/2022 George Mason Career Fair
 - 05/27/2022 Richmond Law Enforcement Career Fair
 - 06/10/2022 Westridge Career Day
 - 07/19/2022 Prince William County Fair Virtual Career Day
 - 08/11/2022 Reliant Job Fair – Reston, VA
 - 08/27/2022 Prince William Law Enforcement Career Day
 - 09/10/2022 State Police Job Fair – Potomac Mills
 - 09/24/2022 Community Fair – McCoart Build

2. Prison Rape Elimination Act (PREA)

- PREA inspection scheduled for March 2023.

3. Ensure for Career Development Training

- Fifteen Jail Officers completed the Basic Jail Officer Academy on 08-05-2022.
- Six Jail Officers were certified as Mast Jail Officers.
- Mrs. K. Archer and 1st. Sgt. Dickinson attended the 2022 Crisis Intervention Training (CIT) International Conference in Pittsburg, PA.

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

- The Main facility repairs are complete except for the pipe repairs.
 - Preparations are being made for the major pipe replacement project.

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.

- The George Mason grant has been approved which will allow an increase of inmates to receive MAT.
- Since 10/19/2021, 661 boxes of Narcan have been given to inmates upon their release.

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

- Two staff members are currently positive with COVID-19, one staff member is quarantining due to COVID-19 exposure.
- Zero inmates are positive with COVID-19.
- 202 current inmates are fully vaccinated.
- Mask policy has been updated.

Chairman Hill asked the Superintendent how long inmates are kept out of populations when they are first booked in.

Superintendent Meletis stated it was fourteen days, but that has been reduced to ten days. Medical staff do daily temperature checks and screenings.

c) Other Comments

Superintendent Meletis informed the Board that PWC BOCS approved a Mental Health grant that the ADC has received in the amount of \$351,909.00. The ADC has received this grant since 2016. This grant is for mental health and re-entry services. It funds two mental health staff positions, Medication Assisted Treatment (MAT), therapeutic support, public transportation, and emergency housing for those released, staff training, increased psychiatric services and connects inmates with mental health services in the community.

Lt. Cortes recently traveled to Puerto Rico to visit family and set up a recruitment program.

Vice Chairman Keen noted that one of the Superintendents' goals was recruitment. He stated he recently attend the graduation of officers attending the Jail Basics academy. He stated that the numbers of recruits may not be what the superintendent wants to see, but the quality of recruits is outstanding.

Chairman Hill asked for information on the Work Force, Work Release and trustee inmates.

Superintendent Meletis stated that the Work Release, Work Force and trustee inmate populations have declined due to the declining number of individuals held in the ADC with lower custody levels.

Mr. Torres asked if the ADC has hired a Spanish speaking GED teacher.

Superintendent Meletis stated that Captain West has been in contact with the Adult Education coordinator. They are seeking an individual for that position but at this time they do not have anyone in that position yet.

Chairman Hill questioned how inmate programs were functioning.

Superintendent Meletis stated they are running. GED graduation was held last week, three inmates graduated. Twelve inmates are in the new GED class that just started.

Mr. Austin stated that there is a lot going on with Pretrial Services. His office is working with the ADC on EBDM initiatives and MAT. Pretrial is working on a new pretrial risk assessment. Stakeholder groups are meeting with hopes of implementing mid to late spring 2023.

6) Budget Update

Mrs. Vienna reported that the commissary budget has stabilized just under \$2.5 million. Hope to work on projects that have been delayed due to COVID-19. The inmate trust account balance for July and August is just over \$100,000.00. Federal inmate billing remains extremely low for July and August and will be below budget.

Work with the cast iron pipe and shower replacement maintenance projects. The agency continues to work with PWC Purchasing to identify the best way to proceed.

Note: Let the record reflect that Del. Guzman arrived at 6:16 p.m.

PWC has transferred ten positions from the ADC to other agencies.

The ADC is currently working with the County in the development of the FY 2024 Budget.

The ADC anticipates being short on revenue based on low inmate count and vacancies; the vacancies may reduce our Comp Board funding. Manassas participation is up at 13.3% and currently budgeted at 11%. Nothing to report on expenditures, they are developing as expected.

Chairman Hill asked if there were any questions for Mrs. Vienna.

Del. Guzman spoke on the topic of reconsidering salaries in order to be comparable to Loudoun County and Fairfax County. She asked when work would begin on the FY 2024 budget would.

Mrs. Vienna stated that they are in the process currently.

Chairman Hill thanked the legislation for the money that was awarded to regional jails and sheriff offices.

Mr. Austin provide a follow up comment to Del. Guzman, PWC HR is working with the vendor who conducted the last class & compensation study, they are having work group meetings.

Superintendent Meletis stated that the ADC has two staff members who are attending those meetings.

8) Jail Board Members Comments

Vice Chairman Keen: No comment

Mr. Kostelecky: No comment

Del. Guzman: No comment

Mr. Torres: Spanish heritage month is from September 15 – October 15. Please participate in some of the virtual events that PWC employees will be hosting. There will be Taco Tuesday at the McCoart Building.

Superintendent Meletis informed the Board that the kitchen prepared a delicious Hispanic meal for the staff.

Rev. Bailey: No Comment

Mr. Austin: No Comment

Chief Newsham: Prince William County Community Day at McCoart on 09/24/2022 from Noon to 4:00 p.m. They will have live music, food, recruiting, and it will be family friendly; please come and participate.

Del. Guzman asked Chairman Hill to make a comment.

Chairman Hill invited her to make a comment.

Del. Guzman: PWC BOCS held a meeting last week about collective bargaining, some ADC staff were there. However, when Del. Guzman read the resolution, it excluded the ADC. Other counties are going that direction, Fairfax is already unionized.

Superintendent Meletis: ADC staff are at will employees; therefore, we are exempt from collective bargaining.

Del. Guzman: Questioned if all employees are “at will” employees. Her understanding of “at will” is a position of trust, would be any person who reports directly the Sheriff or Superintendent. Does this include the nurses, officers, civilian positions, etc.?

Superintendent Meletis and Chairman Hill: all employees are at will.

Chief Newsham: The reasoning for ADC staff being exempt has to do with the law. The City and County would have to change the laws.

Mr. Torres: The ordinance determines who is or isn't eligible for collective bargaining. The ordinance has been drafted, but it has not been approved yet. As of today, some employees are exempt, and others are not. Constitutional offices (Sheriff, Commonwealth Attorney) are out of the power of the BOCS, they cannot be forced into collective bargaining. Police, Fire & Rescue and general

employees are under the powers of the BOCS; therefore, they can be included in collective bargaining. Final decision has not been made.

Del. Guzman: Stated she is the author of the Bill. When the bill was written, Constitutional Officers didn't mean the offices. The officers mean Chief of Police, Sheriff, Clerk of Court, Commonwealth Attorney and the deputies who report directly to the head of those departments; it did not mean every employee at that department. Believes that in the 1980's there was a change and that the Sheriff's employees became County Employees. I.e.: nurses pay stubs say, "Prince William County Government".

Mr. Torres: To his knowledge all employees of the Constitutional Officer are appointed and hired by the Constitutional Officer. They get some support and assistance from HR. As a legislator, you need to communicate that with the BOCS.

Del. Guzman: Constitutional Officers change based on elections. Positions of trust, who report directly to the elected official can change, but in the structure of government you can't change an entire office staff with election results.

Mr. Torres: It appears that the County Attorney is interpreting the law with the exclusion of the offices of the elected officials from collective bargaining.

Rev. Bailey: Is the basis of determination that all jail employees would be excluded from collective bargaining based on the interpretation of the law by the County Attorney?

Chairman Hill: Has not had any contact with the County Attorney. My understanding that all regional jail employees, in the state, were not included.

Mr. Torres: There is no ordinance, the County Attorney is drafting the ordinance with outside counsel. It has gone twice before the BOCS.

Del. Guzman: Believes the County Attorney is not drafting it; they have hired a consulting attorney.

Mr. Torres: The outside counsel and the County Attorney are working on it together.

Del. Guzman: Unique that PWC will not include law enforcement.

Mr. Torres: Law enforcement is included, jail is not.

Del. Guzman: PWC is unique that we have Sheriff's Office and Police Department. She will look into this more.

Mr. Torres: They are looking at other localities that already have ordinances, Alexandria and Arlington.

9) Adjournment

At 6:31 p.m., Mr. Kostelecky made a motion to adjourn; seconded by Del Guzman. All present members agreed to adjourn the Regular Meeting of the Regional Jail Board. **Motion Carried.**