



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, March 15, 2023, 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, Bailey, Climer, Hill, Kostelecky, Laguna, Lenox (telephonically), Newsham, Torres. Absent: Guzman, and Smith. Quorum established.

Ms. Lenox informed the Board that she was unable to attend in person due to an eye injury which has caused photo sensitivity which has limited her mobility. Mr. Austin was made by Mr. Austin to allow Ms. Lenox to participate remotely; seconded by Ms. Laguna. All members present voted yes. **Motion carried.**

Jail staff present: Barker, DePoy, Hanly, Hurlock, McMahon, Meletis, Powell, Vienna, and West.

Legal Counsel: Sharon Pandak was present.

2) Public Comments

Decan Jim Van de Voorde is the Deacon from All Saints Catholic Church. He is in attendance to observe, no comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the amended agenda for March 15, 2023. A motion was made by Ms. Climer; 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 January 18, 2023. A motion was made by Mr. Austin; seconded by Rev. Bailey. All members present voted yes. **Motion carried.**

5) Superintendent's Report

a) **Inmate Population Report**

The average daily population (ADP) for FY 2023 is 457. The average daily population for the past 12 months is 491. Transfers to the Department of Corrections: January - 7, February - 11; we currently have two out of compliance. Commitments: January - 637, February - 615.

Releases January - 588, February - 612. Process Only: January - 77, February - 79. The ADP for January was 467, with a high of 494 on January 23, 2023. The ADP for February was 474 with a high of 492 on February 27, 2023.

The Historical System-Wide Population shows the ADC for the first eight months of FY2023 of 457. The highest count was 1,131 in 2015.

b) Status of FY 2023 Objectives

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

- There are a total of 86 vacancies; 86 sworn staff and 9 civilian.
- HR staff attended job fair on January 10, 2023, in Herndon; with another one scheduled there for April 11, 2023. Pending approval, they will attend a job fair on June 15, 2023 in Landover, MD.
- We are advertising on 17 different websites.
- Twenty-Three Jail Officer positions will be transferred to the County. The County Executive gave assurance that if they are needed, they will be returned back.

2. Prison Rape Elimination Act (PREA)

- PREA inspection scheduled was completed on March 6, 7, 8, 2023.
- All PREA standards were met.
- Staff did a great job during the interview process with the auditor.

3. Ensure for Career Development Training

- 3 staff completed Crisis Intervention Training.
- ADC has a total of 102 CIT certified staff members.
- Greater Prince William CIT training team recently received the Virginia CIT Coalition Program of the Year Award. ADC staff on the CIT training team are: First Sergeant Duegaw, First Sergeant Minx, Sergeant Rourke, Officer Gill and Mental Health Supervisor K. Archer.
- ADC CIT staff are capable of de-escalating situations.

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

- Preparations are being made for the major pipe replacement project.
- The task order is complete, and the purchase order is being prepared.
- HVAC system will be evaluated also.

5. Participate with the Evidence-Bases Decision Making (EBDM) Policy Team through collaboration to enhance safety in the community and improve the Criminal Justice System, while benefitting the Adult Detention Center.

- Since 10/19/2021, 732 boxes of Narcan have been given to inmates upon their release.
- There are currently eleven individuals attending the Veterans Docket.
- Sixty-four inmates are receiving Medication Assisted Treatment.

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

- Currently there are no staff that are positive with COVID-19, zero staff are on quarantine for exposure.
- One inmate is currently positive with COVID-19.
- There are 202 current inmates that are fully vaccinated.

c) Jail Population Report

Manassas Complex ADP is 474, which hasn't been seen since April 2022. Building Population - Mod building is still closed, Main building is half closed due to the plumbing repairs needed. Monthly Transfers to Virginia DOC - we have seen a slight increase of inmates released to DOC. We are seeing an increase in commits in 2023. Complex vs. System ADP by Fiscal Year graph will be removed since we no longer have an farmouts, can be returned if needed.

d) Other Comments

Captain West was featured in American Jails the magazine of the American Jail Association. The article discusses the re-entry program that he helped implement.

Ms. Climer asked for an explanation of how the Veterans Docket works.

Superintendent Meletis stated that the individuals who are on that docket are not in the ADC currently.

Mr. Austin shared that the Veterans Docket is similar to a Drug Court docket. Individuals are screened, they receive court supervision, Judge Jarvis is the presiding judge, they have court every other week. They receive services from the VA or CS, they have mentors who are volunteers of the court. There will be a graduation ceremony on 04/12/2023 at 3 pm.

Chairman Hill questioned the two assaults on staff that were reported on the Security Report.

Superintendent Meletis shared that one incident was an inmate who threw a liquid substance in an officer's face. The second incident was when an inmate grabbed a female officer's arm through the food slot and tried to break it. Fortunately, her arm was not broken. We have a lot of inmates who are Admin. Seg. inmates or high security risks.

Chairman Hill asked for an explanation of the consequences an inmate faces if they violate the rules and face disciplinary hearings.

Superintendent Meletis stated that if an of the inmates has a minor rule violations they could lose a visit. If they have a major violation such as assault on a staff member, they can be placed in DDU for up to 30 days. If negative behavior continues, they can be placed on Admin. Seg.

Ms. Climer asked what DDU stood for.

Superintendent Meletis stated it is Disciplinary Detention Unit.

Rev. Bailey asked how the mental illness services work.

Superintendent Meletis shared that the ADC has a Mental Health Unit in the Phase II building. Mental health therapists work in that unit. Inmates on this unit are the most severe, with need of going to a state mental hospital. There may be delays in getting them to the hospital, therefore they stay on that unit.

6) Budget Update

Mrs. Vienna reported that the commissary budget has stabilized around \$2.5 million. We have expanded the Medication-Assisted Treatment (MAT) program that is partnered with George Mason University. The current MAT budget is insufficient, a resolution to increase the budget by \$32,000 was presented.

Chairman Hill entertained a motion to approve transfer of additional commissary funding of \$32,000 to increase the Medication-Assisted Treatment budget for fiscal year 2023. A motion was made by Mr. Austin; seconded by Mr. Kostelecky. All members present voted yes. **Motion Carried.**

Mr. Austin commented that he completely supports the MAT program. It is a well-established program that helps reduce opioid addiction. This program is an initiative that derives from Evidence Based Decision Making (EBDM) and takes it to full scale. Initially this was just offered to individuals who were already taking the medication to reduce the cravings for opioid; this expands the program and allows individuals the opportunity to start the program with medication and bridges the gap once they leave the ADC.

Mr. Torres asked if the medication included Narcan?

Mrs. Vienna stated that it does not.

Ms. Pandak suggested that a roll call vote be taken on this motion.

The roll was called by Mrs. Hanly. All members voted aye.

Ms. Vienna noted that Manassas City is currently at 14.6%

7) Jail Board Members Comments

Ms. Climer had no comment.

Mr. Torres stated the Human Rights commission is working with re-entry program. There was a webinar at 6 pm this evening that included the Commonwealth Attorney, the Equal Opportunity Employment Commission. Topics discussed were expungements, voting rights, re-entry, and what inmates may expect to experience as far as employment discrimination when they exit the jail. We inform them of their rights and resources that are available to them.

Mr. Kostelecky had no comment.

Mr. Austin congratulated Captain West on the article in the American Jails magazine. Also noted that the re-entry dorm was an initiative of EBDM.

Chief Newsham had no comment.

Chairman Hill congratulated Captain West as well. He asked Captain West if he is aware of the aircraft mechanic school on rout 234.

Captain West stated that the staff have gone out there.

Chairman Hill said he spoke with a representative from there and he stated that felons can attend that program.

Captain West stated that he believes there are scholarship opportunities there.

Ms. Laguna presented resolution 2023-1 to the board members: Recommend the Board of County Supervisors Increase Sworn Staff Pay at the Adult Detention Center with a Fifteen Percent Market Adjustment and Three Percent Merit Increase in Fiscal Year 2024. She asked for a motion for a vote.

Chairman Hill asked for a second.

Mr. Austin seconded the motion.

Chairman Hill asked for questions.

Rev. Bailey asked what the Board of County Supervisors (BOCS) and County staff have proposed vs. what the resolution is asking for.

Ms. Laguna stated that the current proposal to BCOS is 4.2% market adjustment plus a 3% merit increase. This motion would request a 15% market adjustment plus a 3% merit increase.

Rev. Bailey asked if the County staff and BOCS were expecting the ADC to come back with a request for change?

Superintendent Meletis stated the BOCS are aware. Staff have been writing emails to the BOCS. He stated that he has spoken with several Board Members as well. There are four security shifts that have shortages, sick leave is usage has increased, annual leave requests have been cancelled. We have inmates who are admitted to the hospital which require two to three staff to accompany during the duration of the stay, which places further strain on the agency. The proposed 4.2% raise is inadequate, and staff are very upset about that. Local sheriff run jails that have law enforcement powers pay their staff who work inside the jail an additional \$3,000. The modular building is closed due to vacancies, and we may have to close additional areas.

Rev. Bailey asked what type of responses Col. Meletis has seen from the BOCS that he has spoken to.

Superintendent Meletis stated they are positive responses.

Chief Newsham asked over what period of time are employees leaving for other agencies.

Superintendent Meletis stated that since July the ADC has hired 24, and 29 have left the agency.

Chief Newsham asked if employees are leaving because of the money and going to other professions.

Superintendent Meletis stated it is possible. Loudoun County is taking staff that we are training and paying them \$5,000, \$10,000, \$15,000 more. We had a female officer who had been here for two years and went to Loudoun County and is paid \$18,000 more plus \$3,000 to work in the jail.

Mr. Torres stated that the County Executive presented the budget recommendations to the BOCS and a consultation firm had been used. He stated he would like to see the ADC have an increase above the 4.2% that is proposed, but is afraid that it would mean the funding would be taken away from other agencies. Mr. Torres indicated that it was recently approved for the ADC to receive GAP pay and also a bonus of \$5,000.

Superintendent Meletis indicated that those funds are not salary and are coming from the current ADC budget, not part of the County's budget. The company that was used for the current comp study never contacted the staff at the ADC. In past studies they would come and speak to the executive staff and the general staff and ask what the needs were.

Mr. Torres stated that they are raising all county employee staff not just the ADC. He does not want to see funds pulled from some employees to give to others.

Superintendent Meletis stated that there is a situation at the ADC and if it is not corrected, then the ADC will continue to lose more staff.

Mr. Torres asked if the motion could be amended to not have a specific number applied to it.

Superintendent Meletis stated that the numbers that are on the motion are what is needed.

Mr. Torres suggested the wording be changed to 'Jail officers receive compensation to make them competitive with...' rather than putting specific percentage. He expressed that he does not know where the 10% or 15% numbers are coming from.

Superintendent Meletis stated that the number on the motion are good and that the motion should be left as in and presented to the BOCS for them to make the decision.

Ms. Lenox asked what the impact would be on the ADC if they attrition rate from the past year continued.

Superintendent Meletis stated that it could affect programs and services at the ADC. The Mod building is currently closed due to vacancies. The Main building is half closed. Additional units could be closed. There is currently a security list with almost 50 people on it. There have been more assaults on staff this year than in recent years, which have resulted in some serious injuries.

Rev. Bailey stated that he has been on the Jail Board for three years and that for three years there has been discussions about staff pay. The Board has consistently supported the efforts for increase in the pay for staff. He believes it is appropriate to indicate on the motion the amount that the Superintendent has indicated is appropriate for the staff. That will give the BOCS documentation of the research that staff has done at the ADC to present an adequate representation of fair compensation.

He indicated that he did not speak up sooner to second the motion due to the inability to keep up with the numbers as it was read.

Ms. Laguna stated that she comes at this from a different yet parallel perspective. Her agency is seeing this on a law enforcement side. The recent trend with other agencies is to hire certified individuals. There is a need to quantify the amount of money that goes into recruiting, background hiring, training and certification; then two years into their employment they are leaving. An employee can leave to go to Loudoun, Fairfax or other agencies with only the need for basic in-house training. The other agencies are poaching employees. Something has to be done to stem the tide, if not the more affluent counties will continue to recruit with their \$10,000-\$15,000 signing bonuses.

Chief Newsham stated that he doesn't believe other employee raises would be affected by this. The BOCS could address this from the revenue side. When the police department faced shortages they increased coverage with mandatory overtime, which can have a negative impact on moral. As a last result services may have to be reduced and since these are people, you don't want to have to reduce services.

Chairman Hill stated that when raises are applied a goal is to try to attract new people, but to also to retain the people you currently have. Mandatory overtime in a jail setting is concerning because it has a negative impact on the staff. Our jail has not done that yet, but other jails in the region are currently doing that. When services are reduced the first one on the list is visitation, followed by implementing mandatory lockdowns.

Mr. Austin asked if the ADC was part of the raises that were implemented by the BOCS in January?

Chief Newsham stated that was only the police department.

Mr. Austin stated that he seconded the motion in order for this discussion to take place. He is unsure about the numbers, but wanted to have this discussion.

Superintendent Meletis stated that the number come directly from the difference in starting pay from other jails in Northern Virginia.

Ms. Lenox stated that this is a year in which the County is looking at employee pay. It will most likely not be looked at in a year or two from now.

Chairman Hill asked for the roll to be called.

Ms. Hanly called the roll, all members voted yes. **Motion Carried**

Chairman Hill commented that there is an academy graduation coming up. The ADC Employee Association is hosting their Annual Golf Tournament. They will also accept donations and hole sponsors. He asked if proceeds from the tournament were used towards Santa Cop?

Ms. Hanly stated that Santa Cop is funded by the FOP. The Employee Association uses their funding to support other local charities to include Boxes for Basics, Project Mend-a-House, as well as events for the staff at the ADC, ice cream social, Correctional Employee Week cookout and more.

Chairman Hill invited the Board to put a team together.

Rev. Bailey stated that three years ago the board voted to end the 287g program at the ADC. He stated that at the time there was concern in the community about the possible rise in violent crimes as a result in ending that agreement. He asked if there has been any assessment from the local law enforcement that can directly relate to the termination of that agreement.

Chief Newsham stated that his department has not done that. He felt it would be difficult to attribute a rise in crime to one specific thing but would give it some thought.

Ms. Laguna stated that her department has not, but she will take the information back and determine if it is able to be quantified.

Chairman Hill stated that ICE still operates in the area and his office has assisted them.

Mr. Torres stated that the policy was directed more towards misdemeanor offenders vs. felons. It was his understanding that they would not notify ICE of misdemeanor arrests or convictions.

Chairman Hill stated that both felony and misdemeanor charges would not be notified.

Mr. Torres asked if that policy was written somewhere.

Superintendent Meletis stated yes.

Mr. Torres stated that he remembered there being a compromise for law enforcement to exclude that if someone was accused of or convicted with a felony that they were going to be put at the disposition device for 48-hours. Individuals with misdemeanors would not be held for ICE.

Superintendent Meletis stated that was correct.

Rev. Bailey congratulated Col. Meletis on his 41st anniversary of working at the ADC.

8) Adjournment

At 7:02 p.m. Rev. Bailey made a motion to adjourn; seconded by Chief Newsham. All present members 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, May 17, 2023 at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.