

MINUTES OF PREVIOUS MEETING

Regular Meeting – September 20, 2023



**PRINCE WILLIAM-MANASSAS**  
**Regional Adult Detention Center**  
**9320 Lee Avenue**  
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## **PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD**

### **MINUTES**

#### **1) Meeting Called to Order and Roll Call**

On Wednesday, September 20, 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, Guzman, Hill, Laguna, Lenox, Kostelecky, Newsham, and Torres. Absent: Ashworth, Keen and Smith. Quorum established.

Jail staff present: Barker, Click, DePoy, Hanly, Hurlock, McAllister, McMahan and Meletis.

Legal Counsel: Sharon Pandak was present.

#### **2) Public Comments**

Besty Kyker and Bill Kyker had several questions for the Board. Besty Kyker referenced the recent book drive and asked if they could not order their own books to send to someone incarcerated.

Superintendent Meletis stated that the ADC does not take books from the outside coming in due to security concerns. He also stated that we now have 5000 books on the 2<sup>nd</sup> floor of the modular building that were donated that has been a help.

Besty Kyker asked who determined the rule for ordering books.

Superintendent Meletis stated that he did.

Besty Kyker asked if he took requests for books to be ordered.

Superintendent Meletis stated that he would rather not do that because with 500 inmates then we'd have to do it for more also.

Bill Kyker stated that he tried to send a picture of a birthday card through GTL, and it was rejected. He asked who is responsible for reviewing and or rejecting pictures sent through GTL.

Major Hurlock stated that photos are reviewed by GTL themselves. They have parameters that they've set as a company, and they review everything that comes in. Major Hurlock stated he did know why a particular picture was rejected.

Betsy Kyker stated she is charged to send a message and then the recipient is charged to read the message. However long it takes him to read the message he's charged by the minute. Is that not how it works? If he wanted to go back and re read, he's charged to read it, I'm charged to send it. You charge by the minute to read the information? Is that coming from the way you set things up with GTL?

Major Hurlock stated that GTL maintains the tablet and they set the prices.

Betsy Kyker asked if GTL was a third-party contractor. She asked if the contracts were reviewed yearly.

Major Hurlock stated that the contracts are reviewed by our finance staff.

**Note:** Let the record reflect that Rev. Bailey arrived at 6:05 p.m.

Betsy Kyker stated that she had a comment/suggestion to finance regarding changing or updating the methods and/or contractor used to send messages. The system used by Fairfax was cited as an example.

Betsy Kyker stated that as a side comment, she also had concerns about alleged delays in sending/receiving newspapers at the ADC. She stated that she talked to someone, and their comment was that it was the post office's fault.

Major Hurlock stated that the newspaper must come in the mail through the vendor every day and it is processed every day and sent out.

Betsy Kyker stated she wanted to revisit the difference in sending a 1500 count message versus a 30,000-count message to an inmate.

Jamie Click commented that some of the ways we consider our vendors and in our procurement regulation process, we do have to have a competitive bid for those services. But because it is a professional services contract, we do not have to pick based on pricing alone. We can have other criteria for the selection of those vendors. Certainly, we do look at what we're getting. Our responsibility to the inmates is to get the best service, a reliable service, and a safe service. So, we take all those factors into consideration when we score, but anytime you have a suggestion, feel free. There is an e-mail to the Superintendent on our website. Feel free to say we would love to have this or whatever. We will certainly take those suggestions to build our scope of work if you will and our next RFP.

Chairman Hill stated that there are some contracts that the Board does approve.

Jamie Click stated that those are anything run through our commissary fund, which is our inmates, sort of our inmate centered focused services. So, I believe Geo services, the reentry services are in there, some, some of the programs, things like that. commissary vendor itself.

Chairman Hill thanked the public for their questions.

### 3) **Approval of Agenda**

Chairman Hill entertained for a motion to approve the agenda for September 20, 2023. A motion was made by Superintendent Meletis and seconded by Chief Newsham. 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 19, 2023, with a correction. Ms. Hanly advised that the correction was to add Chief Newsham to the official roll call section for July 19, 2023. A note was made during the minute transcription, but he was not added to the roll call at that time. A motion was made by Ms. Climer; seconded by Mr. Torres. Mr. Kostelecky chose to abstain. Other members present voted yes. **Motion carried.**

**Note:** Let the record show that Del. Guzman arrived at 6:20 p.m.

### 5) **Superintendent's Report**

#### a) **Inmate Population Report**

The average daily population (ADP) for FY 2024 is 518. The average daily population for the past 12 months is 479. Transfers to the Department of Corrections: July - 9, August - 18; we currently have three males out of compliance. Commitments: July - 653, August - 738.

Releases: July - 652, August - 724. Process Only: July - 78, August - 80. The ADP for July was 525, with a high of 554 on July 10, 2023. The ADP for August was 510 with a high of 525 on August 28, 2023.

The Historical System-Wide Population shows the ADC for the first two months of FY2024 of 518. 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.**

- Showed appreciation for the Board for the resolution that was sent to the Board of County Supervisors for the raises for officers in April. We have seen more people coming in and more people staying. It appears that we are on the right path.
- There are a total of 70 vacancies: 60 sworn staff and 10 civilian; Authorized positions are 405.
- Advertising on 17 websites and job fairs that HR and Training have been attending.

**2. Prison Rape Elimination Act (PREA)**

- Nothing to report.

**3. Ensure for Career Development Training**

- Time of year and staff vacations have had an impact on the amount of training completed during this time.
- 11 Jail Officers graduated from the Jail Basic Academy.
- Included firearms training, cultural diversity, and mental health first aid.

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

- Preparing for major pipe replacement project.
- Half of the Main Building houses inmates on the second and third floors.
- The BOCS approved us to transfer money from our fund balance to move ahead with the project.

**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 benefiting the Adult Detention Center.**

- Since 10/19/2021, 759 boxes of Narcan have been given to inmates upon their release.
- Currently, 106 inmates are receiving Medication Assisted Treatment.

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

- Currently there are two staff that are positive with COVID-19, zero staff are on quarantine for exposure.
- Two inmates are currently positive for COVID-19.
- There are 160 current inmates that are fully vaccinated.
- Will monitor COVID to see if we need to make any adjustments as the fall and winter come along,

**c) Other Comments**

Chairman Hill asked if anyone had questions for Superintendent Meletis.

Chairman Hill posed a question for Superintendent Meletis; Are you planning to look into offering flu shots to the inmates this year?

Superintendent Meletis stated that he would.

Superintendent Meletis advised that the Prince William Manassas Regional Adult Detention Center was awarded a certificate as an accredited peer support group from the Commonwealth of Virginia, Office of Emergency Medical Services.

Rev. Bailey asked what is the policy for when either an inmate or inmates' family or someone from the public makes a request to release a video from within the jail? Is there a policy that we have?

Superintendent Meletis stated that it's a FOIA request they put in for and we reject the FOIA request. They can certainly go to the court and get an appeal.

Ms. Pandak stated that under FOIA, it is discretionary as to the release of inmate records pursuant to FOIA. So, if the family asks, not the inmate, thus far, that's been the nature of some requests we've had, those requests are rejected as discretionary, as are other requests with respect to inmate records.

Rev. Bailey asked why is the policy to automatically reject?

Ms. Pandak stated that she would have to let the Superintendent speak as to the policy but advised there's a general concern that because of that specific discretionary protection, and the nature of a whole host of inmate records that they should not be generally released absent a subpoena or some other court process. She also added that there are sometimes security issues related to certain videos or information in question.

Rev. Bailey asked for clarification.

Ms. Pandak stated that in her experience those requests by family members have generally been denied but in each case the records are reviewed by the Office of Professional Regulation or other appropriate ADC staff.

Chairman Hill asked if there were any other questions for the Superintendent or Ms. Pandak.

Chairman Hill noted that Del. Guzman had arrived.

Ms. Climer asked if COVID boosters would be made available to the inmate population.

Superintendent Meletis advised that there is potential for boosters and currently the staff is keeping an eye on COVID everyday as fall and winter progress.

Chairman Hill asked if there were any other questions for the Superintendent.

## 6) **Budget Update**

Ms. Click reported on the FY23 synopsis. On the revenue side we are favorable to our budget by 2.3 million, roughly 2.4 million. The majority of that is a result of a significant increase in our revenue from the city of Manassas, related to the total prisoner days that the city of Manassas had in relation to the entire facility for the year. They landed at a much higher number than they did in 2022, and the result of that is our overhead rate increased from 12.6% to 14.3%, so we get a larger allocation this year.

On the expenditure side we were favorable by about 3.7 million in total. Most of that is related to vacancy dollars. We have quite a few vacancies that we are currently working on filling. We also budgeted for radios in 2023 but did not get to spend that by the year end, so we did carry it forward into the next year.

Ms. Click advised that she had a resolution to put in front of the board to amend the FY24 budget for the commissary to add in a previously approved Skillsource funding that was left out of the budget. In July of 2021, the board approved a resolution to utilize commissary funding in the amount of \$50,000 per year going forward until such time as you would revoke. It was overlooked and not included in the 2024 budget, maybe because we haven't utilized that funding in a couple of years.

Chairman Hill advised the board to keep in mind that this is not taxpayer dollars. This is money that's generated from our commissary fund to be used for the program that she's asking for.

Chairman Hill entertained for a motion to approve the use of the \$50,000 in question for the mentioned program. A motion was made by Rev, Bailey; seconded by Mr. Torres.

Del. Guzman asked what the difference would be in what we are paying through GEO for reentry services and could this oversight from years prior be used to pay GEO.

Ms. Click advised that Skillsource provides a different service than GEO and the funds could not be used for that.

Chief Newsham stated that we are not voting to approve the funding because it has already been approved. We are only approving adding it to the budget.

All members present voted yes. **Motion carried.**

Ms. Click reported that the commissary cash balances are about 2.2 million. As of August year, to date we have spent about \$100,000.00 in services for the two-month period. Inmate account balances as of August are sitting at \$100,000, down around \$72,000.00 as of yesterday.

Ms. Click stated that we started the gym flooring replacement that is funded through the commissary. That old flooring has been removed and we are in the process of having an assessment performed on the condition of the concrete under that flooring and we'll determine a plan from there on how we're going to seal that and install the new flooring. We are in process with that project.

Ms. Click stated that we did get approval to proceed with funding the project for the replacement of the cast iron pipes, the HVAC repairs in the main building and the renovations to the laundry room to convert that to office space. We're currently in the process of working with our facilities management group to manage that project and bid that project out. I think they said today that they're hoping to get that bid out by the end of October with a projected start date of January 2024 for that project.

**Note:** Let the record show that Ms. Lenox and Captain Laguna arrived at 6:40 p.m.

Ms. Click reported that the FY25 budget has begun. The budget will be planned as if we have filled at least 40 vacancies. The goal is that by the end of FY25, we'll have at least 40 of our vacancies filled. We will continue to see some significant overtime in our ADC budget into FY25 as we still cover vacancies. We will be asking for additional funds for inmate medical care and pharmacy coverages.

Ms. Click reported that for FY24 we are budgeted for revenues of about 60 million this year. City of Manassas, August year to date rate is sitting at 12.7 YTD%. On the expenditure side YTD through August, we have 49 million of our budget remaining.

Mr. Torres asked about the status of SCAPP funds.

Ms. Click advised that SCAPP is subjective every year and we don't know what our allocation will be. We budget a flat \$200,000 then do a budget adjustment for what we actually get. It is committed at the state level to fund that program but we should eventually get those funds.

Chairman Hill stated that he thought we saved money using inmate labor to install flooring last time. He asked are we still doing that.

Superintendent Meletis stated that we got away from using inmate labor on the last flooring job.



Ms. Click advised that one of the challenges with the flooring is the concrete underneath and we need a specialist to assist with that.

Chairman Hill asked if there is anything in the Governor's budget related to an increase in inmate per diem.

Ms. Click stated that she had heard nothing so far but will be keeping an eye on that.

Chairman Hill thanked Ms. Click for the budget update.

## **7) Jail Board Members Comments**

Rev. Bailey asked, regarding the FOIA video requests how long do we retain those before they are destroyed or reused?

Major Hurlock responded that some of them are kept 5 years, and some are kept longer depending on if there is any litigation associated with them.

Rev. Bailey said he was glad to see that the results of our actions and the actions of the Board of Supervisors are achieving positive results. He stated that the board is laser focused on ensuring that the ADC has all the resources needed to fill vacancies and retain talent.

Ms. Lennox advised that the board would be interested in knowing that on August 7th, the public Defenders Living Library Initiative completed, and delivered over 5000 books to the ADC. The response from the community was just literally overwhelming. It was a pretty tremendous response from the community and we're glad that it seems like the jail is going to be able to put a lot of this to good use. It was a great partnership with the jail staff as well.

Ms. Climer stated that she is sorry she missed out on the book drive. She wanted to welcome and thank Ms. Click for her report. She stated that she was sorry to see Ms. Hanly go and thanked her for everything she has done for the board and the jail.

Mr. Torres asked when the new books would be in circulation for the inmates.

Superintendent Meletis advised that they are currently in circulation.

Mr. Torres commented that he wanted to encourage every agency to find ways of celebrating their Hispanic employees and to some extent give some kind of opportunities to the Hispanic inmates to somehow share their culture and share their heritage.

Mr. Torres commented that he has heard of issues with other jurisdictions doing things differently than us and would encourage the Superintendent to at least set up some best practices regarding why other places are doing things differently and we cannot. Taking into consideration all the security concerns that all jails have we can still at least take a look at best practices from other jurisdictions before we reject them.

Mr. Kostelecky had nothing to add.

Mr. Austin mentioned an initiative that has been going on in the system to implement a new pretrial risk assessment instrument that has been in the works for about a year. There's been a stakeholder group that's been working hard to implement the public safety assessment tool. It's a national tool. It's been around for about 10 years. It's been implemented in a couple hundred or more jurisdictions in some states. It will replace the current risk assessment being used. We're going to be implementing the PSA probably in December. It will be a big system change. It will impact everybody in this room in some way shape or form.

Del. Guzman stated that she had a copy of the state budget and advised that Regional Jail Officers would receive approximately \$7.6 million across the state.

Captain Laguna introduced herself and announced that the new station at 9608 Grant Avenue is now open to the public. She advised there would be an open house possibly sometime in October.

Chief Newsham announced that this past Saturday we had our third annual Community Day. Many of the organizations here at the jail board were out and represented their agencies. He wanted to thank everyone for coming out and making the event a success,

Chairman Hill commented that he wanted to recognize our jail and the staff because I'm quite sure you watched the news lately and you saw the escaped convict in Pennsylvania. He was here at one time. The escaped murderer that got away in DC was also here at one time. And I think they had one down from the prison down in southern Virginia as well that was here at one time. To transport to and from the hospital is a dangerous job to do it and I want to commend you all for the way that you have been handling people when they come in and I know sometimes people complain and we have to certainly deal with those complaints, but you have to make sure that the people that are committed to your custody, are handled properly. So, thank you staff for what you do, and I am so proud to be part of you guys.

## 8) Adjournment

At 7:05 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.**

The next regular meeting of the Prince William-Manassas Regional Jail Board is scheduled for Wednesday, November 15, 2023, at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.