

MINUTES OF PREVIOUS MEETING

Regular Meeting – December 20, 2023



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, December 20, 2023, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call of members/alternates. Present: Ashworth, Climer, Hill, Hughart, Martz, and Torres. Absent: Austin, Bailey, Guzman, Lenox, and Smith. Quorum established.

Jail staff present: Harmon, Hurlock, Jensen, McAllister, McMahan, Meletis, Powell, and West.

Legal Counsel: Sharon Pandak was present.

2) Public Comments

No public comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the amended agenda for December 20, 2023. Before approval, he asked for the amended agenda to include a change to item number 6 regarding the appointment of Ms. Ashley Jensen as Jail Board Secretary. Number 7 on the agenda would include the budget report. Jail Board member comments will be number 8 with adjournment of the meeting to be number 9. A motion was made by Mr. Torres; seconded by Ms. Ashworth. 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 September 20, 2023. A motion was made by Ms. Climer; seconded by Ms. Ashworth. All members present voted yes. **Motion Carried.**

5) Superintendent’s Report

Superintendent Meletis introduced Ms. Ashley Jensen. She is the new Jail Board Secretary following the resignation of Sarah Hanly. Ashley joins the ADC from Montana.

Superintendent Meletis also noted the presence of Mr. James McAllister. He is the Human Resources Analyst at the ADC.

Superintendent Meletis stated that the data presented in his report will reflect the information from September and October as the meeting was intended to take place November 15, 2023.

a) Inmate Population Report

Operational capacity is 871 with a management capacity of 1320.

The average daily population (ADP) for complex FY 2024 for 4 months is 527. The average daily population for the past 12 months is 492. Transfers to the state system: September – 19, October – 1. Commitments: September – 695, October – 671. Releases: September – 676, October – 668. Process only, not committed: September – 69, October – 82. The ADP for September was 534, with a high of 550. The ADP for October was 538, with a high of 555.

Superintendent Meletis mentioned that there have been closures of four jails in Virginia.

Chairman Hill responded that there have been many releases in the last month.

The Historical System-Wide Population shows the ADC for the first 4 months into FY 2024 is 527. The highest count was 1,131 in 2015.

b) Status of FY 2024 Objectives

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

- There are a total of 77 vacancies.
 - 64 Sworn
 - 13 Civilian

2. Prison Rape Elimination Act (PREA)

- Nothing to report.

3. Ensure for Career Development Training

- Crisis Intervention Training
 - Three staff attended.

- Wellness in Law Enforcement Training
 - Two hundred staff attended.
 - Jail Supervisor Training
 - Eight staff attended.
 - Gang Specialist Certification Training
 - Eight staff attended.
 - Virginia Gang Investigation Association Conference
 - One staff member attended.
- 4. Monitor any developments involving or impacting the Main Facility repair project, which started in May 2021**
- Preparing for a major pipe replacement and HVAC improvements in the Main Facility. Project should go out to bid in January 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 10/19/2021, 765 boxes of Narcan have been given to inmates upon their release.
 - 110 inmates are receiving Medication Assisted Treatment.
- 6. Monitor and take action when needed involving COVID-19.**
- As of 11/08/2023
 - One staff member was positive with COVID-19
 - Nine inmates were positive with COVID-19

Mr. Torres asked if any of these cases required hospitalization visits.

Superintendent Meletis stated no in response to the question.

c) Jail population Report

From January – October 2023, October had the highest ADP with a total of 538. The Central Building’s population remains elevated due to the Main Building having closures from pipes bursting. The Modular Building is still closed. Work

release had an average of 6 in October. There were 19 transfers to the DOC in the month of September. Due to the closures of some of the DOC facilities, there was a decline for the month of October with 1 transfer. The commitments are 689 for FY 2024 so far. The average for FY 2023 was 623. The ADP for FY 2024 is 527.

d) Other Comments

Superintendent Meletis had no further comments to issue regarding his report.

Chairman Hill asked if there were any questions concerning his comments. He then inquired if there were recent GED graduations.

Superintendent Meletis answered that two Hispanic inmates had graduated. One was released and brought back in for their graduation. He added that having Hispanic teachers has been beneficial for the program and is proud of those individuals.

Chairman Hill asked if there was anything special planned for the Christmas program.

Superintendent Meletis responded that there will be items for the inmates, but no huge celebration. There will be a special meal prepared for the inmates and the staff who are working.

6) Budget Update

Ms. Click was absent, and the budget update was reported by Superintendent Meletis.

The commissary budget is \$1,133,181 with a total of \$161,049 used to pay for services. The remaining balance is \$972,132. Superintendent Meletis requested that if anybody has questions regarding the budget, please send Ms. Click an email.

Requests are in place for new Capital and Technology funding for FY 2025. Capital equipment includes a new transport van, facility upgrades, flooring replacement, kettle, and maintenance equipment replacements. The requests in total are \$878,000. DOIT requests include an RFID Mobile Command System, desktop to laptop upgrades for finance, ADC boardroom technology upgrades, shared laptop/network printers for HR training, shared desktop/multi-function printer for Maintenance and ADC Warehouse inventory management system. The requests in total are \$173,245.

Superintendent Meletis showed enthusiasm for the Guardian Radio Frequency Identification Device (RFID). It will help track inmate accounts and digitize and protect documentation for inmates in the facility.

Ms. Ashworth asked what the kettle request was for on the Capital Equipment request sheet.

Superintendent Meletis replied that it was the kettle used in the kitchen to cook soups.

The total Operating Expenditure Budget status YTD for September – October is \$65,096,837.

There is a true-up projection in the works with the City of Manassas.

Chairman Hill asked if there were any questions regarding the budget update.

Mr. Torres asked if the procurement was through the Prince William County office or if the ADC has their own.

Superintendent Meletis stated that it is through the county.

7) **Public Comments**

At 6:19 p.m., Chairman Hill called for public comments to commence as the public were not present during the start of the meeting. They were only to state concerns to the Jail Board for three minutes each with no questions.

Three members of the Aljazairi family, Omar, Mohammed, and their father, who did not state his name, attended the meeting with a friend, Olivia Bryant-Bailey. They did not state their addresses. They each spoke to the Jail Board about their concerns regarding the conditions under which Mustafa Aljazairi was detained. They also claimed that the police prepared a false report and were concerned about prosecution by the Commonwealth's Attorney.

Note: Let the record show that Rev. Bailey arrived at 6:20 p.m.

Chairman Hill indicated that the concerns will be discussed amongst the Jail Board and the Superintendent would respond to them regarding their allegations.

Omar Aljazairi inquired if they are permitted to remain present for the duration of the meeting.

Chairman Hill replied that they are welcome to stay until the meeting is concluded. He will speak to the legal counsel, and from there it will be determined if it will move forward to an executive session. If so, they cannot be present and will need to leave the room.

Olivia Bryant-Bailey exclaimed that there are concerns for other inmates.

Chairman Hill requested that Superintendent Meletis gather a list of the names to discuss afterwards.

8) Jail Board Members Comments

Rev. Bailey began with announcing that it has been a pleasure to serve on the board and notified members that this meeting is expected to be his last to attend. He was informed that the individual who appointed him sent a letter stating if he intended to be reappointed, he would need to speak with someone else as they did not get reelected. He is uncertain what action will be taken. He made a note to include amongst the Board that due to his election as State President of NAACP, he is consumed with other responsibilities. His almost four years have been very eventful, and he feels honored to have been a member of the Board.

Ms. Climer congratulated Rev. Bailey on his new role and congratulated Superintendent Meletis on the two most recent GED graduates. She also showed appreciation for offering the education in Spanish.

Mr. Torres also wanted to include congratulations for the election and the GED graduates. He wishes members of the Jail Board and those present in the room a happy holiday season. He also made a motion to request the legal counsel to determine whether to move forward in closed session or not regarding the concerns raised by the Aljazairi family and friend.

Ms. Ashworth echoed the request from Mr. Torres and agrees the allegations should be taken seriously. She expressed her enjoyment being on the Jail Board for the past four years and is looking forward to the next four. She also wishes her fellow board member, Rev. Bailey, well if he does not rejoin the board. She states that he has been an important voice on the board and wishes everybody a happy holiday.

Major Hughart, on behalf of Chief Newsham and the members of the county police department, wishes everybody a happy holiday. He thanks everyone for their assistance and cooperation throughout the year and is looking forward to what 2024 will bring.

Captain Martz, on behalf of Vice Chairman Keen, wishes everyone happy holidays.

Chairman Hill showed gratitude for the support and business throughout the year. He noted that there are challenges, but the Board will come together and resolve issues and take care of them. With that, he asked Ms. Pandak to speak.

Ms. Pandak stated that the Chairman is to determine if a closed session should be added to the agenda for today or not.

Chairman Hill responded that Superintendent Meletis may want to investigate information heard from allegations voiced this evening . He requested that a closed session be added on the agenda for the meeting in January.

9) **Appointment of Jail Board Secretary**

Chairman Hill asked for a motion to appoint Ms. Ashley Jensen as the Jail Board Secretary. Major Hughart made a motion; seconded by Mr. Torres. All members present voted yes. **Motion carried.**

10) **Adjournment**

At 6:51 p.m. Mr. Torres made a motion to adjourn; seconded by Ms. Climer. 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, January 17, 2024, at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.