



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 18, 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, Climer, Hill, Keen, Kostelecky, Lenox, Phelps, Torres. Absent: Bailey, Guzman, and Smith. Quorum established.

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

Legal Counsel: Sharon Pandak was present.

2) Public Comments

Carol Noggle from the League of Women Voters informed the Board that her organization previously worked with the jail during community events and currently works with the Re-entry council. League of Women Voters help provide information on voter registration, restoration of rights and ban the box. She informed the Board that she would like to stay connected and informed.

Chairman Hill thanked Ms. Noggle for her services to the inmate population. Captain West was introduced as a point of contact for her.

Ms. Noggle commented on the lack of sound quality on the YouTube recordings of the meetings.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the amended agenda for January 18, 2023. A motion was made by Vice Chairman Keen; seconded by Mr. Kostelecky. All members present voted yes. **Motion carried.**

4) Approval of Minutes

Chairman Hill entertained for a motion to approve the amended minutes for the Regular Meeting of the Regional Jail Board on November 16, 2022. A motion was made by Deputy Chief Phelps; seconded by Vice Chairman Keen. All members present voted yes. **Motion carried.**

5) **Superintendent's Report**

a) **Inmate Population Report**

The average daily population (ADP) for FY 2023 is 453. The average daily population for the past 12 months is 512. Transfers to the Department of Corrections: November '22 - 9, December '22 - 6; we currently have one out of compliance. Commitments: November '22 - 538, December '22 - 545. Releases November '22 - 565, December '22 - 560. Process Only: November '22 - 83, December '22 - 68. The ADP for November was 472, with a high of 489 on November 13, 2022. The ADP for December was 444 with a high of 454 on December 12, 2022.

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 96 vacancies; 86 sworn staff and 10 civilian.
- HR staff attended the following career fairs:
 - 11/3/2022 Quantico Career Fair
 - 11/10/2022 Veterans Job Fair at FedEx Field
 - 01/10/2023 NOVA Law Expo in Herndon
- Advertising on 16 different websites.
- In December 2022, BOCS approved the ADC to begin paying overtime to security staff starting at the first hour of overtime worked as well as holiday pay.
- BOCS also approved a \$5,000.00 signing bonus. Half will be paid when hired, second half will be paid once the academy is completed.
- The County is conducting a compensation study, hoping that ADC staff salaries will increase.

Ms. Lenox asked when these changes would be implemented.

Superintendent Meletis informed her that they are already in place. The night differential has also increased from \$.70 to \$1.00.

2. Prison Rape Elimination Act (PREA)

- PREA inspection scheduled for March 6, 7, 8, 2023.
- PREA report is attached for review.

3. Ensure for Career Development Training

- 7 staff completed Crisis Intervention Training. (ADC has a total of 104 CIT certified staff members.)
- 18 staff attended General Instructor re-certification.
- 6 staff completed supervisor in-service training.

- Sgt. H. Baker, Sgt. J. Batkins, MJO M. Barnes, and MJO P. Alvarado completed a 16-hour Peer Support Training. They will be assisting staff in crisis.
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.
 - Half of the Main Building houses inmates on the second and third floors.
 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, 716 boxes of Narcan have been given to inmates upon their release.
 - Drug Court is up and running in the pilot phase.
 6. **Monitor and take action when needed involving COVID-19.**
 - After the holidays we had 16 staff and 50 inmates positive.
 - Currently have five staff positive with COVID-19, two are on quarantine for exposure.
 - Three inmates are currently positive with COVID-19.

c) Other Comments

Superintendent Meletis informed the Board of recent Employee of the Quarter winners, First Sergeant Cowthran and MJO Chan, for their heroic actions to a serious life-threatening situation with an inmate.

Board members were informed of increased assaults from inmates to staff. Recently an inmate tried to break an officer's arm through a food slot. Colonel Meletis discussed the security list and staffing ratios.

Ms. Lenox asked what the number of serious mentally ill inmates are in the facility.

Superintendent Meletis stated that some of the inmates on the security list are mentally ill, but not all. The Mental Health Unit has been beneficial.

Ms. Lenox stated that there is ongoing lobbying for Crisis Receiving Centers. She questions the correlation between recent hospital closures, severe mental health crisis and jail population.

Vicechair Keen asked if the treatment of jail officers with GAP has been addressed with the state/legislature.

Superintendent Meletis stated that it is being worked on through the BOCS.

6) **Budget Update**

Mrs. Vienna reported that the commissary budget has stabilized around \$2.4 million. The inmate trust account balance for November was \$80,693.15 and December was \$105,198.44. Federal inmate billing for November was \$84.63 and December was \$507.78. We are working with the County on the FY 2024 budget. The ADC is shifting existing funds to salaries to pay for GAP and expanded Holiday Pay to assist with recruitment and retention.

The ADC has received \$748,536.00 from SCAAP (State Criminal Alien Assistance Program). SCAAP is federal funding that is provided to local jurisdictions to help defray the cost of housing undocumented individuals. The ADC provides demographic and charge information, and they determine if they have legal status. If they are illegal, then they provide the funding.

Vice Chairman Keen asked if this funding is combined, the County and the City?

Mrs. Vienna stated that it is not, it is only the County's portion. The City receives their portion separately.

Manassas participation is up at 14.6%. The prisoner days for the City have gone up and the County has gone down.

Chairman Hill asked if there were any questions for Mrs. Vienna. No questions currently.

7) **Jail Board Members Comments**

Ms. Climer asked what SCAAP stood for.

Mrs. Vienna answered State Criminal Alien Assistance Program.

Deputy Chief Phelps had no comment.

Vice Chairman Keen had no comment.

Mr. Kostelecky had no comment.

Mr. Torres wished everyone a Happy New Year.

Ms. Lenox stated that the Public Defender's office has been communicating with the ADC about a program that they are launching. They will be collecting reading material such as: books in other languages, trade books, and much more. This will be a county wide program for collection. More will be reported in March.

Chairman Hill asked Superintendent Meletis to extend his appreciation to the staff; danger of the facility is not unnoticed.

9) **Adjournment**

At 6:28 p.m., Vice Chairman Keen made a motion to adjourn; seconded by Ms. Lenox. All present members agreed to adjourn the Regular Meeting of the Regional Jail Board. **Motion Carried.**

Minutes – Regular Jail Board Meeting

January 18, 2023

Page 5

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