

MINUTES OF PREVIOUS MEETING

Regular Meeting – January 21, 2026

Recording of Meeting:

<https://www.youtube.com/watch?v=pfUtsLSZwv4>



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



PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, January 21, 2026, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call (members/alternates present): Bailey, Barahona, Climer, Hill, Kostelecky, Newsham, Swartz, and Torres. Absent: Guzman, Lenox, and Thomas. *Quorum established.*

Jail staff present: Captain Cowthran (Director of Technology and Community Relations), Major Dickinson (Director of Support Services), Captain Harmon (Director of Transition), Captain Kepler (Director of Security), Major McMahon (Director of Inmate Services), Captain Naqvi (Director of Classification and Treatment) and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Brendan Hefty was present.

2) Public Comments

No written comments were received.

Members of the Public present to observe:

Ms. Carol Noggle, chair of the League of Women Voters, Prince William County.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for January 21, 2026. The motion was made by Mr. Kostelecky; second by Rev. Bailey. Vote unanimous. *Motion Carried.*

4) **Approval of Minutes**

Chairman Hill requested a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on November 19, 2025. A motion was made by Chief Newsham; second by Captain Barahona. Vote unanimous. *Motion Carried.*

Let the record show that Ms. Lenox arrived at 6:01 PM.

5) **Superintendent's Report**

Superintendent West informed the Jail Board of the recent promotions of Captain Naqvi, who is the new Director of Classification and Treatment and Major Dickinson who is the new Director of Support Services. Superintendent West commented that Captain Naqvi was involved with many of the recruitment efforts this past year and commended him for his great work.

a. Inmate Population Report

Complex average daily population (ADP) for six months of FY 2026 was 520, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 527. Transfers to the Department of Corrections: November – 4, December – 8. Commitments: November – 555, December – 543. Releases: November – 536, December – 541. Process only, not committed: November – 48, December – 36.

The complex average daily population for November was 518 with a high of 543. Complex average daily population for December was 523 with a high of 538.

b. Status of FY 2026 Objectives

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

- The ADC is currently advertising vacancies on nine job search websites.

Superintendent West stated that due to the successful recruiting efforts, there were no longer Jail Officer vacancies available. He is working with the county to underfill some Master Jail Officer positions to create more Jail Officer positions.

2. Prison Rape Elimination Act (PREA)

- 2 Unfounded Sexual Assault
- 1 Unfounded Sexual Harassment

Superintendent West stated the PREA audit, which is completed every three years, will take place in March.

3. Ensure for Career Development Training

- Basic Jail Officer Academy
 - 41 Staff
- Taser Recertification
 - 65 Staff
- Cyber Security Training (County Mandated)
 - 328 Staff

Superintendent West attended the Law Enforcement Executive Training in Richmond, Virginia at the beginning of October and Crisis Intervention Training (CIT) in the first week of January.

4. Monitor the renovation of the Central Lobby.

- The lobby renovation project is almost complete. Final inspections will take place soon.

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 10/19/21, 883 boxes of Narcan have been given to inmates upon release.
- Currently, 76 inmates receive medicated assisted treatment.

c. Other Comments

Superintendent West informed the Jail Board that Chaplain Perez received the Human Rights Award for 2025 from the Human Rights Commission. He asked Mr. Torres if he would like to comment.

Mr. Torres stated that Chaplain Perez had been with the ADC since 2006. He was awarded the Human Rights Award for the year 2025 on behalf of the Human Rights Commission for his twenty years of investing and helping inmates along with staff and volunteers. As a Jail Board member and the Executive Director of Human Rights for Prince William County, he was proud of the work of Chaplain Perez and that he embodied what human rights were all about.

Superintendent West thanked Mr. Torres for speaking. He informed the Jail Board that the next Jail Basic Academy Graduation Ceremony will be on March 27, 2026. The academy began with 30 cadets but currently has 28. He added that if the academy continued to have 28 cadets, it would be the largest graduating class the ADC has had to date. He encouraged the Jail Board members to attend.

The ADC Employee Association Golf Tournament will be on Monday, June 8, 2026. Superintendent West stated that the proceeds go to the ADC Employee Association, which helps fund events for staff throughout the year.

Chairman Hill asked the Jail Board if they had any questions for Superintendent West.

Ms. Lenox asked concerning the underfills of the Master Jail Officer positions, if officers received the promotions more often internally and if it was an incentive for officers to stay with the possibility of promotion. Superintendent West explained that it was an internal position to help train staff. The county typically runs a report on the first of August that can affect the budget if positions are not filled. There were 14 Master Jail Officer positions underfilled. The county is allowing the Master Jail Officer positions to be combined with the remaining 7 Jail Officer positions for a total of 21 Jail Officer positions. If there are staff who are eligible to be promoted to Master Jail Officer, then the agency can promote them as needed. Ms. Lenox commented that she appreciated Superintendent West attending the recent CIT training.

Captain Barahona commented that he had the privilege of attending one of the Jail Basic Academy graduations and commended the ADC staff.

Chairman Hill asked Mr. Hefty if he had any comments.

Mr. Hefty had no comments. He stated that he was monitoring the legislation coming out of Richmond and will update the Jail Board if there is anything that could affect the jail.

Mr. Torres asked if there were pending litigations that the Jail Board was involved with. Mr. Hefty stated that there was a lawsuit filed that Ms. Pandak briefed the Jail Board on that affected staff of the jail, but not the Jail Board. Superintendent West added that the incident happened roughly 18 months ago. Mr. Hefty stated that the meeting could go into closed session if the Jail Board wanted to ask questions. Mr. Torres asked if the Jail Board was responsible in any of the suits or still in litigation. Mr. Hefty said that the two suits involving the Jail Board have been resolved.

Ms. Climer asked if Ms. Click's position had been advertised. Superintendent West said that there were interviews. Ms. Click had submitted a grievance, and the position could not be filled until the panel process for that is completed.

6) Budget Update

Captain Dickinson presented the agency budget updates for FY 2026 as of December 31, 2025. The agency's budgeted revenue is projected to fall short for the fiscal year by approximately \$906k or 1.4%, attributable to State Compensation Board revenue being slated to be slightly lower than expectations. The City of Manassas year-to-date utilization rate as of December 31, 2025, was 9.5%. The agency budgeted for a utilization rate of 11.2% and will result in an anticipated refund of \$569k at the end of the year.

The operating expenditures actual spending as of December 31, 2025, represented 57.1% of the total budget with 50% of the fiscal year elapsed. This was a reasonable spending pace to fall within budget expectations.

The federal government agencies total amount billed for the fiscal year was \$4,316.13.

The proposed FY 2027 budget was presented to the county CXO on November 19, 2025. The Agency is awaiting the FY 2027 Budget Calendar Timeline.

Commissary spend for FY 2026 as of December 31, 2025, was \$256k of the \$900k budget. Commissary cash balance fell a little below \$2 million to roughly \$1.97 million. A Single item purchased between November and December that fell within SOP 5107 (Inmate Commissary Account and Audit of the Accounts, disclosure range (\$2,500 to \$4,000)) was inmate TVs for \$2,644. The inmate trust account cash balance for November was \$70,856 and \$92,099 in December.

Chairman Hill asked if the comp board budget request had been submitted. Major Dickinson said that it had been submitted.

7) Jail Board Member Comments

Rev. Bailey wished everyone a happy new year. He congratulated the new Major and Captain on their promotions and commended the great work that they do.

Ms. Swartz had no comments.

Ms. Lenox congratulated the new Major and Captain on their promotions and for being recognized for their hard work. She praised the lobby renovation and expressed that the design was made with the consumers in mind who enter and leave the jail. She appreciated Superintendent West with how responsive he was when an issue was raised during a recent CCJB meeting and was resolved within a timely manner.

Ms. Climer appreciated Ms. Lenox's comments regarding the lobby renovation and the responsiveness of leadership within the ADC. She congratulated the new Captain and Major on their promotions.

Mr. Torres wished everyone a happy new year. He had no additional comments and stated that he had already spoken about the award presented to Chaplain Perez.

Mr. Kostelecky praised the layout of the lobby renovation.

Captain Barahona congratulated the newly promoted Captain and Major and praised the renovation of the lobby.

Chief Newsham commended Chaplain Perez and his hard work. He congratulated the new Major and Captain on their promotions and commended their hard work. He also commended Superintendent West.

Chairman Hill commended Superintendent West for keeping his promise that his priority would be to fill vacant positions when he became Superintendent. He congratulated the new Major and Captain on their promotions. He commended Chaplain Perez and stated that he not only provides support and spiritual guidance for inmates, but for staff as well.

Mr. Hefty stated he had one item he wanted to address with the Jail Board in closed session. The two previous lawsuits that involved the Jail Board were completed, but there was a recent lawsuit that named the Jail Board.

Chairman Hill asked Mr. Hefty if he would like the Jail Board to go into closed session.

Mr. Hefty asked if the Jail Board would entertain going into closed session.

8) Closed Session

At 6:24 p.m., Chief Newsham made a motion to go into closed session under the provisions of Va. Code §2.2-3711.A.7.

1. Motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(7), for consultation with legal counsel pertaining to actual litigation (Saul v. PWMADC et al), where such consultation in an open meeting would adversely affect the negotiating or litigating posture of the jail.

Mr. Kostelecky seconded the motion. The roll was called by Ms. Jensen. Vote unanimous. ***Motion Carried.***

At 6:31 PM, a motion was made by Ms. Lenox; seconded by Mr. Kostelecky to certify the closed session under provisions of Va. Code §2.2-3712 for only those matters identified in the motion to go into closed session and exempted from open meeting requirements discussed. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

9) Adjournment

At 6:32 p.m., Mr. Kostelecky made a motion to adjourn; seconded by Chief Newsham. All members present 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, March 18, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.