

MINUTES OF PREVIOUS MEETING

Regular Meeting – March 18, 2026

Recording of Meeting:

<https://www.youtube.com/watch?v=kwjzaj-43J0>



**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 18, 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): Hill, Hyde, Kostelecky, Missouri, Swartz, Thomas, and Torres.
Absent: Bailey, Climer, Guzman and Lenox. *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 March 18, 2026. The motion was made by Mr. Kostelecky; second by Ms. Swartz. 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 January 21, 2026. A motion was made by Mr. Torres; second by Ms. Swartz. Vote unanimous. ***Motion Carried.***

5) **Superintendent's Report**

Superintendent West introduced Ms. Nicole Puccio, the new Director of Finance, to the Jail Board.

Ms. Puccio introduced herself to the Jail Board. She stated that she is happy to be at the ADC and that it was a welcoming environment.

Chairman Hill announced that the meeting was live on YouTube.

a. Inmate Population Report

Complex average daily population (ADP) for eight months into FY 2026 was 525, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 526. Transfers to the Department of Corrections: January – 13, February – 10. Commitments: January – 548, February – 526. Releases: January – 552, February – 520. Process only, not committed: January – 41, February – 45.

Let the record show that Rev. Bailey arrived at 6:03 PM.

The complex average daily population for January was 540 with a high of 565. Complex average daily population for February was 534 with a high of 553.

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.

2. Prison Rape Elimination Act (PREA)

- 1 Unfounded Inmate Harassment
- 1 Substantiated Inmate Harassment
- 3 Unfounded Staff Harassment

3. Ensure for Career Development Training

- Crisis Intervention Training
 - 5 Staff

- Master Jail Officer School
 - 7 Staff

4. Monitor the renovation of the Central Lobby.

- The lobby renovation project is almost complete.

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, 885 boxes of Narcan have been given to inmates upon release.
- Currently, 68 inmates receive medicated assisted treatment.

c. Jail Population Report

The Manassas Complex ADP was 529. Central Building's population remains stable with an average population of 379. The Main Building's average population was 146. Work Force average population was 4. The Work Release program remains temporarily closed as of June 2025. The Modular Building is closed. Monthly Transfers to the Department of Corrections: November – 4, December – 8, January – 13, February – 10. The average number of commitments for FY 2026 was 595. The ADP for FY 2026 was 525.

d. Other Comments

Superintendent West informed the Jail Board he intends to present a presentation highlighting the past year's accomplishments during the next Jail Board meeting in May. In March 2025, the agency had a total of 88 vacancies, 71 being sworn positions. As of March 18, 2026, the agency had one sworn vacancy and six civilian vacancies. He commended Captain Cortes and the Human Resources staff for their recruitment efforts.

Chairman Hill wanted to confirm that Rev. Bailey was recorded on the record that he was present.

Rev. Bailey stated that he was recorded and on the record.

Rev. Bailey asked Superintendent West if the retention had increased. Superintendent West stated that retention had decreased by 1.2%. In the previous year, it was roughly 18% and is now at about 17%. He hopes that the numbers will continue to improve. His priority is to ensure officers do not leave to go to other jails within Northern Virginia. Superintendent West stated morale had improved within the agency and that he will provide more details in his upcoming presentation at the next Jail Board meeting in May. He stated that the sign-on bonus, the retention bonus, and working with the County Executive to stay competitive with surrounding jurisdictions should improve retention. Rev Bailey asked if there was a numerical goal for retention. Superintendent West stated that in past years, the agency remained consistent at 14%. He would like to bring it down to 10% but hopes to get back to 14%.

Chairman Hill asked the Jail Board if there were any more questions for Superintendent West.

Mr. Torres noted that a classification study was recently conducted. He asked how jail officers would fare from this study. Superintendent West stated that a study was done for civilian staff. As for sworn staff, the County Executive is going to recommend an 8.2% raise along with the 3% merit raise, resulting in 11.2% overall. This would keep the wages competitive, but there are concerns that other jurisdictions could increase salaries after finalizing budgets. Mr. Torres commented that an increase to \$74k was suggested for the Police Department. Superintendent West confirmed that was approved. He added that he wishes to continue to be competitive and remain within the middle of the market.

Lt. Colonel Missouri praised the 1.7% vacancies. Superintendent West stated that vacancies have not been at that number since 2016.

Chairman Hill asked what the status was for the Work Release Program. Superintendent West stated that the next Jail Basic Academy Graduation will be on March 27, 2026. This would allow the agency to be fully staffed and have the means to reopen the program. He commented that previously on average there would be four to six who qualify for the program. The program was closed due to the mass hiring expected to take place and staff working within Work Release were transferred to Human Resources. He hopes to reopen the program soon.

6) Budget Update

Captain Dickinson presented the agency budget updates for FY 2026 as of February 28, 2026. The agency's budgeted revenue is projected to fall short for the fiscal year by approximately \$618k or 1.0%, 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 February 28, 2026, was 9.6%. The agency budgeted for a utilization rate of 11.2% and will result in an anticipated refund of \$504k at the end of the year.

The operating expenditures actual spending as of February 28, 2026, represented 70.1% of the total budget with 66.7% 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 \$4,993.17.

The proposed FY 2027 budget recap will be on April 7, 2026, and budget adoption is set to take place on April 22, 2026. The proposed CXO budget has ADC sworn personnel to receive an 8.2% pay scale adjustment or increase depending on rank July 1, 2026, along with the 3% step increase. Sworn staff are evaluated on either July first or January first depending on their hire date. General service personnel receive 1.5%-3% and 3% merit increase effective November 1, 2026.

The total requested for the General Fund Support was \$654k. This request consisted of reinstating the Lieutenant Colonel position, implementing Guardian RFID and Corrections One annual licensing, and the lease for the Piedmont Building.

The ADC Fund Support total requested was \$4.044M. This request includes elevator modernization, kitchen equipment, and improved facility operations and capital equipment.

Commissary spend for FY 2026 as of February 28, 2026, was \$319k of the \$908k budget. Commissary cash remains a little below \$2 million to roughly \$1.9 million. The inmate trust account cash balance for January was \$145,323 and \$74,506 in February.

7) Jail Board Member Comments

Rev. Bailey echoed Lt. Colonel Missouri's earlier remark and praised the current number of vacancies and that Superintendent West accomplished what he said he would do when he was appointed Superintendent.

Ms. Swartz commented that soon there would no longer be positions available to hire. Superintendent West stated that the vacancies can fluctuate and the ADC will continue to be diligent with recruitment.

Mr. Torres welcomed the new Finance Director, Ms. Puccio, and the recently appointed Jail Board Member, Ms. Thomas. He congratulated Superintendent West for the successful recruitment efforts.

Mr. Kostelecky recognized and praised Captain Kepler for the tours of the facility he conducted for interns, attorneys, and staff within his office. He stated that they would return commending their experience on the tours led by Captain Kepler.

Chairman Hill asked for Ms. Thomas to introduce herself to the Jail Board.

Ms. Thomas introduced herself to the Jail Board as the new Director of Criminal Justice Services that oversees Probation, Pretrial Services, along with two specialty dockets, the Veterans Treatment Docket and the Recovery Court. She stated that she had been in Prince William County for eleven years and has previous correctional experience. She praised Superintendent West and the professionalism of the staff at the ADC who are dedicated to reducing recidivism. She stated that she is happy to be a part of the Jail Board.

Captain Hyde had no comments.

Lt. Colonel Missouri thanked Superintendent West for his professionalism and willingness to help. She praised the ADC staff and commended their hard work.

Chairman Hill welcomed the new Finance Director, Ms. Puccio. He stated that the next Jail Basic Academy Graduation is set to take place Friday, March 27, 2026, and is projected to be the largest graduating class. He encouraged members of the Jail Board to attend and stated that he would be the guest speaker.

8) Adjournment

At 6:26 p.m., Mr. Kostelecky made a motion to adjourn; seconded by Ms. Swartz. 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, May 20, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.