

MINUTES OF PREVIOUS MEETING

Regular Meeting – July 15, 2026

Recording of Meeting:

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



**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, July 15, 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): Climer, Hill, Keen, Kostelecky, Lenox, Missouri, Swartz, Thomas.
Absent: Bailey, Guzman, and Torres. ***Quorum Established.***

Jail staff present: Captain Cortes (Director of Administration), 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) Readopt the Jail Board Meeting Remote Participation Policy

Chairman Hill asked Legal Counsel Mr. Hefty to request a motion to readopt the Jail Board meeting remote participation policy.

Mr. Hefty introduced the motion under Va. Code §2.2-3708.3, which allows a member to participate electronically when a quorum is physically present. The State code was amended to require public bodies to readopt the policy annually. Chief Keen made a motion to readopt the Jail board meeting remote participation policy. The motion was seconded by Ms. Lenox. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

3) Public Comments

No written comments were received.

Ms. Carol Noggle, chair of the League of Women Voters, Prince William County, was present to observe.

4) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for July 15, 2026. The motion was made by Mr. Kostelecky; second by Chief Keen. Vote unanimous. ***Motion Carried.***

5) Approval of Minutes

Chairman Hill requested a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on May 20, 2026. A motion was made by Ms. Climer; second by Ms. Swartz. Vote unanimous. ***Motion Carried.***

6) Superintendent's Report

Superintendent West informed the Jail Board of an incident that occurred in Booking where an individual came in with a life-threatening medical emergency. Major Dickinson read the letter of commendation recognizing Sergeant Callahan, Master Jail Officer Bishop, Master Jail Officer Ralls, Officer Smitley, Officer Syed, and Senior Registered Nurse Santek.

a. Inmate Population Report

Complex average daily population (ADP) for FY 2026 was 531, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 531. Transfers to the Department of Corrections: May – 12, June – 13. Commitments: May – 648, June – 674. Releases: May – 664, June – 666. Process only, not committed: May – 72, June – 56.

The complex average daily population for May was 547 with a high of 566. Complex average daily population for June was 543 with a high of 565.

b. Status of FY 2027 Objectives

1. Staff Wellness and Morale

- Correctional Employee Week Events hosted by the ADC Employee Association.
- Basketball game amongst ADC Executive Staff and C Shift.
- New equipment in staff gym: two treadmills, a rowing machine, an elliptical machine, and a Stairmaster machine.

2. Prison Rape Elimination Act (PREA)

- 2 Unfounded Inmate Harassment Complaints
- 2 Unfounded Staff Harassment Complaints

3. Ensure for Career Development Training

- Firearms Requalification
 - 238 Staff

4. Monitor the Judicial Center Expansion Project

- The Judicial Center Expansion Project is moving forward. FCM continues to keep the ADC informed about activity on the complex that might affect the daily operations of the ADC.

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, 892 boxes of Narcan have been given to inmates upon release.
- Currently, 81 inmates receive medicated assisted treatment.

6. Transitional Housing

- The Supportive Care Unit opened on May 4th.
- The Bio-Metric wrist devices are in the final phase of implementation to better monitor high-risk inmates.
- 56 inmates were housed in the SCU Unit.

7. Community Engagement

- Healthy Kids Running Series program
- Storytime at Barnes and Noble
- Donations to Boxes of Basics
- Donations to the Prince William County Animal Shelter

Let the record show that Ms. Guzman arrived at 6:12 pm.

c. Jail Population Report

The Manassas Complex ADP was 545. Central Building's population remains stable with an average population of 386. The Main Building's average population was 155. Work Release average population was 4. The Work Release program is temporarily closed as of June 2025. The Modular Building is closed. Monthly Transfers to the Department of Corrections: March – 0, April – 12, May – 12, June – 13. The average number of commitments for FY 2026 was 621. The ADP for FY 2026 was 531.

d. Other Comments

The Lieutenant Colonel position was advertised for two weeks and closed the previous Friday. The

applications are being reviewed and hoping to schedule interviews within the next two weeks. All officer vacancies have been filled and have a waitlist in place.

Superintendent West presented the agency's new recruitment website to the Jail Board.

7) Budget Update

Ms. Puccio presented the agency preliminary budget results for FY 2026 as of June 30, 2026. The agency's budgeted revenue is projected to fall short for the fiscal year by approximately \$829k or 1.3%, 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 June 30, 2026, was 9.7%. The agency budgeted for a utilization rate of 11.2% and will result in an anticipated refund of just over \$700k at the end of the year.

The preliminary operating expenditures actual spending as of June 30, 2026, represented 95.6% of the total budget, reflecting savings of approximately \$3.1 million. The main driver of the expenditure savings was \$1.5M in capital outlay budget authority not used, which included the HVAC BAS System that came in under budget. This was a reasonable spending pace to fall within budget expectations.

The federal government agencies total amount billed for the fiscal year was \$7,108.92.

On June 23rd, the Board of County Supervisors approved the resolution to accept, budget, and appropriate \$352,458 from the Compensation Board of the Commonwealth of Virginia to authorize a one-time 2% bonus for ADC non-sworn employees.

Commissary spend for FY 2026 as of June 30, 2026, was \$532k of the \$908k budget. The only major purchase was the Snowrator for \$19k in June 2026.

Commissary cash remains a little below \$2 million at roughly \$1.9 million. The inmate trust account cash balance for May was \$101,911 and \$111,647 in June.

Ms. Climer said that there is typically a significant true-up with the City of Manassas and asked if there had been consideration of adjusting the utilization rate. Ms. Puccio stated that there was a time when City of Manassas owed money at the end of the year and did not want to be in that position again. They intentionally give the agency more than expected. The previous year's true-up was roughly \$1.1 million, which showed improvement.

Chief Keen added that the City of Manassas will continue to project it at a higher rate in case numbers change. In the past, additional funds had to be requested and the budgeting section decided to continue to over project the revenue.

8) Closed Session

Mr. Hefty updated the Jail Board of which bills went into effect starting in July along with legislation from the General Assembly out of Richmond. Key updates included a veto on the collective bargaining agenda, which may be a topic again in January, and a passed FMLA bill that will not impact the agency until 2028. Bills regarding ICE agreements and pregnant inmate reporting were also noted as having no direct operational impact on the ADC. A bill for criminals and sealed records stated that courts would automatically order certain records to be sealed. The ADC will need to coordinate with the state police to determine if records are sealed. The Freedom of Information Act requires that agendas for public bodies be published online and cannot take final action on an item that is not on the agenda unless it is time-sensitive. The state budget included a Compensation Board payment of 3.5%, which was an increase from what was previously expected.

Ms. Puccio stated that under item 386, the Board of Local and Regional Jails approved to provide \$275,400 to reimburse some of the renovation costs. Superintendent West added that it was denied at first and he had to submit a form to reconsider it and it was approved.

At 6:30 p.m., Ms. Lenox made a motion to go into closed session under the provisions of Va. Code §2.2-3711.A.7.

1. Pursuant to VA Code Section 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (Adams v. Prince William Manassas Regional Jail Board et al), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the jail.

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

At 7:03 PM, a motion was made by Mr. Kostelecky; seconded by Chief Keen 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) Jail Board Member Comments

Ms. Guzman congratulated Superintendent West and praised the new recruitment website. She stated that having a professional website that highlighted the opportunity for individuals to work as a Jail Officer was great.

Ms. Swartz praised the recruitment video shown during the presentation of the new website. She commended the officers involved with saving a life in Intake.

Ms. Climer was impressed with the officers and the website. She stated that she is interested in learning more about the Supportive Care Unit and Mental Health Stepdown Unit and their progress. She added the importance of caring for individuals before coming back into the community.

Ms. Lenox said that for the Public Defender's Office, it can be difficult to coordinate times to access clients at the jail throughout the day and she appreciated Superintendent West and staff that go to great lengths to give access when needed.

Mr. Kostecky thanked Captain Kepler for being accessible when scheduling tours of the jail for sixteen interns within the Commonwealth Attorney's Office.

Chief Keen said to continue to do the great work.

Ms. Thomas commented that morale seems to have improved amongst staff and commented on the good relationship between the ADC and the Police Departments. She encouraged Superintendent West and staff to keep up the good work.

Lt. Colonel Missouri commended the professionalism of the staff within the ADC. She praised the accomplishments of the agency within the past year.

Chairman Hill thanked Superintendent West for recognizing the staff who helped save a life in Intake and that it sends a message to staff that he cares about what they do.

10) Adjournment

At 7:08 p.m., Mr. Kostecky made a motion to adjourn; seconded by Ms. Guzman. 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, September 16, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassas, VA 20110.