MINUTES OF PREVIOUS MEETING

Regular Meeting – September 16, 2026

Recording of Meeting:

https://www.youtube.com/watch?v=6ZuL2M_Cgwo

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, September 16, 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, Kostelecky, Missouri, Swartz, Thomas, and Torres. Absent: Bailey, Guzman, Keen, and Lenox. ***Quorum Established***.

Jail staff present: Captain Cortes (Director of Administration), Major Dickinson (Director of Support Services), Captain Harmon (Director of Transition), Captain Kepler (Director of Security), and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Brendan Hefty was present.

2) Public Comments

No written comments were received.

Deacon Jim Van de Voorde from the All-Saints Catholic Church of Manassas, was present to observe.

Chairman Hill recognized Deacon Van de Voorde and thanked him for his years of service as a volunteer at the ADC.

Deacon Jim Van de Voorde introduced himself to the Jail Board.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for September 16, 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 July 15, 2026. A motion was made by Ms. Thomas; second by Ms. Climer. Vote unanimous. ***Motion Carried***.

5) Superintendent's Report

a. Inmate Population Report

Complex average daily population (ADP) for the first two months of FY 2026 was 563, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 538. Transfers to the Department of Corrections: July – 11, August – 1. Commitments: July – 636, August – 669. Releases: July – 645, August – 628. Process only, not committed: July – 52, August – 41.

The complex average daily population for July was 554 with a high of 571. Complex average daily population for August was 572 with a high of 592.

b. Status of FY 2027 Objectives

1. Staff Wellness and Morale

- A new arcade machine was added to the staff break room that was provided by Risk Management.
- The agency will be having an 80s Party on September 19, 2026.

2. Prison Rape Elimination Act (PREA)

- 2 Unfounded Inmate-on-Inmate Harassment Complaints
- 2 Substantiated Inmate-on-Inmate Harassment Complaints
- 2 Unfounded Staff-on-Inmate Harassment Complaints

3. Ensure for Career Development Training

- Officers/Staff completed CPR/FA/AED Training
  - 30 Staff

4. Monitor the Judicial Center Expansion Project

- The Annex Building has been demolished.

5. **Participate with the Evidence-Based Decision Making (EBDM) Policy Team through collaboration to enhance safety in the community and improve the Criminal Justic System, while benefiting the Adult Detention Center.**
    - Since 10/19/21, 894 boxes of Narcan have been given to inmates upon release.
    - Currently, 94 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.
    - 577 inmates were housed in the SCU Unit.
    - The Mental Health Stepdown Unit is anticipated to start in December.

7. **Community Engagement**
    - National Night Out
    - Recruitment at Potomac Mills
    - Volunteered with Prince William County Foundation.
    - Donations from Wegmans helped the ADC hand out school supplies to George M. Hampton Middle School.
    - Delivered 140 water bottles to Jennie Dean Elementary and Bennett Elementary Schools in Manassas.

c. Other Comments

Superintendent West praised both Captain Cortes and Ms. Puccio, who financially contributed their personal funds towards providing clothing for the homeless shelter through Social Services. He additionally praised Captain Cortes for also contributing toward school supplies. A partnership was started with the local schools where staff can greet children as they get off the school buses.

On August 10th, Superintendent West attended the Crisis Intervention Team (CIT) International Conference in Orlando, Florida. He praised Lt. Rourke, who was awarded CIT International Correctional Officer of the Year.

The new Lieutenant Colonel has been selected and will start on October 13, 2026.

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

Mr. Torres asked if the ADC participated in any of the back-to-school events that schools hold each year. Superintendent West stated that they did not participate in specific events but will inquire about being involved next year. Mr. Torres said to let him know in advance so the ADC can participate next year. Mr. Torres asked if the ADC considered purchasing taser gloves. Superintendent West said that there have been meetings with the vendor and in the early stages of purchasing the gloves to use rather than tasers.

Let the record show that Rev. Bailey arrived at 6:13 pm.

Ms. Climer asked what circumstances would require the use of the gloves. Superintendent West said that the gloves would be used in place of a taser for when someone is combative, and use of force is required for defense, protection and safety.

Mr. Kostelecky said that the gloves would be less restrictive than the use of traditional tasers. Superintendent West said that the taser can potentially injure the individual using it, and the glove would help reduce the chance of injuries. The agency is looking into purchasing gloves to have on each shift. Mr. Kostelecky said that if the gloves are less restrictive, it would be a great alternative to use.

Mr. Torres stated the importance of proper execution when use of the gloves is required. Superintendent West said that during a tour at Northern Neck Regional Jail they were shown the gloves and Major Dickinson tested them on himself. He stated that use of the gloves would be safer for inmates and staff.

6) Budget Update

Ms. Puccio presented the agency budget update for the first two months of FY 2027 as of August 31, 2026. The agency's budgeted revenue is projected to fall short of the total budgeted revenue target just slightly by 0.4%. The State Compensation Board revenue is estimated to be $356k lower than budget. The City of Manassas year-to-date utilization rate as of August 31, 2026, was at 11.3%. The agency budgeted for a utilization rate of 10.9%. The lower actual usage will result in a refund at year-end for overpayment.

Ms. Puccio stated that the City of Manassas true-up should be finalized by the end of September.

The federal government agencies total amount billed as of August 31, 2026, was $2.9k. The current reimbursement rate is $84.63 a day, but in the process of adjusting the rate to $234 a day. This would result in an additional revenue of $12k compared to last year.

On September 1st, 2026, the Board of County Supervisors approved the motion for the ADC to accept $275.4k from the Commonwealth of Virginia Department of Corrections for partial reimbursement of the lobby renovation project completed in February 2026.

Ms. Puccio stated that the Prince William County key due dates for FY 2028 budget requests were listed within her report and that her team are working diligently to meet the deadlines.

Commissary spend for FY 2027 as of August 31, 2026, was $82.5k of the $948.9k budget. No large purchases were made or unusual deviations from the expected balance.

Commissary cash remains a little below $2 million at roughly $1.9 million. The inmate trust account cash balance for July was $120,774 and $109,121 in August.

7) <u>Jail Board Member Comments</u>

Chairman Hill asked Superintendent West if he had any comments about staffing. Superintendent West said that the next Jail Basic Academy Graduation is scheduled for Friday, October 9th, 2026. The academy is expected to have 28 graduates, being the ADC's largest graduating class. He encouraged the Jail Board members to attend. Vacancies were down to single digits, and a waitlist is in place for jail officers.

Rev. Bailey commended the current staffing levels and congratulated Superintendent West. Superintendent West noted that vacancies have not been in the single digits for over a decade. His focus has been investing in staff to ensure they work in a safer environment, have the tools and resources to be successful, and encourage supervisors to coach staff to perform at a high level. Rev. Bailey said that he remembered when the previous challenge was to find ways to recruit, now the focus is to continue to find ways to improve morale.

Ms. Swartz commended Superintendent West.

Ms. Climer congratulated Lt. Rourke and praised the generosity of staff and said it was commendable and heartwarming.

Mr. Torres said that there have been numerous improvements since Superintendent West was selected for the position of Superintendent. He reiterated his earlier statement that if the agency chose to purchase and use the gloves as an alternative to a traditional taser, to be mindful of the execution when using them.

Mr. Kostelecky had no comment.

Lt. Colonel Missouri commended the ADC for their continued partnership with the Police Department. She praised the ADC mascot at the recent PWCPD Annual Community Fair. She noted that she could see the change in morale and encouraged staff to keep up the good work.

Ms. Thomas said to keep up the good work and acknowledged the hiring of the new Lieutenant Colonel position. She observed that Superintendent West has been present at many events and this role should provide him with some relief.

Chairman Hill said that Superintendent West and staff are doing a great job and to keep up the good work.

8) Adjournment

At 6:27 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, November 18, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.