



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 20, 2022 at 6:02 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, Kostelecky, Laguna, Newsham, Smith and Torres. Absent: Bailey, Guzman, and Lenox. Quorum established.

Jail staff present: Barker, DePoy, Hanly, Hurlock, McMahon, Meletis, Powell, Valdez, Vienna and West. Legal Counsel: Sharon Pandak

2) Public Comments

No public comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the agenda for July 20, 2022, as submitted. A motion was made by Mr. Austin; seconded by Mr. Kostelecky. All members present voted yes. **Motion carried.**

4) Approval of Minutes

Chairman Hill entertained for a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on May 18, 2022, as submitted. A motion was made by Ms. Smith; seconded by Ms. Climer. Mr. Torres abstained from the vote; all other members present voted yes. **Motion carried.**

5) Superintendent's Report

a) Inmate Population Report

Modular building is closed due to Covid-19 and vacancies. The average daily population (ADP) system-wide for FY 2022 is 494. Transfers to the Department of Corrections for May were 7; June were 21. Commitments for May were 575; June were 557. Releases for May were 567; June were 581. Processed Only for May were 74; June were 70. The Department of Corrections out of compliance inmates (inmates charged with a felony and sentenced to more than one year) at the ADC is 6.

NOTE: Let the record reflect that Ms. Lenox arrived at 6:04 p.m.

Complex ADP for the month of May was 457 with the highest count on May 3rd at 474. Complex ADP for the month of June was 454 with the highest count on June 5th at 468.

The historical system-wide population data for FY 1983 was 178 and FY 2022 is 494. Highest system-wide ADP was 1,131 in FY 2015.

b) Year-End Status Report of FY 2022 Objectives

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

- Vacancies: Sworn Staff – 83, Civilian Staff - 12
- 20% turnover rate for FY 2022.
- Advertising on 18 websites including the state of Maryland and Virginia.
- Scheduled to attend 2 local job fairs.

2. Prison Rape Elimination Act (PREA)

• Comply with PREA policies.

- Audit that occurs every three years is being scheduled for March 2023.

3. Ensure for Career Development Training

- **Master Jail Officer (MJO) Program**
- **First-line supervisors to receive supervisory training within one year of promotion.**
- **Mid-level to senior level managers must complete a relevant management course within one year to include seminars, conferences, internet courses, etc.**

- 10 Jail Officers graduated from Jail Basic Academy on 05/06/2022.
- Major McMahan attended 2022 Lawful Employment Practices Conference.
- 3 ADC staff completed Crisis Intervention Training.
- 7 Jail Officers were certified as Master Jail Officers.

4. Monitor any developments involving or impacting the Central Building Phase II Permanent Expansion and the repair project to second and third floors of the Main Facility built in 1982. Hopefully will begin this year.

- The Main build roof is complete except for the area over the front lower level (old magistrates' area).
- Upon occupancy of the Main facility by inmates, it was discovered that there were multiple sewer lines that were cracked due to deteriorating cast iron pipes. The sewer pipes are 40 years old.

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.

- EBDM initiatives includes enhancing data processes and expansion of Medicated Assisted Treatment for opioid users. Grant approval was received from George Mason University for MAT.
- As of 10/19/2021, 608 boxes of Narcan have been given to inmates upon their release.

6. Monitor and take action when needed involving COVID-19.

COVID-19 numbers as of 07/20/2022:

- 3 staff are COVID-19 positive.
- 0 staff are quarantining due to exposures to COVID-19.
- 0 inmates are COVID-19 positive
- 202 current inmates are fully vaccinated.

c) Proposed FY 2023 Objectives

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

- Superintendent Meletis stated that the ADC is working with the County to try and implement GAP, which allows for time and a half pay at hour one of overtime. Currently, staff must work 11 hours at straight time before getting time and a half.

2. Prison Rape Elimination Act (PREA)

- Comply with PREA policies.
- Prepare for PREA inspection in 2023.

3. Ensure for Career Development Training

- Master Jail Officer (MJO) Program
- First-line supervisors to receive supervisory training within one year of promotion.
- Mid-level to senior level managers must complete a relevant management course within one year to include seminars, conferences, internet courses, etc.

4. Monitor any developments involving or impacting the Main Facility repair project, which started in May 2021.

- Superintendent Meletis stated the pipe repair of the Main building, as discussed previously, will be in the near future.

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.

6. Monitor and take action when needed involving COVID-19.

- Superintendent Meletis discussed the further monitoring needs associated with COVID-19.

Chairman Hill asked for a motion to approve the Proposed FY 2023 Objectives. Mr. Austin pointed out a needed correction, the proposed objective boxes were numbered in continuation from the Year-End FY 2022 objectives. Superintendent Meletis agreed that it was an error and stated that they were a new set of objectives that should be numbered accordingly. A motion was made by Ms. Lenox to approve the Proposed FY 2023 Objectives; seconded by Ms. Smith. Roll was called, all members present voted yes.

d) Jail Population Statistics

Manassas Complex ADP (past 24 months)- high count of 619 in November 2020, lowest count is 454 in June 2022.

Population Count by Building- Central building population count has the largest increase, due to Modular building being closed and half of the Main building being closed due to repairs, as well as inmates being housed in Central while on quarantine.

Monthly Transfers to Virginia DOC- In March and April 2022 a total of 59 inmates were transferred to DOC.

Complex ADP vs. Commit Count- Past few months the ADC has seen a high number of commits but has a low ADP. This is caused by inmates being released from custody and high number being transferred to DOC.

Commitments- Graph depicts the average number of commits by fiscal year. Highest count of commitments was around 1,200 in 2008. The current count is the lowest count since 1993. There are less people coming to jail.

System ADC since 1998 by Fiscal Year – The dotted line is a trend line. EBDM began in 2014.

e) Other Comments

Mr. Torres asked if some of the 95 vacancies were positions that were transferred to other parts of the county.

Superintendent Meletis stated that nine sworn positions were transferred from the ADC, at request from the County Executive, to Prince William County. Those nine are on top of the current 95 vacancies.

Mr. Torres asked what the criteria would be if programs would need to be stopped due to COVID.

Superintendent Meletis stated that programs are currently available; but if parts of the facility needed to be closed or if it became a security issue, then programs could be affected.

Superintendent Meletis informed the Board that at the back of the Jail Board Packet there was a copy of the certificate for the Lawful Employment Practices Conference that Major McMahon attended, a letter of thanks for Captain Barker as he served as an assessor for a promotion process with Manassas City Police Department, and a letter of gratitude from an inmate to Captain DePoy.

Superintendent Meletis informed the Board that there are currently 15 officers who will be graduating from the Jail Basic Academy on August 5th. All Board members are invited to attend. Guest Speaker will be Chief Keen.

6) Budget Update

Mrs. Vienna reported that the commissary budget remains around \$2.5 million. Spending for FY2022 was lower due to lower inmate counts. Federal inmate billing for May and June were only two days total. The inmate account balance is \$56,854.62, which is very very low.

Prince William County has transferred nine officers' vacancies to provide positions for the following positions in other County agencies: six to Development Services, two to the Fire Marshal's Office, and one to generate general fund savings.

SCAAP – Federal Funds were received in the amount of \$484,340.

Manassas City percentage is at 12.6 percent.

Expenditure Budget – excess salary and benefits balance due to vacancies and leftover operational funding. Anticipate those balances going to the fund balance and to pay for the piping repair and other projects.

Ms. Lenox asked what SCAAP stood for.

Mrs. Vienna stated State Criminal Alien Assistance Program, the funds are to help offset the cost of housing inmates that were determined to not have a legal status in the U.S.

7) 2022 Statutory Provisional Relevant to Jails

Chairman Hill asked Ms. Pandak to present the summary of 2022 Virginia General Assembly legislation updates affecting Jail Authorities and related issues.

- **HB 1053 Correctional facilities, local; fees associated with inmates.**
- **SB 581 Correctional facilities, local and regional; fees charged to inmates. (See also HR 1053)**
- **HB 1270 SNAP benefits; waiver to allow inmates of correctional facilities to apply prior to release.**
- **SB 673 Correctional facilities, local; entry privileges.**
- **HB 150 Virginia Freedom of Information Act; local public bodies to post meeting minutes on its website.**
- **HB 307 VA Freedom of Information Act; estimated charges for records.**

- **HB 444 VA Freedom of Information Act; meetings conducted through electronic meetings, states of emergency and other virtual meetings.**
- **HB 734 VA Freedom of Information Act; disclosure of certain criminal records.**
- **SB 152 FOIA and FOIA Advisory Council; definition of official public government website.**
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- **HB 1042 Workers' compensation; time period for filing claim, certain cancers.**
- **HB 1042 Workers' compensation; time period for filing claim, certain cancers.**
- **HB 1290 Public bodies; security of government databases and data communications, report.**
- **SB 593 Emergency custody or temporary detention order; custody and transportation of persons, etc.**

Chairman Hill asked Mrs. Vienna for information regarding fees that are collected from inmates and how it could affect the budget.

Mrs. Vienna stated that the ADC implemented the collection of \$1.00 per day from inmates on April 20, 2004 per the code of Virginia. The State increase the eligible collection to \$3 per day but the ADC has always remained at \$1 per day. Typically, budget is met by collecting those fees, however with low inmate count the inmate fee budget is well below. The State directed the Department of Corrections to create a model policy that determines the fees that are associated with medical; fees for doctor or nurse visit. We are in compliance with those directions. Work Release and EIP inmates pay fees as well, which helps to offset the cost of equipment used to monitor them while on those programs. Inmate revenue is currently budgeted at \$525,000.

8) Jail Board Members Comments

Ms. Climer: No comment

Mr. Torres: noted the Spanish speaking teacher resigned, encouraged ADC to hire as soon as possible.

Mr. Austin: OCJS is celebrating Pretrial/Probation/Community Supervision Week with honoring staff for the work that they do. Pretrial release cases have increased.

Mr. Kostelecky: Thanked Cpt. DePoy for facilitating two tours for groups of interns.

Cpt. Laguna: No Comment

Mrs. Smith: Circuit Court Clerk Office hosted an art contest for students in the county two months ago. Thanked Sarah Hanly for encouraging her daughter to apply and participate. Attended the 2022 Lawful Employment Practices Conference along with Major McMahon. Appreciate the inter-office interaction and outreach that has come from that. The Sheriff's Office, Commonwealth Attorney's Office and Circuit Court Clerk's Office are sponsoring an expungement fair at the Volunteer Squad in the City of Manassas on Saturday, August 20th, 9am-Noon. Del. Maldonado will also be joining us. This will allow residents access to these services on a Saturday. We will also have volunteer attorneys who can advise them what is available to be expunged. The Sheriff's office will fingerprint individuals, then they can begin the process of expunging the eligible records. Please share the information which is available on the Circuit Court Clerk Facebook page.

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Ms. Lenox: EBDM is working on a new public safety assessment tool, we are one of three localities in the state to pilot the tool. Judge Rollins is pushing for a Mental Health Diversion Docket in PWC. Crisis Receiving Center is moving forward.

Chief Newsham: No comment

Chairman Hill: Recognized Cpt. DePoy for 35 years of service at the ADC.

9) Adjournment

At 6:41 p.m., Mr. Kostelecky 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.**