



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



PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, November 16, 2022, at 6:01 p.m., the Prince William-Manassas Regional Jail Board Regular Meeting was called to order by Chairman Hill. Chairman Hill notified attendees that Superintendent Meletis was unable to attend the meeting due to illness, and he would be reading the Superintendents reports for him.

Roll call of members/alternates. Present: Bailey, Climer, Hill, Laguna, Lenox, Kostelecky, Phelps, Torres. Absent: Austin, Guzman, and Smith. Quorum established.

Jail staff present: Barker, Hanly, McMahon, Powell, Vienna, and West.

Legal Counsel: Sharon Pandak was present.

2) Public Comments

No public comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the amended agenda for November 16, 2022. A motion was made by Ms. Laguna; seconded by Ms. Lenox. All members present voted yes. **Motion carried.**

4) Approval of Minutes

Chairman Hill entertained for a motion to approve the amended minutes for the Regular Meeting of the Regional Jail Board on September 21, 2022. A motion was made by Mr. Kostelecky; seconded by Rev. Bailey. All members present voted yes. **Motion carried.**

5) Superintendent's Report

a) Superintendents Comments

Chairman Hill informed the Board of the vacancies at the ADC: 78 sworn vacancies, 12 civilian vacancies, total of 90 vacancies. Total authorized positions are 433.

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HR Staff has attended the following Career Fairs:

10/28/2022 Law Enforcement Job Fair – Richmond
11/03/2022 Quantico Career Fair
11/10/2022 Veteran’s Job Fair – FedEx Field

Chairman Hill informed the Board members of recent staff involvement in the community:

National Night Out – This event brings Public Safety and the community together. Staff participated at two different locations: Manassas Park and the Georgetown South Community.

The following staff participated:

Capt. Powell
Capt. Barker
1st. Sgt. Suda
Sgt. James
MJO Melendez-Campbell
MJO J. Fenner
MJO Alequin
MJO Alvarado
JO Ralls

Trunk-or-Treat at Manassas Mall – The photo in the back of the packet is of staff at Trunk-or-Treat on 10/26/2022.

The following staff participated:

Capt. Powell
Lt. C. Outland
1st. Sgt. Suda
MJO Melendez-Campbell
MJO Johnson
JO Bielec

Boxes of Basics donation drive – The photo in the back of the packet is of Candice Dunn and Sarah Hanly with the donations loaded in Ms. Dunn’s minivan. The ADC Employee Association conducted a donation drive for the month of October to benefit a local non-profit, **Boxes of Basics**. **Boxes of Basics** collects gently used and new clothing and books for children and creates “boxes of basics” with a weeks’ worth of outfits based off gender, age, and size and provides them at no cost to the children. They are currently at their max capacity of providing 50 boxes a week to children throughout Prince William and Manassas; sometimes they must carry over referrals to the next week. The child’s information is referred to **Boxes of Basic** from community partners such as social workers, church groups, and even schools. The employees showed overwhelming support and were able to fill the seating and cargo areas of Ms. Dunn’s minivan.

a) Inmate Population Report

Chairman Hill review the number of inmates transferred to DOC: September – 3, October – 7, commitments for September were 575, October were 570, releases for September were 581, October were 548.

b) Proposed FY 2023 Objectives

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

- Staff have been attending a lot of seminars to attract and hire staff.

2. Prison Rape Elimination Act (PREA)

- PREA inspection scheduled for March 2023.

3. Ensure for Career Development Training

- 35 staff completed supervisor in-service training.
- 11 staff attended a training course for new supervisors.
- 3 staff completed Crisis Intervention Training. (ADC has a total of 100 CIT certified staff members.)
- Sergeant Hanna Baker attended a Virginia gang investigators course.

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

- Preparations are being made for the major pipe replacement project.

Ms. Vienna stated the Main Facility repair project is complete. Early estimates indicate that the cost to replace all the old cast iron piping in the Main Facility will be around \$1 Million. Pipes are bursting, we need to get them replaced. Investigation and testing have been completed. The ADC will be going before BOCS to request money from the fund balance.

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 Medication Assisted Treatment for opioid users. The George Mason grant was initiated on October 26, 2022.
- Since 10/19/2021, 699 boxes of Narcan have been given to inmates upon their release.

Note: Let the record reflect that Del. Guzman arrived at 6:07 p.m.

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

- One staff member is currently positive with COVID-19, two staff members are quarantining due to COVID-19 exposure.
- Zero inmates are positive with COVID-19.
- 202 current inmates are fully vaccinated.

Chairman Hill asked Captain West for a COVID update.

Captain West stated that currently the situation is good. One staff member is positive, and we no longer have any staff out on exposure quarantine.

Chairman Hill asked Captain West if inmates are still being quarantined when they come in.

Captain West replied that when an individual enters the facility they are quarantined. If they state that they have been vaccinated, medical staff will verify that. Once they are classified (2-3 days after entry), they will then be moved to general population. If they are unvaccinated, they will quarantine for 10 days.

c) Other Comments

Chairman Hill informed the members to present any questions to Sarah Hanly directly or through email, who will relay them to the Superintendent.

Captain West informed the Board that a Spanish speaking GED teacher has been hired.

d) Jail Population Statistics

Chairman Hill stated the packet offers historical data as well as the current inmate count and the population count by building. Mod building closed January 2022. Any questions about the packet can be passed through Sarah Hanly for the Superintendent.

6) Budget Update

Mrs. Vienna reported that the commissary budget has stabilized is maintaining around \$2.5 million. Inmate Television Infrastructure was delayed due to COVID-19 and had been carried over for several years. The wiring is complete, and that project is moving forward. The inmate trust account balance for September and October around \$100,000.00. Federal inmate billing remains extremely low. September was \$84.63 and October was \$423.15. We are working with the County on the FY 2024 budget; we do not have initiatives asking for funding.

The ADC anticipates being under budget on revenue. Manassas participation is up at 14%. Manassas will also be paying a portion of the cast iron replacement budget.

Chairman Hill asked if there were any questions for Mrs. Vienna.

Rev. Bailey asked if the cast iron replacement was emergent or a periodic repair.

Ms. Vienna stated that pipes have burst in areas making it emergent. Inmates have been able to be moved around due to low counts and we are able to leave some areas vacant. Area of concern is getting this done quickly. The third floor and underground piping is in good condition, otherwise this could have been more costly.

Rev. Bailey asked if the preliminary estimates were around \$1 million.

Ms. Vienna stated that it was \$1 million dollars unbudgeted. She is working with the County to view the fund balance for the ADC. Once that figure is obtained, we would then present an agenda item to the BOCS for approval. Normally this will be on the consent agenda and funded by the ADC.

Rev. Bailey asked why the County could not give a balance amount.

Ms. Vienna stated that the County is having challenges with their accounting system, they moved to the cloud last year and are verifying. The agenda item is currently being worked on and will be ready to present once that number comes from the county.

Deputy Chief Phelps spoke on the county's new financial system. Stated that there have been some hiccups, therefore verification is extremely important.

Chairman Hill stated that the Main building has been in use for 40 years, it opened in 1982.

Rev. Bailey was concerned that the challenges to the pipes won't get better, they are going to get worse.

Mr. Torres asked the difference in Manassas City and Manassas Parks contribution.

Ms. Vienna stated that Manassas City is part owner, therefore they pay a percentage. Manassas Park pays \$87 per day, per inmate and is billed every month.

Del. Guzman commented that Ms. Vienna relies on information from the county finance office. Therefore, she is limited to the access of the system. This is a struggle across the board.

8) Jail Board Members Comments

Chairman Hill encouraged the members to review the packet fully. He pointed out the Security Report which shows the number of disciplinary reports, which can help show the climate of the facility.

Mr. Torres asked Ms. Pandak what the administrative procedure would be if an inmate believe he has been discriminated while at the facility.

Ms. Pandak stated there is an internal process for making that complaint, and ultimately be reviewed by the superintendent.

Mr. Torres asked if it would ever come to the Jail Board.

Ms. Pandak stated no, the superintendent would make the final decision.

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Mr. Torres asked if the inmate would have to go to the Department of Justice Civil Rights division.

Ms. Pandak stated that inmates have files lawsuits in the past, complaining of discrimination. It would be heard by the court that it is filed in, normally federal court.

Chairman Hill asked if there was anything planned for the inmates for the holidays.

Captain West answered that the ADC has a partnership with Hopeful Hearts who donate gifts to children of inmates that participate in the re-entry dorm, drug dorm, MIND and WIND dorm.

Chairman Hill asked how the inmate programs are going.

Captain West stated that all of our programs are ongoing and if inmates have positive jail adjustments, without any keep separates, they are able to participate.

Del. Guzman asked for an update on the re-entry program and GEO who runs the program.

Captain West stated that GEO is completing their first year and contract will be renewed. They are teaching twenty classes a week. We try to get as many inmates in classes as possible, but at times the classes are small. We are very satisfied with the work they are doing.

Ms. Climer was happy to hear about the GED graduation and the hiring of bi-lingual instructor.

Rev. Bailey stated that a citizen had asked him a few questions that he didn't know the answer to. 1) Is it jail policy to strip search inmates after a meeting with lawyers? 2) What are the fees for inmate phone calls.

Chairman Hill stated that Sarah Hanly will pass those questions along to Superintendent Meletis for him to respond to.

Del. Guzman stated that there is an expungement clinic scheduled for this weekend. It will be held at Casa Welcome Center at 10am. Advertisements have gone out on social media, flyer and will be published in all local newspapers tomorrow.

Mr. Torres thanked the ADC for hiring a Spanish speaking teacher.

Mr. Kostelecky stated that there was a jury trial for an inmate who had allegedly assaulted 2 officers of the ADC. One of the cases went away, the other case found the defendant guilty of assault and battery on a correctional officer. There was questioning whether correctional officers were law enforcement officers, therefore it was a good win for the Commonwealth Attorney's office in Prince William County.

Captain Laguna had no comment.

Ms. Godson had no comment.

Deputy Chief Phelps stated that Santa Cops will be held on December 3rd and 10th. Santa Cops is a joint effort with PWCPD, Manassas City Police, the ADC, Manassas Park Police and the school systems to identify children in need and take them Christmas shopping for themselves and their families. December 3rd will be on the east end of the county; December 10th will be the west end of the county.

Chairman Hill thanked everyone for coming and wished them Happy Holidays.

9) Adjournment

At 6:35 p.m., Del Guzman made a motion to adjourn; seconded by Deputy Chief Phelps. All present members 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, January 18, 2023 at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.