



**PRINCE WILLIAM - MANASSAS  
Regional Adult Detention Center  
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## **AMENDED MINUTES**

### **1) Meeting Called to Order and Roll Call**

On Wednesday, July 19, 2023, 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: Ashworth, Hill, Keen, Lenox, Smith, Torres. Absent: Bailey, Climer, Guzman, Lenox, Newsham and Smith. Quorum established.

Jail staff present: Barker, Hanly, Harmon, McMahan, Meletis, Powell, Vienna, and West.

Legal Counsel: Sharon Pandak was present telephonically.

### **2) Public Comments**

Betsy Kyker of Fairfax, Virginia had several questions for the Board. Why is video visitation allowed only once a week?

Captain Powell replied that it is only once a week and was due to the inmate population numbers previously.

Betsy Kyker asked why video visits are not allowed to be conducted from home. GTL informed her that they have the capability, but the ADC does not.

Superintendent Meletis stated that the ADC has not gone in that direction at this time.

Betsy Kyker asked if it was a funding issue.

Mrs. Vienna stated that it was not due to funding, it was due to security concerns.

Betsy Kyker stated that Fairfax ADC conducts video visitation from home and GTL is capable.

Captain Powell stated that he would look into the information with GTL.

Chairman Hill asked Ms. Kyker to give her name and number to Superintendent Meletis for follow up.

Betsy Kyker stated that she has spoken to classification due to books being in poor condition.

Superintendent Meletis stated that 5,000 books were going to be delivered soon.

Ms. Lenox stated that they hope to have the books delivered on August 7, 2023. She informed Ms. Kyker that her office conducted a book drive and will be supplying them to the jail shortly.

Ms. Kyker stated that it appears outdoor recreation is not occurring by what is written in the inmate handbook. She asked if it was due to manpower.

Superintendent Meletis stated that inmates who are maximum security or admin. segregation do not have those recreation standards. In the Central building, recreation is located off the dayrooms and inmates are allowed to go into there when they are allowed out of their cells. The Main building has a set schedule and inmates are taken there according to the schedule.

Carol Noggel of the League of Women voters commented that she appreciated the recent Resource Fair.

**Note:** Let the record reflect that Rev. Bailey and Chief Newsham arrived at 6:09 p.m.

### 3) Approval of Agenda

Chairman Hill entertained for a motion to approve the agenda for July 19, 2023. A motion was made by Vice Chairman Keen; seconded by Ms. Lenox. 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 17, 2023. A motion was made by Vice Chairman Keen; seconded by Ms. Ashworth. All members present voted yes. **Motion carried.**

### 5) Superintendent's Report

Superintendent Meletis introduced Captain Janet Harmon. She is the new Director of Transition following the retirement of Captain DePoy. Captain Harmon began her career at the ADC on December 7, 1998.

Superintendent Meletis noted that Carol Vienna, the Finance Director is retiring on August 1<sup>st</sup> and the new Finance Director taking her place is Jamie Click. Jamie joins the ADC from within the County.

Jamie Click stated that she came from the Financial Reporting and Controls department of the County. There she was responsible for putting together the annual report for the county. Prior to that she was accounting manager with the Service Authority.

#### a) **Inmate Population Report**

The average daily population (ADP) for FY 2023 is 467. The average daily population for the past 12 months is 467. Transfers to the Department of Corrections: May - 6, June -6; we currently have six out of compliance with DOC.

**Note:** Let the record reflect that Del. Guzman arrived at 6:14 p.m.

Commitments: May - 685, June - 697. Releases: May - 651, June - 690. Process Only: May - 95, June - 76. The ADP for May was 479, with a high of 515 on May 30, 2023. The ADP for June was 508 with a high of 533 on June 20, 2023. In June there were 28 days with an ADP of 500 or more.

The Historical System-Wide Population shows the ADC for FY2023 of 467. The highest count was 1,131 in 2015.

**b) Year-End Status of FY 2023 Objectives**

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

- There are a total of 74 vacancies: 64 sworn staff and 10 civilian.
- HR staff have attended one job fair in May, and five in June. They are scheduled to attend three job fairs in August, one in September and one in October.

**2. Prison Rape Elimination Act (PREA)**

- Nothing to report.

**3. Ensure for Career Development Training**

- Eight staff attended Jail Supervisor in-service.
- Eight staff are in the Master Jail Officer program.
- Thirty-three staff attended the Jail Officer in-service.
- One staff attended Lawful Employment training.
- Three staff attended Crisis Intervention Training.
- 112 staff are CIT trained.

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

- Preparing for major pipe replacement project.
- Currently in the planning stage. Awaiting the proposal from the County.
- Inmates from the Central Building will be moved to the first floor of the Mod Building.
- Inmates from the Main will be moved to the Central Building

**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 10/19/2021, 754 boxes of Narcan have been given to inmates upon their release.

- Currently, 82 inmates are receiving Medication Assisted Treatment.
- Twelve participants on the Veterans Docket.

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

- Currently there is no staff that are positive with COVID-19, zero staff are on quarantine for exposure.
- Zero inmates are currently positive with COVID-19.

**c) Other Comments**

Superintendent Meletis notified members of a Peer Support team that was developed at the ADC. Major McMahon is the administrator and Captain Harmon is the coordinator. They can assist the staff if they are in crisis. We receive support from Wells Petras and Vickie Taylor at the Public Safety Resilience Center. The team has submitted an application for accreditation from the Virginia Officers Emergency Medical Services and received conditional approval. The final approval will be in November.

Superintendent Meletis pointed out a photo that is at the back of the packet. The photo is of ADC staff, volunteers, religious organizations, City and County agencies that attended the recent Re-Entry Resource fair. It is the largest turnout that we have had.

Sgt. Callahan, MJO Goldsborough, Ofc. Sterling and Nurse Allen were awarded with the Employee of the Quarter for the first Quarter of 2023. They showed incredible teamwork while using lifesaving skills in a very difficult situation. Each member of the team played an instrumental role in saving an inmate's life.

Captain West has been appointed to the Northern Virginia Community College Administration of Justice Committee. His term will run from May 2023 and end in May of 2026.

**d) Jail Population Report**

There is an increase in the average daily population, it went from 479 in May 2023 to 508 in June 2023. The Central Building remains elevated due to the closure of half of the Main Building and all the Modular Building. We had six transfers to DOC during each of the past two months. The commits hit a high of 700 in June, but the ADP for June was around 500; we have seen an increase in commitments from 2022 to 2023. But we are seeing a slight decrease in ADP from 2022 to 2023.

Chairman Hill asked if anyone had questions.

Vice Chairman Keen asked what the starting salary was.

Superintendent Meletis answered \$57,500.00.

Vice Chairman Keen praised the efforts to get opioid treatment for individuals prior to them leaving the ADC, and the creation of the Peer Support team. Both are needed in the community and in this line

of work. He congratulated everyone in the court system on their work with the Veteran's Docket and Mental Health Docket.

Ms. Lenox stated she was very excited to hear about the Peer Support team.

Superintendent Meletis reminded the room of the upcoming Jail Basic graduation that is scheduled for 07/28/2023 from 11:00 am - 1:00 pm at the old rescue squad building. Deputy County Executive Dan Alexander will be the guest speaker.

Chef Newsham asked how many officers would be graduating.

Superintendent Meletis stated eleven.

Chairman Hill congratulated the Superintendent on the Resource Fair. He asked how many inmates attended the Resource Fair.

Captain West answered that there were over 100 inmates who attended.

Chairman Hill asked if we were still searching for housing for inmates upon their release.

Captain West stated that they are able to help some with entry into places such as the Oxford House or other transitional homes, but if needed they will be matched with the shelter system for housing services and funds from rapid rehousing funding.

## 6) **Budget Update**

Mrs. Vienna reported that the commissary balances are almost \$2.4 million. The GEO Re-Entry services had a mid-year contract increase and they have exceeded their budget. Attached is a resolution to transfer funding of \$5,000 from the Inmate Technology Support Budget to the Re-Entry Services Budget.

Chairman Hill entertained a motion to Transfer Commissary Funding of \$5,000 from the Inmate Technology Support Budget to Increase the Re-Entry Services Budget for Fiscal Year 2023. A motion was made by Vice Chairman Keen; seconded by Ms. Lenox. The roll was called by Mrs. Hanly, all members present voted yes. **Motion carried.**

Mrs. Vienna stated that the inmate account balance for June was around \$80,000.00. Federal billing for May and June was just one day each.

Prince William BOCS passed a resolution earlier this year and will be taking any extra funding that would normally have been carried over to the fund balance which would have been used to cover projects such as the pipe repairs. Manassas City is sitting at 14.3% for the end of the year.

Vice Chairman Keen asked if the city's portion would be going to the county.

Mrs. Vienna stated it would not. The county would be getting around \$5 million back from the general fund.

## 7) Jail Board Members Comments

Rev. Bailey had no comment.

Ms. Smith is looking forward to the upcoming graduation and encouraged other board members to come.

Ms. Ashworth had no comment.

Mr. Torres made a motion to Approve the Purchase of Duty Weapon by retired Captain Cynthia DePoy. The motion was seconded by Vice Chairman Keen. The roll was called by Ms. Hanly. All members present voted yes. **Motion carried.**

Ms. Lenox updated the Board on the book collection that her department conducted for the ADC library. They have collected over 5,000 books. Her office is in the process of cataloging them before they are delivered. She hopes that this is a project that can be revisited every five years or as needed. The books will be delivered August 7, 2023.

Vice Chairman Keen congratulated Ms. Vienna on her upcoming retirement.

Chief Newsham congratulated Ms. Vienna on her upcoming retirement. He stated that the resource fair is a great opportunity to provide resources and a better hope for individuals re-entering the community. National Night Out is August 1<sup>st</sup>, you can visit the police department's website to see the events that are planned across the county.

Chairman Hill congratulated Mrs. Vienna on her retirement. He thanked her for her many years of service at the ADC.

At 6:39 p.m., Ms. Smith made a motion to go into a Closed Meeting for the purpose of One personnel matter - performance evaluation of the Superintendent, pursuant to Va. Code § 2.2-3711.A.1. The motion was seconded by Vice Chairman Keen. All members present voted yes. **Motion carried.**

At 6:54 p.m., Rev. Bailey made a motion to come out of Closed Meeting; seconded by Del. Guzman. All members present voted yes. **Motion carried.**

At 6:55 p.m., the public was invited to return. A motion made by Chief Newsham; seconded by Rev. Bailey to certify the Closed Meeting under provisions of Virginia Code §2.2-3712 for only those matters identified in the motion to go into Closed Meeting and exempted from Open Meeting requirements discussed. All members present voted yes. **Motion carried.**

## 8) Adjournment

At 6:59 p.m. Del. Guzman made a motion to adjourn; seconded by Ms. Smith. 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, September 20, 2023, at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.