



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, May 17, 2023, at 6:00 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, Austin, Hill, Keen, Phelps, Torres. Absent: Bailey, Climer, Guzman, Lenox, and Smith. Quorum established.

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

Legal Counsel: Sharon Pandak was present.

2) Public Comments

Decan Jim Van de Voorde is the Deacon from All Saints Catholic Church. He is in attendance to observe, no comments.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the amended agenda for May 17, 2023. A motion was made by Vice Chairman Keen; seconded by Mr. Austin. 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 March 15, 2023. A motion was made by Vice Chairman Keen; seconded by Mr. Austin. All members present voted yes. **Motion carried.**

Note: Let the record reflect that Ms. Climer arrived at 6:04 p.m.

5) Superintendent's Report

a) Inmate Population Report

The average daily population (ADP) for FY 2023 is 461. The average daily population for the past 12 months is 478. Transfers to the Department of Corrections: March - 19, April - 19; we currently have three out of compliance. Commitments: March - 695, April - 631.

Releases: March - 701, April - 648. Process Only: March - 68, April - 71. The ADP for March was 483, with a high of 501 on March 27, 2023. The ADP for April was 474 with a high of 500 on April 3, 2023.

The Historical System-Wide Population shows the ADC for the first ten months of FY2023 of 461. The highest count was 1,131 in 2015.

b) Status of FY 2023 Objectives

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

- Thanked the Board for the resolution that was sent to the Board of County Supervisors for the raises for officers. Resignations had been coming 1-2 per week, they have now stopped.
- There is a total of 76 vacancies: 66 sworn staff and 10 civilian.
- HR staff to attend job fair on 6/29 and 10/19 at Mary Washington University, 6/14 and 9/13 Fort Lee, 6/15 Veterans Job Fair, 6/22 Reliant Job Fair in Roanoke, 9/15 Job Fair at the ADC,
- We are advertising on 17 different websites.

Note: Let the record reflect that Ms. Lenox arrived at 6:08 p.m.

2. Prison Rape Elimination Act (PREA)

- Nothing to report.

3. Ensure for Career Development Training

- 8 Master Jail Officers completed the Career Development Program.
- 10 Jail Officers graduated from the Jail Basic Academy.
- 10 staff completed Mental Health First Aid.
- 3 staff attended Crisis Intervention Training. A total of 108 CIT staff.
- 48 staff completed in-service training.
- 5 staff attended the VARJ conference.

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

- Preparing for major pipe replacement project.
- Half of the Main Building houses inmates on the second and third floors.
- Currently in the planning stage. Awaiting the proposal.

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.

- Since 10/19/2021, 749 boxes of Narcan have been given to inmates upon their release.
- Currently, 72 inmates are receiving Medication Assisted Treatment.
- There are currently ten participants in Drug Court.
- Participants of the Veterans Docket graduated on April 12, 2023.

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

- Currently there is one staff that is positive with COVID-19, zero staff are on quarantine for exposure.
- Zero inmates are currently positive with COVID-19.
- There are 181 current inmates that are fully vaccinated.
- The mask policy was updated on 05/16/2023:
 - Masks will be optional throughout the facility with the exception of working a quarantine unit or being around a COVID positive inmate.
 - Inmate quarantine time is reduced from 10 days to 5 days.
 - Must wear a mask for 5 days after a positive exposure.
 - Staff must continue with temperature checks.

c) Other Comments

Superintendent Meletis thanked the staff for their generosity for monetary donations to the Legal Food Frenzy. Staff contributed \$1678, which equals 6712 pounds of food.

Prince William Leadership came into the facility for tours, followed by a round table discussion at the new Manassas City Police Station with the Chiefs. These citizens wanted to learn about public safety in our community.

On March 31, 2023 Governor Glenn Younkin and his wife came to tour the ADC and to honor Good News Jail & Prison Ministry.

Note: Let the record reflect that Rev. Bailey arrived at 6:11 p.m.

This will be the last meeting that we will broadcast on YouTube.

Ms. Lenox asked for clarification on COVID protocols for professional visits.

Superintendent Meletis stated that masks would only be required if the inmates are COVID positive, but it would be a non-contact visit.

Ms. Lenox asked if Superintendent Meletis would like her to put that out to the Bar Association.

Superintendent Meletis replied yes.

Chairman Hill asked for an update on programs.

Superintendent Meletis stated that programs are increasing; religious programs have increased, we have been able to have program graduations. Work Release/Work Force numbers have decreased but that is due to the lack of inmates in jail that meet the qualifications.

Chairman Hill asked Captain West if he has been in contact with an individual whom he had shared information with.

Captain West replied that he had and had given a tour. The individual wants to start a school. Once it is up and running, some of the Work Release inmates could participate in his programs.

Mr. Austin discussed the Drug Court and Veterans Docket open house that took place at the courthouse. It was an opportunity to showcase the programs and for the public and attorneys to learn how to get individuals into them. A drug court participant

6) Budget Update

Mrs. Vienna reported that the gym equipment budget has been exceeded. The equipment purchased is basketballs, hoops, or things of that nature. They are infrequently purchased and needed at this time. She provided a resolution: Transfer Commissary Funding of \$1,000 from the Indigent Inmate Supplies Budget to Increase the Gym Equipment Budget for Fiscal Year 2023.

Chairman Hill entertained for a motion Transfer Commissary Funding of \$1,000 from the Indigent Inmate Supplies Budget to Increase the Gym Equipment Budget for Fiscal Year 2023. A motion was made by Vice Chairman Keen; seconded by Mr. Austin. The roll was called by Mrs. Hanly, all members present voted yes. **Motion carried.**

Mrs. Vienna supplied the FY2024 proposed budget. She noted that there is now a committee to help identify materials for the gym flooring. The inmate television infrastructure has begun but remains, therefore it is carried over onto the FY2024 budget. The Re-entry dorm budget has an increase; Captain West is looking at potentially opening a re-entry center for people as they get released. There would be a need for equipment to outfit that area. Mrs. Vienna asked for approval of the FY2024 budget.

Chairman Hill asked where the funds come from.

Mrs. Vienna stated most of the funds are collected from commission from inmate telephone and commissary and are restricted for the benefit of the inmates. They are audited yearly by the County.

Chairman Hill stated that these are not taxpayers' dollars; Mrs. Vienna concurred.

Vice Chairman Keen made a motion to approve the FY2024 Budget; seconded by Mr. Torres. Roll was called by Mrs. Hanly, all members voted yes. **Motion carried.**

Mrs. Vienna informed the Board that the legal contract needed to be extended, it expires tomorrow.

Ms. Pandak stated that it would be a one-year extension.

Mrs. Vienna stated that it has been approved by purchasing through the County but would need to be approved by the Board.

Vice Chairman Keen asked how long the original contract was for.

Ms. Pandak stated it was for three years, with renewable extensions.

Vice Chairman Keen made a motion to approve an extension of the contract for current legal services; seconded by Ms. Climer.

Mr. Torres asked if it was being renewed for three years or one year.

Ms. Pandak stated that it was for one year.

Ms. Ashworth asked if it was normally put out for bid.

Mrs. Vienna stated that it was out for bid, and this renewal is within the terms of the contract.

Ms. Ashworth asked how many extensions are allowed on the contract.

Ms. Pandak stated three.

Ms. Ashworth asked if it was typical for the Board to not put out for bid every three years. It is just accepted for the three year contract and the three one-year extensions.

Mr. Austin stated that this is typical for all County bids, he has a few at his office that are done this way as well.

Mrs. Hanly called the roll. All members present voted yes. **Motion carried.**

Mrs. Vienna also noted that Manassas City is currently at 14.5%.

Superintendent Meletis informed the Board that on July 1, 2023, Captain DePoy will be retiring at 36 years. She has overseen Transition and Support Services as well as worked in many other departments of the ADC. She will be leaving to spend more time with her family. As of August 1, 2023, Carol Vienna, Director of Finance, will be retiring.

7) Election of Jail Board Officers and Appointment of Jail Board Secretary

Chairman Hill asked for a motion to appoint Mrs. Sarah Hanly as the Jail Board Secretary. Mr. Torres made a motion; seconded by Vice Chairman Keen. All members present voted yes. **Motion carried.**

Chairman Hill opened the floor for motions to nominate a chairman. Vice Chairman Keen made a motion to nominate Sheriff Hill as Chairman; seconded by Ms. Climer. Mr. Torres made a motion to close nominations for Chairman; seconded by Mr. Phelps. The role was called by Mrs. Hanly. All members present voted yes. **Motion Carried**

Chairman Hill thanked the Board for having such confidence in him and looking forward to working with the Superintendent and staff.

Chairman Hill opened the floor for motions to nominate a vice chairman. Rev. Bailey made a motion to nominate Chief Keen as Vice Chairman; seconded by Mrs. Lenox. Mr. Austin made a motion to close the nominations for Vice Chairman; seconded by Mr. Torres. The role was called by Mrs. Hanly. All members present voted yes, **Motion Carried.**

8) Jail Board Members Comments

Mr. Phelps commented that on May 16, 2023, there was a triple homicide that appears to be domestic related.

Chairman Hill asked how recruitment for the Police Department was going.

Mr. Phelps stated that since the raises were issued by the BOCS, they have been able to see a decrease in people leaving. The next academy call will be starting on July 10th, with a class of 25-30 people. They are able to conduct 4 academy classes a year. They currently have approximately 78 vacancies, 10%.

Ms. Ashworth had no updates.

Rev. Bailey congratulated the retirees and wished them well.

Ms. Lenox updated the Board on the book collection that her department conducted for the ADC library. It started in March and just concluded. They were able to collect books from across the region and have currently counted 2,500 with more to count. There are new or gently used paperback books in Spanish and English, including how-to/trade books. Pleased with the success of it.

Ms. Climer congratulated Cpt. DePoy and Mrs. Vienna on their upcoming retirement. She thanked the Superintendent for his recruitment efforts.

Mr. Torres congratulated the retirees, encouraged them to travel. Mr. Torres spoke about the attack on Congressman Connelly's staff by an individual who was reportedly schizophrenic. He referenced the Crisis Receiving Center that is planned by Prince William Co. and will be located in Woodbridge and is supposed to open in 2024. He stated that the CRC will be beneficial in getting treatment to individuals who are mentally ill. The hope is to avoid bringing people to the ADC, they can go to the CRC to receive treatment instead.

Chairman Hill stated that his agency has had to transport individuals all over the state to receive treatment. He is happy to see a facility coming to our area.

Mr. Phelps stated that the CRC is deemed a 23-hour facility, an individual in crisis can remain there for up to 23 hours while they locate additional resources/facilities if needed. They will also have the availability to issues TDO's and will not need to rely on law enforcement to handle that.

Mr. Austin stated that the CRC is more than just a facility. It is CIT, CAC, Criminal Justice and others within the system being more aware of people with mental illness.

Vice Chairman Keen shared that the CRC will be a game changer. The prior weekend his department had two commitments that started on Friday and didn't get released until Monday. That required two officers each day staying with the individuals around the clock; they were not able to respond to other needs in the community.

Rev. Bailey stated that it is a larger effort that could potentially have partnerships with regions or the state.

Mr. Austin congratulated Superintendent Meletis on being able to pursue the raises for the staff of the ADC. He also congratulated Captain DePoy and Mrs. Vienna on their retirement.

Vice Chairman Keen spoke about the recent Jail Basic graduation. He shared that the numbers may not seem like a lot, but getting the right people is more important than just having numbers.

Superintendent Meletis commended ADC staff for their engagement of advocating for our agency. They wrote emails, met with BOCS members, and spoke at the BOCS meetings.

Chairman Hill had no comment.

9) Adjournment

At 6:42 p.m. Vice Chairman Keen made a motion to adjourn; seconded by Mr. 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, July 19, 2023 at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas, VA 20110.