

MINUTES OF PREVIOUS MEETING

Regular Meeting – January 17, 2024



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



PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, January 17, 2024, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call of members/alternates. Present: Ashworth, Austin, Climer, Hill, Martz, Newsham, Smith, Torres. Absent: None. Quorum established.

Jail staff present: Barker, Click, Harmon, Hurlock, Jensen, McMahon, Meletis, Powell, and West.

Legal Counsel: Sharon Pandak was present.

2) Public Comments

Members present from the public who wanted to speak were each given three minutes to address their concerns to the Jail Board.

Four members of the Aljazairi family, Omar, Mohammed, Nofel, and Maha attended the meeting with a friend, Olivia Bryant-Bailey. They did not state their addresses. They each spoke to the Jail Board about their concerns regarding the conditions under which Mustafa Aljazairi was detained.

At 6:20 p.m., due to disruptions made by members of the public, Chairman Hill called for a motion to adjourn the meeting momentarily.

At 6:23 p.m., Chairman Hill made a motion to resume the meeting.

Ms. Crystal Isaac spoke next to the Jail Board. She did not state her address. She spoke of her concerns regarding the conditions under which Travis Isaac was detained.

Mr. Robert McCray from Dale City spoke to the Jail Board. He did not speak on behalf of a particular individual or inmate, only for himself and his own experiences.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the agenda for January 17, 2024. A motion was made by Mr. Torres; seconded by Ms. Climer. 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 December 20, 2023. A motion was made by Captain Martz; seconded by Ms. Ashworth. All members present voted yes. ***Motion Carried.***

5) Superintendent’s Report

a. Inmate Population Report

The average daily population (ADP) for the first 6 months of FY 2024 is 533. The average daily population for the past 12 months is 507. Transfers to the Department of Corrections: November – 11, December – 20; Currently have four males out of compliance. Commitments: November – 676, December – 648. Releases: November – 679, December – 660. Process only, not committed: November – 73, December – 100.

The average daily population for November was 559 with a high of 580 on November 12th. The average daily population for December was 532 with a high of 565 on December 4th.

The Historical System- Wide Population shows the ADC for the first 6 months into FY 2024 is 533. 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

- There are a total of 78 vacancies
 - 67 Sworn
 - 11 Civilian

2. Prison Rape Elimination Act (PREA)

- No substantial PREA complaints

3. Ensure for Career Development Training

- Firearms Instructors School
 - Ten staff attended
- Crisis Intervention Training
 - Seven staff attended
- Public Speaking
 - Four staff attended
- General instructor School
 - Five staff attended

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

- Main facility pipe repair project should go out to bid in February

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 10/19/21 790 boxes of Narcan have been given to inmates upon release
- Currently, there are 103 inmates receiving Medicated Assisted Treatment

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

- Three staff members are positive for COVID-19
- One inmate is COVID-19 positive

c. Other Comments

Superintendent Meletis reminded the Jail Board that there are 200 volunteers that help with programs at the facility. There are a total of 70 programs to help inmates such as GED, anger management, and drug treatment to name a few. He gives praises to the strong volunteer groups that come in from the community.

Chairman Hill thanked the Superintendent for his report and asked the Jail Board if they had any questions for him.

There were no comments from the Jail Board.

6) Budget Update

Ms. Click reported on the agency updates for fiscal year 2024 as of December 31, 2023. She stated that the ADC is on target to meet the budget revenue objectives for the year. As of December, the ADC has earned 50.4% and is right on track with it being halfway through the fiscal year.

There is 43.4% remaining for budget expenditures for the second half of fiscal year 2024. Ms. Click noted that the percentage is lower than 50%. This is due to some timing variances with the first half of the year being holiday heavy and should normalize in the second half before the fiscal year ends. Other expenditures include several large, unexpected costs throughout September – December which included a medical bill for an inmate as well as large dialysis fees. In addition, repair expenditures to the facility have been in the works. This has involved HVAC systems, elevators, outdoor lighting, kitchen equipment, facility doors and modular facility equipment in preparation to house inmates during the piping project slated to begin before fiscal year ends. Ms. Click will soon approach the Board of County Supervisors (BOCS) to request additional funding to help budget the gaps made by the unexpected expenditures.

There were three ICE inmates for the month of November that was billed in December.

There are tentative collective bargaining updates in progress. The BOCS's January meeting took place before the Jail Board meeting, thus the information on the budget report does not present outcomes from that meeting. The BOCS approved the draft agreements with the International Association of Fire Fighters and Prince William County Police Association collective bargaining units. The implementation for those updates will be July 1st. This does not impact the ADC, but Ms. Click wanted to share this recent update to the Jail Board.

Fiscal year 2025 budget process is still active and ongoing. Superintendent Meletis and herself presented the active proposed budget to the County Executives at the end of November 2023. She states that it went very well. The next phase is that the county executive office will meet with other leadership within the entire County to discuss the budget before taking it to the BOCS.

Ms. Click gave the Jail Board an opportunity to ask questions regarding the FY 2025 key performance measure targets on the report. She states that it is the same material as on the report from the last meeting.

There were no questions.

The updates for the Commissary YTD as of December stand at about \$224,000 rounded YTD spending. It is well below budgeted expenditure. Ms. Click expresses that we try to be frugal and thoughtful as it is the inmates' funds to ensure that it is worthwhile. She has provided details on line items listed in her report and wanted to bring that to the attention to the Jail Board. The reconciled commissary cash balance is sitting at a little over \$2.3 million as of December 2023 and the inmate trust account cash balance is at about \$90,000.

The City of Manassas is sitting at a YTD 12% usage which will blend well into their annual true-up expected for the year. It is budgeted for 12% and is right on target for their monthly billing. The goal is to have a smaller true-up this year than last year where the usage was well beyond what was anticipated.

Ms. Click asked the Jail Board if there are any questions regarding her report.

Ms. Smith asked Ms. Click if she could briefly describe why the last few key measures were dropped for FY 2024. She was particularly interested in the mental health metric.

Ms. Click replied that those are brand new metrics that were added this year and there were no adopted metrics for FY 2024's budget because they are brand new to FY 2025. They are in line with the approach of the county to address mental health. They took a deep dive into the metrics to showcase what are the key measures for the business and the facility. Those popped out as very worthwhile to report. This is why actuals are seen because they were able to go back and grab the statistics and show the values. There was no adopted target metric for them because they are brand new.

Ms. Climer had a question regarding the extraordinary medical expenses and wanted to know if there is any reimbursement possible.

Ms. Click stated that unfortunately, outpatient surgical costs are non-reimbursable through Medicaid. They are large expenditures that do not have capability to get refunded. There is another large one coming up as well. Those are the expenses that can throw a curveball on the budgeting side. She thanks Ms. Climer for her question.

Chairman Hill asked the Jail Board if there were any further questions for Ms. Click.

There were no further questions.

7) Closed Session

Chairman Hill entertained for a motion to the Jail Board to begin the Board Member Comments.

Mr. Torres made a motion to switch numbers 7 and 8 on the agenda and go into Closed Session then proceed with Jail Board member comments at the end; this was seconded by Ms. Smith.

At 6:55 p.m., Mr. Austin made a motion to go into closed session under the provisions of Va. Code §2.2-3711.A.8 and Va. Code §2.2-3711.A.7.

- 1) Consultation with legal counsel employed or retained by the Jail Board requiring the provision of legal advice by such counsel regarding the complaints raised by the Aljazairi family and their friend, pursuant to Va. Code §2.2-3711.A.8; and consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would affect the negotiating or litigating posture of the public body, pursuant to Va. Code §2.2-3711.A.7.

Ms. Climer seconded the motion. All members present voted yes. ***Motion carried.***

Chairman Hill instructed all non-Jail Board members to leave the room. He requested that the ADC executive staff remain in the room in the event there are questions for them.

At 8:16 p.m., the public was invited to return. A motion was made by Ms. Ashworth; seconded by Mr. Austin to certify the Closed Session under provisions of Va. Code §2.2-3711.A.8 and Va. Code §2.2-3711.A.7 for only those matters identified in the motion to go into Closed Session and exempted from open meeting requirements discussed. All members voted yes. ***Motion carried.***

8) Jail Board Member Comments

Ms. Smith thanked the ADC staff for sending the FY 2022 Annual Report and appreciates receiving it every year. She enjoys reading about the inmate programs and is impressed by the work done. It is good to see that word is getting out to the community.

Superintendent Meletis praises the ADC staff and notes they do a good job.

Ms. Climer would like to echo Ms. Smith and enjoyed the Annual Report. She found it very helpful and learned new information regarding the programs and services.

Mr. Torres had no comments.

Ms. Ashworth had no comments.

Mr. Austin had no comments.

Captain Martz had no comments.

Chief Newsham was unable to attend the previous meeting held at the end of the year. He wanted to take an opportunity to wish everyone a Happy New Year and is looking forward to working with everyone in the coming year.

Chairman Hill requested that Superintendent Meletis gather staff to investigate a complaint issued by a member of the public and to be prepared to respond to it in the next meeting.

9) **Adjournment**

At 8:20 p.m., Chief Newsham made a motion to adjourn; seconded by Mr. Austin. 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, March 20, 2024, at 6:00 p.m., Central Building's Board Room, 9320 Lee Avenue, Manassas VA 20110.