

MINUTES OF PREVIOUS MEETING

Regular Meeting – May 20, 2026

Recording of Meeting:

<https://www.youtube.com/watch?v=JUYtstdhmvI>



**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 20, 2026, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Chairman Hill requested a motion to allow Rev Bailey to attend the meeting by means of a conference call. A motion was made by Chief Keen; second by Chief Newsham. Vote unanimous. ***Motion Carried.***

Roll call (members/alternates present): Bailey (via conference call), Buckhalter, Climer, Hill, Keen, Newsham, Swartz, Thomas, and Torres. Absent: Ashworth and Lenox. ***Quorum Established.***

Jail staff present: Captain Cortes (Director of Administration), Captain Cowthran (Director of Technology and Community Relations), Major Dickinson (Director of Support Services), Captain Harmon (Director of Transition), Captain Kepler (Director of Security), Major McMahon (Director of Inmate Services), Captain Naqvi (Director of Classification and Treatment) and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Brendan Hefty was present.

2) Public Comments

No written comments were received.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for May 20, 2026. The motion was made by Mr. Torres; second by Chief Keen. Vote unanimous. ***Motion Carried.***

4) Approval of Minutes

Chairman Hill requested a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on March 18, 2026. A motion was made by Ms. Thomas; second by Chief Keen. Vote unanimous. ***Motion Carried.***

5) Superintendent's Report

Superintendent West introduced to the Jail Board the 2025 Ginny Hayward Volunteer of the Year and presented a plaque awarded to Ms. Christina Boyd Trotter. Captain Naqvi read the nomination for the award that was submitted by the ADC's Inmate Programs Coordinator, Ms. Alvarado.

a. Inmate Population Report

Complex average daily population (ADP) for ten months into FY 2026 was 529, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 529. Transfers to the Department of Corrections: March – 0, April – 12. Commitments: March – 695, April – 674. Releases: March – 676, April – 671. Process only, not committed: March – 37, April – 47.

The complex average daily population for March was 541 with a high of 561. Complex average daily population for April was 548 with a high of 567.

b. Status of FY 2026 Objectives

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

- The ADC is currently advertising vacancies on nine job search websites.

2. Prison Rape Elimination Act (PREA)

- 2 Unfounded Inmate Harassment Complaints
- 3 Substantiated Inmate Harassment Complaints
- 5 Unfounded Staff Harassment Complaints

3. Ensure for Career Development Training

- Jail Basic 44 Graduation
 - 24 Staff
- VARJ Annual Conference
 - 12 Staff

4. Monitor the renovation of the Central Lobby.

- The lobby renovation project is complete.

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, 889 boxes of Narcan have been given to inmates upon release.
- Currently, 79 inmates receive medicated assisted treatment.

c. One-Year Presentation

Superintendent West presented to the Jail Board a PowerPoint presentation highlighting achievements from the past year. The presentation focused on staff morale, recruitment efforts, programs for inmates, and broadening the agency's presence within the community.

Let the record show that Ms. Guzman arrived at 6:20 pm.

d. Other Comments

There were no comments.

6) Budget Update

Ms. Puccio presented the agency budget updates for FY 2026 as of April 30, 2026. The agency's budgeted revenue is projected to fall short for the fiscal year by approximately \$647k or 1.0%, attributable to State Compensation Board revenue being slated to be slightly lower than expectations. The estimate for the SCAAP grant had been removed and now predicted to be received in FY 2027. The City of Manassas year-to-date utilization rate as of April 30, 2026, was 9.7%. The agency budgeted for a utilization rate of 11.2% and will result in an anticipated refund of \$504k at the end of the year.

The operating expenditures actual spending as of April 30, 2026, represented 81.8% of the total budget. This was a reasonable spending pace to fall within budget expectations.

The federal government agencies total amount billed for the fiscal year was \$6,262.

The proposed FY 2027 budget was adopted and approved except for the recommendations of the Classification and Compensation Study which will move to the FY28 budget timeline. The ADC sworn personnel will receive an 8.2% market increase, and the Lieutenant Colonel position was approved.

Commissary spend for FY 2026 as of April 30, 2026, was \$446k of the \$908k budget. Per SOP 5107, *Inmate Commissary Account and Audit of the Accounts*, the following requested items cost over \$4,000 and require

approval by the Jail Board before purchase of a Snowrator. This item will be utilized by Workforce to clear snow and ice from sidewalks and tight areas.

The FY 2027 Commissary Budget Changes resulted in a 4.5% increase compared to the previous budget. Ms. Puccio stated that there were minor name changes to inmate programs. The Mental Health Grant Programming will be titled Inmate Wellness and include all items that contribute to inmate wellness. She noted the \$105k increase towards inmate wellness to include the new contract with 4Sight labs to provide biometric monitoring of medically high-risk inmates. She noted a slight error in the report and informed the Jail Board that the Work Force and Work Release program equipment was \$52k.

Commissary cash remains a little below \$2 million at roughly \$1.9 million. The inmate trust account cash balance for March was \$100,528 and \$117,764 in April.

Colonel West remarked that the biometric monitoring will be given to inmates within the agency's new medical unit titled the Supportive Care Unit (SCU). The monitor will be in the form of a wrist band that monitors vitals of inmates.

Ms. Puccio stated that there is an attached resolution to purchase a duty weapon.

Ms. Climer asked when the GEO Reentry Services contract was or will be renewed. Captain Naqvi stated that the contract was renewed just the week prior to the meeting and will be for one year. Superintendent West commented that this will be the third year the agency has contracted with GEO.

Mr. Torres asked if changes would come to the Jail Board for approval. Superintendent West stated that if there were any issues with GEO, then they could opt out of the contract. This was why is renewed every year. Major Dickinson added that the contract was renewed on April 29, 2026, and in effect until May 28, 2027.

Ms. Climer remarked that she believes the contract with GEO Reentry Services came to the Jail Board for approval back when it was first initiated.

Chairman Hill asked Superintendent West to discuss the recent article about the agency's Reentry Center featured in American Jail Magazine. Superintendent West stated that the article was written and submitted by the agency's Communications Analyst, Ms. Jackson. This article highlighted the services, connections, and resources within Greater Prince William and throughout the state of Virginia for inmates released back into the community.

7) Resolutions

Ms. Jensen stated that Ms. Guzman is now on the record to vote.

Chief Keen introduced the resolution to approve the purchase of duty the weapon for Lieutenant Kelvin Delany. **Resolution No. 2026-2** the Prince William-Manassas Regional Jail Board does hereby approve Lieutenant Kelvin Delany to purchase his duty weapon. The motion was seconded by Ms. Swartz. The roll was called by Ms. Jensen. Vote unanimous. *Motion carried.*

Chairman Hill asked Superintendent West how long Lt. Delaney was with the ADC. Superintendent West stated that he retired after 30 years within the agency.

8) Jail Board Member Elections

Chairman Hill opened the floor for motions to nominate a Chairman. Chief Keen made a motion to nominate Sheriff Hill as Chairman. Mr. Torres made a motion to close nominations for Chairman; seconded by Chief Newsham. Chairman Hill requested a motion to elect the Chairman for another year. Ms. Thomas made a motion to appoint Sheriff Hill as the Chairman for another year; seconded by Chief Newsham. The roll was called by Ms. Jensen. Vote unanimous. *Motion Carried.*

Chairman Hill opened the floor for motions to nominate a Vice Chairman. Chairman Hill made a motion to nominate Chief Keen as Vice Chairman. Mr. Torres made a motion to close nominations for Vice Chairman; seconded by Ms. Thomas. Chairman Hill requested a motion to elect the Vice Chairman for another year. Chief Newsham made a motion to appoint Chief Keen as the Vice Chairman for another year; seconded by Ms. Thomas. The roll was called by Ms. Jensen. Vote unanimous. *Motion Carried.*

Chairman Hill asked for a motion to appoint Ms. Jensen as the Jail Board Secretary. Ms. Swartz made a motion; seconded by Ms. Guzman. Vote unanimous. *Motion Carried.*

9) Jail Board Member Comments

Chairman Hill asked Legal Counsel, Mr. Hefty, if he had information for the Jail Board. Mr. Hefty stated that he did not have anything but was happy to answer any questions. Chairman Hill then asked if he can be prepared to update the Jail Board at the next meeting of laws that were passed this year that affects the jail.

Rev. Bailey commended Superintendent West of the accomplishments of him and staff.

Ms. Guzman congratulated Superintendent West and stated that he was doing an amazing job and she was very impressed.

Ms. Swartz appreciated Superintendent West's presentation and commended him and staff.

Ms. Climer was impressed by Superintendent West's efforts specially with the Reentry Center, wellness initiatives, volunteering within the community and recognition of staff. She thanked him and Ms. Jensen for assisting her with providing information for her presentation at the Manassas City volunteer event the previous month.

Mr. Torres stated that Superintendent West kept his promises when he became Superintendent and appreciated his engagement within the community. He commented that it would help with recruitment.

Ms. Thomas was impressed with the agency's achievements from the past year and commended the agency for being great collaborative stakeholders. She commented that Major Dickinson spoke to the Board of County Supervisors the previous day regarding the Step-Up Initiative and that the agency was involved in more than what was presented during Superintendent West's presentation. She commended the great work and added that as a new Director, she may reach out to Superintendent West as a mentor.

Chief Keen commended the ADC's leadership staff and congratulated them all for the successful recruitment results. He stated that staff are the best recruiters for an agency and that it was one of the toughest jobs in the criminal justice system.

Chief Newsham praised Superintendent West's presentation, and that the increased number of staff will make it easier to do the work. He said that morale is important and staff involvement was a huge indication that it was high. He noted that during the presentation, the safety of individuals while in the facility was taken seriously. He added that the Prince William County Police Department recently played a basketball game with Fire and Rescue and wanted to play against one of the ADC's teams. He congratulated Superintendent West and said to keep up the good work.

Chairman Hill stated that the ADC's annual golf tournament was on June 8th, and he anticipated to have a team as well as the police department. Superintendent West stated that two years prior, the tournament had roughly 38 golfers and last year had 94. This year was predicted to have over 100 golfers. Chairman Hill was impressed with the presentation and the programs for inmates. He added that the Jail Board made the right decision to appoint Colonel West as Superintendent.

10) Adjournment

At 6:52 p.m., Chief Keen made a motion to adjourn; seconded by Chief Newsham. 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, July 15, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassas, VA 20110.