

MINUTES OF PREVIOUS MEETING

Regular Meeting – March 20, 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, March 20, 2024, at 6:01 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call of members/alternates present: Ashworth, Climer, Hill, Martz, Newsham, Smith, and Torres. Absent: Austin, Bailey, and Guzman. *Quorum established.*

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

Legal Counsel: Sharon Pandak was present.

2) Public Comments

No written comments were received.

Ms. Carol Noggle of the League of Women Voters was in attendance to observe.

Mr. and Mrs. Kyker of Fairfax, Virginia were in attendance to observe.

Mr. Herb Williams of Woodbridge, Virginia was in attendance to observe.

3) Approval of Agenda

Chairman Hill entertained for a motion to approve the agenda for March 20, 2024. A motion was made by Ms. Ashworth; seconded by Chief Newsham. 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 January 17, 2024. A motion was made by Captain Martz; seconded by Ms. Smith. All members present voted yes. ***Motion Carried.***

5) Superintendent’s Report

Chairman Hill introduced Major Hurlock to the Jail Board. Due to the absence of Superintendent Meletis, Major Hurlock will be presenting the Superintendent’s Report.

Major Hurlock thanked Chairman Hill for the introduction.

a. Inmate Population Report

The average daily population (ADP) for the past 8 months of FY 2024 was 540. The average daily population for the past 12 months was 507. Transfers to the Department of Corrections: January – 12, February – 9. Commitments: January – 639, February – 660. Releases: January – 607, February – 633. Process only, not committed: January – 73, February – 68.

The average daily population for January was 544 with a high of 586 on January 29th. The average daily population for February was 578 with a high of 599 on February 26th.

The Historical System-Wide Population shows the ADC for the past 8 months of FY2024 was 540. 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 was a total of 78 vacancies
 - 62 Sworn
 - 12 Civilian

2. Prison Rape Elimination Act (PREA)

- One substantiated harassment complaint

3. Ensure for Career Development Training

- OSHA/VOSH Mandated Training
 - 330 staff attended
- Crisis Intervention Training
 - 21 staff attended
- ServSafe Certification
 - 4 kitchen staff

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

- Main facility pipe repair bid went out February 6th. It closed March 6th without any bids. It went back out to bid March 6th and will close on March 20, 2024.

Major Hurlock informed the Jail Board with the update that one bid was received, and the County will have to review it.

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, 801 boxes of Narcan have been given to inmates upon release
- Currently, 114 inmates receive medicated assisted treatment

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

- There are no positive COVID-19 cases within the ADC currently

Mr. Torres asked Major Hurlock if there was a substantiated PREA complaint, what happens next.

Major Hurlock replied that they will investigate the claim. The inmates are separated;

the accuser separated from the accused. The reports are written, and then internal affairs investigate the incident. This includes watching the surveillance videos and speaking with the inmates involved. The victim is monitored for their mental health status and will remain in lockdown for their safety if they felt threatened or return to population. The accused will remain in lockdown if it is substantiated.

c. Jail Population Report

From January 2023 – December 2023, November had the highest ADP with a total of 559. The Manassas Complex ADP is 578. Two inmates were out of compliance. There were 11 transfers to the department of corrections in November, 20 transfers in December, January had 12 transfers and February had 9.

d. Other Comments

Major Hurlock directed the attention of the Jail Board to the back of their agenda packets where there were ServSafe certificates of staff who completed the certification in January.

On February 5th, four inmates graduated from the GED program. During the graduation, there were a total of seven family members of inmates who attended their graduation.

On Saturday February 17th at the Leesylvania State Park, the ADC had a team participate in the 2024 Polar Plunge fundraiser. This helps raise money for the Special Olympics Virginia. The team was called the “ADC Subzero Sentinels”. The three members of the team raised a total of \$1,650.00 and were ranked 15th for amount of money raised.

Major Hurlock added that the next jail basic academy graduation ceremony will be on March 29, 2024. Invitations were extended to all Jail Board members, and he hopes members present can attend.

Chairman Hill asked the Jail Board if there were any questions regarding his report.

There were no questions.

Chairman Hill expressed praise to the ADC staff as this was the first time the GED graduation was extended to family and friends to be able to attend. He congratulated Major Hurlock and stated that inviting family members to attend is the right thing to do.

Chairman Hill echoed Major Hurlock and emphasized that the Jail Basic Academy graduation is approaching and would like to see as many Jail Board members attend as possible. He adds that it is a good chance for the Jail Board to meet graduates and their families. It is a great opportunity for the Jail Board and hope they try to make it. He then asked Major Hurlock who the guest speaker would be.

Major Hurlock replied that it was the academy director.

Chairman Hill asked Major Hurlock if it was the academy director for Prince William County.

Major Hurlock confirmed that it was.

Chairman Hill asked the Jail Board again if they had any questions.

There were no questions.

Chairman Hill thanked Major Hurlock and mentioned that when he speaks with the Superintendent, he will tell him that he is doing a great job.

6) Budget Update

Ms. Click reported on the FY 2024 ADC Operating Revenue and Expenditure Budget Status and stated that the ADC is on target to meet projected revenue goals. The agency was at about 68% of total budgeted revenue. The first 8 months of the year represent 67% which places the agency a little bit ahead and right on target.

On the expenditure side, there was 33% remaining for the four months left of FY 2024. The agency was at 31% remaining for the expenditure balance. Ms. Click explained that this is after she had requested replenishment from the fund balance due to the high medical expenses and repairs made to the facility that she mentioned in the previous Jail Board meeting. The funds were received and will help get through the remainder of FY 2024.

For ICE monthly billing, there were seven days of ICE billed in January for December, and February had no billings due to either a timing gap that will be caught up in March. January will be billed in March and catch up for the year. January billing for December was a relatively high number of days for ICE than is typically seen.

Ms. Click then reported on the FY 2025 budget updates. She noted that the agency is on schedule for the County to go through the budget adoption which is planned for the end of April. Ms. Click let the Jail Board know that the agency did not receive funding that was requested for FY2025. As previously mentioned for FY 2024, the agency will be short on money again in FY 2025. This will mean that the fund balance may need to be used next year to finance operations. Ms. Click stated that from a financial perspective, she does not like this outcome, and it is not the best practice for a government organization and is trying to work through that with the sheriff's help. She stated that he has been great with that and will ensure

the Board of County Supervisors gets some additional eyes on our request to see if they can do anything for the agency between now and when they adopt the budget.

Ms. Click wanted to let the Jail Board know that in terms of equity within the public safety quadrant of the County, collective bargaining was passed for Fire and Rescue and the Police. Not all of that was extended to the Sheriff's office and the ADC and Ms. Click listed some of the things that are gaps and does not anticipate seeing any shift. She said that she wanted to bring this to the Jail Board's attention and give the opportunity for any one of them to ask questions.

Ms. Click then reported on the budget request for the Jail Board to look over. She let the Jail Board know this report shows what was requested and what was cut overall in the public safety quadrant and where the ADC fits within the County. Ms. Click expressed that the ADC received a cut in funding which equated to more dollars being taken from the vacancy lapse. This is because the ADC had so many vacant positions, the dollar equivalency was taken in the line-item call budget salary lapse and almost doubled that this year. The ADC is now in a position where only 28 sworn vacancies can be filled rather than the vacant 63 because the funding was not included in the budget. Ms. Click wanted to bring this to the attention of the Jail Board and has been working through advancing some of this knowledge to the Board of County Supervisors before budget adoption.

Ms. Click updated the Jail Board on the status of the Annex Building. This building is primarily used for the ADC's training and the Jail Basic Academy. It is scheduled to be demolished due to the planned judicial expansion. There is about a 12-to-18-month window to figure out where training and the Office of Professional Standards will be relocated to. Ms. Click said that it is being worked on. She also noted that there was a great meeting with the police and started discussions on being included and part of the overall county and public safety quadrant master planning for training. There was good insight from them, and Ms. Click expressed thanks to them. The meeting was very productive and there were some ideas of what the ADC can do and maybe move forward to get some space that will work.

Ms. Click encouraged the Jail Board to ask her any questions regarding this. There were no questions, so Ms. Click began the Commissary report.

The ADC is at a spend of \$319,000 year-to-date on the commissary fund. One thing she wanted to point out was that the gym flooring project will move forward as the weather is nicer. She expressed excitement for the upcoming power washing and painting to be done prior to new flooring being installed. She is hoping that this work will be accomplished by the end of the fiscal year.

If that funding does need to be carried over, she will include it in the next budget request for FY 2025 when she presents the Commissary budget at the next Jail Board meeting in May. Ms. Click said the rest of this report contained typical monthly expenditures and there was nothing noteworthy to point out. February ended with a commissary cash balance of \$2.3 million.

The Inmate Trust Account sits at \$41,000. Ms. Click mentioned that this was quite a drop from January and wanted to make sure the Jail Board knew that the drop was a result of a full-scale audit done on all the inmate accounts and reporting of other dormant accounts. There was an unclaimed property process with the State where anything dormant over a period of one year goes to the State. After that, the ADC no longer holds those cash balances. The audit included cleanup of very old records that equated to a little over \$30,000 being remitted to the State in February. All balances are now up to date and that is why the drop in the balance occurred.

The City of Manassas usage of the facility was at a year to date 12.1% and right on target where the budget is at 12%. If the expenditure in the budget comes at the levels that is anticipated, it will result in a very good looking and ideal year-to-date true-up. The estimate for their billing should be very close to accurate.

Ms. Click asked the Jail Board if there are any comments on her report.

Chairman Hill pointed out that the County took some money from the budget for FY 2025. He asked if the money was taken from the fund balance.

Ms. Click responded that it was due to two reasons; the reduction of 3.95% was operating expenditures and strictly reflected the salary vacancy dollars that were taken. The other was what they approved in the budget from what Ms. Click asked for that was out of the fund balance. Capital expenditures and one time expenditure requests were asked that the ADC fund through the fund balance and not the general operating transfer. It was not typical, but it was a \$1.1 million dollar ask. Ms. Click felt comfortable that the fund balance could support that, and she thought based on the other side of the request to ask for the additional money for operating that that was a compromise. That was the only thing that was approved. They did approve for the ADC using its own money and took away additional money in terms of salaries they would otherwise fund in the operating transfer.

Chairman Hill asked a question regarding the 28 sworn staff that could be hired. He asked if the ADC goes above 28 and the account goes up, would they replenish the budget and give the money back.

Ms. Click said no, not that she is aware of. She then stated that there appeared to be no direction on that topic, and it was not communicated to her. To her understanding, the burden was shifted all around the County and this was the ADC's share of it and what it equated to. There was never an indication of if the ADC were to go over that number that they would commit to funding that gap. Because the ADC has a healthy fund balance, it is understood that any gap could be funded for the fiscal year 2025. Ms. Click would have to go ask for more funds for the balance.

Chairman Hill responded that last year when they took money from the Sheriff's office positions, they told him they would replenish if needed.

Ms. Click replied that she did not receive communication to that effect for the ADC and she would need to ask. She does not have information regarding the point Chairman Hill made. She is not aware of how much ability the ADC has if there is a need to request for more than the 28 positions if those are filled. The 28 positions are set from January of 2024 through the end of FY 2025. They set the salary budget in December, and it is based on who has been hired according to the budget then. The budget funding would require sustainability for 18 months from the point of budget preparation.

Chairman Hill directed his next question to Major Hurlock and asked how many people graduated from this Jail Basic academy.

Captain Barker responded that there are currently seventeen graduates.

Chairman Hill asked the Jail Board if there were any other questions.

Mr. Torres asked in terms of hiring, between the people who leave the ADC and people who are hired, if 28 positions are enough.

Ms. Click replied that as of now, yes. She passed the information along to BOCS and one of them asked where the ADC stands with vacancies and how hiring is going. They may be reevaluating the hiring incentives. As of February 29, 2024, the ADC has hired 35.6, with the 0.6 being a part-time individual. Ms. Click stated that the ADC has seen 35 leave. As of now, the ADC is seeing staff leave at a higher pace than staff being hired. The hiring is quick, but there is still an increase in people leaving. Ms. Click stated around 32% are going to other jurisdictions. If there were no terminations or resignations, then the ADC would hit those marks to fill vacancies. Based on Ms. Click's analysis, the surrounding jurisdictions are hiring experienced staff who leave the ADC at higher rates and that is where the gap is. That is what she communicated to the BOCS.

Ms. Climer asked if there is a formal exit interview process.

Ms. Click replied that there is and that is how the correlation was made with the 32% that is going to other jurisdictions.

Ms. Climer commented that she was wondering if it was anecdotal or part of a formal process.

Chairman Hill asked the Jail Board if there were any other questions.

There were no other questions from the Jail Board.

7) **Closed Session**

At 6:27 p.m., Chief Newsham 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 pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, *Aljazairi v. Meletis*, CL 24000682 and other related claims pursuant to Va. Code §2.2-3711.A.8.
- 2) Personnel matter relating to assignment of specific employees and legal advice related thereto pursuant to Va. Code §§2.2-3711.A.1 and 8.

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

Chairman Hill asked those who are not Jail Board members to leave the room. He requested that Lt. Kepler remain in the room.

At 7:07 p.m., the public was invited to return. A motion was made by Chief Newsham; seconded by Mr. Torres 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 present voted yes. ***Motion carried.***

At 7:10 p.m., Chief Newsham introduced the motion for the resolution to appoint Major Hurlock as the Acting Superintendent for the Adult Detention Center. As part of that motion, it is to be made that Major Hurlock be compensated consistent with the responsibilities and that payment be back dated to the time he took over those responsibilities; the motion was seconded by Ms. Climer. ***Motion carried.***

Resolution No. 2024-3 Appoint Major George Hurlock as Acting Superintendent, effective February 19, 2024.

8) Jail Board Member Comments

Ms. Smith began with her appreciation and understanding of how difficult the hiring process has been. She then added if there is anything the Jail Board can do to better support recruitment efforts and hiring, she hopes the ADC will let them know.

Ms. Climer expressed congratulations to the recent GED graduates and pleased that the ADC invited family and friends to be able to attend. She thinks it would be wonderful if in the future the Jail Board could be included to attend the graduations. She commented that she used to work in an adult education program and that having four GED graduates, which sounds like a small number, is very impressive and a big deal for those individuals and something worth celebrating.

Mr. Torres wanted to congratulate Major Hurlock for his taking the appointment as the Acting Superintendent. He wished him the best during this time of exercising the powers and leadership of this role. He added that he and every other member of the Jail Board thinks the same way and to be as helpful as they can.

Ms. Ashworth expressed thanks to Major Hurlock for taking on this responsibility.

Captain Martz congratulated Major Hurlock.

Chief Newsham expressed that Major Hurlock will do fantastic in this role and congratulated him also.

Chairman Hill added that the Jail Board will continue to support Major Hurlock and he thanked the Jail Board for their comments. He then brought to their attention a request from the Jail Board Secretary, Ms. Jensen. She wanted to ask the Jail Board if they would like to

begin receiving the meeting agenda package by email or continue the way it is at the present time.

All the Jail Board members present were fine with this request.

Chairman Hill thanked the Jail Board for their cooperation with this.

9) Adjournment

At 7:12 p.m., Chief Newsham made a motion to adjourn; seconded by Captain Martz. 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, May 15, 2024, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.