

# MINUTES OF PREVIOUS MEETING

Special Meeting – February 13, 2025

Live Stream of Meeting:

<https://www.youtube.com/watch?v=LVjMTWR90bg>



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 Thursday, February 13, 2025, at 5:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call (members/alternates present): Ashworth, Bailey, Climer, Hill, Keen, Newsham, Swartz, and Torres.  
Absent: Austin, Guzman, and Lenox. *Quorum established.*

Jail staff present: Major Hurlock (Director of Inmate Services)

Jail Board Secretary: Ashley Jensen

Legal Counsel: Sharon Pandak was present.

#### 2) Closed Meeting

At 5:04 p.m., Chief Keen made a motion to go into closed meeting under the provisions of Va. Code §2.2-3711.A.1 and 8.

- 1) Personnel matter relating to consideration of a prospective candidate for employment as Superintendent and legal advice related to a proposed engagement agreement, pursuant to Va. Code §§2.2-3711.A.1 and 8.

Chief Newsham seconded the motion. The roll was called by Ms. Jensen. Vote unanimous. *Motion carried.*

**Let the record show that Ms. Lenox arrived at 5:05 p.m.**

At 5:30 p.m., a motion was made by Chief Keen; seconded by Chief Newsham to certify the closed session under the provisions of Va. Code §2.2-3711.A.1 and 8 for only those matters identified in the motion to go into closed meeting and exempted from open meeting requirements discussed. The roll was called by Ms. Jensen. Vote unanimous. *Motion carried.*

**3) Appointment of New Superintendent**

Chairman Hill requested a motion to appoint Captain Allen West to serve as Superintendent for the Prince William-Manassas Regional Adult Detention Center. The motion was made by Rev. Bailey; seconded by Ms. Ashworth. The roll was called by Ms. Jensen. Vote unanimous. ***Motion Carried.***

**Resolution No. 2025-6** Appoint Captain Allen West as Superintendent, effective February 15, 2025

**4) Adjournment**

At 5:34 p.m., Chief Keen made a motion to adjourn; seconded by Ms. Lenox. All members present agreed to adjourn the Special 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 19, 2025, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassas, VA 20110.

**PRINCE WILLIAM-MANASSAS REGIONAL JAIL BOARD**

**MOTION: Bailey**

**Regular Jail Board Meeting**

**February 13, 2025**

**SECOND: Ashworth**

**Resolution No. 2025-6**

**RE: Appoint Captain Allen West as Superintendent, effective February 15, 2025**

**WHEREAS**, the Jail Board conducted a nationwide search and interviewed the top candidates recommended by a consultant; and

**WHEREAS**, the Jail Board desires to appoint Captain Allen West, who is currently ADC Director of Classification and Treatment, as Superintendent;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William-Manassas Regional Jail Board does hereby appoint Captain Allen West to serve as Superintendent, effective February 15, 2025 and approves his engagement agreement.

**VOTE:**

**AYES: Climer, Hill, Keen, Lenox, Newsham, Swartz, Torres**

**NAYS:**

**ABSTAIN:**

**ABSENT: Austin, Guzman**

**For Information:**

George Hurlock, Acting Superintendent, Prince William-Manassas Regional Adult Detention Center

Jamie Click, ADC Director of Financial Services

Sharon E. Pandak, Jail Counsel