PEUMANSEND CREEK REGIONAL JAIL AUTHORITY
Operator of the Caroline Detention Facility

Minutes of the Peumansend Creek Regional Jail Authority meeting held January 29, 2026, at 9:00 a.m., at the Caroline Detention Facility.

Members present:
Mr. Charles M. Culley, Jr., Caroline County Administrator – Chair
Mr. Alan Partin, Deputy Caroline County Administrator
Mr. Alex Long, Mayor, Town of Port Royal
Sheriff Scott Moser, Caroline County Sheriff

Also in attendance:
Paul Perry, CDF Superintendent
Ney Hidalgo, CDF Assistant Superintendent
Lynda Tate, CDF Administrative Chief/PCRJ Authority Secretary
Richard Sparaco, CDF Finance Manager

1. **Citizen's Communications/Call to Order**

   Having no one from the public present to address the Authority, Mr. Culley called the meeting to order at 9:04 a.m.

2. **Approval of the Agenda**

   On motion by Mr. Partin, seconded by Sheriff Moser, it was unanimously voted to approve the agenda for today's meeting.

3. **Approval of the Minutes**

   None. The meeting scheduled for November 20, 2025, was canceled.

4. **Superintendent's Report**

   a. Financial Operations Report
      No discussion
   b. Request to Cover 100% of the Increase to Employee Medical Insurance Premiums
      Upon approval and receipt of the total cost from Caroline County staff, Superintendent Perry will request reimbursement from ICE for premiums covered by the PCRJ Authority from Caroline Detention Facility cash flow and seek to add it to the employee costs of the next contract with DHS/ICE. On motion by Mr. Long, seconded by Sheriff Moser, it was unanimously voted that the Caroline Detention Facility (CDF) will pay the increase to employee medical insurance coverage, beginning with the next insurance cycle, from CDF cash flows and the Superintendent will seek reimbursement for the costs from ICE.
   c. Projects to Secure the Facility
      (1) Cameras at Main Entrance – Awaiting final estimate
      (2) Fencing Across Front of Property – Estimate received is $275,000 plus cabling cost (TBD).
      (3) Secure Gate Access to the Facility – Awaiting final estimate
          Notes:
          (a) Because of the age of the system in the Control Center, many parts are obsolete, therefore, it may have to be replaced prior to additional connections. The estimate for replacement is $600,000 - $700,000.
          (b) Per Superintendent Perry, ICE may help with the costs to secure the facility; formal request will be sent once final quotes are received.
      (4) Remove Signs on Rt. 301 Indicating CDF Entrance – Per Mr. Culley, ok to remove completely.

d. Question to Atty. Chris Mackenzie regarding Public Protesters – Received notification from Atty. Mackenzie that the CDF can close the gate and not allow protestors on the property.
e. Transport Vans – ICE has requested CDF to get quotes on transport vans; ICE expected to cover the costs of the vans for CDF to use for transports.
f. Facility Tours
   (1) Executive Director of the Virginia Board of Local and Regionals Jails – received positive feedback about the facility, staff, etc., and the CDF tour was included in a copy of their newsletter (copy emailed to Authority members December 3, 2025).
   (2) ICE Headquarters Personnel – Tour included the new Field Office Director (FOD) and other key ICE personnel. Positive feedback; no issues.
g. Parking Lot Repaving
   Caroline County personnel to provide quote.
h. Status: Additional ICE Office Space
   Work is ongoing. (Funded by ICE)
i. Riverstone Housing Unit, Females – ICE is removing all high-custody females, and the housing unit will be for low custody only.
j. ICE Vehicle Purchase – ICE purchased 200 new vehicles for their employees; CDF approved to park them here until they are issued.
k. Firing Range Update
   National Rifle Association (NRA) representative expected to inspect the range in February 2026. Mr. Culley stated work continues on the County side of the approval to open.
l. Capital Projects Update
   (1) Rooftop HVAC Units: Work continues to replace all units; housing units are complete, the Administration building is the next to be replaced.
   (2) Commercial Clothes Dryers: Most are the original units from 1999 and need replacement.
   (3) Control Center System – Current Programmable Logic Controllers (PLCs) are original to the facility and now obsolete. Cost to replace the system is expected to be $600,000 - $700,000.
m. Other
   (1) Bank Accounts
   Prior to Superintendent Perry's retirement, with the Authority's approval, the signature controls and other banking details will be changed according to CDF Policy 9.2, Signature Control on Checks. On motion by Mr. Partin, seconded by Mr. Long, it was unanimously voted for CDF staff to change the names on bank accounts accordingly to match the named policy to include ongoing replacement or acting replacement of the Superintendent and other parties listed.
   (2) Superintendent Perry requested approval to maintain his facility-issued cell phone for a minimum of six months in order to direct emails to the appropriate staff members, and at the same time to keep his access to the facility so he may provide on-site assistance as needed. On motion by Mr. Long, seconded by Sheriff Moser, the Authority voted unanimously to thank Superintendent Perry for his many years of dedicated service and to approve the requests regarding his facility-issued cell phone, and facility access.
   (3) The Office of Detention Oversight (ODO) is scheduled to be on-site to conduct their annual inspection of the facility February 10 – 12, 2026.

5. Other Matters

Sheriff Moser asked if the Virginia Retirement System (VRS) information and the events which took place when Caroline County moved Peumansend Creek Regional Jail employees and former

employees to its VRS account when the facility closed in 2017 had been memorialized in the event such a scenario should be necessary again. Mr. Culley stated his office will work to get this accomplished and request the Caroline County Board of Supervisors to adopt the record. On motion by Mr. Long, seconded by Sheriff Moser, the Authority voted to approve a plaque or framed letter to memorialize the VRS issue upon approval by the Caroline County Board of Supervisors be provided to the CDF.

6. Closed Session

Mr. Culley requested a motion to move the meeting into closed session. Mr. Partin moved that this Board convene in closed meeting pursuant to the personnel exemption of Section 2.2-3711.A.1 of the *Code of Virginia*, to discuss personnel matters relating to the position of Superintendent of the Caroline Detention Facility. Sheriff Moser seconded the motion and at 9:55 a.m. the Peumansend Creek Regional Jail Authority convened in closed session, with Superintendent Perry in attendance. All other staff left the room.

At 10:22 a.m., Mr. Partin moved that the Peumansend Creek Regional Jail Authority certifies that to the best of each Board member's knowledge:

(i) only public business matters lawfully exempted from the open meeting required by Virginia law were discussed in closed meeting to which this certification applies, and

(ii) only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Sheriff Moser seconded the motion and a roll call vote resulted as follows:

Mr. Culley	Aye
Mr. Partin	Aye
Mr. Long	Aye
Sheriff Moser	Aye

Hearing all ayes, Mr. Culley declared the closed session ended and reconvened the meeting in public session.

CDF staff will prepare an advertisement for the soon to be vacated Superintendent position with a deadline to apply 60 days from the date of Colonel Perry's retirement.

On motion by Sheriff Moser, seconded by Mr. Partin, the PCRJ Authority unanimously voted to name Lt. Col. Ney Hidalgo as interim Superintendent upon Colonel Perry's retirement and to increase Lt. Col. Hidalgo's salary by 10% effective as of the date of the Colonel's retirement.

7. Next Meeting

The next meeting of the Peumansend Creek Regional Jail Authority is scheduled for 9:00 a.m., Thursday, March 26, 2026, at the Caroline Detention Facility.

8. Adjournment

There being no further business, and with the unanimous consent of the members present, the meeting adjourned at 10:40 a.m.

Submitted by: Lynda J. Tate