



Prison Board  
Don Myers, President  
Katie Charlton, Vice President  
Jason Renshaw, Secretary

William, J. Rupert  
Pat Fabian  
Myra L. Miller  
James J. Panchik

Phillip M. Shaffer, Warden  
171 Staley's Courts Road  
Kittanning, PA 16201  
724-545-9222 Phone • 724-545-9245 Fax  
jail@co.armstrong.pa.us

*County Jail*  
**COUNTY OF ARMSTRONG**

**September 2021**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, September 9th, 2021 at 8:28am. Meeting held in the Warden's Conference Room.

Members Present: Commissioner Myers, Commissioner Fabian, Commissioner Renshaw, District Attorney Katie Charlton

Others Present: Warden Shaffer, Deputy Warden Hicks, Chief Administrator – A. Poole, Madison Veri, Judge McClister

Absent: Controller Miller, Judge Panchik, Solicitor Miller, Sheriff Bill Rupert

Guests: Anne Clooman (Leader Times), Betty Fisher (Teamsters Local 538), Matt Hassa (Teamsters Local 538)

Commissioner Myers announced that this meeting is being recorded.

**APPROVAL OF August MINUTES**

On a motion by Commissioner Fabian, seconded by Commissioner Renshaw, and carried unanimously; the minutes for August 12th, 2021 Prison Board Meeting were approved.

**APPROVAL OF August FINANCIAL REPORTS**

On a motion by Commissioner Fabian, seconded by Commissioner Renshaw, and carried unanimously; the Financial Reports for August 2021 were approved.

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Shaffer.

During Warden Shaffer's staffing report, Commissioner Fabian asked if the two current trainees consisted of one counselor and one maintenance. Warden Shaffer confirmed. Commissioner Fabian also asked how many employees were in the maintenance department. Warden Shaffer answered three.

Commissioner Fabian also asked if public fingerprints for central booking increased since last month with the total being 46 for this month. Deputy Warden Hicks said there were only 25 public fingerprints last month. Deputy Warden Hicks asked District Attorney Charlton if the magistrates don't get fingerprints done, is upper court judge catching them? District Attorney Charlton answered yes.

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; the Warden's Report for September was approved.

## **OLD BUSINESS**

### **A. Siren Tested on September 9th, 2021**

## **NEW BUSINESS**

- A. Staff Trainings** – Warden Shaffer contacted the state about the mandated trainings. The state is not going to accommodate our low staffing and is still requiring the jail to complete the yearly trainings. Commissioner Renshaw asked what the timeline was to get the trainings completed. Warden Shaffer said the deadline is at the end of the year but there are multiple trainings all staff need to complete by law. Warden Shaffer said we are working on getting this completed, he does not have a plan, but is working towards a solution. Commissioner Myers asked how long it will take to complete the trainings. Warden Shaffer said time varies for each training but he is going to try and get them completed as soon as possible. Commissioner Myers also asked if these trainings will happen at the jail. Warden Shaffer said yes, except for the state training. There is still too low of staffing to send employees there. Warden Shaffer said the state is going to allow us not send employees for the state training as long as we can show and explain why we are unable to.
- B. Sunshine Act** – Deputy Warden Hicks suggested to post the Prison Board meeting minutes with the agenda on the county website. District Attorney Charlton asked if other meeting minutes were posted on the county website. Commissioner Myers said their other public meeting minutes are posted on the county website. Commissioner Fabian said they would have to be published because of the Sunshine Act. Warden Shaffer said from this meeting on, the signed meeting minutes will be posted on the website.

## **EXECUTIVE SESSION –**

Warden Shaffer called for executive session at 8:43 am; Motioned by Commissioner Fabian, seconded by Commissioner Renshaw and unanimously carried.

The Board reconvened from executive session at 9:30 am; Motioned by Commissioner Fabian, seconded Commissioner Renshaw and carried unanimously.

**Work Release** – Commissioner Fabian asked to add work release on the agenda for discussion.

On a motion by Commissioner Fabian, seconded by Commissioner Renshaw and carried unanimously; to amend the agenda and add work release for discussion?

Commissioner Fabian stated the work release program has been suspended due to the COVID related issues and asked Warden Shaffer if this program can be reconsidered to restart for inmates that meet the requirements of work release if they are fully vaccinated. Warden Shaffer said if inmates are fully vaccinated, they still have the chance to bring the virus into the jail, but odds would be less. Warden Shaffer said he thinks having inmates being fully vaccinated may be the only way to bring it back at this time. Commissioner Fabian speaks of the amount of inmates that have lost their jobs because of work release not being an active program and how the families of these individuals are being negatively affected. Deputy Warden Hicks said any time an inmate leaves the facility, they are quarantined for 14 days. Warden Shaffer said they can consider opening work release. Judge McClister asked Warden Shaffer if there was a milestone we were looking to achieve in order to open up. Warden Shaffer said they were looking towards opening visitation but the state had an over the phone meeting with all the counties and we are moving backwards due to the variant. Commissioner Fabian asked if any other jail(s) in the common wealth have opened work release and Warden said no. Warden Shaffer said he will discuss this with Dr. Groomes to see what his opinion is on opening work release.

**PUBLIC COMMENT –**

Betty Fisher thanked Prison Board for allowing her and Matt Hassa to talk during executive session about staffing issues.

**ADJOURNMENT**

There being no further business, it was motioned by Commissioner Fabian, seconded by Commissioner Renshaw and carried unanimously; the Board adjourned at 9:40 AM.

The next Armstrong County Prison Board meeting will be held on October 14th at 8:30am in the Warden's Conference Room.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary