



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

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

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County Jail
COUNTY OF ARMSTRONG

January 2022

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, January 13th, 2022 at 8:29am. Meeting held in the Commissioner's Conference Room.

Members Present: Commissioner Myers, Controller Miller, Judge Panchik, District Attorney Katie Charlton, Sheriff Frank Pitzer

Others Present: Warden Shaffer, Deputy Warden Hicks, Chief Administrator – A. Poole, Deputy Warden Knox, Solicitor Miller (via phone)

Absent: Commissioner Fabian, Commissioner Renshaw

Guests: Abby Karg (Leader Times)

Commissioner Myers announced that this meeting is being recorded.

REORGANIZATION OF THE PRISON BOARD

The current President is Commissioner Myers, Vice President is District Attorney Charlton, and Secretary is Commissioner Renshaw.

On a motion by District Attorney Charlton, seconded by Controller Miller and carried unanimously; to keep the current Prison Board officers in place.

APPROVAL OF DECEMBER MINUTES

On a motion by Controller Miller, seconded by Judge Panchik and carried unanimously; the minutes for December 9th, 2021 Prison Board Meeting were approved.

APPROVAL OF DECEMBER FINANCIAL REPORTS

On a motion by Controller Miller, seconded by Judge Panchik and carried unanimously; the Financial Reports December 2021 were approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Shaffer.

We are still needing two Med Technicians. It has proven to be more difficult to transition to the Sublocade shot for the MAT Program. We have not been able to receive the shot from pharmacies. The Med Techs are needed to help with the distribution of the suboxone strips. Both of these positions are paid through grant money.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Warden's Report for December was approved.

OLD BUSINESS

1. Siren Tested on January 13th, 2022

NEW BUSINESS

1. Staff Trainings – Warden wanted to thank Lieutenant Carrillo and Deputy Warden Knox for manipulating the schedule to complete the Defensive Tactics training. Also wanted to thank everyone as a whole because they all had a part in completing the Defensive Tactics training. Warden Shaffer also wanted to acknowledge Lieutenant Carrillo and Lieutenant Musthaf for a job well done for instructing the training. We were able to accomplish the state mandated trainings for 2021.

2. Prison Board Solicitor - Invoice – Solicitor invoice is \$3,296.31.

On a motion by Controller Miller, seconded by Judge Panchik and carried unanimously; the approval of the Solicitor Invoice.

3. MAT – Update on Sublocade Program – MAT Program update was given during the Warden's report.

4. Savin Agreement – This is the same annual agreement at no cost. The agreement just needs to be signed. District Attorney Charlton believes this agreement is required through the DOC.

On a motion by District Attorney Charlton, seconded Controller Miller and carried unanimously; the recommendation from Prison Board to approve the Savin Agreement at the next Commissioner's public meeting.

5. Security Door Window – Warden Shaffer is asking if this purchase could be made through the Inmate Relief Fund. The security door window prevents inmates from grabbing the officers, throwing food or other objects at the officers through the door during meal pass. With the increase of mental health in the jail, there has been an increase of these incidents. This would increase security and safety for the officers. Solicitor Miller said the Inmate General Welfare Fund is generally used for the health and the wellness of the inmates. Solicitor said this will have to be a purchase through the yearly budget, not the inmate fund. However, there is a Rescue Plans Fund that has recently expanded the scope of what the funds can be used for. This may be something to revisit to use with those funds going

forward once more information is known. Controller Miller asked how much the invoice is. Warden Shaffer said the company still has to measure the doors but it is estimated to be \$2,500 to \$3,000. Warden Shaffer said the officers deserve this. It was decided this will be revisited next month.

- 6. Policy 1-25A Decontamination Shower** – This policy states how to use the new Decontamination Shower. This is a portable shower to decontaminate an inmate that has been sprayed with OC. After Solicitor review, it was decided this policy meets the minimum requirements for Title 37.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer, and carried unanimously; the approval to adopt Policy 1-25A Decontamination Shower.

- 7. Family Acts Agreement** – This is the agreement that allows Counselor Brenda McKibbin to continue working at the jail. This is the same yearly agreement.

On a motion by Controller Miller, seconded District Attorney Charlton and carried unanimously; the recommendation from Prison Board to approve the Family Acts Agreement at the next Commissioner's public meeting.

*The Agenda says Family Pathways Agreement but the contract states Family Acts Inc. The correction to the Agenda was made to match the agreement.

- 8. CSG Proposal Comparison** – Judge Panchik asked when did Prison Board decided to privatize the jail and when was an advertisement for a bid let out? Commissioner Myers said there was no advertisement for bid. Commissioner Myers added how this is just a sample contract. Judge Panchik responded by saying it does not say sample contract. It says Agreement. Judge Panchik said no contract can be entered over \$18,000 that has not been opened for bid. Solicitor Miller agreed with Judge Panchik and that it required by law. Judge Panchik said if this board has not decided to privatize and no specifications were given, then who decided what was going to be in this contract. Commissioner Myers said to his understanding this is sample contract CSG has with other counties. Judge Panchik said it does not say sample contract. It says an agreement made and entered by the Board of Commissioners of Armstrong County and Corrections Solutions Group for 2 years commencing April 1st, 2022. Commissioner Myers said that is the intent, but there was no intent for any kind of action just informational purposes of what a private company could offer. Solicitor Miller confirmed any contract over \$22,300 has to be advertised and open for bid. Judge Panchik said this contract is for \$5.1 million and exceeds the minimum amount. Solicitor Miller said he does not recall a motion to accept, receive, advertise, propose, or explore privatization bids. Judge Panchik said the board would have to decide to privatize the jail and then the process could continue. Commissioner Myers said the Commissioners found this company to explore cost savings. Commissioner Myers asked Solicitor Miller if the board as a whole has to approve the exploration of cost savings before action can be taken. Solicitor said the board can talk about it but cannot make formal actions. Commissioner Myers said we can review this more before further discussion. Controller Miller stated all members of the board should be present for the further discussion.

EXECUTIVE SESSION –

Warden Shaffer called for an executive session at 9:20 am; Motioned by District Attorney Charlton, seconded by Controller Miller and carried unanimously.

The Board reconvened from executive session at 9:47 am; Motioned by District Attorney Charlton, seconded by Controller Miller and carried unanimously.

PUBLIC COMMENT – None

Controller Miller made a motion to amend the meeting agenda to include the purchase of 4 additional cameras at the jail.

On a motion by Controller Miller, seconded by District Attorney Charlton, and carried unanimously; to add the purchase of cameras to the agenda under new business.

On a motion by Controller Miller, seconded by District Attorney Charlton, and carried unanimously; to approve the purchase of 4 additional cameras for the jail out of the Inmate Relief Fund.

ADJOURNMENT

There being no further business, it was motioned by Controller Miller, seconded by District Attorney Charlton and carried unanimously; the Board adjourned at 9:48 AM.

The next Armstrong County Prison Board meeting will be held on February 10th, 2022 at 8:30am in the Commissioner's Conference Room.

ARMSTRONG COUNTY PRISON BOARD

A handwritten signature in blue ink that reads "Jason Renshaw". The signature is written in a cursive style with a long, sweeping underline.

Commissioner Jason Renshaw, Secretary