



Prison Board
Don Myers, President
Katie Charlton, Vice President
Jason Renshaw, Secretary
Frank Pitzer
Pat Fabian
Myra L. Miller
James J. Panchik

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County Jail
COUNTY OF ARMSTRONG

March 2022

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, March 10th, 2022 at 8:31am. Meeting held in the Commissioner's Conference Room.

Members Present: Commissioner Myers, Judge Panchik, District Attorney Katie Charlton, Commissioner Fabian, Commissioner Renshaw, Sheriff Frank Pitzer

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

Absent: Controller Miller

Guests: Anne Clooman (Leader Times),

Commissioner Myers announced that this meeting is being recorded.

APPROVAL OF FEBRUARY MINUTES

On a motion by District Attorney Charlton, seconded by Commissioner Renshaw and carried unanimously; the minutes for February 10th, 2022 Prison Board Meeting were approved.

APPROVAL OF FEBRUARY FINANCIAL REPORTS

On a motion by District Attorney Charlton, seconded by Commissioner Renshaw and carried unanimously; the Financial Reports February 2022 were approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Shaffer.

We are going to be down two full time nurses. Warden Shaffer said he checked with HR and there have been no applications submitted for the position yet.

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

OLD BUSINESS

1. Siren Tested on March 10th, 2022

NEW BUSINESS

1. **Staff Trainings** – Deputy Warden Knox and Lieutenant Musthaf recently instructed trainings and did very well. CPR and First Aide trainings will be at the end of the month.

2. **Prison Board Solicitor - Invoice** – Solicitor invoice is \$1,218.75.

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

3. **Mental Health - Susan** – Warden Shaffer wanted to note that the Mental Health program was cancelled temporarily due to COVID. It has recently restarted and that is why numbers are low.

4. **In Person Visits** – Warden Shaffer said since COVID seems to be decreasing, he wants to reopen in person visits. This would discontinue the one free video visit.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; the approval to reopen in person visits.

5. **Axon Quote** – This is an extension of our current taser contract in the amount of 3,357.90.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the approval of the Axon Quote.

6. **Duramate Hearing Rooms** – Warden Shaffer and District Attorney Charlton discussed how these hearing room would help with jail staffing, courts, sheriffs, magistrate, and law enforcement in multiple different ways. Deputy Warden Hicks also said this would help the Public Defenders and attorneys so they can have confidential conversations before court. These booths would also help when there are different courts occurring at the same time. Multiple jails are currently using these and others are looking towards them as well. Warden Shaffer is asking for four hearing rooms at about \$7,000 each. Two for the court and two for the magistrate. Commissioner Renshaw asked if this was the only option. Warden Shaffer said this is the only company that makes it. Commissioner Renshaw said since the total cost would be over \$28,000, a bid should be advertised. Solicitor Miller agreed. Commissioner Myers said they will have to find the money somewhere. Commissioner Fabian said this sounds good in theory, but asked if a Sheriff Deputy could be scheduled at the jail for court hearings to help since they would be staffed in the courtroom anyway. Deputy Warden Hicks said the jail does not know when all the hearings are. This would cause scheduling issues.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to create a proposal for four hearing rooms to be submitted for bid.

7. **Keefe** – Warden Shaffer wanted to note that Keefe is raising their percentage to 7% for inmate commissary due to cost of living. This cost of living increase is in the contract, but Warden Shaffer said the board still needs to agree on the increase. The board said the increase is in the agreement and is in line with other companies so it is okay.
8. **CSG - To explore other facilities** – Commissioner Myers said there is really nothing to do with this at the moment. It comes down to scheduling time to explore other facilities. He also said the CSG could be removed.

EXECUTIVE SESSION –

Warden Shaffer called for an executive session at 9:14 am; Motioned by Commissioner Fabian seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:18 am; Motioned by District Attorney Charlton, seconded by Commissioner Fabian and carried unanimously.

PUBLIC COMMENT – None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; the Board adjourned at 9:19 AM.

The next Armstrong County Prison Board meeting will be held on April 14th, 2022 at 8:30am. Location is to be determined.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary