



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

Frank Pitzer
Pat Fabian
Myra L. Miller
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County Jail
COUNTY OF ARMSTRONG

April 2022

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, April 14th, 2022 at 8:32am. Meeting held in the Warden's Conference Room.

Members Present: District Attorney Charlton, Judge Panchik (via phone), Commissioner Fabian, Commissioner Renshaw, Sheriff Frank Pitzer, Controller Miller

Others Present: Warden Shaffer, Deputy Warden Hicks, Chief Administrator – A. Poole, Madison Veri, Solicitor Miller, Deputy Warden Knox

Absent: Commissioner Myers

Guests: Anne Clooman (Leader Times), Emily Shaffer (Medical Supervisor), Matt Chamberlin (Maintenance Supervisor), Jason McClafferty (IT Director), Corporal Weaver (Criminal Investigation Supervisor Unit Supervisor for Pennsylvania State Police), Trooper Norris

District Attorney Charlton announced that this meeting is being recorded.

VISITOR COMMENT: Corporal Weaver said having the hearing rooms would be very beneficial. Per policy, there must be two troopers per one inmate for transports. They are also experiencing staff so this current system is a waste of their resources. They are having to call out officers on over time to safely accommodate these transports. It would be very cost efficient for the state because of the extra money being spent in overtime. Other counties are doing this and it works. District Attorney Charlton said she received an email from Chief Shaffer stating it takes hours away from their officers to complete these transports. She believes we are wasting law enforcement time with the current system. This would be a benefit to the entire county.

APPROVAL OF MARCH MINUTES

On a motion by Controller Miller, seconded by Commissioner Fabian and carried unanimously; the minutes for March 10th, 2022 Prison Board Meeting were approved.

APPROVAL OF MARCH FINANCIAL REPORTS

On a motion by Controller Miller, seconded by Commissioner Renshaw and carried unanimously; the Financial Reports March 2022 were approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Shaffer.

Warden Shaffer said we have finally been able to transition from the suboxone strips to the Sublocade shot.

On a motion by Commissioner Fabian, seconded by Commissioner Renshaw and carried unanimously; the Warden's Report for March was approved.

OLD BUSINESS

1. Siren Tested on April 14th, 2022

NEW BUSINESS

1. **Staff Trainings** – Taser and glove trainings were completed. Firearms training for new hires is next.

2. **Prison Board Solicitor - Invoice** – Solicitor invoice is \$2,888.33

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

3. **Medical Nursing Positions** – Medical Supervisor Emily Shaffer presented to the board regarding their current staffing issues. There has been one nurse application in 6 weeks and the interviewee was a no call no show. She has tried to get more applications but nobody is interested because of the wage. She asked for the nursing wage to be increased in order to increase interest in the job. Since these positions are union, Prison Board recommended that the union works towards a proposed salary. Salary Board would then figure out a wage increase for the supervisor.

4. **Medical Department Discussion** – Commissioner Renshaw wanted to know what the jail's options were when it comes to an emergency with nursing staff. It was determined that there is an emergency plan in place.

5. **Mental Health Commitments** – There are a dozen inmate on the program this month and only one she (Susan Nicoli) followed up with on the outside.

6. **Old Jail (Courthouse)** – Commissioner Renshaw is curious if the old jail can be utilized for anything. Jail and none jail related.

7. **Cornerstone- Cameras and Doors** – This is tabled until the next Prison Board meeting. Commissioner Fabian wants to find a creative solution in order to pay for this.

- 8. Deputy Warden of Security and Inmate Services- Position Vacancy** – Prison Board recommended for this position to be sent to salary board.

On a motion by Controller Miller, seconded by District Attorney Charlton and carried unanimously; the recommendation for Salary Board to recreate the position of Deputy Warden of Security and Inmate Services.

- 9. Office Manager- Position Vacancy** – Prison Board recommended for this position to be sent to salary board.

On a motion by Controller Miller, seconded by Sheriff Pitzer and carried unanimously; the recommendation for Salary Board to recreate the position of Office Manager.

- 10. Hearing Rooms for Inmates** – Prison Board recommends to get pricing from Duramax, other companies, and construction companies for the hearing rooms.

- 11. Policy 1-13 Allowable Policy** – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by, Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-13 Allowable Property.

- 12. Policy 1-19 Transporting Inmates** – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-19 Transporting Inmates

- 13. Policy 1-29 Alert Codes** – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-29 Alert Codes

- 14. Policy 1-35 Emergency Restraint Chair** – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-35 Emergency Restraint Chair.

- 15. Policy 1-36 (Change to Policy 1-37) J-Net/Clean Security** – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-36 (Change to Policy 1-37) J-Net/Clean Security.

16. Policy 1-36A (Change to 1-37A) CJIS Disciplinary Policy – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-36A (Change to 1-37A) CJIS Disciplinary Policy.

17. Policy 1-37 (Change to 1-37B) Personally Owned Devices – Upon Solicitor review, it was found this policy satisfies the minimum requirements of Title 37.

On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; the approval of Policy 1-37 (Change to 1-37B) Personally Owned Devices.

EXECUTIVE SESSION –

Warden Shaffer called for an executive session at 9:57 am; Motioned by Controller Miller seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 10:01 am; Motioned by Commissioner Renshaw, seconded by Controller Miller and carried unanimously.

PUBLIC COMMENT – None

Commissioner Renshaw said the board should look into Prime Care again for the nursing department. The Warden said he will reach out to Prime Care and other companies to see if there is any interest.

ADJOURNMENT

There being no further business, it was motioned by Controller Miller, seconded by Sheriff Pitzer and carried unanimously; the Board adjourned at 10:02 AM.

The next Armstrong County Prison Board meeting will be held on May 12th, 2022 at 8:30am. Location is to be determined.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary