



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

Phillip M. Shaffer, Warden  
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*County Jail*  
**COUNTY OF ARMSTRONG**

**May 2022**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, May 12th, 2022 at 8:30am. 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, Solicitor Miller (via phone)

Absent:

Guests: Anne Clooman (Leader Times), Mike Watterson (Arc Manor Director), Jody Mortimer (Drug & Alcohol treatment supervisor)

Commissioner Myers announced that this meeting is being recorded.

**APPROVAL OF APRIL MINUTES**

On a motion by Controller Miller, seconded by Commissioner Renshaw and carried unanimously; the minutes for April 14th, 2022 Prison Board Meeting were approved.

**APPROVAL OF APRIL FINANCIAL REPORTS**

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

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Shaffer.

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

## OLD BUSINESS

1. **Siren Tested on May 12th, 2022**

## NEW BUSINESS

1. **Staff Trainings** – Warden Shaffer stated that trainings on transports and fire drills were just completed. Suicide prevention and PREA training will be coming up in the next couple weeks.
2. **Prison Board Solicitor - Invoice** – no invoice as his server was down and couldn't email.
3. **Medical Nursing Update - Mental Health - Susan** – Warden Shaffer stated that the temporary nursing service is doing outstanding and Deputy Warden Hicks has done an amazing job training these individuals. Since Monday, the Jail has moved forward into having the Jail staffed with nurses again from 6-2pm and 2pm-10pm.
4. **Mental Health Inmates 24-1** – Warden Shaffer stated that Jason has cut back his hours and as of June 2<sup>nd</sup> will need a replacement. Warden Shaffer stated he spoke to Dave Shaffer (Family Counseling Center) but he has no replacement.
5. **Deputy Warden of Security and Inmate Services – Position vacancy** – Warden Shaffer was looking for an update on the replacement of this position.

On a motion by Commission Fabian, seconded by Controller Miller and carried unanimously; to recommend to Salary Board on the recreation of a Deputy Warden (excluding Security and Inmate Services).

On a motion by Controller Miller, seconded by Commissioner Fabian and carried unanimously; to add an agenda item (5a) under new business.

a. On a motion by Controller Miller, seconded by Commissioner Fabian and carried unanimously; to recommend to Salary Board to recreate the Warden's position as per Warden Shaffer's resignation effective May 25<sup>th</sup>, 2022.

6. **Tax payer Savings through Best Practice Committee** – Commissioner Myers would like to begin this idea of brainstorming for cost saving ideas after Prison Board next month.
7. **Policy 1-11 - Showering Inmates upon Commitment** (see motion below)
8. **Policy 1-25 - Oleoresin Capsicum (O.C.) Spray** (see motion below)
9. **Policy 1-30 - Emergencies in Housing Units** (see motion below)
10. **Policy 1-76A - Generated Low Output Voltage Emitter G.L.O.V.E.** (see motion below)
11. **Policy 3-11A - Sublocade** (see motion below)

On a motion by District Attorney Katie, seconded by Controller Miller and carried unanimously; to approve policy 1-11, 1-25, 1-30, 1-76A, and 3-11A.

**EXECUTIVE SESSION –**

Commissioner Fabian called for an executive session at 8:50am; Motioned by Commissioner Fabian seconded by Controller Miller and carried unanimously.

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

**PUBLIC COMMENT – None**

**ADJOURNMENT**

Numerous thanks, farewell and best wishes were given to Warden Shaffer by numerous board members.

There being no further business, it was motioned by District Attorney Charlton, seconded by Controller Miller and carried unanimously; the Board adjourned at 9:36 AM.

The next Armstrong County Prison Board meeting will be held on June 9th, 2022 at 8:30am. Location is to be determined.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary