



Prison Board

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

Frank Pitzer  
Pat Fabian  
Myra L. Miller  
James J. Panchik

Jessica M. Hicks, 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 8, 2022

## ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, September 8th, 2022 at 8:35am. Meeting held in the Jail conference room.

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

Others Present: Warden Hicks, Deputy Warden Prazenica, Chief Administrator – A. Poole, Chrissy Creel (Jail)

Absent: Controller Miller

Guests: A.J. Panian (Leader Times)

Commissioner Myers announced that this meeting is being recorded.

### APPROVAL OF AUGUST 11<sup>TH</sup> MINUTES

On a motion by Commissioner Fabian, seconded by Commissioner Renshaw and carried unanimously; the minutes for August 11th, 2022 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 2022 were approved.

### WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

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

## OLD BUSINESS

### 1. Siren Tested on September 8th, 2022

## NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that she is looking to send a lieutenant and an officer to the training academy next month. Hicks will also be setting up the review of emergency plans and the range.
2. **Prison Board Solicitor - Invoice** – Solicitor Miller stated he had very little time and that he would just add it to next month's invoice.
3. **Lenape – Lowering the Hiring Limits** - Warden Hicks stated that Aaron did talk to the insurance company and there would be no premium increase to employ 18, 19, and 20 year olds. Hicks reached out to Lenape and they agreed to put it out to the students and parents about internships with the parent's permission. Lenape also agreed to post flyers about jobs. The policy still needs to be completed. Hicks stated she also explained to Lenape that the internships/jobs were not just for corrections officers but also nursing and maintenance positions as well. Commissioner Fabian thanked Hicks for thinking beyond just the corrections officer positions.
4. **MAT Program Grant (Medication Assisted Treatment Program)**
  - a. **Meeting** - Warden Hicks stated that there was a meeting held and that Armstrong County is doing well with the continuation process. The contract will be extended until December per Kami Anderson. Hicks stated Anderson believes there will be another full year available but the Jail will have to reapply. Hicks stated Anderson also said that she will consult with the Commissioners to look into receiving funds from the Opioid Crisis money. Hicks stated that Anderson was also working on securing funding for a possible re-entry coordinator for the Jail. Hicks stated that Anderson had asked that if Anderson was able to secure funding for electronic medical records, if the Jail could provide an office for a re-entry coordinator. The Board advised to continue to look into this. Warden Hicks also wanted the Board's thoughts on a couple members of the grant process (McNichols & Krafick) be given permission for an "inquiry only" access to our Jail management system (Beacon) for more data. Solicitor Miller will look into this more.
  - b. **Sublocade Injections Vs. Suboxone Strips Vs. Buprenorphine Tablets** – Warden Hicks gave the monthly prices of all three that were requested by Commissioner Fabian.
    - Sublocade Injections - \$1,481.53 per shot (currently doing thru a grant)
    - Suboxone Strips - \$92.96
    - Buprenorphine Tabs - \$30.84Warden Hicks stated she talked to the Jail doctor and if the Jail did not receive the grant money to continue the injections that the tablets would definitely be an option but would need crushed and placed in water. Hicks stated that two additional medical staff members (Med Techs) are needed for the strips and tabs due to inmates having to be supervised after receiving these.

- c. **Psych Doctor** – Warden Hicks stated that this has always been paid out of the Inmate Relief Fund. The last doctor was paid \$90.00 per hour for 4 hours per week. Warden Hicks stated that Dr. McGorrian is interested in providing services but for at least five hours a week. Warden Hicks is going to meet with her.  
Warden Hicks is also checking with a telehealth company called FasPsych, LLC.
5. **Fire Fighter Proposal** – Warden Hicks stated that after the first inspection, Fire Fighters is recommending some repairs and upgrades were needed at a cost of \$1,285.00. On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to recommend to the Board of Commissioners to approve the Fire Fighter’s proposal as presented.
6. **CCR Donation** – Warden Hicks stated she was contacted by previous Deputy Warden Knox about donating a load of cardboard boxes to the Center for Community Resources program. This program is doing a project bundle up. Hicks stated Knox would like to pick it up on 9/31/22.
7. **12 Hour Shifts** – Warden Hicks stated that she has looked into this in the past but had Deputy Warden Prazenica look into this again. Prazenica stated this will not work with the current amount of staff. There would need to be more officers hired which is and has been an issue for a while now. At a nine officer minimum per shift, the Jail would need ten more full-time and eight more part-time officers.
8. **Clarification of Door and Camera System** – Solicitor Miller requested to discuss this in executive session.
9. **Taxpayers Savings through Best Practices Update**
  - a. **Re-entry Packs upon Release** – Warden Hicks stated the group discussed this packet for inmates upon their release. Lisa (Jail Counselor) put together a paper with a number of contact numbers including Probation/Parole, Public Defender, Drug & Alcohol, CareerLink, Assistance Office, and Hotline #'s as well.

### **EXECUTIVE SESSION –**

Commissioner Myers called for an executive session at 9:31am for personnel reasons; Motioned by District Attorney Charlton, seconded by Commissioner Fabian and carried unanimously.

The Board reconvened from executive session at 10:05 am; Motioned by District Attorney Charlton, seconded by Commissioner Fabian and carried unanimously.

Solicitor Miller mentioned that the he had asked the Board regarding the door and camera system to confirm a vote was done. It was confirmed there had been a vote back in June or July.

Judge Panchik thanked Warden Hicks and her staff for the commendable job that they are doing in these difficult times of all different health pressures that are in the community with COVID and other

infections that are out there. Panchik stated he would like to be the first to say that he is proud of Hicks and her staff and their efforts.

**PUBLIC COMMENT** – None

**ADJOURNMENT**

There being no further business, it was motioned by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; the Board adjourned at 10:07 AM.

The next Armstrong County Prison Board meeting will be held on October 13th, 2022 at 8:30am in the Commissioner's Conference room.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary