



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

Frank Pitzer
Pat Fabian
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County Jail

COUNTY OF ARMSTRONG

December 8, 2022

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, December 8th, 2022 at 10:30am. Meeting held in the Commissioners' conference room.

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

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

Absent: Deputy Warden Prazenica

Guests: Ann Cloonan (Leader Times), Josh Wlazak (Leader Vindicator), Betty Fischer (Sec-Treas. Teamsters 538), Amanda Bundick (Atty – Teamsters 538), David Mitchell (County's Labor Counsel), Matt Hassa (Union Steward – Jail), Marcus Carl (Jail), Kody McConnell (Jail), Jason Smith (Jail), Claudette Shearer (Jail), Cody Heeter (Jail), Bradley Layton (Jail), Nicole Dunn (Jail), Anthony Shea, Darlene Smail, Jacob Hassa

Commissioner Myers announced that this meeting is being recorded.

APPROVAL OF OCTOBER 20TH MINUTES

On a motion by Controller Miller, seconded by Commissioner Fabian and carried unanimously; the minutes for October 20th, 2022 Prison Board Meeting were approved.

There was no quorum for the November 10th, 2022 meeting to be held.

APPROVAL OF OCTOBER/NOVEMBER FINANCIAL REPORTS

On a motion by Controller Miller, seconded by Commissioner Fabian and carried unanimously; the Financial reports for October/November 2022 were approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Warden's reports for October/November 2022 were approved.

OLD BUSINESS

1. **Siren Tested on December 8th, 2022**
2. **Psych Doctor Update** – Warden Hicks stated that Dr. McGorian is officially being brought on board. Dr. McGorian is currently on vacation but as soon as she returns she will be coming in to complete her PREA training and get started.
3. **MOU – Franklin County Jail** - Warden Hicks presented the new MOU with the price adjusted from \$55.00 per day to \$65.00 per day.
4. **ICSolutions Tablets – West Law Update** - Warden Hicks stated that there was a presentation last month from Brad Coens (ICSolutions) on the tablets. Warden Hicks was asked to see about West Law costs. Adding the West Law to these tablets would be an increase of \$468.10 per month. Hicks stated that this is definitely one of the pros of these tablets because right now the Jail has one computer for all the inmates to access West Law. Additional pros that were mentioned were the educational programs, resume builders, job search, PG rated movies, music, messaging, and the revenue from all of these. These tablets do not have access to any internet or social media. They are restricted to only approved content. Hicks stated these keep inmates occupied. Hicks also stated that even if the inmate is indigent, they still can access the educational content, West Law, and games. ICSolutions is proposing one tablet to every two inmates with potentially getting 70 tablets (with no upfront costs) for the Jail. Some cons that were discussed were the cords on the headphones, potentially used as a weapon. Extensive discussions were made on both the pros and cons of the tablets. Sheriff Pitzer also asked if the revenue that would be generated from these tablets be passed on to the officers. Commissioner Myers stated that that remains to be seen as anything that helps offset costs helps with everything. Commissioner Myers asked the Warden to speak to other jails and prisons who are using tablets for their positive or negative feedback and stated this would be a good topic to present to the Best Practice thru Taxpayer Savings committee. Commissioner Fabian also suggested if the board and committee are comfortable with moving forward to maybe try the tablets with the work-release section and see how it goes and then expand from there.
5. **Clark Computers - Cameras/Doors Invoice** - Warden Hicks requested if they could ask Clark Company on the current invoice to separate into one for cameras and one for doors. After discussing with Controller Miller and Chief Administrator Poole, it was decided for Warden Hicks to call Clark's and request the separate invoices.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that the Jail has not been able to complete the defensive tactics this year due to postponing it last month in preparation for the state inspection. Hicks stated now with some staff issues, the Jail does not have anyone certified to train this class. Commissioner Fabian suggested to reach out to neighboring counties to see if anyone was willing to come in and train the class. Also, Hicks stated the Deputy Warden has completed the C.I.T. training. One of the Lieutenants has also just completed their D.O.C. training.
2. **Prison Board Solicitor – Invoices October and November** – Solicitor Miller sent in several invoices via email from October and November totaling \$1,329.17. On a motion by Judge Panchik, seconded by Commissioner Renshaw and carried unanimously; to pay Solicitor Miller’s invoices totaling \$1,329.17.
3. **Policy - 2.0 Hiring New Staff** - Warden Hicks stated that Solicitor Miller has reviewed this policy which lowers the hiring age to 18 and finds that it does meet the minimum requirements of Title 37 and complies with the Criminal History Record Information Act. On a motion by Commissioner Fabian, seconded by Controller Miller and carried unanimously; to accept Policy 2.0 – Hiring New Staff.
4. **Cleveland Brothers (CAT) – Annual Maintenance Agreement** - Warden Hicks stated that she has received the three year generator service agreement for 2023 thru 2025 totaling \$2,761.00. On a motion by Controller Miller, seconded by Sheriff Pitzer and carried unanimously: to recommend to the Board of Commissioners to approve the three year generator service agreement totaling \$2,761.00.
5. **Jail Inspection** - Warden Hicks stated that she is happy to report that the Jail has been inspected and only one preliminary finding was noted. That finding was sending officers to the D.O.C. training academy within a year of their full-time status. Hicks stated this has been difficult with COVID and the staffing issues. Hicks stated the Jail was able to put a plan in place for the inspector outlining names and dates for completion. Hicks stated with that being done, the Jail will more than likely receive a 100% compliance rating. Hicks thanked all of the staff at the Jail and also stated the inmates were very cooperative during this as well.
6. **MAT (Medication Assisted Treatment) Program Grant Update** – Warden Hicks stated that this grant is pending approval and it is more than what the Jail had received last year. Inmate participation is increasing. Commissioner Fabian stated the opioid money has come thru and he stated the discussions on implementing a re-entry coordinator need to be finalized soon.
7. **H-VAC Controls** – Warden Hicks stated that the computer that runs the H-VAC system needs updated as soon as possible. This has been advised for a couple years by the County Maintenance Director Roger McMillen. Chief Administrator Poole stated that he has received one quote but was waiting on another that should be coming soon.

EXECUTIVE SESSION –

Commissioner Fabian called for an executive session at 8:32am for personnel reasons; Motioned by Commissioner Fabian, seconded by Controller Miller and carried unanimously.

The Board reconvened from executive session at 8:52am; Motioned by Commissioner Fabian, seconded by Controller Miller and carried unanimously.

PUBLIC COMMENT – Union Steward Hassa began by quoting a statement made by a Commissioner in a local paper that the Jail was almost fully staffed and back to normal working conditions. Hassa stated that this was completely false. Hassa stated there hasn't been much improvement. Hassa asked for help in solving this matter. Commissioner Myers stated that there is no better person than the current administration than what is there now doing everything they can to find people. Hassa agreed with Myers' statement but added that Admin is definitely doing the work but for Hicks to succeed, we need your help. Hassa stated that officers are leaving the Jail because they can't take the mandates any more. Hassa stated that officers comment when they leave that they love the job but they can't take all the mandates. Hicks stated that she was hiring almost everyone that walks thru the door. Hicks added that the total overtime has been decreasing the last three pay periods, especially the last period where overtime decreased over 100 hours. Myers agreed that that statement in the paper was made after reviewing the Jail numbers presented by the Warden. Myers added that he realizes those numbers can change from week to week. Hicks stated it is getting better but the Jail still needs help with staffing. Hassa again asked for the Board's help. Myers then stated that one thing the board was not going to do was enter into any contract negotiations. County Labor Attorney David Mitchell agreed that contractual negotiations belonged in another forum not a public meeting. Teamsters Local 538 Attorney Amanda Bundick addressed the Board by stating that Warden Hicks is doing a damn good job but when her hands are tied behind her back and doesn't have the money to recruit and keep the current talent at the Jail and especially the safety concerns that we have a problem and needs to be made right. Commissioner Myers again stated there will not be any contractual negotiations as far as wages go during this meeting.

ADJOURNMENT

There being no further business, it was motioned by Sheriff Pitzer, seconded by Judge Panchik and carried unanimously; the Board adjourned at 10:00 am.

The next Armstrong County Prison Board meeting will be held on January 12th, 2023 at 8:30am in the Commissioner's Conference room.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary