



Prison Board  
Pat Fabian, President  
Katie Charlton, Vice President  
Tammie Gaff, Secretary

Don Myers  
Jason Renshaw  
Chase McClister  
Frank Pitzer

Jessica M. Hicks, Warden  
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*County Jail*  
**COUNTY OF ARMSTRONG**

April 13, 2023

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, April 13th, 2023 at 8:41am. Meeting held in the Jail's conference room.

Members Present: Commissioner Fabian, Judge McClister, District Attorney Charlton, Sheriff Pitzer, Acting Controller Gaff

Others Present: Warden Hicks, Chief Administrator Poole, Solicitor Miller (via phone), Chrissy Creel (Jail)

Absent: Commissioner Myers, Commissioner Renshaw, Judge Panchik

Guests: Dennis Phillips (Leader Times), LT. Brad Gaiser (Jail)

D.A. Charlton (Interim President) announced that this meeting is being recorded.

**REORGANIZATION OF THE PRISON BOARD**

On a motion by Commissioner Fabian, seconded by Acting Controller Gaff and carried unanimously; to accept the resignation of Commissioner Myers as Prison Board President.

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to accept the resignation of Commissioner Renshaw as Prison Board Secretary.

District Attorney Charlton opened nominations for President.

District Attorney Charlton nominated Commissioner Fabian for Prison Board President.

With no other nominations, District Attorney Charlton closed nominations.

On a motion by District Attorney Charlton, seconded by Acting Controller Gaff and carried unanimously; to appoint Commissioner Fabian as Prison Board President.

District Attorney Charlton opened nominations for Secretary.

District Attorney Charlton nominated Acting Controller Gaff for Prison Board Secretary.

With no other nominations, District Attorney Charlton closed nominations.

## NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that there is currently one officer at the D.O.C. academy. When they return there will be one more sent before summer and that will bring the Jail up to compliance with Title 37.  
The new counselor and re-entry coordinator are currently going thru a 3 week new hire officer training to learn the building and policies of the Jail.  
Taser and hospital training are being scheduled.
2. **Prison Board Solicitor – Invoices** – Warden Hicks stated there were two invoices; one for \$750.00 and the second one for \$1,762.50 for a total for both invoices of \$2,512.50.  
  
On a motion by Judge McClister, seconded by District Attorney Charlton and carried unanimously; to pay Solicitor Miller's invoices totaling \$2,512.50.
3. **GED Graduation – Kayla Plummer** – Warden Hicks stated Ms. Plummer was successful in earning her GED.
4. **Judge Panchik's Board member resignation and replacement** – Warden Hicks stated that Judge Panchik has resigned and Judge McClister is now on the Board. Warden Hicks welcomed Judge McClister and also thanked Judge Panchik for his service on the Board.
5. **Lieutenant Selection** – Warden Hicks stated that Kody McConnell is the new Lieutenant. McConnell has six years experience as an officer and has also filled in as a temporary Lieutenant when needed.
6. **Lieutenant Recognition** – Warden Hicks recognized LT. Gaiser for outstanding performance in his job duties on March 10<sup>th</sup> and March 18<sup>th</sup> 2023.
7. **B-Pod Unit Change and Updates with Cameras** – Warden Hicks stated she opened up another unit in B-Pod for male inmates. There are now 2 units open in B-Pod. Also with the limited open units in B-Pod, Clark Computer Services is moving pretty fast installing the new cameras.
8. **J-Net Audit passed** – Warden Hicks stated the Jail passed the audit.
9. **State Inspection** – Warden Hicks stated she has received the official notice of the Jail receiving a 100% compliance on the state inspection.
10. **Work Release to Re-open** – Warden Hicks stated that all of the staff went thru a power point training on Work Release to refresh everyone on the rules and policies. The Board agreed that if the Warden and her staff were ready then it needs to reopen.
11. **Generator Batteries** – Warden Hicks stated that a quote from Cleveland Brothers for \$1,520.00 for generator batteries had previously been approved. However, the former maintenance supervisor had gotten another quote from Blose Electric out of Dayton, PA for

The next Armstrong County Prison Board meeting will be held on June 8h, 2023 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

A handwritten signature in blue ink that reads "Hammie Gaff". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Acting Controller Gaff, Secretary