



Prison Board  
Anthony Shea, President  
Katie Charlton, Vice President  
Tammie Gaff, Secretary

Pat Fabian  
John Strate  
Chase McClister  
Frank Pitzer

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*County Jail*  
**COUNTY OF ARMSTRONG**

February 8, 2024

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, February 8th, 2024 at 8:33am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Strate, Judge McClister, District Attorney Charlton, and Controller Gaff

Others Present: Warden Hicks, Solicitor Miller, Aaron Poole, Chrissy Creel (Jail)

Absent: Commissioner Fabian, Sheriff Pitzer

Guests: Dennis Philips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

**APPROVAL OF JANUARY 11<sup>th</sup>, 2024 MINUTES**

On a motion by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously; the Prison Board minutes for January 11<sup>th</sup>, 2024 were approved.

**APPROVAL OF JANUARY 2024 FINANCIAL REPORT**

On a motion by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously; the financial report for January 2024 was approved.

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Judge McClister, seconded by District Attorney Charlton and carried unanimously; the Warden's report for January 2024 was approved.

## **OLD BUSINESS**

### **1. Siren tested on February 8th, 2024**

1. **Body Scanner Decision** – Warden Hicks stated she had reached out to all the Wardens across the state and has only received a few responses on which body scanner they chose and how it was funded. Tech 84 seemed to be the popular choice. There was much discussion again on how to pay for this. After giving the treatment numbers to Kami Anderson (Armstrong, Indiana, & Clarion Drug & Alcohol Commission), Hicks stated Anderson said the Jail could be eligible for 20% of the cost of the scanner thru funds from the Opioid settlement money. Additional discussion was heard on different options and concluded with asking Solicitor Miller to review the criteria on using the Inmate Relief Fund and to reach out to a neighboring county to see how they were able to use this fund to pay for their scanner.
2. **Clark Services – Quote for paging system** – Warden Hicks stated that the doors are pretty much completed but the cameras are not. Hicks also mentioned that the old camera system had a “one button” paging system but this system does not. Hicks stated that this was an absolute necessary expense. Hicks had asked for this quote by today’s meeting but they were unable to have it in time. They stated it would be approximately \$2,000. After a brief discussion on why it was necessary, the Board agreed with Warden Hicks.

## **NEW BUSINESS**

1. **Staff Trainings** – Warden Hicks stated that defensive tactics training was done last month. The Jail was unable to send an officer to the D.O.C. Academy as they were full with their own trainees.
2. **Solicitor Invoice** – None
3. **Psych Doctor** - Warden Hicks stated that Dr. Jacobson has started and everything is going smoothly.
4. **Family Acts Agreement** - Warden Hicks stated that this contract renewal is for the Director of Treatment provided by Family Acts. This contract mirrors the previous contracts. The only change was instead of a one year contract this is a three year contract expiring December 31, 2026. This contract also auto renews for one additional term if both parties agree. Solicitor Miller also has reviewed it.

On a motion by Judge McClister, seconded by District Attorney Charlton and carried unanimously; to recommend to the Board of Commissioners to renew the Family Acts contract.

5. **My Choice Education** – Warden Hicks stated that the new re-entry coordinator has taken classes to conduct this educational group for the inmates. It covers a wide range of topics that will be very beneficial.
  
6. **SkillUP (Careerlink - Matrix)** – Warden Hicks wanted to present this to the Board for approval. Hicks stated these are classes/tests on the tablets thru Careerlink. These will also be approved by the re-entry coordinator. These will be on a secure site with an inmate side on a lockdown version. The inmates will create an account and take these classes and take tests. These will remain on their account in pursuing future jobs.

Also, work-release eligible inmates will also be able to search and apply for approved jobs while incarcerated. This would not be a feature on the tablets but would be supervised thru the re-entry coordinator on a different computer.

The Board had no objection to this.

7. **Endovo - Educational & Vocational training on tablets with certificates** – Warden Hicks stated these are already on the educational side of the tablets. The inmates can complete a wide range of trainings. Attorneys or inmate's friends or family members can print the certificates on the outside for the inmates.
  
8. **Maintenance** – Warden Hicks stated that the Jail's maintenance men have had to deal with several cases of improperly fixed issues that were done in the past. These have taken much longer than expected to fix due to this. Hicks just wanted the Board to be aware of this. With the qualified individuals we have, this will save the county time and money. It also can be handled in house by not having to always call outside contractors in.

### **EXECUTIVE SESSION**

None

### **PUBLIC COMMENT**

None

### **ADJOURNMENT**

There being no further business, it was motioned by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:09am.

The next Armstrong County Prison Board meeting will be held on March 14th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary