



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**

**March 14, 2024**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, March 14th, 2024 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent:

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

**APPROVAL OF FEBRUARY 8<sup>th</sup>, 2024 MINUTES**

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; the Prison Board minutes for February 8th, 2024 were approved.

**APPROVAL OF FEBRUARY 2024 FINANCIAL REPORT**

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; the financial report for February 2024 was approved.

**WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; the Warden's report for February 2024 was approved.

## OLD BUSINESS

1. **Siren tested on March 14th, 2024**
2. **Body Scanner Discussion** – Warden Hicks stated she is still working on finding funding. Commissioner Shea added that they are working some ways as well.
3. **Clark Services – Doors/Cameras – Cameras, All Page** – Warden Hicks stated that the outside cameras have been started. The all-page system was found to be in the original contract so there will not be an additional charge for that.

## NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that the staff has started to complete the CJIS (Criminal Justice Information Service) certification. This is now required every year vs. every two years. Lieutenants are going thru the Taser training. Fire drill and CPR training have been completed.
2. **Solicitor Invoice** – None
3. **Diploma Graduation – Alex Branan** - Warden Hicks stated that Mr. Branan completed all the requirements and received his high school diploma in a ceremony here at the Jail.
4. **New Work Release Job/Duties** - Warden Hicks stated that the Jail has been experiencing issues with inmates not having rides when they get released and work-release inmates being transported to/from the Recycling Center. Hicks suggested that the Jail obtain a vehicle (preferably one of the sheriff's old ones that have a cage) and assign a work-release inmate to transport released or work-release inmates to their destinations. Hicks stated liability, qualifications/restrictions, types of transports, etc. were areas that need explored. Hicks stated she has already reached out to community action, churches, etc. thru our re-entry coordinator with nothing consistent for these situations. There have been times inmates come to Jail in the summer in shorts, t-shirt, and sandals and then get released in the middle of winter and then say they don't have a ride. Hicks has recently kept two inmates an extra day to wait until the next morning because the inmate's had no transportation home.

District Attorney Charlton stated she was totally uncomfortable with this idea. Solicitor Miller wants to look into the liability and the tort claim act a little more. Commissioner Fabian wants Warden Hicks to get some information on how the D.O.C. is doing this and the number of times this idea could have been used here since the beginning of the year.

5. **Outstanding Officer Achievements** – Warden Hicks wanted to recognize two officers, Shawnee Hill and Laura McKelvey, for their outstanding performance in their jobs by finding contraband. They were both awarded a plaque.

**EXECUTIVE SESSION**

Commissioner Shea called for an executive session at 8:50am for personnel issues; motioned by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously.

The Board reconvened from executive session at 9:05am; motioned by Commissioner Fabian, seconded by Controller Gaff and carried unanimously.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

There being no further business, it was motioned by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:06am.

The next Armstrong County Prison Board meeting will be held on April 11th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

A handwritten signature in blue ink that reads "Alammie Gaff". The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

Controller Gaff, Secretary