



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

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

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County Jail
COUNTY OF ARMSTRONG

April 11, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, April 11th, 2024 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Judge McClister

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MARCH 14th, 2024 MINUTES

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; the Prison Board minutes for March 14th, 2024 were approved.

APPROVAL OF MARCH 2024 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; the financial report for March 2024 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; the Warden's report for March 2024 was approved.

OLD BUSINESS

1. **Siren tested on April 11th, 2024**
2. **Clark Cameras** – Warden Hicks stated they are still working sporadically. They stated the work should be done by May. They are still working on the outside cameras. The all-page system will be installed on May 13th.
3. **Body Scanner** – Warden Hicks stated that Kami (Armstrong, Indiana, & Clarion Drug & Alcohol Commission) has stated that she believed she could get more than 20% funding but has not given any updated numbers. Hicks stated the grant she thought she could use has expired. Commissioner Shea stated they are meeting with the grant consultant soon.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated the Lieutenants have completed the first part of the Taser training with the actual physical firing part remaining. Fire Drill training has been completed. Hicks stated that there is one officer at the D.O.C. training academy. Hicks stated that there is going to be an additional mandatory training added to the yearly training program about post-partum traumatic experiences for pregnant females. There will be more information to come when it is available.
2. **Solicitor Invoice** – Warden Hicks stated there was one invoice totaling \$2,175.00 that included services back to January 2024.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to pay the solicitor's invoice of \$2,175.00.

Solicitor Miller wanted to mention he did do research in using work-release inmates for transportation purposes as needed but could not find any specifics. Miller stated he researched specifically the Tort Claim Act and liability. There are exceptions with one being whether an inmate was considered an employee of the Jail in doing transportation duties. In Miller's opinion, this would be an acceptable exception.

3. **Medical Transports** - Warden Hicks stated that there was two at one time again this month. During these instances the officers have had to use their own personal vehicles. Warden Hicks stated the mental and medical issues seem to be getting worse. Hicks stated one of two Jail vehicle's has been consistently at the D.O.C. academy with an officer for five consecutive weeks while the officer completes their training. The Jail currently has one of the Sheriff's vehicles to use in these times, which has been becoming more regular. Hicks stated if the Jail started the new proposed work-release program mentioned last month then the Jail could use that vehicle in these instances as well.

4. **High Water - dissipated** - Warden Hicks stated that with all the rain in the past month, the Jail's dry pond (after being cleaned out last year) worked flawlessly. The creek was up over the bank but the water didn't come up over the road.
5. **Inspection** – Warden Hicks stated the state inspection is next week and is ready. Hicks wanted to thank all the staff for the prep work involved for this.
6. **Furloughs** – Warden Hicks wanted to speak to Judge McClister, specifically, about the furlough orders that have recently come thru. Hicks wants the parameters clarified.
7. **Environmental Improvement Program (Garden Club)** – Hicks stated the Lt. in charge of this has located some manure. If the Jail uses the work-release inmates and the Jail truck to haul then it will be free. Hicks stated that male and female inmates, who meet the criteria, will be able to participate, separately of course. The plan is to start with raised beds this year with flowers and a few vegetables to start.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:07am for personnel issues; motioned by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:31am; motioned by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:32am.

The next Armstrong County Prison Board meeting will be held on May 9th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary