



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

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

171 Staley's Courts Road
Kittanning, PA 16201
724-545-9222 Phone • 724-545-9245 Fax
jail@co.armstrong.pa.us

County Jail
COUNTY OF ARMSTRONG

May 9, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, May 9th, 2024 at 8:31am. 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 APRIL 11th, 2024 MINUTES

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for April 11th, 2024 were approved.

APPROVAL OF APRIL 2024 FINANCIAL REPORT

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the financial report for April 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 April 2024 was approved.

OLD BUSINESS

1. **Siren tested on May 9th, 2024**
2. **Clark Cameras – All Page** - Warden Hicks stated they will be coming the week of May 13th to finish up with the All Page feature and completing any other work.
3. **Environmental Improvement Program (Garden Club)** – Warden Hicks stated the Jail has purchased 300ft. of fence and 30 fence posts. The Jail is also getting top soil delivered when there is a break in the weather.
4. **Inmates – No Rides** – Warden Hicks provided the numbers requested by the Board last month. Hicks stated that between 8/7/23 thru 3/27/24 the counseling staff transported inmates to the Recycling Center twice a week totaling 68 times. In the last five months, seven inmates did not have rides when released. Hicks stated altogether there were 75 total rides needed. Pitzer stated he was against letting an inmate drive a county vehicle. More discussion was made in the legal responsibilities.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that PREA, Narcan, Suicide Prevention, and Sexual Harassment training is being done. Hicks stated a couple of the classes had to be rescheduled due to staffing issues and mandates.
2. **Solicitor Invoice** – Warden Hicks stated there were two invoices. One for \$916.43 and one for \$450.00.

On a motion by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously; to pay the solicitor's invoices totaling of \$1,366.43.

3. **Officer Appreciation Week** - Warden Hicks stated that this week is Corrections Officer Appreciation week. Warden Hicks wanted to express her gratitude to all the officers who work tirelessly to keep everything running smoothly, despite being short staffed. Hicks stated they are the true heroes. Hicks stated that the food and gift certificates provided this week are just a small gesture compared to what they truly deserve.
4. **Medical Transports** - Warden Hicks stated there was two medical transports at the same time again where the Jail had to borrow a Sheriff's department vehicle. Hicks stated that this is becoming more frequent with more medical and mental health issues occurring with the inmates. Sheriff Pitzer stated his department was going to be getting rid of four vehicles that maybe the county could keep one for the Jail.
5. **Inspection** – Warden Hicks stated the state inspection has been completed. Hicks stated these inspectors were very meticulous on the inventories. Hicks stated the Jail is no longer

able to use the IRH (Indoor Recreational Housing) unit for emergency bedding. Hicks is also making some changes to post assignments as well due to the staffing issues.

- 6. Medical – Wound Care** – Warden Hicks reminded the Board of one of the LPNs resigning. Hicks stated she was certified in wound care which saved on a lot of transports. The Jail's medical supervisor is willing to take the necessary classes. There is an online class for \$899.00 that includes all materials. Hicks stated she could use the IRF fund to pay for this. This certification would need to be renewed every five years.

On a motion by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously; to approve the medical supervisor to take the wound care classes and to use the IRF to pay for it.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 8:58am for personnel issues; motioned by Commissioner Fabian, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:36am; motioned by Controller Gaff, seconded by Commissioner Strate and carried unanimously.

On a motion by Sheriff Pitzer, seconded by Commissioner Fabian and carried unanimously; to schedule a special Prison Board meeting on May 16th, 2024 at 11:30am.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously; to adjourn at 9:37am.

The next regular Armstrong County Prison Board meeting will be held on June 13th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary