



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

June 13, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, June 13th, 2024 at 8:32am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Strate, Sheriff Pitzer, District Attorney Charlton, and 1st Deputy Controller Horgos

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

Absent: Commissioner Fabian, Judge McClister, Controller Gaff

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF MAY 9TH & MAY 16TH, 2024 MINUTES

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Prison Board minutes for May 9th and May 16th, 2024 were approved.

APPROVAL OF MAY 2024 FINANCIAL REPORT

On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; the financial report for May 2024 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Sheriff Pitzer, seconded by District Attorney Charlton and carried unanimously; the Warden's report for May 2024 was approved.

OLD BUSINESS

1. **Siren tested on June 13th, 2024**
2. **Clark Cameras – All Page completed** - Warden Hicks stated the all page has been completed but they are not done as there have been some more issues that have come up that need fixed.
3. **Environmental Development Program (Garden Club)** – Warden Hicks stated the Lieutenant who was in charge of this has resigned so the Jail is looking for volunteers who may want to participate and lead this program.
4. **Body Scanner - Update** – Warden Hicks asked the Board if there was any other update about the funding for the body scanner. Commissioner Shea stated he would talk to the other commissioners and get back to Hicks.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that PREA, Narcan, Suicide Prevention, and Sexual Harassment training has been completed. Also, one officer had completed 2 weeks of the D.O.C. academy training before being injured and had to return.
2. **Solicitor Invoice** – Warden Hicks stated there were two invoices. One for \$1,662.50 and one for \$875.00.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; to pay the solicitor's invoices totaling of \$2,537.50.

3. **Contraband in Mail** - Warden Hicks stated that there was an envelope delivered by UPS addressed to an inmate that contained drugs on a piece of paper within a card. It was tested and came back positive and charges were filed against the inmate who knew they were coming in.
4. **Incident - Sprinkler Head** - Warden Hicks stated there was another sprinkler head popped by the same mental health inmate. Maintenance were able to fix it.
5. **3 Mental Health Inmates slated for Torrance** – Warden Hicks stated that three mental health inmates are going to be going to Torrance Sate Hospital. Hicks stated that there are several more currently in the Jail with this type of mental health inmate numbers continuing to rise. Hicks stated the Jail seems to be the dumping spot in the county when no one else around can take these individuals. District Attorney Charlton agreed that this is a huge problem. Charlton stated that this Jail should not be responsible for these individuals as this Jail is not equipped to handle such, in addition to the extra cost and disruptions.

6. **Title 37 State Inspection completed – Final results soon** - Warden Hicks stated it is finally completed. Hicks stated there were a few items the Jail were able to resolve and show proof and in return the Jail was given a full compliance. Hicks stated the next inspection should not be for 2 years.
7. **Maintenance Repairs – Lights, pipes, air handlers** – Warden Hicks just wanted the Board to be aware that the Jail has been experiencing a lot of costs as the building was built in 2003.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:02am for personnel issues; motioned by Sheriff Pitzer, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 9:23am; motioned by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by 1st Deputy Controller Horgos, seconded by Sheriff Pitzer and carried unanimously; to adjourn at 9:24am.

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

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary