



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

January 9, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, January 9th, 2025 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent: Sheriff Pitzer

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

AMENDMENT TO AGENDA

Warden Hicks asked to make 3 changes by adding 3 items to New Business.

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; to amend the agenda.

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; to add the following agenda items for discussion under New Business:

- 4 - Counselor position
- 5 - Psych Contract
- 6 - On-Call Medical Nurse

REORGANIZATION OF THE PRISON BOARD

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to keep Commissioner Shea as president, District Attorney Charlton as vice-president, and Tammie Gaff as secretary in 2025.

2025 Prison Board

President – Commissioner Shea

Vice President – District Attorney Charlton

Secretary – Controller Gaff

APPROVAL OF DECEMBER 12th, 2024 MINUTES

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for December 12th, 2024 were approved.

APPROVAL OF DECEMBER 2024 FINANCIAL REPORT

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

The Prison Board praised Warden Hicks for coming in under budget for the third consecutive year in a row.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Controller Gaff, seconded by Judge McClister and carried unanimously; the Warden's report for December 2024 was approved.

OLD BUSINESS

1. **Siren tested on January 9th, 2025**
2. **Body Scanner** – Warden Hicks stated the body scanner has been installed. Hicks also stated that two staff members from the Jail have also been trained to be the trainers. Hicks is just waiting to now train the rest of the Jail staff.
3. **PAWsitive Changes - Update** - Warden Hicks introduced, Moose, a 6-year-old Great Dane/German Shepard mix to the Board. Hicks stated the program has been going extremely well. Hicks stated that "this" (elevated mood) is what all the dogs have done so far for the staff and inmates and it couldn't be going any better.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that one officer is currently at the D.O.C. training academy. Hicks stated there were no trainings scheduled in December nor January due to

the holidays. Hicks stated she did hold a Lieutenant's meeting and reassigned duties and trainings. Hicks stated the next Lieutenant's quarterly meeting has been scheduled.

2. **Solicitor Invoice** – Warden Hicks stated there was no invoice submitted for today's meeting.

3. **Policy Updates – 1-46, 1-48, 1-49, 1-51** - Warden Hicks updated several policies.

On a motion by Judge McClister, seconded by Commissioner Strate and carried unanimously; to approve the updated policies – 1-46, 1-48, 1-49, 1-51.

4. **Counselor Position** - Warden Hicks stated she had two interviews and has picked a new counselor. Hicks stated she feels she will be a great fit for the Jail.

5. **Psych Contract** – Warden Hicks stated Dr. Jacobson's contract was just sent to her but Hicks wanted the Board to be aware of an increase on Jacobson's insurance policy by approximately \$6,000.00.

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; to present this contract to the Board of Commissioners for discussion on the approval of wages and insurance to be paid out of the IRF (Inmate Relief Fund).

6. **On-Call Medical Nurse** – Warden Hicks stated that one of the on-call nurses is interested in working at the Jail instead of thru the Agency now that the wage has increased. However, Hicks stated this nurse would have to be bought out of their contract at the cost of \$9,800.00. The Board would like to crunch some numbers and have Solicitor Miller look into this as well.

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; after crunching the numbers and Solicitor Miller's approval, to recommend to Salary Board to approve or deny to pay the buyout of \$9,800.00.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:14am for personnel issues; motioned by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 9:30am; motioned by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously.

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 9:31am.

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

ARMSTRONG COUNTY PRISON BOARD

A handwritten signature in cursive script, appearing to read "Hammie Gaff".

Controller Gaff, Secretary