



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**

March 13, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, March 13th, 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, Chrissy Creel (Jail), Rebecca Stephens (Jail)

Absent: Sheriff Pitzer

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF FEBRUARY 13th, 2025 MINUTES

On a motion by Judge McClister, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for February 13th, 2025 were approved.

APPROVAL OF FEBRUARY 2025 FINANCIAL REPORT

On a motion by Judge McClister, seconded by Controller Gaff and carried unanimously; the financial report for February 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; the Warden's report for February 2025 was approved.

OLD BUSINESS

1. **Siren tested on March 13th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks informed the Board that Timber, The Siberian Husky, will be graduating from the program and placed up for adoption. Hicks reiterated that this is now a four-week minimum program and Timber is our first graduate. Hicks also stated that Vinnie from "Say it Once" dog training program will be the Jail's trainer. Hicks also explained she now has a QR code that will be on any information about the program to see current updates and then at the end of the year will do a year in review update as well.
3. **DEP Outside Leak – Update** – Warden Hicks stated that Civil Environmental Consultants company will be coming out to drill four – 4-inch holes for wells at a cost of \$26,000 that are needed to monitor the water table for any more possible contamination.
4. **Chiller** – Warden Hicks stated that next Wednesday a company is coming to remove the old chiller with a large crane. The new chiller will be installed the following day.
5. **STVS (Body Scanner) – Update** – Warden Hicks stated that the DEP trainers are coming tomorrow to finish the remaining two-hour training needed for the Jail trainers. Hicks stated that all staff will then be trained on the body scanner next month.
6. **Maintenance Quotes for issues already addressed to Board** – Warden Hicks stated she has received one quote so far for the multiple updates and repairs to miscellaneous issues in the boiler room. That quote was from a company called Lawrence for \$30,967.00. Hicks is waiting on more quotes to come in.

NEW BUSINESS

1. **Staff Trainings – Hero Awards** - Warden Hicks recognized three officers, Aubrey Minich, Brandin Gilmer, and Joe Crissman, for their valor displayed on two separate incidents involving inmates. Hicks stated these are all newer officers that did an outstanding job for which the Warden is very proud.
2. **Staff Trainings** – Warden Hicks stated that the last training of incident report writing, cell sense, radio codes, and contraband training has been completed for all staff. Hicks stated that next month is suicide prevention, PREA, and sexual harassment training for all staff. There is one officer finally accepted for the D.O.C. Training Academy in a couple weeks after the D.O.C's admission "freeze" for county officers.
3. **Solicitor Invoice** – Warden Hicks stated there were three different invoices totaling \$1,500.00

On a motion by Commissioner Strate, seconded by Judge McClister and carried unanimously; to pay the solicitor's invoices totaling \$1,500.00.

4. **IUP - MOU** - Warden Hicks stated that IUP has sent a five-year MOU for the Jail to recruit interns. Hicks stated that the interns would make \$17.00 per hour which is \$1.00 less than the starting wage of regular officers. Hicks stated that this is the direction she has worked on in getting recruits either from Lenape or IUP and getting them trained. At the completion of either their Co-Op or internship, they could possibly be hired on as full-time if they so choose. Hicks stated this was reviewed by Solicitor Miller. The Board had no issues with this agreement.
5. **Policies to Approve** - Warden Hicks updated several policies.

On a motion by Judge McClister, seconded by Commissioner Strate and carried unanimously; to approve the updated policies – 1-53, 1-54, 1-55, 1-56, and 1-57.
6. **PIMCC – Cost Management Fee Agreement** – Warden Hicks stated this is an inmate medical bill reduction service. Hicks stated this agreement has been used since 2017 and is just renewing. Hicks stated this was reviewed by Solicitor Miller. The Board had no objections in renewing.

EXECUTIVE SESSION

None

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Controller Gaff, seconded by Commissioner Strate and carried unanimously; to adjourn at 9:18am.

The next Armstrong County Prison Board meeting will be held on April 10th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary