



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**

September 10, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, September 10th, 2026 at 8:36am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, Judge McClister, Controller Gaff

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

Absent: Sheriff Pitzer, District Attorney Charlton

Guests: Kieran Woynicz (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

AMENDMENT TO AGENDA

Warden Hicks asked to make one change by adding two items under New Business.

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

- 5. Prison Board Solicitor (Changing Company)
- 6. Open Door MOU

APPROVAL OF AUGUST 13th, 2026 MINUTES

On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; the Prison Board minutes for August 13th, 2026 were approved.

Warden brought attention to a lack of staffing again. Warden Hicks stated there are a lot of mandates happening and she needs more officers. Hicks has started shutting down Intake to save on mandates.

APPROVAL OF AUGUST 2026 FINANCIAL REPORT

On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; the financial report for August 2026 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Warden's report for August 2026 was approved.

OLD BUSINESS

1. **Siren tested on September 10th, 2026**
2. **Maintenance Sub-Committee - Update** – Warden Hicks stated the Jail is still waiting on Chesapeake Controls to come and fix the fans that are still in alarm mode.
3. **PAWsitive Changes – Update** - Warden Hicks stated that Dominic has graduated and been adopted. Warden Hicks stated that the dog program has been temporarily suspended due to not having two inmates that qualify to be dog handlers right now.

NEW BUSINESS

1. **Staff Trainings** - Hicks stated again there will be only one more officer sent for the full course the rest of the year due to staffing issues. Hicks stated there will also be one officer attending the two-day firearms training, only needing that part to become D.O.C. certified. Hicks stated that Act-47 – pregnant females, trauma informed care, Narcan, hospital transports & handling of lock-up inmates at the hospital trainings are being done now. Hicks stated that one of the training days had to be cancelled due to the staffing issues. Hicks stated that Taser training has been completed by all the lieutenants and administration.
2. **Prison Board Solicitor – Invoice** – Warden Hicks stated there was no invoice for approval this month.
3. **The Nutrition Group Contract (Inmate Meals)** – Warden Hicks stated they are proposing a one-year contract. Hicks stated the only difference is the price of each meal, increasing by seventy cents per tray bringing the total per tray to \$3.91. Commissioner Fabian requested to see if Nutrition Group would do a three-year vs. a one-year contract.

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to approve the renewal contract from Nutrition Group.

4. **Thompson Reuters Contract (Renewal)** – Warden Hicks stated that this contract is basically the same but adding a one-time out for the Jail if a new phone/tablet vendor is chosen that may offer this free of cost. This addendum states that after the first twelve months and a written thirty-day notice the Jail may terminate this contract.

On a motion by Judge McClister, seconded by Controller Gaff and carried unanimously; to approve the Thompson Reuters' Contract renewal.

5. **Prison Board Solicitor (Changing Company)** – Warden Hicks stated this is for Solicitor Miller as he is changing law firms to Gabriel Fera. Solicitor Miller stated everything else remains the same in the client authorization agreement.

On a motion by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously; to approve the client authorization agreement for Solicitor Miller.

6. **Open Door MOU** – Warden Hicks stated this is a standard agreement that is part of the crisis intervention process.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; to approve the Open Door MOU.

EXECUTIVE SESSION

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

The Board reconvened from executive session at 9:32am; motioned by Commissioner Fabian, seconded by Judge McClister and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Strate, seconded by Controller Gaff and carried unanimously; to adjourn at 9:33am.

The next Armstrong County Prison Board meeting will be held on October 8th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary