Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary
Pat Fabian
John Strate
Chase McClister
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County Jail
COUNTY OF ARMSTRONG

October 8, 2026

ARMSTRONG COUNTY PRISON BOARD

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

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

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

Absent: Commissioner Strate, Sheriff Pitzer, District Attorney Charlton

Guests: None

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF SEPTEMBER 10th, 2026 MINUTES

On a motion by Judge McClister, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for September 10th, 2026 were approved.

APPROVAL OF SEPTEMBER 2026 FINANCIAL REPORT

On a motion by Controller Gaff, seconded by Commissioner Fabian and carried unanimously; the financial report for September 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 September 2026 was approved.

OLD BUSINESS

1. **Siren tested on October 8th, 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. Hicks stated that one of the garage doors was also being repaired by Shirey's. Commissioner Fabian stated that they are working on R.F.P.'s to repair any outstanding maintenance issues at the Jail. Fabian said they are looking at bundling for next year.

3. **PAWsitive Changes – Update** - Warden Hicks stated that the dog program is still temporarily suspended due to not having two inmates that qualify to be dog handlers right now.

NEW BUSINESS

1. **Staff Trainings** - Hicks stated that one officer has completed the D.O.C. training and one officer has completed the two-day firearms part of that training and has become D.O.C. certified as well. Hicks stated this will be the last one scheduled due to the staffing shortage. Hicks stated that Act-47 – pregnant females, trauma informed care, Narcan, hospital transports & handling of lock-up inmates at the hospital trainings have been completed. Hicks stated that firearms and defensive tactics will be the next trainings being scheduled.

2. **Prison Board Solicitor – Invoice** – Warden Hicks stated there was one invoice totaling $900.00.

   On a motion by Judge McClister, seconded by Controller Gaff and carried unanimously; to approve the Solicitor's invoice totaling $900.00.

3. **ICSolutions (Renewal)** – Warden Hicks stated that ICSolutions has offered to renew their contract but now with offers to include the Law Library on the tablets for free (savings of approximately $10,000/year) and also to pay for the Beacon maintenance agreement (savings of approximately $13,000/year).

   On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; to abandon the R.F.P. for a new phone/tablet provider and go with the ICSolutions renewal contract.

4. **Thompson Reuters Contract (Renewal)** – Warden Hicks stated that, if going with ICSolutions renewal, the law library contract is no longer needed thru Thompson Reuters. The Board advised Hicks to do the thirty-day written notice to terminate and have Solicitor Miller review prior to being sent.

5. **Keefe – Vending Machines** – Warden Hicks stated this is going very well. Hicks stated the inmates have a $10/day limit. Hicks stated they are filling the vending machines three times a week, much quicker than the original plan of once per week.

EXECUTIVE SESSION

None

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Controller Gaff, seconded by Commissioner Fabian and carried unanimously; to adjourn at 9:00am.

The next Armstrong County Prison Board meeting will be held on November 12th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD

Controller Gaff, Secretary