



Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary
Pat Fabian
John Strate
Chase McClister
Frank Pitzer

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County Jail **COUNTY OF ARMSTRONG**

September 12, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, September 12th, 2024 at 8:30am. Meeting held in the Jail's conference room.

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

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

Absent:

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF August 8th & 15th, 2024 MINUTES

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; the Prison Board minutes for August 8th & 15th, 2024 were approved.

APPROVAL OF AUGUST 2024 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously; the financial report for August 2024 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; the Warden's report for August 2024 was approved.

OLD BUSINESS

1. **Siren tested on September 12th, 2024**
2. **PAWsitive Changes Program – Any Updates** – Warden Hicks stated that everything is moving forward with this program. The policy has been approved, the occupancy permit has been checked by the codes officer, the inmate waiver has been created and approved, and an MOU (Memorandum of Understanding) has been created and just waiting on the approval from Orphan's of the Storm. Hicks stated Solicitor Miller is finishing up the staff waiver. Also, Hicks stated Humane Officers O'Donnell and Clark will be dropping off equipment needed for the dog today and the Jail's maintenance men has finished putting up the fence (within the existing fence) in the back of the Jail so the dog will be secure with two different fences.
3. **Inmate Security or Bladeless Fans for Cells** – Warden Hicks stated SCI Dallas approves inmates to buy handheld fans. Hicks stated she believes this to be a good investment by purchasing 50 fans out of the IRF at a cost of \$78.90 per fan, totaling \$3,945.00. Hicks again stated even if only half of the fans are rented, the initial cost of the fans would be paid back to the IRF within four months and the extra revenue will then go to the general fund just like the TVs.
On a motion by Commissioner Strate, seconded by District Attorney Charlton and carried unanimously; to purchase 50 bladeless fans at a cost of \$78.90 per fan, totaling \$3,945.00.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated there is one officer that is currently out at the D.O.C. training academy. Hicks stated that this will be the last officer for the year. Hicks stated training on policies, fire drills, and report writing have started with the Deputy Warden and Hicks thoroughly reading the policies to all the officers because of the number of new officers that have been hired. Hicks also stated that firearms training will be next.
2. **Solicitor Invoice** – Warden Hicks stated there were several invoices totaling \$7,570.48.
On a motion by Sheriff Pitzer, seconded by Controller Gaff and carried unanimously; to pay the solicitor's invoices totaling \$7,570.48.
3. **Indiana County Body Scanner** - Warden Hicks stated the Jail has an opportunity to purchase Indiana County's used body scanner for \$75,000, which is half the cost of a new one. Hicks stated there are 7 other counties in line. Hicks stated the yearly warranty would be \$11,000 but with the agreement that the manufacturing company uninstalls at Indiana and reinstalls the machine here.
On a motion by Sheriff Pitzer, seconded by Commissioner Strate and carried unanimously; to purchase the used body scanner at a cost of \$75,000 and to pay for the machine and the reoccurring yearly warranty cost of \$11,000 out of the IRF pending final review of the machine by Warden Hicks.

4. **Work-Release Coordinator** – Warden Hicks stated there is a need for this position to be recreated as the increase in inmates with outside jobs have increased, an increase of programs, and the increased number of inmates wanting to apply for work-release. Hicks stated this position was absorbed by the counselor several years ago when the work-release program was restarted. Hicks stated the counselor has not been able to strictly focus on just counseling as the work-release related duties has steadily increased. The Board asked this to be tabled until next month and asked Hicks to provide a budget proposal, job description, and current concerns requiring this position.
5. **Officer Recognition** – Warden Hicks wanted to recognize three officers for their commendable actions in performing their job duties. Officer Webb and McGinnis found suspected drugs. Hicks also recognized Officer Berman for being observant noticing odd behavior from an inmate and eventually discovering this inmate needed medical attention from what later turned out to be a drug overdose.
6. **Update Jail Fees** – Warden Hicks stated that she has been looking at everything to save money for the County. Hicks proposed raising the following service fees as follows:

<u>Fee</u>	<u>Current</u>	<u>Proposed</u>
• Booking	\$50	\$65
• Doctor	\$12	\$15
• Nurse	\$ 5	\$ 7
• Medication	\$ 7	\$ 8
• Psych Dr.	\$ 0	\$?

Commissioner Fabian and District Attorney Charlton requested that Warden Hicks call the other Class 6 counties to see what they were charging.

7. **Policy Updates – 1-35, 1-38, 1-39, 1-40, 1-41, 1-42, 1-43** – Warden Hicks updated several policies.

On a motion by Judge McClister, seconded by District Attorney Charlton and carried unanimously; to approve the updated policies – 1-35, 1-38, 1-39, 1-40, 1-41, 1-42, 1-43.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:40am for personnel issues; motioned by Sheriff Pitzer, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 10:02am; 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 Commissioner Fabian, seconded by Judge McClister and carried unanimously; to adjourn at 10:04am.

The next regular Armstrong County Prison Board meeting will be held on October 10th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary