



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**

October 10, 2024

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, October 10th, 2024 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Strate, Judge McClister, District Attorney Charlton, Sheriff Pitzer, and 1st Deputy Controller Horgos

Others Present: Warden Hicks, Solicitor Miller, Aaron Poole, Matthew Prazenica (Jail)

Absent: Commissioner Fabian, Controller Gaff

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF SEPTEMBER 12th, 2024 MINUTES

On a motion by Judge McClister, seconded by District Attorney Charlton and carried unanimously; the Prison Board minutes for September 12th, 2024 were approved.

APPROVAL OF SEPTEMBER 2024 FINANCIAL REPORT

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

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by District Attorney Charlton, seconded by Sheriff Pitzer and carried unanimously; the Warden's report for September 2024 was approved.

OLD BUSINESS

1. **Siren tested on October 10th, 2024**
2. **Indiana Body Scanner** – Warden Hicks stated that the site visit to view the body scanner had to be cancelled due to the water leak. Hicks stated she is coordinating another date to complete the visit very soon.
3. **Work-Release Coordinator** - Warden Hicks stated that as the work-release program continues to rise with eligible participants and new programs being created, there is a need for a full-time work-release coordinator position. Hicks stated that currently the counselor is doing both counseling and the work-release duties and it has become overwhelming for one person to do. Hicks stated that this has become concerning. Warden Hicks would like to create this position but also would like to combine it with an emergency lieutenant title and duties (if needed) as well. Hicks feels this position to be critical for the Jail in all that is needed to keep the work-release program running safely and efficiently but also utilize this position to fill in as an emergency lieutenant as needed as well.

On a motion by District Attorney Katie Charlton, seconded by Sheriff Pitzer and carried unanimously; to recommend for discussion to Salary Board for the approval of a Work-Release Coordinator / Emergency Lieutenant position at \$19.00 per hour.

4. **Update Jail Fees** – Warden Hicks previously proposed raising the Jail fees charged to inmates. After checking with other Class 6 counties, Warden Hicks feels the Jail is right in line with the cost of fees and now does not want to raise any of the fees.
5. **Bladeless Fans** – Warden Hicks stated that the fans have been purchased. Hicks will be implementing them soon and the inmates will be able to rent a fan for one week at a cost of \$10.00 by signing a contract.
6. **PAWsitive Changes Update** – Warden Hicks stated that Tractor Supply donated a large kennel with a dog house attached to it. There was a nice press release done by the Leader Times and the Leader Vindicator about this. Hicks stated the MOU (Memorandum of Understanding) with Orphans of the Storm was created and approved by the Board of Commissioners and is just awaiting a signature. The officer waiver has been created by Solicitor Miller as well. Hicks believes this program will be starting very soon.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that the policy/procedure and the class portion of the fire drill training were completed. Hicks stated their will be an actual mock fire drill with inmate movements done in the near future. Hicks stated there is one officer currently at the D.O.C. training academy and that will be the final one for the rest of the year as the D.O.C. is only training their own officers.

2. **Solicitor Invoice** – Warden Hicks stated there were two invoices totaling \$2,587.50.

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; to pay the solicitor's invoices totaling \$2,587.50.

3. **Fire Fighter Inspection Report** - Warden Hicks stated the Jail's fire alarm system is fully compliant.
4. **Water Leak / Diesel Generator Issue** - Warden Hicks stated this emergency started out as just a water leak that after they started digging found a diesel leak coming from the buried fuel tank for the generator. DEP has been heavily involved. Hicks stated that CWM came and tested the water and there is no contamination. Hicks stated she has had to fill out applications for permits to have the old tank removed and to get a new tank. Hicks stated that DEP is actually coming today to meet with Hicks, the county and Jail's maintenance personnel, Aaron Poole, and Jason from Hazmat to come up with a plan. Hicks commended all Jail staff, county maintenance, all Commissioners, the Sheriff's department for any and all help with dealing with this situation. Commissioners Shea and the rest of the Board highly commended Warden Hicks in her leadership and the Jail staff in working together in this situation.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:00am for personnel issues; motioned by District Attorney Charlton, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 9:30am; motioned by Judge McClister, seconded by Sheriff Pitzer and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by District Attorney Charlton, seconded by Judge McClister and carried unanimously; to adjourn at 9:31am.

The next regular Armstrong County Prison Board meeting will be held on November 14th, 2024 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary