



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**

February 13, 2025

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, February 13th, 2025 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Judge McClister, Sheriff Pitzer and Controller Gaff

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

Absent: Commissioner Fabian, Commissioner Strate, District Attorney Charlton

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF JANUARY 9th, 2025 MINUTES

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; the Prison Board minutes for January 9th, 2025 were approved.

APPROVAL OF JANUARY 2025 FINANCIAL REPORT

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; the financial report for January 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Controller Gaff, seconded by Sheriff Pitzer and carried unanimously; the Warden's report for January 2025 was approved.

OLD BUSINESS

1. **Siren tested on February 13th, 2025**
2. **PAWsitive Changes - Update** - Warden Hicks informed the Board that the dog, Moose, has been adopted in just 23 days. Hicks stated she made the suggestion to Orphan's of the Storm and they agreed that the dogs stay a minimum of 4 weeks in the Jail program before being adopted. The Jail now has a 2-year-old Husky named Timber participating in the program.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that one officer has completed the D.O.C. training academy. Hicks stated the academy has frozen county participants due to only putting state officers thru until February, possibly March. Hicks stated there is the body scanner training scheduled for tomorrow for all the lieutenants, administration, and the medical supervisor. Hicks stated there is contraband awareness, radios, cell sense, and incident report writing training scheduled for all staff later this month.

2. **Solicitor Invoice** – Warden Hicks stated there were several invoices totaling \$2,097.30

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; to pay the solicitor's invoices totaling \$2,097.30.

3. **Handbook for Approval** - Warden Hicks updated the inmate handbook which was reviewed and approved by Solicitor Miller.

On a motion by Controller Gaff, seconded by Sheriff Pitzer and carried unanimously; to approve the updated inmate handbook.

4. **Request to use IRF for a Barber Chair and Mirror** - Warden Hicks stated she was approached by a commissioner who recommended to speak to Josh Bennett, owner of Bennett's Ladies N" Gents Barber Shop in Kittanning, who would like to volunteer to come into the Jail to cut inmate's hair one day a week. Hicks stated the previous administration had disposed of the barber chair so Hicks would like to purchase another chair and mirror thru the IRF account. Hicks also stated that Bennett would also like to train any potential, interested work-release inmates in becoming a barber. The Board and solicitor both had no problems with this.

5. **Request for Intern from IUP** – Warden Hicks stated there is a female student from Ford City that is interested in interning here at the Jail. Hicks would like to pay her \$17.00/hr which is \$1.00 less than the starting wage of a Corrections Officer at this time. Hicks stated that when the student is done with her internship and interested in staying on at the Jail then she would already be trained and could accept a full-time position if available at that time.

On a motion by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; to accept the IUP intern at a rate of \$17.00/hr.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 8:51am for personnel issues; motioned by Controller Gaff, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:29am; motioned by Sheriff Pitzer, seconded by Judge McClister and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Sheriff Pitzer, seconded by Judge McClister and carried unanimously; to adjourn at 9:30am.

The next Armstrong County Prison Board meeting will be held on March 13th, 2025 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Controller Gaff, Secretary