

PRISON BOARD MINUTES

June 14, 2023

Board Members Present:

Thomas C. Chernisky, President Commissioner
William J. Smith, Commissioner
Scott W. Hunt, Commissioner
Edward Cernic, Jr., Controller
Gregory J. Neugebauer, District Attorney
Don Robertson, Sheriff
Norman A. Krumenacker, III, President Judge

Others Present:

Chris Smith, Warden
Craig Descavish, First Deputy Warden
George Rozum, Second Deputy Warden

Pledge of Allegiance.

Commissioner Smith called the Meeting to order at 10:30 a.m., in the Jury Room of the Cambria County Courthouse, Ebensburg, Pennsylvania.

Motion was made by District Attorney Neugebauer to approve the Minutes of the Meeting held on May 10, 2023.

Motion was seconded by Commissioner Hunt and passed unanimously.

Public Comment:

None.

Presentation and Approval of Invoices:

Controller Cernic presented the following bills and Invoice Status Report for approval:

Prison bills paid after the Meeting held May 10, 2023:

Retirement Fund	\$26,907.99
Retirement Fund	\$28,098.25
UPMC Health Plan	\$86,785.79
UPMC Dental	\$124.66
Symetra Life Insurance	\$482.92
CamTran	\$175.08
Ebensburg Borough	\$36,933.05
Pro Disposal	\$753.50
Ricoh	\$209.00
United Energy	\$1,628.05
Wells Fargo	\$445.30
GC Pivotal	\$222.80
Penelec	\$28,881.27
Molly Stine	\$120.52
Cory Stormer	\$59.17
Peoples	\$947.17
Total:	\$212,774.52

Invoice Status Report:

June 9, 2023, 142 Invoices Totaling	\$380,857.94
Canteen Fund Bills Paid after May, 2023, Meeting	\$6,539.85
Canteen Fund Bills to be Paid	\$52,323.89

Motion was made by Controller Cernic to approve the bills and the Invoice Status Report.

Motion was seconded by Commissioner Hunt and passed unanimously.

Warden's Report:

Personnel:

- 1. Trentnn Piper, remove Full-Time Correctional Office I, effective May 22, 2023.**
- 2. John Renninger, remove Full-Time Correctional Officer I, effective May 23, 2023.**
- 3. Emma Bier, remove Per-Diem Correctional Officer I, effective May 24, 2023.**
- 4. Robert Stephens, remove Full-Time Correctional Officer I, effective May 25, 2023.**

Warden Smith reported:

1. MAJOR MAINTENANCE/FACILITIES UPDATES:

a. Kronos Software – A follow-up meeting was held with Kronos, Human Resources, and 911, on June 1, 2023, to continue compiling and reviewing the data collected to build the software to the Facility's specifications. Another meeting is scheduled for June 15, 2023.

b. Kitchen Hood Vents – The remainder of the professional cleaning was completed on May 14, 2023, and the project is complete.

c. Kitchen Fire Suppression – The bi-annual inspection of the kitchen's fire suppression system was completed on June 7, 2023, with no issues found.

2. Since receiving the increase that the Warden negotiated with the U.S. Marshals Service for housing inmates, the monthly average revenue has increased by \$130,000.00 per month. Through the first 3 months of the year, the Prison averaged \$139,000.00 per month in revenue. For April and May, the Facility averaged \$269,000.00 per month.

3. The Warden recently updated the MOU for housing juveniles. Solicitor Barbin reviewed the revised MOU, and it was sent to all of the counties that previously used Cambria County for housing juveniles. The rate was increased from \$85.00 per day to \$150.00 per day, and the staffing cost increased from \$34.00 per day to \$37.83 per day, for any staffing or transports out of the Facility. As these agreements are returned, they will be forwarded to the Commissioners' Office for approval.

4. The Prison received final audit reports for the inmate canteen fund and the inmate resident fund for 2021 and 2022. The audits were conducted by an independent auditor, Zelenkofske Axelrod, LLC, and no deficiencies were found. However, both audits expressed a 'weakness' in the fact that the Prison only has one employee handling all accounting duties. Best practice, as recommended by the auditors, would be to segregate duties so that no one employee has responsibility for both incoming and outgoing funds.

5. Last month was National Corrections Employee Week. This year's award recipients were: Supervisor of the Year – Captain Kurtis Wolford; Officer of the Year – Officer Robert Nagy; and Employee of the Year – Chaplain Art Bucceri.

Statistical Report:

Report is attached.

May, 2023

Average Daily Population for May, 2023	414
Housing Revenue for May, 2023	\$273,341.50
Year to Date Revenue as of May, 2023	\$957,117.50

Food Service Report:

None.

Medical Report:

Attached.

Training:

The following staff training was completed during the month of May, 2023:

1. Officer Jamie Proudfit completed 24 hours of training in Maximum and Floor Control Operations.
2. Officer Jylian Auger completed 8 hours of training in Floor Control Operations.
3. Officer Edward Fockler completed 16 hours of training in Prison Kitchen Operations.
4. Officer Jestin Poruban completed 16 hours of training in Prison Kitchen Operations.
5. Twenty-three officers were recertified in Firearms Safety and Use.
6. The Cambria County Basic Training Academy No. 23-03 began on May 15, 2023. There are 8 full-time cadets and 1 part-time cadet, all Cambria County employees.

Recruitment: Director Jessica Greathouse manned a recruiting table at the Cambria County Career Fair on May 2, 2023.

Misconduct Report:

There was no information to report.

Miscellaneous:

There is no information to report.

Motion was made by Controller Cernic to approve the Warden's Report.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Adjournment:

Motion was made by District Attorney Neugebauer to adjourn the meeting.

Motion was seconded by Commissioner Hunt and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk