

PRISON BOARD MINUTES

January 10, 2024

Board Members Present:

**Edward Cernic, Jr., Controller
Linda Rovder Fleming, President Judge
Scott W. Hunt, President Commissioner
Gregory J. Neugebauer, District Attorney
Keith Rager, Commissioner
Donald Robertson, Sheriff**

Others Present:

**Chris Smith, Warden
Craig Descavish, First Deputy Warden
George Rozum, Second Deputy Warden
Scott Fye, Detective**

Pledge of Allegiance.

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

Reorganization:

Motion was made by Commissioner Hunt to nominate Donald Robertson, Sheriff, as President of the Prison Board.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by District Attorney Neugebauer to nominate Keith Rager, Commissioner, as Vice President of the Prison Board.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by Commissioner Hunt to nominate Edward Cernic, Jr., Controller, as Secretary of the Prison Board.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by District Attorney Neugebauer to appoint Chris Smith as Warden.

Motion was seconded by Commissioner Rager and passed with a 5 to 1 vote, with Controller Cernic voting no.

Sheriff Robertson appointed Judge Fleming, Commissioner Hunt, and District Attorney Neugebauer as Inspectors.

Commissioner Hunt made a motion to approve holding the 2024 meetings on the second Wednesday of each month, at 10:30 a.m., in the Jury Room of the Courthouse, with the exception of the March, May, July, and October meetings, which will be held at the Prison.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Regular Meeting:

Motion was made by Commissioner Hunt to approve the Minutes of the Meeting held on December 13, 2023.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Public Comment:

None.

The Warden requested an Executive Session.

Motion was made by Sheriff Robertson to convene an Executive Session at 10:42 a.m.

Motion was seconded by Commissioner Rager and passed unanimously.

Motion was made by Sheriff Robertson to reconvene the public meeting at 10:48 a.m.

Motion was seconded by Commissioner Rager and passed unanimously.

Presentation and Approval of Invoices:

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

Prison bills paid after the Meeting held December 13, 2023:

Retirement Fund	\$29,371.27
Retirement Fund	\$27,648.92
UPMC Health Plan	\$95,925.24
UPMC Health Plan	(\$1,413.50)
UPMC Dental	(\$5.42)
Ace Hardware	\$25.77
Allegheny Supply	\$2,245.67
Amazon	\$75.80
Blues Fire	\$1,060.00
Canteen Fund	\$709.50
CamTran	\$609.09
Enviro	\$325.00
Hines Equipment	\$68.99
JC Ehrlich	\$342.00
Janitors Supply	\$1,202.55
Marc Service	\$17,475.00
McCarls	\$237.50
Nutrition	\$2,567.50
Performance Foods	\$10,704.39
Ricoh	\$600.35
Sherwin Williams	\$869.76
Stover	\$2,018.53
Sysco	\$919.95
Home Depot Pro	\$1,030.00
Tony Sunseri	\$4,713.93
United Energy	\$1,104.10
Wells Fargo	\$445.30
William Byrne	\$65.50
Shane Davis	\$196.50
Kimberly Peles	\$163.75
FNB (Visa)	\$495.32
Total:	\$201,798.26

Invoice Status Report:

January 5, 2024, 34 Invoices Totaling	\$69,588.10
Canteen Fund Bills Paid after December, 2023, Meeting	\$2,218.96
Canteen Fund Bills to be Paid	\$48,246.11

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

Motion was seconded by Commissioner Rager and passed unanimously.

Warden's Report:

Personnel:

1. Thomas Hagerman, remove Full-Time Correctional Officer I, effective January 12, 2024.

Warden Smith reported:

1. MAJOR MAINTENANCE/FACILITIES UPDATES:
 - a. Kronos Timekeeping Software – The software is still being tested. The anticipated go-live date is still February.
 - b. Hot Water Tank – The new tank was installed on December 13, 2023.
 - c. Vehicle Sallyport Drain – The drainage trench in the vehicle sallyport is showing significant corrosion of the metal trench and failure of the concrete surrounding it. Prison Maintenance is currently exploring repair options, and the Warden will provide an update next month.
2. Last month, the Board was advised of the possibility of solar panels on the roof and the hillside to help offset electric costs. The BAI Group and Tremco have completed their analysis, and a meeting has been scheduled for January 17, 2024. The meeting will be at 10:00 a.m., at the Prison, if any Board members would like to attend.
3. When the Ebensburg area was recently placed on a boil water notice, the Prison was able to work with the County's Emergency Management Agency to secure both potable and non-potable water to use throughout the emergency. The Warden thanked Art Martynuska for his quick response.
4. The Prison was recently notified that the Department of Corrections inspection will be on April 4, 2024. The Facility has begun preparations and will be reviewing and collecting necessary documentation.
5. The Pennsylvania SAVIN Agreement for electronic victim notification software has been renewed for 2024 with the Pennsylvania District Attorney's Institute paying for all of the software agreement and maintenance fees. There will be no cost to the County for the software, with this being the fourth or fifth time that the Institute has covered the costs.
6. The Facility is currently short 10 full-time officers. In addition, the Prison has been informed of 4 additional staff members who have interviewed or are scheduled to be interviewed at FCI Loretto. The Prison will be scheduling interviews through the remainder of January, with a new cadet academy to begin on February 19, 2024.

Statistical Report:

Report is attached.

December, 2023

Average Daily Population for December, 2023	349
Housing Revenue for December, 2023	\$165,186.00
Year to Date Revenue as of December, 2023	\$2,935,507.50

Food Service Report:

None.

Medical Report:

Attached.

Training:

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

1. Three staff members completed the electronic PREA Annual Training.
2. Seven staff members completed the Use of Force Annual Training.
3. Fifty-two staff members completed the Fundamentals of Security Annual Training.
4. Eleven staff members completed a 2-day CERT Training.
5. Fourteen staff members completed a Taser Refresher Training.
6. Officer Edward Fockler received 8 hours of training in Maximum Control Operations.
7. Officer Jylian Auger received 24 hours of training in Booking Center Operations.
8. Officer Ty Emerson received 8 hours of training in Prison Lobby Operations.
9. Officer Derick Kurtz received 8 hours of training in Prison Laundry Operations.
10. Officer Brock Shirk received 16 hours of training in Maximum Control Operations.
11. Officer Matteson Speed received 8 hours of training in Visitation Operations.
12. Officer Ashton Knox-Bennett received 16 hours of training in Maximum and Floor Control Operations.
13. Officer John Bennett received 8 hours of training in Prison Laundry Operations.

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Motion was made by Sheriff Robertson to approve the Warden's Report.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Adjournment:

Motion was made by Commissioner Hunt to adjourn the meeting.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk