

PRISON BOARD MINUTES

February 14, 2024

Board Members Present:

Edward Cernic, Jr., Controller
Thomas C. Chernisky, Commissioner
Linda Rovder Fleming, President Judge
Scott W. Hunt, President Commissioner
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.

Sheriff Robertson 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 Commissioner Rager to approve the Minutes of the Meeting held on January 10, 2024.

Motion was seconded by Commissioner Hunt and passed unanimously.

Public Comment:

None.

The Warden requested an Executive Session.

Motion was made by Commissioner Hunt to convene an Executive Session at 10:31 a.m.

Motion was seconded by Commissioner Rager and passed unanimously.

Motion was made by Commissioner Chernisky to reconvene the public meeting at 11:00 a.m.

Motion was seconded by Judge Fleming 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 January 10, 2024:

Retirement Fund	\$33,844.57
Retirement Fund	\$31,419.01
Retirement Fund	\$27,902.46
UPMC Health Plan	\$98,084.20
UPMC Dental	\$86.72
UPMC Dental	\$86.72
Symetra Life Insurance	\$513.49
Symetra Life Insurance	\$509.71
GC Pivotal	\$113.65
GC Pivotal	\$111.21
Mayer Electric	\$201.46
Penelec	\$22,174.39
Pro Disposal	\$753.50

Wells Fargo	\$150.20
Penelec	\$22,355.04
Pro Disposal	\$753.50
Ricoh	\$209.00
United Trading Energy	\$1,703.45
William Byrne	\$65.50
Shane Davis	\$131.00
Total:	\$241,168.78

Invoice Status Report:

February 12, 2024, 109 Invoices Totaling	\$558,274.01
Canteen Fund Bills Paid after January, 2024, Meeting	\$17,616.12
Canteen Fund Bills to be Paid	\$47,442.62

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

Motion was seconded by Commissioner Chernisky and passed unanimously.

Warden's Report:

Personnel:

1. Theodore Theys, remove Full-Time Correctional Officer I, effective January 22, 2024.
2. Tammy St. Clair, transfer from Full-Time Fiscal Specialist to Full-Time Administrative Secretary, effective January 29, 2024.
3. Devon Nagle, remove Full-Time Correctional Officer I, effective February 9, 2024.
4. Hire the following individuals as Full-Time Correctional Officer I's, effective February 19, 2024.

Michael Montgomery	Kenneth Ramos	Jason Glessner
Gary Shope	Vincenzo Scott	Brayden Bobby
Nathanel Bodenarine	Isaac Swanson	Megan Morgan

Warden Smith reported:

1. The Warden has been working with Human Resources to update job descriptions for all positions within the Facility. Gina Sowers, Human Resources Director, requested that the revised job description for Warden be provided to the Prison Board for final approval. The last time this job description was updated was 1989. It has been revised to reflect the current standards and duties. Both the 1989 copy and the revised copy, with changes highlighted, were attached to Prison Board packets for review. The Warden sought Board approval for the revised version.

2. MAJOR MAINTENANCE/FACILITIES UPDATES:

a. Kronos Timekeeping Software – The software is still being tested. Captain Wolford and Tammy St. Clair participated in several virtual meetings. The anticipated go-live date is still late February. However, due to Kronos canceling several meetings, this may be pushed to March.

b. Vehicle Sallyport Drain – Last month, the Warden informed the Board that the drainage trench in the vehicle sallyport was deteriorating. After discussions with maintenance staff, it was determined that the project was outside of their capabilities, and quotes were obtained. The cost for the

project was \$6,877.00, and it was completed on January 26, 2024; January 29, 2024; and February 1, 2024.

c. **Air Purification System** – The Prison received notification, on January 30, 2024, that it was awarded a PCCD grant, in the amount of \$1,016,108.00, to install an air purification system inside ductwork and vehicles. This system should greatly reduce the significance of any airborne viruses, bacteria, fungi, etc., that both staff members and inmates are exposed to in the closed environment. Once the award notification is signed by the Commissioners, the Warden will follow up with the Grant Writer and Purchasing for further direction. There is zero cost to the County for this project.

2. On January 17, 2024, the Prison met again with The BAI Group and Tremco to review the final data analysis. They are projecting that, over a 30-year term, the County could save \$2,187,000.00 in electrical costs by converting to solar. The project would be at zero cost to the County, including the initial engineering survey to ensure that the roof can support the panels. If the Board would like to move forward, the Warden offered to arrange a presentation for interested members so that BAI can review the entire scope of the project. A copy of the PowerPoint presentation was attached to the Board's packet.

3. Training was completed over the last 2 months for members of CERT (Correctional Emergency Response Team). Training included defensive tactics, call extractions, taser, and formation/tactical response. Eleven (11) of the newly-hired officers volunteered to become members of the team and completed this training along with the veteran members.

4. An Annual Statistical Report was completed by the Records Officer and was attached to the Board's packet.

5. The Annual Video Court Report was attached to the Board's packet for review. For 2023, the Prison conducted 2,687 video proceedings at the Facility. The majority of the proceedings conducted were for the Commonwealth Court, (1,438), and for the District Magistrate Offices, (442). Since the Court's inception in the spring of 2021, a total of 8,788 proceedings have been conducted via video.

6. The March Prison Board Meeting was scheduled to be held at the Prison. However, there is a scheduling conflict with the conference/training room. The Prison is hosting a 2-day instructor-level pepperball training session, which will require the use of the training room. In return for hosting this training, 2 Prison instructors will get certified for free.

Motion was made by Commissioner Hunt to hold the March Prison Board Meeting in the Jury Room of the Courthouse and to have the April Meeting at the Prison.

Motion was seconded by Judge Fleming and passed unanimously.

Statistical Report:

Report is attached.

January, 2024

Average Daily Population for January, 2024	379
Housing Revenue for January, 2024	\$197,995.50
Year to Date Revenue as of January, 2024	\$197,995.50

Food Service Report:

Beginning in October, 2023, William Trexler filled in for Food Service Director Callihan while he was out for surgery.

During the month of January, Director Callihan worked on transitional duty and was able to do the day-to-day paperwork and ordering for the food service department.

The Prison also continued working on basic food service practices and training the inmate workers in day-to-day duties.

Medical Report:

Attached.

Training:

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

- 1. One (1) staff member completed the Use of Force Annual Training.**
- 2. One (1) staff member completed the Fundamentals of Security Annual Training.**
- 3. Eleven (11) staff members completed 2-day CERT Training.**
- 4. Twelve (12) staff members completed Nu-Tech Body Scanner Re-Certification.**
- 5. Director Jessica Greathouse and Officer Erin Turek completed Basic CPR certification as a prerequisite for CPR Instructor Certification.**
- 6. Director Jessica Greathouse and Officer Erin Turek completed a 5-day CPR/BFA Instructor Course at the PA Department of Corrections Academy.**
- 7. Officer Jordan Geist received 24 hours of training in Central Control Operations.**
- 8. Officer Kyle Brawley received 16 hours of training in Maximum Control Operations.**
- 9. Officer Ashton Knox-Bennett received 24 hours of training in Floor and Central Control Operations, and 16 hours of training in Intake and Property Operations.**
- 10. Officer John Bennett received 16 hours of training in Prison Laundry Operations, and 24 hours of training in Central and Maximum Control Operations.**
- 11. Officer Ty Emerson received 32 hours of training in Floor and Central Control Operations, and 24 hours of training in Intake and Property Operations.**
- 12. Officer Tyler Karlinsey received 16 hours of training in Intake and Property Operations.**
- 13. Officer Jamie Proudfit received 8 hours of training in Floor Control Operations.**
- 14. Officer Mattison Speed received 32 hours of training in Maximum and Floor Control Operations.**

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Motion was made by Commissioner Rager to approve the Warden's Report.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Adjournment:

Motion was made by Commissioner Rager to adjourn the meeting.

Motion was seconded by Commissioner Hunt and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk