

# PRISON BOARD MINUTES

May 15, 2024

**Board Members Present:**

Edward Cernic, Jr., Controller  
Thomas C. Chernisky, Commissioner  
Scott W. Hunt, President Commissioner  
Gregory J. Neugebauer, District Attorney  
Keith Rager, Commissioner

**Others Present:**

Chris Smith, Warden  
Craig Descavish, First Deputy Warden  
Scott Fye, Detective

Pledge of Allegiance.

Commissioner Rager 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 Hunt to approve the Minutes of the Meeting held on April 10, 2024.

Motion was seconded by Commissioner Rager 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 April 10, 2024:**

Retirement Fund	\$30,463.94
Retirement Fund	\$29,519.86
UPMC Health Plan	\$94,430.51
UPMC Dental	\$81.30
Symetra Life Insurance	\$499.42
Mainline Newspaper	\$138.15
Ricoh	\$209.00
Wells Fargo	\$445.30
FNB Credit Card	\$2.60
Smith Lawn Service	\$680.00
United Energy	\$1,275.03
Shane Davis	\$67.00
William Irvin	\$67.00
Kimberly Peles	\$167.50
Penelec	\$20,949.99
<b>Total:</b>	<b>\$178,996.60</b>

**Invoice Status Report:**

May 3, 2024, 76 Invoices Totaling	\$307,661.29
Canteen Fund Bills Paid after April, 2024, Meeting	\$9,183.60
Canteen Fund Bills to be Paid	\$36,380.99

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:**

The Warden requested an Executive Session.

Motion was made by Commissioner Hunt to convene an Executive Session at 10:39 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Motion was made by Commissioner Hunt to reconvene the Public Meeting at 10:49 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

**Personnel:**

1. Eric Wysong, transfer from Full-Time Correctional Officer I to Acting Lieutenant, effective April 14, 2024.
2. Michael Montgomery, remove Full-Time Correctional Officer I, effective April 5, 2024.
3. Jason Glessner, remove Full-Time Correctional Officer I, effective April 11, 2024.
4. Mattalynn Ross, remove Full-Time Correctional Officer I, effective April 17, 2024.
5. Isaac Swanson, remove Full-Time Correctional Officer I, effective April 23, 2024.

**Warden Smith reported:**

1. MAJOR MAINTENANCE/FACILITIES UPDATES:
  - a. Kronos Time Keeping Software – Software is currently in the testing phase, and the new time clock has been installed. Captain Wolford and Tammy St. Clair are completing the required trainings.
  - b. Air Purification System – The project was approved by the Commissioners on April 25, 2024. A kickoff meeting with Germ Solutions was held on May 2, 2024, and project materials were delivered on May 3, 2024. Work has begun and is expected to be completed within 2 weeks.
  - c. Solar Project – The Commissioners' Office is currently exploring the possibility of expanding the scope of the project. The Prison provided a tour of the grounds to Alex Ashcom, Chief Clerk, and Commissioner Keith Rager so that they could see what is owned by the County.
2. During the last week of April, the Prison began the annual TB testing for all staff. All testing is expected to be completed by the end of the week.
3. This week was National Corrections Employee Week. The Prison showed its appreciation to staff by serving special lunches each day and raffling off donated items to the staff. Annual awards were also presented. The Warden thanked Food Service Director Callihan for putting together the menu as well as Deputy Rozum, Theresa Kaylor, and Tammy St. Clair for collecting donated items.

***Statistical Report:***

Report is attached.

**April, 2024**

<b>Average Daily Population for April, 2024</b>	<b>370</b>
<b>Housing Revenue for April, 2024</b>	<b>\$211,810.50</b>
<b>Year to Date Revenue as of April, 2024</b>	<b>\$849,480.00</b>

***Food Service Report:***

During the month of April, the Prison continued working on basic food service practices and training the inmate workers on day-to-day work duties. Personal hygiene and its importance in the workplace were also discussed.

Food Service Director Callihan continues to work with the Nutrition Group on ways to try to help with rising food costs and shortages along with developing a new menu cycle.

***Medical Report:***

Attached.

***Training:***

The following staff training was completed during the month of April, 2024:

- 1. Firearms Re-Certification and Safety Training was conducted for all correctional staff throughout the month.**
- 2. Officer Brayden Bobby completed 8 hours of training in Prison Lobby Operations.**
- 3. Officer Jason Glessner completed 8 hours of training in Maximum Control Operations and 8 hours of training in Prison Laundry Operations.**
- 4. Officer Gary Shope completed 16 hours of training in Prison Kitchen Operations.**
- 5. Officer William Irvin completed 16 hours of training in Central Control Operations.**
- 6. Officer Jamie Proudfit completed 16 hours of training in Floor Control Operations.**
- 7. Officer Vincenzo Scott completed 8 hours of training in Prison Lobby Operations and 32 hours of training in Floor and Central Control Operations.**
- 8. Officer Russell Smith completed 32 hours of training in Floor and Central Control Operations.**
- 9. Officer Matteson Speed completed 32 hours of training in Prison Kitchen Operations.**
- 10. Officer Nathaniel Bodenarine completed 16 hours of training in Prison Kitchen Operations.**
- 11. Officer Kenneth Ramos completed 16 hours of training in Maximum and Floor Control Operations.**

**Recruitment:** Prison staff presented information at the Saint Francis University Job Fair.

**Misconduct Report:**

**There was no information to report.**

**Miscellaneous:**

**None.**

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

**Motion was seconded by Controller Cernic and passed unanimously.**

**Adjournment:**

**Motion was made by Commissioner Chernisky to adjourn the meeting.**

**Motion was seconded by Commissioner Hunt and passed unanimously.**

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**Alex M. Ashcom, Chief Clerk**