

# PRISON BOARD MINUTES

September 11, 2024

**Board Members Present:**

Thomas C. Chernisky, Commissioner  
Dana Descavish, Second Deputy Controller  
Scott W. Hunt, President Commissioner  
Keith Rager, Commissioner

**Others Present:**

Chris Smith, Warden  
Craig Descavish, First Deputy Warden  
George Rozum, Second Deputy Warden  
Kurt Wolford, Captain of Security

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 August 14, 2024.

Motion was seconded by Commissioner Chernisky and passed unanimously.

**Public Comment:**

None.

**Presentation and Approval of Invoices:**

Dana Descavish presented the following bills and Invoice Status Report for approval:

**Prison bills paid after the Meeting held August 14, 2024:**

Retirement Fund	\$32,807.50
Retirement Fund	\$29,691.01
UPMC Health Plan	\$92,267.87
UPMC Health Plan	(\$597.50)
UPMC Dental	\$81.30
Symetra Life Insurance	\$495.36
GC Pivotal	\$133.68
GC Pivotal	\$133.68
Penelec	\$24,542.30
Ricoh	\$209.00
Wells Fargo	\$295.10
United Energy	\$754.88
Shane Davis	\$268.00
William Irvin	\$123.28
Peoples	\$769.36
<b>Total:</b>	<b>\$181,975.12</b>

**Invoice Status Report:**

September 5, 2024, 71 Invoices Totaling	\$359,608.38
Canteen Fund Bills Paid after August, 2024, Meeting	\$4,121.46
Canteen Fund Bills to be Paid	\$50,888.54

Motion was made by Dana Descavish 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 10:38 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Motion was made by Commissioner Hunt to reconvene the public meeting at 10:55 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

**Personnel:**

1. Travis McMullen, remove Full-Time Correctional Officer I, effective August 22, 2024.
2. Vayda Hagerman, remove Full-Time Correctional Officer I, effective August 26, 2024.
3. Kara Spanko, remove Full-Time Correctional Officer I, effective September 4, 2024.
4. Jamie Proudfit, transfer Full-Time Correctional Officer I to Full-Time Lieutenant, effective September 15, 2024.
5. Joseph Frontino, remove Full-Time Lieutenant, effective October 5, 2024.
6. Create a temporary Lieutenant position to begin September 29, 2024, through October 26, 2024.
7. Matthew Varner, Full-Time Temporary Lieutenant, effective September 29, 2024.
8. Matthew Varner, transfer Full-Time Temporary Lieutenant to Full-Time Lieutenant, effective October 27, 2024.

**Warden Smith reported:**

1. MAJOR MAINTENANCE/FACILITIES UPDATES:
  - a. Kronos Time Keeping Software – The software is in the final stages of testing. The go-live date is anticipated to be within the next one to two payroll periods.
  - b. Air Purification System – The project is still in the data collection stage. The County received the \$1.016 million grant reimbursement for this project.
2. The annual U.S. Marshall's inspection was held on August 21, 2024. No deficiencies were found during said inspection, and the Prison anticipates receiving the formal results within the next month or two.
3. On August 26, 2024, the Warden and Deputy Rozum completed an 8-week management seminar that the County partnered with Saint Francis University for, which was provided through its School of Business. The Warden stated that the training was insightful and would be beneficial to

their roles. The Warden thanked the Commissioners and Alex Ashcom, Chief Clerk, for arranging this partnership with Saint Francis.

4. With the anticipated retirement of the Food Service Director early next year, the Prison has been proactively looking at different methods to replace this crucial position. Throughout the month of August, the Prison met with three (3) different food service companies to explore various options that may be available and whether or not it would be more cost effective if the Facility outsourced food service operations. Once the Warden hears back from the companies, he will forward the information to the Commissioners' Office for review.

5. The U.S. Census Bureau was at the Prison on September 4, 2024, to conduct its annual statistical survey for the census. The representative met with Prison Administration as well as conducted inmate interviews.

6. On August 28, 2024, the Facility met with PrimeCare to discuss any changes that will be required to the MAT Program with 'induction' being approved by the Board in August. PrimeCare submitted a proposal for the program expansion on Friday, September 6, 2024, which was forwarded to Solicitor Repak, the Commissioners, and the Chief Clerk for review. The cost to expand the program will be significantly lower than originally anticipated.

7. The annual training for all staff has been held throughout the months of August and September. Each staff member received/will receive one (1) day of in-person classroom training and were required to complete multiple classes virtually while on shift in order to reduce overtime costs.

***Statistical Report:***

Report is attached.

**August, 2024**

Average Daily Population for August, 2024	403
Housing Revenue for August, 2024	\$229,563.00
Year to Date Revenue as of August, 2024	\$1,735,854.00

***Food Service Report:***

During the month of August, the Prison worked on proper hygiene in the food service industry, discussing proper personal hygiene, wearing clean clothing, when and how to wash hands, proper use of gloves, and wearing hair and beard nets.

Food Service Director Callihan also continued working with the Nutrition Group on ways to try to help with rising food costs and shortages.

**Medical Report:**

Attached.

**Training:**

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

1. Fifty-seven (57) staff members completed in-person Annual Training.
2. Thirty (30) staff members completed Prison Rape Elimination Act virtual training.

3. Cambria County Prison Basic Training Academy No. 24-02 was completed on August 16, 2024.
4. Director Greathouse attended Hostage Negotiations Team Training at SCI-Somerset.
5. Officer Joseph Coyle completed twenty-four (24) hours of training in Central and Maximum Control Operations.
6. Officer Brayden Bobby completed twenty-four (24) hours of training in Central and Maximum Control Operations.
7. Officer Tyler Karlinsey completed thirty-two (32) hours of training in Central Booking Operations.
8. Officer Kenneth Ramos completed eight (8) hours of training in Prison Lobby Operations.
9. Officer Hunter Renney completed eight (8) hours of training in Prison Laundry Operations.

**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 Dana Descavish and passed unanimously.

**Adjournment:**

Motion was made by Commissioner Hunt to adjourn the meeting.

Motion was seconded by Commissioner Chernisky and passed unanimously.

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Alex M. Ashcom, Chief Clerk