

PRISON BOARD MINUTES

May 12, 2021

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, Acting Sheriff

Others Present:

Chris Smith, Warden
William Patterson, First Deputy Warden
Craig Descavish, Second Deputy Warden
William Valko, Court Administrator

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 Acting Sheriff Robertson to approve the Minutes of the meeting held on April 14, 2021.

Motion was seconded by District Attorney Neugebauer 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 14, 2021:

Retirement Fund	\$23,911.89
Retirement Fund	\$22,678.57
UPMC Health Plan	\$93,634.08
UPMC Health Plan	\$2,667.54
UPMC Dental	\$119.24
Symetra Life Insurance	\$458.13
FNB Visa	\$867.10
Wells Fargo	\$150.20
GC Pivotal	\$134.16
Penelec	\$16,589.91
Phoenix Rehab	\$939.95
Ray Oil & Gas	\$527.44
Ricoh	\$355.44
Ricoh	\$209.00
Direct Energy	\$632.08
Total:	\$164,049.73

Invoice Status Report:

May 10, 2021, 84 Invoices Totaling	\$275,221.51
Canteen Fund bills paid after April, 2021, Meeting	\$3,356.14

Canteen Fund Bills to be Paid

\$40,358.71

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 District Attorney Neugebauer to convene an Executive Session at 10:32 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by District Attorney Neugebauer to reconvene the Public Meeting at 11:05 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

Personnel:

- 1. Charles Litzinger, remove Full-Time Correction Officer I from payroll, effective May 3, 2021.**
- 2. Jeffrey Kwiatkowski, remove Full-Time Correction Officer II from payroll, effective May 27, 2021.**
- 3. Gerald Kowalczyk, remove Full-Time Correction Officer I from payroll, effective June 1, 2021.**
- 4. Jennifer Hodge, remove Per-Diem Correction Officer from payroll, effective April 25, 2021.**
- 5. Kayla Bugal, remove Per-Diem Correction Officer from payroll, effective May 9, 2021.**
- 6. Harry Plummer, transfer from Full-Time Correction Officer II to Full-Time Correction Officer I, effective April 18, 2021.**
- 7. Gabrielle Freed, transfer from Per-Diem Correction Officer to Full-Time Correction Officer I, effective May 16, 2021.**
- 8. Christy Guillarmod, transfer from Per-Diem Correction Officer to Full-Time Correction Officer I, effective May 16, 2021.**
- 9. Jeremy Kost, transfer from Per-Diem Correction Officer to Full-Time Correction I, effective May 16, 2021.**
- 10. Joshua Lowmaster, remove Per-Diem Correction Officer from payroll, effective May 8, 2021.**

Warden Smith reported:

- 1. The Prison is now through its third wave of Covid-19 at the Facility. To date, there have been three hundred and seventy-four (374) positive cases; sixty-seven (67) staff, seven (7) PrimeCare employees, and three hundred (300) inmates, which is an increase of eighty-one (81) positive cases since last month's Board Meeting. Currently, the active positive cases consist of nine (9) staff and seventeen (17) inmates. All screening, testing, cleaning, social distancing, and quarantine practices remain in effect.**

2. Last week was National Corrections Employee Week. Special meals were prepared for staff throughout the week, and on Friday, the Prison awarded the annual Employee, Supervisor, and Officer of the Year Awards. This year's award recipients were: Employee of the Year – Counselor Rebecca Fox; Officer of the Year – Officer Joseph Zachesky; and Supervisor of the Year – Lieutenant Kurtis Wolford.

3. Several years ago, the Prison's tow trailer rusted beyond repair, and the Facility has been borrowing the County Maintenance Department's trailer to get grass cutting crews to locations throughout the County. This trailer is also in poor condition. In addition to the need to haul grass-cutting equipment, the Prison makes frequent trips to the State Surplus in Harrisburg to purchase needed items at discounted prices. For the past year or two, due to the condition of the County trailer, the Facility has been coordinating travel plans to the State Surplus with a local Borough so that items can be brought back in the Borough's trailer. For these reasons, the Prison has recently purchased a 7 x 16 aluminum dual axel trailer.

4. The County's Grant Writer, Brittany Blackham, has secured the Prison \$7,793.00 from a Department of Justice grant to be used towards safety gear for the Prison CERT Team. A lot of the gear currently being used has been in rotation for approximately fifteen (15) years, with some dating back to when the Prison opened in 1997. This grant will allow the Facility to purchase new, up-to-date safety gear that will better protect the staff.

Statistical Report:

Report is attached.

April, 2021

Average Daily Population for April, 2021	325
Housing Revenue for April, 2021	\$128,730.00
Year to Date Revenue as of April, 2021	\$515,410.00

Food Service Report:

During the month of April, the Prison worked with inmate labor on the importance of wearing masks as well as personal hygiene. They also reviewed the proper preparation of meals and storage of those items, which was put into practice with the meals used for those who are partaking in the month-long fast from sunrise to sunset known as Ramadan.

Medical Report:

Report is attached.

Training:

1. From April 5, 2021, through April 9, 2021, Officer Nathan Knopp received forty (40) hours of training in Booking Center Operations.

2. From April 13, 2021, through April 15, 2021, Officer Alex Gardini received twenty-four (24) hours of training in Intake and Property Operations.

Misconduct Report:

There was no information to report.

Miscellaneous:

There was no information to report.

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

Motion was seconded by Commissioner Chernisky and passed unanimously.

Communications:

None.

Old Business:

None.

New Business:

None.

Adjournment:

Motion was made by Commissioner Hunt to adjourn the meeting.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Michael Gelles, IV, Chief Clerk