

# PRISON BOARD MINUTES

March 11, 2020

**Board Members Present:**

Robert Kolar, Sheriff  
Thomas C. Chernisky, President Commissioner  
Scott W. Hunt, Commissioner  
Gregory J. Neugebauer, District Attorney  
Edward Cernic, Jr., Controller

**Others Present:**

William Valko, Court Administrator  
Chris Smith, Warden  
William Patterson, First Deputy Warden  
Scott Fye, Detective

Pledge of Allegiance.

Sheriff Kolar called the meeting to order at 10:30 a.m., in the Meeting Room located in the Commissioners' Office, Cambria County Courthouse, Ebensburg.

Motion was made by Controller Cernic to approve the Minutes of the meeting held on February 12, 2020.

Motion was seconded by Commissioner Hunt and passed. District Attorney Neugebauer abstained.

**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 February 12, 2020:**

|                        |              |
|------------------------|--------------|
| Retirement Fund        | \$22,351.10  |
| Retirement Fund        | \$22,328.54  |
| UPMC Health Plan       | \$95,991.48  |
| UPMC Dental            | \$108.40     |
| Symetra Life Insurance | \$479.07     |
| GC Pivotal             | \$65.80      |
| Hite                   | \$292.05     |
| Penelec                | \$18,507.62  |
| Prime Care             | \$239,351.90 |
| Ray Oil & Gas          | \$1,089.32   |
| Ricoh                  | \$463.86     |
| Ricoh                  | \$209.00     |
| FNB (Visa)             | \$222.55     |
| WB Mason               | \$568.14     |
| Peoples                | \$1,068.24   |
| Total                  | \$403,592.07 |

**Invoice Status Report:**

March 9, 2020, 86 Invoices Totaling \$232,913.20

Canteen Fund bills paid after February 2020 Meeting        \$18,423.29  
Canteen Fund Bills to be Paid                                        \$8,843.21

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

Motion was seconded by Commissioner Chernisky and passed unanimously.

**Warden's Report:**

The Warden requested an Executive Session to discuss personnel matters.

Motion was made by Commissioner Chernisky to convene an Executive Session at 10:35 a.m.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by Controller Cernic to reconvene the public meeting at 11:02 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

**Personnel:**

1. Kelly Benton, remove Full-Time Correctional Officer I from payroll, effective March 2, 2020.
2. Tahtan Gorman, remove Per-Diem Correctional Officer from payroll, effective February 11, 2020.
3. Devon Nagle, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective March 22, 2020.
4. Hire the following as Per-Diem Correctional Officers, effective March 16, 2020. (Employment is contingent on successful completion of the pre-employment screenings).

|                   |                 |                    |
|-------------------|-----------------|--------------------|
| Scott Batzel      | Hikeen Frost    | Chanta McNiel      |
| Brendan Gray      | Victoria Greene | Isaac Lane         |
| Wallace Litzinger | Joshua McNulty  | Vanessa Miller     |
| Dave Port         | Maxwell Rager   | Alexandera Ringler |
| Michael Ross      | Matthew Rose    |                    |

**Operations:**

**Warden Smith reported:**

1. The Prison has recently joined the Cambria County Health and Welfare Council, and the Warden has registered all six (6) of the Prison's Corrections Counselors as active members. The Council is a collaborative community network with a goal to mobilize resources to help the community and justice-involved individuals. Joining this group will help the Counselors extend their professional contact network and their list of resources to assist inmates, both while incarcerated and for transition back into the community.
2. The Prison has two (2) kiosks onsite for inmate money deposits. One is located in the lobby for visitors to place money into inmates' accounts, and the other is in the intake area for new commitments to deposit any cash they have on them upon commitment. In the past, the Prison Accountant has been responsible for collecting the cash from the machines, counting it, balancing it, and depositing it at the bank. On February 27, 2020, the

Facility switched over to a new process of automatic collection done by the kiosk vendor, GTL. GTL now handles all cash removal and bank deposits. The Accountant receives a daily ACH report and can easily balance the account. This change in process is being done at no cost to the County and will alleviate several hours of work per week for the Accountant.

3. For the last two (2) weeks, the Facility has been completing its annual review of all Prison policies. Deputy Descavish is now in the process of making any changes, and the final 2020 Policy Manual should be complete by the end of the month. The next scheduled annual reviews are the Officer Post Order Manual and the Inmate Handbook. Both will be completed prior to the April Department of Corrections' Inspection.

4. Due to some implementation issues with the M.A.T., (Medically Assisted Treatment), grant that was awarded late last year, some modifications had to be made to the grant submission. The Warden reported that the modifications were approved, and the Prison will still be receiving the grant funds. This allows the Prison to move forward in implementing M.A.T. to those inmates who were legitimately participating in a program prior to incarceration. Counselor Mary McCoy has been designated as the Prison's point person for this grant.

5. On March 16, 2020, another Cadet Academy will be beginning. It will include fourteen (14) Cambria County cadets and twelve (12) cadets from other counties, for a total of \$4,200.00 income to County. These fourteen (14) cadets should finish up the Academy mid-April and will be available to cover the schedule for the heavy summer vacation season.

**Statistical Report:**

Report is attached.

**February, 2020**

|   |              |
|---|--------------|
| Average Daily Population for February, 2020 | 408          |
| Housing Revenue for February, 2020          | \$124,040.00 |
| Year to Date Revenue as of February, 2020   | \$248,570.00 |

**Food Service Report:**

None.

**Medical Report:**

Report is attached.

**Training:**

1. On February 19, 2020, Officer Brandon Shaw received eight (8) hours of training in Max Control Operations.

2. From February 24, 2020, through February 25, 2020, Officer Jeffrey Allen received sixteen (16) hours of training in Property Operations.

**Misconduct Report:**

There was no information to report.

**Miscellaneous:**

There was no information to report.

**Motion was made by Commissioner Chernisky to accept the Warden's Report.**

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

**Communications:**

**None.**

**Old Business:**

**None.**

**New Business:**

**None.**

**Adjournment:**

**Motion was made by District Attorney Neugebauer to adjourn the meeting.**

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

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**Michael Gelles, IV, Chief Clerk**