

# PRISON BOARD MINUTES

April 8, 2020

**Board Members Present:**

Thomas C. Chernisky, President Commissioner  
Scott W. Hunt, Commissioner  
Gregory J. Neugebauer, District Attorney  
Dana Descavish, Second Deputy to the Controller, for  
Edward Cernic, Jr., Controller

**Others Present:**

William J. Smith, Commissioner (via telephone)  
William Valko, Court Administrator  
Chris Smith, Warden  
William Patterson, First Deputy Warden  
Craig Descavish, Second Deputy Warden

Pledge of Allegiance.

Commissioner Hunt called the meeting to order at 10:30 a.m., in the Jury Room of the Cambria County Courthouse, Ebensburg.

Motion was made by District Attorney Neugebauer to approve the Minutes of the meeting held on March 11, 2020.

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 March 11, 2020:**

Retirement Fund	\$21,528.33
Retirement Fund	\$22,113.00
UPMC Health Plan	\$96,221.78
UPMC Health Plan	\$1,115.12
UPMC Dental	\$102.98
Symetra Life Insurance	\$479.28
GC Pivotal	\$65.80
Direct Energy	\$729.59
Ebensburg Borough	\$32,952.55
Ricoh	\$1,047.71
FNB (Credit Card)	\$46.99
Ray Oil & Gas	\$973.96
Ricoh	\$464.27
Penelec	\$18,821.30
People's	\$1,091.01
Total	\$197,753.67

**Invoice Status Report:**

April 6, 2020, 100 Invoices Totaling \$222,047.83

<b>Canteen Fund bills paid after March 2020 Meeting</b>	<b>\$4,680.14</b>
<b>Canteen Fund Bills to be Paid</b>	<b>\$25,182.28</b>

Motion was made by Dana Descavish 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 security matters.

Motion was made by Commissioner Chernisky to convene an Executive Session at 10:36 a.m.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Motion was made by District Attorney Neugebauer to reconvene the public meeting at 11:15 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

**Personnel:**

No personnel changes.

**Operations:**

**Warden Smith reported:**

- 1. The Prison participated in the 2020 Census in mid-March. A census representative spent a few days at the Facility interviewing administrative staff, and a random sampling of twenty-five (25) inmates completed the census questionnaire.**
- 2. Basically, the entire last month has been solely dedicated to preparing the Institution for dealing with the COVID-19 pandemic. In addition to numerous new procedures being put into place for staff and inmates, PPE was ordered, visitation has been restricted, anyone entering the building is screened, cloth masks were made and distributed to all inmates and staff, social distancing policies have been enacted, inmates are issued free hand soap weekly, and hand sanitizer dispensers were placed throughout the Institution. The Facility is following all Department of Corrections', Center for Disease Control's, and PrimeCare Medical's recommendations for dealing with this crisis. Staff has attended countless educational webinars, phone conferences, and in-person meetings centering on the virus. PrimeCare Medical is able to test onsite, in the event that it is required. Any cost related to the pandemic is being documented and tracked, in the event the County can receive reimbursement.**
- 3. The Department of Corrections has cancelled the annual inspection that was scheduled for April 21, 2020, due to COVID-19. Once a new plan is developed to continue inspections, the Warden will inform the Board of the County's new date.**

**Statistical Report:**

Report is attached.

**March, 2020**

<b>Average Daily Population for March, 2020</b>	<b>404</b>
<b>Housing Revenue for March, 2020</b>	<b>\$140,420.00</b>
<b>Year to Date Revenue as of March, 2020</b>	<b>\$388,990.00</b>

**Food Service Report:**

**During the month of February, the Prison worked on basic food safety training, including preventing time-temperature abuse and cross-contamination.**

**During the month of March, the Prison reviewed personal hygiene and its importance in the workplace.**

**Medical Report:**

**Report is attached.**

**Training:**

- 1. From March 2, 2020, through March 6, 2020, Officer Lakin Nicholson received forty (40) hours of training in Records.**
- 2. From March 4, 2020, through March 6, 2020, Officer Joseph Frontino received twenty-four (24) hours of training in Intake Operations.**
- 3. From March 4, 2020, through March 6, 2020, Officer Raymond Morris received twenty-four (24) hours of training in Intake Operations.**
- 4. From March 2, 2020, through March 6, 2020, Officer Brandon Shaw received forty (40) hours of training in Kitchen Operations.**
- 5. From March 2, 2020, through March 6, 2020, Officer Kenneth Wertz received forty (40) hours of training in Intake and Property Operations.**
- 6. From March 3, 2020, through March 4, 2020, Officer Taylor Frederick received sixteen (16) hours of training in Laundry Operations.**
- 7. From March 9, 2020, through March 11, 2020, Lieutenant Mark Anderson, Officers Brad Dugan and Charles Litzinger completed twenty-four (24) hours of instruction in Training for Staff Trainers at the Pennsylvania Department of Corrections Academy in Elizabethtown, Pennsylvania.**
- 8. From March 10, 2020, through March 13, 2020, Officer Nathan Knopp received thirty-two (32) hours of training in Intake Operations.**
- 9. From March 11, 2020, through March 13, 2020, Officer Matthew Conti received twenty-four (24) hours of training in Central Control Operations.**
- 10. From March 10, 2020, through March 12, 2020, Officer Nicholas Zavada received twenty-four (24) hours of training in Intake Operations.**
- 11. From March 9, 2020, through March 13, 2020, Officer Taylor Frederick received twenty-four (24) hours of training in Floor Control and sixteen (16) hours of training in Max Control Operations.**
- 12. From March 10, 2020, through March 13, 2020, Officer Alex Gardini received thirty-two (32) hours of training in Kitchen Operations.**

13. From March 10, 2020, through March 13, 2020, Officer Cody Morgart received thirty (32) hours of training in Intake Operations.
14. From March 12, 2020, through March 13, 2020, Officer Leanna Reese received sixteen (16) hours of training in Max Control Operations.
15. From March 9, 2020, through March 13, 2020, Officer Kenneth Wertz received forty (40) hours of training in Booking Center Operations.
16. From March 18, 2020, through March 19, 2020, Officer David Behe received sixteen (16) hours of training in Property Operations.
17. From March 16, 2020, through March 17, 2020, Officer Joseph Frontino received sixteen (16) hours of training in Floor Control Operations.
18. From March 16, 2020, through March 20, 2020, Officer Martin Dean received forty (40) hours of training in Intake and Property Operations.
19. From March 25, 2020, through March 27, 2020, Officer Lakin Nicholson received twenty-four (24) hours of training in Records.
20. From March 24, 2020, through March 26, 2020, Officer Brendan Appley received thirty-two (32) hours of training in Booking Center Operations.

**Misconduct Report:**

There was no information to report.

**Miscellaneous:**

There was no information to report.

District Attorney Neugebauer made a motion that the Board recommend that the Commissioners approve a Prison security upgrade, with maintenance, pending Solicitor review for bidding requirements.

Motion was seconded by Commissioner Chernisky and passed. Dana Descavish abstained.

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

Motion was seconded by Dana Descavish and passed unanimously.

**Communications:**

None.

**Old Business:**

None.

**New Business:**

Warden Smith commended the Prison staff for the job they are doing through the COVID-19 pandemic.

**Adjournment:**

Motion was made by Commissioner Chernisky to adjourn the meeting.

**Motion was seconded by District Attorney Neugebauer and passed unanimously.**

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**Michael Gelles, IV, Chief Clerk**