

# PRISON BOARD MINUTES

August 12, 2020

**Board Members Present:**

Thomas C. Chernisky, President Commissioner  
William J. Smith, Commissioner  
Scott W. Hunt, Commissioner  
Gregory J. Neugebauer, District Attorney  
Edward Cernic, Jr., Controller  
Don Robertson, Acting Sheriff  
Norman A. Krumenacker, III, President Judge

**Others Present:**

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

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.

Motion was made by Commissioner Hunt to approve the Minutes of the meeting held on July 8, 2020.

Motion was seconded by Acting Sheriff Robertson 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 July 8, 2020:**

Retirement Fund	\$22,184.05
Retirement Fund	\$20,686.32
UPMC Health Plan	\$93,197.50
Direct Energy	\$632.78
GC Pivotal	\$65.61
Peoples	\$997.80
Phoenix Rehab	\$35.00
GC Pivotal	\$66.39
CamTran	\$237.74
Ebensburg Borough	\$34,398.80
Penelec	\$17,633.55
Peoples	\$910.93
Pro Disposal	\$495.00
Ricoh	\$424.75
Ricoh	\$209.00
<b>Total:</b>	<b>\$192,175.22</b>

**Invoice Status Report:**

August 10, 2020, 161 Invoices Totaling \$252,205.75

Motion was made Controller Cernic to approve these invoices and the Invoice Status Report, contingent upon the fact that the Prison supply invoices from Bob Barker Company, Inc., totaling \$10,642.73, by the next Prison Board Meeting.

Motion was seconded by Commissioner Hunt and passed unanimously.

Canteen Fund bills paid after July 2020 Meeting	\$43,139.96
Canteen Fund Bills to be Paid	\$30,147.75

Motion was made by Controller Cernic to approve the Canteen Fund bills.

Motion was seconded by Commissioner Hunt and passed unanimously.

**Warden's Report:**

**Personnel:**

1. Hire Gregory Peterson and Tahton Gorman as Per-Diem Correctional Officers, effective August 19, 2020. (Employment is contingent on successful completion of the pre-employment screenings.)

2. Hire the following as Per-Diem Correctional Officers, effective August 24, 2020. (Employment is contingent on successful completion of the pre-employment screenings.)

Calvin Ates	Tony Anico	Elijah Fritz
Rachael Hazenstab	Isaac Herndon	Jeffrey Long
Makenzie McDonald	Ryan Seymore	Jennifer Shero
Seth Simasek		

3. Maxwell Rager, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective August 23, 2020.

4. Scott Batzel, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective August 23, 2020.

5. Isaac Lane, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective August 23, 2020.

6. Justice Rieger, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective August 23, 2020.

7. Victoria Greene, transfer from Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective August 23, 2020.

8. Martin Dean, III, remove Full-Time Correctional Officer I from payroll, effective July 26, 2020.

9. Katrina Smeal, remove Full-Time Department Clerk II, effective July 25, 2020.

10. Edward Migut, remove Full-Time Correctional Officer I from payroll, effective August 22, 2020.

11. Michael Ross, remove Per-Diem Correctional Officer from payroll, effective August 8, 2020.

12. Vanessa Miller, remove Per-Diem Correctional Officer from payroll, effective August 3, 2020.

13. Matthew Rose, remove Per-Diem Correctional Officer from payroll, effective August 9, 2020.

**Operations:**

**Warden Smith reported:**

1. The Prison continues to have zero (0) cases of Covid-19. All recommended CDC and Department of Corrections' guidelines remain in effect. All visitors and volunteers are still restricted, and all group activities remain suspended. The Facility continues to fog (disinfect) the entire institution every three (3) to four (4) weeks, with the last disinfection being completed August 5, 2020, and August 6, 2020. PrimeCare has been having issues with delays in turnaround times for Covid-19 test results, which is a nationwide issue. In response to this, PrimeCare has contracted with Conemaugh Hospital to have them run the Prison's tests locally instead of sending the swabs out to a national lab. Barring any unforeseen circumstances, the expected turnaround time using Conemaugh should be two (2) to three (3) days.
2. The Prison's Administrative Team, along with Human Resource Director Bryan Beppler, met with local union officials last week to discuss the realignment of a few staff positions that should allow for some budget reductions. Another meeting is scheduled to allow for further discussions during the week of August 16, 2020.
3. The Prison was informed last week that it will be having a "virtual" inspection of the Facility, conducted from August 31, 2020, through September 3, 2020, by the ICE Office of Detention Oversight. ODO's onsite inspection last year was one of the most thorough inspections that the Prison has ever undergone, and the Facility was unsure of what to expect with a "virtual" inspection. The Prison will be spending the rest of this month preparing for the inspection and will do what needs to be done to meet ICE's expectations.
4. As the Board is aware, the Prison Accountant resigned last month, and the position has been advertised. The application process was open through last Friday, and fourteen (14) applications were received. Interviews are planned for later this week and into next week. During this transition, one of the Correctional Officers who was trained in the basics of that position has been filling in, and Emily Krug, from the Controller's Office, and Tara Keilman, from the Commissioners' Office, have both been giving the Prison a great deal of help. The Warden personally thanked all three (3) individuals for their efforts to keep that office running.
5. The County's Grant Writer, Brittany Blackham, recently informed the Warden that the Prison may be eligible to receive approximately \$8,000.00 in JAG grant funds that could be used towards equipment. The safety gear that the Prison's CERT Team, (Correctional Emergency Response Team), uses ranges in age from ten (10) years old to twenty (20) years old and is in need of replacement. The Facility is working on getting price quotes for Brittany to submit for the grant. If the funding is received, the Prison will be able to re-outfit the CERT Team with more up-to-date gear for their protection.

**Statistical Report:**

Report is attached.

**July, 2020**

Average Daily Population for July, 2020	373
Housing Revenue for July, 2020	\$166,390.00
Year to Date Revenue as of July, 2020	\$901,110.00

**Food Service Report:**

During the month of July, the Prison worked with inmate labor on the importance of following recipes, and planned menus to utilize any leftovers to the best of the Facility's ability.

**Medical Report:**

Report is attached.

**Training:**

1. On July 8, 2020, Officer Kenneth Wertz received eight (8) hours of training in Central Control Operations.

For the majority of the month of July, Training Officer Hale had been utilized to cover various position vacancies created by vacations and FMLA usage.

Preparations are underway for Cadet Basic Training Class to begin on August 24, 2020. Additionally, curriculum is being developed for CERT training to be conducted in the early fall.

**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 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