

PRISON BOARD MINUTES

January 9, 2019

Board Members Present:

**Thomas C. Chernisky, Commissioner
Mark J. Wissinger, Commissioner
Edward Cernic, Jr., Controller
Kelly Callihan, District Attorney**

Others Present:

**Michael Gelles, IV, Chief Clerk
Christian Smith, Warden
William Patterson, First Deputy Warden
Craig Descavish, Second Deputy Warden**

Pledge of Allegiance.

Commissioner Wissinger called the meeting to order at 10:30 a.m., at the Cambria County Courthouse, 3rd floor Commissioners' Meeting Room, Ebensburg.

Reorganization:

Motion was made by Commissioner Chernisky to retain all prior officers, i.e., Bob Kolar as President, Mark J. Wissinger as Vice President, and Michael Gelles, IV, as Secretary.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by Commissioner Chernisky to appoint Christian Smith as Warden.

Motion was seconded by Controller Cernic and passed unanimously.

Michael Gelles, IV, stated that the Inspectors will be appointed by Sheriff Kolar.

Motion was made by Commissioner Chernisky to approve holding the 2019 meetings on the second Wednesday of each month, at 10:30 a.m., in the third floor Commissioners' Meeting Room, Cambria County Courthouse, with the exception of the May and November meetings, which will be held at the Prison.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by Controller Cernic to approve the Minutes of the meeting held on December 12, 2018.

Motion was seconded by Commissioner Chernisky 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 December 12, 2018:

Retirement Fund	\$18,661.86
Retirement Fund	\$20,233.94
UPMC Health Plan	\$93,097.58
UPMC Dental	\$135.50
Symetra Life Insurance	\$446.67
CamTran	\$487.70
Pro Disposal	\$495.00
Ricoh	\$270.00
Penelec	\$23,898.01
Ray Oil & Gas	\$1,500.30
Ricoh	\$351.40
Ricoh	\$419.86
Total	\$159,997.82

Invoice Status Report:

January 8, 2019, 106 Invoices Totaling \$228,521.63

Canteen Fund bills paid after Dec., 2018, Meeting \$15,584.48
Canteen Fund Bills to be Paid \$2,377.50

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

Motion was seconded by Commissioner Chernisky and passed unanimously.

Request was made by Warden Smith to convene an Executive Session.

Motion was made by Commissioner Chernisky to convene an Executive Session at 10:37 a.m.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made by Commissioner Chernisky to reconvene the public meeting at 10:59 a.m.

Motion was seconded by Controller Cernic and passed unanimously.

Warden's Report:

Personnel:

- 1. Tammy Sinclair, remove Full-Time Counselor from payroll, effective December 31, 2018.**
- 2. Rebecca Fox, transfer from Temporary Counselor to Full-Time Counselor, effective January 13, 2019.**

Operations:

Warden Smith reported:

- 1. In December, the Prison began its annual review and revision of all institutional policies and procedures, the Inmate Handbook, and post orders. With the amount of information that needs reviewed, this is a very time-consuming process, but it is anticipated that all revisions will be completed by mid-February. In addition, this year, the Prison is also going to review/revise the job descriptions for non-union or administrative positions at the institution, as some are several years old and currently contain outdated information.**

2. With grant money provided through the JAG Grant, the Prison has been able to purchase nineteen (19) new Glock .40 caliber handguns for use on inmate transports, training, hospital duty, etc. These weapons will replace the .40 caliber Smith and Wesson handguns that are approximately fifteen (15) years old and were in need of replacement. With trading in the old firearms, the total cost of the new weapons, including duty belts, holsters, and magazine pouches, was \$7,000.00. The grant covered \$5,040.00 of this amount. This past Monday, the Facility began retraining and recertifying staff on the new handguns.

3. With another grant opportunity, the Facility has been able to place an order for four (4) new desktop computers for administrative personnel (both Deputies, Security Captain, and Shift Supervisors), that will replace computers that are approximately eight (8) years old and not able to properly support the ongoing updates with the video surveillance system. The total cost of these computers was \$4,752.00, and it was 100% covered by grant funding.

4. Once again, the Prison finds itself with a shortage of per-diem officers. Currently, only five (5) of the thirty (30) allotted per-diem positions are filled. Interviews are scheduled to begin next week with a new Cadet Academy slated to begin February 4, 2019. In addition to the applications that Human Resources and the Prison had on file, the Facility has also reached out to all of the local college campuses with hopes of receiving additional interest from recent graduates.

Statistical Report:

Report is attached.

December, 2018

Average Daily Population for December, 2018	500
Housing Revenue for December, 2018	\$227,510.00
Year to Date Revenue as of December, 2018	\$2,610,070.00

Food Service Report:

During the month of December, the proper way to store dry foods, frozen foods, refrigerated foods, and cleaning chemicals was discussed. The proper way to thaw frozen food items to be used for production on a daily basis was also reviewed.

Medical Report:

Report is attached.

Training:

On December 11, 2018, Officers Behory, Sanford, Morris, Waldron, and Weaver completed body scanner training, eight (8) hours.

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:

Controller Cernic questioned the status of the energy improvement project.

New Business:

District Attorney Callihan questioned the use of medical marijuana for inmates. Warden Smith stated that PrimeCare has a list of approved medications, but medical marijuana is not on that list.

Adjournment:

Motion was made by Controller Cernic to adjourn the meeting.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Michael Gelles, IV, Chief Clerk