

# PRISON BOARD MINUTES

February 13, 2019

**Board Members Present:**

Robert Kolar, Sheriff  
Norman A. Krumenacker, III, President Judge  
Thomas C. Chernisky, President Commissioner  
William J. Smith, Commissioner  
Mark J. Wissinger, Commissioner  
Edward Cernic, Jr., Controller

**Others Present:**

Michael Gelles, IV, Chief Clerk  
Christian Smith, Warden  
Craig Descavish, Second Deputy Warden

Pledge of Allegiance.

Sheriff Kolar called the meeting to order at 10:30 a.m., at the Cambria County Courthouse, 3<sup>rd</sup> floor Commissioners' Meeting Room, Ebensburg.

Motion was made by Commissioner Chernisky to approve the Minutes of the meeting held on January 9, 2019.

Motion was seconded by Controller Cernic 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 January 9, 2019:**

Retirement Fund	\$19,954.05
Retirement Fund	\$20,782.37
UPMC Health Plan	\$93,676.48
UPMC Dental	\$130.08
Symetra Life Insurance	\$452.81
CamTran	\$432.39
Peoples	\$3,758.71
Ebensburg Borough	\$58,225.46
Steven Meyers	\$250.00
Pro Disposal	\$495.00
Ricoh	\$843.10
Penelec	\$21,166.97
Ray Oil and Gas	\$1,862.30
Phoenix Rehab	\$420.00
Hite	\$55.72
Peoples	\$55.72
<b>Total</b>	<b>\$223,758.06</b>

**Invoice Status Report:**

February 12, 2019, 116 Invoices Totaling \$371,225.09

Canteen Fund bills paid after Jan. 2019, Meeting \$35,937.72  
Canteen Fund Bills to be Paid \$3,339.78

**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:**

**Personnel:**

**1. Hire the following as Per-Diem Correction Officers, effective February 4, 2019. (Employment is contingent on successful completion of the pre-employment screenings.)**

**Kelly Benton  
Matthew Conti  
Cindy Kinsey  
Karin Seymore**

**Joshua Brendlinger  
Scarlett Daugherty  
David Marrapode  
Justin Silvis**

**Scott Clevenger  
George Gustkey  
Colton Pearce  
Brady Skibo**

**2. Jessica Greathouse, transfer from Temporary Counselor to Full-Time Counselor, effective January 27, 2019.**

**3. Jeremy Smick, transfer from Temporary Counselor to Full-Time Counselor, effective January 27, 2019.**

**4. Robert Nagy, transfer from Correction Officer I to Correction Officer II, effective December 30, 2018.**

**5. Dale Westrick, transfer from Correction Officer II to Correction Officer I, effective December 30, 2018.**

**6. Benjamin Yeckley, transfer from Per-Diem Correction Officer to Full-Time Correction Officer I, effective February 10, 2019.**

**7. Brendan Appley, transfer from Per-Diem Correction Officer to Full-Time Correction Officer I, effective February 10, 2019.**

**8. Joseph Frontino, transfer from Per-Diem Correction Officer to Full-Time Correction Officer I, effective February 10, 2019.**

**9. Brady Hamer, remove Full-Time Correction Officer I, effective February 4, 2019.**

**Motion was made by Controller Cernic to approve the Personnel section of the Warden's Report.**

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

**Operations:**

**Warden Smith reported:**

**1. Over the last month or so, the Warden has been in talks with both the phone provider and the commissary provider to extend and renegotiate contracts. Since last month, the phone contract has been approved by both the County and the vendor. This new Agreement will implement secure tablets (similar to iPads) into the institution, which inmates can use to access apps for music, education, videos, and movies as well as make and receive phone calls, video calls, and secure messages. All of this is at a cost to the inmate, which the County will receive a percentage of.**

In addition, the Warden was able to negotiate a guaranteed commission for the County of \$150,000.00, which will be paid the first month of the year, (it has already been received). This is a five hundred percent (500%) commission increase based off of 2018's commission. The vendor has also agreed to purchase a Cell-Sense tower (a \$13,000.00 value) for the Prison that can be used to detect cell phones.

The commissary contract is now in the final stages of approval. It was sent back to the vendor yesterday for some minor revisions that Solicitor Barbin requested and is expected to be approved this month. This contract will add vending machines into the housing units so that inmates can purchase select items, in turn increasing the commissions to the County. The contract also makes the vendor responsible to hire and cover the costs of an employee to handle the commissary duties. This will allow the County to eliminate, through attrition, a position that is currently vacant, saving approximately \$33,000.00.

2. With the Prison converting to gas, the possibility is being explored to convert an existing oil furnace in the HF unit to natural gas. Jim Hoffman, Maintenance Supervisor, is currently reaching out to contractors for an estimate on this project. Changing this furnace over could lead to thousands of dollars in savings each year.

3. The chiller to the walk-in cooler in the kitchen is in need of replacement. Several repairs have been done in the last two (2) years, and the coolant will not remain in the unit. The estimated cost of replacement is approximately \$12,000.00 and was included in the projected capital expenditures for this year. The Prison is currently in the process of getting quotes for a replacement.

4. The Booking Center is scheduled to get a hardware upgrade by the end of the month, tentatively February 19, 2019. Currently, two (2) separate units are used during the booking process; one for CPIN photos and a separate one for fingerprints. The new unit will be an all-in-one machine with the newest software available. Once completed, all Booking Center staff will be trained on the new units.

5. The employment contract arbitration with the Corrections Officers' union was completed on January 18, 2019. There has been no decision or update from the arbitrator yet as to a final contract. However, a decision is anticipated within the next month or so.

6. The Prison believes it may have turned a corner on the shortage of interest for Per-Diem Correction Officer positions. Currently, there are only two (2) per-diems on the schedule (due to turnover), but the Facility recently interviewed and hired eleven (11) new officers who are currently attending the Cadet Academy. Increasing the pay rate to \$14.00 per hour seemed to help with recruitment efforts. Human Resources has also put the Prison in contact with PA CareerLink. Within the last two (2) weeks, approximately a dozen applications have been received through CareerLink, and another Academy will be scheduled within the next three (3) to four (4) months.

**Statistical Report:**

Report is attached.

**January, 2019**

Average Daily Population for January, 2019	517
Housing Revenue for January, 2019	\$259,967.00

Year to Date Revenue as of January, 2019

\$259,976.00

**Food Service Report:**

During the month of January, the Prison worked with the inmate workforce on basic training in the Food Service Department. The Facility worked on training inmate workers on operating the dishwasher and the pots and pans area. They also worked on going over job descriptions and the duties for various jobs in the kitchen.

**Medical Report:**

Report is attached.

**Training:**

There was no training to report.

**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 Wissinger and passed unanimously.

**Communications:**

None.

**Old Business:**

None.

**New Business:**

None.

**Adjournment:**

Motion was made by Commissioner Wissinger to adjourn the meeting.

Motion was seconded by Commissioner Smith and passed unanimously.

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Michael Gelles, IV, Chief Clerk