

PRISON BOARD MINUTES

April 10, 2019

Board Members Present:

William Valko, Court Administrator for
Norman A. Krumenacker, III, President Judge
William J. Smith, Commissioner
Mark J. Wissinger, Commissioner
Amanda Fox, Detective for
Kelly Callihan, District Attorney
Kristine Segear, First Deputy for
Edward Cernic, Jr., Controller

Others Present:

Michael Gelles, IV, Chief Clerk
Christian Smith, Warden
William Patterson, Second Deputy to the Warden
George Rozum, Security Captain

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.

Motion was made by Commissioner Smith to approve the Minutes of the meeting held on March 13, 2019.

Motion was seconded by William Valko and passed unanimously.

Public Comment:

None.

Presentation and Approval of Invoices:

Kristine Segear presented the following bills and Invoice Status Report for approval:

Prison bills paid after the Meeting held March 13, 2019:

Retirement Fund	\$20,389.81
Retirement Fund	\$19,856.86
UPMC Health Plan	\$93,676.48
Ebensburg Borough	\$37,762.55
Ricoh	\$1,078.58
Ricoh	\$337.50
Brock Kauffman	\$32.48
Penelec	\$19,313.25
Ray Oil & Gas	\$1,515.62
Peoples	\$2,379.84
Total	\$196,342.97

Invoice Status Report:

April 8, 2019, 103 Invoices Totaling	\$248,989.72
Canteen Fund bills paid after March 2019, Meeting	\$17,834.02
Canteen Fund Bills to be Paid	\$24,482.38

Motion was made by William Valko to approve these bills and the Invoice Status Report.

Motion was seconded by Commissioner Smith and passed unanimously.

Warden's Report:

The Warden requested an Executive Session.

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

Motion was seconded by William Valko and passed unanimously.

Motion was made by Commissioner Smith to reconvene the public meeting at 10:45 a.m.

Motion was seconded by William Valko and passed unanimously.

Personnel:

- 1. Christopher Alexander, remove Full-Time Lieutenant, effective April 13, 2019.**
- 2. David Marrapode, remove Per-Diem Correctional Officer, effective March 25, 2019.**
- 3. Justin Silvis, remove Per-Diem Correctional Officer, effective April 9, 2019.**
- 4. George Gustkey, remove Per-Diem Correctional Officer, effective April 9, 2019.**

Operations:

Warden Smith reported:

- 1. Last year, the Warden informed the Board that, after a twelve (12) year absence, the Facility was able to restart GED classes within the institution, with the help of funding and instructors provided by Goodwill Industries. The Prison is now in the process of becoming a certified testing center to proctor the High School Equivalency Exam at the Facility. The test, which is commonly known as the GED test, is actually named the Commonwealth of Pennsylvania's High School Equivalency Exam. The term "GED" is the name of the testing service used by the State. In 2014, the GED Testing Service went strictly to a computer-based test and eliminated paper tests. The State has since approved HiSet Testing Services, which offers paper tests, to administer the exam. This will allow the Prison to, once again, begin offering the equivalency exam to inmates. At the end of March, the Facility began the process of getting Counselors Mary McCoy and Jessica Greathouse certified to become test administrators, and it is anticipated that they will be fully certified within the next two (2) months. There is no cost to the County for this certification.**
- 2. Over the past month, the Prison's Maintenance Department has been involved with a rehab project of the housing units. With the count being lower than it has been for a long time, the Prison has taken this opportunity to empty a housing unit and get areas painted that normally are difficult to paint and repair items that have been in need of repair. To date, one (1) unit has been completely repainted, including all of the fixtures and furniture, and the Facility is currently working on what needs done in a second unit. When the project is finished, all showers, tables, railings, and**

any other areas in need of paint or repair will be completed throughout the entire institution.

3. On Tuesday, April 9, 2019, the Prison received a 2012 Ford E-350 Transport Van from ICE to post at the Prison and use solely to transport ICE detainees. The vehicle will help alleviate the load on other transport vehicles and hopefully reduce the need to borrow a vehicle from the Sheriff's Department. ICE will supply the gas card and take care of all maintenance. The only responsibility that falls on the County is insurance coverage while its employees are driving it.

4. Annual staff training, as required by PA Title 37, began the week of March 18, 2019. All staff will receive thirty-two (32) hours of mandated training and re-certifications. It is anticipated that the training will take approximately ten (10) to twelve (12) weeks total to complete.

5. The first week of May, the 5th through the 11th, the Prison will be celebrating National Corrections Employee Week. Throughout the week, the Facility will be having a special menu planned for staff as well as door prizes that are raffled off during the week. On Friday, May 10, 2019, at 2:00 p.m., the Facility will be handing out the annual Employee, Supervisor, and Officer of the Year Awards. All Board Members are invited to stop throughout the week for lunch and to attend the awards ceremony on Friday.

Statistical Report:

Report is attached.

March, 2019

Average Daily Population for March, 2019	472
Housing Revenue for March, 2019	\$274,956.00
Year to Date Revenue as of March, 2019	\$774,116.00

Food Service Report:

During the month of March, the Prison worked on different techniques of preparing and cooking food items and reviewed the methods for thawing and preparing foods as well as what minimum internal cooking temperatures are for various foods.

Medical Report:

Report is attached.

Training:

Beginning the week of March 17, 2019, annual training for all Prison employees began. Each week, until all staff has completed the training, between eight (8) and twelve (12) employees participate in thirty-two (32) hours of training required under PA Title 37. Training is held in-house by Training Officer Matt Hale, with the assistance of several other instructors, and it is expected to continue through May.

Misconduct Report:

There was no information to report.

Miscellaneous:

There was no information to report.

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

Motion was seconded by William Valko and passed unanimously.

Communications:

None.

Old Business:

None.

New Business:

Kristine Segear stated that the audit of the Canteen Fund and Resident Fund was submitted last week.

Adjournment:

Motion was made by Commissioner Smith to adjourn the meeting.

Motion was seconded by William Valko and passed unanimously.

Michael Gelles, IV, Chief Clerk