

PRISON BOARD MINUTES

June 12, 2019

Board Members Present:

Robert Kolar, Sheriff
Thomas C. Chernisky, President Commissioner
William J. Smith, Commissioner
Mark J. Wissinger, Commissioner
Edward Cernic, Jr., Controller

Others Present:

Christian Smith, Warden
William Patterson, Second Deputy to the Warden
Craig Descavish, Second Deputy to the Warden
Scott Fye, Detective

Pledge of Allegiance.

Sheriff Kolar 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 Smith to approve the Minutes of the meeting held on May 8, 2019.

Motion was seconded by Commissioner Wissinger 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 May 8, 2019:

Retirement Fund	\$20,659.21
Retirement Fund	\$18,776.26
Retirement Fund	\$20,380.00
UPMC Health Plan	\$90,333.82
UPMC Health Plan	\$546.64
UPMC Dental	\$119.24
UPMC Dental	\$113.82
Symetra Life Insurance	\$455.35
Symetra Life Insurance	\$452.54
GC Pivotal	\$68.92
Ebensburg Borough	\$36,153.80
Phoenix Rehab	\$100.00
Ricoh	\$785.60
Pro Disposal	\$495.00
Penelec	\$19,403.96
Commonwealth of Pennsylvania	\$264.00
Hite	\$85.54
Peoples	\$1,955.01
Pro Disposal	\$495.00
Total	\$209,349.65

Invoice Status Report:

June 10, 2019, 184 Invoices Totaling	\$281,569.04
Canteen Fund bills paid after May 2019, Meeting	\$27,692.02
Canteen Fund Bills to be Paid	\$30,086.01

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

Motion was seconded by Commissioner Smith and passed unanimously.

Warden's Report:

Personnel:

- 1. Katrina Smeal, Full-Time Department Clerk II, effective May 28, 2019.**
- 2. Matthew Conti, Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective June 2, 2019.**
- 3. Brett Landry, Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective June 2, 2019.**
- 4. Brady Skibo, Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective June 2, 2019.**
- 5. Kelly Benton, Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective June 16, 2019.**
- 6. Scott Clevenger, Per-Diem Correctional Officer to Full-Time Correctional Officer I, effective June 16, 2019.**
- 7. Mark Sanford, Full-Time Correctional Officer I to Full-Time Lieutenant, effective June 16, 2019.**
- 8. Andrew Kessler, remove Full-Time Lieutenant from payroll, effective May 16, 2019.**
- 9. Karin Seymore, remove Per-Diem Correctional Officer from payroll, effective June 25, 2019.**
- 10. Kayla Behory, remove Full-Time Correctional Officer I from payroll, effective June 6, 2019.**
- 11. Cindy Kinsey, remove Per-Diem Correctional Officer from payroll, effective May 29, 2019.**
- 12. Olivia Urbanek, remove Per-Diem Correctional Officer from payroll, effective June 10, 2018.**
- 13. Hire the following Per-Diem Correctional Officers, effective June 17, 2019. (Employment is contingent on successful completion of the pre-employment screenings.)**

**Jeffrey Allen
Raymond Gorham
William McClellan
Josh Opdenhoff
Brian Thompson**

**Shanice Berry
Douglas Kimack
Sarah McCool
Gregory Peterson
James Wasylowski**

**Alexander Gardini
Emily Matson
Justice Rieger
Kenneth Wertz**

Operations:

Warden Smith reported:

- 1. AMAC, or Assault Management Applications in Corrections, is the most up-to-date and comprehensive defensive tactics course offered to corrections personnel in Pennsylvania. The Department of Corrections began implementing this course a few years ago for its staff. However, county staff was unable to receive it. This past year, the DOC opened the training up to county staff. Last year, the Prison sent one (1) officer to become certified, and this past month, another four (4) officers were sent to receive this training. All four (4) were able to complete the physical demands of this training and were successfully certified as AMAC instructors.**

- 2. Toward the end of May, the vending machines that were added as part of the commissary contract extension were installed and became operational. There were no problems with installation, and the crew did not interfere with Prison operations. These machines should help increase the revenue into the Commissary Fund, as they sold \$6,500.00 worth of items in the first full week of operation. The Prison receives twenty-five percent (25%) commission on the sales.**

- 3. Throughout the second half of May, the staff training room was moved from the secure area of the institution to the conference room located off of the lobby. This move will allow the Facility to accommodate larger training classes. Due to the location of the old training room, this move will also allow the Prison to eventually convert the old training room into an additional treatment services classroom or office space. The new staff training room is more accessible and convenient for staff, and provides the Training Officer with a dedicated office space as well.**

- 4. Last month, staff was sent to the Cambria County Job Fair, in Johnstown, with the hope of luring potential per-diem correctional officers. The Job Fair was a success, and the Prison's booth gathered a lot of interest. The Facility received nine (9) resumes onsite and distributed thirty (30) applications to people visiting the booth. This was the first time the Prison sent someone to this Job Fair. Because of positive result, it plans to continue to do this annually.**

- 5. Last month, as you all know, the Facility participated in National Corrections Employee Week. As part of this event, the Prison acknowledged the Officer of the Year, Supervisor of the Year, and Employee of the Year. Due to last month's meeting taking place prior to the awards being handed out, the Prison was unable to release the names of the award recipients. Winners were as follows: 2018 Officer of the Year, Officer Christi Castel; 2018 Supervisor of the Year, Lieutenant Mark Anderson; and 2018 Employee of the Year, Maintenance Technician Brian Risko. All three (3) of these individuals are very dedicated, hard-working employees who are well-deserving of this recognition.**

- 6. Throughout the school year, a teacher is at the Prison daily holding classes for inmates under twenty-one (21) years of age that do not have a high school diploma. Once they earn enough credits, these inmates are eligible to earn their high school diploma. On May 2, 2019, the Facility had three (3) inmates graduate with high school diplomas, from their respective schools, through the Alternative Education Program that is provided by IU8. For graduation, parents were permitted to attend a small ceremony held in the conference room where the IU8 Program Director presented the diplomas.**

Statistical Report:

Report is attached.

May, 2019

Average Daily Population for May, 2019	507
Housing Revenue for May, 2019	\$268,778.00
Year to Date Revenue as of May, 2019	\$1,305,520.00

Food Service Report:

During the month of May, the Prison worked with the inmate workers on how to properly clean and sanitize work areas, discussing the difference between “cleaning” and “sanitizing.”

Medical Report:

Report is attached.

Training:

1. From April 29, 2019, through May 2, 2019, five (5) correctional officers completed a four (4) day annual recertification and training conducted at the Prison.
2. From May 6, 2019, through May 17, 2019, Officers Bradley Dugan, David Leverkusen, Zachary Nealen, and Charles Litzinger completed eighty (80) hours of training on Assault Management Applications in Corrections at the Department of Corrections’ Training Academy in Elizabethtown, Pennsylvania.
3. On May 15, 2019, Captain Brian Latoche and Lieutenant Corey Fox completed TAC Officer Training sponsored by the Pennsylvania Commonwealth Law Enforcement Assistance Network at Lock Haven University. This is a requirement for the County Booking Center.

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 Commissioner Smith and passed unanimously.

Communications:

None.

Old Business:

None.

New Business:

None.

Adjournment:

Motion was made by Commissioner Chernisky to adjourn the meeting.

Motion was seconded by Commissioner Smith and passed unanimously.

Michael Gelles, IV, Chief Clerk