

# PRISON BOARD MINUTES

September 13, 2023

**Board Members Present:**

Thomas C. Chernisky, President Commissioner  
William J. Smith, Commissioner  
Scott W. Hunt, Commissioner  
Edward Cernic, Jr., Controller  
Gregory J. Neugebauer, District Attorney  
Donald Robertson, Sheriff

**Others Present:**

Chris Smith, Warden  
Craig Descavish, First Deputy Warden  
George Rozum, 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, Pennsylvania.

Motion was made by District Attorney Neugebauer to approve the Minutes of the Meeting held on August 9, 2023.

Motion was seconded by 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 August 9, 2023:**

Retirement Fund	\$28,639.45
Retirement Fund	\$30,968.60
Retirement Fund	\$30,314.37
UPMC Health Plan	\$89,201.58
UPMC Health Plan	(\$585.78)
UPMC Dental	\$119.24
UPMC Dental	102.98
Symetra Life Insurance	\$527.84
Symetra Life Insurance	\$513.29
CamTran	\$355.01
Pro Disposal	\$753.50
Ricoh	\$209.00
Wells Fargo	\$445.30
FNB (Visa)	\$3,446.26
Penelec	\$21,632.38
Phoenix Rehab	\$120.00
United Energy	\$1,028.02
GC Pivotal	\$113.00
Mayer Electric	\$180.32
Peoples	\$729.50
<b>Total:</b>	<b>\$208,813.86</b>

**Invoice Status Report:**

September 8, 2023, 119 Invoices Totaling \$372,498.16

Canteen Fund Bills Paid after August, 2023, Meeting \$6,352.58  
Canteen Fund Bills to be Paid \$40,920.38

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

Motion was seconded by Commissioner Hunt and passed unanimously.

**Warden's Report:**

The Warden requested an Executive Session.

Motion was made by Controller Cernic to convene an Executive Session.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made Controller Cernic to reconvene the Public Meeting.

Motion was seconded by Commissioner Hunt and passed unanimously.

**Personnel:**

1. Luke Wachs, remove Full-Time Correctional Officer I, effective August 26, 2023.
2. Dana Shultz, remove Full-Time Correctional Officer I, effective August 28, 2023.
3. Youssef El-Shawarby, remove Full-Time Correctional Officer I, effective August 28, 2023.
4. Dianne Bowman, hire Full-Time Correctional Officer I, effective September 18, 2023.
5. Hire the following individuals as Full-Time Correctional Officer I's, effective September 18, 2023.

John Bennett  
Derick Kurtz  
John Lacko  
Brock Shirk

Thomas Hagerman  
Blake Pellegrino  
Robert Maticic

Russell Smith  
Ivan Heresco  
Matteson Speed

6. Hire the following individuals as Per-Diem Correctional Officer I's, effective September 18, 2023.

David Stephens

Ty Emerson

Kyle Brawley

**Warden Smith reported:**

1. **MAJOR MAINTENANCE/FACILITIES UPDATES:**
  - a. Kronos Software – There have been 4 meetings since last month, and the software build is almost complete. It is currently in the beta mode and is anticipated to go live in October.
  - b. Roof-Top Kitchen Exhaust System – The Prison is still waiting on the manufacturer to review and approve the credit application. The emergency repair approval will be presented at the next Commissioners' Meeting.
  - c. Water Heater – Water heater was installed the week of August 14, 2023.

d. **Body Scanner** – The annual updates and service on the inmate body scanner were completed on September 11, 2023. The radiation audit is scheduled on the unit for September 26, 2023.

2. An estimated 75% of staff members have completed their required annual training. As mentioned at a previous Board Meeting, some of the training was completed digitally, while on shift. This has allowed the Prison to reduce the actual classroom training to one day per staff member and has eliminated approximately 80 overtime shifts that would have needed filled, if all training would have been conducted in the traditional classroom setting. The remainder of the training is expected to be finished within the next month.

3. Earlier this year, a renewal agreement with GTL was signed to update the inmate tablets and phone software. The kickoff meeting was held on August 8, 2023, and the anticipated installation timeline has a start date of September 14, 2023, with a go-live date of November 14, 2023.

***Statistical Report:***

Report is attached.

**August, 2023**

Average Daily Population for August, 2023	391
Housing Revenue for August, 2023	\$329,535.00
Year to Date Revenue as of August, 2023	\$1,890,782.00

***Food Service Report:***

During the month of August, the Prison continued working on basic food service practices and the day-to-day duties with the female inmate workforce. The Facility also worked with a crew of male inmate workers for a few days while the female unit was on quarantine due to Covid-19.

Director Callihan continued to work with the Nutrition Group on the new menu along with looking for ways to try to help with rising food costs and shortages.

***Medical Report:***

Attached.

***Training:***

The following staff training was completed during the month of August, 2023:

1. Officer Jamie Proudfit completed 8 hours of training in Floor Control Operations.
2. Officer William Irvin completed 8 hours of training in Prison Laundry Operations.
3. Officer Brian Duman completed 32 hours of training in Prison Kitchen Operations.
4. Chaplain Art Bucceri completed the annual training conference of the Pennsylvania Chaplain's Association in Carlisle, Pennsylvania.
5. Thirty staff members completed electronic training modules on the Prison Rape Elimination Act and Use of Force.

**6. Forty-five staff members completed in-person annual training.**

**Basic Training Academy No. 23-04 graduated on August 18, 2023. There were 2 Cambria County cadets in the program.**

**Recruitment: The Prison participated in a job fair at the Cambria County Human Resources Office and received several applications from this event.**

**Misconduct Report:**

**There was no information to report.**

**Miscellaneous:**

**None.**

**Adjournment:**

**Motion was made by Commissioner Hunt to adjourn the meeting.**

**Motion was seconded by District Attorney Neugebauer and passed unanimously.**

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**Tara N. Keilman, Deputy Chief Clerk**