

PRISON BOARD MINUTES

October 11, 2023

Board Members Present:

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

Others Present:

Chris Smith, Warden
Craig Descavish, First Deputy Warden
George Rozum, Second Deputy Warden
Scott Fye, Detective

Pledge of Allegiance.

Commissioner Smith called the Meeting to order at 10:30 a.m., at the Cambria County Prison, Ebensburg, Pennsylvania.

Motion was made by Controller Cernic to approve the Minutes of the Meeting held on September 13, 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 September 13, 2023:

Retirement Fund	\$32,159.75
Retirement Fund	\$30,236.72
UPMC Health Plan	\$86,616.52
UPMC Dental	\$113.82
Symetra Life Insurance	\$492.70
CamTran	\$491.67
Ebensburg Borough	\$38,054.30
Ricoh	\$553.51
Tribune Democrat	\$1,135.00
United Energy	\$912.26
Wells Fargo	\$445.30
William Irvin	\$62.23
FNB (Visa)	\$30.00
Penelec	\$23,607.99
Prime Care	\$1,445.08
Commonwealth of Pennsylvania	\$585.00
GC Pivotal	\$225.29
Peoples	\$794.67
Phoenix Rehab	\$120.00
Pro Disposal	\$753.50
Total:	\$218,835.31

Invoice Status Report:

October 6, 2023, 118 Invoices Totaling \$305,168.18

Canteen Fund Bills Paid after September, 2023, Meeting	\$9,662.98
Canteen Fund Bills to be Paid	\$61,767.53

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. George Lung, remove Full-Time Correctional Officer I, effective October 4, 2023.**
- 2. Kyle Brawley, transfer from Per-Diem Correctional Officer I to Full-Time Correctional Officer I, effective October 15, 2023.**

Warden Smith reported:

- 1. MAJOR MAINTENANCE/FACILITIES UPDATES:**
 - a. Kronos Software – The Prison is still testing the software and making change recommendations to the developer to better suit specific payroll operational needs. Anticipated go-live date is January, 2024.**
 - b. Roof-Top Kitchen Exhaust System – Blowers were received the week of September 18, 2023, and installed by Prison Maintenance. Exhausts were delivered on Monday and will be installed this week.**
 - c. Body Scanner – The annual radiation audit was held on the unit and on the dental x-ray machine on September 26, 2023. There were no issues.**
- 2. The initial installation of some of the new software has been completed. Project progress continues. The Prison has also received 6 new Taser 7s that GTL purchased as part of their renewal. Once staff is trained on the tasers, they will be implemented for use on all inmate transports.**
- 3. The contract for inmate commissary services will expire in March, 2024. Both the current vendor and another vendor have reached out asking to provide proposals for commissary services at the Prison. The Warden is waiting for both proposals and will forward them to the Commissioners' Office and the Solicitor for review.**
- 4. The Pennsylvania Prison Warden's Association's Fall Training Conference will be held in State College on October 25, 2023, through October 27, 2023. Both Deputies, the Warden, and Captain Wolford will be in attendance. The training will include presentations by the Pennsylvania Secretary of Corrections, Laurel Harry, on "How to Make Planning a Success," along with sessions on re-entry Programs across Pennsylvania and legal updates.**

5. In an attempt to expand programming services to the inmate population, the Prison has recently implemented correspondence courses through Criminon. The courses are free of charge and focus on topics such as substance abuse, learning skills for life, parenting, personal values, and integrity, etc. Inmates who complete the courses will receive certifications from Criminon. This program was offered to the population on September 25, 2023, and to date, 31 inmates have enrolled. The Warden acknowledged Counselor Mary McCoy for spearheading this programming expansion. A copy of a flyer distributed to the inmate population was included in the Prison Board packets.

Statistical Report:

Report is attached.

September, 2023

Average Daily Population for September, 2023	426
Housing Revenue for September, 2023	\$293,740.50
Year to Date Revenue as of September, 2023	\$2,184,522.50

Food Service Report:

During the month of October, the Prison continued working on basic food service practices and day-to-day duties. The Facility will be training new inmate workers in positions such as cooks and prep cooks, as there has been turnover in food-service workers due to scheduled releases.

Director Callihan will be training with the Food Service Bid Officers, and he continued to work with the Nutrition Group on 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 September, 2023:

1. Twenty-two staff members completed 8 hours of in-person annual training.
2. Three staff members completed firearm safety and requalification.
3. Counselor Mary McCoy attended the CCAPA Fall Training Conference in State College, Pennsylvania.

Basic Training Academy No. 23-05 began on September 18, 2023. There are 14 Cambria County cadets in the program.

Recruitment: The Prison participated in a job fair at Pennsylvania Highlands Community College and also participated in a Workforce Solutions Forum.

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Adjournment:

Motion was made by Commissioner Chernisky to adjourn the meeting.

Motion was seconded by Commissioner Hunt and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk