

PRISON BOARD MINUTES

November 8, 2023

Board Members Present:

Scott W. Hunt, Commissioner
Dana Descavish, 2nd Deputy to the Controller
Edward Cernic, Jr., Controller
Donald Robertson, Sheriff
Gregory J. Neugebauer, District Attorney

Others Present:

Craig Descavish, First Deputy Warden
George Rozum, Second Deputy Warden
Kurt Wolford, Captain
Scott Fye, Detective

Pledge of Allegiance.

Commissioner Hunt 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 Sheriff Robertson to approve the Minutes of the Meeting held on October 11, 2023.

Motion was seconded by Dana Descavish and passed. District Attorney Neugebauer abstained.

Public Comment:

None.

Presentation and Approval of Invoices:

Dana Descavish presented the following bills and Invoice Status Report for approval:

Prison bills paid after the Meeting held October 11, 2023:

Retirement Fund	\$32,356.80
Retirement Fund	\$29,111.60
UPMC Health Plan	\$88,030.02
UPMC Health Plan	\$585.78
UPMC Dental	\$108.40
Symetra Life Insurance	\$493.43
Ricoh	\$209.00
United Trading	\$1,011.02
Wells Fargo	\$445.30
William Irvin	\$62.23
FNB (Visa)	\$270.49
Penelec	\$19,769.42
Joe Coyle	\$20.96
Terry Horner	\$36.03
Peoples	\$959.29
Phoenix Rehab	\$620.00
Total:	\$174,089.77

Invoice Status Report:

November 3, 2023, 93 Invoices Totaling	\$347,444.64
Canteen Fund Bills Paid after October, 2023, Meeting	\$9,317.97
Canteen Fund Bills to be Paid	\$50,354.61

Motion was made by Dana Descavish to approve the bills and the Invoice Status Report.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Warden's Report:

Deputy Warden Descavish requested an Executive Session.

Motion was made by Sheriff Robertson to convene an Executive Session.

Motion was seconded by Controller Cernic and passed unanimously.

Motion was made Sheriff Robertson to reconvene the Public Meeting.

Motion was seconded by Controller Cernic and passed unanimously.

Personnel:

- 1. Benjamin King, remove as Full-Time Correctional Officer I, effective October 15, 2023.**
- 2. Blake Pellegrino, remove as Full-Time Correctional Officer I, effective October 25, 2023.**
- 3. David Stephens, remove as Per-Diem Correctional Officer I, effective October 26, 2023.**
- 4. Robert Maticic, remove as Full-Time Correctional Officer I, effective October 30, 2023.**
- 5. Sheree Law, remove as Full-Time Executive Assistant, effective November 1, 2023.**
- 6. Derek Weaver, remove as Full-Time Correctional Officer, effective November 19, 2023.**

Deputy Warden Descavish reported:

- 1. MAJOR MAINTENANCE/FACILITIES UPDATES:**
 - a. Kronos Software – The Prison is still testing the software. The anticipated go-live date is still January, 2024.**
 - b. Roof-Top Kitchen Exhaust System – All blowers and exhausts have been received and installed by Prison Maintenance personnel. The project is now complete.**
 - c. Viapath/GTL – The inmate tablet update and installation began on November 7, 2023, and the company is anticipated to be onsite for 4 to 5 weeks with a tentative go-live date of December 12, 2023.**
- 2. On October 19, 2023, the Prison partnered with the Department of Corrections' Canine Unit to conduct a drug sweep of several of the housing units and the inmates housed within those units. The Prison thanked Detective Fye for using his contacts to set this operation up.**
- 3. From October 24, 2023, through October 26, 2023, the inmate work crew assisted the Emergency Management Agency with cleaning and winterizing all of the County's emergency vehicles. During the week of October 30, 2023, the work crew also assisted the Emergency Management Agency with cleaning and organizing the storage building.**

4. Henry Harrison, the new Maintenance Technician, attending a locksmith training, as required by Pennsylvania Title 37, at the Pike County Prison, from October 17, 2023, through October 20, 2023. Both he and Maintenance Supervisor Risko are both certified in basic locksmithing.

5. The County's new IT consultant, Pitt Bull Secure Technologies, has developed a plan to maximize the capability and improve the security and safety of the inmate law library network. Pitt Bull estimates that, for approximately \$20,000.00, which will be funded from the inmate commissary fund, it will be able to install and update the entire antiquated inmate law library system, and the Prison is seeking Board approval to move forward with this update. Deputy Rozum can explain the update further, if there are questions.

6. A "Site and Juvenile Hold Reporting Audit" was completed on the Facility by the Pennsylvania Commission on Crime and Delinquency regarding juvenile housing at the Prison. The audit found that the Facility is in full compliance.

7. The Prison's annual Christmas party will be held Saturday, December 9, 2023, at the Ebensburg Country Club. Cocktails will start at 6:00 p.m. with dinner and a DJ starting at 7:00 p.m. The entire Board and spouses are welcome to attend.

Statistical Report:

Report is attached.

October, 2023

Average Daily Population for October, 2023	416
Housing Revenue for October, 2023	\$327,163.50
Year to Date Revenue as of October, 2023	\$2,511,686.00

Food Service Report:

None.

Medical Report:

Attached.

Training:

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

1. Seven staff members completed 8 hours of in-person Annual Training.
2. Eight staff members completed Firearms Safety Training and re-qualification.
3. Two staff members completed electronic training on PREA and Use of Force.
4. Warden Smith, Deputies Descavish and Rozum, and Captain Wolford completed 8 hours of training on Succession Planning and Reentry Simulation at the PPWA Fall Training and Conference.
5. Officer William Trexler received 40 hours of training, with Food Service Director Callihan, on Kitchen Administration, (in preparation for Food Service Director Callihan being off work).

6. **Officer Zackary Bell received 24 hours of training on Intake and Property Operations.**
7. **Officer Ashton Knox-Bennett received 32 hours of training on Maximum and Floor Control Operations.**
8. **Officer Edward Fockler received 16 hours of training on Intake and Property Operations.**
9. **Officer Terry Horner received 24 hours of training on Central Control Operations.**
10. **Officer Allan Zunich received 32 hours of training on Booking Center Operations.**
11. **Officer Tyler Karlinsey received 32 hours of training on Prison Laundry and Maximum Control Operations.**
12. **Officer Kimberly Peles received 24 hours of training on Floor Control Operations.**
13. **Officer Jestin Poruban received 16 hours of training on Lobby and Medical Operations.**
14. **Officer Jamie Proudfit received 16 hours of training on Intake Operations.**

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Adjournment:

Motion was made by District Attorney Neugebauer to adjourn the meeting.

Motion was seconded by Sheriff Robertson and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk