

PRISON BOARD MINUTES

January 11, 2023

Board Members Present:

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

Others Present:

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

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.

Reorganization:

Motion was made by Controller Cernic to retain the current President, Vice President, and Secretary of the Prison Board.

Motion was seconded by Commissioner Chernisky. Motion was passed with a 6 to 1 vote. Sheriff Robertson voted no.

Motion was made by Sheriff Robertson to nominate District Attorney Neugebauer as President of the Prison Board.

Motion was seconded by Commissioner Hunt, but no action was taken.

The Board consulted with William Gleason Barbin, County Solicitor, who stated that the motion was out of order and that a motion to reconsider would be necessary.

Motion was made by Commissioner Hunt to reconsider the appointment of the officers. There was no second.

Motion was made by District Attorney Neugebauer to appoint Chris Smith as Warden.

Motion was seconded by Controller Cernic and passed unanimously.

Commissioner Smith appointed Controller Cernic, Sheriff Robertson, and District Attorney Neugebauer as Inspectors.

District Attorney Neugebauer made a motion to approve holding the 2023 meetings on the second Wednesday of each month, at 10:30 a.m., with the March, May, July, and October meetings being held at the Prison.

Motion was seconded by Commissioner Hunt and passed unanimously.

Regular Meeting:

Motion was made by Controller Cernic to approve the Minutes of the Meeting held on December 14, 2022.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by Controller Cernic to amend the Agenda.

Motion was seconded by District Attorney Neugebauer and passed unanimously.

Motion was made by Controller Cernic to add the Warden's Report to the Agenda.

Motion was seconded by District Attorney Neugebauer 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 December 22, 2022:

Retirement Fund	\$27,186.37
Retirement Fund	\$26,212.71
UPMC Health Plan	\$86,192.26
UPMC Health Plan	\$803.64
Pro Disposal	\$753.50
Ricoh	\$614.78
Wells Fargo	\$445.30
Nickles Bakery	\$1,856.96
CamTran	\$338.83
Penelec	\$33,583.63
Total:	\$177,987.98

Invoice Status Report:

January 9, 2023, 75 Invoices Totaling	\$96,838.91
Canteen Fund Bills Paid after December, 2022, Meeting	\$6,600.84
Canteen Fund Bills to be Paid	\$35,627.16

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

Motion was seconded by Sheriff Robertson and passed unanimously.

Warden's Report:

The Warden requested an Executive Session.

Motion was made by District Attorney Neugebauer to convene an Executive Session at 10:50 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by District Attorney Neugebauer to reconvene the Public Meeting at 11:07 a.m.

Motion was seconded by Sheriff Robertson and passed unanimously.

Personnel:

1. Hire the following individuals as Full-Time Correctional Officer I's, effective January 16, 2023.

David Belles
Lauren Ecklund
Evan Minor

Nicole Berkebile
Jordan Geist
Michael Pribish

David Contorchik
Tyler Kish
Bobby Rainey

2. Theresa Kaylor, hire as Full-Time Records Clerk, effective February 6, 2023.

Warden Smith reported:

1. Since December, the Prison has had 6 additional cases of COVID; 1 inmate and 5 staff. All COVID protocols remain in effect.

2. MAJOR MAINTENANCE/FACILITIES UPDATES:

a. HF HVAC System – The unit is installed and running. Still waiting on FIT Optimized to add the unit to the thermostat control software. CJL is still working with the project manager on a solution for this.

b. Light Posts – Over the last 2 weeks of the year, 2 of the light poles going up the road to the Prison were knocked down due to the weather. It was found that the bases were rusted away, and they needed replaced. The cost to replace is approximately \$2,500.00 each. One has been completed, with the second still needing done.

3. The final documentation needed to renegotiate the housing contract with the U.S. Marshalls has been submitted. The Warden will not have any additional information until all of the documentation is reviewed, which will probably take 2 to 3 weeks. The Warden thanked Kristine Segear for helping to gather the required information and Deputy Descavish for spearheading the online documentation submission.

4. At the request of the local chapter of the NAACP, on Sunday, January 15, 2023, the Prison is going to livestream the Johnstown Symphony Orchestra's 'Celebration of Martin Luther King, Jr.,' for the inmate population. Inmates will be given the opportunity to sign up to attend the program, which will be viewed in the gymnasium.

Statistical Report:

Report is attached.

December, 2022

Average Daily Population for December, 2022	368
Housing Revenue for December, 2022	\$152,180.00
Year to Date Revenue as of December, 2022	\$2,322,390.00

Food Service Report:

During the month of October, work resumed in the renovated kitchen. The Nutrition Group continued to prepare and deliver hot lunch meals up until October 9, 2022. At that time, meals were prepared in-house. The Prison trained female inmate workers on how to prepare large volume food items, as this was the first time that there was a female inmate labor force working in the kitchen. Therefore, they worked on training how to use equipment and overall basic training in the food industry.

Jeff Callihan continued to work with William Snyder, from the Nutrition Group, on making possible changes to the menu and ordering to help with food costs and shortages that are occurring across the country at this time.

Medical Report:

Attached.

Training:

The following staff training was completed during the month of December 2022:

- 1. Fifteen staff completed annual training, 16 hours.**
- 2. Deputy Warden Descavish completed the following trainings/certifications: JNET Registrar Administrative Training/Certification, JNET PennDot Audit Procedure, JNET Sponsor Administration Training/Certification, JNET-JTAC Training/Certification, JNET Overview Training, and Commonwealth Law Enforcement Assistance Network (CLEAN) Training Certification.**
- 3. Prison administration has been involved in preliminary discussion with officials from the Penn Highlands Community College criminal justice program in regard to potentially partnering with them for training and educational resources.**

Recruitment – Director Greathouse manned a recruitment booth at the following job fair location: December 5, 2022, Forest Hills Area High School.

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Motion was made by District Attorney Neugebauer to approve the Warden's Report.

Motion was seconded by Commissioner Hunt and passed unanimously.

Adjournment:

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

Motion was seconded by Commissioner Hunt and passed unanimously.

Michael Gelles, IV, Chief Clerk