

PRISON BOARD MINUTES

April 12, 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
Ted Goins, Chief Deputy Sheriff
Kristine Segear, First Deputy Controller
Nicole Arrington, Court Administrator

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 Sheriff Robertson to approve the Minutes of the Meeting held on March 8, 2023.

Motion was seconded by Commissioner Hunt 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 March 8, 2023:

Retirement Fund	\$30,673.74
Retirement Fund	\$25,032.67
Retirement Fund	\$28,153.64
UPMC Health Plan	\$90,180.31
UPMC Dental	\$135.50
UPMC Dental	\$113.82
Symetra Life Insurance	\$485.59
Symetra Life Insurance	\$510.16
Ebensburg Borough	\$32,965.55
Phoenix Rehab	\$85.00
Pro Disposal	\$753.50
Ricoh	\$532.29
Wells Fargo	\$445.00
FNB (Visa)	\$139.99
GC Pivotal	\$103.65
Penelec	\$33,933.79
United Energy	\$1,703.45
CamTran	\$182.35
GC Pivotal	\$108.91
Peoples	\$1,248.84
Total:	\$247,487.75

Invoice Status Report:

April 6, 2023, 104 Invoices Totaling	\$327,141.59
Canteen Fund Bills Paid after March, 2023, Meeting	\$12,126.13
Canteen Fund Bills to be Paid	\$0.00

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

Motion was seconded by Commissioner Chernisky and passed unanimously.

Warden's Report:

The Warden requested an Executive Session.

Motion was made by Sheriff Robertson to convene an Executive Session at 10:32 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Motion was made by Sheriff Robertson to reconvene the Public Meeting at 10:52 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Personnel:

- 1. Dustin Mikolic, remove Full-Time Correctional Officer I, effective March 17, 2023.**
- 2. Michael Mozi, transfer from Full-Time Correctional Officer II to Full-Time Correctional Officer I, effective March 20, 2023.**
- 3. Joshua Staff, remove Full-Time Correctional Officer I, effective March 31, 2023.**
- 4. Jarred Baker, remove Full-Time Correctional Officer I, effective March 31, 2023.**
- 5. Andrew Evanisko, remove Full-Time Correctional Officer I, effective April 1, 2023.**
- 6. Harry Plummer, transfer from Full-Time Correctional Officer I to Full-Time Correctional Officer II, effective April 9, 2023.**

Warden Smith reported:

- 1. Since last month, the Prison has had no additional cases of Covid-19 at the Facility. All Covid-19 protocols remain in effect.**
- 2. MAJOR MAINTENANCE/FACILITIES UPDATES:**
 - a. Commercial Water Heater – Last month, the Prison lost 1 of its 4 water heaters that feed water to the housing units. The other water heaters were bypassed to feed those units temporarily. The heater was completed on March 16, 2023.**
 - b. Kronos Software – The Prison had a kickoff meeting with Human Resources, 911, and Kronos on March 3, 2023, regarding the new timekeeping/payroll software for the Prison and the 911 Center. On March**

31, 2023, each department's designated project manager met with Kronos again to go over specifics regarding the software build.

c. **Kitchen Hood Vents** – During the inspection of the kitchen fire suppression system, the Facility was told that the vents over the kitchen equipment were in need of grease removal and a professional cleaning. To not interfere with daily kitchen operations, the cleaning is scheduled to take place overnight on April 30, 2023.

3. Negotiations were completed with the United States Marshals' Contract Specialist. The daily housing rate has increased from \$70.00 per day to \$103.50 per day, and the transport rate, per officer, increased from \$34.00 per hour to \$37.83 per hour. In addition, the Prison was able to secure reimbursement at the same hourly rate for staff providing video services for federal hearings; something that the Prison was previously not reimbursed for.

As of April 10, 2023, the Prison was holding 84 United States Marshals' inmates. With this number of inmates, the increase in housing revenue would exceed \$1 million annually. The contract is scheduled to be presented for approval at the next Commissioners' Meeting.

4. The Prison's Medication Assisted Treatment (MAT) Services for incarcerated individuals who are undergoing treatment for an opioid disorder prior to and during incarceration began on March 27, 2023. This is being implemented to remain in compliance with the Department of Justice's guidelines. The PrimeCare MAT policy was included with the Board's packet, and the Prison is seeking Board approval for this policy. The policy was reviewed and approved by Solicitor Barbin and can now be presented for Board approval.

Statistical Report:

Report is attached.

March, 2023

Average Daily Population for March, 2023	389
Housing Revenue for March, 2023	\$161,000.00
Year to Date Revenue as of March, 2023	\$419,230.00

Food Service Report:

During the month of Month, the Prison continued to train the workforce on preparing new items on the new menu cycle. The Prison also started serving meals for Ramadan, which is the holy month of fasting during daylight for the Muslim faith.

Director Callihan also continued to work with William Snyder of the Nutrition Group on ways to try and help with rising food costs and shortages.

Medical Report:

Attached.

Training:

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

1. Cambria County Basic Training Academy #23-02 began on March 20, 2023. There are 6 Cambria County cadets.

2. **Officer Jerrad Baker received 16 hours of training on Central Control Operations.**
3. **Officer Brandon Shaw received 16 hours of training on Central Booking Operations.**
4. **Officer Jylian Auger received 16 hours of training on Central Control Operations.**
5. **Officer Terry Horner received 16 hours of training on Maximum Control Operations.**
6. **Officer Jamie Proudfit received 16 hours of training on Maximum Control Operations.**
7. **Officer Philip Petak received 40 hours of training on Prison Records Operations.**
8. **Officer Jordan Geist received 16 hours of training on Prison Kitchen Operations.**
9. **Officer Calvin Hartman received 24 hours of training on Intake Operations.**
10. **Officer Tyler Kish received 16 hours of training on Prison Kitchen Operations.**

A 2-day Pepperball Instructor/Armorer Certification course was hosted at the Prison. Approximately 18 students from the surrounding counties, along with 2 Cambria County Prison staff, were certified.

Recruitment: Director Jessica Greathouse manned a recruitment table at the University of Pittsburgh-Johnstown and St. Francis/Mt. Aloysius job fairs.

Misconduct Report:

There was no information to report.

Miscellaneous:

Controller Cernic discussed the Prison's budget.

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

Motion was seconded by Commissioner Hunt and passed unanimously.

A moment of silence was held for Michael Gelles, IV.

Adjournment:

Motion was made by Commissioner Chernisky to adjourn the meeting.

Motion was seconded by Sheriff Robertson and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk