

# PRISON BOARD MINUTES

July 12, 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  
Don Robertson, Sheriff

**Others Present:**

George Rozum, Second Deputy Warden

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 District Attorney Neugebauer to approve the Minutes of the Meeting held on June 14, 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 June 14, 2023:**

Retirement Fund	\$29,357.60
Retirement Fund	\$27,136.22
UPMC Health Plan	\$85,795.28
UPMC Health Plan	\$821.24
Cambria County Canteen	\$450.00-reissue
Phoenix Rehab	\$585.00
Ricoh	\$626.73
Wells Fargo	\$445.30
FNB (Visa)	(\$4.32)
Penelec	\$21,636.91
United Energy	\$1,302.01
Peoples	\$789.50
Total:	\$168,941.47

**Invoice Status Report:**

July 7, 2023, 85 Invoices Totaling	\$312,554.75
Canteen Fund Bills Paid after June, 2023, Meeting	\$2,050.17
Canteen Fund Bills to be Paid	\$58,222.41

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:**

**Personnel:**

1. Dustin Mikolic, remove Full-Time Correctional Officer I, effective June 25, 2023.
2. Milan Young, remove Full-Time Correctional Officer I, effective July 7, 2023.
3. Hire the following as Full-Time Correctional Officer I's, effective July 24, 2023:

Joseph Croyle  
Robert Sibis

Brady Gates

Tyler Karlinsey

**Deputy Warden Rozum reported:**

1. **MAJOR MAINTENANCE/FACILITIES UPDATES:**

a. Kronos Software – Follow-up meetings were held with Kronos, Human Resources, and 911 on June 15, 2023, and July 5, 2023, to continue compiling and reviewing the data collected to build the software to the Prison's specifications. Kronos is close to starting to build the software.

b. Roof-Top Kitchen Exhaust System – Last month, the Facility had some discussion concerning problems with the non-functioning roof-top intake and exhaust systems for the kitchen. The Prison received a quote from an outside vendor for \$85,000.00 to replace them. However, since that time, Deputy Descavish has done research on the units and has worked with numerous vendors and the manufacturer. Based on his research, the Facility anticipates ordering the units directly and installing them using Prison maintenance staff. The estimated cost for taking this approach will be approximately \$20,000.00, a savings of \$65,000.00. Deputy Descavish has follow-up conversations planned for next week with the manufacturer.

2. Last month, the Warden informed the Board that the Prison was updating the housing MOUs with other counties to house their juvenile offenders. Since that time, there are now fully-executed agreements with Elk, Berks, Somerset, Bedford, and Union Counties. MOUs are expected to be finalized with Indiana, Blair, Center, and Washington Counties. The new rate to house a juvenile is \$150.00 per day.

3. Since the renewal of the contract with the U.S. Marshals, the detainee count continues to grow and is currently at 99 inmates.

4. The Warden negotiated a 3-year renewal contract with Viapath, formerly GTL, to extend the current agreement for inmate phone services, tablet services, and jail management software. Highlights of the proposal include an increase in guaranteed annual revenue payments, an increase in the Prison's commissions rate, a 1:1 tablet-to-inmate ratio with no cost to the County, (up from a 1:6 ratio), additional instructional software for the inmate population at no cost to the County, and additional investigative software at no cost to the County. The proposal has been sent to the Commissioners and Solicitor for review.

**Statistical Report:**

Report is attached.

**June, 2023**

Average Daily Population for June, 2023

410

Housing Revenue for June, 2023

\$286,384.50

**Year to Date Revenue as of June, 2023**

**\$1,243,502.00**

**Food Service Report:**

During the month of May, the Prison continued training the inmate workforce on basic food service practices and day-to-day duties as well as working on training the workforce to prepare new items for the new menu cycle. Kitchen staff also prepared meals for National Correctional Officer's Week.

During the month of June, kitchen staff continued working on basic food service practices and day-to-day duties while also working with new inmate cooks on cooking for large numbers.

Director Callihan 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 June, 2023:

1. Officer Jylian Auger completed 16 hours of training in Booking Center Operations and 8 hours of training in Prison Mail Operations.
2. Officer Ashley Mulraney completed 24 hours of training in Prison Kitchen Operations.
3. Officer Jestin Poruban completed 16 hours of training in Prison Kitchen Operations.
4. Officer Mattalynn Ross completed 16 hours of training in Maximum Control Operations and 32 hours of training in Floor and Central Control Operations.
5. Officer Theodore Theys completed 24 hours of training in Floor and Central Control Operations.
6. Officer Kimberly Peles completed 8 hours of training in Prison Mail Operations.
7. Twelve officers completed firearms recertifications.
8. Sixty-one officers completed the electronic version of the Prison Rape Elimination Act annual training. This was done on shift to reduce overtime hours.
9. Cambria County Basic Training Academy No. 23-03 graduated on June 16, 2023. There were 8 full-time cadets and 1 part-time cadet, all County employees.

**Misconduct Report:**

There was no information to report.

**Miscellaneous:**

There is no information to report.

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

**Motion was seconded by Sheriff Robertson and passed unanimously.**

**Adjournment:**

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

**Motion was seconded by Commissioner Chernisky and passed unanimously.**

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