

PRISON BOARD MINUTES

August 9, 2023

Board Members Present:

William J. Smith, Commissioner
Edward Cernic, Jr., Controller
Gregory J. Neugebauer, District Attorney
Donald Robertson, Sheriff
Honorable Norman A. Krumenacker, III, President Judge

Others Present:

Chris Smith, Warden
Craig Descavish, First Deputy Warden
George Rozum, Second Deputy Warden

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 District Attorney Neugebauer to approve the Minutes of the Meeting held on July 12, 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 July 12, 2023:

Retirement Fund	\$29,510.37
Retirement Fund	\$28,480.42
UPMC Health Plan	\$90,373.14
UPMC Health Plan	\$585.78
UPMC Dental	\$135.50
UPMC Dental	(\$5.42)
Symetra Life Insurance	\$507.88
CamTran	\$222.19
Ebensburg Borough	\$37,002.05
GC Pivotal	\$111.61
Ricoh	\$209.00
Wells Fargo	\$150.20
Penelec	\$22,586.17
United Energy	\$1,053.51
Wells Fargo	\$295.10
Brian Duman	\$126.42
Phoenix Rehab	\$180.00
Total:	\$211,523.92

Invoice Status Report:

August 7, 2023, 114 Invoices Totaling	\$354,681.53
Canteen Fund Bills Paid after July, 2023, Meeting	\$6,458.62
Canteen Fund Bills to be Paid	\$44,763.78

Motion was made by Sheriff Robertson to approve the bills and the Invoice Status Report.

Motion was seconded by District Attorney Neugebauer 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 Sheriff Robertson and passed unanimously.

Motion was made Controller Cernic to reconvene the Public Meeting.

Motion was seconded by Sheriff Robertson and passed unanimously.

Personnel:

- 1. Trey Karfelt, remove Full-Time Correctional Officer I, effective July 13, 2023.**
- 2. Nicole Berkebile, remove Full-Time Correctional Officer I, effective July 14, 2023.**
- 3. Robert Sibis, rescind offer of employment, Full-Time Correctional Officer I, effective July 17, 2023.**
- 4. Nicole Rager, remove Per-Diem Correctional Officer, effective July 17, 2023.**
- 5. Brady Gates, rescind offer of employment, Full-Time Correctional Officer I, effective July 24, 2023.**
- 6. Dakota Fauver, remove Full-Time Correctional Officer I, effective July 28, 2023.**
- 7. Thomas Burgan, remove Full-Time Correctional Officer I, effective July 31, 2023.**
- 8. Kayla Grossen, remove Full-Time Correctional Officer I, effective August 7, 2023.**

Currently, the Prison is short 8 full-time officers, with no per-diem officers on staff.

Deputy Warden Rozum reported:

- 1. MAJOR MAINTENANCE/FACILITIES UPDATES:**
 - a. Kronos Software – There have been no follow-up meetings with Kronos. They are still in the software-building phase.**
 - b. Roof-Top Kitchen Exhaust System – A total of 7 exhausts and 4 motor/blower units are needed for the project. The initial quote from an outside vendor to complete the project was \$85,000.00. One motor/blower unit and one exhaust were purchased at a combined cost of \$3,800.00, and the Prison successfully installed them using maintenance staff. It will cost approximately \$17,000.00 to replace the remaining units. The Prison is requesting Board approval to move forward with this purchase, for a total savings of \$64,200.00.**

c. **Water Heater** – Another water heater failed during the past month. The cost to replace it is \$17,325.00. It has been ordered, and the Prison is awaiting delivery and installation.

2. Due to continuously increasing food costs, Deputy Rozum and Director Callihan regularly review the Prison's menu to look for possible changes based upon food prices. They recently had several phone meetings with the Nutrition, Inc., representative to review the menu and recommend several cost-saving changes that will go into effect this month, after approval by the dietician.

3. Since the onset of Covid-19, the community inmate work crew program has been suspended. Earlier this summer, the courts requested that the Prison restart the program. Since that time, the Facility has worked with the Court Administrator scheduling projects for local municipalities, schools, and non-profit organizations throughout the County. The crew has been scheduled consistently throughout the summer, is booked throughout this month, and requests for their services continue to come in. The program has been very well-received and has been able to help many organizations that currently do not have the staffing to get much-needed projects completed. The inmates who work on the crew get credit applied toward their costs and fines that they owe to the court.

Statistical Report:

Report is attached.

July, 2023

Average Daily Population for July, 2023	412
Housing Revenue for July, 2023	\$317,745.00
Year to Date Revenue as of July, 2023	\$1,561,247.00

Food Service Report:

During the month of July, the Prison continued working on basic food service practices and day-to-day duties. A 4th of July meal was prepared for both the inmate population and staff, which consisted of hamburgers, macaroni salad, baked beans, and corn.

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 July, 2023:

1. **Officer Allan Zurich** completed 16 hours of training in Maximum and Central Control Operations.
2. **Officer Zackary Bell** completed 16 hours of training in Prison Kitchen Operations.
3. **Officer Jestin Poruban** completed 16 hours of training in Maximum Control Operations.
4. **Officer Kayla Grossen** completed 8 hours of training in Visitation Operations.

5. **Officer Kimberly Peles completed 16 hours of training in Maximum Control Operations.**
6. **Officer Michael Pribish completed 8 hours of training in Prison Laundry Operations.**
7. **Fifteen staff members completed electronic PREA Annual Training, with 85% of staff now having this training completed.**
8. **Forty-eight staff members completed electronic Use of Force Annual Training, with 57% of staff now having this training completed. Basic Training Academy No. 23-04 began on July 24, 2023. There are 2 Cambria County cadets in the program.**

Recruitment: Interviews and hiring procedures were completed for Basic Training Academy No. 23-04.

Misconduct Report:

There was no information to report.

Miscellaneous:

Motion was made by Controller Cernic to move \$200,000.00 from the Inmate Commissary Fund to the General Fund.

Sheriff Robertson questioned the legality of such a transfer. Controller Cernic advised that he looked into the legality and such a transfer is permissible.

Motion was seconded by Commissioner Smith and passed unanimously.

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 Sheriff Robertson and passed unanimously.

Tara N. Keilman, Deputy Chief Clerk