

PRISON BOARD MINUTES

March 13, 2024

Board Members Present:

Thomas C. Chernisky, Commissioner
Linda Rovder Fleming, President Judge
Scott W. Hunt, President Commissioner
Gregory J. Neugebauer, District Attorney
Keith Rager, Commissioner
Donald Robertson, Sheriff
Kristine Segear, First Deputy Controller

Others Present:

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

Pledge of Allegiance.

Sheriff Robertson 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 Commissioner Rager to approve the Minutes of the Meeting held on February 14, 2024.

Motion was seconded by Commissioner Hunt and passed. District Attorney Neugebauer abstained.

Public Comment:

None.

The Warden requested an Executive Session to discuss personnel and security.

Motion was made by Sheriff Robertson to convene an Executive Session at 11:33 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by Sheriff Robertson to reconvene the public meeting at 11:50 a.m.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Presentation and Approval of Invoices:

Kris Segear presented the following bills and Invoice Status Report for approval:

Prison bills paid after the Meeting held February 14, 2024:

Retirement Fund	\$28,475.71
Retirement Fund	\$31,710.18
UPMC Health Plan	\$95,872.27
UPMC Dental	\$86.72
Symetra Life Insurance	\$504.62
Ricoh	\$209.00
Wells Fargo	\$445.30
Kyle Brawley	\$134.00
William Byrne	\$66.25

Lance Miller	\$100.50
Cory Stormer	\$33.50
Penelec	\$23,884.94
United Energy	\$1,794.37
CamTran	\$561.07
Peoples	\$1,454.08
Pro Disposal	\$753.50
Total:	\$186,086.01

Invoice Status Report:

March 8, 2024, 91 Invoices Totaling	\$776,329.66
Canteen Fund Bills Paid after February, 2024, Meeting	\$115,290.90
Canteen Fund Bills to be Paid	\$39,337.33

Motion was made by Kristine Segear to approve the bills and the Invoice Status Report.

Motion was seconded by Commissioner Hunt and passed unanimously.

Warden's Report:

Personnel:

1. Ty Emerson, remove Full-Time Correctional Officer I, effective February 29, 2024.

Warden Smith reported:

1. MAJOR MAINTENANCE/FACILITIES UPDATES:

a. Kronos Timekeeping Software – The software is still being built and tested. Training has been scheduled for March 17, 2024, and go live has been pushed to March 31, 2024.

b. Air Purification System – The grant for this system was approved. Alex Ashcom, Chief Clerk, and Tara Keilman, Purchasing Director, met with Germ Solutions to review the project. It is currently at the Commissioners' Office for final review and/or approval.

c. Fire System – The annual comprehensive testing and inspection of the Prison's fire monitoring and detection system was conducted by Intertech Security the week of February 26, 2024. No deficiencies were found.

d. Roof – The 2-year inspection of the Prison's roof was conducted by Tremco the week of March 4, 2024. The only issue that was found was that most of the roof heating units were rusty and rust water was laying on the new roof, which can deteriorate the coating over time. The Prison will look into refurbishing the units in late spring or early summer.

e. Solar Project – The BAI Group was present at the Meeting and gave a presentation to the Board regarding the possible solar project at the Facility.

2. The annual review and revisions of the Prison's Policy Manual and the Officers' Post Order Manual was conducted throughout the month of February. Hardcopies are available at specific locations, throughout the Facility, for staff access. An electronic copy of each has also been placed on the Prison's shared drive that all staff can access. Gina Sowers, Director of Human Resources, was also provided copies for her files. The Inmate Handbook will be reviewed, and revisions will be made later this month.

3. PREA, the Prison Rape Elimination Act, is a federal statute that provides for the analysis of the incidence and effects of prison rape in federal, state, and local institutions, and it provides information and resources to protect individuals from prison rape. PREA also sets the standards required for housing juvenile offenders in adult facilities. As part of complying with PREA, the Prison must have a PREA-Certified Investigator that is able to investigate claims of rape, sexual assault, or harassment for the Facility. Currently, Security Captain Wolford and Detective Fye are the Certified Investigators. Due to the increasing workload, Lieutenant Mark Sanford was sent to the necessary training to also become certified.

4. In January, Security Captain Wolford attended a training on proper evidence processing and storage that the District Attorney's Office provided to local police departments. As a result of this training, the Prison implemented a new formal policy on evidence processing based upon the information provided at the training. The Prison also converted a former storage room into a secure evidence-processing center and storage area. The Warden thanked District Attorney Neugebauer for allowing a Prison representative to attend the training, as it is not something that is offered to prisons through any other source.

Statistical Report:

Report is attached.

February, 2024

Average Daily Population for February, 2024	393
Housing Revenue for February, 2024	\$203,050.50
Year to Date Revenue as of February, 2024	\$401,046.00

Food Service Report:

During the month of February, the inmate workforce continued working on basic food service practices, and they were trained regarding day-to-day duties, as Food Service Director Callihan is still on transitional duty.

Medical Report:

Attached.

Training:

The following staff training was completed during the month of February, 2024:

1. One staff member completed the Use of Force Annual Training.
2. One staff member completed the PREA Annual Training.
3. Eight staff members completed the Nu-Tech Body Scanner Recertification.
4. Officer Kyle Brawley completed 24 hours of training in Maximum and Floor Control Operations and 16 hours of training in Central Control Operations.
5. Officer Ty Emerson completed 32 hours of training in Floor Control Operations.
6. Officer Jamie Proudfit completed 40 hours of training in Floor Control Operations and 8 hours of training in Central Control Operations.

7. Officer Matteson Speed completed 24 hours of training in Intake and Property Operations and 8 hours of training in Prison Lobby Operations.

8. The Cambria County Prison Basic Training Academy No. 24-01 began on February 19, 2024. There are 8 new cadets.

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Motion was made by Sheriff Robertson to approve the Warden's Report.

Motion was seconded by Commissioner Rager and passed unanimously.

Adjournment:

Motion was made by Commissioner Rager to adjourn the meeting.

Motion was seconded by Commissioner Chernisky and passed unanimously.

Alex M. Ashcom, Chief Clerk