

PRISON BOARD MINUTES

April 10, 2024

Board Members Present:

**Scott W. Hunt, President Commissioner
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., at the Cambria County Prison, Manor Drive, Ebensburg, Pennsylvania.

Motion was made by Commissioner Hunt to approve the Minutes of the Meeting held on March 13, 2024.

Motion was seconded by Commissioner Rager and passed unanimously.

Public Comment:

None.

Presentation and Approval of Invoices:

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

Prison bills paid after the Meeting held March 13, 2024:

Retirement Fund	\$29,825.28
Retirement Fund	\$32,756.94
UPMC Health Plan	\$94,430.41
UPMC Dental	\$86.72
Symetra Life Insurance	\$504.42
Mainline Newspaper	\$561.04
Ebensburg Borough	\$40,094.05
Phoenix Rehab	\$345.00
Wells Fargo	\$445.30
William Byrne	\$33.50
Shane Davis	\$134.00
Eric Dreikorn	\$37.52
Edward Fockler	\$60.97
Terry Horner	\$36.68
Kimberly Peles	\$158.79
Penelec	\$21,704.11
Ricoh	\$481.99
United Energy	\$1,530.20
CamTran	\$756.32
GC Pivotal	\$392.64
Peoples	\$1,232.88
Pro Disposal	\$753.50
Total:	\$226,362.26

Invoice Status Report:

April 5, 2024, 89 Invoices Totaling	\$327,940.16
Canteen Fund Bills Paid after March, 2024, Meeting	\$4,638.74
Canteen Fund Bills to be Paid	\$49,432.91

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:

The Warden requested an Executive Session.

Motion was made by Sheriff Robertson to convene an Executive Session at 10:35 a.m.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by Kristine Segear to reconvene the Public Meeting at 10:54 a.m.

Motion was seconded by Commissioner Rager and passed unanimously.

Personnel:

1. None.

Warden Smith reported:

1. **MAJOR MAINTENANCE/FACILITIES UPDATES:**
 - a. **Kronos Time Keeping Software** – The software is still being built and tested. Due to some issues and changes with the program build, Kronos has not implemented the software yet.
 - b. **Air Purification System** – No further update since last month. Waiting on direction from the Commissioners' Office.
 - c. **Solar Project** – No further update from last month. Waiting on direction from the Commissioners' Office.
2. **The Inmate Handbook was reviewed and revised. A digital copy was placed on the inmates' tablets, and they must acknowledge at sign in that they received it. Hardcopies will only be given to new commitments who do not yet have a tablet issued.**
3. **The Director of Training and Recruitment, Jessica Greathouse, attended a 2-day seminar in Pittsburgh titled "Recruiting and Retaining the Next Generation." This seminar was offered by the Municipal Police Officer's Education and Training Commission and focused specifically on the recruitment and retention in law enforcement professions. Upon Jessica's return, Administration met with her to discuss the seminar and what she could implement with the current recruiting procedures.**
4. **During the week of March 12, 2024, the Prison had its Offender Management Software updated to the latest version. This was done at no cost through the current Agreement with Viapath/GTL. Although there were some issues with the install, the majority of them have been resolved. Currently, there is still one outstanding issue with crediting the inmates' accounts for damaged or returned commissary items. Viapath/GTL is currently working on a solution or workaround to this issue.**

5. The Prison was converted over to the new digital radio system for 911. The Facility was issued a total of twenty-one (21) handheld radios, ten (10) vehicle radios, and three (3) base stations, which have been placed at strategic locations throughout the Prison. Nine (9) additional handhelds are still on order. The Prison now has two (2) separate radio systems operating at the Facility. The old frequency and radios are still used for inhouse communications, while the new digital system is used for communications outside of the Facility and with the 911 Center.

6. Last month, the Prison hosted a two-day Pepperball Rifle Instructor Course presented by United Tactical Systems, LLC. There were approximately twenty (20) attendees from across Pennsylvania and neighboring states who attended the course. As a benefit of hosting, the Prison received two (2) free attendees to the course.

7. The Department of Corrections' inspection is scheduled for April 25, 2024. The Prison has spent most of the last month working on collecting, preparing, and submitting all required documentation and ensuring the Facility is up to par with requirements. The Warden thanked Deputy Descavish for taking the lead on this very daunting task.

Statistical Report:

Report is attached.

March, 2024

Average Daily Population for March, 2024	395
Housing Revenue for March, 2024	\$236,623.50
Year to Date Revenue as of March, 2024	\$637,669.50

Food Service Report:

During the month of March, the inmate workforce continued working on basic food service practices. They were also trained on proper storage practices in the food industry, such as proper storage for dry goods, fresh and frozen products as well as cleaning supplies. The First In First Out (FIFO) system of rotation was also discussed.

Medical Report:

Attached.

Training:

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

1. Officer Ty Emerson completed twenty-four (24) hours of training in Floor and Central Control Operations.
2. Officer Jamie Proudfit completed sixteen (16) hours of training in Floor Control Operations.
3. Officer Eric Wysong completed sixteen (16) hours of shift-supervisor shadowing.
4. Lieutenant Mark Sanford completed and became certified as a Prison Rape Investigator.
5. Director Jessica Greathouse and Officer Allan Zunich completed a two-day Pepperball Instructor's Course. The course was hosted by the Prison, and attendees from the east coast were present.

6. Director Jessica Greathouse completed a two-day Recruiting and Retaining Training seminar.

7. The current cadet class completed all classroom studies as well as the two-week shadowing period, and they are available for normal scheduling.

Recruitment: Prison staff presented information at the Pennsylvania Highlands and UPJ Job Fairs.

Misconduct Report:

There was no information to report.

Miscellaneous:

None.

Motion was made by Commissioner Rager to approve the Warden's Report.

Motion was seconded by Commissioner Hunt and passed unanimously.

Motion was made by Commissioner Hunt to convene an Executive Session.

Motion was seconded by Commissioner Rager and passed unanimously.

Motion was made by Commissioner Hunt to reconvene the Public Meeting.

Motion was seconded by Commissioner Rager and passed unanimously.

Adjournment:

Motion was made by Commissioner Hunt to adjourn the meeting.

Motion was seconded by Commissioner Rager and passed unanimously.

Alex M. Ashcom, Chief Clerk