



Prison Board
Don Myers, President
Katie Charlton, Vice President
Jason Renshaw, Secretary

William, J. Rupert
Pat Fabian
Myra L. Miller
James J. Panchik

Phillip M. Shaffer, Warden
171 Staley's Courts Road
Kittanning, PA 16201
724-545-9222 Phone • 724-545-9245 Fax
jail@co.armstrong.pa.us

County Jail
COUNTY OF ARMSTRONG

September 2021

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, August 12th, 2021 at 8:31am. Meeting held in the Warden's Conference Room.

Members Present: Commissioner Myers, District Attorney Katie Charlton, Controller Miller, Judge Panchik, Solicitor Miller, Sheriff Bill Rupert

Others Present: Warden Shaffer, Chief Administrator – A. Poole, Madison Veri

Absent: Commissioner Renshaw, Commissioner Fabian

Guests:

Commissioner Myers announced that this meeting is being recorded.

APPROVAL OF August MINUTES

On a motion by Controller Miller, seconded by District Attorney Charlton, and carried unanimously; the minutes for August 12th, 2021 Prison Board Meeting were approved.

APPROVAL OF August FINANCIAL REPORTS

On a motion by Controller Miller, seconded by District Attorney Charlton, and carried unanimously; the Financial Reports for August 2021 were approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Shaffer.

Warden Shaffer said we have 55 shift openings a week due to lack of officers and having three officers on medical leave. Commissioner Myers asked how many staff we need on each shift. Warden Shaffer said daylight shift (8am-4pm) needs ten officers and the other two shifts (4pm-12am and 12am-8am) need nine officers. Judge Panchik said with 55 openings a week that leaves over 7 shifts open per day. Commissioner Myers asked if they Sheriffs have been helping by picking up shifts. Warden Shaffer said yes, but they haven't been helping as much since they have started to be hassled by the inmates for putting them in jail.

Controller Miller asked if Warden Shaffer reached out to retired correctional officers to see if they would be interested in working part-time. Warden Shaffer said no because the position has not been solidified yet. He doubts they will come help for the part-time wage which is \$12.64. Controller Miller and Commissioner Myers said to look to see if there would be any interest. A price could then be picked and be taken to Salary Board to be approved. Sheriff Rupert suggested paying the retirees an overtime wage or a dollar less (\$17-\$18). Warden Shaffer said employees that quit and went to another job may want to come back and work as well. Commissioner Myers asked if the midnight shift (12am-8am) could have less staffing because that is when the inmates are locked down. Warden Shaffer said no, because there are the same amount of rounds to make, extra inmates in the indoor recreation area, more inmates can come into intake, and enough staff is needed for emergency calls. There have been multiple instances where there were 2 and 3 emergency calls on the same shift. For these reasons, there is nowhere to cut a position on the midnight shift. Warden Shaffer stated 9 officers were recommended to be staffed on the 12-8 shift by the individuals who investigated the escape that occurred on the 12am-8am shift. Judge Panchik asked what the optimal amount of officers would be on each shift. Warden Shaffer said 12 officers.

Commissioner Myers said we will have to check with the labor attorney to see how the proposal of having former employees working as part time at an increased wage will effect contract negotiation before making a recommendation to salary board. Warden Shaffer agreed. Judge Panchik said it is only a matter of time before the population takes advantage of the jail's vulnerability. Controller Miller asked if there was any emergency statute. Solicitor Miller said not that he knows of but he will look. Warden Shaffer said the state would do assistance for emergencies, but we are not the only facility with low staffing. District Attorney Charlton wanted to bring attention to the two arraignment courts occurring this month. This would mean an influx of inmates coming into the jail.

Warden Shaffer wanted to mention that Deputy Warden Knox and Lieutenant Solada were attending a job fair through Career Link. He also said spoke of the possibility of scheduling one overtime shift for each employee per week. This would only leave about 10-12 shift openings a week. Warden Shaffer said he spoke to Union Steward Matt Hassa, and said they did not want to do this.

Commissioner Myers spoke of the group that came to consult the jail, Corrections Solution Group (CSG). Commissioner Myers said this company oversees many other jails across the country. Controller Miller asked if oversee meant to privatize. Judge Panchik asked how much this service cost. Commissioner Myers stated this consult did not cost anything and they were here to evaluate the jail and make recommendations. Judge Panchik asked if this group was here to buy the facility. Commissioner Myers said no because it is an operational group.

On a motion by District Attorney Katie Charlton, seconded by Sheriff Rupert and carried unanimously; the Warden's Report for August was approved.

OLD BUSINESS

A. Siren Tested on August 12th, 2021

NEW BUSINESS

A. Staff Trainings – Warden Shaffer is trying to schedule mandated trainings but is difficult scheduling them due to low staff. We are still not sending employees to state training due

to low staffing. The state is offering a condensed training, but our staffing is still too low to send officers.

- B. Inmate Vaccines Completed (35) on 7-15-21** – 35 out of 42 inmates that received the first shot were still incarcerated and received the second shot. A few inmates had minor side effects.
- C. Pennsylvania Federal Surplus Property Program-Application Approved eligible until 7-8-24** – The programs states we can have items from their surplus.

On a motion by Controller Miller, seconded by District Attorney Charlton and carried unanimously; the approval of the Pennsylvania Federal Surplus Property Program pending Solicitor review.

- D. Allegheny Contract-Housing Juveniles** – This contract is to house juveniles coming into Armstrong County Jail at the Allegheny County Jail.

On a motion by Sheriff Rupert, seconded by Controller Miller and carried unanimously; the approval of the Allegheny Contract to house juveniles.

- E. Policy 2-60 Treatment Services** – Solicitor review concluded this policy satisfied the minimum requirements of section 243 and 220 of Title 37.

On a motion by Controller Miller, seconded by District Attorney Charlton and carried unanimously; the approval of Policy 2-60 Treatment Services.

EXECUTIVE SESSION –

Warden Shaffer called for executive session at 9:16 am; Motioned by Controller Miller, seconded by District Attorney Charlton and unanimously carried.

The Board reconvened from executive session at 9:38 am; Motioned by Controller Miller, seconded by District Attorney Charlton and carried unanimously.

Solicitor Invoice – Solicitor invoice in the amount of \$2,856.26.

On a motion by Controller Miller, seconded by Sheriff Rupert and carried unanimously. The approval to pay Solicitor Invoice in the amount of \$2,856.26

Before adjourning, Warden Shaffer wanted to mention about the possibility of making everyone entering the jail wear a mask again. Programs will still occur but everyone will wear masks and continue social distancing.

PUBLIC COMMENT - None

ADJOURNMENT

There being no further business, it was motioned by Sheriff Rupert, seconded by Controller Miller and carried unanimously; the Board adjourned at 9:41 AM.

The next Armstrong County Prison Board meeting will be held on September 9th at 8:30am in the Commissioners Conference Room.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary