



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

Frank Pitzer
Pat Fabian
Myra L. Miller
James J. Panchik

Jessica M. Hicks, Warden
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County Jail
COUNTY OF ARMSTRONG

February 9, 2023

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, February 9th, 2023 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Renshaw, District Attorney Katie Charlton, Sheriff Frank Pitzer, 1st Deputy Controller Gaff

Others Present: Warden Hicks, Chief Administrator Poole, Solicitor Miller, Chrissy Creel (Jail)

Absent: Commissioner Myers, Commissioner Fabian, Judge Panchik

Guests: Dennis Phillips (Leader Times)

D.A. Charlton announced that this meeting is being recorded.

REORGANIZATION OF THE PRISON BOARD

On a motion by D.A. Charlton, seconded by Commissioner Renshaw and carried unanimously; to table the reorganization of Prison Board members until the March meeting due to several absences of current board members.

On a motion by D.A. Charlton, seconded by Sheriff Pitzer and carried unanimously; to amend the agenda to appoint an interim President.

On a motion by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; to appoint D.A. Charlton interim President for today's meeting thru the next Prison Board meeting on March 9th, 2023.

Solicitor Miller stated that if the Board makes any motions and votes on anything, it has to be a unanimous decision for these to pass.

APPROVAL OF JANUARY 12, 2023 MINUTES

On a motion by 1st Deputy Controller Gaff, seconded by Commissioner Renshaw and carried unanimously; the minutes for January 12th, 2023 Prison Board meeting were approved.

APPROVAL OF JANUARY 2023 FINANCIAL REPORT

On a motion by 1st Deputy Controller Gaff, seconded by Sheriff Pitzer and carried unanimously; the financial report for January 2023 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by 1st Deputy Controller Gaff, seconded by Sheriff Pitzer and carried unanimously; the Warden's report for January 2023 was approved.

OLD BUSINESS

1. **Siren Tested on February 9th, 2023**
2. **Family Acts – Treatment Supervisor** – Warden Hicks stated she would like to discuss this during the executive session.

NEW BUSINESS

1. **Staff Trainings –**
 - A. **Staff – Defensive Tactics** – Warden Hicks stated that the defensive tactics training has been going well the last three weekends with one more left this coming Saturday.
 - B. **DOC** – Warden Hicks stated that one officer will be done with the five week training on February 10th. Another officer will then follow starting on February 13th.
2. **Prison Board Solicitor – Invoices** – Warden Hicks stated there were two invoices; one for \$1,853.06 and the second one for \$700.00 for a total for both invoices of \$2,553.06.

On a motion by Commissioner Renshaw, seconded by Sheriff Pitzer and carried unanimously; to pay Solicitor Miller's invoices totaling \$2,553.06.

3. **ICSolutions – Extended Agreement with Tablets** – Warden Hicks stated she would like to table this and the next agenda item (Thomas Reuters) as they go together and Hicks would like to discuss these further next meeting when more Prison Board members are present.

On a motion by 1st Deputy Controller Gaff, seconded by Commissioner Renshaw and carried unanimously; to table items three and four of the agenda under new business.

4. **Thomas Reuters – West Law with ICSolutions tablets** – tabled on a motion made above.

EXECUTIVE SESSION –

D.A. Charlton called for an executive session at 8:50am for personnel reasons; Motioned by 1st Deputy Controller Gaff, seconded by Sheriff Pitzer and carried unanimously.

The Board reconvened from executive session at 9:22am; Motioned by Commissioner Renshaw, seconded by 1st Deputy Controller Gaff and carried unanimously.

On a motion by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; to table the discussion on the Family Acts contract

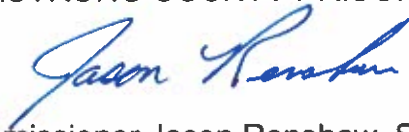
PUBLIC COMMENT – None.

ADJOURNMENT

There being no further business, it was motioned by Sheriff Pitzer, seconded by Commissioner Renshaw and carried unanimously; the Board adjourned at 9:23 am.

The next Armstrong County Prison Board meeting will be held on March 9th, 2023 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Commissioner Jason Renshaw, Secretary