



Prison Board
Pat Fabian, President
Katie Charlton, Vice President
Tammie Gaff, Secretary

Don Myers
Jason Renshaw
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

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County Jail
COUNTY OF ARMSTRONG

August 10, 2023

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, August 10th, 2023 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Fabian, Commissioner Renshaw, Judge McClister, District Attorney Charlton, Acting Controller Gaff

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

Absent: Commissioner Myers, Sheriff Pitzer

Guests: Dennis Phillips (Leader Times)

Commissioner Fabian announced that this meeting was being recorded.

APPROVAL OF JULY 13th 2023 MINUTES

On a motion by Judge McClister, seconded by Commissioner Renshaw and carried unanimously; the minutes for July 13th, 2023 Prison Board meeting were approved.

APPROVAL OF JULY 2023 FINANCIAL REPORT

On a motion by Acting Controller Gaff, seconded by Commissioner Renshaw and carried unanimously; the financial report for July 2023 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Acting Controller Gaff, seconded by Commissioner Renshaw and carried unanimously; the Warden's report for July 2023 was approved.

OLD BUSINESS

1. **Siren tested on August 10th, 2023**
2. **Clark Services - Update** – Warden Hicks stated they are still working on the doors and have extended their work another two weeks.

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that all Lieutenants have been trained on the Tasers except one that was on vacation. CPR/AED training was also completed for all officers that were due. Hicks also stated that there are two officers that are scheduled for the D.O.C. training academy in the Fall, if the Jail is able to spare those officers at that time.

2. **Solicitor Invoice** – Warden Hicks stated there is one invoice totaling \$1,209.01.

On a motion by District Attorney Charlton, seconded by Commissioner Renshaw and carried unanimously; to pay Solicitor Miller's invoice totaling \$1,209.01.

3. **Renew Nutrition Inc. Contract** – Warden Hicks stated that the contract originally wanted a fifty cent increase per tray because Nutrition, Inc. stated that there had not been an increase last year. However, Hicks proved that there was an increase last year. The current proposed two year contract has an increase of only twenty-five cents per tray and was reviewed by Solicitor Miller.

On a motion by Judge McClister, seconded by Acting Controller Gaff and carried unanimously; to recommend to the Board of Commissioners to renew the two year proposed contract with Nutrition, Inc.

4. **Lawrence County Direct File Juveniles Contract** - Warden Hicks stated that this contract is to house direct file juveniles which means these are juveniles that are of a certain age and are charged as adults for certain serious crimes. The Jail is currently not structured to the requirements to house such offenders. The Jail currently has a contract with Allegheny County but Hicks wanted a second backup option in place.

On a motion by Commissioner Renshaw, seconded by District Attorney Charlton and carried unanimously; to approve the Lawrence County Direct File Juvenile contract per Solicitor review.

5. **Orphans of the Storm – Emergency Housing** - Warden Hicks stated she contacted them after the most recent flooding to lend a hand. Some of the work-release inmates were taken over to the shelter to spread a load of gravel. In conversation, Hicks would like to become a backup emergency housing place for the animals and help with their manpower needs, whether it be cleaning or walking dogs. Judge McClister suggested that the area to be used for the temporary housing be a non-secure area such as the sally port. After much

discussion, the Board stated that it was up to the Warden's discretion on helping Orphans of the Storm.

- 6. Armstrong Recycling Center – Inmates Work Release** – Warden Hicks stated she has placed two work-release inmates to help at the Recycling Center two days a week for six hours per day.

EXECUTIVE SESSION –

Commissioner Fabian called for an executive session at 8:58am for staffing issues; Motioned by Commissioner Renshaw, seconded by Acting Controller Gaff and carried unanimously.

The Board reconvened from executive session at 9:11am; Motioned by Judge McClister, seconded by Commissioner Renshaw and carried unanimously.

PUBLIC COMMENT – None.

ADJOURNMENT

There being no further business, it was motioned by Acting Controller Gaff, seconded by District Attorney Charlton and carried unanimously; the Board adjourned at 9:12am.

The next Armstrong County Prison Board meeting will be held on September 14th, 2023 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD



Acting Controller Gaff, Secretary