



Prison Board  
Pat Fabian, President  
Katie Charlton, Vice President  
Tammie Gaff, Secretary  
Don Myers  
Jason Renshaw  
Chase McClister  
Frank Pitzer

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*County Jail*  
**COUNTY OF ARMSTRONG**

**November 9, 2023**

**ARMSTRONG COUNTY PRISON BOARD**

A meeting of the Armstrong County Prison Board was called to order on Thursday, November 9th, 2023 at 8:31am. Meeting held in the Jail's conference room.

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

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

Absent: Commissioner Myers, Commissioner Renshaw, Sheriff Pitzer

Guests: A.J. Panian - (Leader Times)

Commissioner Fabian announced that this meeting was being recorded.

Commissioner Fabian announced that he is stepping down as Prison Board president effective immediately.

On a motion by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to amend the agenda to add an item under new business to select a new Prison Board president.

On advice by Solicitor Miller and the absence of three other board members, it was agreed upon to table the selection of a new president.

On a motion by Judge McClister, seconded by Controller Elect Gaff and carried unanimously; to appoint District Attorney Charlton (current vice president) as the interim president for November and December of 2023.

**EXECUTIVE SESSION –**

District Attorney Charlton called for an executive session at 8:37am for personnel issues; motioned by Commissioner Fabian, seconded by Controller Elect Gaff and carried unanimously.

The Board reconvened from executive session at 8:52am; motioned by Commissioner Fabian, seconded by Controller Elect Gaff and carried unanimously.

### **APPROVAL OF SEPTEMBER 14<sup>th</sup> & October 12<sup>th</sup> 2023 MINUTES**

On a motion by Controller Elect Gaff, seconded by Judge McClister and carried unanimously; the Prison Board minutes for September 14<sup>th</sup> and October 12<sup>th</sup>, 2023 were approved.

### **APPROVAL OF SEPTEMBER AND OCTOBER 2023 FINANCIAL REPORTS**

On a motion by District Attorney Charlton, seconded by Controller Elect Gaff and carried unanimously; the financial reports for September and October 2023 were approved.

### **WARDEN'S REPORT**

The Warden's Report was presented by Warden Hicks.

On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; the Warden's reports for September and October 2023 were approved.

### **OLD BUSINESS**

1. **Siren tested on September 14<sup>th</sup> and October 12<sup>th</sup>, 2023**
2. **Clark Services - Update** – Warden Hicks stated they are still working on the cameras. The work has been intermittent. Hicks explained that they have not been here every day. It may be a few days this week and then they may not be back until the following week for a day or two. Hicks stated it has taken much longer than anticipated.
3. **ICS – Update** – Warden Hicks stated that inmates have started to use the tablets. The request slips are now thru the tablets for the Jail and the Public Defender's office. The classes that are on the tablets seem to be being used a lot as well. District Attorney Charlton asked about utilizing the tablet communication for outside court appointed attorneys as well. Warden Hicks stated she would look into this.

### **NEW BUSINESS**

1. **Staff Trainings** – Warden Hicks stated the suicide prevention, PREA, staff manipulation, contraband, and radio codes trainings were completed. In addition to these trainings, the support staff were trained on the tablets. Also, there was a lieutenant's review of their job description and leadership training completed.
2. **Solicitor Invoice** – Warden Hicks stated there are 3 different invoices. One totaling \$43.94, \$3,600.00, and \$1,500.00 for a grand total of \$5,143.94.

On a motion by Controller Elect Gaff, seconded by Commissioner Fabian and carried unanimously; to pay the solicitor's invoices totaling \$5,143.94.

- 3. Electronic Tablets Policy \*New\*** - Warden Hicks stated that this is a new four page policy. Hicks stated she reviewed several different counties policies and formed this one.

On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; to adopt the new Electronic Tablets policy.

- 4. Merakey Agreement** – Warden Hicks stated this is an agreement with Merakey to help with the collaboration of 301, 302, and 304 commitments of inmates when needed. There is no fee.

On a motion by Commissioner Fabian, seconded by Controller Elect Gaff and carried unanimously; to approve the collaborative agreement between the Jail and Merakey pending solicitor review.

- 5. Trident Care – Inmate X-rays/Ultrasounds** – Warden Hicks made the Board aware of a letter she received increasing the total costs of the mobile x-rays and ultrasounds performed here at the Jail. They are charging a transportation fee in addition to the cost of the x-rays and ultrasounds. The contract is up in 2025 but the letter gives the thirty day notice that if the Board doesn't want to pay the additional fees then the Jail may terminate. Hicks explained that even with the increase that it is still cheaper and more secure to continue using this service. The Board agreed to continue with Trident Care for now and asked Hicks to do some research to see if there is another company that offers this type of service to compare prices.

- 6. Fire Fighter – Sprinkler System Report** - Warden Hicks stated that the Jail passed the inspection for the sprinkler system.

- 7. Fire Fighter – Alarm Inspection Report** - Warden Hicks stated that the Jail passed the inspection for the fire alarm system.

- 8. Policies – 1-2, 1-5, 1-8a, 1-8b, 1-9, 1-10, 1-13, 1-15, 1-17, 1-18, 1-20** – Warden Hicks stated that these are just the routine review with very minor changes to them. Solicitor Miller has reviewed all and approved.

On a motion by Judge McClister, seconded by Commissioner Fabian and carried unanimously; to approve updated policies 1-2, 1-5, 1-8a, 1-8b, 1-9, 1-10, 1-13, 1-15, 1-17, 1-18, 1-20.

- 9. Leechburg Pharmacy – Health Direct** – Warden Hicks stated that Leechburg Pharmacy has been sold to a company called Health Direct. Hicks stated that everything is to remain the same with an extra delivery day on Saturday. The Board agreed to revisit the contract when it is up.

- 10. Contract with County Jail and Psych Dr. Jacobson** – Warden Hicks stated that Dr. Jacobson, who currently oversees the psychiatric services at ACMH, is interested in performing the psychiatric services here at the Jail. Solicitor Miller is currently finalizing the contract.

On a motion by Commissioner Fabian, seconded by Controller Elect Gaff and carried unanimously; to approve the contract with Dr. Jacobson pending Solicitor Miller's review and approval.

On a motion by Commissioner Fabian, seconded by Controller Elect Gaff and carried unanimously; to pay Dr. Jacobson's malpractice insurance out of the inmate relief fund.

- 11. Correctional Peace Officer Foundation Flyer** – Warden Hicks stated the picture of a check from the foundation being given to former employee Todd Keagle has gone nationwide and will be appear in their flyer. This is a foundation for corrections officer nationwide that correctional staff donate to and in times of need or hardship help fellow corrections officers or staff.

**PUBLIC COMMENT** – None.

### **ADJOURNMENT**

There being no further business, it was motioned by Commissioner Fabian, seconded by Judge McClister and carried unanimously; to adjourn at 9:33am.

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

ARMSTRONG COUNTY PRISON BOARD



Controller Elect Gaff, Secretary