

# WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, November 15, 2023

- I. Invocation
- II. Approval of Minute PB 11-1-23 dated November 1, 2023
- III. Public Comment
- IV. Warden's Report
- V. Bills
- VI. Old Business
- VII. New Business
- VIII. Adjourn Meeting

D. Vaughan  
N. Sherman  
L. Maggi  
President Judge DiSalle  
A. Andronas  
J. Walsh  
A. Sloane

J. McCune  
J. Grimm  
C. Griffin  
A. Johnston  
J. Fewell

The meeting of the Washington County Prison Board was held in Suite G-17 of Crossroads Center at 95 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Larry Maggi (via phone), and Nick Sherman; President Judge DiSalle; Sheriff Anthony Andronas; and District Attorney Jason Walsh. Also present were: Chief of Staff Jim McCune; Solicitor Jana Grimm (via phone); Executive Assistant Randi Marodi; Chief Clerk Cindy Griffin and Administrative Assistant Debbie Corson; Human Resources Assistant Director Andrea Johnston and Warden Jeffrey Fewell; Court Administrator Patrick Grimm; Chief Deputy Anthony Mosco; Correctional Facility Representative Deputy Warden Christopher Cain and Chaplin Mike Pierson; Captain Kim Reed and Alternate Sentencing Coordinator/PREA Compliance Manager Paul Schmidt.

Mrs. Vaughan called the meeting to order at approximately 11 a.m. and Correctional Facility Chaplain Mike Pierson led the meeting with an invocation.

Mrs. Vaughan entertained a motion to approve Minute No. PB 10-18-23 dated October 18, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 10-18-23 dated October 18, 2023.

The motion was carried unanimously with the Board signifying their approval by stating "Aye."

**PUBLIC COMMENT**

None.

**BOARD'S RESPONSE**

None.

**WARDEN'S REPORT**

Warden Fewell began with the promotion of two officers:

- Kimberly Reed who was promoted from sergeant to captain and will serve as the B-Nights Shift Coordinator.
- Paul Schmidt made a lateral move into the position of Alternate Sentencing Coordinator/PREA Compliance Manager.

Warden Fewell reported that WCCF had just completed the National PREA Resource Center Mock PREA Audit. He said it was the most intense audit he has ever been through, but he reported it went great.

Warden Fewell respectfully requested the Prison Board approve the personnel hired as CO1 in the Washington County Correctional Facility with a projected start date of November 20, 2023:

Melissa Beabout  
Davon Casseus  
Curtin Gardner  
Karen Havener  
Hayden Martin

Erin Roxby  
Amelia Thalhofer  
Allen Thomas  
Melva Montes

The following alternatives will be contacted if one of the above declines the position:

Thomas Clibbens III  
Kelli Gaines  
Benisa Garcia  
Holly Michlovic

Warden Fewell respectfully requested the Prison enter into a contract with Emerge Career. Emerge Career shall be responsible for administering, delivering, and evaluating the CDL

program. Emerge Career will ensure that qualified and experienced coaches and the necessary technologies are deployed to provide training and support to the participating incarcerated persons.

These training programs will be funded by the County’s Workforce Development board. Emerge Career is responsible for securing this funding.

NOTE: This agreement is contingent upon Board of Commissioners approval.

**BOARD DISCUSSION**

Mr. McCune asked if there were any restrictions on which inmates receive training.

Warden Fewell said that is up to the company.

Mrs. Vaughan responded saying there are guidelines in place that will determine those sorts of things.

Mrs. Vaughan entertained a motion to accept the Warden’s report as presented.

Mr. Sherman made the motion to accept the Warden’s report as presented. Mr. Andronas seconded the motion. The motion was carried unanimously with the Board signifying their approval by stating “Aye.”

**BILLS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

There being no further business, Mr. Sherman made a motion to adjourn the meeting. Mr. Maggi seconded. At approximately 11:08 a.m. Mrs. Vaughan adjourned the meeting.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

\_\_\_\_\_, 2023

ATTEST: \_\_\_\_\_

SECRETARY

**TO:** Members of the Prison Board  
**FROM:** Jeffrey S. Fewell, Warden  
**DATE:** November 15, 2023  
**SUBJECT:** Prison Board Proposals for Review

## **AGENDA**

### **A. Proposals for approval**

#### **PROPOSAL #1: Legal Research Agreement - Lexis Nexis**

I, Warden Fewell, respectfully requests the Prison Board approve the following renewal service agreement for the backup electronic drive (law library) for legal research:

- Lexis Nexis - to provide legal research for the inmates Law Library at a cost of \$75.00 per month (three years) funded from Correctional Facilities Operating Budget. If approved, this agreement will be effective November 1, 2023, through October 31, 2026. This is a stand-alone system. There are no books or CD's.

NOTE: THIS AGREEMENT FOR THE CORRECTIONAL FACILITY IS CONTINGENT UPON BOARD OF COMMISSIONERS APPROVAL.

#### **PROPOSAL #2: McVehil - Plumbing Services – Contract #101420-1PS**

I, Warden Fewell, respectfully requests the Prison Board approve our contracted vendor, McVehil Plumbing, to Demo, Remove and Install a New In-Line Commercial Waste Grinder Pump.

If approved, Service will be performed by McVehil Plumbing, Heating & Supply Co., Inc., Washington PA., our contract of record. Work includes a New Pump, Piping, Piping Connections, Bracing and Startup Commissioning. Power to the unit will be connected by Jail Maintenance. Total Cost is \$73,704.00. and Funding to be provided from Act13 Monies.

NOTE: THIS AGREEMENT FOR THE CORRECTIONAL FACILITY IS CONTINGENT UPON BOARD OF COMMISSIONERS APPROVAL.

#### **PROPOSAL #3: Request for Training, American Jail Association**

I, Warden Fewell, respectfully request the Prison Board approve four commanders attend the annual American Jail Association Expo and Conference, May 18-22, 2024, Fort Lauderdale, FL.

The conference and expo will encompass best practices, legal updates, PREA, ADA, and networking of the largest jail conference in the country. The cost for airfare, hotel and per diem is \$1850 per attendee.

//////////////////////////////////////END OF REPORT//////////////////////////////////////

**Washington County Correctional Facility Invoices - November 15, 2023**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid		\$	7,134.05
Access Information Protected	Secure Waste Removal		\$	92.67
Bailey, Samantha	Employee Certification		\$	65.00
*Big's Sanitation	Waste Removal		\$	820.00
Cambria County Prison	Inmate Holding		\$	4,200.00
*CDW-G	Computer Hardware		\$	517.14
Coddington, David	Employee Travel		\$	519.51
*Colt Plumbing	Plumbing Bid		\$	468.77
Columbia Gas of PA	Gas Utility		\$	3,032.63
*County of Lehigh	Inmate Housing		\$	9,000.00
*FBM Capital LLC	Cost per Copy Bid		\$	333.87
*George Junior Republic	CYS Contracted Services		\$	45,063.00
*Grainger W W Inc.	Industrial Commodities Bid		\$	465.75
Identisys Inc.	Software Agreement		\$	465.00
Lawrence County	Inmate Holding		\$	49,000.00
*Lexis Nexis	Law Library		\$	150.00
*MSC Industrial Supply	Industrial Commodities Bid		\$	188.77
PA State Police	Employee Screening		\$	242.00
*Pennsylvania American Water	Water Utility Service		\$	9,218.96
Primecare Medical Inc.	Contracted Medical Services		\$	203,407.45
*Ricoh USA Inc.	Cost Per Copy Bid		\$	653.99
Scalise Industries	General Contracting Bid		\$	9,862.65
*Sprague Operating Resources	Liquid Fuels Utility Service		\$	1,714.50
*Sysco Pittsburgh LLC	COSTARS Food Contract		\$	2,277.15
Trapuzzano's Uniforms	Uniforms Bid		\$	648.00
*US Foods Inc.	Food Bid		\$	9,400.92
*Verizon Wireless	Telecommunication Utility		\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid		\$	234.38
*Washington E Washington Joint Authority	Sewage Utility Service		\$	13,982.50
Washington Health System	CPR Cards/Guard Meals		\$	129.00
*Washington Physicians Group	Employment Screenings		\$	306.00
*West Penn Power	Power Utility		\$	9,612.45
	<b>Total 11/15/23 Meeting</b>		<b>\$</b>	<b>383,366.15</b>
*Paid as required by due date				