

WASHINGTON COUNTY PRISON BOARD AGENDA

November 1, 2023

- I. Invocation
- II. Approval of Minute PB 10-18-23 dated October 18, 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, and Nick Sherman; President Judge DiSalle; Sheriff Anthony Andronas; District Attorney Jason Walsh; Controller April Sloane (via phone); and Deputy Controller Heather Sheatler. Also present were: Chief of Staff Jim McCune; Solicitor Jana Grimm; Chief Clerk Cindy Griffin and Administrative Assistant Debbie Corson; Human Resources Assistant Director Andrea Johnston and Warden Jeffrey Fewell; Financial Analyst Adam Petris; Chief Deputy Sheriff Anthony Mosco; Court Administrator Patrick Grimm; Correctional Facility Representative Deputy Warden Christopher Cain and Chaplin Mike Pierson; Public Defender Rose Semple; Human Services Interim Administrator Jason Bercini; Chief Clerk Office Assistant Stacey Stapleton; Assistant WJPA News Director Bruce Sakalik; citizens Annie Shaner and Frank Byrd.

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 9-20-23 dated September 20, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 9-20-23 dated September 20, 2023.

The motion was carried unanimously with the Board signifying their approval by stating “Aye.” President Judge DiSalle abstained, as he did not attend that meeting.

PUBLIC COMMENT

None.

BOARD’S RESPONSE

None.

WARDEN’S REPORT

Warden Fewell reported that they are expecting nine auditors from the National PREA Resource Center, Washington, DC. Auditors are scheduled to arrive Sunday-Friday. Warden Fewell noted that this is a very good training exercise for the WCCF staff.

Coordinated electronic policies and procedures with Marie Jones of PCorp for a Prison Risk Management Audit to be ongoing through November, 2023.

Maintenance for Out of County Prisoners for September 2023

Administrative Fee	\$12,907.95
Social Security	\$400.00
Tylenol	\$0.00
Monthly sub-total	\$13,307.95
Year-to-date grand total	\$141,040.02

Program Fees and Room and Board Income for September 2023

	<u>Billed</u>	<u>Collected</u>
Work Release Inmates	-0-	-0-
Weekend Inmates	-0-	-0-
Monthly sub-total	-0-	-0-
Year-to-date grand total	-0-	-0-

Status of Inmates Confined at the End of September 2023

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	48	5	53
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
	<u>Male</u>	<u>Female</u>	<u>Total</u>
Inmates Awaiting Trial and/or Sentencing	223	57	280
Total Inmates	271	62	333

Examinations Performed by the Physician	62
New Commitments	176
Dental Extractions	11
Medical Transports Performed by the Sheriff	8
Contracted Housing Fee/Month	\$59,715.10
Yearly Total	\$335,306.54

Warden Fewell began by recognizing Officer Shawn Evans as employee of the month for the month of October. Officer Evans was unable to attend because he was working.

Warden Fewell respectfully requested the Prison Board approve the out-of-state training for Use of Force (UOF) certification with Risen Stun Dynamics for Captains Jack Buckholt and Jon McDonough. Total estimated cost is \$2,530 for both. Certifications will be valid for three years. This training is contractually required to operate and deploy the equipment.

Warden Fewell respectfully requested the Prison Board approve an Addendum to the Lawrence County agreement for the provision of housing Washington County's juvenile inmates on an as-needed basis as per the contract conditions, including a reduction in cost from \$800 to \$600/juvenile/day, plus transports and medical expenses. Costs are to be paid from WCCF's Operating Budget.

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

Mrs. Vaughan asked if Warden Fewell could provide costs per inmate per day statistics, which was requested last month by resident Anne Shaner. Mrs. Vaughan also requested the Warden find out where Washington County ranks in the state. Mrs. Vaughan noted she was looking for a more comprehensive view.

Warden Fewell agreed to provide the requested statistics, noting that right now, the County is spending \$50/female/day and WCCF is currently farming out 21 females, but that number can go up to \$110 if farmed out to Allegheny County.

Warden said currently, the inmates being farmed out are 15 males, 21 females and 3 juveniles (\$600-\$751/juvenile/day). Indirect costs are not included in what WCCF is expecting to pay out more than \$700,000 this year.

Ms. Sloane asked about sending juveniles to Ohio, suggesting the costs would be less. Warden Fewell said appropriate housing is so hard to find and that is why the costs are so high.

Additional board members joined the discussion reiterating the scarcity of inmate housing in the region, specifically for juvenile offenders.

Warden Fewell respectfully requested the Prison Board award the bid for Flooring for the WCCF Processing area to Allegheny Installations, Pittsburgh, PA, in the amount of \$81,000 to be funded from Act 13. This is the lowest, most responsive and responsible bid received. If approved, the contract will be effective on the date of agreement. Bids were reviewed and recommended by the Correctional Facility and Purchasing.

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

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

BILLS

Ms. Sloane presented to the Board for their consideration and approval of the bills dated October 18, 2023, in the amount of \$339,480.31.

A motion was made by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated October 18, 2023. The motion was carried unanimously with the Board signifying their approval by stating "Aye." (See the list of bills attached hereto and made a part hereof.)

OLD BUSINESS

None.

NEW BUSINESS

None.

Mrs. Vaughan requested an executive session to discuss potential litigation.

There being no further business, Mr. Sherman made a motion to adjourn the meeting. Mr. Maggi seconded it at approximately 11:14 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____
SECRETARY

DRAFT



WASHINGTON COUNTY CORRECTIONAL FACILITY



100 West Cherry Avenue
Washington, PA 15301

Phone: 724-228-6845
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Jeffrey S. Fewell, Warden

Christopher M. Cain, Deputy Warden

David Coddington, Major

MEMORANDUM

TO: Members of the Prison Board
FROM: Jeffrey S. Fewell, Warden
DATE: November 1, 2023
SUBJECT: Prison Board Proposals for Review

AGENDA

A. Proposals for approval

FACILITY AUDITS AND INSPECTIONS:

Pennsylvania Department of Corrections Title 37 Chapter 95 Audit, July 12, 2023
WashPA County Controller's Audit of Inmate Welfare Fund, August 9, 2023
National PREA Resource Center Mock PREA Audit, October 22-26, 2023
PCorp Prison Risk Management Audit, Elec Rec On-going with a visit on November 20, 2023

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PROPOSAL #1--Request for hire CO1

I, Warden Fewell, respectfully requests 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
- Melva Montes
- Erin Roxby
- Amelia Thalhofer
- Allen Thomas

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

Thomas Clibbens III
Kelli Gaines
Benisa Garcia
Holly Michlovic

PROPOSAL #2---Enter in contract to train IP CDL

I, Warden Fewell, respectfully request the Prison Board enter into a contract with EmergeCareer.

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.

The aforementioned training programs will be funded by the county's workforce development board. Emerge Career is responsible for securing this funding.

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

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