

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, December 13, 2023

- I. Invocation
- II. Approval of Minute PB 11-15-23 dated November 15, 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 and Controller April Sloane. 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; Public Defender Rose Semple; Court Administrator Patrick Grimm; Financial Analyst Adam Petris; Interim Human Services Administrator Jason Bercini; Sheriff’s Office Representative Tony Interval; Deputy Warden Christopher Cain; Correctional Facility Representatives Major David Coddington, Chaplin Mike Pierson, and Alternate Sentencing Coordinator/PREA Compliance Manager Paul Schmidt and citizen Annie Shaner.

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 11-1-23 dated November 1, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 11-1-23 dated November 1, 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 by informing the Board about the COVID-19 breakout in the jail, stating that there were 22 inmates and 4 staff members effected. He continued saying one housing unit is on lockdown and most of those effected are experiencing mild symptoms.

Maintenance for Out of County Prisoners for October 2023

| | |
|--------------------------|--------------|
| Administrative Fee | \$ 13,492.66 |
| Social Security | \$0.00 |
| Tylenol | \$0.00 |
| Monthly sub-total | \$ 13,492.66 |
| Year-to-date grand total | \$154,532.68 |

Program Fees and Room and Board Income for October 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 October 2023

| | <u>Male</u> | <u>Female</u> | <u>Total</u> |
|--|--------------------|----------------------|---------------------|
| Full-time Inmates | 51 | 5 | 56 |
| 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 | 194 | 55 | 249 |
| Total Inmates | 245 | 60 | 305 |

| | |
|--|--------------|
| Examinations Performed by the Physician | 82 |
| New Commitments | 138 |
| Dental Extractions | 24 |
| Medical Transports Performed by the Sheriff | 17 |
| Contracted Housing Fee/Month | \$71,853.13 |
| Yearly Total | \$355,150.87 |

Warden Fewell respectfully requested the Prison Board approve the renewal service agreement for the backup electronic drive (law library) for legal research with Lexis Nexis to provide legal research for the inmates Law Library at a cost of \$75/month for three (3) years. This will be funded through the ~~Operational Budget~~ Inmate Welfare Fund. 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 is contingent upon Board of Commissioners approval.

Mrs. Vaughan questioned why the monies for this would not come out of the Inmate Welfare Fund. Warden Fewell said he wasn't sure and they agreed to change the funding source.

Mr. Sherman made the motion to approve the renewal service agreement with Lexis Nexis at a cost of \$75/month, effective November 1, 2023 through October 31, 2026 – with the funding change from Operational Budget to Inmate Welfare Fund. Mr. Maggi seconded the motion.

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

Warden Fewell respectfully requested the Prison Board approve the contracted vendor of record, McVehil Plumbing, to demolition, removal and installation of a new inline commercial waste grinder pump. If approved, service will be performed by McVehil Plumbing, Heating & Supply Co., Inc., Washington PA. 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 and funding will be provided through Act 13 monies.

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

Mr. Sherman made the motion to approve the above-mentioned work with McVehil Plumbing, Heating & Supply Co., for a total cost is \$73,704. Mr. Maggi seconded the motion.

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

Warden Fewell respectfully requested the Prison Board approve five 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. Cost for airfare, hotel and per diem is \$1,850/attendee.

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

Mrs. Vaughan asked about sending less people, saying that this request was excessive. Warden Fewell replied saying the conference is used to help officers get accreditations. Mr. Sherman asked if they could get accredited elsewhere. Warden Fewell said they could not, this conference, he added is a once a year opportunity. He said it is the best conference for jails in the nation. Mrs. Vaughan said it was excessive and could understand if the staff had shortcomings in training, but they don't. President Judge DiSalle rebutted saying it was important to attend to maintain accreditation and it was a reward for the employees' 'hard work.'

President Judge DiSalle made the motion to approve the attendance of five commanders to the annual American Jail Association Expo and Conference for a cost of \$1,850/attendee. Ms. Sloane seconded the motion.

The motion was carried with the Board signifying their approval by stating "Aye." Mrs. Vaughan voted "Nay," stating she felt it was excessive.

BOARD DISCUSSION

None.

BILLS

Ms. Sloane presented to the Board for their consideration and approval of the bills dated November 15, 2023, in the amount of \$383,366.15.

A motion was made by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated November 15, 2023. The motion was carried unanimously with the Board signifying their approval by stating "Aye."

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 11:11 a.m. Mrs. Vaughan adjourned the meeting.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____
SECRETARY

DRAFT

**Washington County Correctional Facility
Invoices - December 13, 2023**

| | | |
|---------------------------------------|------------------------------|---------------|
| *A Z Janitorial Services LLC | Housekeeping Supplies Bid | \$ 12,427.14 |
| *Access Information Protected | Secure Waste Removal | \$ 52.54 |
| *Albano's | Produce Bid | \$ 2,874.30 |
| AIS Commercial Parts & Service | Kitchen Repairs Bid | \$ 3,697.13 |
| *Bailey, Samantha | Employee Certification | \$ 38.75 |
| *Belfiore's Coffee & Food Service Co. | Coffee Bid | \$ 2,049.60 |
| *Bimbo Bakeries USA | Bread Bid | \$ 5,996.30 |
| *Columbia Gas of PA | Gas Utility | \$ 3,610.48 |
| County of Lehigh | Inmate Housing | \$ 9,300.00 |
| *Crystal Sound System | Radio Bid | \$ 714.00 |
| *Dovshek, Georgia | Employee Travel | \$ 526.49 |
| *Grainger W W Inc. | Industrial Commodities Bid | \$ 3,739.58 |
| *Hobart Service | Kitchen Repairs | \$ 358.00 |
| *Jack Frye Sales and Service | Housekeeping Bid | \$ 485.00 |
| Lawrence County | Inmate Holding | \$ 3,553.59 |
| Less Lethal LLC | PO 45916 - Stun Shield | \$ 2,303.00 |
| *Lexis Nexis | Law Library | \$ 541.00 |
| *McKesson Medical-Surgical | Medical Supplies Bid | \$ 754.80 |
| McVehil Plumbing Heating and Heating | Plumbing Bid | \$ 869.80 |
| *Motto Philadelphia | Employee Travel | \$ 716.00 |
| *MSC Industrial Supply | Industrial Commodities Bid | \$ 417.71 |
| *Observer-Reporter | Advertising | \$ 1,050.00 |
| *Pennsylvania American Water | Water Utility Service | \$ 8,341.52 |
| Primecare Medical Inc. | Contracted Medical Services | \$ 180,571.13 |
| *Ricoh USA Inc. | Cost Per Copy Bid | \$ 691.28 |
| Scalise Industries | General Contracting Bid | \$ 7,444.31 |
| *Schneider's Dairy | Milk Bid | \$ 6,269.63 |
| *Sprague Operating Resources | Liquid Fuels Utility Service | \$ 2,109.55 |
| *Sysco Pittsburgh LLC | COSTARS Food Contract | \$ 21,239.83 |
| Trapuzzano's Uniforms | Uniforms Bid | \$ 21,471.00 |

| | | | |
|--|-------------------------------|-----------|-------------------|
| *US Foods Inc. | Food Bid | \$ | 27,157.57 |
| *Verizon Wireless | Telecommunication Utility | \$ | 160.04 |
| *W B Mason Co. Inc. | Office Supplies Bid | \$ | 250.77 |
| *Washington E Washington Joint Authority | Sewage Utility Service | \$ | 15,837.50 |
| *Washington Physicians Group | Employment Screenings | \$ | 1,926.00 |
| *West Penn Power | Power Utility | \$ | 8,053.94 |
| | Total 12/13/23 Meeting | \$ | 357,599.28 |
| *Paid as required by due date | | | |