

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, June 21, 2023

- I. Invocation
- II. Approval of Minute PB 5-17-23 dated May 17, 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

M. Namie
J. Grimm
C. Griffin
A. Johnston
J. Hatfield
J. Fewell
J. Thornburg
D. Corson

The meeting of the Washington County Prison Board was held in Suite G17 of Crossroads Center, 95 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Larry Maggi, and Nick Sherman; President Judge John DiSalle; Sheriff Anthony Andronas; District Attorney Jason Walsh; and Controller April Sloane. Also present were: Chief of Staff Mike Namie; Solicitor Jana Grimm; Human Resources Assistant Director Andrea Johnston; Finance Director Josh Hatfield; Warden Jeffrey Fewell; Chief Clerk Cindy Griffin; District Court Administrator Patrick Grimm; Deputy Warden Chris Cain; Chaplain Mike Pierson; Human Services Director Kim Rogers; Chief Deputy Sheriff Anthony Mosco; and TextBehind, Inc. representatives Zia Rana and Chris Reilly.

Mrs. Vaughan called the meeting to order at approximately 11:02 a.m., and Chaplain Pierson led the meeting with an invocation.

Mrs. Vaughan asked if there were any corrections, additions, or omissions to Minute No. PB 4-19-23 dated April 19, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi, Minute No. PB 4-19-23 dated April 19, 2023, be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye."

PUBLIC COMMENT

None.

WARDEN'S REPORT

Income from Other Units for the Maintenance of Inmates for April 2023

Administrative Fee	\$12,293.07
Social Security	\$800.00
Tylenol	\$0.00
Monthly sub-total	\$13,093.07
Year-to-date grand total	\$68,537.85

Program Fees and Room and Board Income for April 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 April 2023

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	45	11	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	<u>210</u>	<u>40</u>	<u>250</u>
Total Inmates	255	51	306

Examinations Performed by the Physician	85
New Commitments	123
Dental Extractions	14
Medical Transports Performed by the Sheriff	4
Contracted Housing Fee/Month	\$0.00
Yearly Total	\$10,917.40

Warden Fewell began by recognizing Officer Brian Dupain as employee of the month for the month of April. The Warden publicly congratulated him for his service and noted that Officer Dupain was not present as he was working.

Warden Fewell then introduced Zia Rana, President and CEO of TextBehind, Inc., and Christopher Reilly, Business Development Manager of TextBehind, Inc. The Warden stated that they were in attendance to answer any questions that the Prison Board may have regarding TextBehind, Inc. and to discuss digitizing all family, friends, and legal mail for all inmates as they provide inmate mail management services.

Warden Fewell then updated the Board on the FITS program and stated that there are seven to eight inmates who currently participate in the program and further stated that the inmates are doing a good job and work Tuesday through Saturday.

Warden Fewell requested an executive session to discuss personnel matters. Mrs. Vaughan called an executive session at 11:05 a.m. to discuss personnel. Mrs. Vaughan reconvened the meeting following the executive session at approximately 11:08 a.m.

Warden Fewell respectfully requested the Prison Board approve an agreement with the National Institute for Jail Operations (NIJO) for the purpose of access to a variety of online jail training resources for 90 user licenses at \$8,910 and \$2,500 for the Academy of Basic Corrections (20 recruits). Funding will be from their operating budget. If approved, this agreement will be in effect for a three-year period, beginning on June 1, 2023, with automatic renewal unless a 30-day expiration notice is provided. This agreement is contingent upon approval at the Board of Commissioners meeting to be held May 18, 2023, Minute No. 1169.

Mrs. Vaughan asked the Warden if this is a brand-new service. The Warden responded that this is a continuation of their existing online training. He further stated that this is a renewal agreement for when they conduct online training.

Warden Fewell respectfully requested the Prison Board approve an addendum to an agreement for "Inmate Telephone Services" with IC Solutions, San Antonio Texas to add additional Equipment & Features, replacing all existing tablets with new Bridge 8M tablets, including new charging stations. The remote video visitation service fee will be reduced to \$6.50 per session (up to 30 minutes). If approved, this contract shall remain in effect through December 31, 2028, with optional renewals thereafter with all terms remaining in full force. This agreement is contingent upon approval at the Board of Commissioners meeting to be held May 18, 2023, Minute No. 1169.

Warden Fewell respectfully requested the Prison Board approve an agreement with TextBehind, Inc., Phoenix, MD, for the inmate mail management services (Legal Mail System Enabled), at a total cost of \$990 per month. If approved, this agreement shall remain in effect for a period of three (3) years from the date of execution with optional renewals thereafter. The total amount will be funded from the inmate welfare fund. This agreement is contingent upon approval at the Board of Commissioners meeting to be held May 18, 2023, Minute No. 1169.

Warden Fewell stated that the inmate mail management service will eliminate the job duties for the part-time mail clerk because the company will handle all family and friends' mail, as well as the inmates' legal mail. He continued that the job duties of the mail clerk position will be reassigned and stated that this position will not be eliminated because it is a union position. Mr. Sherman asked if this will be a cost savings. Warden Fewell responded that it will not be a cost savings but will free up job duties for other areas. The Warden further stated that the new service will help eliminate contraband coming into the Jail through the mail.

It was moved by Mr. Sherman and seconded by Mr. Maggi to accept the Warden's Report. 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 May 17, 2023, in the amount of \$349,570.13.

It was moved by Ms. Sloane and seconded by Mr. Maggi, approving the bills dated May 17, 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.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:15 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____

SECRETARY

DRAFT

**Washington County Correctional Facility
Invoices - June 21, 2023**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 5,902.79
*Access Information Protected	Secure Waste Removal	\$ 136.96
*AIS Commercial Parts & Service	Kitchen Equipment Repair	\$ 841.98
*Albano's	Produce Bid	\$ 5,489.20
*Allegheny County Jail	Inmate Holding	\$ 3,750.00
Belfiore's Coffee & Food Service Co.	Coffee Bid	\$ 1,024.80
*Big's Sanitation Inc.	Waste Removal	\$ 820.00
*Bimbo's Bakery USA Inc.	Bread Bid	\$ 4,602.39
*Buckholt, Jack	Employee Travel	\$ 883.73
*CDW-G	Computer Hardware	\$ 796.84
*Charm-Tex	Hygeine Products	\$ 356.70
*Chipps, Eli	Employee Travel	\$ 56.99
*Colt Plumbing	Plumbing Equipment Bid	\$ 370.18
*Columbia Gas of PA Inc.	Energy Utility Services	\$ 4,022.63
*Cornerstone Detention Products Inc.	Electronic Hardware	\$ 770.00
County of Lehigh	Inmate Housing	\$ 5,400.00
*FBM Capital LLC	Cost Per Copy Bid	\$ 197.54
*George Junior Republic	Contracted CYS Service	\$ 91,628.10
*Grainger W W Inc.	Industrial Commodities Bid	\$ 1,494.53
*Hobart Service	Kitchen Equipment Repair	\$ 2,043.38
Jack Frye Sales and Service	Housekeeping Bid	\$ 1,325.00
Lawrence County General Fund	Inmate Housing	\$ 3,800.00
*Lexis Nexis	Law Library	\$ 616.00
*McDonough Jonathan	Employee Travel	\$ 578.64
*McKesson Medical-Surgical	Medical Supplies Bid	\$ 873.00
*Novacare Outpatient	Employment Screening	\$ 250.00
*PA State Police	Employment Screening	\$ 66.00
*Pennsylvania American Water	Water Utility	\$ 8,379.76
Primecare Medical Inc.	Contracted Medical Services	\$ 167,468.11
*Ricoh USA Inc.	Cost Per Copy Bid	\$ 579.01

*Scalise Industries	General Contracting Bid	\$	2,125.10
*Schneider's Dairy	Milk Bid	\$	5,742.94
*Sprague Operating Resources	Liquid Fuels Utility Service	\$	4,149.00
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	16,522.74
*Tri-State Office Furniture	Furniture	\$	1,390.00
*US Foods Inc.	Food Bid	\$	31,414.82
*Verizon Wireless	Telecommunication Utility	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	540.72
*Washington E Washington Joint Authority	Sewage Utility Service	\$	16,660.00
*Washington Physicians Group	Employment Screenings	\$	658.00
*West Penn Power	Power Utility	\$	9,800.48
	Total 6/21/23 Meeting	\$	403,688.10
*Paid as required by due date			

