

# WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, September 20, 2023

- I. Invocation
- II. Approval of Minute PB 8-16-23 dated August 16, 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. Also present were: Solicitor Jana Grimm; Chief Clerk Cindy Griffin and Administrative Assistant Debbie Corson; Human Resources Assistant Director Andrea Johnston; Deputy Warden Chris Cain; Human Services Deputy Director Jason Bercini; Interim Director of Financial Analyst Adam Petris; Chief Deputy Sheriff Anthony Mosco; Court Administrator Patrick Grimm; Correctional Facility Representatives Major David Coddington and Chaplin Mike Pierson; and Public Defender Rose Stemple.

Mrs. Vaughan called the meeting to order at approximately 11:05 a.m. and Correctional Facility Chaplain Mike Pierson led the meeting with an invocation.

Mrs. Vaughan entertained a motion to approve revised Minute No. PB 6-21-23 dated June 21, 2023. It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 6-21-23 dated June 21, 2023.

The motion was carried unanimously with the Board signifying their approval by stating “Aye.” Judge DiSalle abstained, as he was not present at the June meeting.

Mrs. Vaughan entertained a motion to approve Minute No. PB 7-19-23 dated July 19, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi to approve Minute No. PB 7-19-23 dated July 19, 2023.

The motion was carried with Ms. Sloane casting a “Nay” vote and the remaining Board members signifying their approval by stating “Aye.”

**PUBLIC COMMENT**

None.

**BOARD’S RESPONSE**

None.

**WARDEN’S REPORT**

In absence of Warden Fewell, Deputy Warden Chris Cain delivered the Warden’s Report.

**Income from Other Units for the Maintenance of Inmates for July 2023**

Administrative Fee	\$14,254.37
Social Security	\$0.00
Tylenol	\$0.00
Monthly sub-total	\$14,254.37
Year-to-date grand total	\$113,481.82

**Program Fees and Room and Board Income for June 2023**

	<b><u>Billed</u></b>	<b><u>Collected</u></b>
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 June 2023**

	<b><u>Male</u></b>	<b><u>Female</u></b>	<b><u>Total</u></b>
Full-time Inmates	55	8	61
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
	<b><u>Male</u></b>	<b><u>Female</u></b>	<b><u>Total</u></b>
Inmates Awaiting Trial and/or Sentencing	205	57	262
Total Inmates	260	65	325

<b>Examinations Performed by the Physician</b>	167
New Commitments	61
Dental Extractions	17
Medical Transports Performed by the Sheriff	12
Contracted Housing Fee/Month	\$46,655.41
Yearly Total	\$216,224.06

Deputy Warden Cain began by recognizing Officer Timothy Schill as employee of the month for the month of August. Deputy Warden Cain publicly congratulated him for his service and noted that Officer Schill was not present as he was working.

Deputy Warden Cain respectfully requested the Prison Board approve the following interviewees for the part-time position of CO1 in the Washington County Correctional Facility:

- Hailey Bedillion
- Francisco Berumen
- William Blakley
- Kevin Brown
- Evan Dreucci
- Robert Lemus
- Nathaniel Menzer
- Alexandra Meyer
- Austin Nardozi
- Mark Noel
- Tasha Scott
- Jacquise Simmons
- Clifford Smith
- Levi Thomas
- Austin Waltz
- Lydia Warnick
- Nicolas White

The start date for the cadet class will be Monday, September 11, 2023. All above will be scheduled for new hire orientation on Monday, September 18, 2023 starting at 9 a.m. in the Human Resources Department, located in the Crossroads Building, Suite 400.

**COMMENTS**

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 August 16, 2023, in the amount of \$350,252.65.

A motion was made by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated August 16, 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**

Ms. Sloane requested an executive session to get updates regarding ongoing litigation.

**NEW BUSINESS**

None.

There being no further business, Mr. Sherman made a motion to adjourn the meeting. Mr. Maggi seconded it at approximately 11:06 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

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

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

DRAFT

**AGENDA**

- A. Employee of the Month recognition**
- B. Stats**
- C. Facility Audits and Inspections**
- D. Proposals for approval**

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**PROPOSAL #1---Promotion to Captain-funded**

I, Warden Fewell, respectfully requests the Prison Board approve the promotion of Sergeant Kimberly Reed from Correctional Officer II to Captain.

**PROPOSAL #2--Lateral Transfer--funded**

I, Warden Fewell, respectfully requests the Prison Board approve the lateral transfer of Paul Schmidt from Correctional Officer I to Alternate Sentencing/PREA Coordinator position.

**PROPOSAL #3---Legal Research Agreement - Lexis Nexis**

I, Warden Fewell, respectfully requests the Prison Board approve the following renewal agreement for legal research:

Lexis Nexis - to provide legal research for the inmates Law Library at a cost of \$6,492 per year (three years) funded from Correctional Facilities Operating Budget. If approved, this agreement will be effective November 1st, 2023, through October 31st, 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 #4---Professional Services - Hobart Service Agreement - WCCF**

I, Warden Fewell, respectfully requests the Prison Board approve the Annual Service Agreement with Hobart Service, for the provision of on call service to provide all parts and labor necessary for the maintenance of the dish machine in WCCF.

If approved this service agreement will cost \$2,603.00 and be effective through September 9, 2024.

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



**Washington County Correctional Facility  
Invoices - September 20, 2023**

*84 Lumber	Lumber Bid	\$ 43.44
*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 9,963.89
*Access Information Protected	Secure Waste Removal Service	\$ 68.19
*Air Filter Systems	Air Filters	\$ 617.48
AIS Commercial Parts & Services	Contracted Repairs	\$ 47.25
Albano's	Produce Bid	\$ 4,811.08
Belfiore's Coffee & Food Service Co.	Coffee Bid	\$ 1,024.80
Bimbo's Bakery USA Inc.	Bread Bid	\$ 3,783.00
*Cisco, Shane	Employee Travel	\$ 78.60
*Columbia Gas of PA	Fuel Utility Service	\$ 2,725.02
*County of Lehigh	Inmate Housing	\$ 14,550.00
*FBM Capital LLC	Cost per Copy Bid	\$ 281.22
*Fewell, Jeffrey	Employee Travel	\$ 524.65
*George Junior Republic	CYS Contracted Services	\$ 46,565.10
*Grainger W W Inc.	Industrial Commodities Bid	\$ 5,069.43
*HiTouch Business Services	Office Supplies Bid	\$ 25.28
Ideal Investigations & Security Group	K9 Sweeps	\$ 400.00
Jack Frye Sales and Service	Housekeeping Bid	\$ 1,204.00
*Kenyon, Kyrie	Employee Travel	\$ 625.51
*Krajacik, Paul	Employee Travel	\$ 701.38
Lawrence County	Inmate Holding	\$ 10,600.00
*Lexis Nexis	Law Library	\$ 1,698.00
*McKean Plumbing and Heating	Plumbing Bid	\$ 113.24
McKesson Medical-Surgical	Medical Supplies Bid	\$ 678.90
*Motto Philadelphia	Employee Travel	\$ 716.00
*MSC Industrial Supply	Industrial Commodities Bid	\$ 159.02
*PA State Police	Employee Background Checks	\$ 22.00
*Pennsylvania American Water	Water Utility Service	\$ 17,779.84
*PESI Inc.	Employee Training	\$ 249.99
*Primecare Medical Inc.	Contracted Medical Services	\$ 178,175.24

*Ricoh USA Inc.	Cost Per Copy Bid	\$	711.86
*Scalise Industries	General Contracting Bid	\$	7,846.42
Schneider's Dairy	Milk Bid	\$	2,260.62
*Sprague Operating Resources	Liquid Fuels Utility Service	\$	1,426.93
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	11,703.59
*Trapuzzano's Uniforms	Uniforms Bid	\$	641.00
*US Foods Inc.	Food Bid	\$	14,897.34
*Verizon Wireless	Telecommunication Utility	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	806.21
*Washington E Washington Joint Authority	Sewage Utility Service	\$	15,592.50
*Washington Physicians Group	Employment Screenings	\$	25.00
*West Penn Power	Power Utility	\$	10,916.75
	<b>Total 9/20/23 Meeting</b>	<b>\$</b>	<b>370,289.81</b>
*Paid as required by due date			



