

WASHINGTON COUNTY PRISON BOARD AGENDA

Tuesday, January 16, 2024

- I. Invocation
- II. Approval of Minute PB 12-13-23 dated December 13, 2023
- III. Public Comment
- IV. Warden's Report
- V. Bills
- VI. Old Business
- VII. New Business
- VIII. Adjourn Meeting

N. Sherman
E. Janis
L. Maggi
President Judge DiSalle
A. Andronas
J. Walsh
A. Sloane

D. Price
G. Sweat
C. Griffin
A. Johnston
J. Fewell

The meeting of the Washington County Prison Board was held in the conference room of the Washington County Correctional Facility, at 100 West Cherry Avenue, 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 (via phone). 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; Warden Jeffrey Fewell; Public Defender Rose Semple; Financial Analyst Adam Petris; Interim Human Services Administrator Jason Bercini; Chief Deputy Anthony Mosco; Correctional Facility Representatives Deputy Warden Christopher Cain, Major David Coddington, and Chaplin Mike Pierson, and Alternate Sentencing Coordinator/PREA Compliance Manager Paul Schmidt and Officer Samantha Coffield; Deputy Controller Heather Sheatler and also from the Controller’s Office, Brittany Mosco; Executive Assistants Marie Trossman and Randi Marodi.

Mrs. Vaughan called the meeting to order at approximately 11:06 a.m. and Correctional Facility Chaplain Mike Pierson led the meeting with an invocation.

Mrs. Vaughan entertained a motion to approve Minute No. PB 11-15-23 dated November 15, 2023.

It was moved by Mr. Maggi and seconded by Mr. Andronas to approve Minute No. PB 11-15-23 dated November 15, 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 recognizing and congratulating Officer Samantha Coffield as the Correctional Facility’s Employee of the Month for November, 2023.

Warden Fewell presented some statistics for the board, stating there is a 35% increase in sentenced inmates within the facility, which means the state is not transporting quickly, thus increasing population because inmates are staying longer. He continued, saying there is a 21% increase in the female population, and an overall increase in population, noting a 27% increase in violent felonies in 12 months.

Maintenance for Out of County Prisoners for October 2023

Administrative Fee	\$ 12,708.52
Social Security	\$0.00
Tylenol	\$0.00
Monthly sub-total	\$ 12,708.52
Year-to-date grand total	\$167,241.20

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	55	9	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	188	53	241
Total Inmates	243	62	305

Examinations Performed by the Physician	162
New Commitments	145
Dental Extractions	21
Medical Transports Performed by the Sheriff	12
Contracted Housing Fee/Month	\$9,392.67
Yearly Total	\$416,552.34

Warden Fewell respectfully requested the Prison Board award the bid for linen supplies for the Correctional Facility to Victor Supply LLC., Mt Pleasant, TN at the “per unit” costs submitted in the bid. If approved, this contract will be effective January 1, 2024 through December 31, 2024, with the option to extend for one additional (1) one-year period. This contract was recommended for extension by Georgia Dovshek, Correctional Facility and the Purchasing Department.

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

Warden Fewell respectfully requested the Prison Board approve a three-year maintenance agreement for the COM-TEC Security System. The purpose of this maintenance agreement is to keep the system up to date. If approved, this maintenance agreement will be effective January 1, 2024 through December 31, 2026, at a total cost of \$13,598/year for the three-year term. This agreement has been reviewed and recommended for award by Information Technology and the Purchasing departments. If approved, it will be paid from the Correctional Facility’s operating budget.

Warden Fewell respectfully requested the Prison Board enter into a renewal agreement with the PA District Attorneys Institute (PDAI) for the maintenance and continuance of the PA Statewide Automated Victim Information & Notification (SAVIN) program. The program is provided to the Correctional Facility through PCCD (PA Commission on Crime & Delinquency) grant funds for the purpose of victim notification. The SAVIN program automatically notifies a victim 24/7 of an offender’s escape, subsequent apprehension, date of release, work release, etc.

PCCD will pay 100% of the maintenance and service fees for 2024 with no cost incurred for Washington County. If approved, this agreement will be effective January 1, 2024 through December 31, 2024.

Warden Fewell respectfully requested the Prison Board approve an agreement with Chappy5 LLC, dba Home Instead, Washington, PA & Prime Care Medical, Harrisburg, PA, for the purpose of providing Comprehensive & Mental Health Services at the Correctional Facility at a cost of \$43/hour on weekdays & \$45/hour on weekends. Holidays are at a rate of 1.5 times the normal rate.

If approved, this contract will be effective January 1, 2024 through December 31, 2024 with a 30-day termination option.

Warden Fewell requested a brief executive session to discuss personnel.

Following executive session, Warden Fewell respectfully requested the Prison Board terminate Officer Jaquise Simmons for failure to report for duty beginning on December 7, 2023. Officer Simmons was hired on September 11, 2023.

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.”

BOARD DISCUSSION

Warden Fewell honored retiring Commissioner Diana Irey Vaughan's unwavering support and

dedication to both the County and the incarcerated women of the Correctional Facility. In recognition of her invaluable contributions, he read an Operational Bulletin designating the newly named "Diana Irey Vaughan Housing Unit" for women.

BILLS

Ms. Sloane presented to the Board for their consideration and approval of the bills dated December 13, 2023, in the amount of \$357,599.28.

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 it. At approximately 11:12 a.m. Mrs. Vaughan adjourned the meeting.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____
SECRETARY

**Washington County Correctional Facility
Invoices - January 16, 2024**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 7,012.71
*Access Information Protected	Secure Waste Removal	\$ 76.02
*Albano's	Produce Bid	\$ 957.84
AIS Commercial Parts & Service	Kitchen Repairs Bid	\$ 1,803.99
*Belfiore's Coffee & Food Service Co.	Coffee Bid	\$ 1,024.80
*Bimbo Bakeries USA	Bread Bid	\$ 3,230.50
CDW-G	Computer Hardware PO	\$ 459.55
Colt Plumbing Company	Plumbing Bid	\$ 624.62
*Columbia Gas of PA	Gas Utility	\$ 3,962.11
County of Lehigh	Inmate Housing	\$ 9,000.00
Dell Marketing LP	Printer PO	\$ 2,554.99
Earthwise Environmental	Contracted Waste Removal	\$ 1,640.00
FBM Capital LLC	Cost Per Copy Bid	\$ 111.98
*Grainger W W Inc.	Industrial Commodities Bid	\$ 724.78
Guardian RFID	Inmate Management Bid	\$ 1,845.00
Hilton Fort Lauderdale	Employee Travel	\$ 5,621.75
*Jack Frye Sales and Service	Housekeeping Bid	\$ 1,752.50
Johnson Controls Inc.	HVAC Maintenance	\$ 1,816.00
Lawrence County	Inmate Holding	\$ 73,100.00
*Lexis Nexis	Law Library	\$ 541.00
*McKesson Medical-Surgical	Medical Supplies Bid	\$ 881.76
Novacare Outpatient	Employment Screening	\$ 1,000.00
PA State Police	Background Checks	\$ 154.00
*Pennsylvania American Water	Water Utility Service	\$ 8,542.60
Pepperball	Employee Training	\$ 1,098.00
Primecare Medical Inc.	Contracted Medical Services	\$ 196,178.75
*Ricoh USA Inc.	Cost Per Copy Bid	\$ 562.64
Risen Stun Dynamics	Employee Training	\$ 1,160.00
Scalise Industries	General Contracting Bid	\$ 20,670.00
Schmidt, Paul	Employee Travel	\$ 244.76

*Schneider's Dairy	Milk Bid	\$	3,033.55
*Sprague Operating Resources	Liquid Fuels Utility Service	\$	4,092.00
State Industrial Products	Check Reissue	\$	621.90
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	14,126.59
*US Foods Inc.	Food Bid	\$	34,004.86
*Verizon Wireless	Telecommunication Utility	\$	480.12
Victory Supply LLC	Linen Bid	\$	1,074.40
*W B Mason Co. Inc.	Office Supplies Bid	\$	805.72
*Washington E Washington Joint Authority	Sewage Utility Service	\$	14,157.50
Washington Health System	Employee Screening	\$	135.00
*West Penn Power	Power Utility	\$	8,272.12
	Total 01/16/24 Meeting	\$	429,156.41
*Paid as required by due date			