

# WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, September 15, 2021

- I. Invocation
- II. Approval of Minute PB 8-18-21 dated August 18, 2021
- III. Public Comment
- IV. Warden's Report
- V. Bills
- VI. Old Business
- VII. New Business
- VIII. Adjourn Meeting

D. Vaughan  
N. Sherman  
L. Maggi  
M. Namie  
S. Romano  
J. Walsh  
President Judge DiSalle  
J. Haynes

J. Grimm  
S. Arnold  
C. Griffin  
J. Hatfield  
J. Fewell  
J. Thornburg  
C. Sams

The meeting of the Washington County Prison Board was held in the 7<sup>th</sup> floor conference room of Courthouse Square, 100 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Nick Sherman and Larry Maggi; Judge John DiSalle; Controller Mike Namie; and Sheriff Sam Romano. Absent from the meeting was District Attorney Gene Vittone. Also present: Warden Jeffrey Fewell; Chief of Staff John Haynes; Human Resources Director Shelli Arnold; Finance Director Josh Hatfield; First Assistant District Attorney Jason Walsh; Chief Clerk Cindy Griffin; Deputy Warden Chris Cain; Administrative Assistant Joyce Thornburg; and Southwest Corner Workforce Development Board Director Ami Gatts.

Mrs. Vaughan called the meeting to order at approximately 11:01 a.m., and Warden Fewell led the meeting with the invocation.

Mrs. Vaughan asked if there were any corrections, additions or omissions to Minute No. PB 7-14-21, dated July 14, 2021, each member having received a copy.

It was moved by Mr. Namie and seconded by Mr. Maggi that Minute No. PB 7-14-21 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

#### **PUBLIC COMMENTS**

None.

#### **WARDEN'S REPORT**

##### **Income from Other Units for the Maintenance of Inmates for July 2021**

Administrative Fee	\$7,084.34
Social Security	<u>\$0.00</u>
Monthly sub-total	\$7,084.34
Year-to-date grand total	\$70,067.03

##### **Program Fees and Room and Board Income for July 2021**

	<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 July 2021**

	<b><u>Male</u></b>	<b><u>Female</u></b>	<b><u>Total</u></b>
Full-time Inmates	39	11	50
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	<u>217</u>	<u>43</u>	<u>260</u>
Total Inmates	256	54	310

Warden Fewell stated that the headcount is currently at 311. He continued pointing out that the bookings per year has decreased in the past five years but that the average length of stay has increased indicating that the charges are more serious and will take a longer time to mitigate in court. Warden Fewell stated that normally the October and November are the high months in this county reiterating that the current population is 311, and the facility has 326 beds. To mitigate overcrowding, the WCCC will contract out inmates to Greene County and that contracts will also be in place with Allegheny County as well as Beaver County. As the population recedes, the inmates will be returned to the Washington County facility.

Continuing on, Warden Fewell respectfully requested the Prison Board to approve the advertising for bids for flooring in the Correctional Facility Processing Center.

Warden Fewell respectfully requested the Prison Board to approve the authorization of advertising for qualifications for a Facility Needs Assessment.

Warden Fewell respectfully requested the Prison Board to approve the request for

engineering services for the jail related to the Needs Assessment.

Warden Fewell requested the Prison Board to approve the hiring of the following new hires selected for part-time Correctional Officer I positions:

Chelsey Cook	Elijah Currie	Shawn Evans
Malik Harrison	Makayla Henderson	Wayne Kress
Ashley Murray	Shawn Myers	David Ogilvie
Clara Sagastizado	Shayne Saunders	Noelle Wachter

Additionally, if any of the above do not accept, the following individuals have been selected as alternates:

Emily Finney	Cody Furbee	Eric Helfrich
	Brandon Naraskivitch	

Warden Fewell requested the Prison Board (requested funding from the Inmate Welfare Account) to consider outfitting part or all of the inmate population with suicide blankets instead of sheets and blankets. Allegheny County Jail has chosen to go this route. The suicide blankets provide extra warmth in the winter and decreases the risk of suicides.

To bring the Prison Board up to date, Warden Fewell noted the following timeline of events:

- \*Beacon, Jail Management System (JMS) deployment on July 18, 2021.
- \*Video kiosks/network and tablets upgrade deployment on September 9, 2021.
- \*Pennsylvania Department of Corrections inspection/audit rescheduled to September 27, 2021, due to COVID.
- \*Currently contracting out inmates to Greene County to manage the population. Six have already been transferred

Southwest Corner Workforce Development Board Director Ami Gatts was introduced to present an idea to assist inmates with inmate reintegration. Ms. Gatts stated that she conducted a brainstorming session yesterday to come up with ideas for activities that inmates can do in spare time. She would like to assess inmate interests, skills and suitability by reviewing inmate reading skills, computer skills, etc. She explained that her organization would work with Penn Commercial in offering coursework intended to prepare inmates for the GED which would require a 50-75 hour commitment. After the first phase is completed, there would be an option to train for the careers such as welding, commercial driving (CDL) and culinary. These careers have been chosen because they don't normally require a background check as extensive as some other careers. Ms. Gatts emphasized that an inmate could continue the training if released before completed. Ms. Gatts would like to determine how to deliver these skills as to whether it be through computer instruction or in person.

Mrs. Vaughan stated that the program would be funded by the Southwest Corner Workforce Development organization. However, supplemental funding could also come from the Inmate Welfare Fund.

Mrs. Vaughan called an executive session at approximately 11:17 a.m. to discuss personnel. Mrs. Vaughan reconvened the meeting following the executive session at approximately 11:40 a.m.

It was moved by Mr. Sherman and seconded by Mr. Maggi to accept the Warden's Report to include the 5 proposals stated above. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

#### **BILLS**

Mr. Namie presented to the Board for their consideration and approval of the bills dated August 18, 2021, in the amount of \$228,224.59.

It was moved by Mr. Namie and seconded by Mr. Sherman, approving the bills dated August 18, 2021. The motion was carried unanimously with the Board signifying their approval by stating "Aye". (See 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 11:41 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

\_\_\_\_\_, 2021

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

SECRETARY

# **Warden's Prison Board Agenda- September 15, 2021**

**1. Jail statistics**

**2. ACTION ITEM –**

**PROPOSAL # 1-----Inmate Population Control and COVID-19 Management**

**3. Executive Session**

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**PROPOSAL # 1———Inmate Population Control and COVID-19 Management**

I, Warden Jeff Fewell, respectfully request the Prison Board to consider inmate farm-out operations using existing contract with Greene County to mitigate jail overcrowding and COVID-19 management.

////////////////////////////////////**END OF EPORT**////////////////////////////////////

**Washington County Correctional Facility  
Invoices - September 15, 2021**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$	2,365.56
*Access Information Protected	Secure Waste Removal Bid	\$	112.53
AIS Commercial Parts & Service	Kitchen Equipment Repairs Bid	\$	336.37
Albano's	Produce Bid	\$	1,764.63
*Ambulance & Chair EMS Inc.	PO# 44219 - Transport	\$	395.00
*Big's Sanitation	Contracted Waste Removal - Sep/21	\$	820.00
Bimbo Bakeries USA	Bread Bid	\$	2,827.52
*CDW-G	PO# 44176 - Computer Equipment	\$	47.38
*Columbia Gas of PA Inc.	Energy Utility Services Jun-Jul/21	\$	3,514.69
*Craftmaster Hardware	PO# 44031 - Hardware	\$	375.00
*FBM Capital LLC	Cost Per Copy Bid	\$	100.72
Frye Jack and Sales Service	Housekeeping Bid	\$	1,392.00
Grainger W W Inc.	Industrial Commodities Bid	\$	2,297.07
*Guardian RFID	PO# 44192 - Inmate Management System Equipment	\$	3,054.04
*The Hite Company	Electrical Supplies Bid	\$	869.50
*Lexis Nexis	Law Library	\$	616.00
Phoenix Textile Corporation	Linen Bid	\$	824.00
Primecare Medical Inc.	Contracted Medical Services - Oct/21	\$	136,121.22
*Ricoh USA Inc.	Document Imaging Services Bid	\$	670.13
Scalise Industries Corporation	General Construction Bid	\$	5,243.38
Schneider's Dairy Inc.	Milk Bid	\$	3,013.57
*Sprague Operating Resources LLC	Liquid Fuels Utility Service - Jul/21	\$	1,252.88
*Tri-Community South EMS	PO# 44221 - First Aid Cards	\$	95.00
*UPMC Presbyterian Shadyside	PO# 44218 - Medical Services	\$	195.00
*Verizon Wireless	Telecom Service - 8/17-9/16/21	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	1,026.69
*Washington E Washington Joint Authority	Sewage Utility Service - 6/29-7/29/21	\$	10,536.00
The Washington Hospital	Guard Meals	\$	90.00
*Washington Physicians Services	Employment Screenings	\$	1,785.00
*West Penn Power	Utility Service - 7/23-8/22/21	\$	12,833.87
	<b>Total 9/15/21 Meeting</b>	<b>\$</b>	<b>194,734.79</b>
*Paid as required by due date			