

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, October 20, 2021

- I. Invocation
- II. Approval of Minute PB 9-15-21 dated September 15, 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 Washington County Correctional Facility, 100 West Cherry Avenue, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Nick Sherman and Larry Maggi; Judge John DiSalle; Mike Namie; District Attorney Jason Walsh; and Sheriff Sam Romano. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Deputy Warden Chris Cain; Major David Coddington; Chief of Staff John Haynes; Human Services Director Kim Rogers; Human Resources Director Shelli Arnold; Finance Director Josh Hatfield; Chief Clerk Cindy Griffin; Executive Secretaries Patrick Geho and Randi Marodi; Administrative Assistant Joyce Thornburg; Captain Jamie Restanio; Officer Kiers Gloady; Chaplain Mike Pierson and Susan Woznichak of PrimeCare.

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

Mrs. Vaughan asked if there were any corrections, additions or omissions to Minute No. PB 8-18-21, dated August 18, 2021, each member having received a copy.

It was moved by Mr. Sherman and seconded by Mr. Maggi that Minute No. PB 8-18-21 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 August 2021

Administrative Fee	\$6,636.75
Social Security	<u>\$600.00</u>
Monthly sub-total	\$7,236.75
Year-to-date grand total	\$77,303.78

Program Fees and Room and Board Income for August 2021

	<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 August 2021

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	47	7	54
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>229</u>	<u>49</u>	<u>278</u>
Total Inmates	276	56	332

Examinations Performed by the Physician	216
New Commitments	151
Dental Extractions	23
Medical Transports Performed by the Sheriff	3
Contracted Housing Fee/Month	\$8,850.00

Warden started off his report to the Board introducing the Officer of the Month for August, Officer Kiers Gloady. Officer Gloady addressed the Board stating that he was grateful for the job and that he was just happy to be here each day. Shift commander Captain Restanio also thanked him for his service.

Warden Fewell stated that the current headcount is 332. He stated that the bookings are 50% of what they were in 2018 and that the year-to-date bookings are at 1385 which is relatively low. Currently the bookings are between two and five per shift. He went on to explain that as far as the average daily population goes, it is 26% higher than in February and that the average length of stay from 2018 is 35% higher even though the bookings have been cut in half.

Judge DiSalle responded to Mrs. Vaughan's inquiry stating that one of the explanations for the increased length of stay is due to holdovers for trial dates that have been pushed back as well as push

back from the Department of Corrections not to sentence to the State. Warden Fewell remarked that many times the Department of Corrections manages their population by pushing back to the County.

Subsequently, Warden Fewell stated that the quality of medical care has improved over the last quarter. He commented that both the mental and medical quality of care has improved tremendously and that PrimeCare is a company that has raised the bar. Warden Fewell attributed the steady decline in medical transports to experience and protocol noting that there were eighteen medical transports to the hospital in June, five in July and three in August.

Warden Fewell stated that \$8,850 was paid to Greene County in contracted housing. He explained that contracting out housing is budgeted and is used as a means to control population. He commented on the pod count explaining that each pod is given a maximum capacity of beds, not cell, of which many are double bunked. He stated that the dorm style cells may be problematic even outside of the COVID environment but that it can be a discussion for future planning. He also explained that when there are concerns with custody care control for cases that involve inmates with serious charges that the County may swap inmates with Greene, Westmoreland, Allegheny and Beaver Counties with zero charge.

Mrs. Vaughan noted that the facility has had headcounts exceeding 400 in the past and that the County did not incur the high contract housing costs that are currently being incurred. She asked Warden Fewell to explain what has changed. Deputy Warden Cain responded by explaining that the work release program, which has ceased since COVID, allowed the space to be used by other inmates when those on work release were out working in the community. It was also pointed out that the work release unit is now being used to house the female population, and the female unit is now used to house those inmates under quarantine which also explains why bringing back the work release program during the pandemic would add to overpopulation concerns already complicated by COVID.

Moving on, Warden Fewell noted the following updates:

- Beacon Jail Management System (JMS) deployed on July 18, 2021 (and monitored)
- Upgraded video kiosks/network and tablets deployed on August 9, 2021
- PA DOC inspection/audit rescheduled for September 27, 2021
- All paid farmed-out inmates were returned to our facility on September 10, 2021
- Inmate tablets were deployed on September 8-9, 2021 throughout the facility
- Roof is near completion and only lightning rods remain to be installed
- All windows will be covered in October 2021

Mr. Haynes wanted to clarify the decision facing the Board is whether to contract housing out to other counties or to discontinue the quarantining period since the issue is space and not staffing. Warden Fewell stated according National Institute of Corrections, the WCCF is near capacity.

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

Mrs. Vaughan asked if the contracted housing expenses were going to exceed the annual budget. Mr. Hatfield indicated that the budget would be exceeded. Mrs. Vaughan inquired as to whether the County could apply any of the Rescue Plan funding against contract housing expenses. This is something that will be looked at to determine if contract housing expenses that are COVID related would be an allowable expense. Additionally, Judge DiSalle inquired as to whether the Inmate Welfare Account funds could be used as another possible funding source, but it was determined that the County is statutorily responsible for the welfare and care of inmate population.

In response to Judge DiSalle's inquiry relating to juveniles, Warden Fewell stated that the WCCF currently has one 15-year old juvenile in custody separated by sight and sound. Allegheny County closed down the Schuman Detention Center and these juveniles were transferred to Allegheny County Jail and are housed in a separate wing which is full. Therefore, the 15-year old juvenile currently in custody at WCCF has not been permitted to be transferred to Allegheny County.

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".

Mrs. Vaughan called an executive session at approximately 11:30 p.m. to discuss public safety. Mrs. Vaughan reconvened the meeting following the executive session at approximately 11:32 a.m.

Mr. Namie presented to the Board for their consideration and approval of the bills dated September 15, 2021, in the amount of \$194,734.79.

It was moved by Mr. Namie and seconded by Mr. Sherman, approving the bills dated September 15, 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 11:33 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2021

ATTEST: _____
SECRETARY

Warden's Prison Board Agenda- October 20, 2021

1. Jail statistics
2. ACTION ITEM –

PROPOSAL #1 Legal Research Agreement ----- Lexis Nexis

I, Warden Fewell, respectfully requests the Board of County Commissioners **approve an agreement** with **Lexis Nexis** to install inmate law library services to all 225 inmate tablets deployed facility-wide at **no additional cost** to our current digital inmate law library service agreement.

Note: This is a stand-alone system. There are no books or CD's.

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

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**PROPOSAL #2-----Keefe Supply - Addendum - Commissary Services--
Contract #040517-CS-RFP**

I, Warden Fewell, respectfully requests the Board of County Commissioners **approve an addendum** to our agreement with **Keefe Supply Company, Strongsville, Ohio** for the reduction of Commission (Commissary only) from 34.25% to 31%. All other terms and conditions of the original agreement and previously approved addendum remain unchanged.

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

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PROPOSAL #3-----Broadcast Display for WCCF

I, Warden Fewell, respectfully requests the Board of County Commissioners **approve a purchase agreement** with **Encartele** for the purchase of five 50" Broadcast Display HDTV's and accessories, including 1 year Campaign Management Services (10 hours of remote services designing, managing and updating campaigns) as directed by Correctional facility staff for reporting, training, P&P, Etc. Total cost \$4,000 to be funded from the Inmate trust funds. These TV screens constantly display bonding information, inmate PREA orientation video, command information, COVID-19 protocols, meal/visitation/recreation schedules and more.

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

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**PROPOSAL #4-----WCCF Facility Needs Assessment – Contract #092221-
Assessment RFQ**

I, Warden Jeff Fewell, respectfully requests the Prison Board and the Board of County Commissioners award the RFQ contract for the Facility Needs Assessment for the Correctional Facility to Justice Planners, Columbia, SC, at a total cost of \$70,618.00.

Total cost will be funded from the American Rescue Plan Act Fund.

**NOTE: THIS AGREEMENT FOR THE CORRECTIONAL FACILITY IS
CONTINGENT UPON PRISON BOARD APPROVAL.**

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PROPOSAL #5----- RAME – Contract #071019-Roof

I, Warden Fewell, respectfully requests the Prison Board and the Board of County Commissioners authorize R.A.M.E. Inc., Washington, PA, our contract of record, to perform work including all labor, material, equipment and supervision to complete the following scope of work at a cost of \$66,000.00. Act 13 funding has been recommended.

- Remove & dispose existing insulation and membrane.
- Supply and install a new mechanically attached layer of 1.5” poly, installations on top and both sides of ductwork.
- Supply and install new 060 Johns Manville black EPDM on top and both sides of ductwork with associated flashings and trims on the Correctional Facility Roof

**NOTE: THIS AGREEMENT FOR THE CORRECTIONAL FACILITY IS
CONTINGENT UPON PRISON BOARD APPROVAL.**

**Washington County Correctional Facility
Invoices - October 20, 2021**

A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$	5,162.83
AIS Commercial Parts & Service	Kitchen Equipment Repairs Bid	\$	212.63
Albano's	Produce Bid	\$	2,105.27
Bimbo Bakeries USA	Bread Bid	\$	2,387.48
*Cain, Chris	Employee Travel	\$	173.39
*Coddington, David	Employee Travel	\$	367.52
*Colt Plumbing Company	Plumbing Goods Bid	\$	682.65
*Columbia Gas of PA Inc.	Energy Utility Services Aug/21	\$	2,339.96
*Cornerstone Detention Products Inc.	PO# 44224 - Electronic Hardware	\$	1,495.00
*Craftmaster Hardware	PO# 44037 - Hardware	\$	1,510.00
*Ecolab Inc.	PO# 44288 - Laundry Detergent	\$	503.62
*FBM Capital LLC	Cost Per Copy Bid	\$	89.45
Frye Jack and Sales Service	Housekeeping Bid	\$	1,170.00
Grainger W W Inc.	Industrial Commodities Bid	\$	1,183.07
*Guardian RFID	PO# 44265 - Inmate Management System Equipment	\$	324.70
*Hobart Service	PO# 44289 - Equipment Maintenance	\$	3,359.74
J.D. Marra Hotel and Restaurant SVC	Coffee Bid	\$	1,685.10
Johnson Controls Inc.	Fire Alarm Systems Bid	\$	385.00
*PA State Police	Employee Background Checks	\$	176.00
*Pennsylvania American Water Co.	Water Utility - 07/30-09/29/21	\$	19,742.45
Primecare Medical Inc.	Contracted Medical Services - Nov/21	\$	133,381.19
*Ricoh USA Inc.	Document Imaging Services Bid	\$	671.98
Schneider's Dairy Inc.	Milk Bid	\$	2,850.53
*Sprague Operating Resources LLC	Liquid Fuels Utility Service - Aug/21	\$	984.71
*Trapuzzano's Uniforms	Uniform Bid	\$	20,263.00
*Tri-State Office Furniture	PO# 44250 - Furniture	\$	157.50
Trimark SS Kemp	Housekeeping Bid	\$	1,260.00
*Verizon Wireless	Telecom Service - 09/17-10/16/21	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	179.99
*Washington E Washington Joint Authority	Sewage Utility Service - 07/29-08/30/21	\$	13,404.00
*West Penn Power	Power Utility - 08/23-09/21/21	\$	12,230.53
*Worldview Travel LLC	Employee Travel	\$	167.98
	Total 10/20/21 Meeting	\$	230,767.31
*Paid as required by due date			