

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, Nov 3, 2021

- I. Invocation
- II. Approval of Minute PB 10-20-21 dated October 20, 2021
- III. Public Comment
- IV. Warden's Report
- V. Old Business
- VI. New Business
- VII. 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 7th floor conference room of Courthouse Square, 100 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan and Nick Sherman; President Judge John DiSalle; Mike Namie; District Attorney Jason Walsh; and Sheriff Sam Romano. Absent from the meeting was Commissioner Larry Maggi. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Deputy Warden Chris Cain; Major David Coddington; Chief of Staff John Haynes; Human Resources Director Shelli Arnold; Finance Director Josh Hatfield; Chief Clerk Cindy Griffin; Executive Secretary Randi Marodi; Administrative Assistant Joyce Thornburg; Officer Ronda Dupain; Chaplain Mike Pierson; and Susan Woznichak of PrimeCare.

Mrs. Vaughan called the meeting to order at approximately 11a.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 9-15-21, dated September 15, 2021, each member having received a copy.

It was moved by Mr. Sherman and seconded by Mr. Namie that Minute No. PB 9-15-21 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 September 2021

Administrative Fee	\$15,531.37
Social Security	<u>\$600.00</u>
Monthly sub-total	\$16,131.37
Year-to-date grand total	\$93,435.15

Program Fees and Room and Board Income for September 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 September 2021

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	60	5	65
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>209</u>	<u>40</u>	<u>249</u>
Total Inmates	269	45	314

Examinations Performed by the Physician	320
New Commitments	128
Dental Extractions	50
Medical Transports Performed by the Sheriff	15
Contracted Housing Fee/Month	\$0.00

Warden Fewell started off his report to the Board introducing the Officer of the Month of September, Officer Ronda Dupain. Warden Fewell stated Officer Dupain is very reliable and consistent.

Warden Fewell stated that population as of today, October 20, 2021, is down to 314. He stated that, hopefully, that the population has peaked and is becoming very manageable. Warden Fewell moved on to presenting the COVID status stating that on June 1, the WCCF had 13 testing positive and on October 13, there were 18 positive tests. Additionally there were another 4 positive tests on October 18 bringing the total to 24 who are currently locked down. Warden Fewell explained that over half of them are vaccinated in that particular housing unit. Susan Woznichak of PrimeCare stated that 22 of the 24 individuals were non-symptomatic and none required medical attention other than the recommended Tylenol and vitamin regiment. Warden Fewell noted that to date, 19 staff

members have tested positive and that staff members testing positive are sent home. He added that staff members are tested weekly stating that new rapid tests have been ordered.

Warden Fewell replied to Mr. Haynes inquiry that the vaccination rate for corrections officers is approximately 30-40 % which is low. He explained that this statistic is not tracked so that percentage is an estimation.

Warden Fewell respectfully requested the Prison Board to consider 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. He noted that that this is a stand-alone system and that there are no books or CD's. This service for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held October 21, 2021, Minute No. 1138.

Warden Fewell respectfully requested the Prison Board to consider an addendum to the current 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. This service for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held October 21, 2021, Minute No. 1138.

Warden Fewell respectfully requested the Prison Board to consider a purchase agreement with Encartele for the purchase of five 50" Broadcast Display HDTV's and accessories, including one-year campaign management services (ten hours of remote services designing, managing and updating campaigns) as directed by Correctional Facility staff for reporting, training, P&P, etc. The total cost is \$4,000 to be funded from the Inmate Welfare Account. These TV screens constantly display bonding information, inmate PREA orientation video, command information, COVID-19 protocols, meal/visitation/recreation schedules and more. This service for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting to be held October 21, 2021, Minute No. 1138.

Warden Fewell respectfully requested the Prison Board to consider a request for quote (RFQ) contract for the Facility Needs Assessment for the Correctional Facility to Justice Planners, Columbia, South Carolina. The total cost is \$70,618 and will be funded from the American Rescue Plan Act funds. This service for the Correctional Facility was approved at the Board of Commissioners meeting held October 7, 2021, Minute No. 1137.

Warden Fewell respectfully requested the Prison Board to consider R.A.M.E. Inc., Washington, Pennsylvania, our contract of record, to perform roof work including all labor, material, equipment and supervision to complete the following scope of work. The cost is \$66,000 and Act 13 funding has been recommended. The contract would include the removal and disposal of existing insulation and membrane; the supply and installation of new mechanically attached layer of 1.5" poly, installations on top and both sides of ductwork; and the supply and installation of new 060 Johns Manville black EPDM on top of both sides of ductwork with associated flashings and trims on the Correctional Facility roof.

Warden Fewell also informed the Board that the window replacement work would begin on October 22. Additionally, he noted that attrition is going down, therefore, increasing retention. He recognized HR's efforts and noted a \$60,000 reduction in overtime expense from January through August 2021 when comparing to the same period in 2020. He attributes the savings primarily to the 12 hour shifts making the scheduling more manageable.

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

Mr. Namie presented to the Board for their consideration and approval of the bills dated October 20, 2021, in the amount of \$230,767.31.

It was moved by Mr. Namie and seconded by Mr. Sherman, approving the bills dated October 20, 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

Discussion was held with regard to a marriage ceremony of an inmate scheduled for Friday, October 22, 2021, at the WCCF to be officiated by President Judge DiSalle.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:18 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2021

ATTEST: _____

SECRETARY

