

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, February 15, 2023

- I. Invocation
- II. Approval of Minute PB 1-18-23 dated January 18, 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

M. Namie
J. Grimm
C. Griffin
S. Arnold
J. Hatfield
J. Fewell
J. Thornburg
P. Jansante

The meeting of the Washington County Prison Board was held in Suite G-17 of Crossroads Center, 95 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Nick Sherman; President Judge John DiSalle; District Attorney Jason Walsh; Chief Deputy Sheriff Tony Mosco and Controller April Sloane. Absent from the meeting was Commissioner Larry Maggi. Also present were: Chief of Staff Mike Namie; Solicitor Jana Grimm; Human Resources Assistant Director Andrea Johnston; Finance Director Josh Hatfield; Warden Jeffrey Fewell; Chief Clerk Cindy Griffin; Executive Secretary Randi Marodi; Administrative Assistant Joyce Thornburg; District Court Administrator Patrick Grimm; Deputy Warden Chris Cain; Major David Coddington; Treatment Supervisor Judy Klobucar; Treatment Counselor Samantha Bailey; Chaplain Mike Pierson; Captain Shift-Commander Shane Cisko; Correctional Officer Stephanie Madrid; Correctional Officer Cadets Samantha Coffield, Noah Davis, Shalyn Berggren; and Observer-Reporter representative Mike Jones.

Mrs. Vaughan called the meeting to order at approximately 11:00 a.m., and Chaplain Pierson led the meeting with an invocation.

Mrs. Vaughan asked if there were any corrections, additions, or omissions to Minute No. PB 12-14-22 dated December 14, 2022.

It was moved by Mr. Sherman and seconded by Minute No. PB 12-14-22 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

PUBLIC COMMENT

None.

WARDEN'S REPORT

Income from Other Units for the Maintenance of Inmates for December 2022

Administrative Fee	\$12,598.68
Social Security	\$1,200.00
Tylenol	\$0.00
Monthly sub-total	\$13,798.68
Year-to-date grand total	\$163,177.00

Program Fees and Room and Board Income for December 2022

	<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 December 2022

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	43	8	51
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
Inmates Awaiting Trial and/or Sentencing	<u>209</u>	<u>42</u>	<u>251</u>
Total Inmates	252	50	302

Examinations Performed by the Physician	81
New Commitments	123
Dental Extractions	17
Medical Transports Performed by the Sheriff	8
Contracted Housing Fee/Month	\$0.00
Yearly Total	\$112,250.00

Warden Fewell introduced to the Prison Board, Cadets Samantha Coffield, Noah Davis and Shalyn Berggren. He stated that the Cadets successfully completed 192 hours of specialized training

and direct supervision as part of the training academy and are certified as Correctional Officers. President Judge DiSalle administered the oath of office to the Cadets and the Prison Board congratulated and welcomed them as new Washington County Correctional Officers.

Warden Fewell introduced to the Prison Board Correctional Officer Stephanie Madrid and recognized her as employee of the month for December. He stated that she was selected by the chain of command for outstanding performance and that she has been with the Correctional Facility for approximately four months. Warden Fewell further stated that others should emulate her as a Correctional Officer and the Prison Board congratulated Correctional Officer Madrid for her achievement.

Warden Fewell started his report by stating that the current population was 301 as of one week ago but noted that the population has increased by 20 due to several bookings over the last week. He noted that the facility has five juveniles in custody being held at either Allegheny or Lehigh counties and one being held at George Junior. Warden Fewell noted that it is costly to house juveniles but due to staffing requirements, they must be housed elsewhere. He continued his report by discussing the staffing levels at the facility with the current Correctional Officer staffing at 76%. Warden Fewell further stated that this figure will fluctuate based on attrition and the availability of new recruits. He stated that the facility continues to work with Human Resources to manage staffing challenges and thanked them for their engagement and for recruiting 16 new recruits in 2022.

Warden Fewell stated that training is very important in the facility with Correctional Officers being required to take four online DACOTA training class monthly, with a total of 48 hours of training annually. He expects more hands-on training once staffing levels increase. Warden Fewell stated that off-site training is scheduled with the County Corrections Association in Mars, Pennsylvania in April and with the Warden's Association in King of Prussia, the National Commission on Correctional Healthcare in Washington, D.C., the American Correctional Association in Philadelphia and the Pennsylvania County Correctional Association in Harrisburg in October. He further stated that he tries to get staff involved in these trainings as much as possible.

Warden Fewell stated the facility is scheduled for its routine audit by the Pennsylvania Department of Corrections on July 12, 2023. He further stated that facility has information reports due in advance of the of on-site audit and the facility is aggressively preparing for the audit.

Warden Fewell stated that commitments for the year 2020 were 1,820, 1,826 in 2021, and last year it was up slightly to 1,904. He continued that uses of force are down, about one per week, which is low for a population of around 300.

Mrs. Vaughan asked how many pairs of stun gloves the facility has. Warden Fewell responded that the facility has one set. Commissioner Irey Vaughan asked if the facility uses pepper spray more as opposed to the stun gloves. Deputy Warden Cain responded that it is case by case but that the stun gloves have been used moderately. Mrs. Vaughan inquired if other facilities now use the stun glove rather than pepper spray. Warden Fewell responded that many facilities use the stun gloves, including Allegheny County, which also uses other taser devices. Warden Fewell further stated that they actively track use-of-force activities and stated that it is rare and if force is used, it is minor.

Warden Fewell stated that there are currently 10 participants in the Community Service Program, and it has gone well. He also stated that our Prison Rape Elimination Act (PREA) rate is good with all allegations either unsubstantiated or unfounded after investigation. Warden Fewell explained the process for reporting and investigation within the facility.

Warden Fewell requested the Prison Board to extend the bid for furnishing and delivering of produce for the Correctional Facility with Albano's Produce, Washington, PA, under the same terms and conditions as our original agreement. This bid extension is effective January 1, 2023 through December 31, 2024, and was previously approved at the Board of Commissioners meeting held on November 16, 2022, Minute No. 1161. This request replaces a request for approval presented at the prior Prison Board meeting that contained errors.

Warden Fewell, on behalf of Buildings and Grounds, respectfully requested the Prison Board to award the contract for the provision of HVAC/ Boiler Equipment & Preventative Maintenance to Scalise Industries Corporation dba EMCOR Services Scalise Industries, Lawrence, PA, who was the lowest most responsive and responsible bidder meeting requirements. All time & material repairs are to be done on an "as needed" basis at the rates of between \$117/hr. & \$172.50/hr. emergency rate, and for projects over \$25,000 at the rate of \$115 and \$166/hr. emergency rate – material is the vendor's cost plus a 20% markup. The total bid for the Correctional Facility is \$15,885.00 annually for boiler, HVAC, and software maintenance. The proposals have been reviewed and recommended for award by Justin Welsh, Buildings & Grounds, Paul Krajacic, Correctional Facility, and the Purchasing Department. If approved, this contract will be effective January 1, 2023, through December 31, 2024, with the option to extend for two additional two-year periods. This award is contingent upon approval at the Board of Commissioners meeting to be held January 19, 2023, Minute No. 1164.

It was moved by Mr. Sherman and seconded by Ms. Sloane to accept the Warden's Report. The motion was carried unanimous 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 January 18, 2023, in the amount of \$343,635.17.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated January 18, 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 inquired about the presentation and meeting held on December 2, 2022, regarding the facility's needs study as there has been no follow-up. Mrs. Vaughan and Mr. Sherman both stated that there have been no follow-up discussions at this time.

NEW BUSINESS

None.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:27 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____

SECRETARY

Warden's Agenda
February 15, 2023

PROPOSAL #1—New Hires

Anthony Cox – rehire
Vernon Cullins
Carol Daily
Elizabeth Doyle
Courtney Hess
Richard Mersky
Jason Miles
Michael Sahlica
Karon Shuff
Rodney Smith

Note: We are looking at a start date of Monday, March 6, 2023. New hire orientation is scheduled for Monday, March 13, 2023.

PROPOSAL #2—SoftGuard Safety Restraint Chair Quote #EST0061858 \$3,962.06

I, Warden Jeff Fewell, respectfully request the Prison Board authorize purchase of the SoftGuard Safety Restraint Chair with Inmate Welfare Funds.

Deployed, this safety chair will assist correctional staff with the custody, care, control, safety, security, health and welfare of incarcerated persons who are detoxing or seriously mentally ill.

Note: This agreement for the Washington County Correctional Facility is contingent upon Board of Commissioners approval.

PROPOSAL #3--011023-Linens: Various Vendors for WCCF Linen Supplies -Bid Award – Linen Supplies – Contract #011023-Linen

I, Warden Jeff Fewell, respectfully requests the Prison Board award the bid for linen supplies for the Correctional Facility to the listed vendors for their “per unit” costs submitted in their bid, Victory Supply, Mount Pleasant, TN.

If approved, this contract will be effective DOA through December 31, 2023, with the option to extend for (2) two additional (1) one-year periods at a total yearly cost of approximately \$23,000. This bid is being awarded to the lowest most responsive and responsible bidders meeting the specifications.

Bid responses were reviewed and recommended for award by the Correctional Facility and the Purchasing Department.

Note: This award is contingent upon Board of Commissioners approval.

PROPOSAL #4--Kitchen Equipment Repair – Contract #042121-KER

I, Warden Jeff Fewell, respectfully requests the Prison Board extend the bid contract for Kitchen & Laundry Equipment Repair for the WCCF to the following vendors.

- AIS Commercial Parts & Service, Pittsburgh PA – 8-5, M-F - \$94.50/hr.; 5-8, M-F – WE - \$141.75
- Hobart Service, Troy, OH – 8-5, M-F - \$127.00/hr.; 5-8, M-F – WE - \$191.00

All work will be done on a time and material basis as needed. If approved, this extension will be effective May 1, 2023, through April 30, 2024, this will be the last available extension.

Note: This award is contingent upon Board of Commissioners approval.

PROPOSAL #5--011723-FireAlarm (Scalise Industries Inc for Fire Alarm Inspections County Wide, Fire Alarm Inspections – Contract #011723-FireAlarm

I, Warden Jeff Fewell, on behalf of Building & Grounds, respectfully requests the Prison Board award the bid for Fire Alarm Inspections, to Scalise Industries Corporation. dba EMCOR Services, Lawrence, PA at their submitted per inspection and hourly prices. Inspections, Cleanings, and modification costs will range between \$400.00 and \$2,400.00 per inspection at an approximate annual cost of \$58,000.00.

If approved, this contract will be effective DOA through December 31, 2024, with the option to mutually extend for (2) two additional (1) one-year periods.

Note: This award is contingent upon Board of Commissioners approval.

**Washington County Correctional Facility
Invoices - February 15, 2023**

A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$	3,890.30
*Access Information Protected	Secure Waste Removal	\$	93.67
AIS Commercial Parts & Service	Kitchen Equipment Bid	\$	196.86
Allegheny County Jail	Inmate Housing	\$	23,496.80
*Atlantic Tactical	PO# 45195 - Firearms and Ammunition	\$	1,074.12
*CDW-G	PO# 45051, 45219 - Computer Equipment	\$	4,194.44
*Columbia Gas of PA Inc.	Energy Utility Services - Dec/22	\$	4,439.61
Cornerstone Detention Products	Electronic Equipment	\$	24,140.44
County of Lehigh	Inmate Housing	\$	2,700.00
*FBM Capital LLC	Cost Per Copy Bid	\$	130.22
Grainger W W Inc.	Industrial Commodities Bid	\$	2,900.24
*Hobart Service	Kitchen Equipment Maintenance	\$	2,366.28
*Jack Frye Sales and Service	Housekeeping Bid	\$	515.00
*Keystone Rubber Stamp	PO# 45291, 45288 - Ink Stamp	\$	90.56
Lawrence County	Inmate Housing	\$	3,000.00
*Lexis Nexis	Law Library	\$	75.00
MSC Industrial Supply Co.	Industrial Commodities Bid	\$	1,737.22
Otis Elevator Company	Elevator Maintenance Bid	\$	2,358.39
*P C C A	Membership Fees	\$	180.00
*PA Assoc. of Notaries	Notary Training	\$	546.50
PA Dept. of Labor & Industry	Elevator Certification	\$	236.94
*Pennsylvania American Water	Water Utility - Dec/22	\$	7,863.97
Primecare Medical Inc.	Contracted Medical Services	\$	176,864.61
*Ricoh USA Inc.	Cost Per Copy Bid	\$	579.89
*Safety-Kleen Systems	PO# 45315 - Antifreeze Recycling	\$	1,140.75
Scalise Industries	General Contracting Bid	\$	11,648.91
*Sprague Operating Resources	Liquid Fuels Utility Service - Dec/22	\$	5,413.84
*State Chemical MFG Co.	PO# 45286 - Cleaning Products	\$	1,111.51
*Super Laundry	Cleaning Supplies	\$	591.21

*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	12,114.10
*Trapuzzano's Uniforms	Uniforms Bid	\$	1,198.00
*Tri-Community South EMS	PO# 45193 - Heartsavers	\$	316.00
*Tri Dim Filter Corp.	PO# 45130, 44876 - Air Filters	\$	1,166.43
*US Foods Inc.	Food Bid	\$	15,866.63
*Verizon Wireless	Telecommunication Utility - 12/17-1/16/23	\$	160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$	881.93
*Washington E Washington Joint Authority	Sewage Utility Service - 11/30-12/29/22	\$	13,895.00
*Washington Health System	Guard Tray	\$	30.00
*Washington Physician Services	Employment Screening	\$	25.00
*West Penn Power	Power Utility - 12/20-1/19/23	\$	9,271.50
*Witmer Public Safety	PO# 45166 - Pepper Balls	\$	139.95
	Total 2/15/23 Meeting	\$	338,641.86
*Paid as required by due date			