

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, March 15, 2023

- I. Invocation
- II. Approval of Minute PB 2-15-23 dated February 15, 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
A. Johnston
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 and Larry Maggi; President Judge John DiSalle; Sheriff Anthony Andronas; and Controller April Sloane. Absent from the meeting was District Attorney Jason Walsh. Also present were: Chief of Staff Mike Namie; Solicitor Jana Grimm via phone; Human Resources Assistant Director Andrea Johnston; Finance Director Josh Hatfield; Warden Jeffrey Fewell; Chief Clerk Cindy Griffin; Administrative Assistant Joyce Thornburg; District Court Administrator Patrick Grimm; Deputy Warden Chris Cain; Major David Coddington; Chaplain Mike Pierson; Human Resources Generalist April Jones; Human Services Director Kim Rogers; Alternative Sentencing/PREA Coordinator Kyrie Kenyon; and WJPA representative Joe Jasek.

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 1-18-23 dated January 18, 2023.

It was moved by Mr. Sherman and seconded by Mr. Maggi, Minute No. PB January 18, 2023, 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 January 2023

Administrative Fee	\$12,223.60
Social Security	\$800.00
Tylenol	\$0.00
Monthly sub-total	\$13,023.60
Year-to-date grand total	\$26,822.28

Program Fees and Room and Board Income for January 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 January 2023

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	67	14	81
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
Inmates Awaiting Trial and/or Sentencing	<u>195</u>	<u>42</u>	<u>237</u>
Total Inmates	262	56	318

Examinations Performed by the Physician	90
New Commitments	132
Dental Extractions	24
Medical Transports Performed by the Sheriff	15
Contracted Housing Fee/Month	\$59,422.00
Yearly Total	\$171,672.00

Warden Fewell began by requesting the Prison Board enter into an executive session to discuss personnel following presentation of his items for approval.

Warden Fewell respectfully requested the Prison Board approve the hiring of the following individuals as Correctional Officers effective March 6, 2023:

Anthony Cox	Vernon Collins	Carol Dailey
Elizabeth Doyle	Courtney Hess	Richard Mersky
Jason Miles	Michael Sahlica	Karen Shuff
	Rodney Smith	

Warden Fewell respectfully requests the Prison Board approve the purchase of a SoftGuard safety restraint chair using inmate welfare funds. He continued by stating that once deployed, the safety restraint chair will assist correctional staff with the custody, care, control, safety, security, health and welfare of incarcerated persons who are detoxing and/or seriously mentally ill.

Mrs. Vaughan asked where the chair would be placed, and do you have a photograph of what it looks like. Major Coddington responded stating that the facility already has a chair like this and that it is kept near booking. He further stated that recently, they have had need for more than one chair and briefly described the chair and explained that the cost is around \$3,900.

Warden Fewell respectfully requested the Prison Board award the bid for linen supplies for the Correctional Facility at the "per unit" cost to Victory Supply, Mount Pleasant, Tennessee. If awarded, this contract will be effective date of approval through December 31, 2023, with the option to extend for two additional 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 specifications. This award is contingent upon approval at the Board of Commissioners meeting to be held February 16, 2023, Minute No. 1166.

Warden Fewell respectfully requested the Prison Board extend the bid contract for kitchen and laundry equipment repair for the Washington County Correctional Facility to the following vendors:

- AIS Commercial Parts and Service, Pittsburgh, PA – 8-5 M-F -\$94.50/hr.; M-F weekends \$141.75
- Hobart Service, Troy, Ohio – 8-5 M-F - \$127.00/hr.; 5-8 weekends \$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 with this being the last available extension. This extension is contingent upon approval at the Board of Commissioners meeting to be held February 16, 2023, Minute No. 1166.

Warden Fewell on behalf of Building and Grounds, respectfully requested the Prison Board award the bid for fire alarm inspections to Scalise Industries Corporation, dba EMCOR Services, Lawrence, Pennsylvania 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 \$58,00.00. If approved, the contract will be effective date of approval through December 31, 2024, with the option to mutually extend for two additional one-year periods. This award is contingent upon approval at the Board of Commissioners meeting to be held February 16, 2023, Minute No. 1166.

Mrs. Vaughan called an executive session at 11:07 a.m. to discuss personnel. Mrs. Vaughan reconvened the meeting following the executive session at approximately 12:17 p.m.

Warden Fewell respectfully requested the Prison Board to approve the termination of Captain Christopher Kaschok.

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".

BILLS

Ms. Sloane presented to the Board for their consideration and approval of the bills dated February 15, 2023, in the amount of \$338,641.86.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated February 15, 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

None.

NEW BUSINESS

Mrs. Vaughan called an executive session at 12:19 p.m. to discuss personnel. Mrs. Vaughan reconvened the meeting following the executive session at approximately 12:38 p.m.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 12:39 p.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____

SECRETARY

DRAFT

Warden's Agenda
March 15, 2023

PROPOSAL #1—National PREA Resource Auditor Training Program

Our facility has been chosen nationally to participate with the National PREA Resource Center, Washington, DC, to train PREA Auditors. Request authorization for the National PREA Resource Center Auditors to come October 22-29, 2023 and conduct mock PREA audits for training purposes.

There is no cost to participate in this training event with the exception of providing transportation of audit personnel to and from the airport.

PROPOSAL #2—Use of Force Training with TJA

Request to host UOF training with TJA. We only need to provide classroom and we will receive slots for UOF certification.

PROPOSAL #3---Housing of Juvenile Residents

I, Warden Fewell, respectfully request the Prison Board approve an addendum to the current contract with Jefferson County, Ohio for the provision of five additional detention beds, as available, at a rate of \$200 per day to house juveniles charged as adults under Pennsylvania Direct File Statute.

NOTE: This addendum is contingent upon approval at the Board of Commissioners meeting to be held March 16, 2023, Minute No. 1167.

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

A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$	3,070.94
*Access Information Protected	Secure Waste Removal	\$	70.55
Albano's	Produce Bid	\$	1,988.12
Belfiore's Coffee & Food	Coffee Bid	\$	1,024.80
Big's Sanitation Inc.	Waste Removal	\$	1,640.00
Bimbo's Bakery USA Inc.	Bread Bid	\$	3,712.04
*Columbia Gas of PA Inc.	Energy Utility Services - Jan/23	\$	4,924.97
County of Lehigh	Inmate Housing	\$	4,500.00
*FBM Capital LLC	Cost Per Copy Bid	\$	112.71
Fireman's Friend	Fire Alarms Bid	\$	150.00
George Junior Republic	Contracted CYS Service	\$	15,021.00
Grainger W W Inc.	Industrial Commodities Bid	\$	1,317.09
Guardian RFID	Inmate Management System	\$	3,500.00
*Jack Frye Sales and Service	Housekeeping Bid	\$	1,482.00
Janitor's Supply	Housekeeping Bid	\$	624.59
Johnson Controls	Fire Alarms Bid	\$	1,304.00
*Lexis Nexis	Law Library	\$	541.00
McKesson Medical-Surgical	Medical Supplies Bid	\$	1,022.30
MSC Industrial Supply Co.	Industrial Commodities Bid	\$	199.76
NIJO	Annual Subscription	\$	9,900.00
*Pennsylvania American Water	Water Utility - Jan/23	\$	8,503.37
Primecare Medical Inc.	Contracted Medical Services	\$	171,082.19
*Ricoh USA Inc.	Cost Per Copy Bid	\$	685.30
Schneider's Dairy	Milk Bid	\$	2,838.15
*Sprague Operating Resources	Liquid Fuels Utility Service - Jan/23	\$	4,757.57
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	13,516.83
*Trapuzzano's Uniforms	Uniforms Bid	\$	1,212.00
*US Foods Inc.	Food Bid	\$	18,199.47
*Verizon Wireless	Telecommunication Utility - 1/17-2/16/23	\$	160.04

*W B Mason Co. Inc.	Office Supplies Bid	\$	383.20
W J P A	Job Advertising	\$	1,020.00
Washington County Chiefs of Police	Membership Dues	\$	50.00
*Washington E Washington Joint Authority	Sewage Utility Service - 12/29-1/30/23	\$	15,487.50
*West Penn Power	Power Utility - 1/20-2/20/23	\$	9,550.47
	Total 3/15/23 Meeting	\$	303,551.96
*Paid as required by due date			