

**Washington County
Prison Board Agenda
Wednesday, March 16, 2022**

- I. Invocation

- II. Approval of Minutes 01-19-22 dated January 19, 2022 and 02-16-22 dated February 16, 2022.

- III. Public Comment

- IV. Warden's Report

- V. Bills

- VI. Old Business

- VII. New Business

- VIII. Adjourn Meeting

D. Vaughn
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 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; President Judge John DiSalle; Controller April Sloane; and District Attorney Jason Walsh. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Captain David Codington; Captain Mark Stewart; Chief Deputy Tony Mosco; Assistant District Attorney Megan Faust; Finance Director Josh Hatfield; Chief of Staff Mike Namie; Human Resources Director Shelli Arnold; Court Administrator Pat Grimm; Chief Clerk Cindy Griffin; Chaplain Mike Pierson; Secretary Paula Jansante; and PrimeCare representative, Susan Woznichak.

Mrs. Vaughan called the meeting to order at approximately 11 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 12-15-21 dated December 15, 2021, each member having received a copy.

It was moved by Mr. Sherman and seconded by Mr. Maggi that Minute No. PB 12-15-21 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

Moving on, Mrs. Vaughan pointed out that former Control Michael Namie had been the Prison Board secretary and that someone needed to be anointed the new secretary. Mr. Sherman nominated current Controller April Sloane, and it was seconded by Mr. Maggi. Ms. Sloane accepted the nomination, and 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 December 2021

Administrative Fee	\$11,132.42
Social Security	\$1,200.00
Tylenol	\$17.25
Monthly sub-total	\$12,349.67
Year-to-date grand total	\$12,349.67

Program Fees and Room and Board Income for December 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 December 2021

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	61	16	77
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>186</u>	<u>57</u>	<u>243</u>
Total Inmates	247	73	320

Examinations Performed by the Physician	311
New Commitments	88
Dental Extractions	16
Medical Transports Performed by the Sheriff	10
Contracted Housing Fee/Month	\$0.00

Warden Fewell started off his report stating that current population was at 317. Mr. Fewell announced that the facility is currently on lockdown due to COVID. There were 26 inmates and 25 staff that tested positive, which initiated this lockdown ten days ago. The lockdown will be lifted

tomorrow. General population inmates will resume normal operations tomorrow. Warden Fewell noted that the inmates are at 55% vaccination, and that none of the inmates or staff had been severely ill due to COVID. Aside from one inmate needing hospitalization for breathing, we have thankfully been able to get through this. Of the 25 staff that tested positive, well over half of them have returned to work.

Warden Fewell respectfully requested the Prison Board to consider entering into a Renewal agreement with the PA District Attorneys Institute (PDAI) for the maintenance and continuance of the PA Statewide Automated Victim Information & Notification (SAVIN) program. The program was provided to the Correctional Facility through PCCD (PA Commission on Crime & Delinquency) grant funds for the purposes of victim notification. The SAVIN program automatically notifies a victim 24/7 of an offender's escape, subsequent apprehension, date of release, work release, etc.

The PCCD will pay 100% of the maintenance and service fees for 2022 with no cost incurred for Washington County. Washington County will pay 0% of the maintenance fees. If approved, this agreement will be effective January 1, 2022 through December 31, 2022.

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".

Ms. Sloane presented to the Board for their consideration and approval of the bills dated January 19, 2022, in the amount of \$267,309.45.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated January 19, 2022. 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

Commissioner Vaughan briefly thanked everyone for their help during the pandemic.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:19 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2022

ATTEST: _____

SECRETARY

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; President Judge John DiSalle; Controller April Sloane; and District Attorney Jason Walsh. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Captain David Codington; Captain Mark Stewart; Chief Deputy Tony Mosco; Assistant District Attorney Megan Faust; Finance Director Josh Hatfield; Chief of Staff Mike Namie; Human Resources Director Shelli Arnold; Court Administrator Pat Grimm; Chief Clerk Cindy Griffin; Secretary Paula Jansante; and PrimeCare representative, Susan Woznichak.

Mrs. Vaughan called the meeting to order at approximately 11:00a.m., and Warden Jeffrey Fewell led the meeting with the invocation.

Mrs. Vaughan asked if there were any corrections, additions or omissions to Minute No. PB 1-19-22 dated January 19, 2022, each member having received a copy.

It was moved by Mr. Sherman and seconded by Mr. Maggi that Minute No. PB 1-19-22 be held in abeyance. 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 January 2022

Administrative Fee	\$10,169.53
Social Security	\$1,200.00
Tylenol	\$1.50
Monthly sub-total	\$11,371.03
Year-to-date grand total	\$23,720.70

Program Fees and Room and Board Income for January 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 January 2022

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	59	11	70
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>197</u>	<u>48</u>	<u>245</u>
Total Inmates	256	59	315
Examinations Performed by the Physician			260
New Commitments			110
Dental Extractions			22
Medical Transports Performed by the Sheriff			17
Contracted Housing Fee/Month			\$0.00

Warden Fewell started off his report stating that current population was at 348, which is 24% higher than where we were at this time last year. The Warden then acknowledged that 325 is the maximum number of inmates that the WCCF can hold. Mr. Fewell pointed out that 19 inmates were being farmed out to neighboring jails, nine of which we are paying for. Also, there is a need to farm out an additional 10 inmates.

Next, Warden Fewell began speaking of COVID testing inside the jail. There are inmate tests and there are staff tests. The inmate rapid tests are provided by PrimeCare at a cost of \$20.00 per test.

The staff tests are being provided by Josh at a cost of \$15.50 per test. Depending on movement inside the jail, 60-100 inmates are tested per week, and 60 staff members are tested per week. We currently have about 20 weeks' worth of tests.

The Purchasing Department, on behalf of Warden Fewell, Correctional Facility, respectfully requests the Board of County Commissioners approve an agreement with National Institute for Jail Operations for the purpose of access to a variety of online jail training resources for an annual cost of \$9,900 based upon 100 annual users at \$99 per person. Funding will be from their Operating Budget.

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".

Warden Fewell respectfully requested the Prison Board to consider the contract of five beds for juveniles-charged-as-an-adult for housing at the Jefferson County Detention Center, Steubenville, Ohio.

Summary-Effective December 21, 2021, all juveniles-charged-as-an-adult cannot be housed with adults or juveniles. Currently, we have three in custody at ACJ (no bill yet, estimated \$110 per day)

Moving forward, we have contacted Jefferson County Detention Center in Steubenville, Ohio. Jefferson County has juvenile-charged-as-an-adult housing and have beds available. Jefferson County wishes to enter into a contract with us with two options 1) standard rate \$200 per day. No minimum beds needed to order, OR 2) \$160 a day with a set number of beds held, estimated at 5.

A 30-day contract for 5 beds at \$160 a day moved by Mr. Sherman and seconded by Mr. Maggi to accept the Warden's Report. With one abstention from District Attorney Jason Walsh, the motion was carried with the Board signifying their approval by stating "Aye".

Warden Fewell respectfully requested the Prison Board to consider the promotion of Officer Daniel Oldland to Captain, effective next available payroll date.

Captain Jamie Restanio was hired with the Pennsylvania State Police and resigned with our agency February 12, 2022. The chain of command published her position inside and outside the organization, accepted applications, reviewed records and conducted formal interviews of selected, qualified personnel. The final two candidates were re-interviewed by panel which consisted of senior personnel in the facility.

Officer Daniel Oldland, seven-year veteran of the department, was selected and recommended for promotion to Captain.

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".

Ms. Sloane presented to the Board for their consideration and approval of the bills dated February 16, 2022, in the amount of \$200,292.32.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated February 16, 2022. 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 11:21 a.m.

Mrs. Vaughan reconvened the meeting for an executive session at approximately 11:21 a.m. to discuss personnel and public safety matters. Mrs. Vaughan adjourned the meeting following the executive session at approximately 11:36 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2022

ATTEST: _____

SECRETARY

DRAFT

Warden's Prison Board Agenda- March 16, 2022

Stats

PROPOSAL #1-Bid Contract Extension –Kitchen Equipment Repair – Contract #042121-KER

Purchasing and the WCCF respectfully requests the Board of County Commissioners 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, 2022 through April 30, 2023, w/option to extend for 1 additional year.

NOTE: THIS AWARD IS CONTINGENT UPON PRISON BOARD APPROVAL.

Executive Session

- 1.
- 2.

**Washington County Correctional Facility
Invoices - March 16, 2022**

A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 4,952.04
*Access Information Protected	Secure Waste Removal Bid	\$ 130.68
Albano's	Produce Bid	\$ 1,540.13
Bimbo Bakeries USA	Bread Bid	\$ 2,298.62
*Columbia Gas of PA Inc.	Energy Utility Services - Jan/22	\$ 5,415.50
County of Greene	Inmate Exchange	\$ 6,750.00
*FBM Capital LLC	Copier Lease Program Bid	\$ 142.81
Grainger W W Inc.	Industrial Commodities Bid	\$ 2,017.00
Guardian RFID	Inmate Management System Bid	\$ 10,000.00
J.D. Marra Hotel and Restaurant SVC	Coffee Bid	\$ 1,059.10
Jack Frye Sales and Service	Housekeeping Bid	\$ 1,080.00
Janitor's Supply	Housekeeping Bid	\$ 571.87
*Lexis Nexus	Law Library	\$ 150.00
*NIJO	Training Contract	\$ 5,775.00
*P C C A	Corrections Association Dues	\$ 660.00
*Pennsylvania American Water Co.	Water Utility - 12/30/21-1/31/22	\$ 9,887.59
Primecare Medical Inc.	Contracted Medical Services	\$ 172,625.58
*Ricoh USA Inc.	Cost Per Copy Bid	\$ 787.26
Scalise Industries Corporation	Contracted Repairs	\$ 27,730.23
Schneider's Dairy Inc.	Milk Bid	\$ 2,795.24
*Sprague Operating Resources	Liquid Fuels Utility Service - Dec/21-Jan/22	\$ 5,812.30
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$ 18,557.86
Trapuzzano's Uniforms	Uniforms Bid	\$ 2,634.00
*Verizon Wireless	Telecom Service - 2/17-3/16/22	\$ 160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$ 1,712.44
*Washington E Washington Joint Authority	Sewage Utility Service - 12/29/21-1/31/22	\$ 12,456.00
*West Penn Power	Power Utility - 1/20-2/17/22	\$ 9,140.02
	Total 03/16/22 Meeting	\$ 306,841.31
*Paid as required by due date		