

**Washington County
Prison Board Agenda
Wednesday, May 18, 2022**

- I. Invocation

- II. Approval of Minutes 03-16-22 dated March 16, 2022 and 04-20-22 dated April 20,2022

- 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 the Jail conference room of Courthouse, 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; District Attorney Jason Walsh; Assistant District Attorney Megan Faust; and Sheriff Tony Andronas. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Deputy Warden Chris Cain; Major David Coddington; Finance Director Josh Hatfield; Chief of Staff Mike Namie; Chief Clerk Cindy Griffin; Chaplain Mike Pierson; Secretary Joyce Thornburg; Executive Secretaries Marie Trossman, Randi Marodi, and Patrick Geho; Chief of Juvenile Probation Amanda Gallagher via telephone; Human Services Director Kim Rogers.

Mrs. Vaughan called the meeting to order at approximately 11:00 a.m., and Chaplain Pierson led the meeting with the invocation. Mrs. Vaughan noted that there were a few corrections needed to be made on January and February Prison Board Minutes. Subsequently, they will be held in abeyance.

PUBLIC COMMENTS

None.

WARDEN'S REPORT

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

Administrative Fee	\$9,672.90
Social Security	\$600.00
Tylenol	\$26.04
Monthly sub-total	\$10,298.94
Year-to-date grand total	\$34,019.64

Program Fees and Room and Board Income for March 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 March 2022

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	60	9	69
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>204</u>	<u>48</u>	<u>252</u>
Total Inmates	264	57	321

Examinations Performed by the Physician	219
New Commitments	118
Dental Extractions	4
Medical Transports Performed by the Sheriff	21
Contracted Housing Fee/Month	\$0.00

Warden Fewell stated that today's population is currently 350: 326 currently in custody, and 24 being farmed out to multiple neighboring counties. Furthermore, there are four additional juveniles at ACJ that will need to be addressed.

Purchasing and the WCCF respectfully requested 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, with option to extend for 1 additional year.

NOTE: THIS AWARD IS CONTINGENT UPON PRISON BOARD APPROVAL

Next, Warden Fewell stated that Pennsylvania County Corrections Association will be meeting soon. Therefore, the Prison Board meeting on April sixth will need to be canceled. Additionally, on October nineteenth through twenty-first, the Pennsylvania Prison Warden's Association will be staying at the Double Tree Hotel in Washington on Racetrack Road. Warden Fewell invited the Prison Board to attend and meet all the wardens, as well as the Secretary of Corrections, of the Commonwealth.

Next, Warden Fewell began speaking of overpopulation in the jail. Currently, there are four juveniles in our custody that are being housed at Allegheny County Jail. The Jefferson County contract has expired. Also, Jefferson County is unable to house any more individuals. After a lengthy discussion pertaining to the growing number of inmates that need placement, Commissioner Diana Irey Vaughan asked if there was a motion to create a new contract for Jefferson County that would allow up to five beds, as they become available, for a one year term.

It was moved by Mr. Sherman and seconded by Mr. Maggi. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

Additionally, Mrs. Vaughan asked if there was a motion to cancel April sixth's Prison Board meeting. It was moved by Mr. Sherman and seconded by Mr. Maggi. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

Finally, Mrs. Vaughan asked if there was a motion to approve the requested bid contract extension for kitchen repair equipment. It was moved by Mr. Sherman and seconded by Mr. Maggi. 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 In March 16, 2022, in the amount of \$306,841.31.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated March 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 11:26 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2022

ATTEST: _____
SECRETARY

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, Nick Sherman, and Larry Maggi; President Judge John DiSalle; Controller April Sloane; District Attorney Jason Walsh; Sheriff Tony Andronas; and Chief Deputy Anthony Moscow. Also present were County Solicitor Jana Grimm; Warden Jeffrey Fewell; Major David Coddington; Captain Shane Cisko; Sargent Richard Earliwine; Finance Director Josh Hatfield; Chief of Staff Mike Namie; Human Resources Director Shelli Arnold; Human Services Director Kim Rogers; Chief Clerk Cindy Griffin; Chief of Juvenile Probation Amanda Gallagher; Chaplain Mike Pierson; Secretary Joyce Thornburg; PrimeCare Representatives, Susan Woznichak, Dawn Salsberry, and Kasey O'Neal; and Observer Reporter Representative Mike Jones.

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

Mrs. Vaughan asked if there were any corrections, additions, or omissions to Minute No. PB 01-19-22 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 01-19-22 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

Mrs. Vaughan asked if there were any corrections, additions, or omissions to Minute No. PB 02-16-22 dated February 16, 2022, each member having received a copy.

It was moved by Mr. Sherman and seconded by Mr. Maggi that Minute No. PB 01-19-22 be approved. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

Mrs. Vaughan asked if there were any corrections, additions or omissions to Minute No. PB 03-16-22 dated March 16, 2022, each member having received a copy.

It was moved by Mr. Andronas and seconded by Mr. Sherman that Minute No. PB 03-16-22 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 April 2022

Administrative Fee	\$9,905.13
Social Security	\$1,400.00
Tylenol	\$0.00
Monthly sub-total	\$11,305.13
Year-to-date grand total	\$45,324.77

Program Fees and Room and Board Income for April 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 April 2022

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	63	12	75
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>208</u>	<u>56</u>	<u>264</u>
Total Inmates	271	68	339

Examinations Performed by the Physician	302
New Commitments	165
Dental Extractions	13
Medical Transports Performed by the Sheriff	12
Contracted Housing Fee/Month	\$0.00

Warden Fewell started off by recognizing Sargent Richard Earliwine as employee of the month for March 2022. He is in charge of all the releases, intakes, and farm-outs. Moving forward, Warden Fewell stated that today's population is currently 364: 341 currently in custody, and 23 being farmed out to multiple neighboring counties. Furthermore, we have a male individual at Allegheny County Jail with mouth cancer that is due to serve a six through twenty-three month sentence here in Washington. He is being fed solely through a feeding tube, which would prove difficult to house him here in Washington. Allegheny is willing to keep this inmate, provided that there is a contract for \$116 per day plus medical expense reimbursement. Warden Fewell continued with the increase in female population and the need for female beds.

Next, Warden Fewell moved on to current events. We had twenty-four inmates vaccinated on Monday, April Eleventh. Next, Warden Fewell talks about staffing. The jail staff is at eighty-four percent. There is an upcoming recruitment class, which will hopefully be ready by June. Moving on to training, we currently have some officers out at hostage negotiating training. Upcoming, there is an emotional intelligence and leadership training for our captains. We also have civility training for interaction with the LGBTQ community. The Pennsylvania Warden's association is coming up in May, which will be held in Harrisburg. Additionally, they will be coming to Washington in October. The Pennsylvania Prison Society, an auditing body created by Ben Franklin, visited the jail again. They left a great review and have been invited to come back. On April twenty-first, both Deputy Wardens from Allegheny County will be visiting our facility and having lunch. Chaplain Pearson has a good news golf tournament coming up. Ramadan is going on right now, and we are accommodation the eight inmates that are celebrating accordingly.

Pertaining to inmate population, the females have been moved from one southeast housing to four southeast housing, which has freed up fifty male minimum custody beds. This allows the males to move in and do community service through the furlough into service program. The program entails mild labor with full supervision. We have around fifty sentences inmates that are supposed to be working, so this program would be highly beneficial. Next, Warden Fewell briefly spoke of the Jail Needs Study. The study will be published in July, as opposed to May.

Furthermore, Warden Fewell began with the proposals aforementioned in his memorandum.

PROPOSAL #1-Request to add two critical medical positions to PrimeCare

The WCCF and PrimeCare Inc. respectfully requests the Prison Board to add critical positions to the current contract with PrimeCare. This proposal will add \$15,544.66 to the monthly medical expense totally \$186,536 per year.

PROPOSAL #2-Justice Planners Juvenile Study Addendum

The WCCF respectfully requests the Prison Board to add an addendum to the current contract with Justice Planners who is in the final phase of our Jail Needs Study. The cost of the addendum to conduct additional study of our juvenile offenders and housing is \$10,000.

PROPOSAL #3-Adult Farm-out to Allegheny County

The WCCF respectfully requests the Prison Board to enter in contract with Allegheny County for adult inmates at per diem \$116.87. Currently there are three juvenile inmates farmed-out under contract at ACJ.

PROPOSAL #4-Adult Farm-out to Lawrence County

The WCCF respectfully requests the Prison Board to enter in contract with Lawrence County for adult inmates at per diem \$50. Currently we have a contract with Greene County at the same rate; however, Greene County cannot house our addiction and mentally ill inmates.

PROPOSAL #4-Request to Replace lost inmate property

The WCCF respectfully requests the Prison Board to replace property lost by the facility during inmate routine inmate movement. Inmate Tommie Holmes was booked into our facility on September 23, 2020. During routine inmate movement his size 12 Nike Air Force 1, white in color, tennis shoes were misplaced and lost. Request replacement or refund estimated at \$100.00.

NOTE: THESE AWARDS ARE CONTINGENT UPON BOARD OF COMMISSIONERS APPROVAL.

Commissioner Diana Irey Vaughan asked if there was a motion to approve the Warden’s Report.

It was moved by Mr. Sherman and seconded by Mr. Maggi. The motion was carried unanimously with the Board signifying their approval by stating “Aye”.

At 11:29 a.m., upon Warden Fewell’s request, Mrs. Vaughan declared the meeting adjourned.

Mrs. Vaughan reconvened the meeting for an executive session to discuss personnel and public safety matters. Mrs. Vaughan adjourned the meeting following the executive session at approximately 11:47 a.m.

After the executive session, Ms. Sloane presented to the Board for their consideration and approval of the bills dated in April 20, 2022, in the amount of \$115,461.60.

It was moved by Ms. Sloane and seconded by Mr. Sherman, approving the bills dated April 20, 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

Mrs. Vaughan inquired about the juvenile contract with Jefferson County. Chief of Juvenile Probation, Amanda Gallagher, mentioned that there was an approved addendum to house youth offenders at \$200 per day as beds are available. Chief Gallagher mentioned that bed availability is sparse, but Jefferson County gives us priority.

NEW BUSINESS

Sheriff Anthony Andronas thanked Warden Fewell for his availability and willingness to solve issues in a timely fashion.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:47 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2022

ATTEST: _____

SECRETARY

Warden's Prison Board Agenda- May 18, 2022

Stats

PROPOSAL #-1 Bid Extension – Linen Supplies – Contract #012721-Linen

Purchasing, respectfully requests the Board of County Commissioners **extend the bid contract for linen supplies** for the **Correctional Facility** to the listed vendors at their “per unit” costs submitted in their bid.

- **Anchor Wiping Cloth, Detroit MI**
- **Phoenix Textile Corporation, O’Fallon MO**

If approved, this extension will be effective DOA through December 31, 2022 under the same contract terms & conditions.

NOTE: THIS EXTENSION IS CONTINGENT UPON PRISON BOARD APPROVAL

PROPOSAL #-2 PA STATE CONTRACT/ COSTARS

Purchasing respectfully requests the Board of County Commissioners approve the following purchase from the PA State Contract/Costars.

State Contract #4400023687 Wireless Communication Exp. 8/11/2024

The Purchasing Department, on behalf of Warden, respectfully requests the Board of County Commissioners approve the activation of 1 wireless hotspot through AT&T. The hotspot will be used by their three clinicians that work in the Jail as they are not permitted to have their cell phones. The cost of the hotspot will be \$39.99 per month with equipment being free with activation. This purchase will be paid from the department operating fund.

CoStars #036-E22-028

Purchasing, on behalf of Warden Fewell, **Correctional Facility**, respectfully requests the Board of County Commissioners approve the purchase of a new **Gas deep fryer** for the Correctional Facility from **Great Lakes Hotel Supply, Pittsburgh, PA.**, for the total amount of \$26,057.00. This will replace the current deep fryer that is 11 years old and cannot be repaired.

This purchase has been recommended for Capital funding and is being made from the PA State Contract, therefore it does not require bidding.

NOTE: THIS PURCHASE IS CONTINGENT UPON PRISON BOARD APPROVAL

//////////////////////////////////**END OF EPORT**//////////////////////////////////

**Washington County Correctional Facility
Invoices - May 18, 2022**

A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$	1,213.18
*Access Information Protected	Secure Waste Removal	\$	215.07
Albano's	Produce Bid	\$	2,320.70
*Big's Sanitation	Waste Removal - 5/1-31/22	\$	820.00
Bimbo Bakeries USA	Bread Bid	\$	3,121.80
*Blanc	Printing Bid	\$	122.57
*Beutzow, Mark	Employee Travel	\$	362.33
*Colt Plumbing Company	Plumbing Supplies Bid	\$	1,065.72
*Columbia Gas of PA Inc.	Energy Utility Services - Mar/22	\$	5,059.16
*Cornerstone Detention Products	Security System Contract	\$	13,598.00
County of Greene	Inmate Exchange	\$	9,550.00
*FBM Capital LLC	Cost Per Copy Bid	\$	158.42
*Fewell, Jeffrey	Employee Travel	\$	356.43
Grainger W W Inc.	Industrial Commodities Bid	\$	424.18
*Hadfield Elevator LLC	Elevator Service Bid	\$	682.50
*The Hite Company	Electrical Supplies Bid	\$	319.15
J.D. Marra Hotel and Restaurant SVC	Coffee Bid	\$	1,024.80
Jack Frye Sales and Service	Housekeeping Bid	\$	840.00
Justice Planners	Needs Assessment Contract	\$	20,790.00
*Kaschok, Christopher	Employee Travel	\$	329.36
*Lexis Nexus	Law Library	\$	616.00
MSC Industrial Supply Co.	Industrial Commodities	\$	1,193.90
*Pennsylvania American Water Co.	Water Utility - 3/31-4/28/22	\$	9,793.34
*Pennsylvania Prison Wardens Association	Training	\$	475.00
Primecare Medical Inc.	Contracted Medical Services	\$	276,564.97
*Ricoh USA Inc.	Cost Per Copy Bid	\$	820.07
Scalise Industries Corporation	Contracted Repairs	\$	4,014.35
Schneider's Dairy Inc.	Milk Bid	\$	3,120.74
*Sprague Operating Resources	Liquid Fuels Utility Service - 3/1-31/22	\$	2,882.30

*Super Laundry Equip Corp.	PO# 44727 - Repairs	\$	355.00
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$	5,127.73
*Tri Dim Filter Corporation	PO# 44681 - Media Pads	\$	426.12
*Vaughan, Cole	Employee Travel	\$	301.69
*Verizon Wireless	Telecom Service - 3/17-4/16/22	\$	160.06
*W B Mason Co. Inc.	Office Supplies Bid	\$	1,033.99
*Washington E Washington Joint Authority	Sewage Utility Service - 2/28-3/30/22	\$	11,347.80
*West Penn Power	Power Utility - 3/22-4/20/22	\$	9,353.43
	Total 05/18/22 Meeting	\$	389,959.86
*Paid as required by due date			



WASHINGTON COUNTY CORRECTIONAL FACILITY

100 West Cherry Avenue
Washington, PA 15301

Phone: 724-228-6845
Fax: 724-250-6506



Jeffrey S. Fewell, Warden

David Coddington, Major

Christopher M. Cain, Deputy Warden

ADDENDUM

TO: Members of the Prison Board

FROM: Jeffrey S. Fewell, Warden

DATE: May 18, 2022

SUBJECT: Prison Board Addendum *add*

Request the Prison Board to add and addendum to the Warden's Agenda with the following last minute new hires for the Correctional Facility:

Rodney Croom Jr.

DaQuan Devers

Jabar Holyfield

Joshua Humphries

Maya Jones

Achili Minch

Julie Policz

These folks will attend the next recruit training as Corrections Officer 1 in the Washington County Correctional Facility.