

Elk County Prison Board
May 2, 2023

The Elk County Prison Board met in regular session at 9:00 a.m. at the Courthouse Annex, Conference Room #2. The meeting was called to order with the Pledge of Allegiance. Prison Board members present were Commissioners Matthew Quesenberry, Joseph Daghir and M. Fritz Lecker, Sheriff Todd Caltagarone and Treasurer Peggy Schneider. Also present were Warden Scott Atwell, Deputy Warden Aaron Nicklas, IT Assistant Dan Rimer, and Recording Secretary Jennifer Barnett. Absent from the meeting were Solicitor Thomas Wagner and District Attorney Beau Grove.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING: January 10, 2023

A motion to approve the minutes of the previous meeting was made by Treasurer Peggy Schneider and seconded by Commissioner Joseph Daghir. The motion carried unanimously.

ADDITIONS TO THE AGENDA – No Additions

APPROVAL OF AGENDA

A motion to approve the agenda was made by Sheriff Todd Caltagarone and seconded by Treasurer Peggy Schneider. The motion carried unanimously.

COMMENTS FROM VISITORS CONCERNING AGENDA ITEMS

No visitors were present.

CORRESPONDENCE – No Correspondence

APPROVAL OF THE BILLS

	<u>January</u>	<u>February</u>	<u>March</u>
<u>Warden</u>			
General Fund	\$0.00	\$0.00	\$417.60
<u>Jail</u>			
General Fund	\$50,974.21	\$42,943.95	\$58,136.93
Corrections Fund	\$0.00	\$0.00	\$0.00
D & A Fund	\$0.00	\$0.00	\$137.59
Work Release	\$719.43	\$2,054.00	\$3,591.85

A motion to approve the bills was made by Commissioner Joseph Daghir and seconded by Sheriff Todd Caltagarone. The motion carried unanimously.

BUSINESS

1. Warden's Report

Warden Atwell reported on the following items:

A. Housing Information

As of 8:00 a.m. this date, the inmate population for the Elk County Prison was 60 incarcerated individuals. The average daily population for January was 44, February was 48, March was 54, and April was 56.

The facility has generated \$1,200.00 from housing out-of-county inmates since January 1, 2023.

We will be receiving two hundred dollars (\$200.00) incentive payment income from the Social Security Administration.

Work Release fees collected year-to-date were \$6,546.00. Warden Atwell stated that we currently have five inmates out on work release.

B. New Hires, Promotions, and Resignations

Christopher Crandall was hired to fill a vacant part-time Correctional Officer position effective February 6, 2023. Chris is from Mt. Jewett.

Hunter Cashmer has been hired to fill a vacant part-time Correctional Officer position effective May 8, 2023. Hunter is from St. Mary's.

Abigail Fallin has been hired to fill a vacant part-time Correctional Officer position effective May 15, 2023. Abigail is from St. Mary's.

Corrections Officer Shane Fry was promoted to Full Time status effective February 5, 2023.

Austin Fox has resigned his part-time correctional officer position effective February 14, 2023.

Krista Siar resigned her part-time correctional officer position effective March 27, 2023.

C. Inmate Population

Warden Atwell stated the female population has been averaging around 12 per month and the Elk County Prison is currently housing 10 female inmates.

Warden Atwell reported there are currently nine inmates transferred to other facilities due to overcrowding, medical, separation, or disciplinary issues. As of this date, there are four male and five female inmates housed at other facilities. The county is paying for one male inmate and five female inmates.

He stated the total number of inmates booked for 2023 is 130 compared to 123 as of the same time last year.

2. 2022 Audit

Warden Atwell reported the Elk County Auditors completed the 2022 audit on the Work Release, Booking, Inmate and Incentive Accounts. All accounts were found to be accurate and in good order. Warden Atwell explained Title 37 requires the outcome of the audit to be provided to the board.

3. Approval of Prison Policies

- A. Warden Atwell submitted a new prison policy #S-007.9 Generated Low Output Voltage Emitter (G.L.O.V.E.) for approval. Deputy Warden Aaron Nicklas stated that the G.L.O.V.E. is a tool for the prison to use to gain compliance with the least amount of force necessary. The G.L.O.V.E. emits a low output of voltage for compliance. The G.L.O.V.E. will help to direct an inmate down to the floor if they are being combative. Warden Atwell stated The G.L.O. V. E. was brought to us by PCORP-The Pennsylvania County Risk Pool. The policy was emailed to the Prison Board and Solicitor Thomas Wagner for review prior to the meeting. Warden Atwell also stated that G.L.O.V.E. was purchased with grant money received from the Safety Committee.

- B. Warden Atwell also submitted a new prison policy #S-002A Full Body Scanner for approval. This policy was also reviewed by Solicitor Thomas Wagner. The purchase of the new Full Body Scanner will reduce the chances of any contraband coming into the facility. Warden Atwell stated that the Full Body Scanner should be up and running in the next few weeks.

A motion to approve prison policy #S-007.9 was made by Sheriff Todd Caltagarone and seconded by Commissioner Joseph Daghir. The motion carried unanimously.

A motion to approve prison policy #S-002A was made by Treasurer Peggy Schneider and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

4. New Overhead Security Garage Door and Man-Door

Warden Atwell spoke about the recent installation of a new overhead security garage door and man-door for the prison. The man-door is not operational as of yet, but will be in the next few days. The prison staff will be issued key fobs to access the door similar to the fobs the courthouse uses now.

5. Zoom Meeting Link

The Prison board implemented the use of the Zoom Meeting App during the Covid-19 Pandemic for those who could not attend in person. After a short discussion the board was in agreement to discontinue the Zoom meeting link.

A motion to officially end the Zoom meeting link was made by Commissioner Joseph Daghir and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

ADJOURN MEETING

There being no further business before the Elk County Prison Board a motion to adjourn was made by Treasurer Peggy Schneider and seconded by Sheriff Todd Caltagarone. The motion passed unanimously.