

**Elk County Prison Board
January 11, 2024**

The Elk County Prison Board met in regular session at 9:00 a.m. at the Courthouse Annex, in the Thomas G. Wagner Conference Room. The meeting was called to order with the Pledge of Allegiance. Prison Board members present were Commissioners Matthew Quesenberry, M. Fritz Lecker and Gregory Gebauer, Treasurer Matthew Frey, District Attorney Beau Grove and Sheriff Todd Caltagarone. Also present were Warden Scott Atwell, Chief Clerk Pat Straub, Solicitor Rick Brown, IT Assistant Dan Rimer and Recording Secretary Jennifer Barnett.

1. REORGANIZATION OF PRISON BOARD OFFICERS

a. Chairperson

Commissioner Matthew Quesenberry, acting as Chairperson of the Elk County Prison Board, opened the floor for nominations for the position of Chairperson of the Elk County Prison Board.

District Attorney Beau Grove made the motion to nominate Commissioner Matthew Quesenberry for the position of Chairperson and was seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

b. Vice-Chairperson

Commissioner Greg Gebauer made the motion to nominate Sheriff Todd Caltagarone for the position of Vice-Chairperson and was seconded by District Attorney Beau Grove. The motion carried unanimously.

c. Secretary/Treasurer

Commissioner M. Fritz Lecker made the motion to nominate Treasurer Matthew Frey for the position of Secretary/Treasurer and was seconded by District Attorney Beau Grove. The motion carried unanimously.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING: December 5, 2023

A motion to approve the minutes of the previous meeting was made by Commissioner M. Fritz Lecker and seconded by District Attorney Beau Grove. The motion carried unanimously.

ADDITIONS TO THE AGENDA – No Additions

APPROVAL OF AGENDA

A motion to approve the agenda was made by District Attorney Beau Grove and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

COMMENTS FROM VISITORS CONCERNING AGENDA ITEMS

Anyone wishing to discuss the above matters may present themselves for a period of five minutes. No comments were made.

CORRESPONDENCE – No Correspondence

APPROVAL OF THE BILLS

	<u>November</u>	<u>December</u>
<u>Warden</u>		
General Fund	\$56.09	\$15.97
<u>Jail</u>		
General Fund	\$38,452.00	\$52,484.77
Corrections Fund	\$0.00	\$0.00
D & A Fund	\$0.00	\$137.59
Work Release	\$609.21	\$20,537.71

A motion to approve the bills was made by Commissioner Greg Gebauer and seconded by District Attorney Beau Grove. The motion carried unanimously.

BUSINESS

2. Warden's Report
Warden Scott 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 52 incarcerated individuals. The average daily population for December 2023 was 47 incarcerated individuals per day. The average daily population for 2023 was 53 inmates.

Warden Atwell reported that the facility has generated \$0.00 from housing out-of-county inmates since January 1, 2024. The total generated from housing out-of-county inmates in 2023 was \$2,100.00.

Warden Atwell reported that the facility has received a \$400.00 incentive payment from the Social Security Administration for December.

- B. New Hires and Resignations

Mark Pillar was hired to fill a vacant part-time Correctional Officer position effective December 18, 2023. Mr. Pillar is from Ridgway.

C. Inmate Population

Warden Atwell reported that the female population is averaging 15 per month. We are currently housing 14 female inmates within the facility and four female inmates transferred out for a total of 18 female inmates. We are currently paying for three out of the four female inmates being housed out. We have one female juvenile being housed at SCI Muncy. A short discussion followed regarding fees and indirect expenses for housing a female juvenile and what the status of her commitment was.

Warden Atwell stated the total number of inmates booked in 2023 was 327 compared to 401 in 2022. The total number of inmates booked as of today is eight compared to 11 last year at this time. Warden Atwell stated that the facility has released 38 inmates since our last Prison Board meeting on December 5, 2023.

D. Jail Management System Update

Warden Atwell updated the board on the progress of the new Beacon Jail Management System. He said the system is being installed this week and all staff will be trained on the new system. A short discussion followed regarding the different features the new program has to offer. He noted the current system was more than twenty-five years old. Warden Atwell told the board that the technicians installing the system were doing a fantastic job.

E. State Inspection

Warden Atwell reported the state inspection will be conducted on May 15, 2024.

F. Roof Project

Warden Atwell informed the board of the upcoming Roof project. Chief Clerk Pat Straub stated they are gathering the information to send out the RFP. This project will secure the outdoor recreation yard roof to eliminate the risk of contraband entering the facility.

3. Approval of Prison Policy-Revised

Warden Atwell explained that he updated two prison policies which were emailed to the Prison Board and reviewed by Solicitor Rick Brown. Warden Atwell made changes to the existing policy T-054 Law Library to remove the hardback book section and replace it with the Westlaw Online Law Library. Secondly, Warden Atwell updated policy S-002 Inmate Searches to remove the provision for consent to strip search. Warden Atwell stated we no longer need consent to strip search in any instance.

A motion to approve changes to prison policies T-054 and S-002 was made by Sheriff Todd Caltagarone and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

4. New Sentencing Guidelines

District Attorney Beau Grove talked briefly about the new sentencing guidelines in Pennsylvania and how it will affect the prison population. A lengthy discussion followed regarding the newly revised sentencing guidelines.

GOOD OF THE COUNTY

QUESTIONS FROM THE PRESS

ADJOURN MEETING

There being no further business before the Elk County Prison Board a motion to adjourn was made by Commissioner M. Fritz Lecker and seconded by Sheriff Todd Caltagarone. The motion passed unanimously.