

**Elk County Prison Board
May 14, 2024**

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

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING: January 11, 2024

A motion to approve the minutes of the previous meeting was made by Commissioner M. Fritz Lecker and seconded by Sheriff Todd Caltagarone. The motion carried unanimously.

ADDITIONS TO THE AGENDA – No Additions

EXECUTIVE SESSIONS

Commissioner Matthew Quesenberry stated the Prison Board met on April 10th and April 24th to discuss personnel matters. There will be additional details provided at a later date.

APPROVAL OF AGENDA

A motion to approve the agenda was made by Commissioner Greg Gebauer and seconded by Commissioner M. Fritz Lecker. 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>April</u>
<u>Warden</u>				
General Fund	\$16.73	\$0.00	\$417.60	\$0.00
<u>Jail</u>				
General Fund	\$47,928.70	\$57,391.20	\$50,057.90	\$52,313.94
Corrections Fund	\$0.00	\$0.00	\$0.00	\$0.00
D & A Fund	\$0.00	\$497.69	\$333.00	\$0.00
Work Release	\$262.80	\$18,924.43	\$857.43	\$0.00

A motion to approve the bills was made by Sheriff Todd Caltagarone and seconded by Commissioner Greg Gebauer. 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 30 incarcerated individuals. The average daily population for January was 51, February was 50, March was 37, and April was 34.

The facility has generated \$3,300.00 from housing out-of-county inmates since January 1, 2024.

The Prison received a two-hundred-dollar (\$200.00) incentive payment from the Social Security Administration for April and a two-hundred-dollar (\$200.00) incentive payment for May. The prison also received a payment of \$35.50 from the PA Department of Labor & Industry, Bureau of Disability Determination for records research.

Work Release fees collected so far this year were \$5,070.29. Warden Atwell stated that we currently have three inmates out on work release.

B. New Hires, Promotions, and Resignations

Brady DeMonte was hired to fill a vacant part-time Corrections Officer position effective February 12, 2024. Brady is from Brockway.

Beth Koop was hired to fill a vacant part-time cook position effective May 11, 2024. Beth is from St. Mary's.

Richard Baltes was hired to fill a vacant part-time cook position effective May 13, 2024. Richard is from Ridgway.

Part-Time Corrections Officer Mark Pillar was released from employment effective March 25, 2024.

C. Inmate Population

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

Warden Atwell reported there is currently one inmate transferred to another facility due to a family member working at ECP. As of this date, there is one male and zero female inmates housed at other facilities. The county is paying for one male inmate.

Warden Atwell stated the total number of inmates booked for 2024 is 120 compared to 151 at the same time last year.

2. 2023 Audit

Warden Atwell reported the Elk County Auditors completed the 2023 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. Act 47 of 2023

Warden Atwell stated Act 47 of 2023 is specifically geared toward the safe housing of pregnant and postpartum inmates. He spoke briefly about the Act. He stated the Act also requires new reporting provisions for pregnant or postpartum inmates and Trauma Informed Care training for staff. However, a timeframe has not been established for training and who will be responsible for the degree and extent of the training.

4. Approval of Prison Policy #S-027

Prison Policy #S-027 - Restrictive Housing Prohibited for Pregnant or Postpartum Inmates. Warden Atwell stated this policy was emailed to the Prison Board and reviewed by Solicitor Rick Brown. This policy was created to comply with Act 47 of 2023.

A motion to approve prison policy #S-027 was made by Commissioner M. Fritz Lecker and seconded by District Attorney Beau Grove. The motion carried unanimously.

5. Outdoor Roof Screening Project

Commissioner Quesenberry stated the outdoor yard has been closed due to security issues. A new screen will be installed on the roof to prevent contraband from entering the outdoor recreation yard. Warden Atwell stated it is a three-day project with a tentative start date of June 5th. A motion to continue to keep the yard closed until the project is complete was made by Commissioner Greg Gebauer and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

GOOD OF THE COUNTY

QUESTIONS FROM THE PRESS

EXECUTIVE SESSION

A motion was made to enter into an Executive Session by Commissioner Matthew Quesenberry and seconded by Commissioner Greg Gebauer. The motion carried unanimously.

At 10:10 a.m. the Elk County Prison Board reconvened into regular session and Commissioner Matt Quesenberry reported the purpose of the Executive Session was for personnel matters. No action was taken.

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 District Attorney Beau Grove. The motion passed unanimously.

