

Call to Order:

A meeting of the Fayette County Prison Board was called to order on Wednesday, February 27, 2013 at 9:15am at the Fayette County Courthouse, Uniontown, Pennsylvania 15401 by Sheriff Brownfield.

Roll Call:

**The Following Board Members were present at the Time of Roll Call:**

Sheriff Gary Brownfield, District Attorney Heneks, Controller Sean Lally's Representative Chief Deputy Controller Jeanine B. Wrona, Commissioner Zapotosky, and Commissioner Zimmerlink

**The Following Board Members were absent at the Time of Roll Call:**

Commissioner Ambrosini

**The following Board Member was present after Roll Call:**

District Attorney Jack Heneks

Moment of Silence

Pledge of Allegiance

Public Comment:

**Reverend Sanders** stated the board spoke last month and wanted closure to the situation with his salary.

**Commissioner Zapotosky** stated there was discussion on Reverend Sanders reaching out to Mr. Rittenhouse and asked Reverend Sanders if he spoke to Mr. Rittenhouse.

**Reverend Sanders** answered he did and said Mr. Rittenhouse informed him that he checked the markets to secure professional liability for the pastor services provided to the Fayette County Prison. He continued by saying he had difficulties securing firm pricing from companies, he's not willing to offer coverage, and as a result was forced to apply for three surplus line markets. The first came back at a minimum premium of \$3,000 plus fees and expenses, the two other applications are still out, and he will provide any information from the outstanding application when he receives them. Reverend Sanders said the price he received from Mr. Rittenhouse is higher than his current liability, he does not have a problem with it (\$2200), but he does have a problem with his wage. He continued by saying a wage increase would help compensate for the policy.

**Commissioner Zapotosky** asked if this was ever put out for professional services.

**Reverend Sanders** answered yes, several times.

**Commissioner Zapotosky** said if the board would increase Reverend Sander's wage, outside members may have interest.

**Reverend Sanders** stated that would be unfair to him because he has been doing the job without any change of policy. He continued by saying this may interest additional people but they would not want to do it for what he does it for and in the time frame he has in.

**Commissioner Zimmerlink** said she checked the RFP that was issued and it was done because county commissioners authorized it. She continued by saying Reverend Sanders was the one who responded and in his letter he indicated he understood the budget allowed for a certain amount. Commissioner Zimmerlink stated the commissioners awarded the RFP to Reverend Sanders at \$350 and the reason she looked up the RFP was because at the last meeting Reverend Sanders stated he was surprised to learn that when he asked for \$500, the board came back with \$350.

**Reverend Sanders** stated he was making \$500 and it came back at \$375.

**Commissioner Zimmerlink** said that regardless what Reverend Sanders was making before, the process the county follows was the correct process, which was to issue a RFP. She continued by saying Reverend Sanders responded to the RFP and the county commissioners awarded the RFP at the set amount. Commissioner Zimmerlink stated the amount cannot be increased because there is nothing in the RFP that states it would be viewed on a yearly basis and increased. She continued by saying if the amount would be changed, another RFP would have to be done again because that is the proper county code process. Commissioner Zimmerlink said the county is not permitted to seek proposals, award a proposal for an amount, and change that amount unless it is written in that contract.

**Commissioner Zapotosky** stated in the beginning it was not about salary, it was about the liability insurance, and whether or not the county should pick up the cost for that. He continued by saying Reverend Sanders brought up the request for the increase joined with the cost of the liability. Commissioner Zapotosky said the board has never discussed providing any rate of increase and the question pursuing is can the board offset the expense of the liability coverage which is consuming the wage nearly 50 to 60 percent. He continued by saying the controller has maintained the position that the county cannot provide a financial offset for the liability coverage. Commissioner Zapotosky stated the board asked Reverend Sanders to go to Mr. Rittenhouse to obtain some other proposals, which was done

**Commissioner Zimmerlink** said it would only be a recommendation to the board of the commissioners and they would have to make that determination. She continued by saying if the RFP proposed a scope of work stating the county would share the cost, other individuals may have responded.

**Reverend Sanders** asked if the RFP was disclosed to have insurance because he doesn't believe it was.

**Commissioner Zimmerlink** stated after last months meeting she pulled the records but she does not have it with her. She continued by saying maybe the RFP was the reason why only one individual responded.

**Reverend Sanders** stated no one else is paying what he pays for the services he provides.

**Commissioner Zimmerlink** asked Reverend Sanders where those people were getting their insurance.

**Reverend Sanders** answered the people are getting their insurance from their county they work in.

**Commissioner Zapotosky** asked Reverend Sanders if the insurance he pays for is only for the services he provides to the county.

**Reverend Sanders** answered yes and he has to have a commercial and a general liability policy, both at a million dollars.

**Commissioner Zapotosky** asked Reverend Sanders how long he was at the prison before the issue was recognized.

**Reverend Sanders** answered four or five years.

**Commissioner Zapotosky** asked Reverend Sanders if he had liability during those four or five years prior to.

**Reverend Sanders** answered he did not have it and the person before him did not have it either.

**Commissioner Zapotosky** said the controller reviewed the contract and felt there was a need to have coverage. He continued by saying he believes the county should be providing liability coverage but the law is still the law and the requirements are still the requirements. Commissioner Zapotosky asked the board if they want to re RFP this with any additional salary or insurance requirements.

**Sheriff Brownfield** stated he would make the recommendation to the board of commissioners.

**Commissioner Zimmerlink** stated the RFP still needs pulled because of unanswered questions.

**Commissioner Zapotosky** said the problem is Reverend Sanders has been coming to the meetings for three or four months now to receive a response and has had none. He continued by saying Reverend Sanders may be forced to suspend his services until clear direction is provided.

**Commissioner Zimmerlink** stated no one in the room knows what the terms of the contract or scope of work are so how can there be any recommendations.

**Reverend Sanders** said he has provided a description of his duties.

**Commissioner Zimmerlink** stated she is not just looking at services but all contracts awarded within the county. She continued by saying a RFP is done and a contract is awarded. Commissioner Zimmerlink stated when a vendor wants an increase (not written in the contract); another process needs to be conducted. She continued by saying any of the three commissioners can place on the agenda for the commissioners meeting to conduct another RFP but she is not going to do that today or at the next meeting because she doesn't know the terms.

**Reverend Sanders** said he had provided everything he could provide and was requested. He continued by saying he hopes the board will see his need, find it urgent, and make a proper discussion. Reverend Sanders stated in response to Commissioner Zapotosky's comment, he will not surrender what he does because he does it to help others and for what he believes in.

**Commissioner Zimmerlink** stated at the last meeting she asked for the information to be shared with the controller and than the board members before the next meeting.

**Reverend Sanders** stated he was told to bring the information to the meeting, he did what was asked of him with proficiency, and it took until yesterday to receive all the information he requested. He continued by saying he would appreciate the board expedite the process.

Approval of January 2013 Meeting Minutes:

**Moved by Commissioner Zapotosky, Seconded by Sheriff Brownfield, to Approve the January 2013 Meetings Minutes:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Chief Deputy Controller Wrona</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**

Approval of February 2013 Bills:

**Sheriff Brownfield** stated he needs approval of the February bills.

**Commissioner Zapotosky** asked if there was anything out of the norm.

**Business Manager Jack** answered everything was normal but the bills are a little high because they are being paid timely.

**Moved by Commissioner Zapotosky, Seconded by Sheriff Brownfield, to Approve the February 2013 Bills:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Chief Deputy Controller Wrona</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**

Population Report:

**Warden Miller** said there is a total of 242 inmates (206 Males and 36 females) housed in Fayette County Prison and a total of 44 inmates (35 Males and 9 Females) housed in Greene County Prison

**Sheriff Brownfield** asked if there are any prisoners were sent out of state.

**Warden Miller** answered not at this time.

**Commissioner Zapotosky** stated he spoke to the district attorney with concerns regarding Torrance and miscommunication involving inmates and court ordered assessment requirements. He continued by asking if it had been worked out.

**Warden Miller** answered yes. He continued by saying the paper work was sent to Torrance Sate Hospital but in the meantime some changes were made, the paper work now goes to the department of corrections, and they handle it from there.

**Commissioner Zapotosky** asked if the inmates in need of mental health care are receiving it.

**Warden Miller** answered yes, they should be receiving mental health evaluations by March 1<sup>st</sup>, and he spoke to the district attorney on this issue yesterday.

Adam Walsh Act:

**Warden Miller** stated the Megan's Law is now being called the Adam Walsh Act. He continued by saying he would like to clarify the act with adult probation but since they are not present he would like to clarify the act with the board.

**Commissioner Zimmerlink** said she has read all the e-mails and the Warden believes the procedure should be one way and adult probation and the courts believes it should be another. She continued by saying for Warden Miller to state his opinion and Deputy Court Administrator Lambie to state hers.

**Warden Miller** read act section 9799.19B1.

**Deputy Court Administrator Lambie** said when a person is incarcerated prior to December 20<sup>th</sup> it is the law that the institution register those people with the Megan's Law/Adam Walsh Act. She continued by saying the discrepancy is when a person is not registered, she knows of an inmate whose release date was December 1<sup>st</sup>, and he is still in prison because he is not registered.

**Commissioner Zapotosky** asked when the law went into effect.

**Warden Miller** answered December 20<sup>th</sup>. He continued by saying before it went into effect, there were three inmates who needed registered, and they are registered.

**Commissioner Zapotosky** stated anything prior to December 20<sup>th</sup> applies under Megan's Law and not the Adam Walsh Act. He continued by asking who would do the registration for the individuals who are incarcerated.

**Warden Miller** answered the prison would.

**Commissioner Zapotosky** asked what the problem is.

**Sheriff Brownfield** answered by saying he believes the problem arises like yesterday when a gentleman was to be sentenced, it was continued, two deputies were called in from the mountain to take him to the booking center, and the law says it has to be the probation office.

**Deputy Court Administrator Lambie** said adult probation does not have any jurisdiction to handle inmates.

**Sheriff Brownfield** stated adult probation is responsible to take the inmates to the booking center and the law states they are to take them to the booking center.

**Deputy Court Administrator Lambie** stated adult probation doesn't have the equipment.

**Sheriff Brownfield** said adult probation has more equipment than he does.

**Deputy Court Administrator Lambie** said adult probation does not have any authority to take an inmate from the jail into their own custody and down to the booking center.

**Sheriff Brownfield** asked how adult probation can take a person into custody, when the person has a probation violation, and into jail.

**Deputy Court Administrator Lambie** answered the person is not in custody.

**Officer Cocks** stated the issue is a person sentenced isn't in the custody of the probation officer; they are in custody of the courts. He continued by saying at that time the individual needs to be transported across the street to the booking center for registration, it can be done by either of the two, (which needs to be decided by the courts) the sheriff's department or the court room constable.

**Sheriff Brownfield** said he has no problem with his office doing it but when he only has four guys on the road and two of them are called in, it creates a problem.

**Warden Miller** stated there are 10 county prisons that do not do that.

**Commissioner Zimmerlink** said this is not a major issue; it is a policy and procedure. She continued by saying she does not care what the other counties are doing, she cares what the law says. Commissioner Zimmerlink stated a policy and procedure is going to be written and it's going to be very clear to who is exactly responsible for what.

Medical Commitments:

**Warden Miller** stated it was talked about at the last meeting why defendants brought to the prison were not being accepted when they had a medical issue.

**Ron** said his understanding of the issue is the medical staff tells the police they will not take a person because they do not want to. He continued by saying the only reason the medical would not accept a person is because of an urgent medical situation that would need seen at the emergency room.

**Sheriff Brownfield** stated the medical staff does not have someone there 24 hours a day.

**Ron** said there is no medical staff from 10:30pm to 6:00am.

**Sheriff Brownfield** stated that there is a non-medical person between those hours making medical decisions.

**Ron** confirmed yes, said there is a small training for the non-medical staff to recognize emergencies, but they are not a medical professional.

**Officer Cox** stated a difficult situation is when an individual is refused by the prison, taken to the hospital, refuses medical treatment, and signs out against medical advisement. He continued by asking what is the recourse, that is the major question he feels needs a solution. Officer Cox said he had to sit with a prisoner from 2am to 8am (when the warden got to work), so he would like to see a contact list to prevent the following from happening again.

**Ron** said there is a contact list at the prison for after hours.

**Commissioner Zimmerlink** confirmed there is a list and asked why they were not contacted.

**Officer Hicks** stated in the past an inmate will come to the desk and say their having shortness of breath and chest pains and if the inmate is not taken to the hospital, the prison could be liable. He continued by saying if a doctor is called on the list, he will be told by the doctor to take the inmate to the hospital.

**Commissioner Zimmerlink** said there is a list and to let the doctor make the decision.

**Officer Hicks** stated in the past years, it has been the policy that if someone has medical injury or illness, they are not to be emitted and sent to the hospital.

**Officer Cox** said he would like to know if he could contact a doctor when a person has no visible injuries, is refusing medical treatment, and has a small wound (that in his experience wouldn't need a stitch), to see if the person can remain at the prison until morning when the situation is figured out as long as the doctor is kept updated.

**Ron** stated a following situation is infrequent.

**Commissioner Zimmerlink** stated there should be a simple resolution which would be to contact a person on the list. She continued by saying there will be a meeting in the commissioner's room with the designated people to develop a checklist.

**Deputy Court Administrator Lambie** said the court asked for a copy of the prison policies and procedures to work on them and has yet to receive them and cannot work on them. She continued by saying if the court had been aware of the list, it could have prevented past issues.

**Commissioner Zimmerlink** stated she recalls Deputy Court Administrator Lambie requesting the prison policy and produces and was told she would receive it at the end of the week. She continued by asking if the Warden was not able to provide it.

**Warden Miller** said he thought he e-mailed the prison policies and procedures to Deputy Court Administrator Lambie.

**Commissioner Zimmerlink** stated there's going to be a meeting with her, any prison board member who would like to participate, Warden Miller, and Deputy Court Administrator Lambie. She continued by saying the meeting will be held today or tomorrow and the policy and procedure will be reviewed, read, and modified.

*Intake Evaluation Checklist:*

**Warden Miller** stated an organization checklist has been created for each inmate's file. He continued by saying it will contain page breaks, inmate commitment summary reports, classification, bond papers, charge papers, bench warrants, transport orders, department of corrections transfer information, court orders, notices, and parole orders. He continued by saying everything will be sectioned.

**Sheriff Brownfield** asked if new inmates were being photographed.

**Warden Miller** answered yes.

**Commissioner Zapotosky** asked if there is an inmate's admissions check list.

**Warden Miller Answered** yes.

Personnel:

**Human Resource Director Carnicella** said the board was aware of recruiting for three lieutenant positions. He continued by saying out of 19 applicants, 13 were qualified and scheduled for interviews, and 12 were actually interviewed. Human Resource Director Carnicella stated the interviews were held with Warden Miller, Deputy Warden Croftcheck, and himself. He continued by saying they have three recommendations. Human Resource Director Carnicella said to consider the promotion of full time Corrections Officer Joseph Barnes to the position of lieutenant effective April 08, 2013 at \$21.73 per hour.

**Commissioner Zimmerlink** asked Warden Miller if he agreed with Human Resource Director Carnicella's recommendation.

**Warden Miller** answered yes.

**Human Resource Director Carnicella** stated the recommendations were made by Warden Miller, Deputy Warden Croftcheck, and himself.

***Moved by Commissioner Zapotosky, Seconded by Sheriff Brownfield, to consider the promotion of full time Corrections Officer Joseph Barnes to the position of lieutenant effective April 08, 2013 at \$21.73 per hour:***

**Sheriff Brownfield** asked why they were not starting until April 8<sup>th</sup>.

**Warden Miller** answered it is because of supervisory training.

**Human Resource Director Carnicella** said all lieutenants will be attending the supervisory training.

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Chief Deputy Controller Wrona</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

***Motion Passed Unanimously***

**Human Resource Director Carnicella** stated Nickolas Covert is a part-time corrections officer, this would be a promotion, they are very confident in him, is 120 certified, and has outside supervisory experience.

**Commissioner Zimmerlink** asked how long he has been working at the prison.

**Human Resource Director Carnicella** answered one year.

**Commissioner Zapotosky** asked how he went from part-time to lieutenant.

**Human Resource Director Carnicella** answered he show signs of being a good supervisor.

**Commissioner Zapotosky** asked about his experience.

**Human Resource Director Carnicella** answered Warden Miller and Deputy Warden Croftcheck knows of him being placed in situations and handled them when Sr. officers could not.

**Warden Miller** said they all feel Nickolas Covert has the ability to be an excellent supervisor.

**District Attorney Heneks** entered the meeting.

**Commissioner Zapotosky** asked Human Resource Director Carnicella to elaborate on Nickolas Covert's supervisory experience.

**Human Resource Director Carnicella** answered Nickolas Covert was a supervisor at a restaurant where he managed staff.

**Commissioner Zimmerlink** asked how many applicants were full time internal employees and how many were interviewed.

**Human Resource Director Carnicella** answered there were five applicants and four were interviewed.

**Commissioner Zimmerlink** asked how many applicants were part time internal employees and how many were interviewed.

**Human Resource Director Carnicella** answered there were five applicants and three were interviewed.

**Commissioner Zimmerlink** asked how many external applicants and how many were interviewed.

**Human Resource Director Carnicella** answered there were seven external applicants and four were interviewed.

**Commissioner Zimmerlink** asked how much experience the person had who was just hired.

**Human Resource Director Carnicella** answered he had seven years total and two of those years he was a shift commander.

**Commissioner Zimmerlink** asked Human Resource Director Carnicella who was the third recommendation or the experience the individual has.

**Human Resource Director Carnicella** answered the individual has 11 years experience at SEI Fayette Green (including experience as a lieutenant in) and has retired. He continued by saying to consider hiring John Lenkey as a lieutenant at \$21.73 per hour effective April 08, 2013.

Sheriff Brownfield asked if background checks were conducted.

**Human Resource Director Carnicella** answered yes and said he understands Nickolas Covert does not have much experience but Warden Miller and Deputy Warden Croftcheck are confident in his ability.

**Moved by Commissioner Zapotosky, Seconded by District Attorney Heneks, to consider hiring John Lenkey as a lieutenant at \$21.73 per hour effective April 08, 2013:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Chief Deputy Controller Wrona</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Abstain</b>
<b>District Attorney Heneks</b>	-	<b>Aye</b>

**Motion Passed 4 - 0**

**Human Resource Director Carnicella** would like to call an executive session for more discussion on additional candidates.

**Commissioner Zapotosky** stated the prison board did not sit in on the interviews so he doesn't know if an executive session would help the board analyze applicants.

**Commissioner Zimmerlink** asked who the next candidate would be.

**Human Resource Director Carnicella** answered yes corrections officer Josh Smith. He continued by saying Josh Smith has been a full time corrections officer for six years, two years as a shift commander.

**Commissioner Zimmerlink** asked Warden Miller if he and Deputy Warden had recommended Josh Smith.

**Warden Miller** answered yes.

**Commissioner Zapotosky** asked why Josh Smith didn't meet the criteria to be in the top three.

**Human Resource Director Carnicella** answered it was strongly believed by Warden Miller and Deputy Warden that Nickolas Covert would be a good lieutenant with supervisory training and the ability he has shown in the quick amount of time.

**Commissioner Zimmerlink** asked Human Resource Director Carnicella if there is a probationary period.

**Human Resource Director Carnicella** answered 90 days.

**Moved by Commissioner Zapotosky, Seconded by Sheriff Brownfield, to consider hiring Josh Smith at \$21.73 per hour effective April 08, 2013:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Chief Deputy Controller Wrona</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**

**Human Resource Director Carnicella** stated he has one matter for an executive session, an update on a grievance matter that was discussed at the last prison board meeting.

**Commissioner Zimmerlink** asked Human Resource Director Carnicella if a discussion is needed after the executive session.

**Human Resource Director Carnicella** answered only an update now but a discussion maybe needed at a later time.

*Executive Session 10:38am:*

**Moved by Commissioner Zapotosky, Seconded by Commissioner Zimmerlink, to Enter Into an Executive Session:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Controller Lally</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**

*Regular Session 10:54am:*

**Moved by Sheriff Brownfield, Seconded by Commissioner Zimmerlink, to Return to Regular Session:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Controller Lally</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**

**Commissioner Zimmerlink** said the only discussed in the executive session was an update on a grievance.

**Sheriff Brownfield** stated no discussions were made.

*Court Administrator:*

**Deputy Court Administrator Lambie** said one thing discussed at the CJAB meeting was video conferencing needing scheduled twice a week and Mike DeFino (president of the Magistrate District Judges Association) had sent a letter to Warden Miller about having the conferences on Mondays and Thursdays from 9 to 12. She continued by saying also in the letter it ask for detainers to start being used to detain people on summery warrants so the warrants can be dealt with, within the mandatory 72 hours. Deputy Court Administrator Lambie stated Judge Wagner told her to get it done because the court is really frustrated with the 7,000 outstanding warrants with summaries and the warrants will be served around the clock. She continued by saying she is working with Dave, Captain Rutter, Chief Cox, and two Magistrate District Judges to come up with some policies and procedures. Deputy Court Administrator Lambie said the Magistrate District Judges can not issue detainers because it is not in their state system but they do have warrants and by law they can commit to the jail on their warrant which hasn't been done in the county unless they fail to post collateral. She continued by saying once the procedure is in place, they will be committed on collateral on those warrants. Deputy Court Administrator Lambie stated they are trying to work out a procedure where they will be held at the booking center for a certain amount of time, so they can post collateral, and are not brought to the prison.

**Sheriff Brownfield** stated they used to give you one day for every \$10.00.

**Deputy Court Administrator Lambie** said it is \$40.00. She continued by saying many warrants are not served because the constables can not get to the Magistrate District Judge on call that night. Deputy Court Administrator Lambie stated that will change because on the warrants you can put what the collateral is so they can post the collateral anytime at the booking center and if they don't post the collateral they will be put in prison on the collateral. She continued by saying video conferencing on Mondays and Thursdays so it rather than later when necessary and judges can use video instead of transporting. She continued by saying if a police officer pulls someone over for a traffic violation and the person has a warrant, the police can't serve the warrant because the prison won't take them without it. Deputy Court Administrator Lambie said the judge wants a policy in place so the Warden knows when the warrant is out and the person is picked up instead of being released.

**Commissioner Zapotosky** asked Deputy Court Administrator Lambie why there is such a back log.

**Deputy Court Administrator Lambie** answered the warrants could not be served because the prison would not take people in on just a summary warrant and the Magistrate District Judges would have to come out to set collateral on those.

**Warden Miller** stated the Magistrate District Judges do everything to extend the payments.

**Deputy Court Administrator Lambie** said that's what is being worked on, not everything is in place, issues are being worked out, but she wanted to bring it to the board because there will be a influx to the prison if someone can not post collateral.

**Commissioner Zimmerlink** stated another thing is the status of following through with the recommendation of the national institute operation assessment, which was given to everyone in August 2012. She continues by asking if anything has been implemented.

**Warden Miller** said it is still being reviewed as well as the Berks County policies and nothing has been implemented.

**Commissioner Zimmerlink** stated she would like to have a meeting today at 1pm to review the policies and procedures as well as following through with the recommendations of the NIC. She continued by asking Warden Miller if himself or Deputy Warden Croftcheck, Deputy Court Administrator Lambie.

**Warden Miller** answered yes

**Deputy Court Administrator Lambie** answered yes.

Public Comment:

**Officer Hicks** had concerns in regards to the pension board.

**Commissioner Zimmerlink** stated Officer Hicks's concerns need to be addressed at the next pension board meeting and will be put the pension board meeting agenda.

Adjournment:

**Moved by Sheriff Brownfield, Seconded by Commissioner Zimmerlink, to Adjourn the Meeting:**

<b>Sheriff Brownfield</b>	-	<b>Aye</b>
<b>Controller Lally</b>	-	<b>Aye</b>
<b>Commissioner Ambrosini</b>	-	<b>Absent</b>
<b>Commissioner Zapotosky</b>	-	<b>Aye</b>
<b>Commissioner Zimmerlink</b>	-	<b>Aye</b>
<b>District Attorney Heneks</b>	-	<b>Absent</b>

**Motion Passed Unanimously**