

Call to Order:

A meeting of the Fayette County Prison Board was called to order on Wednesday, May 30, 2012 at 9:15am in Fayette County Commissioners Conference Room, Pennsylvania 15401 by Sheriff Gary Brownfield.

Roll Call:

The Following Members were Present at the Time of Roll Call:

Sheriff Gary Brownfield, Commissioner Alfred F. Ambrosini, Commissioner Zapotosky, Controller Sean Lally, and District Attorney Jack Heneks.

The Following Member was Present after Roll:

Commissioner Zimmerlink.

Others in Attendance:

Warden Brian Miller, Human Resource Director Dominick Carnicella, Liz Zemba of the Tribune Review, and Jennifer Harr of the Herald Standard.

Moment of Silence

Pledge of Allegiance

Public Comment:

None

Approval of April 2012 Meeting Minutes:

Moved by Controller Lally, Seconded by Commissioner Zapotosky, and to Approve the March

2012 Meetings Minutes:

Sheriff Brownfield	-	Aye
Controller Lally	-	Aye
Commissioner Ambrosini	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Absent
District Attorney Heneks	-	Aye

Motion passed unanimously

Approval of May 2012 Bills:

Moved by Commissioner Zapotosky, Seconded by Controller Lally, to Approve the May 2012

Bills:

Sheriff Brownfield	-	Aye
Controller Lally	-	Aye
Commissioner Ambrosini	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Absent
District Attorney Heneks	-	Aye

Motion passed unanimously

Population Report:

Warden Miller reported a total of 267 inmates (245 Males and 22 females) in the county and a total of 13 inmates (1 Males and 12 Females) housed in Greene County.

Discussion Prison Business Manager:

Commissioner Ambrosini stated the reason for the business manager position is to remedy the issues with the financial control situation at the prison. He continued by saying with networking with CCAP that Berks County Prison would provide their assistance with a meeting that was set up by Warden Miller. Berks County came and presented all their updated procedures (financial controls, standard operating practices, and inmates account manual) which saved the county at least \$200,000 in fees and 12 to 18 months in time. Since the meeting, Commissioner Ambrosini stated he sent out thank you letters to Berks County Commissioners, Warden, Deputy Warden, and Business Manager for their assistance and generously. He continued by saying Human Resource Director Carnicella released an advertisement for the position of business manager of the prison which will soon lead to interviews so someone can begin quickly.

Resource Director Carnicella said that there were 32 applicants as of Friday and out of the top applicants, 4 were external and 1 was internal.

Controller Lally asked what the time frame will be for the interviews on the applicants.

Resource Director Carnicella answered by saying the interviews will be taking place in the next couple of weeks.

Commissioner Zapotosky asked if there would be background and drug testing done on the applicants.

Resource Director Carnicella answered yes.

Sheriff Brownfield stated the Fayette County Courthouse received about an \$80,000 X-Ray machine for free thanks to Commissioner Ambrosini

Personnel:

Warden Miller requested to go into an executive session for possible disciplinary actions against two corrections officers in two different instances.

Executive Session:

Moved by Controller Lally, Seconded by Commissioner Ambrosini, to enter into an executive session:

Sheriff Brownfield	-	Aye
Controller Lally	-	Aye
Commissioner Ambrosini	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Aye
District Attorney Heneks	-	Aye

Motion passed unanimously

Executive Session Ended

Regular Session Continued at 10:10am

Sheriff Brownfield stated that in the executive session, possible disciplinary actions were discussed but no actions were made.

Commissioner Zimmerlink said direction was given to Warden Miller on disciplinary action.

Agreement between NIC and Fayette County

Commissioner Zimmerlink said there is a program called the National Institute of Corrections who provide technical assistance. She continued by saying the Fayette County would have to approve entering into an agreement NIC and the steps for that process would be a letter of request for technical assistance, the letter to be signed by the Warden and the Chairman of the prison board, review the request of assigned staff, they will contact the warden or whomever is the designee, they will give a list of representatives and staff for the Prison Board to go through, schedule an onsite meeting (before the onsite visit can occur, a list of items that will have to be provided to NIC), and then they would come back to a prison board meeting and provide their written recommendations. Commissioner stated NIC turnaround time is usually a 30 day period but that depends on the working relationship between the warden, NIC, and anyone else who is responsible for providing information (30 days is from the time they do their onsite, 90 days is completed services). She continued by saying she wrote a draft letter to send to NIC.

Moved by Commissioner Zimmerlink, Seconded by Commissioner Ambrosini, to enter into a no fee services between Fayette County and the National Institute of Corrections:

Sheriff Brownfield	-	Aye
Controller Lally	-	Aye
Commissioner Ambrosini	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Aye
District Attorney Heneks	-	Aye

Motion passed unanimously

Public Comment:

Commissioner Ambrosini stated the following he would like to be put on next month's agenda: building code issues, no juvenile section, no capabilities to rehabilitate inmates, no adequate mental health capabilities, and hardly any female inmate capability. He continued he will develop a plan to discuss the following with the stakeholders: information collection plan, root problem identification process, solution planning.

Commissioner Zimmerlink said CJAB Criminal Justice Advisory Board discusses a lot of the following issues at their meeting.

Adjournment:

Moved by District Attorney Heneks, Seconded By Commissioner Ambrosini, to Adjourn the Meeting:

Sheriff Brownfield	-	Aye
Controller Lally	-	Aye
Commissioner Ambrosini	-	Aye
District Attorney Heneks	-	Aye
Commissioner Zapotosky	-	Aye
Commissioner Zimmerlink	-	Aye

Motion passed unanimously