

March 22, 2011

A meeting of the Prison Board was held on Wednesday February 23, 2011 at 9:00 A.M. in the Conference room of the Fayette County Commissioners Office, Fayette County, Uniontown, PA

Roll call was done and the following members were present:

**Sheriff Gary Brownfield
Commissioner Vince Zapotosky
Commissioner Angela Zimmerlink
Controller Sean Lally**

Others in Attendance:

**Warden Brian Miller
Dominick Carnicella, Felice & Associates**

Coming In during the meeting:

Commissioner Vincent A Vicites

Absent from the meeting:

District Attorney Jack Heneks

Motion made by Controller Sean Lally and seconded by Commissioner Angela M Zimmerlink to approve the January 2010 minutes.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes

Motion Carried Unanimously

Motion made by Commissioner Angela M. Zimmerlink and seconded by Controller Sean Lally to pay the February, 2010 bills

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes

Motion Carried Unanimously

Population Report: There are 271 inmates with 2 Females and 2 Males in Greene County.

A discussion was held at the Controllers request regarding the accounts of the prison, the auditors went back over as a follow up from the audit and a lot of things were positive such as the reconciliation of the bank accounts. An item of concern is the 212 stale dated checks. Sheriff Brownfield is making the statement that he believes the money must be made available incase someone comes to claim it. The Controllers office made the recommendation to add the Warden onto the account in the Prison. Chaplin Sanders has been taken care off he is now a 1099 subcontract employee. One issue is the Vending machine revenue which is now going into the general fund. The Prison board agreed that the monies stay within the General fund. There is \$15,000.00 in checks that have not been deposited from inmate commissions on commissary and phone, this money is used to pay for items for the inmates. A fund needs to be set up with regards to this and per Sam Lynch it should be itemized and categorized within the General fund for accountability. The controller is also suggesting that the utility bills come into the controller's office instead of going to the prison first. We also need to analyze the duties of the Prisons office due to the new accounting methods being installed in the prison. According to Warden Miller, checks should be escheated by Friday.

The Warden also spoke with GTL with regards to the Computer System. He reviewed the proposal for the software and hardware for the new system. Kebin reviewed the Computer lists and stated they are okay. They are offering 2 different options, and the County's only obligation is to stay in the contract and have the equipment installed. The new system offers the capability of recording the phone calls and also the Debit Card system for the inmates for tracking purposes.

Motion made by Controller Sean Lally and seconded by Commissioner Vicites is to go into Executive Session for Disciplinary action.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vincent A Vicites	yes

Motion Carried Unanimously

Sheriff Brownfield states that we are now back into session with some disciplinary actions that were discussed.

Motion made by Commissioner Vincent A Vicites and seconded by Commissioner Angela M Zimmerlink to promote Jonetta Hillard from Corrections Officer to Lieutenant effective February 28, 2011 at a rate of \$19.29 per hour.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	not in meeting
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vincent A Vicites	yes

Motion Carried Unanimously

Motion made by Commissioner Vincent A Vicites and seconded by Commissioner Angela M Zimmerlink to promote Thomas Hoffman from Part Time Corrections Officer to Full Time Corrections Officer effective February 28, 2011 at a rate of \$14.29 per hour.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vincent A Vicites	yes

Motion Carried Unanimously

Motion made by Commissioner Angela M Zimmerlink and seconded by Controller Sean Lally to promote Kimberly Yodanza from part time corrections officer to full time Corrections officer at \$14.29 per hour effective February 28, 2011

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vincent A Vicites	yes

Motion Carried Unanimously

Public Comments:

Dan Campbell would like to speak to the board about his grievance he placed and would like to go into an executive session.

Mr. Hicks is speaking about the part times people hired who were not on the payroll because there paperwork was not turned in.

Dominick Carnicella stated that they were informed by Warden Miller to go to Human Resources to fill out their paperwork.

Commissioner Zimmerlink stated that no one should start work unless their paperwork is done first. They are not employees unless their paperwork is done first.

Sheriff Brownfield stated that there are two deputy wardens and you should make sure that one of them takes the new hires over for their paper work before they are on the cell block.

Mr. Hicks is speaking about grievances that are still in the process of being worked out.

Dominick Carnicella is stating there was a meeting last week and discussions took place with regards to this matter and still continue to hold meetings.

One grievance is regard cleaning supplies and receiving ample supplies.

Warden Miller states they are given rubber gloves, but when he finds 5000 rubber gloves in the sewer and the sewage authority comes over screaming at him about the sewage problems. Then he has to take measures to make sure these problems don't continue.

Dominick Carnicella states that the grievance is in the third step which is discussing the matters.

Mr. Hicks states that the guards are not getting enough cleaning supplies.

Warden Miller stated that we are in the process of discussions on the supplies and how to handle the situation. In the meantime, he informed the officers that whatever cleaning supplies were needed to put a note in his box and he will review and distribute what is necessary. Tools such as brooms, buckets, mops will be kept under key because no one can account for them.

Mr. Hicks is speaking about the lunch procedures and coolers.

Dominick Carnicella, states that the food that is being brought in to the back of the prison is a security problem. For now due to security reasons if a lunch is brought in it can be ate in the break room but not on post. Guards get two (15) minute breaks.

Warden Miller is concerned about the contraband issues, and right now the canteen offers meals for the shift. And at most prisons you eat what is offered you do not bring in meals to eat for security purposes.

Mr. Hicks is now speaking about the officer's shower. The guards have things thrown on them from time to time. He does not want the shower up front which used to be the prisoners shower. He wants a proper shower placed in the prison for the guards.

Warden Miller states there is a shower there for them to use.

Commissioner Zapotosky states that he will go over and take a look.

Mr. Hicks is now speaking of the Pop machine revenue.

Dan Campbell is now asking for an executive session.

Motion made by Controller Sean Lally and seconded by Commissioner Angela M Zimmerlink to go into an executive session.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vincent A Vicites	yes

Motion Carried Unanimously

Sheriff Gary Brownfield is stating that we are now back from executive session and during the session the board heard the issue of a grievance.

Public Comment Period

Motion made by Commissioner Vince Zapotosky and seconded by Commissioner Angela M Zimmerlink to adjourn meeting.

On the Roll Call vote was:

Sheriff Gary Brownfield	yes
Commissioner Vince Zapotosky	yes
Commissioner Angela Zimmerlink	yes
Controller Sean Lally	yes
Commissioner Vince Vicites	yes

Motion Carried Unanimously

Meeting Adjourned

hjs