



Prison Board
Anthony Shea, President
Katie Charlton, Vice President
Tammie Gaff, Secretary

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

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County Jail
COUNTY OF ARMSTRONG

January 8, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, January 8th, 2026 at 8:30am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, and Controller Gaff

Others Present: Warden Hicks, Solicitor Miller, Chrissy Creel (Jail)

Absent: Judge McClister, District Attorney Charlton, Sheriff Pitzer

Guests: A.J. Panian (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

AMENDMENT TO AGENDA

Warden Hicks asked to make one change by adding one item to New Business.

On a motion by Commissioner Strate, seconded by Controller Gaff and carried unanimously; to amend the agenda by adding the following item for discussion under New Business:

- 4. – Psych Insurance Invoice

REORGANIZATION OF THE PRISON BOARD

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; to keep Commissioner Shea as president, District Attorney Charlton as vice-president, and Tammie Gaff as secretary in 2026.

2026 Prison Board

President – Commissioner Shea
Vice President – District Attorney Charlton
Secretary – Controller Gaff

APPROVAL OF DECEMBER 11th, 2025 MINUTES

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; the Prison Board minutes for December 11th, 2025 were approved.

APPROVAL OF DECEMBER 2025 FINANCIAL REPORT

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; the financial report for December 2025 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Commissioner Fabian, seconded by Commissioner Strate and carried unanimously; the Warden's report for December 2025 was approved.

OLD BUSINESS

1. **Siren tested on January 8th, 2026**
2. **DEP Outside Leak - Update** – Warden Hicks stated the tank was filled with 900 gallons of diesel fuel. Hicks stated that the Jail is in the process of having the tank recertified from a 1,000-gallon tank to a 3,000-gallon tank due it being originally certified as 1,000 gallons by mistake. Hicks also stated that a REP (Remedial Action Plan) will be resubmitted soon for the cleanup. Hicks stated the insurance is now paid and up to date.
3. **PAWsitive Changes - Update** - Warden Hicks stated she has received a very positive update on the very first dog, Luna (now named Hazel), that started the program. Hicks stated it has been a year since she was adopted. Hicks also stated that her new family reports that she is doing fantastic is very spoiled and loved. Hicks stated that the current dog, Bear, has graduated the program and is waiting for adoption

NEW BUSINESS

1. **Staff Trainings** – Warden Hicks stated that no officers were sent to the Indiana County D.O.C. training academy due to the holidays. Hicks stated that defensive tactics training has been completed by all staff.
2. **Solicitor Invoice** – Warden Hicks stated there was no invoice submitted for today's meeting.

3. Policy Updates – 1-82b and 1-70 - Warden Hicks updated two policies.

On a motion by Controller Gaff, seconded by Commissioner Fabian and carried unanimously; to approve the updated policies – 1-82b and 1-70.

4. Psych Insurance Invoice – Warden Hicks stated Dr. Jacobson’s renewal insurance liability policy is \$21,662.00 for 2026. Hicks stated that this is an increase from \$17,247.50 in 2025. Hicks stated that this is strictly for inmates and is paid out of the Inmate Relief Fund.

On a motion by Commissioner Strate, seconded by Commissioner Fabian and carried unanimously; to pay Dr. Jacobson’s insurance liability policy that totals \$21,662.00 out of the Inmate Relief Fund.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 9:16am for personnel issues; motioned by Controller Gaff, seconded by Commissioner Strate and carried unanimously.

The Board reconvened from executive session at 9:33am; motioned by Controller Gaff, seconded by Commissioner Strate and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Controller Gaff, seconded by Commissioner Strate and carried unanimously; to adjourn at 9:34am.

The next Armstrong County Prison Board meeting will be held on March 12th, 2026 at 8:30am in the Jail’s conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary