



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

Pat Fabian
John Strate
Chase McClister
Frank Pitzer

Jessica M. Hicks, Warden

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County Jail
COUNTY OF ARMSTRONG

August 13, 2026

ARMSTRONG COUNTY PRISON BOARD

A meeting of the Armstrong County Prison Board was called to order on Thursday, August 13th, 2026 at 8:36am. Meeting held in the Jail's conference room.

Members Present: Commissioner Shea, Commissioner Fabian, Commissioner Strate, Judge McClister, District Attorney Charlton, Controller Gaff

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

Absent: Sheriff Pitzer

Guests: Dennis Phillips (Leader Times)

Commissioner Shea announced that this meeting was being recorded.

APPROVAL OF JULY 9th, 2026 MINUTES

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously; the Prison Board minutes for July 9th, 2026 were approved.

APPROVAL OF JULY 2026 FINANCIAL REPORT

On a motion by District Attorney Charlton, seconded by Judge McClister and carried unanimously; the financial report for July 2026 was approved.

WARDEN'S REPORT

The Warden's Report was presented by Warden Hicks.

On a motion by Controller Gaff, seconded by District Attorney Charlton and carried unanimously; the Warden's report for July 2026 was approved.

OLD BUSINESS

1. **Siren tested on August 13th, 2026**
2. **Maintenance Sub-Committee - Update** – Warden Hicks stated that twenty-three fans have been installed but are in alarm mode and not functioning. Hicks stated that Roger (County Maintenance) is working on getting Chesapeake Controls to come and fix them.
3. **PAWsitive Changes – Update** - Warden Hicks stated that Mac has graduated but left to have hip surgery. Hicks stated he was placed into a foster home for his recovery. Hicks stated Mac will then have to have the other hip surgery done soon. Hicks stated there is a new dog, Dominick, who is an Australian Cattle / Blue Healer mix. Hicks stated Dominick is on his third week.

NEW BUSINESS

1. **Staff Trainings** - Hicks stated that two officers and a lieutenant are currently at the Indiana County D.O.C. training academy. Hicks stated there will be only one more officer sent for the full course the rest of the year due to staffing issues. Hicks stated there will be one officer attending the two-day firearms training, only needing that part to become D.O.C. certified. Hicks stated that Act-47 – pregnant females, trauma informed care, Narcan, hospital transports & handling of lock-up inmates at the hospital trainings will be scheduled for next month.
2. **Prison Board Solicitor – Invoice** – Warden Hicks stated there was one invoice totaling \$675.00.

On a motion by District Attorney Charlton, seconded by Controller Gaff and carried unanimously; to approve the Solicitor's invoice totaling \$675.00.

3. **Staff Recognition** – Warden Hicks did three recognition letters for staff members.
 - Lt. Heather Smail – recognized for going above and beyond in preparing for the state inspection on her own time.
 - Lt. Ashley Miller – recognized for finding suspected drugs last month in an inmate's cell and on two different inmate's property.
 - Officer Brosius – recognized for finding suspected drugs in the dayroom last month.
4. **Pump Man** – Warden Hicks stated that after the motor had been replaced on the grinder pump, the blades were seized up. Hicks stated JWC Environmental gave a quote for parts and equipment totaling \$18,447.46. PumpMan gave an installation quote of \$4,243.00. Warden Hicks would like to pay these out the Inmate Relief Fund.

On a motion by Commissioner Fabian, seconded by Controller Gaff and carried unanimously; to pay both invoices out of the Inmate Relief Fund (IRF).

5. **RFP – Phone/Tablets/Visits** – Warden Hicks stated the Jail's contract with ICS is almost up and she would like to put out a request for proposal (RFP) for the phone / tablets / visits and add mail this time. The Board agreed for Hicks to submit the RFP to Karen in the Commissioner's office to review before advertising.

District Attorney Charlton added that she has had a couple requests by the Public Defender's office to be able to do some sort of video chat with the inmates to save time and transports. Warden Hicks was asked to inquire if there is any way to do this and still respect attorney-client privileges.

6. **Keefe – Full Audit** – Warden Hicks stated Keefe did a full audit on the inmate's accounts and found some minor discrepancies that will need corrected. Warden Hicks stated to Controller Gaff that the Deputy Warden will be calling her to go over these.
7. **Continue Contracts** – Warden Hicks stated that Nutrition, Inc. contacted her about sending over a new contract. Hicks stated she has not received it yet to know the increases in meals. Hicks also mentioned that the West Law contract is due to renew soon as well. Hicks stated she was hoping to get the West Law subscription included in the RFP involving the phones, tablets, and visits to save approximately \$10,000 per year.

EXECUTIVE SESSION

Commissioner Shea called for an executive session at 8:59am for personnel issues; motioned by District Attorney Charlton, seconded by Controller Gaff and carried unanimously.

The Board reconvened from executive session at 9:22am; motioned by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, it was motioned by Commissioner Fabian, seconded by District Attorney Charlton and carried unanimously; to adjourn at 9:23am.

The next Armstrong County Prison Board meeting will be held on September 10th, 2026 at 8:30am in the Jail's conference room.

ARMSTRONG COUNTY PRISON BOARD


Controller Gaff, Secretary