



BLAIR COUNTY PRISON BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141 Hollidaysburg, PA 16648

Reconvened Blair County Prison Board Meeting of March 20, 2018 at 9:00 AM at the Blair County Courthouse in the Commissioners' Meeting Room

Board Members in Attendance:

Commissioner Beam, Controller Stickel,
Commissioner Tomassetti, Sheriff Ott, Judge
Milliron, District Attorney Consiglio

Board Members not in Attendance:

Commissioner Erb

Quorum: Present

Non-Board Members in Attendance:

Deputy Warden Garner, Deputy Warden Tate,
Helen Schmitt

Primecare Representatives in Attendance:

None

AFSCME: None

Prison Society Members in Attendance:

None

Media in Attendance: None

TODAY'S MEETING WAS RECONVENED FROM THE MEETING RECESSED ON MARCH 15, 2018

Call to Order: Judge Milliron called the meeting to order.

We still have not heard if and when Secretary Wetzel will be available to present the report.

Call for Public Comment: Judge Milliron called for public comment on the subject of the Warden position that was added to the agenda. There was no comment at this time.

Warden's Position: A motion was made by Commissioner Tomassetti, seconded by Sheriff Ott, and unanimously carried that the attached salary and job description for the Warden position be approved to move on to the Salary Board Meeting on March 22, 2018. (See pages 3-7)

Executive Session: The board went into executive session for the purpose of discussing personnel discipline.

Executive Session Adjourned: Upon withdrawal from Executive Session there was discussion about the hiring of a Temporary Acting Warden, pending the hiring of a permanent Warden. Acting Warden Marsh had advised Judge Milliron that he received a promotion from the Department of Corrections. He had been named superintendent of the state correctional institution at Benner Pike and that he must end his position with Blair County by the end of this week. Judge Milliron indicated he had spoken with former Blair County Sheriff Mitch Cooper about assuming the position of Temporary

Meeting of March 20, 2018 continued. . .

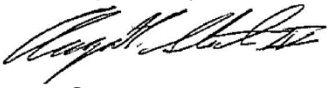
Acting Warden. Mitch Cooper told the judge he was willing to take on the position. The prison board members in attendance thought this was a good idea.

Acting Warden Contract: After discussion, a motion was made by Sheriff Ott, seconded by Controller Stickel, and unanimously carried that the temporary Acting Warden position was approved to replace Acting Warden Marsh, pending the hire of a Warden, with the days of service not to exceed 90 and the salary of \$18,750.00. Former Sheriff Mitch Cooper will be hired for this position.

Adjournment: Judge Milliron adjourned the meeting, having no other business to discuss.

Next Meeting: April 19, 2018 at 8:30 AM in the Commissioners' Meeting Room

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Angela Ott", is written over the typed name "Secretary".

Secretary



JOB DESCRIPTION

Blair County
Hollidaysburg, PA

Job Title: Warden
Reports to: Blair County Prison Board

Job Description #
Effective: March 22, 2018

Status: Full-Time
Classification: Exempt

Starting Wage:
\$2884.62 to \$3269.24 biweekly
\$75,000.12 to \$85,000.24 annual

Position Summary:

Performs managerial functions associated with directing overall operations and activities of the Blair County Prison, including policy and procedure enforcement, budget, planning, inmate custody and control, records management, and treatment programs.

Essential Duties:

1. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; reviews performance appraisals prepared by staff members.
2. Coordinates facility work activities; organizes and prioritizes department workload; analyzes staffing requirements; reviews and/or makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.
3. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
4. Ensures facility compliance with labor contracts and labor laws; participates in labor-management meetings; reviews and evaluates union grievances.
5. Ensure adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
6. Ensures facility maintains compliance to Department of Corrections Title 47 requirements.
7. Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.
8. Consults with Prison Board and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice and/or direction.
9. Develops, reviews, updates, and implements policies and procedures for the facility.
10. Develops and implements long- and short-term goals for the facility.
11. Creates documents that are used in the institution (e.g., key logs, docket sheets, tool inventory, training records, JNET logs).
12. Develops and implements operating, capital, and revenue budgets for the facility; monitors expenditures.
13. Develops requests for proposal; monitors compliance with contracts.
14. Monitors facility compliance inspections; monitors quality of food services.
15. Reviews and responds to inmate grievances and appeals. Monitors disciplinary actions.
16. Monitors inmate and staff assaults; authorizes and evaluates use of force. Initiates investigations as needed.

17. Ensures staff receive pre-service, in-service, and ongoing training.
18. Interacts with and maintains relationship with media. Interacts with and maintains relationship with outside law enforcement agencies. Interacts with and maintains relationships with Pennsylvania Prison Society and NAACP.
19. Compiles various administrative and statistical data pertaining to facility operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.
20. Prepares or completes various forms, reports, correspondence, Prison Board reports, budgets, fiscal reports, statistical analyses, budget justifications, response to inspection reports, or other documents.
21. Receives various forms, reports, correspondence, logs, inmate appeals, disciplinary reports, incident reports, misconduct reports, shift information sheets, administrative segregation forms, extraordinary occurrence reports, inmate population reports, inmate request slips, medical reports, seniority reports, attendance reports, leave forms, time cards, meeting minutes, financial reports, contracts, blueprints, policies, procedures, rules, regulations, standards, handbooks, union contracts, manuals, trade magazines, bulletins, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
22. Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, e-mail, or other software programs.
23. Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to request for service or assistance.
24. Communicates with Prison Board members, commissioners, County officials, employees, inmates, and other departments, correctional facility personnel, law enforcement personnel, criminal justice agencies, probation staff, court officials, vendors, contractors, medical personnel, school officials, family members, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems and/or give/receive advice/direction.
25. Attends meetings; serves on committees as needed; makes speeches or presentations.
26. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
27. Works predominantly in Blair County Prison. May travel to other County properties and, occasionally, outside of county. Maintains regular, consistent presence at work site(s).
28. Works long hours, possibly across all shifts, on-call, or on an as-needed basis that may result in working up to 16 hours consecutively.
29. Performs other related duties as assigned or directed.

Requirements:

1. Holds associate's degree or 60 college credits in criminal justice, public administration, behavioral sciences or closely related field OR equivalent of previous experience and/or training that includes progressively responsible levels of correctional management OR

any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for the essential functions of the job.

2. Minimum of seven years' supervisory experience in corrections
3. Successful completion of Pennsylvania Department of Corrections Approved Basic Training Program
4. Moderate computer literacy
5. Basic mathematical skills sufficient to add, subtract, multiple, and divide
6. Proficient interpersonal relations and communications skills in order to effectively interact with varied personalities
7. Fluency in English sufficient to read, write, and communicate
8. Complies with applicable laws; established practices, policies, and procedures of Blair County Prison; collective bargaining agreement; and/or County of Blair Employee Handbook.

Skills and Abilities:

1. Initiative and problem solving
2. Organizational skills
3. Proofreading abilities
4. Recognizes and maintains confidentiality.
5. Accuracy and attention to detail
6. Ability to follow oral and written direction
7. Ability to provide clear direction to subordinates
8. Ability to make decisions based on precedents and/or regulations, and to apply either to work issues
9. Maintains positive interactions with supervisors, subordinates, inmates, law enforcement agencies, peers, and the public.

Physical Requirements and Work Environment:

1. Sustains regular exposure to unpredictable conditions.
2. Hearing and speaking
3. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reads computer monitor for long periods of time.
4. Manual dexterity to perform data entry, filing, handwriting, and typing
5. Sits, stands, and walks for extended period of time (several hours at a time), interrupted by need to bend, climb and descend stairs, crouch, push, pull, reach, stoop, and twist.
6. Occasional physical effort when justified to restrain and subdue inmates
7. Understands and practices universal precautions as related to infectious diseases
8. Works indoors in limited work space with adequate temperatures, ventilation, and lighting.
9. Mobility required among County properties
10. Normal indoor exposure to dust and dirt
11. Normal exposure to noise

12. Works long hours, possibly across all three shift, which could result in the need to work up to 16 hours consecutively.

Special Needs:

1. Valid Pennsylvania driver's license
2. Reliable transportation
3. Have no convictions for a crime by a state or federal government for which the punishment could have been imprisonment in a federal penitentiary or state prison

Titles Supervised:

Deputy Warden – Operations, Deputy Warden – Facility Services

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____