

**Elk County Prison Board
December 4, 2025**

The Elk County Prison Board met in regular session at 9:00 a.m. in the Thomas G. Wagner Conference Room at the Courthouse Annex. The meeting was called to order with the Pledge of Allegiance. Prison Board members present were Commissioners Matthew Quesenberry, M. Fritz Lecker, and Gregory Gebauer, District Attorney Beau Grove, Sheriff Todd Caltagarone and Treasurer Matthew Frey. Also present were Warden Scott Atwell, Deputy Warden Rodney Constable, Chief Clerk Pat Straub, Solicitor Rick Brown, IT/GIS Director Calvin Moore and Recording Secretary Jennifer Barnett.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING: August 7, 2025, and September 11, 2025. **A motion to approve the minutes of the previous meeting was made by District Attorney Beau Grove and seconded by Commissioner Greg Gebauer. The motion carried unanimously.**

ADDITIONS TO THE AGENDA – No Additions

APPROVAL OF AGENDA

A motion to approve the agenda was made by Commissioner Greg Gebauer and seconded by District Attorney Beau Grove. The motion carried unanimously.

COMMENTS FROM VISITORS CONCERNING AGENDA ITEMS

No visitors were present.

CORRESPONDENCE – No Correspondence

APPROVAL OF THE BILLS

<u>Warden</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
General Fund	\$50.00	\$ 0.00	\$ 77.48	\$ 36.40
<u>Jail</u>				
General Fund	\$ 62,930.29	\$ 60,882.72	\$ 58,057.54	\$ 62,184.90
Corrections Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
D & A Fund	\$ 206.86	\$ 74.06	\$ 0.00	\$ 539.86
Work Release	\$ 288.11	\$ 3,278.89	\$ 83.92	\$ 11,224.44

A motion to approve the bills was made by District Attorney Beau Grove and seconded by Treasurer Matthew Frey. The motion carried unanimously.

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BUSINESS

1. Warden's Report

Warden Atwell reported on the following items:

A. Housing Information

As of 8:00 a.m. this date, the inmate population for the Elk County Prison was 67 incarcerated individuals. The average daily population for August was 57, September was 60, October was 59, and November was 64. Warden Atwell stated the total number of inmates booked so far this year was 297, compared to 264 this time last year. He stated that 23 inmates have been released in the last month and a total of 259 inmates have been released so far this year.

The facility has generated \$24,900.00 from housing out-of-county inmates since January 1st, 2025.

The Prison received a payment of \$35.50 in September from the PA Department of Labor and Industry, Bureau of Disability Determination for medical records research. We also received an incentive payment from the Social Security Administration in the amount of \$400.00.

Year-to-date Work Release fees collected totaled \$24,801.00. We currently have two inmates on work release.

The Prison has been reimbursed \$4,313.03 from the Opioid Settlement Fund for the third quarter of 2025 for the purchase of M.A.T. drugs. The total reimbursements so far this year from the Opioid Settlement fund for M.A.T. drugs totaled \$14,565.64.

B. New Hires, Promotions, and Resignations

Jessica Plants resigned from her part-time Corrections Officer position effective August 8, 2025.

Benjamin Thompson resigned from his part-time Corrections Officer position effective September 3, 2025.

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Zachery Winslow was hired to fill a vacant part-time Corrections Officer position effective September 8, 2025.

Susanne Nearing was hired to fill a vacant part-time Corrections Officer position effective September 29, 2025.

Kara Antonuccio was hired to fill a vacant part-time Corrections Officer position effective October 6, 2025. Kara is also a contracted RN for the Prison.

Cory Bennett was released from his duties as a part-time Corrections Officer effective October 17, 2025.

Cadence Baker resigned her position as a part-time Corrections Officer effective October 24, 2025.

C. Inmate Population

The female population has been averaging around 15 a month and we are currently housing 11 female inmates. We have two female inmates transferred out to other facilities, for a total of 13 female inmates at this time. We are paying for two females to be housed out. We currently have two weekend female inmates, as well, bringing the total to 15 females. We currently have two male inmates transferred out and we are paying for one. The total number of inmates transferred out is four.

2. Out-of-County Housing Fee Increase

Warden Atwell asked the board to increase the out-of-county housing fees from \$60.00 a day to \$75.00 a day. This will take effect in 30 days to allow time to notify the other Correctional Facilities in writing of the increase. **District Attorney Beau Grove made a motion to accept this change. The motion was seconded by Commissioner Greg Gebauer. The motion carried unanimously.**

3. IC Solutions Inmate Tablet Contract

Warden Atwell asked the Prison Board to approve the IC Solutions Inmate Tablet contract. There is no cost to the county for this. Warden Atwell stated that we will be losing phone and video visitation commissions in April 2026, and the tablets will allow us to replace some of the lost revenue. The Prison will receive 30% commission based on tablet usage.

4. Approval of the 2026 Prison Board Meeting Dates

January 22, 2026
May 7, 2026 (Prison Tour)
August 6, 2026
December 3, 2026

A motion to approve the 2026 Prison Board meeting schedule was made by District Attorney Beau Grove and seconded by Commissioner Greg Gebauer. The motion carried unanimously.

GOOD OF THE COUNTY

Warden Atwell spoke about a recent donation from The Elk County Community Foundation, the Borough of Ridgway Charitable Fund. They donated a variety of children's books for the inmates to read to their children during visitation.

QUESTIONS FROM THE PRESS- N/A

ADJOURN MEETING

There being no further business before the Elk County Prison Board, a motion to adjourn was made by District Attorney Beau Grove and seconded by Commissioner Greg Gebauer. The motion carried unanimously.

Next Meeting:

**Thursday, January 22, 2026, at 9:00 A.M.
Courthouse Annex
Thomas G. Wagner Conference Room**