

**Elk County Prison Board
May 1, 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 Greg Gebauer, District Attorney Beau Grove, Sheriff Todd Caltagarone and Treasurer Matthew Frey. Also present were Warden Scott Atwell, Deputy Warden Rodney Constable, Solicitor Rick Brown, IT Director Calvin Moore, Chief Clerk Pat Straub, Recording Secretary Jennifer Barnett and Ridgway High School student Madigan McGrath.

APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING: January 16, 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 Sheriff Todd Caltagarone and seconded by Commissioner M. Fritz Lecker. The motion carried unanimously.

COMMENTS FROM VISITORS CONCERNING AGENDA ITEMS

No visitors were present.

CORRESPONDENCE – No Correspondence

APPROVAL OF THE BILLS

	<u>January</u>	<u>February</u>	<u>March</u>
<u>Warden</u>			
General Fund	\$44.10	\$0.00	\$1,440.00
<u>Jail</u>			
General Fund	\$33,794.48	\$36,021.65	\$35,058.50
Corrections Fund	\$0.00	\$0.00	\$0.00
D & A Fund	\$0.00	\$497.69	\$573.97
Work Release	\$6,500.00	\$4,038.73	\$559.99

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

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 56 incarcerated individuals. The average daily population for January was 34, February was 32, March was 37, and April was 45.

The facility has generated \$4,120.00 from housing out-of-county inmates since January 1, 2025.

Work Release fees collected so far this year were \$4,246.72. Warden Atwell stated that we currently have three inmates out on work release. There will be one more inmate starting work release in the near future.

B. New Hires, Promotions, and Resignations

Jolene Gornati was hired to fill a vacant part-time contracted LPN position effective January 20, 2025.

Trenton Paropacic was hired to fill a vacant part-time Correctional Officer position effective February 3, 2025. Mr. Paropacic was released from employment effective March 13, 2025.

Beth Koop resigned from her part-time cook position effective February 4, 2025.

Beverly Fustine was hired to fill a vacant part-time cook position effective March 11, 2025. She was released from employment effective April 24, 2025.

Sam Dush resigned from his full-time Correctional Officer position effective March 18, 2025.

Correctional Officer Abigail Fallin was promoted to full-time status effective April 6, 2025.

Kyle Cribbs was hired to fill a vacant part-time Correctional Officer position effective April 14, 2025

Elk County Prison Board
May 1, 2025

Randall Hoffman was hired to fill a vacant part-time cook position effective April 14, 2025.

Cadence Baker was hired to fill a vacant part-time Correctional Officer position effective May 5, 2025.

C. Inmate Population

Warden Atwell stated the female population has been averaging around 10 per month and the Elk County Prison is currently housing twelve female inmates. We have zero inmates housed at other facilities.

Warden Atwell stated the total number of inmates booked as of May 1, 2025, is 110 compared to 105 at the same time last year.

D. 2024 Audit

Warden Atwell reported the Elk County Auditors completed the 2024 audit on the Work Release, Booking, Inmate and Incentive Accounts. All accounts were found to be accurate and in good order. Warden Atwell explained Title 37 requires the outcome of the audit to be provided to the board.

2. Jamestown Psychiatric Services

Warden Atwell stated that the current mental health provider for the prison, Dickinson Center Inc., notified the prison in February of this year that they are withdrawing their services from the jail. Warden Atwell stated that Cameron-Elk Behavioral Health organization found a new mental health provider, Jamestown Psychiatric of Jamestown, NY, and they have an office in Ridgway. He stated that there have been a few brief meetings with Jamestown Psychiatric and is hopeful the transition will be a smooth one. A lot of the communication with the inmates and Jamestown Psychiatric will be done using Tele-Health. Their services are to begin July 1 of this year; however, they have been trying to transition a little earlier to get things up and running.

3. Work Release Policy Revisions

Warden Atwell discussed the update to the current work release policy verbiage. He stated that there was recently an inmate who had a medical marijuana card, and according to the old policy, they would not have been eligible for work release due to testing positive for illegal drugs. The policy has been updated to allow an inmate with an active, valid and verified physician-ordered medication to have work release privileges.

4. Inmate Tablet Project Proposal

Warden Atwell updated the board on the inmate tablet project. He stated that there was a contract presented by the vendor IC Solutions. The contract was not signed at that time due to some requested changes. One item he wanted to add was in the event that the Martha Wright-Reed Act were to be overturned or materially altered, the parties agree to enter into good-faith negotiations to amend the Agreement in a manner that provides sufficient mutual consideration for ongoing services. Warden Atwell is hopeful that he will be able to negotiate the contract before the next prison board meeting in August.

Commissioner M. Fritz Lecker had two questions regarding the tablets. She asked who would potentially challenge the FCC ruling on the phone revenue and Warden Atwell responded that he believes the phone service providers are lobbying the FCC. The second question from Commissioner Lecker was regarding the internet service for the tablets. Warden Atwell stated that the vendor has their own platform and we will be able to limit and monitor communications as the prison sees fit.

GOOD OF THE COUNTY

Warden Atwell invited the board to participate in the annual prison tour scheduled immediately after today's Commissioner's meeting.

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 M. Fritz Lecker. The motion passed unanimously.

**Next Meeting:
Thursday, August 7, 2025 at 9 A.M.
Courthouse Annex, Thomas G. Wagner Conference Room**