



County of Lackawanna

Lackawanna County
Administration Building
200 Adams Avenue
Scranton, Pennsylvania
18503

Meeting Minutes Prison Board

Monday, May 6, 2013

9:00 AM

Commissioner's Conference Room

Special Meeting

Call To Order

Commissioner Corey D. O'Brien called the meeting to order at 9:05am.

Present 5 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, Patrick O'Malley, and Judge Vito Geroulo

Absent 2 - John Szymanski, and Andrew Jarbola

Approval of Minutes

A motion was made by Gary DiBileo, seconded by Judge Vito Geroulo, to Dispense with the Reading and Approve as Prepared. The motion carried by the following vote.

Aye: 5 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, Patrick O'Malley, and Judge Vito Geroulo

Opportunity for the Public to Address the Board (Agenda Items Only)

Discussion of Prison Board approval of expenditures

Controller Gary DiBileo: At the last prison board meeting, it became apparent that the PA statue clearly states that the board should be approving bills prior to payment, thanks to Judge Geroulo for researching and bringing to my attention. Also, would like the solicitor clarification, on which areas of the prison, juvenile detention, community corrections, and adult /juvenile probation must be paid and approved by the board.

Commissioner Corey O'Brien: Judge, would you like to speak to the statue?

Judge Vito Geroulo: It requires that the board approve all bills, and the controller should not pay any bills that haven't come before the board. The statue would permit us to look at the recurring bills, not over analyze every little thing.

Commissioner Corey O'Brien: Correctional Care, that agreement, was approved at this board, and recommended for approval from the Commissioners board. The question is when you approve a contract of that nature, which calls for a monthly payment; does that suffice to, as an approval of that payment?

Solicitor Dave Solfanelli: That argument can be made-we can look at the

existing, current contracts which have already been approved. As long as we can look at the service and product, how the rate of pay is established, than we can pre-approve those; unique items we have to look out.

Commissioner Jim Wansacz: The group that came together, was Correctional Care and rent gone over? Can we make a motion to approve these as they will be the same every month?

Controller Gary DiBileo: We talked about ways to do it; one way would be to approve the Prison budget, all bills in that budget. Another way would be to approve every single invoice that came before us first before payment. And lastly, approve all recurring under contract bills.

Judge Vito Geroulo: Just like we review the minutes of the meeting, when we can, can we have pre-authorization on some of the bills that have been paid during the previous month can be itemized at the meeting after which they've taken place because this helps us keep our finger on the pulse and we can see if there are expenditures that are getting out of whack, and then we will not be inflicting too great of financial harm on those businesses.

Commissioner Corey O'Brien: I think the issue is Gary is not to pay until we approve, so I am not sure ratification would work, and satisfies the statue. I don't think that Community Corrections, Juvenile Detention, Adult Probation fall under the statue, just Prison.

Judge Vito Geroulo: I agree, Probation department policy is set by the President Judge.

Solicitor Dave Solfanelli: Section 1795: Expenditures: all the expenditures required for the support and maintenance of the inmates and the repairs and improvement of the county correctional institution.

Commissioner Patrick O'Malley: Voting the budget, as we have our meetings, the actual payouts of that month will come before us-

Solicitor Dave Solfanelli: I don't think the budget is specific enough, I think as long as there is an intelligent itemized document to make an informed authorization.

Commissioner Corey O'Brien: We have a process in place at the Commissioners meeting, current payables; just internally how that process works.

Solicitor Dave Solfanelli: You can mirror the same thing, get the distribution of the expenditures and have the members review, so the board as a whole-

Commissioner Corey O'Brien: We will handle it the way we do Commissioners meetings-list of current payables, its published on the website, it's on the agenda, every member has it, and if anyone has issues to go over them. Its everything we pay.

Commissioner Jim Wansacz: Do we do this monthly or bi-weekly? Will we be holding anything or cause further delay?

Commissioner Corey O'Brien: Payroll- is it considered an expense of the prison or of the county at large?

Judge Vito Geroulo: All the expenditures that require the support and maintenance of inmates and repairs to improve the county correctional institute.

Commissioner Corey O'Brien: meet every two weeks? After every Commissioners meeting.

Judge Vito Geroulo: Can furnish the board members via email, for all expenditures?

Commissioner Corey O'Brien: Yes, they can/will be emailed. Not much advance notice- we will get it to you and are trying to get every single payment in before we get it to you, might be that morning, or late the night before, please be patient.

Commissioner Jim Wansacz: If there is not a quorum for any reason, people don't get paid. Gary will that meet the requirements of getting and approving of the payments?

Controller Gary DiBileo: Yes, I will ask my deputy if we can get the "to be paid" information one day prior to the meeting, similar to the commissioners meeting.

Commissioner Corey O'Brien: We need the solicitor, an indication of what offices are covered by the term "correctional institutions". Does that include community corrections, work release, adult/juvenile probation, juvenile detention and any other organizations- what's the defined term?

Motions

13-1015

Motion to approve all current payables for Community Corrections Center, Juvenile Detention Center, Prison, Adult Probation and Juvenile Probation, to include payroll.

Attachments: [Corrections Payables 05032013](#)
[Juvenile Detention 05032013](#)
[Prison Payables 05032013](#)
[Adult Probation](#)
[Juvenile Probation](#)

A motion was made by Commissioner Corey D. O'Brien, seconded by Commissioner Patrick O'Malley, that this Motion be Passed. The motion carried by the following vote.

Aye: 5 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, Patrick O'Malley, and Judge Vito Geroulo

Opportunity for the Public to Address the Board

Member's Other Business

Adjournment

A motion was made by Judge Vito Geroulo, seconded by Controller Gary DiBileo, that this be Adjourn. The motion carried by the following vote.

Aye: 5 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, Patrick O'Malley, and Judge Vito Geroulo