



County of Lackawanna

Lackawanna County
Administration Building
200 Adams Avenue
Scranton, Pennsylvania
18503

Meeting Minutes Prison Board

Wednesday, May 8, 2013

11:00 AM

Commissioner's Conference Room

Call To Order

Commissioner Corey O'Brien called the meeting to order at 11:10am.

Present 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

Absent 3 - John Szymanski, Andrew Jarbola, and Judge Vito Geroulo

Approval of Minutes

A motion was made by Controller Gary DiBileo, seconded by Commissioner Jim Wansacz, that this be Dispense with the Reading and Approve as Prepared. The motion carried by the following vote.

Aye: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

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

Motions

[13-1016](#)

Motion to approve the payables for the Lackawanna County Prison.

Attachments: [PPHRR](#)
[Com-Tec](#)

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: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

[13-1017](#)

Motion to approve the payables for the Juvenile Detention Center.

Attachments: [JDPHRR](#)

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: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

[13-1018](#)

Motion to approve the payables for the Community Corrections Center.

Attachments: [CCCPHRR](#)

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: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

[13-1019](#)

Motion to approve the payables for Adult Probation.

Attachments: [ADPHRR](#)

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: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

[13-1020](#)

Motion to approve the payables for Juvenile Probation.

Attachments: [JPPHRR](#)

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: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley

Opportunity for the Public to Address the Board

Member's Other Business

Commissioner Corey O'Brien-Will be publishing a new list of Prison Board meetings that will be held, that are the additional meetings, to accommodate payroll, as payroll doesn't always align with the Board of Commissioners meetings; there will be meetings in off weeks, that can't all be immediately following the Commissioners meetings. There are eight instances where that is the case. Will be published in The Times on May 9th, will also be placed on the County calendar website.

Commissioner Wansacz mentioned before the meeting began is there a way to reduce the paper output for these meetings? Payroll was generated just fifteen minutes ago, in order to get everyone who will be paid on Friday approved; it's very close in time to the start of the meeting. My question is instead of printing out the batch, if you can export the batch to PDF and email it, we can electronically show all the documents, and attach them to the agenda.

Deputy Director Steve Barcoski- Yes; does the Prison Board need a detailed report to approve, (hours report-every employee, hours work, gross rate of pay to include sick, vacation, personal time) or are they looking to approve the total payroll?

Commissioner Corey O'Brien-A detailed, itemized expense, Solicitor?

Solicitor Solfanelli- I believe you should have an understanding of what you are approving, doesn't necessarily mean how each person spent each hour.

Deputy Director Steve Barcoski-For the next Board meeting, if you need paper, we will have paper, we can make it happen, so it is in a PDF file.

Commissioner Corey O'Brien-Traci-set up technology in here, so everyone can scan through the documents electronically, and we can save on paper.

Controller Gary DiBileo- With the Prison Board moving to two meeting per month, will allow the Board to be in compliance with the PA Statue, and now the entire Board will review invoices for the Prison, and Juvenile Detention, Community Corrections, Adult Probation and Juvenile Probation as the statue calls for, thank you to the Judge for researching the topic and bringing to my attention, and to the rest of the Board for the willingness to meet twice a month to be in compliance.

Commissioner Pat O'Malley- Thanks to Judge Geroulo, this is an extra set of eyes to the billing system at the Prison; good opportunity to see how the bills are paid and to whom.

Adjournment

A motion was made by Controller Gary DiBileo, seconded by Commissioner Patrick O'Malley, that this meeting be Adjourned at 11:20am. The motion carried by the following vote.

Aye: 4 - Corey D. O'Brien, Gary DiBileo, Jim Wansacz, and Patrick O'Malley