

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
January 21, 2016

The meeting was called to order by Commissioner Dennis Stuckey at 9:23 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Commissioner Craig Lehman, Controller Brian Hurter, Judge Dennis Reinaker, District Attorney Craig Stedman, and Sheriff Mark Reese.

Others Present: Paul Smeal, Alex Croci, Joe Shiffer, Tammy Moyer, Ashley Garcia, Cheryl Steberger, E. William Peters, Sue Lao, Andrea McCue, Jeff Hawkes, Melanie Snyder, Kent Kroehler, Larry George, Todd Brown, Jonathan Fox, Kelly Rhoads, Jason Leese, Ben Lefever, Stacy Johnson, Yeissel Cordero, Jon Singer, Terry Flinchbaugh, Tara Loew, Bob Cooper, Gretchen Gaudioso, Kayla Fritz, and Kathy Kunkel.

Commissioner Stuckey stated that the Prison Board met in executive session on January 21, 2016 at 8:30 a.m. to discuss litigation and personnel matters.

Commissioner Stuckey stated that the first order of business is the Prison Board reorganization:

Controller Hurter moved to approve that Commissioner Joshua Parsons be nominated as Chairman of the Prison Board. District Attorney Craig Stedman seconded. Commissioner Parsons abstained. The motion carried 6 to 0 with one abstention.

Commissioner Lehman moved to approve that Commissioner Dennis Stuckey be nominated as Vice Chairman of the Prison Board. Sheriff Reese seconded. Commissioner Stuckey abstained. The motion carried 6 to 0 with one abstention.

Commissioner Lehman moved to approve that Controller Brian Hurter be nominated as Secretary of the Prison Board. Commissioner Stuckey seconded. Controller Hurter abstained. The motion carried 6 to 0 with one abstention.

Commissioner Stuckey moved to approve the minutes of December 17, 2015. Sheriff Reese seconded. Commissioner Parsons abstained. The motion carried 6 to 0 with one abstention.

Paul Smeal, Warden; Alex Croci, Deputy Warden for Operations; Joseph Shiffer, Deputy Warden for Inmate Services; Tammy Moyer, Director Administrative Services; and Charlie Douts, Director of Facilities Management; gave reports on their areas of

responsibility. All of these reports, including operations and statistical information, are posted on the County's website.

Warden Smeal reported the self-harm statistics for the month of December. He reported three actual attempts, two attempts were planned, six others reported having suicidal thoughts, six with nursing/medical concerns, and four with mental health concerns.

Alex Croci, Deputy Warden for Operations, reported on the misconduct/use of force activity for October, November, and December 2015. He noted that the number of misconduct incidents increased in December compared to November.

As a follow-up to discussions at previous Board meetings regarding the heating controls maintained at the Prison during the winter months, Deputy Warden Croci gave an update on the procedures to review and document the temperatures inside the Prison. He reported that temperatures are sampled in random cells three times a day and management is notified if the temperature falls to 65 or below.

Commissioner Lehman noted that the Prison temperature report for January 20, 2016, 12 a.m. to 8 a.m. shift, showed the temperature reading high of 78 degrees and low of 67 degrees, while the outside air temperature was 19 degrees.

Joe Shiffer, Deputy Warden for Inmate Services, stated that Justice & Mercy held Whoopee Pie Day at the Prison on December 21, 2015. Justice & Mercy and volunteers worked with Prison staff to distribute the pies to the inmates. Deputy Warden Shiffer stated that both the staff and inmates enjoyed the event.

Deputy Warden Shiffer reported that the Lancaster Lebanon Intermediate Unit 13 continues to provide GED and Adult Basic Education (ABE) classes at the Prison. He Reviewed the 2015 statistics:

ABE/GED preparation - 76 males and 57 females participated, 12 inmates completed the full GED, and 29 inmates passed between one and three sections of the test.

Deputy Warden Shiffer stated that the IU13 has a program to provide instruction to inmates who upon release are still interested in completing their GED. The inmates receive instruction at the CareerLink or other locations.

Tammy Moyer, Director Administrative Services, reported that the Prison ended 2015 3% over budget (\$778,000) prior to year-end audit adjustments. Payroll overtime costs were a major portion of this deficit. She noted that 2014 ended 2% under budget.

Ms. Moyer reported that the go-live for the United Case Management System (UCM) has been extended until early March. She noted that IT staff is working with both CCAP and APPRISS to assure that UCM will function correctly with the current victim/witness notification system.

Ms. Moyer reported that she has completed the biannual comparison report of the Inmate Welfare Account and Prison Store Account. She will email a copy to the Prison Board and submit with next month's Board report to be posted on-line for the public.

Major Cheryl Steberger gave the training report for the month of December. She stated that in addition to basic and other training, shift line-up and briefing trainings were held to review policies and procedures. During the month of December a total of 915 hours of training for staff was provided in the following areas: New Correctional Officer Basic Classroom and On the Job Training, Non-Security Staff Training, Emergency Restraint Chair Training, Fire Emergency Response Team (FERT) Training, Hostage Negotiator Training, and K-9 Unit Training.

Major Steberger reported that as of today, Correctional Officers are currently staffed at 206 with the maximum allowable staffing at 206.

Major Steberger reported the Officers of the Month for December: Second Shift Officer, Corey Smeltzer.

Major Steberger and Deputy Warden Croci congratulated Sergeant Stacy Johnson and Sergeant Jason Leese on their promotion to Lieutenant and presented them with their Lieutenant bars. Members of the Board thanked them for their dedicated service to the Prison and congratulated them on their promotion.

Charlie Douts, Director of Facilities Management, reported on several projects:

- Personnel
  - Four vacant full-time maintenance positions posted and interviews set up.
- Maintenance
  - Staff members are working overtime to keep up, but preventative maintenance is falling behind.
  - Heating system upgrades are completed and receiving positive reports during recent cold spells.
  - Working with Deputy Warden Croci to implement new tool and material inventory policies and procedures.

- Projects
  - General Fund 2016 Maintenance Projects
    - Gas line for dryer - \$5,000
    - Interior corridor door replacement - \$50,000
    - Interior ceiling repairs - \$36,000
    - New cage for Law Library - \$15,000
    - New fencing for female RHU - \$6,000
    - Magnetic access doors - \$20,000
    - Replace dryer - \$12,000
    - Replace washer - \$13,000
    - Replace fire suppression unit in kitchen hood - \$10,000

Mr. Douts noted that in addition to the printed list of maintenance projects there will be another phase of bunk replacements.

Mr. Douts reported that there has been a problem with inmates opening windows and staff is working to keep the windows closed. He noted that a major improvement in the last year is that his staff can monitor temperatures at the Prison and changes can be made remotely.

Both Controller Hurter and Commissioner Lehman thanked Mr. Douts for doing a good job in finding a solution to the heating problems that occurred at the Prison last winter.

Melanie Snyder, Executive Director of the Lancaster County Re-entry Management Organization (RMO), gave a statistical report, success rates, and RMO Re-entry Services/Program results for fiscal year 2015-16. She noted that there is a shortage of affordable housing and the RMO partners with Tabor Community services and the Transitional Living Center to provide housing for individuals referred to the RMO intensive program.

Ms. Snyder also extended an invitation to the Board members to attend one of the RMO's weekly Successful Returning Citizens Support Group meetings. She reported that 44 individuals attended the meetings in December 2015. Ms. Snyder noted that Commissioner Lehman recently attended a meeting on January 6, 2016. She extended an invitation to other members of the Board to attend these meetings. Commissioner Lehman stated that one of the things he took away from the meeting was that everyone realizes that no one gets through anything or makes improvements in their lives, alone. He also recognized that we all need help from time to time and we all need mentoring from time to time and someone to help carry the burden.

Tara Loew, Director of Reentry Services at CareerLink of Lancaster, reviewed the monthly Re-entry report, including statistics, success rates, and RMO Re-entry

Services/Program results for December 2015. She reported that 12 re-entry clients were placed in employment at an average rate of \$10.58 per hour. In addition, Ms. Loew reported that 4 re-entry clients passed all of their exams and earned their GED during the October-December quarter and 3 additional clients passed one or two sections of the GED exams.

In business from guests, Jonathan Fox, Have a Heart Group, thanked the Management Staff and Correctional Officers for organizing and conducting the "Rock Concert" at the Prison on December 8, 2016.

Mr. Fox asked about the status of the Suicide Prevention Task Force. Larry George, Director of BH/DS, stated that following the departure of former Commissioner Scott Martin as the Chairman of the Task Force, the committee is looking to regroup now that a new Prison Board Chair has been named.

In response to Mr. Fox's question of the status of the Prison Food Service contract, Tammy Moyer stated the bids were opened and under review by Purchasing and the Prison. Purchasing is scheduled to present the recommended vendor at the Commissioners' Board meeting the last week in January 2016 for approval.

Mr. Fox referenced a recent newspaper article that the Pennsylvania State Prison inmate population decreased by 842 from the end of 2014 to December 31, 2015. He stated that it costs \$41,000 to house a state inmate and that would save taxpayers approximately \$34 million. Mr. Fox noted that the State Prison system accomplished this by education programs, drug and alcohol treatment, and job training. He encouraged the Prison staff and the Board to promote similar programs.

Kent Kroehler, Have a Heart Group, questioned at what point does a budget need to be revised with the deficit Ms. Moyer spoke of for 2015. Controller Hurter stated that the 2015 budget was drawn-up for 26 pays and it was decided to issue the 27<sup>th</sup> pay on December 31, 2015 rather than January 1, 2016. The County was able to absorb the cost with an adequate fund balance.

In response to Mr. Kroehler's question on the progress of the Probation Review Committee, Judge Reinaker stated that the Committee which includes members of the public meets monthly. He noted that 5 cases were to be reviewed at the last meeting, but only 2 were completed. He noted that the circumstances for each violation of probation involves a thorough review and is a work in progress.

Jon Singer stated that he toured the Prison recently and saw a need for new paint and replacement windows. Commissioner Lehman said the jail is functionally obsolete and

what is required is for us to move to a more modern facility. Commissioner Lehman said that painting and other minor upgrades would provide marginal improvement but he did not believe that we can pour enough money into the building to solve the problem. Charlie Douts said that the Prison's condition is the result of years of deferred maintenance. He noted that a consultant estimated the cost of rehabilitating the Prison's overall structure including masonry, windows, and roofs at \$10 million.

As a follow-up to the announcement at last month's Board meeting that Warden Smeal decided to stepdown from his position as Warden, Commissioner Parsons reported that the Prison Board decided to hold a public hearing to get input on qualities the public would like to see in the next Warden. He noted that the County has received 13 applications from candidates interested in succeeding Warden Smeal. The public meeting will be held January 28, 2016 at 9:00 a.m. in the Public Meeting Room at the Lancaster County Administrative Offices.

Commissioner Stuckey moved to recess the meeting until January 28, 2016 at 9:00 a.m. Commissioner Lehman seconded. The motion carried unanimously. The meeting recessed at 10:37 a.m.

The next regular meeting of the Lancaster County Prison Board will be February 18, 2016 at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Offices.

Respectfully submitted,

Brian K. Hurter  
Secretary