

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

The meeting was called to order by Commissioner Joshua Parsons at 9:15 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 (left at 10:30 a.m.), President Judge Dennis Reinaker, Controller Brian Hurter, District Attorney Craig Stedman, and Sheriff Mark Reese.

Others Present: Cheryl Steberger, Alex Croci, Joe Shiffer, Tammy Moyer, Ashley Garcia, Charlie Douts, Sue Lao, E. William Peters, Larry George, Todd Haskins, Claudia Shank, Brian Secor, Stacy Johnson, Terry Flinchbaugh, Ben Lefever, Bob Wolfe, Kent Kroehler, Shannon Collins, Jonathan Collins, Todd Brown, Jonathan Fox, Trish Link, Kathleen Wolfe, Pat Wolfe, and Kathy Kunkel.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, April 21, 2016 at 8:35 a.m. to discuss labor negotiations, litigation, potential litigation, and personnel matters related to the discipline, suspension, and termination of employees. Specifically under litigation, the Board discussed the Kanney, Barney, Johnson, and Christner cases. Also under personnel matters, the Board discussed grievances and labor matters.

Commissioner Lehman moved to approve the minutes of March 17, 2016. Commissioner Stuckey seconded. The motion carried unanimously.

Warden Cheryl Steberger presented the monthly report on behalf of Alex Croci, Deputy Warden for Operations; Joseph Shiffer, Deputy Warden for Inmate Services; Tammy Moyer, Director Administrative Services; and Major Robert Wolfe, Security Operations. Charlie Douts, Director of Facilities Management gave his report. All of these reports, including operations and statistical information, are posted on the County's website.

Warden Steberger reported the self-harm statistics for the month of March. She noted an overall count of ninety-one placed on suicide status, with sixty-one assessed upon intake and thirty assessed post commitment. Warden Steberger stated that she is working on morale within the Prison and has been meeting with staff on all three shifts, inmates, and support staff to find out the issues.

Warden Steberger stated that she attended the Pennsylvania County Corrections Association Conference and has met with the community groups, Justice & Mercy and Re-entry Management Organization (RMO), and staff from the Lancaster County Office of Behavioral Health and Developmental Services (BH/DS).

On behalf of Joe Shiffer, Deputy for Inmate Services, Warden Steberger stated that the New Beginnings class graduated 6 participants and the April class began on April 18, 2016. Warden Steberger reported that the D-block garden for females is scheduled to begin on April 20, 2016. The Lancaster County Park garden for males is set to start in May.

On behalf of Tammy Moyer, Director of Administrative Services, Warden Steberger stated that the go-live date for the Unified Case Management (UCM) system is Monday April 25, 2016. She noted that the County Commissioners' Association of Pennsylvania (CCAP) and the County's Information Technology Department will have staff at the Prison to help employees with the transition and address any issues.

Warden Steberger reported on the misconduct/use of force activity for January 2016, February 2016, and March 2016. She noted that there was a large increase in the number of misconduct incidents in March compared to February.

Warden Steberger gave the training report for the month of March. 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 March a total of 2,240 hours of training for staff was provided in the following areas: New Correctional Officer Basic Classroom and On the Job Training, Medical Staff Training, Community Emergency Response Team (CERT) Training, Fire Emergency Response (FERT) Training, Supervisor Development Training, and K-9 Unit Training.

Warden Steberger reported that as of April 4, 2016, Correctional Officers are currently staffed at 203 with the maximum allowable staffing at 206.

Warden Steberger reported the Officers of the Month for March: First Shift Officer, Steven O'Conner; and Second Shift Officer, Andrew Gebhardt.

Warden Steberger invited Lieutenant Stacy Johnson forward to the podium to pin the recently promoted officers: Correctional Officer Cody Hawk, was promoted to Sergeant and Corporal Howard Snow was promoted to Sergeant. They received a round of applause from those in attendance.

Warden Steberger invited Deputy Warden Croci to the podium to pin Robert Wolfe who recently was promoted from Sergeant to Major. Warden Steberger noted that Major Wolfe's responsibilities will be overseeing all the supervisors and correctional staff and dealing with any security issues that arise at the Prison. He received a round of applause from those in attendance. In addition, the Commissioners congratulated all three employees on their promotion.

Joe Shiffer, Deputy Warden for Inmate Services, introduced Jonathan Collins as the new Operations Coordinator-Work Release Director. He noted that Mr. Collins has been a Correctional Officer at the prison for 19 years. The Commissioners congratulated him on the promotion and wished him well on the new job.

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

- Personnel
  - Three vacant full-time maintenance positions, with three new personnel hired, one resignation, one transferred, and promoted to downtown maintenance mechanic.
  - New staff is undergoing training and orientation.
- Maintenance
  - Staff members are working overtime to keep up, but preventative maintenance is lagging.
  - Showers in one portion of C-Main are being remodeled.
  - Kitchen flooring, ceiling, and walk-in cooler being temporarily patched and repaired.
  - Working with Deputy Warden Croci to implement new tool and material inventory policies and procedures.
- Projects
  - General Fund 2016 Maintenance Projects
    - 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
  - 2016 Capital Projects
    - P.O. issued for 3<sup>rd</sup> phase of bunk replacement, bunks are being manufactured and installation is expected to be scheduled in May.
    - Prepared PowerPoint presentation to highlight major maintenance items.

In new business, Commissioner Parsons reported that the Suicide Prevention Task Force met this week. He reported that they decided to create some sub-groups. One group will be a case review team to research existing case files and gather data on suicides in order to chart a path forward. In addition, they are forming a design team for

a Lancaster County Prison Staff Survey to get feedback from the staff. They will also assign a team to tour other county prison facilities to review programs we may wish to model after.

Commissioner Parson stated that the County has hired Christina Hausner as the new County Solicitor. He noted that the former County Solicitor also served as the Prison Board Solicitor. Sheriff Reese moved to approve that Christina Hausner be appointed as Prison Board Solicitor effective May 2, 2016. Commissioner Stuckey seconded. The motion carried unanimously.

Commissioner Parsons, Charlie Douts, and Warden Steberger gave a PowerPoint Presentation "Lancaster County Prison - Facility Update" which provided a review of the building history, existing exterior and interior conditions, recommendations, project duration of repairs, and an estimated cost.

Commissioner Parsons stated that he wanted a general review at a public meeting of where we are and to start a dialogue on where we are going as a facility and an organization into the future. In addition, he noted that Charlie Douts included cost estimates on making repairs to the existing building or constructing a new facility. The PowerPoint presentation showed pictures of rusted and worn down parts of the Prison, exterior structural cracks, inadequately ventilated spaces, and outdated equipment. Commissioner Parsons noted that the facility needs extensive roofing, plumbing, heating, and cooling equipment repairs. He stated that the kitchen, windows, and showers also need an overhaul. The estimated cost of the repairs to the Prison provided in the presentation is \$26 million. Commissioner Parsons stated the cost of building a new prison is approximately \$100-\$200 million.

In response to Controller Hurter's question on how much time the \$26 million would provide, Mr. Douts said he thought about ten years.

Both Judge Reinaker and District Attorney Stedman stated that the Commissioners also need to consider the needed repairs to the Courthouse complex that are long overdue.

Commissioner Lehman said that it is more sensible in the long term to spend money on a new facility than to repair a functionally obsolete facility. He stated that the \$26 million would be well spent as a down payment on a new facility that will serve our needs for the next 50 years.

Judge Reinaker stated that he feels that a future increase in the County's population doesn't necessarily mean an increase in the population at Lancaster County Prison. He felt that we are in the midst of a new way of thinking about incarceration in this Country. Until that is determined, it would be hard to establish what should be built in a new

facility. He stated that work release and day reporting treatment programs are a trend that may continue to increase.

Jonathan Fox, Have a Heart Group, stated that he welcomes this examination and public discussion. He stated that he hoped the Board would drill down to get a solution.

Kent Kroehler, Have a Heart Group, asked if there are things from the PA State Code regarding county prisons that we currently cannot do, such as providing exterior recreational space. He is concerned that the presentation did not address programs not currently offered at the Prison due to space limitations. Mr. Kroehler stated that he felt that the Lancaster County Prison should always stay above meeting just the minimum standards and be a leader among peer prisons in the State of Pennsylvania.

Commissioner Parsons stated that moving forward he felt it would be appropriate to form a committee to bring options to the Board. Both Judge Reinaker and Controller Hurter agreed that there should be committee. In addition, Commissioner Parsons will set up a tour of the facility to review the physical conditions, noting the items in the presentation.

Mr. Kroehler stated that it is important to focus on ensuring quality medical treatment for prisoners with mental illness. He felt that the Prison is the default mental health facility for people who get in trouble with the law. He said the discussion has to be expanded to include space for use as a mental health facility.

Controller Hurter moved to adjourn at 10:34 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be May 19, 2016, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter  
Secretary