

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
May 19, 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, President Judge Dennis Reinaker (left at 9:55 a.m.), Controller Brian Hurter, and District Attorney Craig Stedman.

Others Present: Cheryl Steberger, Alex Croci, Joe Shiffer, Tammy Moyer, Ashley Garcia, Charlie Douts, Sue Lao, E. William Peters, Tom Zeager, Lindsey Gruber, Scooter Haase, Greg Ritter, Richard Mastrangelo, Kim Reichenbach, Larry George, Todd Haskins, Claudia Shank, Terry Flinchbaugh, Ben Lefever, Melanie Snyder, Kelly Ehrich, Bob Cooper, Todd Brown, Ken Reidenbach, and Kathy Kunkel.

Sheriff Mark Reese was unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Tuesday, May 10, 2016, and Monday, May 16, 2016 at 9:00 a.m. to discuss potential litigation. Additionally, the Prison Board met in executive session on Thursday, May 19, 2016 beginning at 8:30 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 Christner, Miller/Phillips, Abreu Nicolas, and Nixdorf cases.

Judge Reinaker moved to approve the minutes of the April 21, 2016 Board meeting. Commissioner Stuckey seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Alex Croci, Deputy Warden for Operations and reporting on behalf of Major Robert Wolfe, Security 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 Steberger reported that the Prison population average for the month of April was 980. The female average was at an all-time high of 166.

Warden Steberger reported the self-harm statistics for the month of April. She noted an overall count of ninety-two placed on suicide status, with seventy-three assessed upon intake and nineteen assessed post commitment. Warden Steberger reported three

attempts were planned, three reported thoughts of self-harm, two with nursing concerns, three with mental health concerns, and one attempt. She also noted that four calls were received on the suicide hotline regarding inmates' welfare.

Warden Steberger stated that National Correctional Officers and Employees Week was held the first week of May and was well received by the Staff. She noted that the Prison staff enjoyed specialized meals on all shifts. She thanked the Commissioners for attending the event and issuing a Proclamation for National Correctional Officers and Employees Week.

On behalf of Major Robert Wolfe, Security Operations, Alex Croci, Deputy Warden of Operations, reported on the misconduct/use of force activity for February, March, and April 2016. He noted that while there was an increase in misconducts from February to March, there was a large decrease in the number of misconduct incidents in April compared to March.

In response to Commissioner Parson's question on the cause for the increase in misconducts from February to March, Deputy Warden Croci stated that there was an increase in population in that time period. He stated that he is working to develop a Risk Management Committee to review the trends and reasons for misconducts.

Deputy Warden Croci gave the training report for the month of April. He 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 April a total of 1,807.5 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, Unified Case Management Training, and K-9 Unit Training.

In response to Commissioner Stuckey's question on the Prison CERT training, Deputy Warden Croci stated that the Prison CERT team is working with the Lancaster City CERT team to have joint training sessions.

Deputy Warden Croci reported that as of May 5, 2016, Correctional Officers are currently staffed at 201 with 165 males and 36 females. The allowable staffing is 206. There are an additional 6 Correctional Officers in training. He reported that he is looking at different ways to capitalize on Job Fairs to recruit college graduates and veterans.

Deputy Warden Croci reported the Officers of the Month for March: Second Shift Officer, Marcus Jones.

Joe Shiffer, Deputy Warden for Inmate Services, reported that the RMO Life Skills class started on May 9, 2016 with ten males participating. The graduation date is May 20, 2016.

Deputy Warden Shiffer reported that that the New Beginnings class graduated ten participants on April 27, 2016. The next class is scheduled to begin on May 16, 2016 with six participants.

Deputy Warden Shiffer reported that the D-block garden for females started April 20, 2016. The Lancaster County Park garden for males is set to start later in May.

Deputy Warden Shiffer reported that a concert was held for the female and work release inmates on May 12, 2016. This event was well received by the inmates and staff and was coordinated with the Have a Heart Group.

Deputy Warden Shiffer reported that two inmates earned their GED through the IU 13. Four inmates completed requirements for their high school diploma for the School District of Lancaster.

Deputy Warden Shiffer reported that four new Inmate Services Staff have been hired: Quin Shaffer, Inmate Services Specialist; Alex Miller, Prison Rape Elimination Act Case Manager; Toni Warfel, Reentry Case Manager; and Angela Stewart, Classification Specialist.

Deputy Warden Shiffer wished to recognize and present a certificate of Recognition to Office Richard Mastrangelo, a Permanent Post Officer in the Medical Housing Unit for his development of a pilot program to enable inmates to have more time outside the cell. He presented his idea to management for consideration and management implemented the program. He received a round of applause from those in attendance. In addition, the Board congratulated him on a job well done.

Tammy Moyer, Director of Administrative Services, stated that Monday, April 25, 2016, the Unified Case Management (UCM) system went live. She noted that the database system created by the County Commissioners' Association of Pennsylvania (CCAP) allows Adult Probation & Parole and the Prison to share records without duplicative data entry. She noted that they are continuing to run a parallel system until approval is received from the victim notification agency that the data matches. Ms. Moyer noted that Lancaster County is the first county in Pennsylvania to have both the Probation Department and the Prison jointly using UCM.

Ms. Moyer noted that the next phase is to place computers on the housing areas so that officers are able to connect to the information and allow them to process some of their

work electronically. They have set of up a Computer Committee to discuss the process. The first meeting is scheduled for June 1, 2016.

Ms. Moyer noted that the website with the new information from UCM will be available for the general public on May 23, 2016.

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

- Personnel
 - Five vacant full-time maintenance positions, interviews scheduled.
- Maintenance
 - Staff members are working overtime to address maintenance issues.
 - Preventative maintenance behind schedule.
 - Continue to work on tool inventory and reduce accumulation of non-essential replacement parts/equipment stored on site.
 - Kitchen flooring repairs in process using outside contractor.
- Projects
 - General Fund 2016 Maintenance Projects
 - \$50,000 - Interior corridor door replacement, Purchase Order issued, doors being manufactured.
 - \$15,000 - Law Library cage, reviewing proposal.
 - \$6,000 - Fencing for female RHU, obtaining quotes.
 - \$20,000 - Magnetic access doors, Prison determining scope.
 - Third phase of bunk replacement scheduled to start in the middle of June.

Mr. Douts noted that two of the maintenance staff are spending two days a week to organize and clean out equipment that has accumulated over the years in the Prison maintenance shop storage area. They are organizing what is in stock and storing many items off-site for future use.

Commissioner Parsons asked Larry George, Director of Behavioral Health/ Developmental Services to give a report on the Suicide Prevention Task Force. Mr. George reported that they have identified three focus areas. First, a survey group has developed a survey for the Correctional Staff to get feedback on job satisfaction, working conditions, and various aspects of the Prison. Mr. George noted that the survey includes space for additional comments and is completely anonymous. They are planning to distribute the survey next week. He will keep the Board updated on the progress. Second, a case review team will review existing case files and gather data on suicides in order to chart commonalities and risk factors. The review will look at root

cause analysis. The goal is to provide a report to the Board. Third, a team will tour other Prison facilities of a similar size to review practices and programs we may wish to model after. He noted that the next Suicide Prevention Task Force meeting is scheduled for June 23, 2016.

With regards to the job survey, Commissioner Stuckey stated that he has a concern for Correctional Officers to have a "release valve" to deal with the stress of their job. Commissioner Lehman stated that he sees that the job survey could have a far reaching impact and hopes it will provide the areas needed to improve the working conditions at the Prison. Commissioner Parsons hopes the survey lets the employees know that they are being heard and that issues are being addressed.

Bob Still, Chief Clerk, stated that the initial meeting of the Prison Facility Task Force was held on May 16, 2016. They are reviewing the critical short term and long term capital needs of the Prison, as well as the financial impact to the County. The committee is planning on meeting every two weeks until they develop a plan to present to the Board.

Commissioner Parsons stated that since becoming Prison Board Chairman, he has conducted informal meetings with Prison staff and asked what they thought could be improved on a rating scale. He noted that the numbers have gone up since the new Warden has been hired.

Commissioner Parson stated that there will be a tour next week for any County Elected Officials to visit the Prison. He noted that he has met with the Public Defender's office and noted that visits to the Prison for 2015 was 272, and year-to-date for 2016 there has already been 341 visits. This increase in visits enables the defendants to be ready for trial and continue moving through the court system.

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. Ms. Snyder noted that for those individuals attending the RMO intensive program, the crime free rate is at 80%.

Ms. Snyder stated that the RMO Intensive Program continues to have a funding challenge for transitional housing needs. Ms. Snyder reported that through the generosity and assistance of Judge Reinaker and the Lancaster County Adult Probation and Parole Department, the RMO now has had an office at the County Offices at 40 E. King St. since late March. She noted that 8 reentry clients have received brief reentry planning services and resource referrals at the new office. Ms. Snyder distributed copies of the new pocket-sized guide "Roadmap to Successful Reentry" to the

Board. This guide helps inmates prepare for release from Prison by providing a checklist of things to carry out while in Prison, as well as a set of items they should be thinking about in their first 48 hours after release and their first week after release. Ms. Snyder stated that the guide also provides a list of various organizations to contact for assistance. The Prison staff started providing a copy of the pocket guide to every individual upon intake.

Ms. Snyder reviewed the monthly Re-entry Report, including statistics, success rates, and RMO Re-entry Services/Program results for April 2016. She reported that 15 re-entry clients were placed in employment at an average rate of \$12.18 per hour. She noted that 9 of these placements were in fulltime positions.

Tom Zeager, Justice & Mercy, wished to compliment the Board and the Warden Steberger Prison Administration. He stated that most of the things mentioned in the Board reports is what he is hearing from the inmates, and thanked them for the progress that is being made. He stated that he is pleased to hear that the Public Defender's office is having more contact at the Prison and stated that he agreed that every effort should be made for inmates to be seen on a more timely basis.

Commissioner Stuckey moved to adjourn at 10:13 a.m. Commissioner Lehman seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be June 17, 2016, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary