

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
October 20, 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, First Assistant District Attorney Chris Larsen, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Joe Shiffer, Arla Brown, Ashley Garcia, Charlie Douts, Sue Lao, Christina Hausner, Erika Tirado, Amarilys Rivera, Tammy Moyer, Heather McDevitt, E. William Peters, Sandy Heisey, Melanie Snyder, Robert Wolfe, Chris Pratt, Bob Still, Jennifer Strassenburgh, Jon Singer, Bob Cooper, Tom Zeager, Lindsey Gruber, Thomas Jenkins, Keith Thiec, David Ramos, Jason Leese, Willie Cain, Andrew Brommer, Jodi Wendling, Stacie Dixon, Terry Flinchbaugh, Larry George, Kelly Rhoads, Jonathan Fox, Heather Fawber, Greg Ritter, Todd Haskins, and Kathy Kunkel.

District Attorney Craig Stedman and Sheriff Mark Reese were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, October 20, 2016, 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 Abrante, Abreu Nicolas, Artis Carroll, Barney, Kanney, Peters, and Rosario-Bones cases.

Commissioner Lehman moved to approve the minutes of the September 15, 2016 Board Meeting. Commissioner Stuckey seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Major Robert Wolfe, Security Operations, on behalf of Alexander 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 Steberger reported the average population for the month of September was 900 and the population today is 923. She reported on the passing of Tom Atkinson, the Prison Recreation Director. She noted that the Prison Staff was saddened by the loss and he is deeply missed.

Warden Steberger reported that the new block out schedule for the inmates is scheduled to start on Monday, October 24, 2016. She stated that the staff is working hard and continue to adjust the schedule. Warden Steberger noted that suicide status inmates will be part of the new block out schedule and they will be allowed to come out of their cells, when possible, and sit at a table to eat at chow time.

Warden Steberger noted that Officer Andrew Brommer sent an email to a Shift Commander with a suggestion to reduce the number of auxiliary posts while increasing the housing units to two officers each. When calls come in, one of the officers can then handle the transport, and there is no delay of service. This has been implemented and is working well. Warden Steberger commended Officer Brommer for bringing this suggestion to Prison Management and for everyone working together to implement the proposal.

Warden Steberger reported that they are working on the employee recruitment process and have visited local schools, conducted tours for high school seniors, held job fairs, and continue to work with the Career Technology Center and Police Consortium. She noted that out of twelve job interviews held at the Prison this week, seven of the interviewees have continued to the next step of the hiring process.

Major Robert Wolfe, Security Operations, reported on misconducts and use of force activity for July, August, and September 2016. He noted that the total misconducts have declined each month from a high of 95 in July to 69 in September.

Major Wolfe gave the training report for the month of September. 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 September there were a total of 1,172 hours of training provided for staff in the following areas: New Correctional Officer Basic Classroom and On the Job Training, Classroom Orientation Training for Contracted Staff, Range Time for the Transport Team Qualifications, Hostage Negotiator Training, Supervisor Sexual Harassment Training with HR Department, Oleoresin Capsicum (pepper spray), Recertification Training, Taser Instructor Class, and Emergency Restraint Chair Training.

Major Wolfe reported that as of October 20, 2016, Correctional Officers are currently staffed at 200 with 168 males and 32 females. The allowable staffing is 206. There are an additional 6 Correctional Officers in training.

Warden Steberger and Major Wolfe invited four Correctional Officers forward to receive special recognition awards. A Star Performer Certificate of Appreciation was awarded to Officer Jodi Wendling for preventing major injury or even death of an inmate on August 15, 2016. A Bravo Certificate of Recognition was awarded to Correctional

Officers David Ramos, Andrew Brommer, and Willie Caine for actively assisting in the prevention of a suicide attempt on September 9, 2016.

Major Wolfe reported the Officers of the Month for September: First Shift Officer Keith Thiec, Second Shift Officer Andrew Brommer, and Third Shift Officer Martin Myers. He and Warden Steberger congratulated Correctional Officer Thiec and Andrew Brommer who were in attendance.

All the Officers who were presented with an award received a round of applause from those in attendance. Each of the Commissioners stated that they were proud of the Prison workforce and thanked them for their dedication and commitment to their jobs.

Joe Shiffer, Deputy Warden for Inmate Services, reported that seven participants graduated last week from the RMO class that started on October 3, 2016.

Deputy Warden Shiffer reported that New Beginnings graduated 13 female inmates from the 2 week class on September 23, 2016.

Deputy Warden Shiffer reported that 8 cubicles were installed throughout the Prison for use by the medical staff, staff attorneys, the PREA counselors, and other staff to use these spaces that provide privacy to meet with inmates.

Deputy Warden Shiffer was pleased to report the 67 inmates (57 males, 10 females) are currently employed in the community through the Work Release Program. He noted that Work Release Director, John Collins, has made great progress to increase job opportunities for the inmates.

Deputy Warden Shiffer reported that the Turn Around Reentry Program (TARP) in Work Release, which had started and stopped over the years, has restarted. He noted that the Prison is working with the RMO, New Beginnings, and Career Link to present Job Search and Job Readiness classes at the Prison. Deputy Warden Shiffer noted that the Prison chaplains and other staff are working to provide informational sessions to the inmates in Work Release.

Tammy Moyer, Director of Administrative Services, reported that monies raised at this year's benefit softball game were presented at the Commissioner's meeting on September 28, 2016. A total of \$13,176 was raised, with \$1,000 contributed to the Molly Curtis Scholarship and the balance given to the Make-a-Wish Foundation.

Ms. Moyer reported that 10-12 staff members of the Franklin County Prison visited the Prison and our Adult Probation Department to review our Unified Case Management (UCM) system. They toured the Prison and discussed our procedures for the

implementation. Franklin County is set to go live in December. Ms. Moyer noted that they are looking into a central booking module from the County Commissioners Association of Pennsylvania (CCAP). This would be a benefit to Lancaster County as well.

Ms. Moyer reported that she and Warden Steberger attended the Women Working in Corrections and Juvenile Justice (WWICJJ) conference held in Louisville, Kentucky from October 2-5, 2016. As they were members of the previous planning committee in 2014, most of cost of the trip was covered by the Department of Corrections. They attended training workshops on Leadership, PREA, Housing Transgender Inmates, and PTSD issues.

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

- Personnel
  - Five vacant full-time maintenance positions.
  - Two facilities non-prison employees are providing on-call after hours response.
  - Maintenance Supervisor submitted notice of retirement for October 28, 2016.
  - Submitted scope of services to the Purchasing Department on October 7, 2016 for outsourcing Prison maintenance services.
- Maintenance Items
  - Staff members are working overtime to address maintenance issues.
  - Tool inventory completed, materials moved to expanded shop area.
  - Co-Stars maintenance employee through the Heim Company assisting with preventative maintenance, seeking quote for a second worker.
- Projects
  - General Fund 2016 Maintenance Projects
    - \$50,000 – preventative lock maintenance program set to begin.
    - Attending monthly Prison Facilities Work Group prioritization meetings.

Mr. Douts wished to thank Alex Croci, Deputy Warden for Operations, for his assistance in helping the maintenance staff to complete the tool inventory and to move materials to the expanded shop area.

Mr. Douts reported that the Prison Facilities Work Group met on October 19, 2016 with an outside contractor. They are waiting to get some numbers and bring back options for the long term capital needs at the Prison at a future meeting. He reported on three

options and what is needed: to keep the current facility and review needs for the next ten years, to build a new Prison with a review of what is needed and the appropriate size and cost, and a lease back option.

Commissioner Parsons invited Larry George, Director of Behavioral Health/ Developmental Services, to give a report on the Suicide Prevention Task Force. Mr. George provided a follow-up to last month's report on the partnership between Lancaster General Health (LGH) and Universal Health Services to construct a 126 bed, free standing mental health facility. He stated that he, Warden Steberger, Todd Haskins of PrimeCare, County Solicitor Chris Hausner, and Chief Clerk Bob Still will be meeting with LGH later today to ask that LGH accept inmates who require inpatient treatment in their existing facility, as well as the new one slated to be opened in the Spring of 2018. He said he will follow-up with the Board on the results of the meeting.

Mr. George reported that the County received a response to the RFP for the "Transition to Community" forensic diversion program. He noted that even though only one bid was received, that it was from a fairly established provider. Mr. George stated that the review team of seven individuals met last week and will meet again on November 1, 2016 to review the proposal and make a decision as to whether to move forward on the program. They will then present a recommendation to the Commissioners for a decision.

Mr. George stated that the new initiative was prompted as a result of the recent settlement of a lawsuit filed by the ACLU of Pennsylvania, which sought relief for mentally ill inmates who were languishing in state correctional facilities, county jails, and even local behavioral health inpatient units for months and in some cases over a year, while waiting to be transferred to the State's forensic psychiatric facilities in Norristown and Torrance. Mr. George noted that this is a state-funded initiative that would allow the Lancaster County Prison to transition mentally ill inmates into a three month intensive treatment program in a group home setting. The program will have a capacity of six individuals and is expected to provide whatever services and supports are necessary for successful reintegration into the community.

Finally, Mr. George reported that the Suicide Prevention Task Force is scheduled to meet next week to update on initiatives in the past year and prepare a formal 'year-in-review' summary for the Prison Board. In addition, the Task Force will be discussing how it may be of assistance to PrisonStat, particularly as one of the nine focus matrices is suicide prevention.

Commissioner Parsons reported briefly on the new initiative called PrisonStat which calls for regular public meetings where the Prison's performance is evaluated based on various factors. The next meeting is scheduled for December 6, 2016 at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Melanie Snyder, Executive Director of the Lancaster County Re-entry Management Organization (RMO), distributed the RMO 2016 Annual Report to members of the Board. Ms. Snyder spoke briefly about the RMO Re-entry Services/Program resources and highlighted the statistical information such as: the total people served, the number of people served by type of service, the results RMO clients achieved, the cost per person per day, and the 2015/16 RMO budget.

Jon Singer, Have a Heart Group, asked if the Prison Board is taking any action for community representation on the Prison Board. Commissioner Lehman stated if/when Lancaster becomes a 2A County, the structure of the Prison Board will not change because State Law does not provide for that. A 2nd class county has two public members on their Prison Board but it does not apply to 2A counties. Commissioner Lehman said that he spoke with our County Solicitor's Office and CCAP and they concur that our Prison Board structure would not change. Commissioner Lehman stated that was why he sent a letter to the Legislative delegation asking for a statutory authority change so Lancaster County could have two members from the public on the Prison Board.

Commissioner Parsons said that the Board is a 100% committed to community involvement and will meet with anyone, anytime. He noted that the Prison Board is governed by statute and there are legal problems with members attending executive session meetings who by statute are not permitted to be members of the Prison Board.

Jonathan Fox, Have a Heart, thanked Deputy Warden Shiffer for his assistance to put on the Prison's fourth concert. The concert was held on September 22, 2016. Mr. Fox stated that it was well received by those in attendance and looks forward to holding another concert at the Prison.

In response to Mr. Fox's question on a preliminary report for the Prevention Task Force, Mr. George stated that while the Task Force has not met in three months, the Task Force sub-groups have met. Mr. George reiterated that a summary of the Task Force's efforts will be made available to the public.

Mr. Fox noted that Sheriff Mark Reese was not in attendance and wondered why Chief Deputy Sheriff Charles Hamilton was not here in his place. In addition, he suggested that the Prison Board take a stand on removal of the Sheriff from the position. Commissioner Stuckey stated that Chief Deputy Hamilton was unable to attend the meeting due to work commitments in the Sheriff's Office.

Tom Zeager stated that this is the first time he had seen an RMO Annual Report and wondered what the initiatives are to fund the RMO. Ms. Snyder stated that the Commissioners have allocated \$100,000 out of the Lancaster County Commissary

Fund for the RMO 2016/17 year. Mr. Zeager suggested the Board could do better. He asked the Board to consider providing additional funding.

Jennifer Strassenburgh, the Compass Mark Children and Family Advocate, distributed a report "The Key to Breaking the Generational Cycle of Incarceration" to members of the Board. She highlighted statistics in the report on the percentage of inmates at LCP reporting adverse childhood experiences as compared to the CDC-Kaser Study. In addition, she reviewed a chart of the Family Services Advocate Program Needs Assessment Outcomes, which reflects percentage reductions in the Initial Needs Assessment for basic needs, medical attention, access to therapy, establishing guardianship, and connection with an incarcerated parent, to the percentages at the 90 Day Needs Assessment.

Ms. Strassenburgh reported that since the start of the program in January 2015, approximately 455 children have been referred so far. She noted that she is working cooperatively with the Lancaster County Children & Youth Agency to facilitate children visits at the Prison. She stated that the program has been very successful and she is working to connect the children and their families to resources in the community.

Commissioner Lehman moved to adjourn at 10:14 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

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

Respectfully submitted,

Brian K. Hurter  
Secretary