

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
November 17, 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 Craig Lehman, President Judge Dennis Reinaker, Assistant District Attorney Mark Fetterman, Chief Deputy Sheriff Charles Hamilton, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Joe Shiffer, Alex Croci, Arla Brown, Ashley Garcia, Charlie Douts, Sue Lao, Christina Hausner, Erika Tirado, Amarilys Rivera, Tammy Moyer, Heather McDevitt, Stacie Dixon, E. William Peters, Melanie Snyder, Robert Wolfe, Chris Pratt, Tom Zeager, Kent Kroehler, Jason Leese, Ben Lefever, Julia Geesey, Evan Marin, Cody Hawk, Autumn Hample, Jarrod Haar, Ken Geib, Lindsey Gruber, Ken Reidenbach, Allen Perry, Kim Reichenbach, Todd Brown, Jonelle Renno, Terry Flinchbaugh, Larry George, Greg Ritter, Todd Haskins, and Kathy Kunkel.

Commissioner Dennis Stuckey, 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, November 17, 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 Abreu Nicolas, Barney, Peters, and Stickley cases.

President Judge Reinaker moved to approve the minutes of the October 20, 2016 Board Meeting. Controller Hurter seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Alexander Croci, Deputy Warden for Operations; 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 the average population for the month of October was 931 which is an increase over September's average population of 900. She stated that from her experience, the inmate population tends to increase over the holidays. She noted that last night the population was 898 and this morning it was 916. The population continues to fluctuate, but is lower than previous years.

Warden Steberger reported that the Department of Corrections performed their bi-annual inspection on November 10, 2016. She said that they received a very good report at the exit meeting, noting eight deficiencies. Ms. Steberger stated that seven of the eight have been corrected and the last one should be corrected today. The DOC will issue a formal report in the upcoming weeks.

Warden Steberger reported that it has been a priority to improve staffing levels. She noted that there is a class of 15 new Correctional officers in November. She said this has been accomplished by the hard work of the staff through on-line recruitment, job fairs, working with the police consortium, and welcoming tours for high school students. Ms. Steberger noted that having the staff reach a complement of 215, has the potential to reduce mandatories required at the current staffing levels.

Alexander Croci, Deputy Warden for Operations, reported on misconducts of force activity for August, September, and October 2016. He noted that both major and minor misconducts have increased, with total misconducts at 113. That figure is still below the 12 month high of October 2015 at 133. He stated that the increase was mostly attributable to a gang conflict issue in October.

Joe Shiffer, Deputy Warden for Inmate Services, reported that the most recent RMO Reentry/Life Skills class graduated 6 inmates on October 14, 2016, started on October 3, 2016 with 7 participants.

Deputy Warden Shiffer reported that New Beginnings graduated 8 female inmates from the two week class on November 11, 2016.

Deputy Warden Shiffer reported that he is interviewing for a Drug and Alcohol Classification Specialist.

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.

Tammy Moyer, Director Administrative Services, reported that the Prison is in the process of changing the inmate identification system from ID badges to wristbands. She noted that the wristbands are printed out of the Unified Case Management (UCM) system and the band will be applied to each new commitment at the time of their arrival. Ms. Moyer stated that wristbands are part of a larger project to switch the Prison away from a paper-based system of tracking inmates. The new wristbands will include a picture, name, and identification number for each inmate. Unlike the badges, they will be nearly impossible to lose or misplace. In addition the wrist bands are able to be

imbedded with RFID technology so that in the future, scanning the wristbands will account for their movement both within the facility and logging inmates out as they leave the building for court and medical transports. Ms. Moyer reported that the commitment officers received training this past Monday. Currently staff is working on policies and procedures, and the new system should be ready in three weeks.

Ms. Moyer reported that on November 7, 2016, the Salary Board approved the reclassification of the vacant Auditor position to a Fiscal Operations Supervisor. The position is posted and applications are currently being reviewed.

Major Robert Wolfe, Security Operations, gave the training report for the month of October. 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 October there were a total of 1,758.5 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, K9 Training and Certification, Certified Emergency Response Education, and facility tours involving educational institutions.

Major Wolfe reported that as of November 1, 2016, Correctional Officers are currently staffed at 204 with 166 males and 32 females. The allowable staffing is 206. There are an additional 6 Correctional Officers in training.

Major Wolfe reported the Officers of the Month for October: First Shift Officer Jose Conception, Second Shift Officer Jarrod Haar, and Third Shift Officer Irene Riley. He and Warden Steberger congratulated Correctional Officers Conception and Haar who were in attendance.

Warden Steberger and Major Wolfe announced that four Correctional Officers received special recognition awards. A Star Performer Certificate of Appreciation was awarded to Officer Kenneth Geib for responding to a car that was going the wrong way on a one way street on November 1, 2016. Without regard for personal safety, Officer Geib immediately responded to the incident and guided the elderly man into the Prison parking lot. After contacting the City Police they were able to locate his relatives for assistance. A Bravo Certificate of Recognition was awarded to Correctional Officers Evan Marin, Autumn Hample, and Katelyn Bair (not in attendance) for actively assisting in the prevention of a suicide attempt on October 11, 2016. All the Officers 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.

He also noted that the K9 unit assisted the federal corrections facility at Allenwood on

October 18 and 19, 2016 in a drug search detail. He read a letter of thanks from the institution.

Major Wolfe reported on a recent incident where an inmate in the MHU unit attacked a Correctional Officer and another inmate assisted staff in taking the attacking inmate down. Major Wolfe stated that a letter of commendation was placed in the assisting inmate's file, and he was given free phone minutes on the Prison phone system.

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

- Personnel
 - Six vacant full-time maintenance positions.
 - Two facilities non-prison employees are supplementing the workforce and providing on-call after hours response.
 - RFP for outsourcing of Prison Maintenance due December 16.
- Maintenance Items
 - Co-Stars maintenance employee through the Heim Company assisting with preventative maintenance will continue until March 2017.
 - Windows closed, temporary storm windows installed on lower levels.
- Projects
 - General Fund 2016 Maintenance Projects
 - \$50,000 – preventative lock maintenance program set to begin November 14.
 - Attending monthly Prison Facilities Work Group meetings.
 - 2017 Capital Budget list submitted.

Mr. Douts noted that under the preventative maintenance program, they have a locksmith retooling and lubricating the lock mechanisms at the Prison as needed.

Commissioner Parsons reported that the Prison Facilities Work Group has been meeting on a regular basis. The goal is to get different options and bring them to the Prison Board and the public for consideration. He reported on three options: to keep the current facility and review needs for the next ten years, build a new Prison with a review of what is the right size and cost, and have an outside organization build a prison and lease it back.

Commissioner Parsons, on behalf of Larry George, Director of Behavioral Health/ Developmental Services, gave an update report on the Suicide Prevention Task Force. Commissioner Parsons 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 they continue to work with LGH as to the ability for LGH to have incarcerated individuals access inpatient psychiatric care at the new facility.

Commissioner Parsons stated that the task force is reviewing RFP responses to the forensic diversion "Transition to Community" program. He stated that the new initiative is for mentally ill inmates currently housed at the Prison, waiting to be transferred to state-run psychiatric facilities. Commissioner Parsons noted that it is a state-funded program that would allow the Lancaster County Prison to transition mentally ill inmates into temporary housing and receive treatment in a group home setting. A maximum of six individuals can be treated at any one time.

Jonelle Renno, new coordinator for the New Beginnings program at the Prison, reported that they held 2 classes in September with 20 graduating out of 22 participants. She stated that in addition to participants securing employment, the program includes keeping appointments, staying on medications, and improving overall mental health.

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 94%. She also reviewed a flowchart of RMO Programs & Collaborative Re-entry Services Delivery Model.

Tom Zeager, Justice & Mercy, stated that the Board is really moving forward and going in the right direction. He stated that Justice & Mercy has always been opposed to building a new facility, but when he sees the work that Warden Steberger and staff are doing, he supports a new facility if there is any way the County can afford it.

As a follow-up to his request at last month's meeting, Mr. Zeager asked if the Board discussed giving \$500,000 to the RMO to support the work they are doing. It was the consensus of the Board that the budget for the County is the responsibility of the Commissioners and they have to consider the various programs they currently fund. There is also only a limited amount that can be taken from the store account.

Kent Kroehler, Have a Heart, asked why the percentages for inmates "held for trial" has increased as shown in the monthly statistical report in the past year from 75% to 85%. Tammy Moyer stated that the figures are not accurate since the data is not yet linked to the new UCM system.

Prison Board Minutes
November 17, 2016
Page 6

Mr. Kroehler asked about the housing fees collection rate. He questioned if levying a fee that is not getting collected is cost effective. Commissioner Parsons agreed and said they are currently in the process of reviewing the debt collection program.

Commissioner Lehman moved to adjourn at 10:18 a.m. Controller Hurter seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be December 15, 2016, at 9:15 a.m. in the Conference Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary