

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
April 20, 2023

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 Ray D'Agostino, Commissioner John Trescot, President Judge David Ashworth, Sheriff Christopher Leppler, District Attorney Heather Adams, and Deputy Controller Kathy Kunkel.

Not Present: Controller Lisa Colón.

Others Present: Cheryl Steberger, William Aberts, Joseph Shiffer, Arla Brown, Kim Wolfe, Jackie Pfursich, Kathleen Morrison, Teri Miller-Landon, Anne Weiss, Karlee Shambaugh Cindi Feaster, Carrie Kurtz, Jonathan Fox, Bob Devonshire, Kent Kroehler, Neil Ward, Chris Hume, Margaret Platt, Michael Fitzpatrick, Kim McDevitt, Tim Stuhldreher, Peggy Lou Platt, Jason Perkowski, Todd Haskins, Kelly Rhoads, Chris Mahrel, Erin Duganitz, Sarah Haley, Sarah Sample, Jason Croad, Mark Wilson, Justin Hackler, Toni Warfel, Christina Fluegel, Thomas Jenkins, Carmen Simone, Gail Groves Scott, Christina Peddigree, Kelly Ehrich, Louis Chirichello, Kristal Abenshon and Sabrina Huss.

Commissioner Trescot moved to approve the minutes of the March 16, 2023, Prison Board Meeting. Commissioner D'Agostino seconded. The motion carried unanimously.

Cheryl Steberger, Warden; William Aberts, Deputy Warden for Operations; Joseph Shiffer, Deputy Warden for Inmate Services; Arla Brown, Director of Administration; Bob Devonshire, Director of Facilities; and Kathy Kunkel, Deputy Controller gave reports on their areas of responsibility. All these reports, including operations and statistical information, are posted on the County's website.

Warden Steberger reported on grievances back at the facility. They currently have one in the books. As of last week, it is believed there are seven or eight grievances and they worked through those with their union, with the assistance of HR, and their solicitor.

Warden Steberger reported the prison had a providers' network at the Prison at the end of March. It was an opportunity for everyone to meet and learn what services they are providing to LCP, networking, and ask process questions regarding services at LCP. There was approximately 50 individuals at the meeting. Some of the people who participated at the meeting were the Treatment team, representatives from Mental Health America, Alcoholics Anonymous, Career Link, Race Project, Donegal Substance

Abuse and Alliance, IU13 Pathways, Lancaster Drug and Alcohol Commission, Compass Mark, BHDS was there representing Compass Mark, Renew, Bethany Christian Services, School District of Lancaster, the Public Defender's Office, Blueprints, an addiction recovery service, and CRS. It was an eye-opening meeting and to hear what they bring to the facility. Warden Steberger thanked Carrie Kurtz, Director of Reentry Planning and Coordination for the Lancaster Reentry Coalition. Ms. Kurtz assisted the Warden in organizing the meeting as well as Deputy Warden Shiffer, Arla Brown and assistant Kim. Chief Clerk Larry George was there as well, and he spoke at the meeting.

Warden Cheryl Steberger reported the inmate population this morning is 709. In March of 2022, they were at 766 the average. In March 2023, they are 719 for the average. The state approved the housing capacity at the Prison as 1,085, that's through the Department of Corrections (DOC) and approved by them.

Warden Steberger reported they were conducting a Prison wide search as of Monday. The Corrections emergency response team began the prison wide search, and they were still conducting the search Thursday. The Prison wide search is being conducted primarily for safety measures. The focus if the search is to see if they find contraband, weapons, and drugs. Reports that have been received state they have found nuisance items such as laundry and trash. Warden Steberger thanked director John Bay from Dauphin County Prison and Warden Tina Lutz from Lebanon County Prison for allowing their staff to come assist with that detail. It is nice for the staff to be able to network with people from other facilities and share ideas.

William Aberts, Deputy Warden for Operations, reported the officers of the month for March: First Shift, Officer Tyquan Bynum; Second Shift, Officer Elyzer Ortiz; and Third Shift, Officer Tanner Moyer.

Deputy Warden Aberts reported on the Control Panel Project. On Tuesday, April 13, 2023, there was a walk through at the facility involving all involved vendors which took about seven hours to complete. Any issues with control panels were noted. Afterwards, a meeting was held where everyone sat down & the areas of concern were assigned to specific vendors to repair. There was a 30-day deadline put on the repairs. As the 30 days progress, everyone is to give an update on where they stand with their portion of the project.

Deputy Warden Shiffer reported on the Medicated Assisted Treatment (MAT) Pilot Program. There are three medications consistent of the MAT program: Subutex, Methadone, and Vivitrol. The MAT pilot was started back in September 2022, and they are currently working through that. Deputy Warden Aberts recognized Sergeant Fisher, who has taken the lead in coordinating the program with the medical department. They have worked closely together to develop practices, policies, and procedures for the

MAT program. There are 25 individuals on the MAT line to get their medication. In March, they had 46 participants total. Since the beginning of the program, they have had 101 participants. Regarding methadone, currently, as of today, we provide methadone to pregnant females, but we have had an agreement with ARS very recently to expand that. More information will be provided once he is able to meet and coordinate with ARS. Their goal is to provide additional MAT services with methadone. Regarding vivitrol, back in January it was reported there is a grant from Pennsylvania Coalition of Crime and Delinquency (PCCD) and unfortunately the grant has run out. They are working with the medical department to provide vivitrol injections and there are further grants coming up in the spring. They are working to access additional funds for that service.

Deputy Warden Shiffer reported they did have the LCCP Providers Network meeting in March. It sets them up well for continued participation and coordination for all their services within the facility. They are creating a resource guide and information from the meeting to provide to all the partners or whoever wants it. It will be a good resource with contact information, and everything needed to continue communication coordination.

Deputy Warden Shiffer reported there was an Inmate Services Staff Retreat on Tuesday which was successful. The goal of the retreat is to continually educate the staff and provide them with the tools they need to do a better job. They had LGH come in and do some education on opioid use disorder and addiction which the staff found to be very helpful. The medical department also provided updated information on policies and procedures the staff would need to do their jobs better. There was team building activities and discussions on continuous improvement with the department.

Deputy Warden Shiffer gave thanks to Justice and Mercey. On March 30, 2023, they had their Justice and Mercey Chocolate Cross Day. It was a success; the inmates and staff appreciate all the chocolate crosses as well as the visitors coming through. Deputy Warden Shiffer also thanked Thomas Well and his wife for their part in it and the volunteers as well.

Deputy Warden Shiffer reported on the reentry program update. We had a graduation in March of five women. We had an additional graduation of five men in the beginning of April. We have a total of 201 participants since the program began pre-Covid. In the past year, we have 119 participants who went through the program. Recidivism rates 90 days, they are running at 9.3 %, six months 18.2 %, and then you go down to three years and they are running at 61.4%. They are still working diligently to create the best program. The centerpiece of the program is a two-week intensive class neighbors coaching. They continue working hard to get post release case management and support. Deputy Warden Shiffer reported they have been meeting with Carrie Kurtz from LCRC in that effort.

Deputy Warden Shiffer mentioned in the last prison board meeting the fact they had an open Reentry Manager position. The position has since been posted and taken down. They have interviews scheduled for Tuesday, April 25, 2023. Hopefully at the next prison board meeting, he can introduce the new Reentry Manager to the Board and the public.

Arla Brown, Director of Administration, reported they continue to have one vacancy within the department and one employee on extended leave. In April, they continue their barbering services. They have 58 inmates who receive the service with 11 designated as indigent, which means no cost to them. They continue their monthly policy review. As reported in the previous month, they are continuing with their annual financial audit which is expected to be completed soon. For future topics, if there is anything you would like addressed or included in this forum, please feel free to contact Ms. Brown.

Carmen Simoñe, Deputy Director of General Services, reported they continue working with Deputy Warden Aberts on the door access project. They are working on the new prison facility project as well.

Mr. Simoñe reported they have 97 work orders completed for March 2023. They currently have 324 work orders for 2023. Mr. Simoñe reported there are 108 work orders per month on average for 2023. They have 147 work orders per month on a 5-year average.

Kathy Kunkel, Deputy Controller, reported the actual expended to date for personnel services is 6.5 million, supplies \$295,660, and purchased services 1.9 million for a total expended to date of \$8,735,000 which is within the expense budget for 12 months. Since the last report, the increase in the revenue is \$23,950 and an increase in expenses is \$2,810,000.

Warden Steberger reported the Request for Proposals (RFP) for design services for the new Lancaster County Correctional Facility were due on April 12th. The county expects to have a team selected and engaged around the beginning of July. The timeline is subject to change, depending on the needs of the county. CGL's planning group is working with Warden Steberger and the staff at LCP to review programming documents. We expect this review to continue over the next few months. Once completed, the program will serve as a guide for the design team to use in designing the facility. The project website, www.lccf-pa.com, will continue to be updated on the project as they continue to progress through that.

Warden Steberger reported in the last prison board meeting they were sending four staff members out to Nevada, Clark County. They were invited out there and CGL had suggested they go out there and joined the team when they went out to Clark County. Warden Steberger sent a commitment sergeant out there, Sergeant Underdunk, an

officer of Permanent Post, a seasoned officer, Dave Riley, Sergeant Whitaker, their line sergeant, he works the midnight to eight shift and Toni Warfel, Supervisor of Inmate Services, went as well. One of the main things Warden Steberger had asked for while the team was out there, was to observe their commitment area. There's a new concept in intake being the first place an individual will see once they enter the facility, is an open setting. The individual would sit in an open setting and watch TV, be able to get on the phone, wear a belly chain based on the information gathered from Ms. Warfel's visit, not free to roam where they please, but they are not confined to a cell the way it is currently done now at LCP.

Warden Steberger invited Toni Warfel, Supervisor of Inmate Services, up to speak about the trip to Nevada. Ms. Warfel reported during her trip to Vegas was extremely eye-opening. They brought back a lot of ideas as far as dealing with their suicide status inmates, their individuals with medical issues. The Prison had negative pressure areas, they had bunks that were solid plastic, rectangles which were built into the cell. This prevented the inmates from climbing underneath, they couldn't fit anything through the sides, and that was extremely interesting. Ms. Warfel reported they had small interlocks prior to getting to cells for individuals that are known to be violent where you can still see them and engage with them on a personal basis without the risk of being assaulted. The staff there were incredible. A lot of that is attributed to the fact that they have almost 30 weeks of training. They have a unique setup where their prison is run by their police department. Their police department has both correctional staff and city officers, this gives them the ability to do such extensive training. They receive a lot more resources than we might here at Lancaster County. Ms. Warfel reported they can do things we are not able to do with their inmates based on the different laws. Those were one of the most apparent differences, how they can handle inmates' verses how we can because of the different constraints we might be under typically with different mental health acts. Individuals who are in mental health crisis, while they are awaiting transport to a state hospital, which is something we can't do here in Lancaster County. They have the same issues we see here, homelessness, lack of housing opportunities in the community, but they learned a lot, they learned different things to bring back. It was a great experience and Ms. Warfel brought back a list of items that were given to CGL indicating what we want to pull from that experience. The count at the prison that day was 2800 but it could go a little over 3000. The resources Las Vegas has is different from things here, so they are able to hire so many more people. They have tons of staff for areas that we might have only sat with one, they might have three or four. They have both civilians and individuals from the police department working there, their entire method is different.

Commissioner Trescot reported the Work Group continues to go on. Mr. Trescot had some opportunities to speak with the Chief of police as well as the MDJ's wanting to get more input on various people around the County who are going to be a part of the new jail project. As the Warden has mentioned, the next big step is having a designer and taking all the needs assessment and the assessments of what we're doing for spacing

all ideas from the trips have been taken, input from CGL and start turning that into actual designs so people can be able to see and work with it. The next big step is picking the designer and how well they will work with us and our team going forward. So far there seems to be good communications, we don't have a schedule for our next listing session. Commissioner Trescot would like to wait until they have a little bit more to talk about at the next one unless they get the designer on board, there will be time to do that. They appreciate everyone who comments on the website and brings their information in, they do still listen and look at it. The project is going a pace, the schedule is flexible, but Commissioner Trescot thinks we're moving at a reasonable pace for a project this size for something we don't do every day, that's a big difference.

Commissioner Trescot praised Michael Fitzpatrick, the IT staff and CGL for updating the website. They have read a lot of the comments and are taking, any of them into consideration. He hopes people will find the website not only usable in terms of information but user friendly.

Commissioner Trescot reported the county has received four proposals for the design services. His understanding, after speaking with Ms. Linder Schreiner, the Director of Purchasing, is that there will be a process by the committee to review those and then have interviews here before the Board of Commissioners sometime in June so a decision on the engagement of the design.

In business from guests, Ms. Platt from Justice Mercy thanked the prison for the Chocolate Cross Day, it was a wonderful event. There were a lot of comments from people that attended the event stating how awesome and accommodating the staff was. They expressed how much they enjoyed walking through the prison and interacting with the staff as well. They have no problem getting people to go volunteer at the prison, they must have a cut off because then they would have too many people & not enough inmates to see. It is a good problem, but they have people that are repeat visitors and wish to go every time. The minute Ms. Platt calls and states they are going to the prison a certain day she has the same people asking her to sign them up as well as new people. People will not sign up for luncheons, but they will sign up to go in and be with the inmates, serving the inmates and they enjoy that. Ms. Platt thanked everyone again for making this possible for the people.

Neil Ward, Have a Heart, thanked the prison staff for all they do. It's a lot of work and he wants everyone to know how much it's appreciated, he recognizes that. Mr. Ward asked if there was a scheduled prison stat. Commissioner Parsons and Warden Steberger both answered there was not one scheduled, but they would get that out. Mr. Ward asked about the 3-year PREA Audit, he asked if it was possible to do it annually. Ms. Warfel stated that it's mandated by the standard that it goes every three years. The prison does internal audits themselves, on a monthly basis, but the actual auditor that gets brought in, they come every three years. Mr. Ward asked if it is more cost effective

to pay overtime or have a full compliment with benefits? Is that something we can provide in the future? Commissioner Parson's stated he thinks it is better to have a full compliment because it's more regular and the overtime which we do go over prisons, you see that it shoots up and down, it is just better overall to have a full compliment so that is what we work towards. It doesn't always correlate as that because if one is doing more training they end up with more overtime. Regarding substance abuse and mental health, Mr. Ward stated he thinks everyone agrees the prison shouldn't be a treatment center. Mr. Ward asked what work is being done to eliminate the criminal justice aspect from the

Deputy Warden Shiffer reported on medical grievances and gave everyone an explanation on how it works. Medical grievances are taken very seriously by the staff. All inmates are given the opportunity to put in a grievance on their tablet. The staff has 7 business days to answer a grievance and to provide a response. If the inmate is not happy with their level of care or the response, there are levels of appeal that the inmate may take. The Prison staff currently does not track whether they are substantiated or unsubstantiated, but plan on doing so for medical reasons moving forward. Deputy Warden Shiffer provided a handout that shows a list of grievances. Deputy Warden Shiffer went on to explain how grievances are submitted and that by the time they review a grievance, the inmate may have already been seen for the problem. He gave us examples as to why the inmates may put in a grievance and the procedures used to determine whether they are founded or unfounded.

Arla Brown, Director of Administration, reported that her department continues to have one vacancy and one individual on extended leave.

Ms. Brown reported that there were 53 inmates who received barbering service in February, with 23 designated as indigent.

Ms. Brown reported that they continue their monthly policy review meetings.

Ms. Brown reported they are undergoing their annual financial audit, results pending.

Ms. Brown reported that the statistical information on the overall operations of the Prison is provided online with the monthly report.

Bob Devonshire, Director of General Services reported on his areas of responsibility:

- They continue to assist Deputy Warden Aberts on the door access control systems upgrades and the new prison project.

- There were 118 work orders closed in February, with 227 for 2023. 113.5 work orders per month on average for 2023. 170 work orders per month, 5 year average.

Deputy Controller Kathy Kunkel presented the financial report on the Prison as of February 28, 2023. The actual expended to date for personnel services is \$3.8 million, supplies \$252,178, and purchased services \$1.2 million for a total expended to date of \$5,925,000 which is within the expense budget for 12 months. The increase in revenue is \$16,290 and the increase in expenses is \$2,477,000.

In new business, Warden Steberger discussed the new Prison project. Last Thursday, March 9, Lancaster County published the Request for Proposals (RFP) for design services for the new Lancaster County Correctional Facility (LCCF). The RFP describes the scope of services that the selected design team will be asked to provide along with the process that Lancaster County will use to select the successful design team. There will be a mandatory pre-proposal meeting on Wednesday, March 22, 2023, at 1:00 p.m. in rooms 102/04 of the Government Center. The actual proposals are due on April 12th. The county expects to have a team selected and engaged around the beginning of July, though this timeline is subject to change, depending on the needs of the County.

CGL's planning group is working with the Warden and her team to review the Operational Program and the Architectural Space Program. This review is expected to continue over the next few months. Once completed, the Program will serve as a guide for the Design Team's use in designing the new LCCF.

The project website, www.lccf-pa.com, has been recently updated. The updates include a link to the RFP for design services, a revised timeline, additional FAQs, Listening Session two notes, handouts from the DA and President Judge, and supplementary links for the site accessibility.

Stakeholder outreach continues with the project.

Four staff members will be traveling out to Nevada at the end of the month to visit Clark County Prison. Clark County currently houses 2,800 inmates and it can house up to 3,800 inmates. CGL suggested this facility for the commitment staff because they were struggling with the idea of more open areas. This facility can provide housing concepts for the mentally ill and ideas on how to deal with the mentally ill.

Commissioner Trescott spoke about having a designer as the next major step. They will be taking the needs assessment and all the inputs for best practices to develop the completed design. This process has a hold point once the basic design is done which will allow everyone in current design to be able to do fly throughs in the computer model to see the flow, the space, color, and the layout. This will make it more real for people

and show layout and what a housing unit looks like. He encourages input through the website because this is the best time to make good use of it.

Sheriff Leppler moved to adjourn the meeting at 10:02 a.m. Commissioner Trescot seconded. The motion carried unanimously. The next meeting is April 21, 2023, at 9:15 a.m.

Respectfully submitted,

Lisa K. Colón
Secretary