Minutes of the Monthly Meeting of the
Lancaster County Prison Board
April 16, 2015

The meeting was called to order by Commissioner Scott Martin at 9:18 a.m. in the
Public Meeting Room at the Lancaster County Administrative Office Building.

Members Present: Commissioner Scott Martin, Commissioner Craig Lehman,
Judge Dennis Reinaker, Sheriff Mark Reese, District Attorney Craig Stedman,
and Controller Brian Hurter.

Others Present: Claudia Shank, Paul Smeal, Charlie Douts, Tammy Moyer,
Ashley Garcia, Andrea McCue, James Vollrath, Thomas Trudel, Barbara Trudel,
Mark Wilson, Mary Steffy, Deanna Weaver, Bob Cooper, Larry George, Jonathan
Fox, Amanda Funk, Pamela Grosh, Kent Kroehler, Melanie Snyder, Jeff Hawkes,
Todd Haskins, Kelly Rhoads, Terri Flinchbaugh, Alex Croci, and Kathy
Kunkel.

Commissioner Dennis Stuckey was unable to attend the meeting.

Commissioner Martin noted that the Prison Board met in executive session on April 16,
2015 at 8:30 a.m. to discuss litigation and personnel matters.

Sheriff Reese moved to approve the minutes of March 19, 2015. Commissioner
Lehman seconded. The motion carried unanimously.

Paul Smeal, Warden; Alex Croci, Deputy Warden, reporting on behalf of Anthony Haws,
Acting Deputy Warden for Inmate Services; Joseph Shiffer, Acting Deputy Warden for
Operations; 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 Smeal stated that since last month, regarding suicide numbers, there have
been seven attempts at the Prison. The Warden reviewed the various attempts and
stated that appropriate protocols were put into place to protect the lives of the
individuals involved. He reported that there were 103 patients on suicide status in
March. He noted that the Prison hotline received two outside calls from individuals
concerned about inmates’ welfare. Warden Smeal stated that the staff acted positively
and appropriately to follow-up on those calls.

The Warden recognized Correctional Officer Megan Kreider, who while working on the
C-Unit had an interaction with a female inmate and felt as though there was something
that was not quite right. Ms. Kreider got other staff involved and after removing the
inmate from her cell, found a noose. The inmate received the appropriate after-care.
Warden Smeal reported that the Prison population this morning was 986. He stated that when the Prison population is between 950-1000 operations seem to run smoothly.

Joe Shiffer, Acting Deputy Warden for Operations, reported on the misconduct/use of force activity for March 2015, along with the statistics for the previous six months, September 2014 through February 2015.

Acting Deputy Warden Shiffer 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 2,448 hours of training for staff was provided in the following areas: New Correctional Officer Basic Training, Officer On-the-Job Training (OJT), Security Training for Medical Staff, Fire Emergency Response Team (F.E.R.T.) Training, PREA, Suicide Prevention, Security Protocol, Use of Force Training, and K-9 Unit Training. He noted that on April 15, 2015 the second round of training began at the Mount Joy training center. This training includes communication skills, teamwork, and dealing with inmate behaviors.

Acting Deputy Warden Shiffer reported that as of April 2, 2015, Correctional Officers are currently staffed at 198 employees with the maximum allowable staffing at 206.

Acting Deputy Warden Shiffer reported the Officers of the Month for March: first shift Officer Charles Horn, second shift Officer Andrew Bender, and third shift Officer Joseph Goodling.

Acting Deputy Warden Shiffer reported that the Lancaster County Park Prison garden is scheduled to begin on May 6, 2015. The Prison is working with Lancaster Farm Fresh, Lancaster General Hospital Wellness Center, and Penn State Master Gardeners to assist with the project. In addition, the female garden on D-Block started on April 15, 2015 with 10 participants.

Acting Deputy Warden Shiffer congratulated Sergeant Thomas Trudel on his promotion to Lieutenant and presented him with his Lieutenant bars.

Commissioner Lehman asked for an update on the development and the implementation of the Crisis Intervention Training (CIT) for the Prison. Acting Deputy Warden Shiffer stated that they have been working with the Adult Probation & Parole Department and various agencies. He will provide information on the status and an implementation timeline.

Deputy Warden Alex Croci, on behalf of Acting Deputy Warden Anthony Haws, reported that an RMO Life Skills Class was held from March 6 through March 27, 2015. There
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were eleven inmates who graduated from the program and received their certificates of completion.

Deputy Warden Croci noted that the Prison Counseling Staff continues to provide referrals and applications to the Reentry Management Organization (RMO) for inmates that are in need of services upon their release.

Deputy Warden Croci reported a Prison multi-disciplinary team has been established and are meeting weekly to discuss individuals that are currently incarcerated that have mental health and/or medical issues. The names of the inmates that are identified as needing assistance are moved to the appropriate court system.

Deputy Warden Croci reported that a treatment team consisting of members from Behavioral Health & Developmental Services (BH/DS), Drug & Alcohol Commission, Public Defender’s Office, Adult Probation & Parole, PrimeCare Medical and Mental Health Staff, and Prison Security and Counseling Staff has been established to review inmates that have mental health or medical issues. The purpose is to utilize all the resources that these agencies bring to the table and come up with a treatment plan of action to present to the courts. The goal is to get individuals back into the community and have a successful outcome after release.

Deputy Warden Croci reported that on April 20, 2015 the Prison is hosting a concert for the inmates. There will be one concert for the males and one concert for the females. He thanked members of the Have A Heart Organization, the Spanish American Civic Association, and the RMO for helping to put this together.

Deputy Warden Croci, reported that the New Beginnings program will be starting another class on April 20, 2015 with eleven participants. He introduced program coordinator, Amanda Funk, to provide an update on the program. Ms. Funk stated that the program has been very successful with 30 women participating in classes so far this year.

Tammy Moyer, Director of Administrative Services, reported that on March 27, 2015 the Prison submitted an application for this year’s State Criminal Alien Assistance Program (SCAAP) grant. The grant reimburses state and local governments that incur correctional officer salary costs for incarcerating undocumented criminal aliens with applicable convictions who are incarcerated for at least four days. Ms. Moyer stated that 164 inmates met the qualifications for this funding. She noted that last year the grant reimbursement was over $24,000 for 178 inmates.
Ms. Moyer stated that on April 10, 2015 the staff was advised that the Act 81 Grant award from the Department of Corrections was $230,746. This grant pays for housing Level 4 or Level 5 Work Release inmates who are community employed.

Ms. Moyer stated that planning has begun for the 4th Annual Molly Curtis Softball Game that is scheduled for August 15, 2015.

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

- Developing a project time-line for 2015:
  - General Fund:
    - Floor Repairs - $45,000 - contractor contacted for pricing.
    - Work Release Window Replacement - $50,000 - contractor is working on pricing.
  - Capital Fund:
    - Bunk Replacement Phase II - $100,000 - Phase II work has begun.
    - Window Modifications (Hayes Report) - $250,000 - working with a contractor to provide pricing. Trying to coordinate this project with bunk work in order to limit disruptions.
    - Fire Alarm Upgrade - $1,050,000 - Contractors have started their work. The tentative completion date is December 1, 2015.

Commissioner Martin stated that he had a conversation with Lancaster City Officials recently about the parking plan that was developed for the Prison a few years ago but never moved forward due to storm water issues. He said that Lancaster City will be making some changes to their ordinances. Commissioner Martin stated they will continue discussions on a plan to address the parking situation at the Prison.

Commissioner Lehman referenced the heating problems during the winter and asked Mr. Douts to give an update on the status of the heating equipment that will need to be replaced. Mr. Douts estimated the cost to be $100,000 and is working on a comprehensive plan to address the heating issues. He stated that he is working with contractors to assess the issues and provide recommendations. He noted that in addition to the heating system and duct work, there are also issues with some windows.

Commissioner Martin reported that the 10-member Suicide Prevention Committee had its first meeting and discussed how to move forward. The Committee will have a learning session with the Department of Corrections and will establish the framework and guidelines for their group. The members are Commissioner Martin; Andrea McCue, Chief Clerk; Crystal Clark, County Solicitor; Warden Smeal; Todd Haskins, PrimeCare;
Mary Steffy, former Director of Mental Health America of Lancaster County; Larry George, Director BH/DS; Anthony Haws, Acting Deputy Warden; Brian Secor, President of the Correctional Officers’ Union; and Tammi Kahler, whose brother James Hodapp Jr. committed suicide at the Prison in 2003.

Melanie Snyder, Executive Director of the Lancaster County Re-entry Management Organization (RMO), gave a statistical report and success rates for the current 18 month client group and the March Re-entry Employment Program results.

Ms. Snyder also reported on the RMO’s weekly Successful Returning Citizens Support Group meetings. She stated that the attendance has grown at the Wednesday night meeting. In addition to that meeting they have now added a Friday afternoon meeting.

Ms. Snyder stated that they are preparing for the start-up of a Day Reporting Center at Careerlink. She said that the RMO has been working with Judge Reinaker and Mark Wilson, Director of Adult Probation & Parole, to have his staff identify individuals for the first pilot group scheduled to start June 1, 2015. There will be a second pilot group scheduled for July 6, 2015.

Jonathan Fox, Have A Heart, suggested the new suicide prevention committee consider how overcrowding, deteriorating facilities, and insufficient recreation time contribute to mental health breakdowns in the prison.

Pam Grosh, Director of Victim Witness Services, raised concerns that victims are not being notified when an inmate is allowed to leave the Prison for hospital treatment or job training. She wondered if there are adequate measures in place to make sure victims are notified. She also stated concerns about all the programs held at Careerlink which is a public facility that both victims and defendants have access to.

Controller Hurter moved to adjourn at 10:00 a.m. Commissioner Lehman seconded. The motion carried unanimously.

The next meeting of the Lancaster County Prison Board will be May 21, 2015 at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter
Secretary