

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
January 20, 2022

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, Judge Leonard Brown, District Attorney Heather Adams, Sheriff Chris Leppler, and Controller Lisa Colon.

Not Present: President Judge David Ashworth

Others Present: Cheryl Steberger, William Aberts, Joseph Shiffer, Kim Wolfe, Arla Brown, Toni Warfel, Christina Fluegel, Kristal Abenshon, Thomas Jenkins, Larry George, Bob Devonshire, Jackie Pfursich, Louis Chirichello, Stacie Dixon, Jonathan Fox, Michelle Gallo, Tim Stuhldreher, Daniel Heisey, Carrie Kurtz, Shayne Goodman, Todd Haskins, Michelle Batt, Peggy Lou Platt, Lydia Kovalchuk, Tom Lisi, and Diana Rivera.

Commissioner D'Agostino moved to approve the minutes of the December 16, 2021 Prison Board Meeting. Sheriff Leppler seconded. The motion carried unanimously.

Commissioner Parsons stated that the first order of the business is the Prison Board organization:

Commissioner D'Agostino moved to approve that Commissioner Joshua Parsons be nominated as Chairman of the Prison Board. Controller Colon seconded. The motion carried unanimously.

Commissioner Parsons moved to approve that Commissioner Ray D'Agostino be nominated as Vice Chairman of the Prison Board. Sheriff Leppler seconded. The motion carried unanimously.

Commissioner Parsons moved to approve that Controller Lisa Colon be nominated as Secretary of the Prison Board. District Attorney Adams 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; and Bob Devonshire, Director of Facilities; gave reports on their areas of responsibility. All of these reports, including operations and statistical information, are posted on the County's website.

Cheryl Steberger, Warden, provided an update on staffing. She reported the current staffing complement: allotment of 229, current staffing of 149, making it 80 officers short

at the facility. She stated that they were short 99 officers at last month's Prison Board meeting. Warden Steberger stated that they are seeing an improvement due to the wage increase. The starting wage is \$23.00 per hour with a \$7,500 sign-on bonus. Warden Steberger stated that she began conducting interviews along with Deputy Warden Aberts and Major Chirichello since the beginning of this year. She stated that she feels it is important for the candidate to see the face of the organization. Warden Steberger stated that they had 15 job interviews in the last two weeks and eight of those candidates are moving forward. She stated that there are five interviews scheduled for tomorrow. Warden Steberger stated that as part of the upcoming policy and procedure meeting, they will be reviewing their hiring practices to make that process more efficient. Warden Steberger stated that the vendor in charge of advertising was in the facility last week to do some additional filming. She noted that a job fair is being held at the Public Safety Training Center today from 2:00 p.m. to 8:00 p.m.

Warden Steberger reported the inmate population this morning is 739. The inmate population in December 2020 was 650 and 725 in December 2021.

Warden Steberger reported that the next PrisonStat meeting is scheduled for January 25, 2022, at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Warden Steberger welcomed Controller Lisa Colon to the Prison Board.

William Aberts, Deputy Warden for Operations, reported the officers of the month for December: First Shift, Officer Brandon Beebe; Second Shift, Officer Miguel Pabon; and Third Shift, Officer William Manotti IV. Officer Beebe, Officer Pabon, and Officer Manotti were unable to attend the meeting.

Deputy Warden Aberts reported that the control panel project work to fix existing issues is still a slow process. He stated that there was no improvement after the company made a virtual update.

Joseph Shiffer, Deputy Warden for Inmate Services, provided a COVID update. Deputy Warden Shiffer reported that there has been a total of 322 positive cases in the inmate population since January 1, 2021, which includes 64 cases since January 1, 2022. He stated that currently there are 30 inmates on COVID protocol. Deputy Warden Shiffer reported that there have been 439 COVID vaccinated inmates. He reported that there were five hospitalizations in August and September of 2021 related to COVID issues, but currently there are zero hospitalizations. Deputy Warden Shiffer reported that 58 staff previously tested positive, with one currently out of the building on quarantine. He noted that since January 1, 2021, 8,865 tests have been conducted at the facility. Deputy Warden Shiffer stated that they are in the midst of a surge and are working through it with multiple housing units on quarantine and isolation status. He stated that they continue to monitor those inmates and provide appropriate care.

Deputy Warden Shiffer provided a staffing update for his department. He reported that there continues to be three open positions, including a drug & alcohol position that closed on the County website. He stated that they will be conducting interviews this week. Deputy Warden Shiffer stated that the wage increase has increased the number of applications being received.

Deputy Warden Shiffer provided a reentry services update. He stated that their goal this month is to run a very small group of inmates through the new Pathways Home Grant program. He stated that they are selecting inmates that are close to being released.

Jonathan Fox, Have A Heart, asked Deputy Warden Shiffer to explain what he means by “appropriate” care for COVID positive inmates. Deputy Warden Shiffer stated that the medical department closely monitors the inmates daily by checking their vitals and providing medication and treatment. He stated that if the inmate is symptomatic, a provider will meet with the inmate and determine the best course of action. Mr. Fox asked if there had been any inmates who needed to be hospitalized. Deputy Warden Shiffer stated that there were five hospitalizations in August and September of 2021 and another individual in 2020 around the same time. Mr. Fox asked if the Correctional Officers are allowed to be treated by PrimeCare within the Prison. Deputy Warden Aberts stated that Correctional Officers are allowed to receive emergency treatment in the facility.

Arla Brown, Director of Administration, reported that they closed out the year on a good note. She stated that all positions are filled except one. The remaining Business Manager vacancy is under review to assess the needs of the department.

Ms. Brown stated she will continue to include separation data in the statistical data that is provided.

Bob Devonshire, Director of Facilities Management, reported on his areas of responsibility:

- CGL is currently fully staffed.
- They continue to work with Purchasing on the Prison maintenance RFP. CGL’s contract expires in early 2022.
- They continue to assist Deputy Warden Aberts on the door access control system upgrades.
- There were 161 work orders closed in December, with 1,745 closed year-to-date. This is an average of 175 work orders at

the Prison closed per month for 2021 and 172 closed work orders per month in a five-year average.

- The 2022 operating budget is \$1,422,453 and the capital budget is \$98,797.

Commissioner D'Agostino provided a land acquisition update for the proposed new prison. He stated that the attorney working on the land purchase is preparing documents so that they will be able to close in the next few weeks. Commissioner D'Agostino stated that there will be a report provided by the work group to the Board of Commissioners of a time frame for the next steps.

In business from guests, Michelle Batt, asked when the work group committee will meet and if that will be open to the public. Commissioner D'Agostino stated that the work group consists of internal members of the staff and their attorney to get through the process of purchase. He stated that at the next meeting they will discuss expanding the project to the next phase which will be design. Commissioner Parsons stated that they have not had any discussion on the design for the new facility yet. He stated that they have been focusing on getting the land acquired. Commissioner Parsons stated that once they acquire the land, the Board of Commissioners and the Prison Board will discuss the design committee. Ms. Batt asked if the planning process will be something the public could be involved in. Commissioner Parsons stated that there will be opportunity for public input regarding the planning process.

Mr. Fox complimented Bob Devonshire on how the information was presented on his report and suggests something similar from PrimeCare on their reports. Warden Steberger noted that PrimeCare stats are in the Prison Board agenda and lists everything from how many pregnant females to surgeries, and how many sick calls they answer each day. She stated that she feels that there is enough information provided and is confident in the work PrimeCare does. Warden Steberger also noted that last year was the first time that there were zero deaths in the facility since 2015, which is the result of the hard work being done.

Tom Lisi, LNP, commented that Commissioner D'Agostino stated at last month's meeting that there will be a report at the January meeting about the land sale process and the design committee. He stated that it looks like it is now being pushed forward a bit. Commissioner D'Agostino stated that they had a couple loose ends to tie up in documentation in purchasing the property before bringing it to the Board of Commissioners. Mr. Lisi asked what action the Board of Commissioners would need to take for the land sale. Commissioner D'Agostino stated that the County Solicitor will have a motion for the Board to effectuate the purchase of the property and where the money is coming from. Commissioner Parsons stated that everything up to this point is preliminary to the actual purchase and if compared to buying a home, this will be the closing. Mr. Lisi asked if there will be a more detailed report about what the design

committee will consist of in February. Commissioner D'Agostino stated that there will be a recommendation to the Board of Commissioners with what the committee may look like. Commissioner Parsons stated that they do not have a specific timeline yet. Commissioner D'Agostino moved to adjourn the meeting at 9:46 a.m. Sheriff Leppler seconded. The motion carried unanimously. The next meeting is February 17, 2022, at 9:15 a.m.

Respectfully submitted,

Lisa K. Colon  
Secretary