

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
February 15, 2018

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, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Robert Wolfe, William Aberts, Ashley Garcia, Tammy Moyer, Charlie Douts, Charlette Stout, Cody Scheid, Kathy Kunkel, Diana Rivera, Mike Baldwin, Kim Reichenbach, Kent Kroehler, Toni Warfel, Ben Lefever, Loren Waltz, Lisa Filippelli, Linda Schreiner, Alex Miller, Jamal Leach, Jennifer Wingler, Tina Cook, Kelly Rhoads, T. Brown, K. Ehrich, Todd Haskins, Jonathan Fox, Jon Singer, Chris Hausner, and Trish Link.

Commissioner Stuckey and District Attorney Craig Stedman were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, February 15, 2018 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 Gatewood, Rettew, and Schatz cases.

Judge Reinaker moved to approve the minutes of the January 18, 2018 Prison Board Meeting. Controller Hurter seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Robert Wolfe, Deputy Warden for Operations; William Aberts, Major/Security Operations; Toni Warfel, Inmate Services Supervisor, on behalf of Joseph Shiffer, Deputy Warden for Inmate Services; Tammy Moyer, Director of Administration; 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 Cheryl Steberger reported that she attended a Department of Corrections (DOC) transgender training in Elizabethtown along with Inmate Services Supervisor, Toni Warfel; Deputy Warden, Joseph Shiffer; and Prison Rape Elimination Act (PREA) Specialist, Alex Miller. Warden Steberger stated that they learned what resources are available and how to assess those inmates entering the facility. She stated that Alex Miller was one of the speakers at the training and provided Lancaster County's view to other wardens and deputy wardens in attendance. Warden Steberger also reported that Alex Miller was an

important part in helping the Prison pass the PREA audit and wanted to recognize her for her work at the Prison.

Commissioner Parsons commented that there are a lot of State regulations with PREA and we want to make sure we are in compliance with those regulations in preventing any sexual assaults in the Prison. Warden Steberger noted that the Prison is PREA certified.

Warden Steberger provided an update on the Radio Frequency Identification Tracking System (RFID). She stated that the inmates wear an ID bracelet with their picture, name, and identification number on their left wrists. She stated that they have had these bracelets for two years and will be adding a chip for tracking the inmates and the population in the Prison. She stated that this tracking system will provide better security and it will allow the Prison to go paperless.

Warden Steberger reported the population today is 854 and the average for January 2018 was 825. She stated the population in December 2017 was 847.

Warden Steberger provided an update on the suicide prevention policy and policy and procedure meetings. She stated that they have been working with Lindsey Hayes, Suicide Prevention Expert, and Todd Haskins, PrimeCare Medical, on updating these policies. Warden Steberger reported that the suicide policy has been completed to where it meets the Prison's current needs.

Robert Wolfe, Deputy Warden for Operations, reported that staff continues to conduct the weekly inspections and six-month inspections. He stated that Controller Brian Hurter will be visiting the Prison next month to observe one of the inspections of the housing units. He stated that they are continuing with the policy and procedure meetings every other Wednesday.

Deputy Warden Wolfe reported that the suicide policy will be included in the March training for staff now that it is complete. He stated that training will be provided to the staff from March 4th to March 10th.

Deputy Warden Wolfe reported that the Temporary Housing Unit (THU) roof detail was completed on Tuesday. He reported that all the post orders for the housing units have been completed as of yesterday. Deputy Warden Wolfe stated that his goal is to have post orders for every post and every area in the Prison within the next year.

Deputy Warden Wolfe reported that he and six supervisors attended the Building Your Own High Performance, Winning Team at Millersville University. He stated that the seminar was given by a team of Navy Seals. He stated that they started their own business on extreme ownership and provide tours and seminars around the country for businesses and organizations on leadership.

Deputy Warden Wolfe reported an LNP newspaper article that was published on the entry policy for visitors at the Prison had some false information. He stated that they are not kicking people out of the Prison for wearing underwire bras. He stated that the policy states that if you do not pass the metal detector scan, you will not be allowed into the Prison. He stated that if the metal detector is set off staff sees the section of the body that set it off. Staff are telling visitors that they cannot enter the facility with whatever is in that section. He stated that they are allowing people to go through the metal detectors to see what area of their body is setting the detector off. They are allowing people to go out and change and return to the Prison so when they come back they can pass the metal detectors.

Toni Warfel, Inmate Services Supervisor, on behalf of Joseph Shiffer, Deputy Warden for Inmate Services, also reported that they attended the transgender training in Elizabethtown. She stated that they are continuing their efforts and understanding with that specific population.

Ms. Warfel reported that they met with Alcoholics Anonymous (AA) to discuss increasing groups in the facility, specifically for the work release inmates. She stated that these inmates have a more difficult time receiving treatment due to their work hours. The Prison staff is coordinating with AA to set up group times that meet the needs of those out-mates in work release who are employed.

Ms. Warfel reported that they met with the Recovery Advocacy Service Empowerment (RASE) Project to continue efforts to spread their information. She stated that they will be at the Prison once or twice a week to give presentations on what they do and what is available to the inmates.

William Aberts, Major/Security Operations, reported the Officer of the Month for January: Second Shift Officer, Officer Jamal Leath. Officer Leath received a round of applause from those in attendance. Officer Leath gave a short speech on how he views his role as a correctional officer. He values the ability to help change inmates lives and stated that it is a great honor and privilege to represent Lancaster County Prison.

Tammy Moyer, Director of Administration, reported policies that have been completed this month include evidence handling, suicide prevention, Correction Emergency Response Team (CERT) deployment, and visitation.

Ms. Moyer reported that there is a vacancy in one of the part-time mail clerk positions. She stated that she is working with Cody Scheid and Arla Brown to restructure the position and propose a reclassification to the Salary Board.

Ms. Moyer stated that she attended the Commissioner's meeting yesterday for recognition of Cody Scheid, Fiscal Operations Supervisor, in receiving the Star Performer

Award for his assistance in a car accident on his way home from work. He assisted the passengers until the paramedics arrived on the scene.

Ms. Moyer reported that the bi-annual reports on the Community Fund and Inmate General Welfare Fund from the Controller's Office are attached with her statistics. She stated that they may change slightly due to adjustments for 2017 year-end accruals and the final report will be re-published if there are any changes.

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

- Personnel
 - CGL has one vacant position and is seeking applicants. It has not impacted operations and they will use overtime, if necessary, to fill in voids.
- Maintenance Items
 - No new major items or issues.
- Projects
 - P.O. issued for elevator upgrades, waiting on schedule from the contractor, components on order.
 - Pre-bid meeting for Building B roof replacement held on Feb. 2, 2018, anticipate April construction. Waiting for quotes.
 - Meeting occurred with vendor to discuss Control Room upgrades, anticipate 6-8 month window until completion.

Mr. Douts stated that he met with the elevator contractor this week and that the parts have been ordered but may take a month to receive. Mr. Douts noted that one elevator will be working at all times and that they can switch back and forth if necessary.

Larry George, Director of Behavioral Health & Developmental Services, provided an update on the Suicide Task Force. Mr. George stated that Katlyn Speary from Adult Probation & Parole accepted the full-time CIT Coordinator position. Mr. George stated that this position is jointly funded by Lancaster County Behavioral Health & Developmental Services (BHDS), Prison, and Adult Probation & Parole. He stated that this position will be an Adult Probation & Parole position, however Ms. Speary will be navigating the entire system. He stated that the position will oversee the Stepping Up Initiative for the County. The Stepping Up Initiative is a national initiative that involves reducing recidivism of individuals with mental health issues in local prisons. He stated that it is important to have a collaborative effort between the three entities.

Judge Reinaker commented that he commends the hard work of Adult Probation & Parole, Prison, and BHDS with filling this position to help better coordinate the resources available to these inmates.

Commissioner Parsons reported that the PrisonStat Committee is working to get a date for the meeting in April. The date for the next meeting will be decided at a later time, and will be announced to the public. He stated that the meeting must be publicly advertised if there would be a quorum of Prison Board members in attendance.

Commissioner Lehman commented on the Brandon Schatz investigation. He stated that the Board members realize that it is time to bring the investigation to a close and disclose what information they can disclose publicly and encouraged that they do that as soon as possible. Commissioner Parsons stated that as discussed at last month's Prison Board meeting, they were under the impression that law enforcement was going to put something out soon, but that has not happened yet.

In business from guests, Jonathan Fox, Have a Heart, thanked Commissioner Lehman for providing an update on the Schatz investigation. He also thanked Tammy Moyer for further explaining the inmate population calculation and statistics that are posted every month. He stated that they are waiting to organize the next concert at the Prison scheduled for March 6th. He wanted to thank everyone involved for the improvements that have been made at the Prison. He asked each member of the Board to state what was an important improvement and what further needs to be addressed at the Prison.

Commissioner Lehman commented that everyone should be proud that the Prison population was 1,302 in 2012 and the lowest was 762 in January. He stated that he is pleased with the work that has been done in the last six years. He also mentioned the need for building a new modern prison.

Judge Reinaker commented that the collaboration that takes place across the spectrum of the system has been a great improvement compared to how things were when he became a Board member about 7 years ago.

Controller Hurter commented that he is impressed with the work that the Prison administration is doing with the policies and procedures and getting them in place. He stated that the Warden and her team have done a great job of addressing the needs at the Prison and not letting them get brushed aside.

Assistant District Attorney Mark Fetterman commented on the efforts to improve court efficiency and that all parties involved have made great progress in instituting changes in how our system works.

Sheriff Leppler commented that as a new member of the Board he does not have much input to these issues, however he commends the Warden for the work she has done in a short period of time.

Commissioner Parsons commented that the entire Lancaster County criminal justice system has gone through an amazing change since 2011. He stated that he does not know any other community like Lancaster County that has worked together to achieve a 42% reduction in Prison population by moving people through the system faster. He stated that in 2011, 24% of our cases were over a year old and now that has been reduced to 6%. He stated that in 2010-2015 there was a 450% increase in suicides to now zero suicides in the last two calendar years. Commissioner Parsons stated that we went from 50 pending union grievances to a very few today due to the work of the Warden. He stated that investments have been made to improve the physical plant and that they are working towards a long-term plan to achieve that goal. He stated that staffing continues to be a challenge at the Prison, however mandatory overtime has been eliminated. He stated that the best decision that the Prison Board has made was to hire the Warden and the team that she has put in place. He appreciates that they have taken 100% accountability for everything that occurs at the Prison and the work that they have done. Commissioner Parsons stated that he is very proud of what has occurred over the last few years to improve the whole criminal justice system.

Linda Schreiner, Purchasing Department, provided a brief update on the Request for Proposal (RFP) process for the contract for re-entry services. She stated that the Purchasing Department continues to meet on a weekly basis to restructure the RFP and anticipates to release the RFP no later than mid-March. Ms. Schreiner stated that they intend to announce a public meeting prior to the release. She stated that emails will be sent out to the incumbent vendors, as well as any interest groups to announce the pre-release meeting. Ms. Schreiner stated that they will announce the release on the Purchasing website. The RFP will be released within the same week as the pre-release meeting.

Commissioner Lehman moved to adjourn at 9:50 a.m. Controller Hurter seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be March 15, 2018 at 9:15 a.m. in the Visitation Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary