

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

The meeting was called to order by Commissioner Joshua Parsons at 9:15 a.m. in the Visitation Room at the Lancaster County Prison.

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Commissioner Craig Lehman, President Judge Dennis Reinaker, Assistant District Attorney Mark Fetterman, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, William Aberts, Ashley Garcia, Tammy Moyer, Charlie Douts, Charlette Stout, Cody Scheid, Kathy Kunkel, Diana Rivera, Mike Baldwin, Kent Kroehler, Toni Warfel, Ben Lefever, Linda Schreiner, Kelly Rhoads, Todd Haskins, Sue Lao, Brian Secor, Harry Klinger, Gretchen Gaudio, Neil Ward, Larry George, Carter Walker, Howard Snow, and Joel Billow.

District Attorney Craig Stedman was unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, March 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 Kanney, Ramos, Rettew, Schatz, and Smith cases.

Controller Hurter moved to approve the minutes of the February 15, 2018 Prison Board Meeting. President Judge Reinaker seconded. The motion carried unanimously.

Cheryl Steberger, Warden; William Aberts, Major/Security Operations, and on behalf of Robert Wolfe, Deputy Warden for Operations; 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 the inmate population this morning was 873. She reported the average inmate population in January 2017 was 944 and 808 in January 2018. She reported that the average inmate population in February 2017 was 982 and 857 in February 2018. Warden Steberger reported an increase in female population to 150. She stated that this is attributed to the drug epidemic in our community.

Warden Steberger reported that she attended a dinner with Major Aberts for Impact Missions. She stated that the organization is a non-profit interdenominational housing ministry that works to eliminate homelessness and substandard housing in Lancaster County. She stated that four Work Release inmates are working in the program. Warden Steberger stated the inmates attended the dinner and one of the inmates expressed how grateful he was to have had the opportunity to provide for the community and for the knowledge and skills that he gained. She reported that one of the inmates was hired full time by the organization and will have a job in drywall when he is released from the Prison.

Warden Steberger reported that the Prison started its first 40-hour class at the Lancaster County Public Safety Training Center on Crisis Intervention. She stated that other facilities were invited to join the class. She stated that staff from Dauphin, Berks, and Lebanon Counties will be joining 12 of the Prisons' staff in the class this week. Warden Steberger reported that the agenda will include suicide awareness, de-escalation skills, mood disorders, verbal skills, medications, and speakers from the community. She stated that one of their goals is for the entire staff to receive Crisis Intervention training.

Warden Steberger reported that the Commissioners approved a five-year contract with Correctional Officers and Treatment Staff to raise the minimum hourly wage. She stated that this was the first contract negotiations that she has been involved in as Warden. Warden Steberger stated that despite the challenges she faced during the negotiations, she is grateful for the experience and knowledge she gained. She thanked Jeff Wolfe, the Correctional and Treatment Staff, Human Resource staff, Arla Brown, and Bill Peters for the collaborative effort during the negotiations.

Commissioner Parsons reported on the Brandon Schatz case. He stated that the District Attorney closed the case. He stated that there will be no report issued, nor will there be any charges filed as a result of the investigation. He reported that the Coroner still has the manner of death listed as undetermined. He stated that there was no evidence to support a suicide or homicide. Commissioner Parsons stated that the County and Coroner will have to determine what will be issued now that the case is closed.

Commissioner Lehman echoed Warden Steberger's comments on the five-year contract that was approved at the Commissioner's meeting last evening. He thanked Jeff Wolfe and all who were involved in the negotiations. He reported that the starting rate for Correctional Officers over the life of the contract is going to increase from \$15.88 per hour to \$19.00 per hour, which he states this is a movement in the right direction.

Commissioner Stuckey thanked the Prison's negotiating team and Human Resource staff and stated he was happy to support the contract.

William Aberts, Major/Security Operations, and on behalf of Robert Wolfe, Deputy Warden for Operations, reported that staff continues to conduct the weekly and six-month inspections. He stated that Controller Hurter attended the last inspection that was conducted. Major Aberts stated that the inspections have come a long way from the time they started. He stated there were a lot of issues, which are now diminishing. He stated that they are continuing the policy and procedure reviews.

Major Aberts reported that five supervisors attended High Impact Supervision training in the last month. He stated that two of their staff will be attending the Controlled Force Training System and will be certified in 10 different disciplines once they complete the course. Major Aberts reported that March training has been conducted with one make-up date on March 21 due to the snow day cancellation. He reported the training covered the topics of suicide policy, hostage situation, cell searches, and pat down searches.

Major Aberts reported that he, Warden Steberger, and Deputy Warden Wolfe visited Westmoreland County to view their body scanner and discuss how it has been working for them.

Major Aberts reported the Officers of the Month for February: Second Shift, Officer Joel Billow, and Third Shift, Officer Dylan Swanson. Officer Swanson was unable to attend the meeting. Officer Billow received a round of applause from those in attendance.

Major Aberts invited Sergeant Howard Snow to the podium to announce his promotion to Lieutenant. Major Aberts pinned him with his chevron. Lieutenant Snow received a round of applause from those in attendance. Lieutenant Snow gave a short speech and thanked the Warden, Major, and Deputy Warden for giving him this opportunity.

Major Aberts reported on the Guardian Radio Frequency Identification Tracking System (RFID) project. He stated that the next step is building the user database.

Major Aberts reported that Southern Folger completed an on-site visit to view all security control panels.

As mentioned earlier by Warden Steberger, Major Aberts reported on the Impact Missions organization. He stated that his church, Hempfield United Methodist, has an organization called Hempfield Affordable Housing in and Around Lancaster County (HAL), which teamed up with Impact Missions to renovate condemned houses for pre-qualified low income families. He reported that four outmates were assigned to this project for community service. He also reported that the next project in the works is to demolish an entire city block to build tiny houses for homeless veterans and for community services homes.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that Toni Warfel was hired as the new Inmate Services Supervisor. He stated that they are in the process of interviewing and hiring for the Reentry Caseworker position. He stated that he will give an update at the next Prison Board meeting on the new staff member that is hired.

Deputy Warden Shiffer reported that Benjamin Thompson, a teacher from the School District of Lancaster, has started to provide Title I services at the Prison. He stated that credit recovery and education services will be provided to inmates up to 21 years old. Deputy Warden Shiffer reported on a new parenting class called Connections that began three weeks ago. He stated that this class is a collaborative effort between Children & Youth and Children of Incarcerated Parents. They are able to see seven to eight inmates each session.

Tammy Moyer, Director of Administration, provided an update on the policy and procedure reviews. She stated that they have completed 13 policies this year, which has surpassed their goal of completing two a month. She stated that they continue to meet every other week to work on completing these policies.

Ms. Moyer reported that the population data has now been revised to include in-house inmates only.

Ms. Moyer reported that one of their annual grants has been delayed due to problems with the website. She stated that the State Criminal Alien Assistance Program (SCAAP) Grant usually grants an award of \$30,000. She stated as soon as the website is back up they will be ready to submit their application.

Ms. Moyer reported that the Controller's Office completed their 2016 audit of the Prison.

Controller Hurter thanked the Prison for their cooperation in completing the audit. He stated that there are two parts to the audit that was completed, which included the review of the inmate general welfare account, commissary account, and capital projects fund. He reported that there were two minor issues with the accounts, but nothing to be concerned about. Controller Hurter reported that there were a couple of findings and recommendations of the Records Department, but overall he was very pleased with the progress that has been made. He stated when he visited the Prison a few weeks ago to conduct inspections, he noticed that some of the changes have been made with records and commended the efforts that they are making. He stated that the members of his staff will be at the Prison soon to complete the 2017 audit.

Commissioner Parsons commented that he appreciates the Controller's Office for coming out to the Prison to complete their audits.

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

- Personnel
  - CGL has four vacant positions, currently using temporary personnel from other facilities, conducting background checks on applicants with the anticipation of filling vacant positions.
  
- Maintenance Items
  - No new major items or issues.
  
- Projects
  - P.O. issued for elevator upgrades, waiting on installation schedule from the contractor, components on order.
  - Meeting on March 12 to review roof bids for Building B, expect to issue P.O. shortly.
  - Vendor conducted another equipment survey on March 8 for Control Room upgrades, anticipate 6-8 month window until completion.

Mr. Douts reported that CGL has filled two of the four vacancies and they continue to interview for the other vacancies. He stated that personnel from Franklin County Prison came to the Prison to assist until the vacancies are filled.

Mr. Douts reported that projects continue to move ahead. He stated that they have reviewed the bids with U.S. Communities for the roof replacement in Building B. He stated that the purchase order will be issued this week and expects work to start in April or May. Mr. Douts reported that there are two other roof areas that will be submitted for next year's budget. He stated that through the years they have completed a lot of roof replacements.

Mr. Douts reported that Southern Folger sent individuals from Texas to the Prison on March 8 and conducted an equipment survey on the security control panels. He stated that most of the software and components will be prepared at the headquarters in Texas and will be sent here for training. Mr. Douts stated that it will take several months until completion.

Larry George, Director of Behavioral Health & Developmental Services, reported on the Transition to Community (TTC) residential treatment facility, which serves as a forensic diversion program and has been operating since May 2017. He stated that this program is largely funded by the State Department of Human Services. The program serves adults with serious mental illness and forensic issues who are in need of community reintegration. The program provides a comprehensive treatment focus on assisting individuals to successfully live independently. Mr. George reported that to date, there

has been 23 admissions with most remaining out of prison. He stated that he will provide numbers on recidivism at the next Prison Board meeting. He stated that the program has done well enough that the State has reached out to them asking if we would expand the capacity of the program from the current six to nine individuals. He reported that the program is organized by Community Services Group located on New Holland Avenue.

Commissioner Parsons commented that the Suicide Prevention Task Force, Mental Illness Substance Abuse (MISA), and PrisonStat are all tied in many ways with regard to dealing with the seriously mentally ill inmates who are at the highest risk for suicide. He stated that the Warden and her staff continue their focus on suicide prevention.

Commissioner Parsons reported that the next PrisonStat meeting will be held on April 23, 2018 at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

In business from guests, Kent Kroehler, Have a Heart, asked a question for Tammy Moyer in regards to the State Criminal Alien Assistance Program (SCAAP) Grant application. He wanted to know if it was a new program and what happens with the grant. Ms. Moyer stated that it is not a new program. She stated that the Prison applies for the grant every year. She stated that it is a state grant which gives them money to reimburse the Prison for the criminal aliens that are housed at the Prison. Ms. Moyer stated that approximately \$30,000 is usually reimbursed every year. Mr. Kroehler asked how many illegal aliens are housed at the Prison. Ms. Moyer stated last year the grant was issued for 63 illegal aliens.

Neil Ward, Have a Heart, wanted to know what the body scanner does and its cost. Major Aberts stated that the body scanner scans the whole body and it does not show any body features. He stated that the scanner shows any contraband within the body of the person being scanned, including weapons or drugs. He stated that it uses very low doses of radiation and is used for inmates only.

Warden Steberger commented that they are meeting with a vendor next Thursday to discuss different purchase options on the body scanner. She stated that they are concerned with accommodations that they will have to make in their commitment area with the ceiling being so low. Warden Steberger stated they will have more information after they meet with the vendor.

Commissioner Parsons commented that a large concern is drugs being smuggled through intake. He stated that people have very creative ways to smuggle drugs into the Prison. He stated that the Prison staff is doing a great job of preventing drugs from entering the building and applauds the staff for continuing to make sure the facility is safe.

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Gretchen Gaudioso, Mental Health America (MHA), read a letter from a gentleman who was in her group for 5-6 months before going to boot camp. The letter states that he appreciates what she and the group have done to help him to being a productive member to the community.

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

The next regular meeting of the Lancaster County Prison Board will be April 19, 2018 at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter  
Secretary