

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
March 21, 2019

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 Craig Lehman, Commissioner Dennis Stuckey, President Judge Dennis Reinaker (left at 9:43 a.m.), Assistant District Attorney Christine Wilson, Sheriff Christopher Lepler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Robert Wolfe, William Aberts, Joseph Shiffer, Ashley Garcia, Cody Scheid, Charlette Stout, Sue Lao, Tammy Moyer, Charlie Douts, Harry Klinger, Matthew Wagner, Christina Fluegel, Ray D'Agostino, Stacie Dixon, Todd Brown, Julie Holtry, Deb Lovett, Heather Kniss, Jonathan Fox, Carter Walker, and Diana Rivera.

District Attorney Craig Stedman was unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, March 21, 2019 at 8:45 a.m. to discuss labor negotiations, litigation, and personnel matters related to the discipline, suspension, and termination of employees. Specifically, under litigation, the Board discussed the Gatewood, Lausell, and Vasquez cases.

Controller Hurter moved to approve the minutes of the February 21, 2019 Prison Board Meeting. Assistant District Attorney Christine Wilson seconded. Commissioner Stuckey abstained as he was not in attendance at the February 21, 2019 meeting. The motion carried 6 to 0 with one abstention.

Commissioner Lehman commented that he made an error on the year the population was the highest at the Prison at last month's meeting. He stated that the highest population at the Prison was in January 2013, however the correct date was in May 2012.

Cheryl Steberger, Warden; Robert Wolfe, Deputy Warden for Operations; William Aberts, Major/Security 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.

Cheryl Steberger, Warden, reported that the population as of this morning is 785. She reported that the highest population at the Prison was 1,301 in May 2012 and the lowest was 770 in December 2018. Warden Steberger provided a graph to the Board showing the average inmate population by year from the 1981 to 2018.

Warden Steberger reported that she had speaking engagements at Willow Valley and the Hour Glass. She also shared the good work the staff is doing at the Prison involving mentally ill inmates, reentry services, and reducing assaults at the Prison.

Warden Steberger reported that there was an attempted suicide at the facility on the morning of March 15, 2019 in the Medical Housing Unit (MHU). She stated that the inmate is back in the facility and is doing fine. She stated that following the incident, there was a debriefing held with staff to make sure they were alright. Warden Steberger stated that the Chaplaincy Office was notified to make sure the rest of the inmate population was alright on the housing unit where the attempted suicide occurred. She stated that all supervisory and K-9 staff carry a J tool, which is a device that police officers use to cut seat belts in a vehicle. Warden Steberger stated that J tools will be provided to all staff and correctional officers working on the housing unit to make the response much quicker in these situations.

Robert Wolfe, Deputy Warden for Operations, reported on staff training: 11 staff trained in the Prison Rape Elimination Act (PREA) Investigator course and 44 staff trained in a four-hour security class. He stated that there were mandatory trainings for all staff in fraternization, conflict, new kiosk, contraband, and supervision of inmates. He stated that the entire transport team is now certified in usage of the expandable Baton Armament Systems & Procedures (ASP). Deputy Warden Wolfe reported that 18 new officers will be starting on April 19, 2019.

Deputy Warden Wolfe reported that the Board of Commissioners have approved the lease for the new body scanner. He stated that he will have a final review of the agreement with the Solicitor's Office and is meeting with John Shannon from OD Security on April 4, 2019 to go over any last-minute issues with the body scanner. He stated that he has been in contact with Lisa Funk at the Department of Environmental Protection to start the registration for the radiation of the machine. Deputy Warden Wolfe stated that the Body Scanner policy is almost completed and will be sent over to Lisa Funk for review to make sure nothing was missed.

Warden Steberger presented awards to Jane Cunningham for 20 years of service in the Records Department and Officer Elizabeth Reeves for 10 years of service in the D Block Unit. Ms. Cunningham and Officer Reeves received an applause from those in attendance.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that Aramark Correctional Services is the new food service vendor effective March 1, 2019. He thanked Toni Warfel and Major Aberts for their help in the transition. He stated that only one inmate grievance related to food service was received, which was not about food quality and has been rectified. He stated that everything is running well, and more fruits and vegetables are being served.

Deputy Warden Shiffer stated that he attended a Stepping Up Initiative tour in Franklin County, Ohio with Matthew Wagner, Reentry Services Manager. He stated that they wanted to see how the facility implemented the Stepping Up program in their county. He stated that they shared a variety of reentry services that they are doing in their prison.

Deputy Warden Shiffer invited Matthew Wagner to provide an update on the reentry services program at the Prison. Mr. Wagner stated that they met with all the community partners and reviewed their vision of the reentry services and how they play a part in the program. He stated that there are partners in the community that are interested in working with the Prison and they received positive feedback from the meeting. Mr. Wagner stated that he has been attending different community meetings letting the community know that the Prison wants to partner with the community in working with the returning citizens.

William Aberts, Major/Security Operations, reported the Officers of the Month for February: First Shift, Officer Charles Horn; Second Shift, Officer Troy Shifflett. Officers Charles Horn and Troy Shifflett were unable to attend the meeting.

Tammy Moyer, Director of Administration, reported that on February 27, 2019 the Commissioners approved a transfer of funds from the Inmate General Welfare Account to the Prison budget to pay outstanding inmate medical expenses. As requested, the Inmate Welfare policy (B-4) has been revised to include these payments when they exceed the catastrophic limits as described in the Prison's medical services contract that was approved December 19, 2018. She stated the revision to the policy can be found in Section III, L. In addition, the Store Account policy is due for its annual review. Ms. Moyer stated there has been no changes to the policy. Commissioner Parsons commented that the Board should wait to approve the revisions to these policies until the next Prison Board meeting to allow for public comment.

Ms. Moyer reported that Jill Deilly, Senior Policy Analyst for the PA Department of Corrections (DOC), came to the facility on March 13, 2019. She stated that Ms. Deilly was interested in the Prison's mail room operations and the use of online sending options. She stated that Ms. Deilly invited Cody Scheid and Ms. Moyer to see the mail operations at the new SCI Phoenix. Ms. Moyer stated that they have also been invited by Dauphin County to see their new mail scanning equipment which is in the process of being installed. She stated that this scanning device can detect the chemical compound of drugs that have been liquified and sprayed on to the paper.

Ms. Moyer reported that the biannual reports for the Commissary and Inmate General Welfare Accounts for 2018 have been completed. She stated that the reports will be posted on the Prison's website and she has copies available for anyone who would like a copy.

Charlie Douts, Director of Facilities Management, reported that CGL has made an offer for the supervisor position and the candidate is currently going through a background check.

Mr. Douts reported that the new ovens and serving counter for the kitchen have been ordered and is expected by the end of March. He stated that the painting of the shower stalls are underway. He reported that the first elevator is 50% complete and completion is expected in early May. Mr. Douts reported that the second elevator is to be completed by the end of July. He stated that the vendor is working on the final development of the system of the control room upgrades.

Julie Holtry, Behavioral Health & Developmental Services (BH/DS), provided an update on the Transition to Community (TTC) Program. She reported that there have been five admissions to the program since the last Prison Board meeting. She stated that one of those admissions was an individual who came back from a state correctional institution. Ms. Holtry stated that they were able to get that inmate into a facility to further their treatment rather than into the community without any kind of support. She stated that the other four individuals came from the Prison. Ms. Holtry stated that one of the inmates was exhibiting extreme problematic behaviors while incarcerated. She stated that the inmate refused to eat or take medication and refused to meet with any psychiatric services. She stated that the inmate was deemed to need competency restoration and was sent to Norristown State Hospital for treatment. Ms. Holtry stated that when the inmate was returned from Norristown on March 4, 2019, he was released from incarceration in two days and placed into the TTC program so that there was no time allowed for the inmate to go back to those previous behaviors. She stated that it was a smooth transition and she was glad to get the individual back to Lancaster County, resolve the charges, and start treatment at TTC rather than have them stay at the Prison.

Commissioner Parsons reported that the next PrisonStat meeting is scheduled for April 22, 2019 at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Commissioner Lehman commented on the policy for the Inmate General Welfare Fund. He suggested modifying the cap balance in consideration with adding the catastrophic medical expenses to the policy. He suggested consideration be given between now and the next Prison Board meeting.

In business from guests, Jonathan Fox, Have A Heart, asked for the status of the relationship between the Lancaster Behavioral Hospital and the Prison. Warden Steberger stated that a dry run meeting was held two weeks ago and that the union and the transport staff had the opportunity to see what it would be like with a mock inmate in the facility. She stated that they are finalizing everything with the policies and procedures, and they may have inmates transported there in the next couple of weeks.

Mr. Fox asked for clarification of the Inmate General Welfare Fund policy and the cap balance for the inmate catastrophic medical expenses. Ms. Moyer stated that an account balance cap for the Inmate General Welfare Fund was included in the policy to put some control on the fund, so it will not grow too large like it has in the past. She stated that they will review the policy to see if the cap balance needs to be adjusted. Commissioner Lehman commented that the catastrophic health care fund is part of the contract with PrimeCare. He stated as part of PrimeCare's contract, if there are catastrophic inmate medical expenses that exceed \$580,000, the County is responsible for payment. The proposal that the Prison presented to the Board of Commissioners a few weeks ago would allow for funds to be used from the Inmate General Welfare Fund to cover catastrophic inmate medical expenses over PrimeCare's limit. Commissioner Lehman stated that the policy Ms. Moyer put forth today is to allow for that to occur going forward, if necessary. He stated that the reason why he raised the cap balance issue within the Inmate General Welfare Fund is because we don't want to leave out all of the other things that are being paid for out of the Inmate General Welfare Fund if we have a need to pay for additional inmate medical expenses.

Mr. Fox asked if he could get a copy of the Department of Corrections (DOC) inspections report. Ms. Moyer stated that the inspectors suggested that a Right to Know request be filed through the DOC. She stated that she can post a summary of the inspection on the Prison website.

Mr. Fox asked for a projection date for a new prison to be up and running. Commissioner Parsons stated that he does not have that projection.

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

The next regular meeting of the Lancaster County Prison Board will be April 18, 2019, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter  
Secretary