

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
June 20, 2019

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

Members Present: Commissioner Joshua Parsons, Commissioner Craig Lehman, Commissioner Dennis Stuckey, President Judge Dennis Reinaker, Assistant District Attorney James Reeder, Chief Deputy Sheriff Christopher Riggs, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Robert Wolfe, William Aberts, Joseph Shiffer, Ashley Garcia, Cody Scheid, Tammy Moyer, Charlie Douts, Tom Zeager, Helen Zeager, Larry George, James Neighbors, Charlette Stout, Arla Brown, Christina Fluegel, Matthew Wagner, Christina Hausner, Ryan Forbes, Julie Holtry, Stacie Dixon, Toni Warfel, Kent Kroehler, Eric Kennel, Eric Cawajal, Neil Ward, Jon Singer, Todd Brown, Gretchen Gaudioso, Kim McDevitt, Ginnie Good, Donald Groff, Todd Haskins, Carter Walker, and Diana Rivera.

District Attorney Craig Stedman and Sheriff Christopher Leppler were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, June 20, 2019 at 8:45 a.m. to discuss labor negotiations, litigation, and personnel matters related to the discipline, suspension, and termination of employees.

Commissioner Stuckey moved to approve the minutes of the May 16, 2019 Prison Board Meeting. Controller Hurter seconded. The motion carried unanimously.

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 the reason for the change in venue for today's meeting which is usually held in the visitation room. She stated that legal visits, chaplain visits, Children & Youth (C&Y) visits, and visits from bail bondsmen were being held in a much smaller room and she felt it was necessary to now have those visits held in the visitation room. She stated that things are running smoothly, and it is working very well.

Warden Steberger reported that the Prison Rape Elimination Act (PREA) audit was held on June 6<sup>th</sup> and 7<sup>th</sup>. She stated that this audit is held every three years, and this is the second audit held at the Prison. Warden Steberger introduced Compliance Manager, Alex Miller, to those in attendance and stated that the state auditor commented on how

Ms. Miller has in depth knowledge in the program and is very transparent. She stated that he mentioned how Ms. Miller is one of the few individuals that he has met who does an outstanding job. Warden Steberger stated that the auditor also mentioned how the staff and the inmates at the Prison rank at the top with the PREA compliance.

Warden Steberger reported that the Work Release inmates have been a part of the Lancaster Public Library book operations. She stated that Book Operations Chairman of the Library Board, Pat Ditzler, thanked them for their assistance in the book sale.

Warden Steberger reported that the population as of this morning is 777. She reported that the average population at the Prison in May 2018 was 892 and was 789 in May 2019.

Warden Steberger reported that Executive Assistant/HR Coordinator, Ashley Garcia, will be leaving the Prison at the end of July to pursue another career. She stated that Ashley has been a very important part of the team and the unit and she appreciates what she has done at the Prison.

Warden Steberger handed out Longevity Awards to Officer Keith Halbleib, 15 years of service; Officer Robert Taltoan, 25 years of service; Officer Louis Cassidy, 30 years of service; and Officer Scott Zerkowski, 30 years of service. The officers received a round of applause from those in attendance.

Ashley Garcia commented on her departure. She stated that she will still be a part of the organization in some way. She stated that it was a tough decision and she is giving the Prison ample amount of time to find a replacement. Ms. Garcia stated that she loves the staff and will still be around but in a different capacity.

Robert Wolfe, Deputy Warden for Operations, reported on staff training: two staff certified as Applied Management Application Course (AMAC) Instructors, four staff certified as Training Staff Trainers (TST) Train the Staff Instructors, three supervisors attended Commissioned Officers Development Training (CODT), 28 staff re-certified in the Emergency Restraint Chair (ERC), 29 staff re-certified in the taser. In addition, Lieutenant Hersh completed training in developing emotional intel, dealing with unacceptable behavior, Excel basics, and mistake free grammar and proofreading, and Sergeant Coleman completed training in developing emotional intel, Excel basics, and Excel advanced. He stated that four supervisors attended the Leadership Workshop at the Department of Corrections (DOC).

Deputy Warden Wolfe reported that the new class of Correctional Officers that started on April 29, 2019 went on their own on June 14, 2019. He stated that the next new class will start on July 8, 2019.

Deputy Warden Wolfe reported that he received approval to start using the body scanner on June 18, 2019. He stated that training will start next Monday for the staff

and he hopes by the beginning of July everyone will be trained and certified to start using the body scanner.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that Toni Warfel and the classification staff went to York County Prison to tour their classification department. He stated that they are continually trying to improve and update their methods and look for best practices. He stated that the staff received some good ideas from York County and the team is going to be working to implement those ideas in the future.

Deputy Warden Shiffer thanked Compliance Manager, Alex Miller, for her part of the PREA audit.

Deputy Warden Shiffer introduced new Work Release Specialist, Joseph Roschel, and Drug & Alcohol Counselor, Ryan Forbes. He thanked them for their hard work. Both received a round of applause from those in attendance.

Deputy Warden Shiffer provided an update on vivitrol shots. He stated that they received conditional approval from PA Commission on Crime and Delinquency (PCCD) for an expanded vivitrol project. He stated that once they receive final approval for the expanded vivitrol program, they will be serving 100 inmates over a year's time with the vivitrol shots. Deputy Warden Shiffer stated that they have set a goal of nine injections every month to meet the goal of 100 through the year. He reported that ten shots were given last month and five so far this month. He stated that he is confident that they will meet their goal by month end and thanked everyone for their hard work.

Deputy Warden Shiffer reported that they started a renew program through Bethany Christian Services. He stated that the program is for pregnant inmates who are struggling with substance abuse. He stated that the first group started yesterday, and Bethany Christian Services will be providing weekly group sessions. Deputy Warden Shiffer stated that the goal is to help provide case management and all the services related to an inmate's pregnancy, so they can be successful parents or make decisions for the child to be adopted or sent to placement.

Deputy Warden Shiffer reported that they are going to convert the professional visitation area at the Prison to classrooms for re-entry or mental health initiatives.

Deputy Warden Shiffer invited Matthew Wagner to provide an update on the reentry services program at the Prison. Mr. Wagner reported that they continue to meet with community partners to establish relationships and build a cohesive re-entry community in Lancaster County. He stated that their goal is to build a seamless transition from re-entry services in Prison into the community and provide as much support as they can. Mr. Wagner stated that they are working with housing partners, such as Tabor Community Services and the Young Women's Christian Association (YWCA) to reserve some bed space for individuals released from Lancaster County Prison. He stated that they also have been working on the pilot project through the Lancaster Homeless Coalition to have a bed available for individuals who have been identified as homeless.

He stated that they met with the Alternatives to Violence Project in May, which offers a safe environment for people who have a violent history of crimes and gives them a safe space to talk about the violence that they have been through. Mr. Wagner stated that the Returning Citizens Group may start to have meetings once a month at the Prison. He reported that there have been two successful classes in the Turn Around Reentry Program (TARP), which is a course that helps individuals with assessments, resumes, interviews, and finding a job. Mr. Wagner stated that upon completion of TARP, individuals may be made work release eligible by the President Judge.

William Aberts, Major/Security Operations, reported the Officers of the Month for May: First Shift, Officer Amanda Stellfox; Second Shift, Officer Jesse Ament. Officer Amanda Stellfox and Officer Jesse Ament were unable to attend the meeting.

Major Aberts provided an update on the control panels. He stated that the updated maps were returned to the manufacturer for their updates. He stated that there are approximately 64 maps and there were numerous mistakes which had to be sent back to be changed.

Major Aberts reported that they are at a standstill with the Guardian Radio Frequency Identification (RFID) project as they are working on issues with the interface with UCM.

Major Aberts reported he received the final body scanner (radiation) training on June 18, 2019.

Major Aberts reported that he continues to attend the policy and procedure review meetings.

Major Aberts reported that all uniform officers have been issued a J-Tool as part of their duty gear, rather than having to retrieve them from specific locations that they were previously stored in.

Tammy Moyer, Director of Administration, reported that all Prison departments have presented their budget requests for 2020. She stated that meetings have been held with all Department Heads and when appropriations come out, they will continue to work on their submission.

Ms. Moyer reported that there is a part-time vacancy in the mail room. She stated that applications have been received and they are working on interviews.

Ms. Moyer reported that during one of the last policy and procedure meetings they reviewed the Prison's website. She stated that Cody Scheid will be updating the site based on the committee's recommendations.

Ms. Moyer reported that the go-live date for the kiosks project has been pushed back to July 15, 2019 as they are still working on wiring and installing equipment.

Charlie Douts, Director of Facilities Management, reported that CGL has one vacant maintenance position and they are currently interviewing candidates.

Mr. Douts introduced the new CGL Supervisor, Logan Dorminey, to those in attendance.

Mr. Douts reported that a walk-in cooler in the kitchen was repaired after failure during Memorial Day weekend.

Mr. Douts reported that the first elevator upgrades are complete and final inspection will be on June 25, 2019. He stated that the second elevator refurbishment is expected to be completed in late July.

Julie Holtry, Behavioral Health & Developmental Services (BH/DS), reported that the Transition to Community (TTC) program had four additional admissions from the Lancaster County Prison since the last Prison Board meeting and five pending referrals.

Ms. Holtry reported that she is currently working on a proposal to the Office of Mental Health and Substance Abuse for services to enhance the clinical services that would occur within the Prison for individuals with a serious mental illness. She stated that they are looking to enhance psychiatric time and expand to master's level clinicians. Ms. Holtry stated that the focus would be on providing individual and group therapy to reduce symptoms and reduce negative behaviors that the inmates are experiencing while they are incarcerated. She stated that there are several key factors that they need to have to make this program successful. The first is to secure the funding from the Office of Mental Health and Substance Abuse; implementing this with the staff and finding the exact type of desks or chairs for individuals during therapy; and the last thing is the space. Ms. Holtry stated that the Prison is doing their best to see if they can make that space available for them.

Commissioner Parsons reported that the next PrisonStat meeting is scheduled on July 16, 2019 at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

In business from guests, Todd Brown, Public Defender's Office, wanted to publicly acknowledge the Warden and thank her and the staff for the working relationship they have.

Tom Zeager, Justice & Mercy, congratulated the Warden after an incident that happened with the PA Prison Society yesterday in which the Warden took care of the issue at her earliest convenience.

Mr. Zeager also mentioned how hot the Work Release Room was during the meeting and stated that we need a new Prison.

Kent Kroehler, Have A Heart, thanked Deputy Warden Shiffer for the two upcoming tours scheduled for the Prison. One is scheduled for next Monday and one is scheduled for the end of August.

Mr. Kroehler commented on Ban the Box. He stated that the County is investing substantial money, time, and staff with the re-entry program which is a County program. He stated that on the County applications there is a box asking the applicant if he/she has a record of a felony, conviction, imprisonment, or incarceration. Mr. Kroehler stated that the question is an immediate block for people seeking employment. He stated that he has written to Matthew Wagner to think about this issue. He stated that now that we are investing in re-entry services, we should reconsider County action for County positions so that the question is taken off the application. Mr. Kroehler also asked how we can impact the Chamber of Commerce and Industry to look at doing this across the County. He stated that housing and employment are critical to returning citizens and the County is a participant in a system that says upfront here is a block for them. He noted that employers dismiss individuals simply based on that box being checked on the application. Mr. Kroehler asked the Board to rethink this issue and address it at the next meeting in August.

Mr. Kroehler asked the Commissioners what hinders them from being public about starting the 10-year process in building a new prison. Commissioner Lehman commented that the first step in building a new jail is identifying the location. He stated from his perspective there would be nothing that would prevent the County from beginning to explore what sites may be considered, even if the County did not want to go to full acquisition in 2019.

Commissioner Parsons commented that his answer has always been the same every time which, is being focused on paying down the County's debt this term, getting the County's bond ratings up, and building up the County's reserves so that they will be in a financial position to someday take on big capital projects again.

President Judge Reinaker commented that in all fairness to the Commissioners, he does not think there is a political aspect to this issue at all. He stated that we are in a huge period of change right now when it comes to the change in mass incarceration. He stated that he thinks it would be an error of judgement to move forward too fast without knowing what the future looks like.

Commissioner Lehman commented that the future is now, noting the decline in population from more than 1,300 in 2012 down to today's report of 777. He stated that if we do not take advantage of the financial opportunity that is going to present itself in the beginning of 2021 and use the existing resources to deal with the building of a new jail, he is certain that those resources will be spent on something else. He stated that later down the road when those resources are spent, and the issue of a new jail comes up there will be talk of not taking on new debt. Commissioner Lehman stated that the

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time is now, and he will put pressure on his colleagues and if they want to spend that money on something else, he will push back on it because it is an historical opportunity. He stated that if he is on the next Board, he will be a pain in the butt for a new jail because he first called for it in 2009 and now, he will lean in even harder.

Commissioner Stuckey moved to adjourn at 10:11 a.m. Commissioner Lehman seconded. The motion carried unanimously.

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

Respectfully submitted,

Brian K. Hurter  
Secretary