

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
August 16, 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 Dennis Stuckey, Commissioner Craig Lehman, President Judge Reinaker, Sheriff Christopher Leppler, Assistant District Attorney Mark Fetterman, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Robert Wolfe, Joseph Shiffer, Ashley Garcia, Tammy Moyer, Bob Devonshire, Toni Warfel, Christina Fluegel, Cody Scheid, Bob Wolfe, Kelly Ehrich, Lisa Colon, Diana Rivera, Neil Ward, Larry George, Kim Reichenbach, Kelly Rhoads, T. Brown, and Jean Bickmire.

District Attorney Craig Stedman was unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, August 16, at 8:30 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 Brown, Gatewood, and Kiefer cases.

Controller Hurter moved to approve the minutes of the June 21, 2018 Prison Board Meeting. Assistant District Attorney Fetterman seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Robert Wolfe, Deputy Warden for Operations, and on behalf of William Aberts, Major/Security Operations; Joseph Shiffer, Deputy Warden for Inmate Services; Tammy Moyer, Director of Administration; and Bob Devonshire on behalf of 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 her staff toured the new Lancaster Behavior Health Hospital with the Chief Executive Officer, Jayne Van Bramer. She stated that she is looking forward to the opportunities the mentally ill inmates will receive at the facility.

Warden Steberger reported that an internal audit of the Records Department was completed by Sergeant Secor and the records staff at the end of June. She stated that the staff spent about five hours checking 960 current inmate files. She stated that they were looking for accuracy of charges, sentencing, and trial statuses. Warden Steberger stated that there were several clerical errors discovered during the audit. She stated that sentencing and trial statuses were adjusted to meet the Unified Change

Management (UCM) guidelines for Department of Corrections (DOC). Warden Steberger reported that there were no issues that would have caused a late release for any inmate.

Warden Steberger reported that she attended a conference on Reducing Recidivism with Mark Wilson, Adult Probation & Parole, and Melanie Snyder, Executive Director of the Lancaster County Re-Entry Management Organization (RMO), in Baltimore, MD. She stated the topics discussed were trauma and reform.

Warden Steberger reported that PrisonStat was held at the end of July. She stated that a large portion of the discussion was on the discipline procedures at the facility.

Warden Steberger reported that she met Mayor Danene Sorace. She stated that they discussed the noise complaints they received from the inmates yelling out their windows. She stated they also discussed holding future meetings with the Lancaster City Police.

Warden Steberger reported the inmate population this morning was 852; 138 females and 714 males. She stated that in July 2017 the population was 867 and July 2018 the population was 866.

Commissioner Parsons commented on the records audit. He thanked the Warden and her team for completing the audit and correcting the issues that needed to be resolved. He thanked Christina Fluegel and Sergeant Secor for their help as well. Commissioner Parsons also thanked Controller Hurter for the audit completed by the Controller's Office. He suggested continuing periodic audits to make sure mistakes are corrected.

Tammy Moyer, Director of Administration, reported that the bi-annual reports of the Commissary Account and the Inmate General Welfare Fund are available and will be attached to next month's report. She reported that the Store Fund policy has been posted on the Prison's website.

Ms. Moyer reported the policy revisions completed this month include Housing, K-9 Unit, Protection of Criminal Justice Information, Inmate Property, Social Committee, Maintenance/Sanitation, and Safety. She reported that the new Prison Library policy is awaiting the Warden's signature and will be on the Prison's website after it is signed.

Ms. Moyer reported that the 2019 proposed budget has been submitted and staff is preparing information for the budget hearings.

Ms. Moyer reported that the Department of Corrections (DOC) will be on-site to perform an inspection of the maintenance shop in November. She stated that the last time they were on site they cited the Prison on the Tool Control policy. She stated that the policy has been revised and they have been working on changes on procedures with the help of Facilities and the CGL team. Ms. Moyer reported that they requested the Director of Inspections perform a mock inspection of the maintenance shop. She stated that after

the visit and review of the revised policy/procedures, they were happy with the changes that have been made.

Ms. Moyer reported that on July 6, 2018 the new Correctional Mail Clerk, Tina Stevens, in a combined effort with her supervisor, Cody Scheid, caught drugs entering the facility through the mail. She stated that the drugs were hidden in a greeting card that had been altered. She stated that the substance was tested, verified, and given to the investigator to follow through. Ms. Moyer stated that it was discussed at PrisonStat to eliminate greeting cards entering the facility as they are easier to alter than a piece of paper. She stated that about 97 cards were received in 12 days and not all of them go to the inmates as many are returned for glitter and adhesives. Ms. Moyer stated that there are websites specifically for sending greeting cards to inmates directly from the company that do not have any adhesives and won't have the chance of being rejected from the facility. She stated that they will continue to discuss eliminating greeting cards.

Ms. Moyer reported that they are moving forward with kiosks going on the blocks to offer a variety of services for the inmates including video visitation, law library, e-messaging, voicemail, and access to .pdf files and videos regarding operational information. She stated that the kiosks will replace their paper request system, grievance system, and medical service request. She stated that requests will be sent electronically, directly from the inmate to the staff member that is responsible for answering their questions and concerns. The answer then comes back electronically, to the inmate with date and time stamps. Ms. Moyer stated that all of this will be available without leaving the housing area which has immeasurable security benefits. She stated that they have had discussions with the District Attorney's office to make sure they have all the bases covered.

Following up on a question from a previous Prison Board meeting, Ms. Moyer reported on the fees for the ATM in the lobby. She stated that the average cash deposit is \$49.

Ms. Moyer reported that the Controller's Office was at the facility to complete a financial audit. She stated that a few things were found, such as a signature error and coding issues. She stated that they now have a pre-printed receipt form so that the coding is already there and eliminates the chance for errors.

Commissioner Stuckey asked a question in regards to the inmate deposits. Ms. Moyer stated that the money is from family and friends that go into the inmate account and are used for commissary or to purchase phone time. She stated that only cash can be deposited into the lobby ATM. She stated that credit card deposits can be made on the Prison's website.

Controller Hurter asked what the percentage fee is on credit card deposits. Ms. Moyer stated that it is a percentage based on the amount. She stated that the fees for cash deposits are \$3, \$5, and \$7 on \$20, \$50, or \$100 deposits.

Commissioner Lehman asked if the Store Fund policy will be discussed with the audit. Commissioner Parsons stated that at the last meeting Kent Kroehler asked the Board to consider approving the Store Fund policy as a Board level policy. He stated that there was no objection to approving the Store Fund policy as a Board level policy and the policy has been distributed to the Board for review. Commissioner Parsons stated that the Board can approve the policy today or can take more time to review and approve it at the next Board meeting.

Commissioner Lehman stated that he is concerned with the Chief Clerk approving outside agencies requests for the use of store funds. He stated that he feels when outside agencies receives money from the Store Fund it should come to the Board of Commissioners for approval at a public meeting as it has been done in the past. He suggested that the Prison may want to contract with other entities for services related to the Re-entry Management Division. Commissioner Lehman provided proposed language to be added to the policy.

Commissioner Parsons commented that he does not have any objection to this practice as it has always been handled this way. He suggested that it would be better to incorporate this into a new policy with any other suggested changes and address it at the next Prison Board meeting for a vote. He also suggested that the current policy and the proposed policy be put on the Prison's website.

Robert Wolfe, Deputy Warden for Operations and on behalf of William Aberts, Major/Security Operations, reported that staff continues to conduct the weekly inspections and hold policy and procedure reviews every other Wednesday.

Deputy Warden Wolfe reported that two of the staff went to a Mental Health Trauma training in July. He stated that all the Supervisors and Department Heads attended training on harassment on July 18, 2018. He stated that four of the staff were sent to training to become Range Instructors in July and August. Deputy Warden Wolfe reported that two of the staff were sent for training to become Master Use in Force Instructors.

Deputy Warden Wolfe gave an update on the body scanners. He stated that he is now dealing with the Vice President of the company for the body scanners. He stated that he has discussed plans and modifications to the building for the scanners with Bob Devonshire and CGL. Deputy Warden Wolfe stated that he has discussed funding with Frank Pulli in Purchasing.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that he attended the Department of Corrections Vivitrol Conference. He stated that the State Sergeant attended the conference and gave a presentation. He stated that he has been given information on expanding the Vivitrol program. Deputy Warden Shiffer stated that they are considering increasing the number of shots to two while the individual is incarcerated and in conjunction provide additional treatment services for opiate and

alcohol addiction. He stated that 30 shots of Vivitrol have been given since December. He stated that they will continue to improve and expand the program. Deputy Warden Shiffer reported a recidivism rate of 23% for the program. He stated that seven individuals recidivated out of 30 individuals who received the Vivitrol shot.

Deputy Warden Shiffer reported that he and the Warden have been working with Joining Forces and Rosemary Search to get information out to families of the inmates suspected of having an opioid addiction. He stated that they are also working with Ms. Search to provide educational services in the community on the opiate crisis. He stated that there are links to the information on the Prison website and on the televisions in the Prison's lobby.

Deputy Warden Shiffer reported that he attended a forum on Movement of Criminal Defendants with Mental Health Issues at the CCAP building in Harrisburg, PA where a discussion was held on ways to improve how to deal with seriously ill inmates. He stated they met with Norristown State Hospital administration and there is a follow-up meeting at the end of the month at the Harrisburg State Hospital.

Deputy Warden Shiffer thanked the Commissioners and the Salary Board for approving the Re-entry Services Manager position. He stated that the position is part of a new department within the Inmate Services section of the Prison. Deputy Warden Shiffer stated that the new Re-entry Services Coordinator, Christina Fluegel was in the audience. He stated that Ms. Fluegel worked in the Records Department for almost 10 years and now works in Inmates Services. Deputy Warden Shiffer stated that Ms. Fluegel brings a lot of coordination experience to the department. He stated that he is excited for the opportunity for the Re-entry Services Manager position and that the position should be posted on the website today.

Commissioner Lehman had a question regarding the Vivitrol update. He wanted to know if the reason for the seven individuals that recidivated was for drug related charges. Mr. Shiffer stated that he does not have that information and that he and Ms. Fluegel are working on tracking that information. Commissioner Lehman asked if Mr. Shiffer gets any feedback from the Center of Excellence regarding the statuses of follow-up shots after the inmate receives their first shot. Mr. Shiffer stated that they are working to track that information as well.

Bob Devonshire, on behalf of Charlie Douts, Director of Facilities Management, reported that CGL has filled the vacant position they had and are now fully staffed.

Mr. Devonshire reported that there are minor kitchen repairs scheduled and new flooring was put in one of the walk-in coolers.

Mr. Devonshire reported that a purchase order has been issued for the elevator upgrades and repairs should start in October/November. He reported that the Building B roof replacement has been delayed due to the rain and work should start on August 20, 2018. He reported that the Control Room upgrades are scheduled to start in the 4th

quarter. Mr. Devonshire reported that the Prison Capital Projects have been submitted with the 2019 budget.

Larry George, Director of Behavioral Health & Developmental Services (BH/DS), reported that the Suicide Prevention Task Force met on August 8, 2018 with guest speaker Jayne Van Bramer, Chief Executive Officer of Lancaster Behavior Health Hospital. He stated that the new Lancaster Behavior Health Hospital's first phase officially opened about three weeks ago and began accepting patients from the current Duke Street facility. He reported that this facility is affiliated with United Health Services. Mr. George reported that there is currently a hold on inmates being accepted into the new facility. He stated that the Duke Street facility stopped accepting involuntary commitment individuals last Monday. He stated that they are still in the process of moving the patients they have at the Duke Street facility to the new facility. Mr. George reported that the Duke Street facility will be closed effective August 27, 2018. He reported that the new Behavior Health Hospital will be opening in phases with the first phase consisting of 24 beds for the general population. The next phase will be an adolescent unit which should open in September. Mr. George reported that they are also anticipating an intensive behavior health unit appropriate for inmates from Lancaster County Prison requiring inpatient treatment. He stated that Ms. Van Bramer was unable to provide a specific date as to when that unit would be up and running. He stated that the facility will have a total of 126 beds.

Mr. George provided an update on the Transition to Community (TTC) Program. He reported that the program has now expanded to eight beds. He stated that seven beds were full as of yesterday.

Commissioner Parsons reported that the last PrisonStat meeting was held on July 26, 2018 at 1:30 p.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Controller Hurter provided an update on the 2017 Prison audit. He thanked the Warden and her Administration for their help throughout the process. He reported that the audit consisted of the Inmate General Welfare Fund, Capital Projects Account, and the Store Fund. Mr. Hurter stated that an audit of the Prison records was not done and will be done in the future. He reported that there were a few minor findings which have been addressed by Prison management. He stated that the full report is on the Controller's website.

In business from guests, Jean Bickmire, Have A Heart, commented that she appreciates the fact that the Prison wants to work with outside agencies and the community and hopes they continue doing so. She stated that they have been doing a lot of good work with the inmates who are released from the Prison and those agencies are fundamental in their success. Ms. Bickmire recommended that the Prison work with outside agencies and have meetings with organizations such as CAP, CareerLink, Probation & Parole, a recently returning citizen, and a former RMO person.

Ms. Bickmire asked about building a new prison. She wanted to know if the Commissioners could start looking for a location and determining the long-range cost. She stated that she feels that the discussion on these details have been kicked down the road. Commissioner Parsons stated that he disagrees that it is being kicked down the road. He stated that they have had serious discussions over the last couple of years. He stated that they have put millions of dollars into the current facility to make sure that while they are still there it is a safe facility. Commissioner Parsons stated that he realizes a new Prison is coming, but his goal was to pay down the County's debt to a level where it would be possible to take out another \$100 to \$200 million dollars of debt. Commissioner Lehman commented that the first step is to find the site of where the new more modern jail will be located. Commissioner Stuckey also agreed that the issue has not been pushed down the road. He stated that they have been very clear that it is a long-term project and there are certain steps that have to be taken. He stated that they are aware that they need a new prison and are working on it to the extent that they can. Ms. Bickmire stated that Commissioner Martin had indicated years ago that there was a location for the new prison. Commissioner Parsons stated that there currently is no decision or serious discussion on where the location will be. Commissioner Lehman commented that he believes that there are two viable locations, which would be close enough to the Courthouse where transportation would not be an impediment.

Ms. Bickmire commented on the food at the Prison. She suggested using a dietician from the Mount Joy Vo-Tech School. Warden Steberger stated that they have a dietician who reviews the menu. Mr. Shiffer reported that they are working with their current vendor to make adjustments on the menu.

Neil Ward, Have A Heart, asked if the entire staff and vendors could be subjected to a random drug test. Commissioner Parsons stated that drug testing of employees is governed under the union contract. Warden Steberger commented that if there is suspicion of a staff member, they will be drug tested but they do have to abide by their union contract. She stated that vendors have their own guidelines within their contracts for drug testing.

Mr. Ward asked about the location for the new body scanners. Commissioner Parsons stated that the body scanners will be in the Intake Unit.

Commissioner Lehman moved to adjourn at 10:18 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be September 20, 2018 at 9:15 a.m. in the Visitation Room at the Lancaster County Prison.

Respectfully submitted,

Prison Board Minutes
August 16, 2018
Page 8

Brian K. Hurter
Secretary