

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
October 15, 2020

The meeting was called to order by Commissioner Joshua Parsons at 9:15 a.m. in Public Meeting Room at the Lancaster County Administrative Office Building.

Members Present: Commissioner Joshua Parsons, Commissioner Ray D'Agostino, Commissioner Craig Lehman, President Judge David Ashworth, District Attorney Heather Adams, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, William Aberts, Toni Warfel, Matthew Wagner, Cody Scheid, Kim Wolfe, Arla Brown, Louis Chirichello, Timothy Ferstler, Michael Hess, Michael Fischer, Bob Devonshire, Larry George, Stacie Dixon, Christopher Tallarico, Kathleen Morrison, Christina Hausner, Todd Haskins, Kelly Ehrich, Carrie Kurtz, Jackie Pfursich, Linda Farmer, Sam Coleman, Kent Kroehler, Peggy Lou Platt, Kim McDevitt, Carter Walker, and Diana Rivera.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, October 15, 2020 at 8:15 a.m. to discuss litigation and real estate matters. Specifically under litigation, the Board discussed the Cox (18-08525), Gbotoe (5:20 CV 00890), Melendez (20-02365), Rodriguez (5:19 CV 03988), Tyler (20-02919), and Witherspoon (20-02288) cases.

Controller Hurter moved to approve the minutes of the September 17, 2020 Prison Board Meeting. Commissioner D'Agostino seconded. The motion carried unanimously.

Cheryl Steberger, Warden; William Aberts, Deputy Warden for Operations; Toni Warfel on behalf of Joseph Shiffer, Deputy Warden for Inmate Services; Tammy Moyer, Director of Administration; and Bob Devonshire, Director of Facilities; 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 PrimeCare has conducted a total of 2,469 tests at the facility since March 2020. As of yesterday, there have been 311 positive cases in the inmate population, with 250 individuals in the recovery stage and 61 considered active. Warden Steberger stated that the inmate who was hospitalized due to COVID-19 is now listed in serious condition.

Warden Steberger reported that 33 of the staff have tested positive. She stated that there has been a total of 239 tests on staff members. All staff members were offered a test. Fifty-one individuals took the test and all were negative.

Warden Steberger reported that they reached out to the Department of Corrections (DOC) for their assistance on mitigating the virus. She stated that video conferences were held to share information with the DOC. On October 7, 2020, John Wetzel, Secretary of the PA DOC, Tom Grishaw, Director of the PA DOC, and the RN Supervisor from the Bureau of HealthCare toured the facility to review procedures in place during the pandemic and offered advice and information. Warden Steberger stated that Secretary Wetzel repeatedly mentioned how great of a job they are doing at the Prison, despite the structure of the facility which causes issues when having to quarantine inmates. She stated that they have already implemented some of the suggestions that were provided by the DOC.

Warden Steberger reported that the average inmate population in September 2019 was 793 and 680 in September 2020. She stated that the population this morning is 654. Warden Steberger stated that she reached out to President Judge Ashworth on September 19, 2020 to advise him that she was conducting a self-imposed lockdown of the facility. She stated that she had already suspended intercounty transfers to and from the Prison, but with the recent increase in commitments due to the protests in Lancaster City and arrests made in Binn's Park, there has been an increase in the population. She stated that it became difficult to quarantine the inmates. After speaking with the President Judge, a video conference was held the next day with Prison staff, the District Attorney, the Public Defender, the Sheriff's Office, Adult Probation and Parole, Domestic Relations, Bail Administration, and the Judges. Warden Steberger stated that President Judge Ashworth issued an amended administrative order to assist the Prison with their efforts in mitigating the virus. As a result of the administrative order, the inmate population went from 709 to 654 today. Warden Steberger stated that she appreciates the collaboration between all of the departments and their willingness to assist during this time.

Warden Steberger reported that a modified Corrections Week was held September 14-18. She stated that there were some restrictions due to COVID-19; however, there were food trucks and awards given to the staff.

Warden Steberger reported that the Lock and Key Award was presented to Officer Timothy Ferstler during Corrections Week. She invited Officer Ferstler to the podium. The recipient of the Lock and Key Award receives a certificate, a plaque, and the Warden's parking spot for 30 days. Officer Ferstler received a round of applause from those in attendance. Officer Ferstler gave a short speech and stated he will accept this award for his peers.

William Aberts, Deputy Warden of Operations, reported the officers of the month for September: First Shift, Officer James Christ; Second Shift, Officer Ryan Stoltzfus; Third Shift, Officer Richard McMullen. Officers Christ, Stoltzfus, and McMullen were unable to attend the meeting.

Deputy Warden Aberts reported on the staffing complement, allotment: 228, current:196. He reported a new class of 8 officers will begin on October 26, 2020.

Deputy Warden Aberts invited Officer Michael Fischer to the podium to announce his promotion to Sergeant as he was unable to attend the meeting in August when his promotion was announced. Deputy Warden Aberts pinned him with his chevrons. Sergeant Fischer received a round of applause from those in attendance. Sergeant Fischer gave a short speech and stated he enjoys his job and will continue to keep his morale high during this pandemic.

Deputy Warden Aberts presented the Life Saving Award to Officer Michael Hess for quick intervention and response to an attempted suicide on July 26, 2020. Officer Hess received a certificate, a plaque, and a pin which will be part of his uniform. Officer Hess received a round of applause from those in attendance. He gave a short speech and stated he was grateful to do his part and thanked his peers for their response.

Deputy Warden Aberts read aloud all of the recipients of the awards that were given out during Corrections Week (see attached).

Deputy Warden Aberts reported that the camera project continues to progress appropriately.

Deputy Warden Aberts reported that they are working with the vendor for future dates of the work scheduled for the control panel project.

Deputy Warden Aberts reported that the roof project has begun with work being completed on C building roof.

Toni Warfel on behalf of Joseph Shiffer, Deputy Warden for Inmate Services, reported that the Prison Rape Elimination Act (PREA) and Inmate Services training was held for the new class of officers this month.

Ms. Warfel reported that Caitlin Garner was hired for the Inmate Services Specialist position and the department is now fully staffed. Ms. Garner will be assigned to the intake housing unit.

Matthew Wagner, Reentry Program Manager, provided a reentry services update. He reported that the reentry program has been shut down due to COVID-19; however, they are working with inmates who were not qualified for the program. He stated that this month they have worked with a total of 32 inmates. Mr. Wagner stated that they assisted 12 inmates with medical assistance, seven inmates with housing, eight inmates with obtaining their birth certificates, and seven inmates with various issues. He stated

that they have coordinated 14 door-to-door referrals to help inmates get into treatment with the help of Ms. Warfel and the inmate services staff. Mr. Wagner stated that they have assisted the inmates with submitting their voting registrations and absentee ballots. He stated that the PA identification program should be up and running by early November. Narcan kits will be distributed to all staff this week through the Joining Forces Committee.

Tammy Moyer, Director of Administration, reported that inmate tablets have been distributed to four housing areas for a trial period before they distribute them to the entire Prison. The tablet allows the inmates to send requests to staff; document grievances; access the law library; make telephone calls; read e-messages and mail from families; and view educational catalogs, self-help materials, music, and pod casts at no charge for anyone who is not on a behavioral restriction. Ms. Moyer stated that the inmates can upgrade the tablet for \$5.00 per month. The inmates will then be able to download premium content such as games, music albums, and movies for a fee. Ms. Moyer reported that the commission from the tablets will go back to the Inmate General Welfare Fund and hopefully offset the cost to go to a digital mail center. She stated on November 1, 2020, they will transition from paper mail to digital mail to help eliminate the chance of contraband entering the facility. Legal mail will continue to come to the Prison and be opened in the presence of the inmate.

Bob Devonshire, Director of Facilities Management, reported that CGL currently has one vacant plumbing position.

Mr. Devonshire reported that the roof replacement project is coming along and expects it to be completed later this year.

Mr. Devonshire reported that they are working with Purchasing on the maintenance services contract. He noted that they are working with Budget Services on the 2021 operating and capital budget proposal. Mr. Devonshire stated that they are working with Commissioner Parsons on a ten-year timeline for Prison capital planning. He continues to work with Deputy Aberts on tasks associated with the control room panel upgrades.

Mr. Devonshire reported that 129 work orders were closed for September, with 1,149 closed year-to-date. This is an average of 140 work orders closed per month at the Prison.

In business from guests, Carter Walker, LNP, asked for more information on the real estate matter discussed at the executive session. Commissioner Parsons stated that he cannot provide anymore information right now. Mr. Walker asked if the Board talked about buying or selling real estate. Commissioner Parsons stated that he will refer Mr. Walker to the County Solicitor. Mr. Walker asked if the County owns any other property for corrections other than the Prison. Commissioner Parsons stated that the Prison is

the only property except for the holding cells at the Magisterial District Judges (MDJ) offices.

Commissioner Lehman moved to adjourn the meeting at 9:52 a.m. Commissioner D'Agostino seconded. The motion carried unanimously. The next meeting is November 19, 2020 at 9:15 a.m.

Respectfully submitted,

Brian K. Hurter  
Secretary