

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
November 15, 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 Dennis Reinaker, District Attorney Craig Stedman, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Robert Wolfe, William Aberts, Joseph Shiffer, Ashley Garcia, Tammy Moyer, Cody Scheid, Charlie Douts, Ann Riley, Tracy Wingler, Jennifer Wingler, Johneida Cano, James Neighbors, Samuel Coleman, Toni Warfel, Kelly Rhoads, Kim Reichenbach, Stacie Dixon, Mark Wilson, Eric Kennel, Jean Bickmire, Kent Kroehler, Michael Welsh, Jon Singer, T. Brown, Carter Walker, and Diana Rivera.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, November 15, 2018 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 Brown, Cox, Gatewood, Kiefer, Lausell, and Stickily cases.

Commissioner Stuckey moved to approve the minutes of the October 18, 2018 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 that the population as of this morning is 871. She reported the average population in October 2017 was 916 and the average population in October 2018 was 913.

Warden Steberger reported that she met with Michael Stevens, Director of Business at the Lancaster Behavioral Health Hospital in October. She reported that the hospital will begin to accommodate inmate referrals starting in December. She stated that she appreciates the ongoing relationship with the hospital and looks forward to providing the necessary treatment for the mentally ill inmates.

Warden Steberger reported that she attended a veteran's expo with Arla Brown and Sergeant Samuel Coleman in the beginning of November. She stated that the expo was to promote job opportunities, specifically Correctional Officer positions at the

Prison. Warden Steberger stated that she networked with individuals and the turnout was productive. Warden Steberger stated that they received a lot of applications after the expo.

Warden Steberger reported that she had a drug court meeting with PrimeCare Medical and the Prison staff at the request of Judge Ashworth to discuss the medical procedures for inmates that are sanctioned to the facility. She stated that there were some issues with inmates coming in for a short amount of time and not receiving their medication properly. She stated that they are working to correct the issue. Warden Steberger reported that Christine Flugal will be a member of Drug Court and will now have interaction with the Court and will know when inmates are coming to the facility.

Robert Wolfe, Deputy Warden for Operations, reported that staff continues to conduct the weekly inspections and hold policy and procedure reviews every other Wednesday. He stated that they are getting ready for the inspection from the Department of Corrections (DOC) in two weeks.

Deputy Warden Wolfe reported on staff training: two staff were sent to Assault Management Application Course (AMAC), five staff certified as Armament Systems and Procedures (ASP) instructors, and two staff sent to Advanced Trauma training. He stated that all of the security staff are certified in Oleoresin Capsicum (OC). He stated that all Prison staff are trained in Suicide, Prison Rape Elimination Act (PREA), CPR, Title 37, and Excited Delirium.

Deputy Warden Wolfe reported that they are still working on getting the body scanner equipment. He stated that he will be visiting the Montgomery County Prison with Major Aberts on November 16, 2018 to view their body scanner. He stated that they should have a decision on which body scanner to purchase by next week.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that the Inmate Services Department is down four positions, which are two Drug & Alcohol Specialists, one Classification Specialist, and the Reentry Services Manager position. He stated that they are in the final stages of hiring the candidates for the Reentry Services Manager position and one of the Drug & Alcohol Specialist positions.

Deputy Warden Shiffer thanked Justice in Mercy and Have A Heart for offering to donate pumpkin pies for the upcoming holidays for the inmates and staff at the Prison.

William Aberts, Major/Security Operations, reported the Officers of the Month for October: Second Shift, Officer Kevin Stauffer, and First Shift, Officer Quincy Truitt. Officer Stauffer and Officer Truitt were unable to attend the meeting.

Major Aberts invited Classification Specialist Samuel Coleman to the podium to announce his promotion to Sergeant of Training. Major Aberts and Warden Steberger pinned him with his chevrons. Sergeant of Training Coleman received a round of

applause from those in attendance. Sergeant Coleman gave a short speech and said he was thankful for the opportunity to serve in the new role.

Major Aberts invited Records Specialist Jenn Wingler to the podium to announce her promotion to Sergeant of Records. Major Aberts and Warden Steberger pinned her with her chevrons. Sergeant of Records Wingler received a round of applause from those in attendance. Sergeant Wingler gave a short speech and said that she has learned a lot in the past two years in the Records Department and looks forward to continuing to grow within the department.

Major Aberts invited Sergeant James Neighbors to the podium to announce his promotion to Lieutenant. Major Aberts and Warden Steberger pinned him with his chevrons. Lieutenant Neighbors received a round of applause from those in attendance. Lieutenant Neighbors gave a short speech and said that he was happy about his promotion and hopes he makes the Prison Administration proud.

Major Aberts invited Correctional Officer Ann Riley to the podium to present her with the Life Saving Award. On September 20, 2018, an inmate was found unresponsive in her cell by her cellmate. The cellmate alerted Officer Riley who discovered that this inmate was not breathing and did not have a pulse. Officer Riley began CPR until medical staff arrived. Officer Riley administered Narcan and CPR was performed for approximately 10 minutes before a pulse was detected and the inmate began to breathe on her own. The inmate was fully awake and responsive when EMS arrived. Major Aberts presented Officer Riley with a plaque and a pin that will be part of her uniform. Officer Riley received a round of applause from those in attendance. Officer Riley gave a speech and said that she appreciates being recognized today and that her goal is to help change the outlook society has toward Correctional Officers and the challenges they face everyday. Members of the Board thanked her for her service and intervening to save a life.

Tammy Moyer, Director of Administration, reported that 34 policies have been completed this year, including the Emergency Response Plan which is 126 pages. In addition to the plan, arrangements have been made to meet with the Director of Lancaster Emergency Management Agency to discuss the unique needs of the Prison in the event of a disaster or mass evacuation.

Ms. Moyer reported that the Department of Corrections (DOC) inspection is scheduled to take place on November 28, 2018. She stated that they have been preparing the documentation that the DOC has requested.

Ms. Moyer reported that the approval of the amendment to the telephone contract has been presented to the Board of Commissioners at the Commissioners Meeting on November 14, 2018. She stated that 27 kiosks will be placed on every housing area. She stated that this will be a more efficient way to submit requests, grievances, and medical requests slips. Ms. Moyer stated that the law library will be accessible through

the kiosks which gives the inmates easier access than they currently have. She stated that the amendment to the contract would extend the current telephone contract an additional four years. The payment will be a monthly deduction of \$3,800 which will come out of the commission payments to support the hardware, software, and additional functions. Ms. Moyer stated that if we subtract the payments we are already making for the law library it comes down to an increase deduction from commissions of \$5,611 per year or \$468 per month to provide the additional services.

Charlie Douts, Director of Facilities Management, reported that CGL has one vacancy and they are looking to fill that position. Mr. Douts reported that the elevator upgrade is scheduled to start November 26, 2018 and will take several months to complete. He stated that the Building B roof replacement will take several weeks before it is completed due to the rain delaying completion. He stated that the Control Room upgrades should begin in the first week of December. Mr. Douts stated that the building is prepared for the winter months at the facility.

Commissioner Parsons reported that the staff is working on their internal review of the last suicide and is unable to give a report at this time.

Commissioner Parsons reported that the last PrisonStat meeting was held on Monday, October 22, 2018 and the next PrisonStat meeting is scheduled for Monday, January 28, 2019 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, commented on the food contract. He suggested to increase protein, fresh fruits and vegetables, and buy from local businesses.

Mr. Kroehler commented on the telephone contract. He stated that his main concern with the contract is that a narrow slice of the taxpayer base is paying telephone fees which funds the commissions to the phone contract that feeds the Inmate General Welfare Fund. He stated that the whole taxpayer base should be covering these costs.

Mr. Kroehler asked if the Prison has been tested for radon. Warden Steberger stated that she was not sure and will find that information out.

Jean Bickmire, Have A Heart, asked if the inspections done by the Department of Corrections (DOC) will be made public. Ms. Moyer stated that the information will be released to the public even if some things need to be redacted.

Ms. Bickmire commented on the telephone contract. She asked how the inmates will track grievances with the new kiosks. Ms. Moyer stated that the inmates will receive an electronic response and if an inmate requests a paper copy, one may be printed for their records.

Ms. Bickmire suggested more exercise time for the inmates. Warden Steberger stated that a staff member is assigned to that department and inmates are taken to the gym daily. She also stated that yoga classes are offered to the female inmates.

Ms. Bickmire thanked Commissioner Lehman for breakfast, lunch, and dinner at the Prison. She stated that the meals are okay and agreed that fruits and vegetables should be added to the meals.

Commissioner Lehman asked Warden Steberger to look into finding a vendor that can bring books back into the facility. Warden Steberger stated that she will review the options and present the information to the Board.

Commissioner Lehman commented on the telephone contract. He stated that he supports the kiosks project. He also stated he voted against the current inmate phone contract that was adopted in 2014 because it increased the cost of a local call by a minimum of 24% and will not support an extension of that contract if the rates for local calls stay the same. He also feels that there may be other ways to get kiosks on the blocks like using the law library savings, which are part of this proposal, to cover most of the cost of the kiosks project. Commissioner Lehman stated that he thinks it is unwise to become too reliant on these commissions because it could create pressure to maintain or increase phone rates to generate the commissions for the things we have chosen to do at the Prison. He suggested that at some point increasing phone rates could negatively impact necessary and important family connections.

Controller Hurter moved to adjourn at 10:02 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

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

Respectfully submitted,

Brian K. Hurter
Secretary