

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
February 16, 2017

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

Members Present: Commissioner Joshua Parsons, Commissioner Craig Lehman, Controller Brian Hurter, and Assistant District Attorney Mark Fetterman.

Others Present: Cheryl Steberger, Joe Shiffer, Arla Brown, Ashley Garcia, Charlie Douts, Sue Lao, E. William Peters, Melanie Snyder, Robert Wolfe, Cody Scheid, Terry Flinchbaugh, Kent Kroehler, Lindsey Gruber, Kim Reichenbach, Larry George, Todd Haskins, Richard DeFord, Holley DeFord, William Aberts, Deb Aberts, Brian Secor, Beckah Shenk, Stacie Dixon, Sandy Heisey, and Kathy Kunkel.

Commissioner Dennis Stuckey, President Judge Dennis Reinaker, District Attorney Craig Stedman, and Sheriff Mark Reese were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, February 16, 2017, at 8:30 a.m. to discuss labor negotiations, litigation, potential litigation, and personnel matters related to the discipline, suspension, and termination of employees. Specifically under litigation, the Board discussed the Keiffer and Lausell cases.

Controller Hurter moved to approve the minutes of the January 19, 2017, Prison Board Meeting. Commissioner Lehman seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Robert Wolfe, Deputy Warden for Operations; Joseph Shiffer, Deputy Warden for Inmate Services; Cody Scheid, Fiscal Operations Supervisor; 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.

Warden Steberger reported that the Policy and Procedure Review Committee meets twice a month. She noted that the inmate handbook is almost completed and changes were made on the inmate request forms. In addition, the Committee is also reviewing procedures to comply with the requirements set forth in Title 37. She stated that Cody Scheid would be providing additional information in his report to follow.

Warden Steberger reported the average inmate population for January 2017 was 944. She noted that the average is holding steady, as the population averages for November 2016 was 937 and December 2016 was 939.

Warden Steberger reported that last week she gave a presentation to the American Business Women's Association regarding her vision and goals for the Prison. She reported that she also attended a heroin epidemic workshop at the Conestoga Church of the Brethren in Leola. She met some organizations that help the inmates while they are incarcerated and also after they are released.

Warden Steberger noted that next month she will be speaking at the Lancaster General Hospital on the heroin epidemic and how it affects the Prison staff and the inmates who are coming in and withdrawing from the drug.

Warden Steberger thanked Justice & Mercy for their assistance in providing a new set of glasses and frames to an inmate. In addition, they offered assistance to an inmate who was terminally ill and needed housing.

Warden Steberger wished to remember, Correctional Officer Lerleine George, who passed away unexpectedly at her home on January 31, 2017. Ms. George worked at the Prison for 16 years. Warden Steberger stated an honor guard was provided at her funeral.

Robert Wolfe, Deputy Warden of Operations, reported that they are conducting Corporal and Sergeant interviews. He reported that they received 21 applicants for the Corporal positions. He said that many applicants, both internal and external, expressed that they like the changes they see and want to be a part of the staff. He noted that the Fire Emergency Response Team (FERT) and Corrections Emergency Response Team (CERT) trained with four fire departments to remove cell bars in the C2 Annex to change the block to a female re-entry block. He noted that Correctional Officers are completing Unified Case Management training. Deputy Warden Wolfe noted that 8 new restraint kits are available for Central Booking.

Deputy Warden Wolfe noted the two Correctional Officers volunteered to attend the funeral for a prison lieutenant who was killed in the line of duty in the riot and hostage situation at the Delaware State Prison February 1, 2017. He was proud that they represented the Lancaster County Prison.

Deputy Warden Wolfe reported the Officers of the Month for January: First Shift Officer Lerleine George, Second Shift Officer Kathleen Wolfe, and Third Shift Officer Jose Colon-Collazo.

Deputy Warden Wolfe invited the following Officers to the podium to announce their recent promotions: Officer Richard Deford was promoted to Administrative Sergeant, Officer Brian Secor was promoted to Records Sergeant, and Sergeant William Aberts was promoted to the position of Major. The three individuals received a round of

applause from those in attendance. Each of the Commissioners congratulated them on their promotions.

Joe Shiffer, Deputy Warden for Inmate Services, provided an update on the Mental Illness Substance Abuse team (MISA). The first meeting was held on January 26, 2017. The team was formed to work with those inmates who have mental illness or substance abuse issues. The inmates are identified early upon intake and are then followed by a team approach throughout incarceration. Upon discharge, they are then able to be streamlined immediately to the appropriate services. He stated that some of MISA's goals are to decrease incidents of assaults and misconducts, and reduce recidivism. He stated that they reviewed 59 inmates and pared down to 21. He noted that these are very difficult cases and some they may be able to assist, and others they may not. The next MISA meeting is scheduled for March 2, 2017.

Deputy Warden Shiffer reported that the Prison has reinstated the Turn Around Reentry Program (TARP) in Work Release under the Director of Work Release, Dan Collins. He stated that the main focus is to increase the employment rates in Work Release. In addition, the goal is for each individual to have a plan in place for employment when they leave the Prison in an effort to reduce recidivism. The program started in January 2017 with 14 inmates and is down to 10.

Deputy Warden Shiffer reported that the New Beginnings class of 12 females began on February 6, 2017, and they would be graduating today, February 16, 2017.

Cody Scheid, Fiscal Operations Supervisor, reported that a committee has been formed to review and revise the Prison policy and procedures. The committee has met three times and has completely reviewed and revamped the Inmate Handbook. In addition, the Committee has started work on: the Uniform Policy, the Transportation Policy, and the Suicide Prevention Policy. Mr. Scheid noted that when the revisions to the Inmate Handbook are completed, it will be made available publically on the Lancaster County website.

Mr. Scheid reported that the Business office is currently fully staffed with the addition of a Publication's Clerk.

Mr. Scheid reported that the biannual reports for the Inmate Welfare and Commissary accounts have been completed by the Controller's Office and are included in the Statistical section of the Board Report. He stated that this information will be posted on the County website next month.

Charlie Douts, Director of Facilities Management, reported on several projects:

- Personnel
 - CGL scheduled to begin outsourced maintenance responsibilities on March 6, 2017.
- Maintenance Items
 - Parks maintenance personnel repaired storm water manhole located outside of Prison wall, hole in side of concrete structure allowed for constant settlement of soil.
 - Staff support from parks providing snow/ice maintenance.
 - Obtaining quotes for minor equipment replacement funded in 2017 budget.
 - Annual load test scheduled for emergency generator.
 - Staff attending meetings concerning camera project.
- Projects
 - Prepared prioritized list of Capital Projects, waiting on response.
 - Attending Facility Work Group meetings.

Mr. Douts stated that CGL is currently running background checks for potential employees in preparation for outsourcing 6 skilled tradesmen to work at the Prison.

Mr. Douts stated that the annual load test was performed on the emergency generator and was completed successfully.

Larry George, Director of Behavioral Health/Developmental Services, gave an update on the Suicide Prevention Task Force. Mr. George reported that on February 15, 2017, the Commissioners approved an addendum to an existing agreement with Community Services Group to provide startup funds for the development of the new "Transition to Community" (TTC) forensic diversion program to serve individuals age 18 and older who are in need of psychiatric treatment in a residential treatment facility. This three-month program will serve the special needs of six individuals who have serious mental illness. The agreement is an increase in the existing amount of the contract by \$315,000 for the fiscal year 2016-2017.

Mr. George reported that he provided the Board with a report of the Suicide Prevention Task Force initiatives over the past year. He said that if anyone else is interested in getting a copy of the report, to contact him.

Commissioner Parsons reported briefly on the initiative called PrisonStat which calls for regular public meetings where the Prison's performance is evaluated based on various factors. The last meeting was held February 7, 2017, and the next meeting will

be scheduled after the March Prison Board meeting.

Commissioner Parsons reported that the Facility Work Group is continuing to gather information on the long term capital needs at the Prison. In addition they now have report models that incorporate the maintenance costs to run the existing facility while planning to build a new facility. He noted that at yesterday's Commissioners' meeting, the Commissioners approved a bond issuance and that part of the money will go towards capital projects at the Prison.

Melanie Snyder, Executive Director of the Lancaster County Re-entry Management Organization (RMO), reported that the RMO now has a new logo, as they merged with Community Action Partnership (CAP) in January 2017. She noted that CAP is a large organization with 300 employees and a multi-million dollar budget. She said the merger will give the RMO a lot of added capacity to serve people and an immediate connection to CAP's resources and infrastructure. Ms. Snyder stated that CAP's mission is to eradicate poverty and that many RMO clients have income below the poverty line.

Ms. Snyder distributed the monthly statistical report, success rates, and RMO Re-entry Services/Program results for fiscal year 2015-16. The report reflected that for those individuals attending the RMO intensive program, the crime free rate is at 96%. Ms. Snyder stated that the new trauma training program "How Being Trauma-Informed Improves Criminal Justice System Responses" will be offered on March 11-17, 2017, for the entire staff at the Prison and the Adult Probation & Parole Department. This program is designed to increase employees' understanding of trauma and to develop trauma-informed responses. Additional trainings for RMO Providers, the Successful Returning Citizens Group, and others will be held throughout 2017.

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

The next regular meeting of the Lancaster County Prison Board will be March 16, 2017, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary