

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

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

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Commissioner Craig Lehman (arrived at 9:18 a.m.), President Judge Dennis Reinaker, and Controller Brian Hurter.

Others Present: Cheryl Steberger, Joe Shiffer, Arla Brown, Ashley Garcia, Charlie Douts, Sue Lao, E. William Peters, Neil Ward, Robert Wolfe, Cody Scheid, Terry Flinchbaugh, Kent Kroehler, Lindsey Gruber, Kim Reichenbach, Larry George, Todd Haskins, William Aberts, Tracy Wingler, Benjamin Lefever, and Kathy Kunkel.

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, March 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 Abreu Nicolas, Barney, Kanney, Peters, and Smith cases.

Controller Hurter moved to approve the minutes of the February 16, 2017, Prison Board Meeting. Commissioner Parsons 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; Major William Aberts, Security Operations; 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 the average inmate population for January 2017 was 944, February 2017 was 982, and today is at 995. She noted that there are many variables that affect population totals and they will continue to monitor.

Warden Steberger reported that last week she was invited to speak to the Have a Heart Group regarding goals for the Prison. She noted that the discussion was informative and she and Todd Haskins from PrimeCare, answered a lot of questions. Warden Steberger stated that she received several emails thanking them for attending the

meeting. She stated that she will continue to work with Have a Heart to address any concerns they may have.

Warden Steberger noted that she and a member of the Lancaster County Drug Task Force, spoke at the Lancaster General Hospital (LGH) on the issues the Prison faces on the heroin epidemic. Those in attendance wanted to know the Prison's concerns and how it affects inmates who are coming in and withdrawing from the drug and the staff that has to deal with those inmates. She noted that as a result of several items brought up at the meeting, LGH is reviewing changes to their process and procedures.

Warden Steberger reported that after an ongoing review of PrisonStat information regarding staffing needs, they are reviewing medical transports which necessitate staff overtime and mandatories. PrimeCare is working with the Prison staff to change some of their procedures in order to reduce the number of medical transports.

Warden Steberger wished to thank Lieutenant Benjamin Lefever and Supply Officer William Kehoe in preparing the day prior to the winter storm on March 14, 2017. She wanted to publicly thank the Parks Department for clearing the parking lot. She also thanked all the supervisors and staff who worked their shift that day. Warden Steberger said that she and Major Wolfe will send an email to thank them.

Robert Wolfe, Deputy Warden of Operations, reported that he visited Chester County Prison to review their Records Department.

Deputy Warden Wolfe reported that they are currently holding training at the Public Safety Training Center on Defensive Tactics and Substance Abuse and Mental Health Services Administration (SAMHSA).

Deputy Warden Wolfe reported that 14 individuals, all military supervisors, attended the Veteran's Court graduation on March 9, 2017.

Deputy Warden Wolfe reported that the correctional officer staffing complement stands at 213 out of a total allowable complement of 221.

Deputy Warden Wolfe reported that the Policy and Procedure Review Committee meets biweekly to update the Prison policy and procedures.

Deputy Warden Wolfe reported that 6 maintenance workers under the new CGL agreement were to start work on March 6, 2017. He noted that CGL has only provided 2 maintenance workers so far. In the next few weeks CGL will send an extra person at no cost for a total of 7 staff. CGL wants to make up for not having the original complement of 6.

Commissioner Lehman thanked Deputy Warden Wolfe for providing the Prison's inside temperature report to the Commissioners on a regular basis when there were cold snaps during the winter months.

Commissioner Parsons noted that great progress has been made in the Records Department under the management of the new records officers Lieutenant Gregory Ritter and Sergeant Brian Secor. The department looks very different and is better organized. The goal is to provide a better filing and retrieval system.

Joe Shiffer, Deputy Warden for Inmate Services, provided an update on the Mental Illness Substance Abuse team (MISA). He stated that the team members comprise of staff from PrimeCare, Behavioral Health/Disability Services, Bail Administration, the District Attorney's Office, the Public Defender's Office, and Adult Probation & Parole. He stated that 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 the MISA team last met on March 2, 2017. Deputy Warden Shiffer stated that the team members design plans for appropriate placements. He stated that they reviewed 70 inmates and narrowed the group down to 20. The next MISA meeting will be held the beginning of April 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 self-sustaining job when they leave the Prison. The program restarted in January 2017 with 14 inmates and 10 of those individuals graduating in February. He noted that 4 of the graduates were employed at a pay range of \$8.50 to \$14.00 per hour. The next class is scheduled for the beginning of April 2017.

Deputy Warden Shiffer reported that eight individuals in the RMO class graduated on March 3, 2017.

Deputy Warden Shiffer reported that the County Records Improvement Committee (RIC) approved the Prison's grant application purchase of shredders, wireless headsets, and scanners. This is a move forward for better organization and to work towards going paperless.

Deputy Warden Shiffer reported that he and Kim Reichenbach, Program Manager for GEO Reentry Services, will request approval of an agreement for reentry services at the March 22, 2017 Commissioners' meeting. He stated that GEO will provide Lancaster

County Prison with a 90-day pilot program for utilizing day reporting services in the GEO Reentry Service Center for up to five inmates being released from Lancaster County Prison.

Commissioner Parsons and Warden Steberger commended Mr. Shiffer for including the Prison staff when necessary, to review MISA cases. The staff can provide valuable information that will help the inmate, the staff, and the community.

Cody Scheid, Fiscal Operations Supervisor, reported that the Policy and Procedure Committee meets on a biweekly basis to review the Prison policy and procedures. The Committee has completed revisions to the Uniform Policy, as well as the Inmate Handbook. He noted that the final edits are ready to go out for print. Mr. Scheid reported that when the Inmate Handbook is completed, it will be made available publically on the Lancaster County website. The Committee continues to work on the Suicide Prevention Policy, the Transportation Policy, the Inmate Request Form, the Inmate Grievance Form, and Post Orders for each block.

Mr. Scheid reported that the Business Office is currently searching to fill the positions of Publication's Clerk and Supply Supervisor.

Major William Aberts reported the Officers of the Month for February: First Shift Officer Dylan Swanson, Second Shift Officer Edward Sutton, and Third Shift Officer Matthew Watkins. Major Aberts congratulated Correctional Officer Sutton who was in attendance. He received a round of applause from those in attendance.

Major Aberts invited Officer Tracy Winger to the podium to announce his promotion to the position of Corporal. Major Aberts pinned him with his chevron. Corporal Winger received a round of applause from those in attendance.

Major Aberts reported that 4x6 bulletin boards have been purchased and he is working with Facilities Management on having them placed in each housing unit to provide a unified way to share pertinent information to the inmates.

Major Aberts stated the Prison staff obtained training certifications and equipment that will allow them to conduct Taser Certifications in-house.

Major Aberts stated that staff is reviewing other counties' records retention policies for possible improvements to the Prison's current procedures for the retention and storage of records.

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

- Personnel
 - CGL outsourcing started on March 6, personnel being phased in and expect full complement by the end of March.
 - Facilities personnel supplementing CGL until staff has completed mandatory training.
- Maintenance Items
 - Parks maintenance personnel rescheduling outdoor landscaping and mulching.
 - Staff support from parks providing snow/ice maintenance.
 - 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. He stated that CGL is very selective in choosing the staff and he is not concerned about the delay in providing the full complement. He feels that a phased-in approach of CGL staff is better than getting all 6 staff at the same time.

As a follow-up to Warden Steberger's comments on the great job provided by the Park's Department in snow removal, Mr. Douts stated that in recent months, his staff and especially the Parks Department, have been given complete cooperation by the Prison staff to familiarize themselves with the facility. This enables them to complete maintenance tasks efficiently.

Larry George, Director of Behavioral Health/Developmental Services, gave an update on the Suicide Prevention Task Force. Mr. George reported that he met with the Zoning Board regarding variances for the new Transition to Community (TTC) residential treatment facility, which will serve as a forensic diversion program. The program will serve adults with serious mental illness and forensic issues who are in need of community reintegration. The program will be unlocked, but with 24 hour awake staffing and a comprehensive treatment focus on assisting individuals to successfully live independently. It will have a capacity of six individuals and is anticipated to significantly alleviate some of the discharge planning dilemmas currently being identified by the MISA Team. The tentative "go-live" date is May 1, 2017.

Mr. George also reported that he has copies of the 2016 summary report of the Suicide Prevention Task Force initiatives. He said that if anyone is interested in getting a copy of the report, to contact him. He noted that the next meeting of the Suicide Prevention Task Force is March 30, 2017.

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 is scheduled for April 18, 2017 at 1:00 p.m.

Commissioner Parsons reported a Prison replacement concept design was made available to Prison Board members. This report shows what a new prison would look like if and when one is built. He asked the Board to continue to review the information provided, as well as the different financing options. Commissioner Parsons stated that the next step may be for Mr. Douts and the Facility Work Group to reconvene and put together a timeline. Commissioner Parsons stated that he thinks the timeline may be longer than 5 years in order for the County's debt level to decrease to a point where we have the debt capacity to pay for the project including land acquisition and the other aspects involved. Commissioner Parsons feels that a long term plan is needed for a timeline of 10 years. He stated that at an estimated price of \$300 per square feet and a population of 1,200 inmates would cost between \$111,000,000 and \$150,000,000 and allow for future building expansion.

Commissioner Lehman stated that regardless of the timeline, he thinks that the issue is going to be the where, so even if we have a 5 or 10 year timeline, the idea of where, should happen as soon as possible. He said if we wait five to ten years to figure out the where that timeline is going to continue to slip. Commissioner Lehman stated that if we are serious about building a new facility we have to deal with the where sooner rather than later.

Neil Ward, Have a Heart, wished to thank Warden Steberger for attending the meeting and speaking to Have a Heart. He said that they appreciated the transparency and learned a lot. Mr. Ward noted that he attended the recent workshop at the Ware Center where John Wetzel, Secretary of the Pennsylvania Department of Corrections (DOC), spoke on the impact of incarceration on families and children. He felt there will be new legislation in the near future. He also stated that if building a new prison is 5 -10 years out, that they find some way to cool certain areas of the current facility during the hot summer months. He also stated that for the new prison we have to consider transportation for families and have a facility close enough for them to be able to visit.

Kent Kroehler, Have a Heart, asked if the Prison staff have created the policy yet for the commissary fund. Warden Steberger said the policy is in progress, but with the change in staff they have not finished it yet.

Mr. Kroehler asked when the concept report would be made available to the public or available for review and comment by advocacy groups. Commissioner Parsons stated

when they have a more formal presentation, it will be made available. He welcomes advocacy groups' ideas and comments any time.

Lindsey Gruber, Justice & Mercy, asked about the drug & alcohol treatment services available at the Prison. Deputy Warden Shiffer stated that two drug & alcohol counselors are currently on staff and a 3rd position will be filled soon. He said they have programs for substance abuse and work with the Lancaster County Drug & Alcohol Commission on the Door to Door project in the courts. Ms. Gruber said she has asked for the number of inmates entered into programs and has not heard back. She said that she feels that the scale of the problem is large and wondered if more can be done in meeting the needs.

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

The next regular meeting of the Lancaster County Prison Board will be April 20, 2017, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Office Building.

Respectfully submitted,

Brian K. Hurter
Secretary