Minutes of the
Monthly Meeting of the
Lancaster County Prison Board
February 19, 2015

The meeting was called to order by Commissioner Scott Martin at 9:25 a.m. in the Public Meeting Room the Lancaster County Administrative Office Building.

Members Present: Commissioner Scott Martin, Commissioner Dennis Stuckey, Commissioner Craig Lehman, Judge Dennis Reinaker (left at 10:10 a.m.), Sheriff Mark Reese, Assistant District Attorney Mark Fetterman, and Controller Brian Hurter.

Others Present: Crystal Clark, Paul Smeal, Charlie Douts, Anthony Haws, Tammy Moyer, Ashley Garcia, Andrea McCue, Marty Mohn, Lauren Snyder, Kelly Ehrich, Todd Haskins, Tom Degnan, Jonathan Fox, Kelly Rhoads, T. Flinchbaugh, Claudia Shank, Jan Baily, Brian Weaver, Irene Riley, Carlos Marrero, Jenny Weaver, Juan Pena, Kim Reichenbach, Kent Kroehler, Cheryl Steberger, and Kathy Kunkel.

District Attorney Craig Stedman was unable to attend the meeting.

Commissioner Martin noted that the Prison Board met in executive session on Tuesday, January 20, 2015 at 8:30 a.m. to discuss personnel and potential litigation matters. Additionally, the Prison Board met in executive session on February 19, 2015 at 8:30 a.m. to discuss litigation and personnel matters.

Commissioner Stuckey moved to approve the minutes of January 15, 2015. Commissioner Lehman seconded. The motion carried unanimously.

Paul Smeal, Warden; Anthony Haws, Acting Deputy Warden for Inmate Services and also reporting on behalf of Joseph Shiffer, Acting Warden for Operations; Tammy Moyer, Director of Administrative Services; and Charlie Douts, Director of Facilities Management; gave reports on their areas of responsibility. All of these reports, including operation and statistical information, are posted on the County’s website.

Warden Smeal reported that the population of the Prison averaged 972 for January. He stated that in spite of the recent suicides, he feels that there continues to be a good climate at the facility.

Warden Smeal reported that the Department of Corrections (DOC) conducted the 2014 Title 37 prison inspection on December 16, 2014 and issued a formal report. He noted that Tammy Moyer, Director Administrative Services, will provide information on the County’s progress in dealing with the DOC findings when she provides her report. Warden Smeal thanked Ms. Moyer for her assistance during this process.
With regards to suicide-prevention efforts, Warden Smeal reported that family or friends with fears that an inmate may be considering suicide or concerns about an inmate’s mental or medical condition can call the Prison at 717-299-7800. The Warden noted that the phone line is staffed 24 hours a day, 7 days a week. He expressed the importance for family and friends to report this information to the Prison because inmates may make comments to them that they would not make to medical staff or other employees at the Prison. Warden Smeal also noted that the Prison’s internal suicide hotline is up and operational and allows inmates to report if they are having thoughts about suicide or report if they are aware of other inmates with suicidal thoughts or actions. The Warden reported that the Prison has started showing a suicide prevention video to all inmates.

As a follow-up to the question raised at last month’s meeting regarding the Prison’s security plans with respect to the recent fire at the Northumberland County Prison, Warden Smeal stated that he met with senior staff and Emergency Preparedness Coordinator, Sgt. Lefever, for a review of the emergency evacuation procedures, as well as, fire drill plans. The Warden stated that the Prison will have drills, at least monthly, so staff and inmates are informed of the procedures in case of an emergency.

Warden Smeal reported on steps to improve staff training. He noted that new Correctional Officers now get 16 hours of training before starting work at the Prison and throughout their first year they will receive an additional 120 hours of training. In addition, all staff must complete an eight-hour training block. Warden Smeal stated that ongoing training for staff needed improvement, and thinks the overtime funds that will be spent on training are a worthwhile investment. The Warden commended Sgt. Juan Pena, who filled a newly created training position in April 2014, for the work that he has done to get the training plan in place. Warden Smeal also noted that Training Officer Carl Jones has been instrumental in developing the training and procedure manual.

Warden Smeal invited Sgt. Cheryl Steberger, Correctional Officer Brian Weaver, and Correctional Officer Irene Riley to the podium to commend them on the way they handled a recent incident involving a phone call from a former inmate who was having suicidal thoughts. They spoke with the individual and contacted mental health officials who were able to place the individual into the necessary treatment.

The Warden also recognized Cheree Sultzbach, Jasmin Pietsch, and Sammy Oliver of the Prime Care Staff who assisted in life saving efforts in past months.

Warden Smeal reported on several other items related to the recent discussions about suicide prevention. The Warden noted that bed sheets are typically issued to inmates, but if an inmate is on suicide watch, the sheets may be removed. Warden Smeal stated that he spoke with Charlie Douts, Director of Facilities Management, about a small gap
between the bunks and the wall. Mr. Douts worked to find a solution to correct this problem. They reviewed several options and chose the one they feel will best address this issue. This solution will be used to address the new bunks already installed that have the issue and will be incorporated when new bunks are installed in the future.

Tom Degnan, Have A Heart Group, asked Warden Smeal if something will be put in place to measure the impact of the additional training. He also asked if there is an employee satisfaction index survey conducted in-house, in consideration that we have an old facility and an environment that is hot and cold. He stated it’s broken and we continue to try to fix. Mr. Degnan referenced the bunks and asked as a taxpayer if the Prison is going to fine or get a refund from the contractor that did the installation. Warden Smeal took notes on his questions and comments.

Jonathan Fox, Have A Heart Group, commended the Board and the Warden on their willingness to cooperate and collaborate with different groups on the issues. He asked if the study done 4-5 years ago, due to a string of suicides, has been reviewed since that time and suggested that they compare and contrast for opportunities to improve. Mr. Fox stated that he would like to hear how PrimeCare is fine-tuning their examinations for inmates upon intake.

In response to Jonathan Fox’s question on the study done in the past, Commissioner Martin stated that the Hayes Report identified quite a few items that have been addressed over the years. Commissioner Martin also stated that there were some things the expert missed, that we have experienced too. He emphasized that the study was not placed on a shelf and it has been reviewed to make changes at the Prison.

On behalf of Joe Shiffer, Acting Deputy Warden for Operations, Tony Haws, Acting Deputy Warden for Inmate Services, reported that as of February 12, Correctional Officers are staffed at 197 employees with the maximum allowable staffing at 206. He stated that in addition to basic and other training, shift line-up and briefing trainings were held to review policy and procedures. Acting Deputy Warden Haws stated that the prison training department provided 1,598 hours of training to Corrections Officers, contracted staff, and volunteers in the following areas: Prison Rape Elimination Act (PREA), suicide prevention, hostage negotiation, new hire training, on-the-job training (OJT), and K-9.

Acting Deputy Warden Haws reported on the misconduct/use of force activity for January 2015. He compared the January information to the two previous months and provided additional historical statistics, as requested at a previous Prison Board Meeting.
Acting Deputy Warden Haws reported the Officers of the Month for January: First Shift Officer Jana Martin and Second Shift Officer Thomas Staab.

Acting Deputy Warden Haws reported that the New Beginnings program started on January 26 with nine female inmates participating. All nine completed the program and received certificates of completion on February 6. A new class was started on February 16, 2015.

Acting Deputy Warden Haws noted that the prison counseling staff is working closely with the Reentry Management Organization (RMO) and providing referrals to those inmates in need of support upon their return to the community. The RMO has also assisted with purchasing train or bus tickets for individuals that need to travel to areas outside Lancaster County, as well as, assisting in transporting released inmates to programs in Dauphin County.

Acting Deputy Warden Haws reported that Mental Health America (MHA) continues to provide stress and anxiety coping skills for newly incarcerated inmates. Marty Mohn and Gretchen Gaudioso from MHA, provide the classes in the male and female intake units three times a week.

Acting Deputy Warden Haws noted that the County Assistance Office Staff continue to assist with completing medical assistance applications for inmates with mental health issues and for those needing insurance to go to a rehabilitation facility. So far this year, the Prison Counselors have facilitated the completion of 20 medical assistance applications.

Acting Deputy Warden Haws reported that Jennifer Stasenburgh was hired by Compass Mark and Ambassadors4Hope as the Child Advocate. Ms. Stasenburgh completed the first part of security training on February 13. This training allows her to have access to the inmates in order to assist families and children of the inmates with their needs. She will complete her training with the basic correctional officer course minus the weapons qualification, from April 13 to May 1.

Tammy Moyer, Director of Administrative Services, referenced her report at last month’s meeting regarding the Department of Corrections (DOC) 2014 Title 37 prison inspection. Out of 141 areas of inspection they found 14 items to be updated or corrected at Lancaster County Prison (LCP). Ms. Moyer noted that 12 of the updates (including 6 on policy language) were completed within the 30 day timeframe. She also noted that in the response to the DOC they laid out the plan to address the remaining two items. Ms. Moyer stated that they received a response from the DOC explaining that they were impressed with the thoroughness of the actions taken by LCP and the response to their report. She noted that the DOC was satisfied with the Prison’s action
plan to complete the two remaining deficiencies for the tool inventory and key inventory controls by June 2015. Ms. Moyer stated that a final report and inspection certificate that recognizes we are in full compliance with Title 37 will be sent to the Commissioners’ Office. The next inspection by the DOC will be in 2016.

In response to one of the deficiencies noted in the DOC inspection, Ms. Moyer stated that the Prison has instituted a more formal orientation program upon inmate intake. She noted that a Prison Counselor reviews the issued inmate handbook and goes through a checklist of items that both the Counselor and inmate sign off on. In addition, Ms. Moyer stated that they have created an individual Treatment Needs Assessment Program for any inmate at the Prison for 45 days. This program identifies the individual treatment needs within the Prison and the community resources to provide supportive and rehabilitative services. There is a follow-up on the success of the treatment plan after 90 days.

Ms. Moyer reported that she met with the Information Technology staff to review the tool kit for the Unified Case Management database (UCM). She noted that they hope to have the first round of data conversion clean-up completed by mid-March with an anticipated go-live date for UCM by the end of September 2015.

Kent Kroehler, Have A Heart Group, asked if he could get the printed criteria list of the 141 essential areas of inspection. Ms. Moyer stated she would follow-up about the list of inspection items.

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

- Domestic hot water boilers in the high-rise.
  - Installation of 2 new boilers complete, system working as designed.

- Developing a project time line for 2015.
  - General Fund
    - Floor Repairs - $45,000
    - Work Release Window Replacement - $50,000
  - Capital Fund
    - Bunk Replacement Phase II - $100,000
    - Window Modifications (Hayes Report) - $250,000
    - Fire Alarm Upgrade - $1,000,000
      Advertise for bids - January 26
      Open bids - February 18
      Tentative award - March 4
      Completion - December 1
Heating issues: The recent cold snap has created some challenges. A pneumatic drive wore out and a fan motor failed which resulted in cold temperatures for the MHU. They have been working to address the issues and have a temporary heater unit expected to be installed on February 19.

With regards to the temperatures in the 60’s in some of the prison blocks since February 14, Mr. Douts stated that his team has been working to resolve the situation. He stated that a temporary 50,000 BTU electric heater was expected to arrive from Pittsburgh by the end of the day. He feels that once this unit arrives it will make a big difference. Mr. Douts stated that progress has been made to fix a faulty ventilation system but there is more work to do. Mr. Douts said that the maintenance staff came in Sunday and Monday (a holiday) to correct problems that included open dampers and failing ventilation fans. Mr. Douts stated that the medical housing unit on ground level is particularly chilly and some inmates were relocated to cells in other areas of the Prison. He noted that consultants are scheduled to arrive on February 23 to recommend improvements to the system. Mr. Douts stated that another problem noted by the Corrections Officers is they have found inmates opening and leaving the windows open.

Jan Baily, Executive Director of Mental Health America of Lancaster County, attended the meeting to give a presentation on the Lancaster County Suicide Prevention Coalition (SPC). She wanted to recognize the Prison for the support given for the MHA orientation program as well as the mental health core groups. Ms. Baily stated that she met with Commissioner Martin and Andrea McCue on February 13 to discuss the work of the SPC. She reviewed the SPC objectives for the fiscal year 2014-2015. Ms. Baily reported that coming the spring 2015, Master Trainer Govan Martin III, will be presenting an educational seminar in QPR (Question Persuade Refer) training.

As a follow-up to the Prison Rape Elimination Act (PREA) third party reporting intergovernmental agreement with the Pennsylvania Department of Corrections (PADOC) for the Lancaster County Prison and Lancaster County Lockups, approved in November 2014, Claudia Shank, Assistant County Solicitor and County PREA Coordinator, noted that PREA requires the County to designate a third party entity that is authorized to receive reports of sexual abuse and harassment from both inmates and their friends and family members. The DOC has established a hotline specifically for the purpose of helping county prisons meet this requirement. The finalized agreement from the DOC covers not only the Prison, but also the lock-up facilities at the Courthouse and Magisterial District Courts throughout the County. She noted that this is a 24 hour a day, 7 day a week service at no cost to the County. Any report would be forwarded to Prison Administration so the necessary action could be taken. Ms. Shank noted that Major Ed Klinovsk will be presenting the agreement at the March 4, 2015 Commissioners’ meeting and asking for their approval.
Kent Kroehler, Have A Heart Group, referenced the statistical addendum with regards to the average length-of-stay. He stated that since he has been reviewing the statistics, he has not seen this many inmates awaiting trial for over 1 and over 2 years. He noted that 5 cases have been waiting trial over 2 years and 13 cases have been waiting for trial between 1 and 2 years. Assistant District Attorney Fetterman stated that these are probably homicide cases which take a long time to move through the system because they often include lots of discovery and pre-trial motions. He noted that there has been an increase in the number of homicides in the last couple of years and said that he didn’t see anything procedural or systemic on the waiting time.

Sheriff Reese moved to adjourn at 10:57 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

The next meeting of the Lancaster County Prison Board will be March 19, 2015 at 9:15 a.m. in the Public Meeting Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary