

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
May 17, 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, Assistant District Attorney Christopher Larsen, Deputy Sheriff Christopher Riggs, and Controller Brian Hurter.

Others Present: Cheryl Steberger, William Aberts, Robert Wolfe, Joseph Shiffer, Ashley Garcia, Tammy Moyer, Charlie Douts, Kathy Kunkel, Diana Rivera, Mike Baldwin, Toni Warfel, Linda Schreiner, Harry Klinger, Todd Haskins, Neil Ward, Larry George, Kim Reichenbach, Trish Link, Todd Brown, Kelly Ehrich, Scott Zerkowski, Chelsea Young, Mark Wilson, Teri Miller-Landon, Vicki Parker, Katie Harnish, Carrie Smith, Jennifer Luciano, Jennifer Nissley, Matthew Haines, Kathryn Laepple, Bob Cooper, Jonathan Fox, and Eric Kennel.

District Attorney Craig Stedman and Sheriff Christopher Leppler were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, May 17, 2018 at 8:30 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 Diaz, Gatewood, Kiefer, and Rettew cases.

Commissioner Stuckey moved to approve the minutes of the April 19, 2018 Prison Board Meeting. Controller Hurter seconded. The motion carried unanimously.

Cheryl Steberger, Warden; Robert Wolfe, Deputy Warden for Operations; Joseph Shiffer, Deputy Warden for Inmate Services; William Aberts, Major/Security Operations; 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 inmate population this morning was 903. She reported the average inmate population in March 2018 was 853 and 854 in April 2018.

Warden Steberger reported that Corrections Week was held at the Prison last week. She reported that staff were recognized for the role of insuring effective operations at the Prison and keeping the community safe. She stated that over 92 family members came to the Prison for a tour on Sunday during Corrections Week. Warden Steberger

stated that the Commissioners came out to the Prison on Monday morning and Commissioner Stuckey read the Prison's Corrections Week proclamation.

Warden Steberger reported that the Prison received a national award by the National Association of Counties (NACo) for PrisonStat. She stated that Commissioner Stuckey is attending the national convention in Nashville, Tennessee in July 2018 and will receive the award on her behalf.

President Judge Reinaker commented on the increase in the Prison's population. He stated that the reason the inmate population is a little higher than usual is because the state prison has been delayed in transporting inmates from the county prisons. He stated that 52 inmates are still waiting at the Lancaster County Prison to be transported to the state facilities.

Warden Steberger reported that Christina Fluegel, Records Department, has communicated with a member of the state prison system and they will start transporting inmates in the near future. She stated that they will be transporting approximately 12 inmates to the state facilities each week.

Commissioner Parsons commented on the NACo Achievement Award for PrisonStat. He stated that this award is a big deal and shows the positive changes the Prison has made over the years. He stated that this is an amazing achievement and he appreciates everything that the Warden and her staff have done to make a positive change at the Prison.

Robert Wolfe, Deputy Warden for Operations, reported that his staff continues to conduct the inspections and policy and procedure reviews.

Deputy Warden Wolfe reported that his staff enjoyed Corrections Week and appreciated the meals that were prepared for them.

Deputy Warden Wolfe reported that four chaplains attended the Correctional Chaplains Training on May 1-3, 2018. He invited Katie Harnish to the podium to talk about the training she attended. Ms. Harnish stated that the training was offered by the Department of Corrections at the training facility in Elizabethtown, PA. She stated that Reverend Clem was one of the presenters. Ms. Harnish stated that some of the topics discussed were Role of the Corrections Chaplains, Religious Diversity, Religious Accommodations, and Self Care. She stated that the training was very thorough.

Joseph Shiffer, Deputy Warden for Inmate Services, invited the new Drug & Alcohol Specialist/Drug Court Representative, Chelsea Young, to the podium. He stated that Ms. Young works with collaborating and coordinating services for the Drug Court program within the Prison.

Ms. Young thanked Mr. Shiffer and stated that she feels this is a very valuable position. She stated that in the past two weeks she has already helped inmates with medical treatment and getting them better resources that they need. She stated that four to five individuals from Drug Court are sanctioned to the Prison each week and hopes this number decreases with her new role.

Commissioner Parsons commented that with the low unemployment rate in Lancaster County this would be a good time to get inmates who qualify for work release back into the workforce. Mr. Shiffer stated that there are currently 58 inmates who are community employed in work release. He stated that they continue to seek available resources for inmates in work release.

William Aberts, Major/Security Operations, reported the Officers of the Month for April: Second Shift, Officer Scott Zerkowski. Officer Zerkowski received a round of applause from those in attendance.

Major Aberts noted that the list of award recipients for Corrections Week will be presented at next month's Prison Board meeting.

Tammy Moyer, Director of Administration, reported that in February the Controller's bi-annual reports were issued for the Commissary Fund and Inmate General Welfare Fund. She stated that all the end of year transactions have been completed and the final version of these reports are attached to her statistical report.

Ms. Moyer reported that the Policy and Procedure Committee continues to work on updating policies. She stated that they are working on a classification policy, a new library policy, and updating the treatment services policy.

Ms. Moyer reported that interviews were held last week for the part-time mail clerk position, and they have selected a candidate and are working on background checks.

Charlie Douts, Director of Facilities Management, reported that CGL still has one vacant position. He stated that they are facing challenges on finding a plumber, however they are diligently seeking applicants.

Mr. Douts reported that the replacement of the kitchen rooftop heating unit is scheduled for June. He reported that he met with the technicians and the elevator upgrades are now in production. He reported that the Building B roof replacement is scheduled to start on June 12, 2018, but may be delayed as the contractor has other projects scheduled that are delayed due to weather. Mr. Douts provided a schedule of the Control Room upgrades with Southern Folger.

Larry George, Director of Behavioral Health & Developmental Services (BH/DS), reported that yesterday marked the one year anniversary of the Transition to Community (TTC) Program. He stated that this is a residential treatment facility, which serves as a forensic diversion program. He reported that to date there have been 31 admissions to the program.

Mr. George reported that the Lancaster County Salary Board approved a Social Work/Case Manager position for the Public Defender's Office. He stated that this position will alleviate a lot of the social work type of duties that the Public Defenders have been engaged in. He reported that this position is funded in its entirety by the Human Services Fund Block Grant. Mr. George stated that the position is posted on the County website.

Mr. George reported that a second Forensic Case Manager position has been approved by the Salary Board. He stated that this position serves as a liaison between all the County agencies involved with the incarcerated population. He stated that this position is such an invaluable resource that they felt the need to add a second position. Mr. George stated that this position is also posted on the County website.

Commissioner Parsons reported that the PrisonStat meeting was held on April 23, 2018. He stated that they are working to get the next meeting scheduled and will announce it at the next Prison Board meeting and on social media.

At the request of President Judge Reinaker, Mark Wilson and Teri Miller-Landon, Adult Probation & Parole, attended the meeting to discuss a major initiative underway in Adult Probation and Parole services which is the implementation of Evidence Based Practices for Community Corrections. Ms. Miller-Landon gave a PowerPoint presentation of "Evidence Based Practices in Community Corrections" which provided an overview of incarceration rates 1978-2012 and the set of eight principles of effective interventions to reduce recidivism. Ms. Miller-Landon highlighted and discussed five of those eight principles: assess actuarial risk and needs, enhance intrinsic motivation, target interventions, skill train with directed practice, and positive reinforcements.

In business from guests, Neil Ward, Have A Heart, asked for an update on the new body scanners. Deputy Warden Wolfe stated that they are looking into different scanners and figuring out where they will fit in the facility. He noted that they are also reviewing funding needs.

Mr. Ward asked when the Prison's new library policy will be completed. Ms. Moyer stated that she hopes to provide the new policy at the next Prison Board meeting. Commissioner Parsons suggested that the library policy be posted on the website and out to the public when it is completed. Ms. Moyer stated she would do that.

Jonathan Fox, Have A Heart, asked for an update on the Request for Proposal (RFP) for re-entry services and wanted to know who was a part of the committee for the RFP. Mr. Fox stated that he felt there was public concern on the way the RFP was constructed. He felt that they eliminated the many services currently provided.

Commissioner Lehman stated that it is not appropriate to disclose who is on the RFP selection committee.

Commissioner Parsons stated that he has provided a copy of the RFP to any individuals that have had questions about the process. He stated he would address questions after the RFP Committee provides their report at the end of June.

Commissioner Lehman stated that the idea for the RFP was flawed from the outset. The two initial reasons were to eliminate silos and not enough recurring revenue in the Store Fund. From his perspective, there were no silos because each individual program is unique. He also pointed out that when the RFP idea was originally presented there was enough recurring revenue in the Store Fund to cover the funded programs at that time.

Commissioner Stuckey moved to adjourn at 10:20 a.m. President Judge Reinaker seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be June 21, 2018 at 9:15 a.m. in the Visitation Room at the Lancaster County Prison.

Respectfully submitted,

Brian K. Hurter
Secretary