

Minutes of the Monthly  
Meeting of the  
Lancaster County Prison Board  
June 21, 2018

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

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Cheryl Steberger, William Aberts, Robert Wolfe, Joseph Shiffer, Ashley Garcia, Tammy Moyer, Charlie Douts, Diana Rivera, Michael Baldwin, Linda Schreiner, Harry Klinger, Christine Hausner, Neil Ward, Larry George, Trish Link, Todd Brown, Kelly Ehrich, B. Weaver, Tom Zeager, Kelly Rhoads, Jenny Weaver, Libby Weaver, Martha Weaver, Deb Lovett, Elizabeth Reidenbach, Jon Singer, Stacie Dixon, Carter Walker, Scooter Haase, Gretchen Gaudioso, Kent Kroehler, and Emily Scordelis.

Commissioner Craig Lehman, President Judge Reinaker, and District Attorney Craig Stedman were unable to attend the meeting.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, June 21, 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 and Gatewood cases.

Controller Hurter moved to approve the minutes of the May 17, 2018 Prison Board Meeting. Commissioner Stuckey 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 first Lancaster County Prison Staff Memorial Day Flag Ceremony was held on May 30, 2018 at their flag pole in front of the Prison. She stated that the ceremony was held for staff members that had passed away in 2017. She stated the ceremony will be held every year forthcoming on the last Wednesday of May. Warden Steberger reported the ceremony involved the Chaplain's Office, the Honor Guard, and the ringing of the memorial bell. She thanked Lieutenant Lefever for coordinating the service.

Warden Steberger reported that the inmate population this morning was 945. She reported the average inmate population in May 2017 was 849 and 892 in May 2018. Warden Steberger reported that they continue to see an increase in the female

population, at one point reaching 159 female inmates. She noted that they have always seen an increase in the population in the summer months due to the weather.

Warden Steberger reported that the Schreiber Pediatric softball game was held two weeks ago. She reported that the Molly Curtis softball game will be held on 8/12/18 to benefit the Court Appointed Special Advocates (CASA) for Children Organization in Lancaster County.

Warden Steberger reported that she met with Michael Stevens, Director of Business for the Behavioral Health Unit of Lancaster General Health (LGH) Penn Medicine, as they are transitioning into their new 126 bed facility on Liberty Street. She stated that they met to make sure that there will be a cohesive plan for the mental health inmates. Warden Steberger stated that she is looking forward to visiting the new facility next Friday.

Commissioner Parsons commented that for a long time there was no agreement or no ability to have inmates in the hospital in the Behavioral Health Unit. He stated that with the help of the Warden, Larry George, the Solicitor's Office, and many others, they were able to negotiate an agreement with Lancaster General Health (LGH) Penn Medicine where inmates could be sent to the Behavioral Health Unit. Commissioner Parsons stated that this has been a beneficial program. He stated that they are now opening a new Behavioral Health Hospital which will have more capacity.

Robert Wolfe, Deputy Warden for Operations, reported that staff continues to conduct the weekly inspections and hold policy and procedure reviews every other Wednesday.

Deputy Warden Wolfe reported that all the Supervisors and Department Heads received training on Harassment/Discrimination on May 23, 2018.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that his staff has begun Alcoholic Anonymous (AA) groups in Work Release. He stated that this is a continuing effort to address the drug and alcohol issues that inmates have when they come to the Prison. He stated that the groups started on June 6, 2018 and will continue on a weekly basis.

Deputy Warden Shiffer reported that a chaplains' volunteer tour was provided to 62 authorized individuals who volunteered and received security training. He stated that he and the Lead Chaplain, Katie Harnish, and Sergeant Hersh provided training to the individuals.

Deputy Warden Shiffer reported that Inmates Services Supervisor, Toni Warfel, coordinated a graduation ceremony for four inmates who received their High School Diploma from the School District of Lancaster. He stated that family members attended the graduation ceremony where cake and drinks were provided. Deputy Shiffer

reported that a total of six inmates received their High School Diploma through the Credit Recovery Program.

Tom Zeager, Justice of Mercy, asked Mr. Shiffer how many chaplain volunteers are at the Prison. Mr. Shiffer stated that there are approximately 250 volunteers.

Controller Hurter asked Mr. Shiffer if the inmates will maintain their garden this year. Mr. Shiffer stated that there is a female garden on D Block. He stated that they decided they will not have a garden at the park this year because of the struggles they had last year with getting plants to grow. Mr. Shiffer stated that the Impact Ministries Program will be replacing the County Park Garden Program. He stated that five inmates go out six days a week to rehab homes for low-income residents in Lancaster County.

William Aberts, Major/Security Operations, reported the Officers of the Month for May: Second Shift, Officer Alexander Brown. Officer Brown received a round of applause from those in attendance. Officer Brown gave a short speech and thanked everyone he works with on the 8am-4pm shift.

Major Aberts invited Corporal Adam Walker to the podium to announce his promotion to Sergeant. Major Aberts and Warden Steberger pinned him with his chevrons. Sergeant Walker received a round of applause from those in attendance.

Commissioner Parsons presented a 20-year award to Cindy Rockwell which he was not able to present at the Employee Recognition Luncheon because she was unable to attend. Ms. Rockwell gave a short speech and thanked the Warden, Deputy Warden, Major Aberts, and the Sergeants. Ms. Rockwell received a round of applause from those in attendance.

Warden Steberger invited Correctional Officer Brian Weaver to the podium to present him with the Lock and Key Award. Correctional Officer Brian Weaver gave a short speech and thanked his Supervisors and the Administration. He received a round of applause from those in attendance.

Commissioner Stuckey commented that they are very proud of all the staff at the Prison and to see all the accomplishments and the dedication of the Correctional Officers.

Commissioner Parsons commented that it is a nice to see someone who has a passion for what they do and appreciates what Mr. Weaver does for this organization and the community. He also thanked Mr. Weaver's family for attending.

Major Aberts read aloud all of the recipients of the awards that were given out during Corrections Week (see attached). Employees received a round of applause from those in attendance.

Tammy Moyer, Director of Administration, reported that the Prison received the Act 81 grant for Work Release. She stated that this year they were awarded \$239,000 for 33 inmates serving 2,603 days in 2017.

Ms. Moyer reported that the Policy and Procedure Committee completed policy revisions on Tool Control, Inmate Clothing, Security, Training and Staff Development Manual, Inmate Count Procedures, and Treatment Services. She reported they started to work on the Library/Publication policy as well. Ms. Moyer reported that the Store Fund policy was completed last year. She stated that she has extra copies of the Store Fund policy for any member of the public that is interested in a copy.

Charlie Douts, Director of Facilities Management, reported that CGL has filled the vacant position they had and are now fully staffed.

Mr. Douts reported that the kitchen roof top heating unit was replaced on June 11, 2018. He reported that two exhaust fans were ordered for the kitchen and will cost approximately \$5,000 to be installed.

Mr. Douts reported that the vendor will be on site for elevator updates in late August or September. The start date of the Building B roof replacement project was pushed back to July 23, 2018.

Mr. Douts reported that he met with the Warden and discussed 2019 capital budget projects and will continue to work with the Prison until the budgets are approved.

Mr. Douts reported that the Parks personnel are working with the Prison to schedule the removal of a dead Maple tree on Marshall Street.

Larry George, Director of Behavioral Health & Developmental Services (BH/DS), gave an update on the Suicide Prevention Committee and reported that BH/DS hired a second Forensic Case Manager, Kendra Smith for the Francis Avenue location. He reported that Caitlyn Wildberger has been hired as the full-time Adult Probation & Parole Crisis Intervention (CIT) Coordinator. Mr. George reported that a second and final series of interviews will be held this afternoon for a perspective Social Worker position in the Public Defender's Office. He stated that there were 17 applicants for the position. He stated that this is a long overdue position as the Public Defenders have been overwhelmed with social work type responsibilities for the individuals they work with. Mr. George stated that this position will allow for those duties to be significantly reduced.

Mr. George provided an update on the Transition to Community (TTC) Program. He reported that this is a six-bed diversion program focused on getting individuals with seriously mental illness out of Lancaster County Prison and into a community based program that will move them towards successful independent living as soon as possible. Mr. George stated that the program has been so successful that the State is providing

additional funding to add two more beds. He stated that they hope to see that funding sometime in July or August. He noted that currently there are four individuals on the waiting list.

Commissioner Parsons reported that the next PrisonStat meeting will be held on July 26, 2018 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 Store Fund. He wanted to know why the Store Fund policy is a management level policy and not a Board level policy. He stated that the Inmate General Welfare Fund policy was adopted by the Board in 2013 and wanted to know why the two funds were handled differently when they are very similar.

Commissioner Parsons commented that he agrees with Mr. Kroehler that there should be a policy for the Store Fund. He stated that the Warden and her staff have been meeting regularly to re-write their policies and they have been very successful in doing that. He stated that all of the Prison policies are public information. Mr. Parsons stated that he does not have a problem with bringing it to the Board and voting on approving a policy for the Store Fund.

Controller Hurter commented that he thinks the timing of when these policies were created and adopted may be a reason that the Store Fund was handled differently. He stated that in 2013 there was a different Board and Chairman when the Inmate General Welfare Fund policy was adopted. He noted that the Warden and her team have adopted many policies and the procedure has been that those policies have been approved at the Prison level but not at the Board level.

Warden Steberger commented that she was not Warden when the Inmate General Welfare Fund policy was adopted by the Board. She stated that Tammy Moyer and Controller Hurter were a big part in creating the Store Fund policy. Warden Steberger stated that when she needs to spend funds from the Store Fund she brings it before Chief Clerk, Bill Peters, and decisions are made on how she spends the funds. She stated that she does not want anyone to think that she is randomly spending money from the Fund.

Commissioner Parsons commented that the Store Fund policy will be discussed and voted on at the next Prison Board meeting.

Mr. Kroehler asked if the lobby ATM charges a flat fee for deposits to inmate's accounts or if it is a percentage. Ms. Moyer stated that cash deposits are a \$3.00 set fee and credit card deposits are a percentage of the deposit. Mr. Kroehler stated that the policy is problematic and requested that the contract be negotiated with the vendor to a percentage fee for all transactions. Commissioner Parsons suggested that the Prison staff review specifics of the contact and when it is up for renegotiation. In addition, he

asked that they collect data of what the normal deposits are. Ms. Moyer stated she will run reports for that information.

Mr. Kroehler commented on stack-a-bunks. He wants to do away with stack-a-bunks as he feels it is not the best practice. Commissioner Parsons commented that he is open to discussing the issue. He stated that with the Prison's population and keeping the facility safe, he would keep populations separate in stack-a-bunks, rather than creating the potential for having violent altercations.

Neil Ward, Have A Heart, requested a follow-up on the new body scanners. Deputy Warden Wolfe stated that they met with the vendor on Tuesday and are discussing modifications to fit the machine in the preferred location. Warden Steberger stated that getting the body scanners are a priority for the Prison.

Mr. Ward asked when the Prison's new library policy will be completed. Ms. Moyer stated that the policy is still not complete and they are still working on some things. She stated that when the policy is finalized it will be posted on the Prison's website.

Tom Zeager, Justice of Mercy, commented on the Prison's food. He stated that he had a meal at the Prison and it was acceptable, however, he noted that there was a lack of fruits and vegetables, it was too starchy, and some improvements could be made. Commissioner Parsons and Warden Steberger both agreed that they are open to adding more fruits and vegetables and that the menu is being reviewed.

Mr. Zeager commented on the RMO. He requested that the community be given more time to make comments before making a decision on the contract.

Mr. Zeager also commented on the Commissary Fund. He stated that we should not profit off the poor for the Commissary Fund and only charge whatever we need to make it work.

Controller Hurter moved to adjourn at 10:14 a.m. Commissioner Stuckey seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be August 16, 2018 at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter

Secretary