

Minutes of the Monthly
Meeting of the
Lancaster County Prison Board
September 19, 2019

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

Members Present: Commissioner Joshua Parsons, Commissioner Dennis Stuckey, Commissioner Craig Lehman, President Judge Dennis Reinaker, Assistant District Attorney Christine Wilson, Sheriff Christopher Leppler, and Controller Brian Hurter.

Others Present: Robert Wolfe, Joseph Shiffer, Cody Scheid, Tammy Moyer, Charlie Douts, Tom Zeager, Helen Zeager, Ron James, Don Groff, Larry George, Charlette Stout, Arla Brown, Anthony Kern, Christina Fluegel, Chris Hausner, Kim Wolfe, Jonathan Fox, Mark Wilson, Gretchen Gaudio, Heather Pack, Neil Ward, Brianna Kauffman, Michael Withka, Kody Hoffman, Waliera McCline Othello, Ryan Maxwell, Kyle Kale, Austin Graser, Jacob Knight, Robert Esposito, Andrew Wenger, Jorge Torres, Bryan Wiggins, Joshua Onderdonk, Michael Heron, Erica Cawajal, Linda Kegerreis, Kelly Rhoades, Carter Walker, and Diana Rivera.

Not Present: District Attorney Craig Stedman.

Commissioner Parsons stated that the Prison Board met in executive session on Thursday, September 19, 2019 at 8:45 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 Gatewood (5:18 CV 01059), Rodriguez (5:19 CV 3988), and Vasquez (5:18 CV 04999) cases.

Commissioner Stuckey moved to approve the minutes of the August 15, 2019 Prison Board Meeting. Commissioner Lehman seconded. The motion carried unanimously.

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.

Robert Wolfe, Deputy Warden for Operations, invited Lieutenant Brian Secor to the podium to discuss the recent records audit that was conducted at the Prison. Lieutenant Secor reported that internal audits are conducted twice a year in the Records Department. He stated that the most recent audit was held on August 23, 2019 and 799 inmate files were reviewed. He stated that they reviewed all inmate files for accuracy on information, including notation of charges, sentences, and DNA statuses. Lieutenant Secor stated that their main goal is to prevent early and late releases. He stated that Correctional Officers Dean Parmer and Mike Spotts developed a paperwork check

system in which they verify and double check all paperwork that is received in the criminal justice system, not just the inmates. He stated that nothing specific was found that was problematic other than minor issues. Lieutenant Secor also noted that nothing was found that would have caused any type of major error on the release of an inmate.

Controller Hurter provided an update on the audits conducted by the Controller's Office at the Prison. He stated that three audits were performed at the Prison on Financial Affairs, Inmate Records, and Inmate Work Release. He stated that the Financial Affairs and Inmates Records audits have been completed in the past and both audits had only minor issues and some recommendations were made to correct those issues. Controller Hurter stated that the improvements that have been made over the last several years at the Prison have been noticed and he thinks that they are in good shape in those areas. He stated that the Work Release audit was a new audit that was conducted at the suggestion of the Prison. He stated that they did have some findings, and most of them are inconsistencies from the policy or documentation that is maintained. Controller Hurter stated that they have made audit recommendations that could help address those issues and were very pleased that the Prison Administration had started making those changes before the audit was completed. He stated that all of the audits, including the findings and recommendations, are posted on the Controller's website.

Deputy Warden Wolfe reported that the population as of this morning was 787. He reported the average population at the Prison in August 2018 was 842 and 776 in August 2019.

Deputy Warden Wolfe reported on staff training: 55 staff received transport team training, three staff were trained with Everbridge, and the transport team members received their range certifications. He reported the certification for the body scanner was received from the Department of Environmental Protection. He stated that Sergeant Walker assisted the Department of Corrections (DOC) with teaching basic training for the Applied Management Application Course (AMAC) for state cadets. He reported that K9 members attended two National Night Outs in New Holland and Columbia.

Deputy Warden Wolfe handed out the Longevity Award to Sergeant Anthony Kipe, for his 10 years of service. Sergeant Kipe received a round of applause from those in attendance.

Joseph Shiffer, Deputy Warden for Inmate Services, reported that the Prison received accreditation for their health care services from the National Commission on Correctional Health Care (NCCHC). He thanked PrimeCare for their help in coordinating and overseeing the audit.

Deputy Warden Shiffer stated that every year they give the inmates an opportunity to register to vote if they are eligible. He stated that they have a process in place, and

they post notices at every housing unit allowing the inmates the ability to register to vote.

Deputy Warden Shiffer reported that staff from Northumberland County prison visited the Prison requesting assistance in setting up a vivitrol program. He stated that they provided them with their paperwork and processes to assist them with implementing a vivitrol program. Deputy Warden Shiffer reported that there were six vivitrol injections in August and nine in September. He stated that the Public Defender's Office contacted the Prison asking how their clients can join the program to receive vivitrol shots. He stated that he is very pleased with the Prison's vivitrol program.

Deputy Warden Shiffer reported that they are now ramping up their female drug and alcohol groups. He stated that in the past the female groups received one class a week and are now up to three classes a week. He stated that starting October 1st they will offer five classes a week.

Deputy Warden Shiffer provided an update on the reentry services. He stated that they have started their pre-release educational services on September 3, 2019 with eight females, but unfortunately ended with two. He reported that a graduation was held and there are two participants who will be moving on to post-release services. Deputy Warden Shiffer reported that a male group will be starting on September 23, 2019. He stated that ten male inmates are in the group, which is the first pre-release educational services with males. Deputy Warden Shiffer stated that they continue to work on post-release services and are working on getting a contract together to get post-release services up and running.

William Aberts, Major/Security Operations, reported the officer of the month for August: First Shift, Officer Keith Thiec. Officer Thiec was unable to attend the meeting.

Major Aberts reported that the control panels are currently being installed within the facility and two are up and running. He stated that installations will continue one area at a time.

Major Aberts provided an update on the camera project. He reported that the final walk through, prep work, and tool inventories will be conducted by IB Abel Inc. today and Friday, September 20, 2019. He stated that the install beginning in 2-1 will start on Monday, September 23, 2019.

Major Aberts provided an update on the Guardian Radio Frequency Identification (RFID) project. He reported that another testing phase began to verify that the interface with Guardian and UCM is functioning properly. He stated that they are still working out a few issues that will need further interface programming. Major Aberts stated that once the testing is complete and they are satisfied with the project, an install will begin.

Major Aberts reported that he continues to attend the policy and procedure review meetings.

Tom Zeager, Justice & Mercy, asked for an update on the search of the Prison. Deputy Warden Wolfe stated that the Warden will provide an update on the search at the next Prison Board meeting. He stated that last Monday the Prison was on lockdown and a search was completed. He stated that they released the lockdown last Friday at 4:00 p.m. Deputy Warden Wolfe stated that a search was done in the entire facility and there were some items that were found that the Warden will discuss at the next meeting.

Tammy Moyer, Director of Administration, commented on the search of the Prison. She stated that they are looking at stricter security measures for incoming inmate mail as a result of an increase of contraband coming in through the mail.

Ms. Moyer provided an update on the kiosks system. She reported that there have been 962 incoming messages and 355 outgoing messages between the inmates to their families since the start of the e-messaging system on July 25, 2019.

Ms. Moyer reported that on September 14, 2019 they went live on the request system. She stated that there have been over 1,500 requests since September 14, 2019. She reported that Cody Scheid is the Project Manager on the system, and he will be setting a date to withdraw all the paper requests from the blocks. Ms. Moyer stated that right now both options are available, but soon they will be eliminating paper requests.

Ms. Moyer reported, as discussed at last month's meeting, that she has included a three-year look-back at the length of stay data. She stated that the median number was used to more closely represent most inmates. She stated that with the longest length of stay sitting at 2,027 days, it skews the numbers for 99% of the inmates.

Ms. Moyer reported that there is a part-time Correctional Mail Clerk position vacant. She stated that a conditional offer was out to a Payroll Clerk and he declined the offer. She stated that the position will be posted again.

Ms. Moyer reported that on September 9, 2019, Deputy Warden Shiffer attended Salary Board to verify some wording on the funding source for the Reentry Manager position. The salary and benefits are to be paid from the Store Account both now and in the future. Ms. Moyer stated with that the policy has been revised and a draft has been attached for the Board's review and approval. In addition to the Reentry Manager position, the policy also now includes capital leases to cover equipment such as the body scanner, as well as any supplemental items provided to the indigent inmates. Ms. Moyer stated that the Controller's Office was asked to complete a spending analysis to confirm that expenses can be supported by the revenue. She stated that Matt Luciani completed the spending analysis and found the account to be stable.

Charlie Douts, Director of Facilities Management, reported that CGL has hired a new supervisor and plumber, and has a vacant electrician position. He stated that they have contracted plumbers and electricians on CGL's expense to help maintain the facility, with no additional charge to the County.

Mr. Douts reported that they will be replacing sections of curbing on Franklin Street per City of Lancaster's notification.

Mr. Douts reported that the first elevator refurbishment is complete and in service, and the second elevator refurbishment is nearly complete. He reported that the control room panels are currently being installed.

In business from guests, Neil Ward, Have A Heart, wanted to know the process when a death of an inmate's relative occurs. Deputy Warden Shiffer stated that a Chaplain will confirm the death during business hours and if its off hours a supervisor or the treatment staff will confirm the death with a hospital or a nursing home. He stated they then give the inmate an option to contact a loved one if they choose to. He stated that mental health will follow up with the inmate and will assess the inmate to make sure they are okay and safe. Mr. Ward asked if an inmate can attend a funeral service. Deputy Warden Shiffer stated that it depends on the inmate's bail and charges, but they can request a furlough through their attorney.

Commissioner Parsons commented that it is the Court's decision if an inmate is able to attend a funeral and not the Prison's decision.

President Judge Reinaker commented that the request will usually come to him and if the Prison is comfortable with the inmate being furloughed, inmates can attend a funeral service. He stated that as far as he knows they have never had any type of issues with those types of furloughs.

Mr. Ward asked if an inmate can be accompanied by an officer when attending a funeral service. Christina Fluegel commented that the family has the opportunity to pay for a constable to take the inmate to a funeral service but stated that it is very rare for that to happen.

Tom Zeager asked why the District Attorney has not been attending the meetings. Assistant District Attorney Christine Wilson stated she cannot comment on that and is attending the meeting on the District Attorney's behalf.

Kent Kroehler, Have A Heart, stated that they had their seventh tour at the Prison on Monday night. He stated that there have been nearly 100 people who have toured the Prison in groups of 10-15 people. He stated that the tours are usually 90 minutes, however, some have gone two hours because of the engagement of the people. Mr. Kroehler thanked Deputy Warden Shiffer for hosting these tours.

Jon Singer, Have A Heart, commented on the District Attorney comment made by Tom Zeager. He stated that he remembered reading that the only authorized person to send a delegate to the Prison Board meeting is the President Judge.

In response to the concern raised about the District Attorney not attending and sending a proxy, Commissioner Lehman noted that the practice has been to allow proxies and the based on his memory every Office has sent a proxy at one time or another except the Board of Commissioners.

Jonathan Fox, Have A Heart, commented on an article that was reported in the LNP about a settlement of \$45,000 paid by the County's insurance company regarding an incident that occurred in December 2017 for excessive force used by a Correctional Officer. He stated that the Officer was fired soon after the incident and his sentence included a two-year Accelerated Rehabilitative Disposition (ARD) program and 35 hours of community service. Mr. Fox asked if there was a post action review implemented to mitigate a recurrence of such incidents and by whom.

Deputy Warden Wolfe commented that the Warden and Deputy Wardens tell all new classes that if they use excessive force on inmates they will be put on the front page of the newspaper. He stated that they do not stand for the use of excessive force and if anything like that occurs, they will provide the County Detectives with evidence such as videos.

Commissioner Stuckey moved to adjourn at 10:05 a.m. Commissioner Lehman seconded. The motion carried unanimously.

The next regular meeting of the Lancaster County Prison Board will be October 17, 2019, at 9:15 a.m. in the Public Meeting Room at the Lancaster County Administrative Office Building.

Respectfully submitted,

Brian K. Hurter
Secretary