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**LYCOMING COUNTY PRISON BOARD
MEETING MINUTES | PUBLIC MEETING
Friday, May 10, 2024**

Voting Members Present:

Commissioner Scott Metzger
Commissioner Mark Mussina
Sheriff Mark Lusk
District Attorney Thomas Marino
President Judge Nancy Butts
Deputy Controller Nicki Gottschall

Others Present:

Warden Brad Shoemaker; Deputy Warden Ryan Barnes; Deputy Warden Chris Ebner; Chief Deputy Eric Spiegel; Tyler Flood; Brian Bluth, Solicitor; Director Matt McDermott; and Jill Schriener.

- 1.0 Regularly Scheduled Prison Board Meeting Called to Order by Sheriff Lusk.** Meeting conducted from the Lycoming County Commissioners Board Room at the Executive Plaza, with optional teleconference.
 - 1.1** Meeting convened at 8:34 A.M.
 - 1.2** Approval of Minutes: Deputy Controller Gottschall motioned for approval of April 2024 meeting Minutes. Commissioner Metzger seconded the motion; the motion carried.
 - 1.3** Public Comment (Agenda Items Only) – None

- 2.0 Approval of Bills:** Commissioner Mussina motioned for approval of the April bills from the Prison for the amount \$170, 179.33 and from the Pre-Release Center for the amount \$35, 192.34
 - 2.1** Deputy Controller Gottschall seconded the motion; the motion carried.

- 3.0 Approval of Personnel Actions:** Deputy Controller Gottschall motioned for the approval of personnel actions as follows.

3.1 President Judge Butts seconded the motion; the motion carried

- Charles Morehart, Full-Time Resident Supervisor
- Sarah Verrastro, Full-Time Resident Supervisor
- Michael Minier, Full-Time Resident Supervisor
- George Sisley, Full-Time Sergeant

4.0 **Informational Reports/Highlights:** Warden Shoemaker reviewed the April 2024 Prison Reports as follows:

4.1 Population:

- Males in blocks averaged 153.50; males in PRC averaged 37.57; the total average daily population of males equaled 191.07, with a peak of 199.0.
- Females in blocks averaged 27.37; females in PRC averaged 7.57; the total average daily population of females equaled 34.93, with a peak of 43.0.
- The combined average daily population of male/female population equaled 226.0, with a peak of 237.0.
- In-Home detention averaged 0.30 males and 0.13 females.
- With no overcrowding transfer population, the total average daily population matched the monthly average daily population of 226.0, which is a bit higher than previous months.

4.2 Prison Disciplinary Hearings conducted and chaired by Deputy Warden Barnes:

- Of 40 hearings conducted for 30 inmates, 6 inmates had more than one incident. 33 hearings resulted in guilty lock-ups; 5 hearings resulted in guilty lock-up with time suspended; 2 inmate was found not guilty; and, staff generated 17 informational reports.

4.3 Pre-Release Reports:

- Work Release males equaled 12 and females equaled 0.
- Work crew males equaled 25 and work crew females equaled 8,
- The monthly average for males at the Pre-Release Center equaled 37 and females equaled 8. The year-to-date average equaled 38 males and 8 females.

4.4 Bail Release Program Population Averages for April 2024:

- Of the average 101.20 clientele, Supervised Bail averaged 28.97 clients; Intensive Supervised Bail averaged 72.10 clients; Supervised Release-DUS averaged 0.13 clients; and, Supervised Release – Domesticity averaged 0. Overall, the Bail/Release Program clients saved the prison 3036 bed day.

4.5 Mental Health Snapshot taken on May 7, 2024:

- Of 259 total inmates in the prison system, 224 males and 35 females were categorized as follows.
- 105 males and 5 females made up Roster A, those who had no mental health

history, which equated to 42.86% of the population.

- 59 males and 9 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 26.25% of the population.
- 53 males and 19 females made up Roster C, those who had current mental health issues, which equated to 27.80% of the population.
- 6 males and 2 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.09% of the population.
- Psychotropic Medication at PRC: Of 29 male Work Crew inmates, 9 were on psychotropic medications. Of 10 male Work Release inmates, 1 was on psychotropic medications. Total medicated males at PRC equaled 25.90%.
- Of 6 female Work Crew inmates, 3 were on psychotropic medications. Total medicated females at PRC equaled 50.0%.
- Psychotropic Medication at LCP: Of 164 males, 37 (22.56%) were on psychotropic medications. Of 26 females, 19 (73.08%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 28.89% and LCP averaged 29.47%, for a total average percentage of 29.36% medicated inmates in the prison system.

4.6 Tyler Flood, the transitional case manager, discussed the APO Reentry Program report prepared by Chief Deputy Stahl. The total program population of 96 participants, as of May 2, 2024 are categorized as follows.

- Male clients equaled 67 and female clients equaled 29.
- Zero clients were referred from sentencing, 96 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 20, phase three clients equaled 33, and 664 clients were successfully discharged. Total processed intakes, including those who returned to the program, equaled 1,945 participants. Individual intakes without return to the program equaled 1,320.
- GPS/Alcohol monitoring Services had a total population of 33 clients categorized as follows: 9 clients with Alcohol Monitoring (TAD); 6 clients with GPS monitoring; 13 clients with Home Guard, and 5 client with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,073.
- 120,343 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 37 clients for the month of April.

- 4.7** Tyler Flood discussed the In-Prison Reentry Program, which had 47 current active participants and 0 pending intakes as of April 30, 2024. Since January 2024, the following statistics are recorded as follows:
- 55 intakes have been completed, 1 ORAS Assessment has been completed, 51 Transitional Action Plans (TAP) for participants were created for participants, and 100 sessions were completed.
 - 40 total participants were released from incarceration and programming. Of those participants, 6 referrals/appointments were made and 45 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
 - 57 total referrals were made to the program, of which 55 were referred by LCP and 2 were from PRC. Of all referrals, 5 refused to participate, 6 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
 - 12 total referrals were made to the program in April.
 - Total referrals categorized by the type of sentence are as follows: 5 from probation violations; 4 from max out cases; 27 from new cases; 11 from domestic matters; 10 from a contempt matters; and 0 from treatment court and pretrial matters.
 - Statistics for Re-Entry Services reported 86 average participants per day; 37 total intakes; 14 total discharges; 3 successful completions of the discharges; and Electronic Monitoring averaged 43 total participants as follows: 33 adult and 10 juvenile participants.

4.8 Warden Shoemaker ended with the following Additional Informational Highlights:

- Deputy Warden Ebner observed a session of Crisis Intervention Team (CIT) training, on April 3, 2024
- Deputy Warden Barnes, Deputy Warden Ebner, and Warden Shoemaker attended the PA County Corrections Association Spring Conference in York, PA, on April 7, 2024.
- Prison and PRC Administration met with Cost Management Plus representative Julia Alday, on April 12, 2024. The Prison Inmate Medical Cost Containment (PIMCC) program report indicated our healthcare savings for the period of October 2023 through March 2024 totaled \$712,517.18 for outpatient services and \$97,744.13 for inpatient services.
- On April 19, 2024 and April 24, 2024, Prison Administration provided a tour of the jail to HR Business Partner Gina Champion and Senior HR Business Partner Michael Hagen.

- Members of the prison staff participated in CPR/AED/First –Aid training conducted by Training Sgt. Joe DeFrancesco, on April 25, 2024.
- Deputy Warden Ebner and Warden Shoemaker met with the members of the Lycoming/Clinton Joiner Administration and Dr. Charlene Gondon to review the prison’s telepsychiatry program, on April 25, 2024.
- Deputy Warden Barnes, HR Business Partner Gina Champion and Warden Shoemaker attended a job fair sponsored by the Snyder County Jail, on April 26, 2024.

5.0 Old Business: none

6.0 Executive Session: Prison Board meeting paused for an Executive session regarding a personnel matter at 8:56 A.M.

6.1 Board meeting reconvened at 9:07 A.M.

7.0 New Business: After Executive session, the Prison Board members reconvened to vote on a personnel matter as follows. Commissioner Metzger reconvened the meeting in Sheriff Lusk’s departure.

7.1 Commissioner Mussina motioned to ratify the job abandonment of Eric Shields, effective April 29, 2024. Deputy Controller Gottschall seconded the motion, and the motion carried.

8.0 Board Discussion(s):

8.1 In respect to Section 4.6 and 4.7, President Judge Butts inquired with Reentry Transitional Manager Tyler Flood about the upcoming graduation. Tyler announced the dates for graduation are a work in progress, however the projected time and location is for early August at the Lycoming College.

8.2 In relation to Section 4.0, the prison population, Commissioner Metzger inquired with DA Marino about the number of court filings for the year. Commissioner Metzger discussed PRC’s low population in regards to it not being utilized as it has in the past, before covid, as it should be utilized. The commissioner explained the building is an option for the courts, not that it should determine the fashion of all sentencings, only that is be an option to keep in mind. Taxpayer’s dollars are spent to keep PRC open, and with Snyder County prison’s recent closing in mind, we have to remember how lucky Lycoming County is for having both facilities to utilize. Alternatively, that building could be utilized some other way whether it be a mental health facility or juvenile facility for example.

8.2.1 DA Marino explained the filing numbers are slightly lower than past, despite the significant number of violent crimes actively in prosecution. Assistant prosecutors are under orders to consider PRC sentencing options and they actively review the caseloads

to determine appropriate cases for such. DA Marino assured PRC numbers will rise. In terms of a juvenile facility, DA Marino explained his work in progress as in he has feelers out to the state because that type of facility is needed in Lycoming County. Likewise, a MH facility is also a topic, however the challenge is employing such a place that requires MH experts because of the costly expense. Surely though, a MH facility is more appropriate than county jail for certain inmate populations.

8.2.2 President Judge Butts added the court filing numbers as follows: In 2023, there were 1,681 criminal filings; in 2022, there were 1,661 criminal filings; and as of May 15th, there were 624 filings. So, it appears we're on track to run the same total for 2024. Sheriff Lusk noticed the criminal activity is not much less than it has been, which could have potential for analysis. President Judge Butts further explained that as of May 6: In 2023, case number 624 was filed on May 15, and in comparison, we're running on a similar track.

8.3 Commissioner Mussina inquired with Warden Shoemaker about a job fair he attended in Snyder County in that whether it was for the Snyder County prison guards and staff whom were losing their jobs. Warden Shoemaker affirmed the job fair was specifically catered to the Snyder County correctional staff. In light of Snyder County closing their jail, they will contract with Clinton County to house up to 40 inmates. Their jail will now be used for a booking center.

8.4 DA Marino announced his work in progress for a dedicated central processing facility is well on its way. Options exist and zeroing in on a facility to alleviate the lack of fingerprinting is all that is left. A decision has to be made in the near future. President Judge Butts explained the necessity of fingerprinting in that it illustrates the offenders full criminal background.

8.5 Commissioner Metzger announced that the Board Room will be moved to the Third Street Plaza soon and, when that move is final, the information will be released to the press. Director McDermott added that the intent is to utilize the current Board Room through June, until everything is arranged at the new location.

9.0 Public Comment: None

10.0 Upcoming Prison Board Meeting Time/Locations: All Executive Plaza meetings will be held in the Commissioners' Board Room in Executive Plaza (CB).

06/14/24 @ Prison

07/12/24 @ Executive Plaza (CB)

08/09/24 @ Executive Plaza (CB)

09/13/24 @ Prison

10/11/24 @ Executive Plaza (CB)

11/08/24 @ Executive Plaza (CB)

12/13/24 @ Prison

01/10/25 @ Executive Plaza (CB)

02/14/25 @ Executive Plaza (CB)

- 10.0** **Adjournment of Prison Board Meeting:** With agenda items completed, the meeting closed at 9:09 AM.



District Attorney, Thomas A. Marino
Prison Board Secretary