

Thomas A. Marino  
District Attorney

Martin L. Wade  
First Assistant District Attorney



Lycoming County  
Office of District Attorney  
Lycoming County Courthouse  
48 West Third Street • Williamsport, PA 17701

Abby Buchner  
Victim/Witness Coordinator

Gabriella Wise  
Victim/Witness Coordinator

**LYCOMING COUNTY PRISON BOARD  
MEETING MINUTES | PUBLIC MEETING  
Friday, July 12, 2024**

**Voting Members Present:**

Commissioner Scott Metzger  
Commissioner Marc Sortman  
District Attorney Thomas Marino  
President Judge Nancy Butts  
Deputy Controller Nicki Gottschall

**Others Present:**

Warden Brad Shoemaker; Deputy Warden Chris Ebner; Deputy Warden Ryan Barnes; PRC Manager Robert Thompson; Tyler Flood; Brian Bluth, Solicitor; Director Matt McDermott; Courthouse service dog Ludo and handler Jerri Rook; Tony Cooper; and, Jill Schriener.

**1.0 Regularly Scheduled Prison Board Meeting Called to Order by Commissioner Metzger.** Meeting conducted from the Commissioner's Board Room - Third Street Plaza, with optional teleconference.

**1.1** Meeting convened at 8:31 A.M.

**1.2** Approval of Minutes: DC Gottschall motioned for approval of June 2024 meeting Minutes. President Judge Butts seconded the motion; the motion carried.

**1.3** Public Comment (Agenda Items Only) – None

**2.0 Approval of Bills:** DC Gottschall motioned for approval of the June bills from the Prison for the amount \$136,724.15 and from the Pre-Release Center for the amount \$33,991.64

**2.1** President Judge Butts seconded the motion; the motion carried.

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

**3.1** President Judge Butts seconded the motion; the motion carried

- Matthew Coyner, Full-Time Resident Supervisor
- Quentin Furguson, Full-Time Resident Supervisor
- Justin Witmer, Full-Time Correctional Officer II
- Maelynn Johnson, Full-Time Nurse Supervisor

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

**4.1 Population:**

- Males in blocks averaged 169.37; males in PRC averaged 41.40; the total average daily population of males equaled 210.77, with a peak of 222.00.
- Females in blocks averaged 26.77; females in PRC averaged 7.97; the total average daily population of females equaled 34.73, with a peak of 40.0.
- The combined average daily population of male/female population equaled 245.50, with a peak of 261.0.
- In-Home detention averaged 1.83 males and zero females.
- With no overcrowding transfer population, the total average daily population matched the monthly average daily population of 245.50, which is about 3 inmates more per day compared to last month.

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

- Of 46 hearings conducted for 31 inmates, 8 inmates had more than one incident. 40 hearings resulted in guilty lock-ups; 4 hearings resulted in guilty lock-up with time suspended; 2 inmates were found not guilty; and, staff generated 21 informational reports.

**4.3 Pre-Release Reports:**

- Work Release males equaled 11 and females equaled 0.
- Work crew males equaled 31 and work crew females equaled 8,
- The monthly average for males at the Pre-Release Center equaled 42 and females equaled 8. The year-to-date average equaled 39 males and 8 females.
- Program Highlights: All PRC attended Staff Manipulation and Ethics training on 6/27/24 led by RSII's Jesse Wagner and Doug Ellsworth.

**4.4 Bail Release Program Population Averages for June 2024:**

- Of the average 127.71 clientele, Supervised Bail averaged 36.34 clients; Intensive Supervised Bail averaged 90.37 clients; Supervised Release-DUS averaged zero clients; and, Supervised Release – Domesticity averaged 1. Overall, the Bail/Release Program clients saved the prison 3,831 bed days.

**4.5 Mental Health Snapshot taken on July 9, 2024:**

- Of 264 total inmates in the prison system, 224 males and 40 females were categorized as follows.
- 112 males and 10 females made up Roster A, those who had no mental health history, which equated to 46.21% of the population.
- 56 males and 8 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 24.24% of the population.
- 48 males and 18 females made up Roster C, those who had current mental health issues, which equated to 25.0% of the population.
- 8 males and 4 females made up Roster D, those who were determined to have serious

mental illness, which equated to 4.55% of the population.

- Psychotropic Medication at PRC: Of 28 male Work Crew inmates, 9 were on psychotropic medications. Of 13 male Work Release inmates, 1 was on psychotropic medications. Total medicated males at PRC equaled 24.39%.
- Of 4 female Work Crew inmates, 2 were on psychotropic medications. Total medicated females at PRC equaled 40.0%.
- Psychotropic Medication at LCP: Of 163 males, 46 (28.22%) were on psychotropic medications. Of 32 females, 11 (34.38%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 26.09% and LCP averaged 29.23%, for a total average percentage of 28.63% 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 124 participants, as of July 3, 2024 are categorized as follows.

- Male clients equaled 95 and female clients equaled 29.
- Zero clients were referred from sentencing, 124 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 47, phase three clients equaled 24, and 677 clients were successfully discharged.
- Total processed intakes, including those who returned to the program, equaled 1,999 participants. Individual intakes without return to the program equaled 1,343.
- GPS/Alcohol monitoring Services had a total population of 34 clients categorized as follows: 11 clients with Alcohol Monitoring (TAD); 6 clients with GPS monitoring; 24 clients with Home Guard, and 4 clients with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,089.
- 121, 911 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 22 clients for the month of June.

**4.7** Tyler Flood discussed the In-Prison Reentry Program, which had 43 current active participants and 6 pending intakes as of June 30, 2024. Since January 2024, the following statistics are recorded as follows:

- 70 intakes have been completed, 3 ORAS Assessment has been completed, 65 Transitional Action Plans (TAP) for participants were created for participants, and 141 sessions were completed.
- 58 total participants were released from incarceration and programming. Of those participants, 8 referrals/appointments were made and 72 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 83 total referrals were made to the program, of which 81 were referred by LCP and 2 were from PRC. Of all referrals, 10 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 June.

- Total referrals categorized by the type of sentence are as follows: 5 from probation violations; 6 from max out cases; 45 from new cases; 13 from domestic matters; 14 from a contempt matters; and 0 from treatment court and pretrial matters.
- Statistics for Re-Entry Services reported 112 average participants per day; 22 total intakes; 14 total discharges; 5 successful completions of the discharges; and Electronic Monitoring averaged 38 total participants as follows: 31 adult and 7 juvenile participants.

**4.8** Warden Shoemaker ended with the following Additional Informational Highlights:

- Correctional Officers Nathan Conser and Samuel Hostrander completed Basic Training at the PA Dept. of Corrections Training Academy in Elizabethtown, Pa., on May 17, 2024.
- Deputy Warden Ebner met with the Commissioners, President Judge Butts and MH/ID Administration to discuss proposals for Mental Health, on June 6, 2024.
- Deputy Warden Ebner attended the quarterly Lycoming County CJAB meeting, on June 7, 2024.
- Warden Shoemaker met with Dir. McDermott, DA Marino, and a representative from TranSystem Corp. to discuss options for Central Booking Location, on June 11, 2024.
- Courthouse service dog Ludo and handler Jerri Rook made the first monthly visits to PRC as a support program for the residents of PRC, on June 13, 2023.

**5.0** Old Business: None

**6.0** New Business: None

**7.0** Public Comment: Tony Cooper, a South Williamsport resident, was present and inquired about the rising numbers within the MH population of the prison. Additionally, Mr. Cooper inquired about the process of requesting an exhausted inmate grievance and if the kind involving abuse, such as his, are buried. Lastly, Mr. Cooper appreciated receiving the PRC guide book and informed he wants to go through it to suggest some changes.

**8.0** Board Discussion(s):

- 8.1** In respect to Section 7.0, Public Comment, President Judge Butts explained the Board Members are actively exploring the possibility of MH housing for those involved in the C.J. System because the goal is to support their needs and reduce that rising number.
- 8.2** In respect to Section 7.0, Public Comment, Warden Shoemaker assured all grievances are investigated through a standard procedure. Attorney Bluth explained the administrative process of grievances does not continue into when an inmate is released. Grievances are not buried, they are moot rather. In other words, the issue has resolved on its own. President Judge Butts inquired if this moot type of grievances is still investigated, for the sake of the prison. Attorney Bluth affirmed all grievances are investigated thoroughly, however some are not discoverable by

law. President Judge Butts replied to Mr. Coopers comment about the importance of knowing the grievance exists and the C.O.'s accountability by explaining that there is a H.R. process that is confidential.

**9.0 Upcoming Prison Board Meeting Time/Locations:** All Third Street Plaza meetings will be held in the Commissioners' Board Room situated on the Third Floor of 33 West Third Street, Williamsport, Pa.

08/09/24 @ Third Street Plaza (CB)

09/13/24 @ Prison

10/11/24 @ Third Street Plaza (CB)

**10.0 Adjournment of Prison Board Meeting:** With agenda items completed, the meeting closed at 8:52 AM.

Utilize the following link to view this public meeting in real time:

<https://www.youtube.com/live/JBckYHNQDCc?si=g4jMeOci81drWJdA>

  
District Attorney, Thomas A. Marino  
Prison Board Secretary