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LYCOMING COUNTY PRISON BOARD
MEETING MINUTES | PUBLIC MEETING
Friday, October 11, 2024

Voting Members Present:

Commissioner Scott Metzger
Commissioner Mark Mussina
Commissioner Sortman
Chief Deputy Eric Spiegel
District Attorney Thomas Marino
Controller Krista Rogers

Others Present:

Warden Brad Shoemaker; Deputy Warden Ryan Barnes; Deputy Warden Chris Ebner; PRC Manager Robert Thompson; Tyler Flood; Solicitor Brian Bluth; HR Director Michael Hagen; Pat Crossley; Tony Cooper; and Jill Schriener.

1.0 Regularly Scheduled Prison Board Meeting Called to Order by Commissioner Metzger.

Meeting conducted from the Lycoming County Commissioners Board Room at the Third Street Plaza, with optional teleconference.

- 1.1 Meeting convened at 8:30 A.M.
- 1.2 Approval of Minutes: Commissioner Mussina motioned for approval of September 2024 meeting Minutes. DA Marino 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 September bills from the Prison for the amount \$201,974.73 and from the Pre-Release Center for the amount \$28,115.01.

- 2.1 DA Marino seconded the motion; the motion carried.

3.0 Approval of Personnel Actions: Commissioner Mussina motioned for the approval of personnel actions as follows.

3.1 DA Marino seconded the motion; the motion carried

- Tracy Canfield, Full-Time Resident Supervisor
- Jody Butters, Full-Time Resident Supervisor
- Timothy Perry, Full-Time Resident Supervisor
- Josh Johnson, Full-Time Resident Supervisor II

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

4.1 Population:

- Males in blocks averaged 172.30; males in PRC averaged 33.20; the total average daily population of males equaled 205.50, with a peak of 214.00.
- Females in blocks averaged 28.67; females in PRC averaged 4.77; the total average daily population of females equaled 33.43, with a peak of 36.00.
- The combined average daily population of male/female population equaled 238.93, with a peak of 246.0.
- In-Home detention averaged 1.67 males and 0.50 females.
- With no overcrowding transfer population, the total average daily population matched the monthly average daily population of 238.93, which is only slightly higher than last months.

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

- Of 46 hearings conducted for 28 inmates, 6 inmates had more than one incident. 43 hearings resulted in guilty lock-ups; 3 hearings resulted in guilty lock-up with time suspended; zero inmate were found not guilty; and, staff generated 24 informational reports.

4.3 Pre-Release Reports:

- Work Release males equaled 12 and females equaled 0.
- Work crew males equaled 22 and work crew females equaled 5,
- The monthly average for males at the Pre-Release Center equaled 34 and females equaled 5. The year-to-date average equaled 38 males and 8 females.
- Informational Highlights reflect all PRC staff attended Fire Training led by SGT. DeFrancesco on September 10, 2024.

4.4 Bail Release Program Population Averages for September 2024:

- Of the average 125.40 clientele, Supervised Bail averaged 34.47 clients; Intensive Supervised Bail averaged 89.83 clients; Supervised Release-DUS averaged 1.10 clients; and, Supervised Release – Domesticity averaged 0. Overall, the Bail/Release Program clients saved the prison 3,762 bed days.

4.5 Mental Health Snapshot taken on October 8, 2024:

- Of 269 total inmates in the prison system, 231 males and 38 females were categorized as follows.
- 117 males and 10 females made up Roster A, those who had no mental health history, which equated to 47.21% of the population.
- 57 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 24.54% of the population.
- 49 males and 17 females made up Roster C, those who had current mental health issues, which equated to 24.54% of the population.
- 8 males and 2 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.71% of the population.
- Psychotropic Medication at PRC: Of 36 male PRC inmates, 11 were on psychotropic medications, or 30.56% of the total population.
- Of 5 female PRC inmates, 3 were on psychotropic medications, or 60.0% of the total population
- Psychotropic Medication at LCP: Of 181 males, 65 (35.91%) were on psychotropic medications. Of 28 females, 15 (53.57%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 34.15% and LCP averaged 38.28%, for a total average percentage of 37.60% 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 130 participants, as of October 1, 2024 are categorized as follows.

- Male clients equaled 101 and female clients equaled 29.
- Zero clients were referred from sentencing, 130 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 57, phase three clients equaled 23, and 695 clients were successfully discharged.
- Total processed intakes, including those who returned to the program, equaled 2,058 participants. Individual intakes without return to the program equaled 1,374.
- GPS/Alcohol monitoring Services had a total population of 28 clients categorized as follows: 10 clients with Alcohol Monitoring (TAD); 6 clients with GPS monitoring; 7 clients with Home Guard, and 5 clients with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,119.

- 123,780 total days have been served on electronic monitoring services.
 - Monthly total intake breakdown reports 20 clients for the month of September.
- 4.6.1 Tyler Flood discussed the In-Prison Reentry Program, which had 39 current active participants and 0 pending intakes as of September 30, 2024.
- Since January 2024, 100 total intakes are completed. September intakes equaled 12 as follows: 9 intakes were from PRC and 3 intakes were from LCP.
 - Total ORAS Assessments completed by Reentry equal 8. September's total reflects 2 as follows: 1 inmate was from PRC and 1 from LCP.
 - Total Transitional Action Plans (TAP) completed by Reentry equal 95. September's total equaled 12 TAP's as follows: 9 inmates from PRC and 3 inmates from LCP.
 - Sessions completed by Reentry equal 226. Completed Sessions in September equaled 28 as follows: 19 inmates from PRC and 9 from LCP.
 - 91 total participants in the In-Prison Program were released from incarceration and programming. Of those participants, Reentry Coordinator made 16 referrals/appointments and had given 153 resources. Other resources comprise educational pamphlets or similar developmental information.
 - 115 total referrals were made to the program, of which 112 were referred by LCP and 3 were from PRC. Of all referrals, 15 refused to participate, 6 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
 - 13 total referrals were made to the program in September.
 - Total referrals categorized by the type of sentence are as follows: 6 from probation violations; 11 from max out cases; 60 from new cases; 21 from domestic matters; 17 from a contempt matters; and 0 from treatment court and pretrial matters.
 - Statistics for Re-Entry Services reported 119 average participants per day; 20 total intakes; 13 total discharges; 3 successful completions of the discharges; and Electronic Monitoring averaged 50 total participants as follows: 29 adult and 21 juvenile participants.
- 4.7 Lycoming County Prison and PRC Program reports prepared by Correctional Counselor Chloe Perrin. These two new monthly reports reflect the types of programming within the prison and the number of males and females attending each program. Programs offered are AA, NA, D&A, Life after Trauma, Life Skills, Mental Health Group, MAT, Re-Entry, Penn College courses, and GED.
- 4.8 The third new monthly report is the Mental Health/Forensics contacts that reflects the number of MH referrals, assessments, medication checks, suicide watches, and

boundary spanning completed.

4.9 Warden Shoemaker ended with the following Additional Informational Highlights:

- On September 4, 2024, the PA Dept. of Corrections, Executive Deputy Secretary of Institutional Operations, Michael Wenerowicz issued a letter to Prison Board Chairman Sheriff Lusk regarding the 2024 inspection of the Prison and PRC conducted on May 2-3, 2024. The Warden explained they were compliant so the next inspection will be in 2026; he acknowledged his staff for their excellence.
- Prison staff attended Fire Training, conducted by Training Sgt. Joe DeFrancesco, on September 5, 2024.
- Deputy Warden Barnes and Deputy Warden Ebner conducted a tour of the jail for a Lycoming College Criminal Justice class on September 19, 2024. The Warden explained they work closely with Dr. Kacy Richmond and in turn she will bring her classes in to see our day-to-day activity.
- Deputy Warden Ebner and Warden Shoemaker attended a meeting with West Branch Drug and Alcohol Abuse commission staff to discuss implementation of the vivitrol grant, on September 19, 2024.
- Deputy Warden Ebner and Warden Shoemaker attended the quarterly Lycoming County Criminal Justice Advisory Board Meeting, on September 20, 2024.
- Deputy Warden Ebner, LCP Correctional Counselor Chloe Perrin and PRC Correctional Counselor Karey Snook met with the Sun-Gazette to discuss In-Prison programming, on September 20, 2024. DP Ebner acknowledged the Sun-Gazette for their support.
- Prison treatment staff met with a representative for Service Access Management, Inc. to discuss the services they provide, on September 25, 2024. DP Ebner and the warden explained that this is an agency that would have services in-place for inmates when they release, aka a warm handoff, to get inmates set up with resources before their release date.

5.0 Board Discussion(s):

- 5.1 In respect to Section 4.8, the Mental Health/Forensics Contacts report, Commissioner Mussina inquired about boundary spanning. Deputy Warden Barnes explained that it is essentially reentry, however here, a MH expert assists to ensure a smooth transition between prison and release. Boundary spanning is designed to fill the gap to help those individuals get a jumpstart for moving back into society.
- 5.2 Regarding Section 4.6, the In-Prison Reentry report, DP Ebner recognized Tyler Floods modified reports to better explain what the prison is doing to assist inmates with their transition of release. For example, Tyler explained that sessions completed

encompasses the number of intakes, follow-ups, or ORAS assessments done. Follow-ups occur weekly or bi-weekly a month prior to release depending on the needs of the inmate. Completing the ORAS assessments helps the probation department and are completed 30 days before the inmate releases.

6.0 Old Business: none

7.0 Executive Session: Prison Board meeting paused for an Executive session regarding a personnel matter at 8:52 A.M.

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

8.0 New Business: After Executive session, the Prison Board members reconvened to vote on two personnel matters as follows.

8.1 Commissioner Mussina motioned to ratify the job abandonment of Isaiah Gingerich. DA Marino seconded the motion, and the motion carried.

8.2 Commissioner Mussina motioned to terminate the employment for Alicia Tice. DA Marino seconded the motion, and the motion carried.

9.0 Public Comment:

9.1 Tony Cooper, from South Williamsport, inquired about the new GEO location concerning attendance. RE Coordinator explained that at first attendance was low, probably because of the location change. However, Reentry offers bus passes and the stop is right across the street, so attendance is back to normal. Commissioner Metzger added how important it was to find a location on the bus route.

9.2 Tony Cooper recalled the August meeting discussion related to PRC costs, recognizing the total population is about 37 – ish people there, and inquired about any further developments with consideration for a MH population there. Commissioner Metzger explained there is a lot of need with the MH population and believes new developments will be announced in the next couple months.

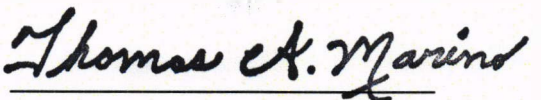
10.0 Upcoming Prison Board Meeting Time/Locations: All Third Street Plaza meetings will be held in the Commissioners' Board Room at 33 West Third Street, 3rd floor, Williamsport, PA.

- 11/08/24 @ Third Street Plaza (CB)
- 12/13/24 @ Prison
- 01/10/25 @ Third Street Plaza (CB)

11.0 Adjournment of Prison Board Meeting: With agenda items completed, the meeting closed at 9:11 AM.

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

<https://www.youtube.com/watch?v=WI4pkIO1rT4>

Handwritten signature of Thomas A. Marino in black ink, written in a cursive style.

District Attorney, Thomas A. Marino
Prison Board Secretary