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Victim/Witness Coordinator

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LYCOMING COUNTY PRISON BOARD
MEETING MINUTES | PUBLIC MEETING
Friday, July 11, 2025

Voting Members Present:

Commissioner Scott Metzger
Commissioner Marc Sortman
Commissioner Mark Mussina
District Attorney Thomas Marino
President Jude Nancy Butts
Controller, Nicki Gottschall
Sheriff Mark Lusk
Chief Deputy Eric Spiegel

Others Present:

Warden; Ryan Barnes Deputy Warden of Inmate Services; Brian Bluth, Solicitor; Tyler Flood, In-Prison Re-Entry Coordinator; Brad Shoemaker, Warden; Robert Thompson; Pre-Release Center Manager; Tony Cooper; Austin White; Nicole Hayes; Amanda and Lynelle Cromley Paralegal DA Office.

1.0 Regularly Scheduled Prison Board Meeting Called to Order by Commissioner Scott Metzger. Meeting conducted from the Lycoming County Commissioners Meeting Room, with optional teleconference.

1.1 Meeting convened at 8:35 A.M.

1.2 Approval of Minutes: Commissioner Mark Mussina motioned for approval of July 2025 meeting Minutes. Nicki Gottschall seconded the motion; the motion carried.

1.3 Public Comment (Agenda Items Only) – None

2.0 Expenditure Report:

2.1 Approval of Expenditure Report: Nancy Butts motioned for the approval of June 2025 Expenditure Report. Nicole Gottschall seconded the motion; the motion was carried.

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

3.1 Nancy Butts seconded the motion; the motion carried

- Curtis Bigelow, Full-Time Correctional Officer-Relief
- Tara Stackhouse, Full-Time Correctional Officer-Relief

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

4.1 Population:

- Males in blocks averaged 176.73; males in PRC averaged 39.77; the total average daily population of males equaled 216.50, with a peak of 226.00.
- Females in blocks averaged 24.47; females in PRC averaged 11.33, the total average daily population of females equaled 35.80, with a peak of 42.00.
- The combined average daily population of male/female population equaled 252.30, with a peak of 264.00.
- In-Home detention averaged 0.23 males and 0.50 females.
- With no overcrowding transfer population, the total average daily population was equal to the monthly average daily population of 252.30.

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

- Of 52 hearings conducted for 32 inmates, 12 inmates had more than one incident. 50 hearings resulted in guilty lock-ups; 2 hearings resulted in guilty lock-up with time suspended; 0 inmate was found not guilty; and, staff generated 20 informational reports.

4.3 Informational Highlights:

- On June 5, 2025, members of the SCI Muncy Critical Incident Stress Management (CISM) Team toured the Prison and PRC.
- On June 5 and 26, 2025, Prison staff attended Expandable Baton Training conducted by Correctional Officer Trevor Bowes.
- On June 16, 2025, Deputy Warden Ebner and Warden Shoemaker attended the Lycoming County CJAB Pre-Trial Subcommittee meeting.

4.4 Pre-Release Reports:

- Work Release males equaled 10 and females equaled 1.
- Work crew males equaled 30 and work crew females equaled 11.
- The monthly average for males at the Pre-Release Center equaled 30 and females equaled 12. The year-to-date average equaled 32 males and 8 females.
- Program Highlights:
All staff attended Training on Report Writing, Restraints, Returns and Transfers to LCP and Hospital duty on 6/23/25 led by RS II's Doug Ellsworth and Lane Gibson.

4.5 Mental Health Snapshot taken on July 8, 2025:

- Of 287 total inmates in the prison system, 252 males and 35 females were categorized as follows.
- 110 males and 8 females made up Roster A, those who had no mental health history, which equated to 41.11% of the population.
- 61 males and 12 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 25.44% of the population.
- 74 males and 12 females made up Roster C, those who had current mental health issues, which equated to 29.974% of the population.
- 7 males and 3 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.48% of the population.
- **Psychotropic Medication at PRC:** Of 27 male Work Crew inmates, 6 were on psychotropic medications. Of 11 male Work Release inmates, 3 were on psychotropic medications. Total medicated males at PRC equaled 23.68%.
- Of 10 female Work Crew inmates, 5 were on psychotropic medications. Of 1 female Work Release, 0 was on psychotropic medications. Total medicated females at PRC equaled 50.00%.

- **Psychotropic Medication at LCP:** Of 187 males overall, 82 (43.85%) were on psychotropic medications. Of 21 females overall, 8 (38.10) were on psychotropic medications.
- **Total Medicated Inmates within the Prison System:** Overall, PRC averaged 28.57% medicated inmates. LCP averaged 43.27% medicated inmates. The total average percentage equaled 40.47% medicated inmates in the prison system.

4.6 Tyler Flood, the Re-Entry Coordinator, discussed the APO Reentry Program report prepared by Deputy Chief John Stahl. The total program population of 106 participants, as of July 1, 2025, are categorized as follows.

- Male clients equaled 77 and female clients equaled 29.
- Phase two clients equaled 59, phase three clients equaled 21.
- Total Successfully discharged clients: 772.
- Total processed intakes, including those who returned to the program, equaled 2,217 participants. Overall individual intakes without return to program is 1,446.
- GPS/Alcohol monitoring serviced a total population of 34 clients categorized as follows: 10 clients with Alcohol Monitoring (TAD); 6 clients with GPS monitoring; 16 clients with Home Guard, and 2 clients with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,226.
- 131,888 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 13 clients for the month of July.

4.7 Tyler Flood discussed the In-Prison Reentry Program, which had 46 current active participants and 1 pending intake as of July 11, 2025. Since January 2025, the following statistics are recorded as follows:

- 63 intakes have been completed, 8 ORAS Assessment has been completed, 7 Transitional Action Plans (TAP) for participants were created for participants, and 31 sessions were completed.

- 52 total participants were released from incarceration and programming. Of those participants, 17 referrals/appointments were made and 254 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 78 total referrals were made to the program, of which 71 were referred by LCP and 3 were from PRC. Of all referrals, 14 refused to participate, 2 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
- 10 total referrals were made to the program in June.
- Total referrals categorized by the type of sentence are as follows: 6 from probation violations; 6 from max out cases; 45 from new cases; 16 from domestic matters; 5 from contempt matters; and 0 from treatment court and pretrial matters.
- Statistics for Re-Entry Services reported 108 average participants per day; 19 total intakes; 15 total discharges; 6 successful completions; and Electronic Monitoring averaged 117 total participants as follows: 35 adult, 62 Pre-Trial and 20 juvenile participants.

5.0 Old Business: None

6.0 Executive Session: Meeting Reconvened at 8:58 a.m.

7.0 New Business:

- 7.1** Motion made by Nicki Gottschall regarding the termination for employment of April Marshall from Lycoming County Prelease Facility. Motion was seconded by Marc Sortman. The vote carried.

8.0 Board Comment: None

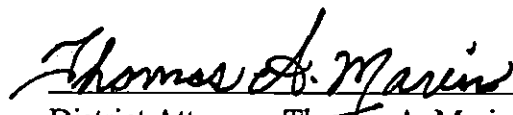
9.0 Public Comment:

- 9.1** Mr. Cooper discussed two policies he received from the Right to Know.

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

- 8/8/25: 8:30 a.m. @ Third Street Plaza (CB)
- 9/12/25 8:30 a.m. @ Prison
- 10/10/25: 8:30 a.m. @ Third Street Plaza (CB)

10.0 Adjournment of Prison Board Meeting: With agenda items completed, the meeting closed at 9:02 a.m. by Commissioner Scott Metzger.


District Attorney, Thomas A. Marino
Prison Board Secretary