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**LYCOMING COUNTY PRISON BOARD
MEETING MINUTES | PUBLIC MEETING
Friday, February 9, 2024**

Voting Members Present:

Commissioner Scott Metzger
Commissioner Marc Sortman
President Judge Nancy Butts
Deputy Controller Nicki Gottschall

Others Present:

Warden Brad Shoemaker; Deputy Warden Ryan Barnes; Deputy Warden Chris Ebner; PRC Manager Rob Thompson; Nicole English; Tyler Flood; Brian Bluth, Solicitor; Director Matt McDermott; Dave Sprout, Lewisburg Prison Project; Keystone Chief; and Jill Schriener.

Regularly Scheduled Prison Board Meeting Called to Order by Commissioner Metzger. Meeting conducted from the Commissioner's Board Room at the Executive Plaza, with optional teleconference. Meeting convened at 8:33 A.M.

- 1.0 Approval of Minutes:** President Judge Butts motioned for approval of January 2024 meeting Minutes.
 - 1.1** Commissioner Sortman seconded the motion; the motion carried.
- 2.0 Public Comment (Agenda Items Only) – None**
- 3.0 Approval of Bills:** Deputy Controller Gottschall motioned for approval of the January 2024 bills from the Prison for the amount \$150,733.78 and from the Pre-Release Center for the amount \$25,738.56.
 - 3.1** President Judge Butts seconded the motion; the motion carried.
- 4.0 Approval of Personnel Actions:** Deputy Controller Gottschall motioned for the approval of personnel actions as follows.

4.1 President Judge Butts seconded the motion; the motion carried

- Brianna Miller, Full-Time Correctional Officer – Relief
- Brian Fullmer, Full-Time Resident Supervisor
- Ruth Kauffman, Part-Time Resident Supervisor

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

5.1 Population:

- Males in blocks averaged 146.32; males in PRC averaged 39.97; the total average daily population of males equaled 186.29, with a peak of 193.00.
- Females in blocks averaged 28.71; females in PRC averaged 7.10; the total average daily population of females equaled 35.81, with a peak of 40.00.
- The combined average daily population of male/female population equaled 222.10, with a peak of 231.00.
- In-Home detention averaged 4.03 males and zero females.
- With no overcrowding transfer population, the total average daily population equaled 221.10. This total is the same as the average daily population for the month as there was no overcrowding transfer population.

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

- Of 58 hearings conducted for 36 inmates, 8 inmates had more than one incident. 50 hearings resulted in guilty lock-ups; 6 hearings ended in guilty lock-up with time suspended; 2 inmate was found not guilty; and, staff generated 17 informational reports.

5.3 Pre-Release Reports:

- Work Release males equaled 10 and females equaled 1.
- Work crew males equaled 30 and work crew females equaled 6,
- The monthly average for males at the Pre-Release Center equaled 40 and females equaled 7. The year-to-date average equaled 40 males and 7 females.
- Program highlights include the following:
 - All staff participated in Gang Training led by Sgt. DeFrancesco, on January 30, 2024.
 - Resident Supervisor II's Jesse Wagner & Douglas Ellsworth attended Staff Train the Trainer at the Pennsylvania Department of Corrections, on January 23rd through January 25th.

- Warden Shoemaker explained the difference between a resident supervisor II and a resident supervisors I's at PRC. Resident supervisors II's at the PRC are the equivalent to sergeants or lieutenants at the prison, while resident supervisor I's are the equivalent of a correctional officer. So, Level II supervisors are the supervisors of Level I supervisors.

5.4 Bail Release Program Population for January 2023:

- Of the average 104.03 clientele, Supervised Bail averaged 40.32 clients, Intensive Supervised Bail averaged 61.68 clients and, Supervised Release-DUS averaged 2.03 clients. Overall, the Bail/Release Program clients saved 3225 bed days in the prison.

5.5 Mental Health Snapshot taken on February 6, 2024:

- Of 262 total inmates in the prison system, 209 males and 43 females were categorized as follows.
- 102 males and 8 females made up Roster A, those who had no mental health history, which equated to 41.98% of the population.
- 53 males and 14 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 29.39% of the population.
- 47 males and 19 females made up Roster C, those who had current mental health issues, which equated to 25.19% of the population.
- 7 males and 2 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.44% of the population.
- Psychotropic Medication at PRC: Of 35 male Work Crew inmates, 7 were on psychotropic medications. Of 8 male Work Release inmates, 3 were on psychotropic medications. Total medicated males at PRC equaled 23.26%.
- Of 7 female Work Crew inmates, 3 were on psychotropic medications. Of 1 female work release inmate, 1 was on psychotropic medications. Total medicated females at PRC equaled 50.0%.
- Psychotropic Medication at LCP: Of 139 males, 33 (21.58%) were on psychotropic medications. Of 29 females, 12 (41.38%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 27.45% and LCP averaged 25.0%, for a total average percentage of 25.58% medicated inmates in the prison system.

6.3 Warden Shoemaker ended with the following Additional Informational Highlights:

- Deputy Warden Barnes and Warden Shoemaker attended the Inauguration of Lycoming County Elected Officials held at the Community Arts Center, on January 2, 2024
- Warden Shoemaker participated in an Executive Committee Meeting of the PA County Corrections Association, on January 8, 2024.
- Deputy Warden Ebner met with Craig Miller from Penn College to discuss educational programming at the jail, on January 9, 2024.
- Deputy Warden Ebner, Bail Manager Harry Rogers, and Warden Shoemaker attended the Lycoming County Pre-Trial Services Planning Team held at the Third Street Plaza, on January 11, 2024.
- Deputy Warden Ebner attended a Lycoming County CJAB strategy meeting, on January 18, 2024.
- Prison Administration held a Prison Orientation for Commissioner Sortman and Mussina, on January 19, 2024.
- Deputy Warden Ebner met with Mary Ballot from AIDS Resource to discuss services they can provide, on January 23, 2024.
- Deputy Warden Ebner attended a citizen advisory committee meeting hosted by the PA Board of Probation and Parole, on January 24, 2024.
- Deputy Warden Ebner attended the Reentry coalition quarterly meeting held at the James V. Brown Library, on January 25, 2024.
- Prison Staff attended Gang and Security Threat Group training conducted by Training SGT. Joe DeFrancesco, on January 25, 2024.

6.0 Old Business: Nicole English discussed, after introducing Tyler Flood, the new transitional case manager from this point forward, the In-Prison reentry Program and APO Reentry program as follows.

6.1 The In-Prison Reentry Program had 48 current active participants and 1 pending intakes as of January 2024. Since January 2024, the following statistics are recorded as follows:

- 24 intakes have been completed, 1 LSI-R Assessments have been completed, 20 Transitional Action Plans (TAP) for participants were created for participants, and 28 sessions were completed.
- 7 total participants were released from incarceration and programming. Of those participants, 2 referrals/appointments were made and 9 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 20 total referrals were made to the program, of which 20 were referred by LCP and 0 were from PRC. Of all referrals, 0 refused to participate, 1 was released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
- 20 total referrals were made to the program in January.
- Total referrals categorized by the type of sentence are as follows: 0 from probation violations; 2 from max out cases; 9 from new cases; 3 from domestic matters; 6 from a contempt matters; and 0 from treatment court.
- December statistics for regular Re-Entry Services reported 80 average participants per day; 11 total intakes; 15 total discharges; 7 successful completions of the discharges; and Electronic Monitoring averaged 43 total participants as follows: 27 adult and 16 juvenile participants.

6.2 The APO Re-Entry Program report prepared by APO Chief Deputy John Stahl had a total program population of 76 participants, as of February, 2024.

- Male clients equaled 56 and female clients equaled 20.
- 6 clients were referred from sentencing, 70 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 32, phase three clients equaled 20, and 652 clients were successfully discharged. Total processed intakes, including those who returned to the program, equaled 1,886 participants. Individual intakes without return to the program equaled 1,282.
- GPS/Alcohol monitoring Services had a total population of 27 clients categorized as follows: 9 clients with Alcohol Monitoring (TAD); 3 clients with GPS monitoring; 13 clients with Home Guard, and 3 client with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,037.
- 117,916 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 11 clients for the month of January.

6.3 Board Discussion(s):

- In respect to Section 5.2, Prison Disciplinary Hearings. Commissioner Sortman inquired about the guilty but suspended population. Warden Shoemaker explained that this population has been found guilty of their infraction and they received lock-up time as a result, however, the lock-up time was suspended and they will not serve it. If they get a subsequent infraction and they are found guilty, then they will serve the suspended lock-up time plus the new imposed lock-up time. Commissioner Sortman wondered what the disciplinary lock-up entails. Warden Shoemaker explained there are two different lock-ups depending on the circumstances or security concerns, such as a non-solitary and solitary lock-up.
- In relation to Section 5.5, Mental Health Population, President Judge Butts inquired about the new hires who will focus on the mental health population. Warden Shoemaker announced they have 1 recently new mental health professional who is a Joinder employee that will come in and help provide services at the prison. There is a second person hired who will be the mental health forensic specialist. Warden Shoemaker expressed excitement to finally have 2 MH professionals employed now because they are of great need. President Judge Butts explained the one MH professional hired is a boundary spanner who will work with inmates even after release to ensure they are set up in outside services. The other new employee is of a master's level profession. President Judge Butts added that MHID is considering her recommendation for 2 forensic case managers for on the streets, to be in addition to the two who are in mental health court. In this way, the 2 additional professionals can work alongside the MH Court professionals for any client in need.

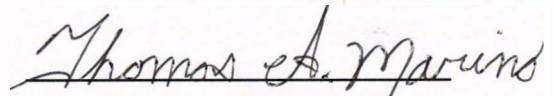
Upcoming Prison Board Meeting Time/Locations:

03/08/24 @ Prison
04/12/24 @ Executive Plaza (CB)
05/10/24 @ 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)

- 7.0 **Executive Session:** Prison Board meeting paused for an Executive session, at 8:48 A.M.
- 7.1 Meeting reconvened at 8:54 A.M.
- 8.0 **New Business**
- 8.1 After Executive Session, the Board Members voted on a personnel matter. Deputy Controller Gottschall motioned to job abandonment of Brittany Mitch effective on January 19, 2024. President Judge Butts seconded the motion. The motion carried.
- 8.2 Public Comment: Online comment from Keystone Chief, notifying the Prison Board the meeting minutes are still absent on the county website and it is a transparency concern.
- 9.0 **Adjournment of Prison Board Meeting:** Agenda items completed; meeting closed at 8:56 AM.

To view this public meeting in real time, please utilize the following link:

<https://www.youtube.com/watch?v=pJdLkHwZd4k>


District Attorney, Thomas A. Marino
Prison Board Secretary