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

Voting Members Present:

Commissioner Scott Metzger
Commissioner Marc Sortman
Commissioner Mark Mussina
District Attorney Thomas Marino
Deputy Controller Nicki Gottschall

Others Present:

Warden Brad Shoemaker; Deputy Warden Ryan Barnes; Deputy Warden Chris Ebner; PRC Manager Rob Thompson; Tyler Flood; Brian Bluth, Solicitor; Director Matt McDermott; Pat Crossley, Sun-Gazette; Dave Sprout, Lewisburg Prison Project; 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, with optional teleconference.
 - 1.1** Meeting convened at 8:34 A.M.
 - 1.2** Approval of Minutes: Commissioner Sortman motioned for approval of March 2024 meeting Minutes. Deputy Controller Gottschall seconded the motion; the motion carried.
 - 1.3** Public Comment (Agenda Items Only) – None

- 2.0 Approval of Expenditure Report:** Deputy Controller Gottschall motioned for approval of the March 2024 bills from the Prison for the amount \$191,871.53, and from the Pre-Release Center for the amount \$22,188.01.
 - 2.1** Commissioner Mussina 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** Commissioner Sortman seconded the motion; the motion carried
 - Damien Doane, Full-Time Correctional Officer - Relief
 - Joseph Brought, Full-Time Correctional Officer - Relief

- Alicia Tice, Full-Time Correctional Officer – Relief

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

4.1 Population:

- Males in blocks averaged 147.16; males in PRC averaged 34.39; the total average daily population of males equaled 181.55, with a peak of 188.0.
- Females in blocks averaged 29.77; females in PRC averaged 7.77; the total average daily population of females equaled 37.55, with a peak of 40.00.
- The combined average daily population of male/female population equaled 219.10, with a peak of 228.00.
- In-Home detention averaged 1.0 males and 1.48 females.
- With no overcrowding transfer population, the total average daily population matched the monthly average daily population of 219.10. March AVD population is slightly higher than last months.

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

- Of 45 hearings conducted for 30 inmates, 9 inmates had more than one incident. 42 hearings resulted in guilty lock-ups; 1 hearing resulted in guilty lock-up with time suspended; 2 inmates were found not guilty; and, staff generated 11 informational reports.

4.3 Pre-Release Reports:

- Work Release males equaled 11 and females equaled 0.
- Work crew males equaled 24 and work crew females equaled 8,
- The total monthly average for males at the Pre-Release Center equaled 35 and females equaled 8. So far this year, total average daily population at PRC equaled 39 males and 8 females.
- Program highlights include the following:
 - PRC Manager Thompson provided a tour of the facility to Commissioner Mark Mussina and Marc Sortman on March 8, 2024.
 - PRC Manager Thompson provided a tour of the facility to Human Resource Director Michael Hagen on March 26, 2024.
 - On March 26, 2024, all staff completed Restraint and Self-Defense training, led by Sgt. DeFrancesco.

4.4 Bail Release Program Population for March 2024:

- Of the average 93.35 clientele, Supervised Bail averaged 32.71 clients; Intensive Supervised Bail averaged 59.16 clients; Supervised Release-DUS averaged 1.48 clients; and, Supervised Release – Domesticity averaged 0. Overall, the Bail/Release Program clients saved the prison 2894 bed day.

- 4.5** Mental Health Snapshot taken on April 9, 2024: Of 251 total inmates in the prison system, 212 males and 39 females were categorized as follows.
- 108 males and 6 females made up Roster A, those who had no mental health history, which equated to 45.42% of the population.
 - 55 males and 7 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 24.70% of the population.
 - 43 males and 24 females made up Roster C, those who had current mental health issues, which equated to 26.69% of the population.
 - 6 males and 2 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.19% of the population.
 - Psychotropic Medication at PRC: Of 24 male Work Crew inmates, 8 were on psychotropic medications. Of 13 male Work Release inmates, 1 was on psychotropic medications. Total medicated males at PRC equaled 24.32%.
 - Of 7 female Work Crew inmates, 4 were on psychotropic medications. Zero female work release inmate were reported. Total medicated females at PRC equaled 57.14%.
 - Psychotropic Medication at LCP: Of 153 males, 35 (22.88%) were on psychotropic medications. Of 27 females, 20 (74.07%) were on psychotropic medications.
 - Total Medicated Inmates within the Prison System: PRC averaged 29.55% and LCP averaged 30.56%, for a total average percentage of 30.36% medicated inmates in the prison system.
- 4.6** RE Case Manager Tyler Flood discussed the APO Reentry Program report prepared by Chief Deputy Stahl. The total program population of 71 participants, as of April 1, 2024 are categorized as follows.
- Male clients equaled 46 and female clients equaled 25.
 - 0 clients were referred from sentencing, 71 were referred by APO, and zero clients were from pre-trial status.
 - Phase two clients equaled 26, phase three clients equaled 25, and 661 clients were successfully discharged.
 - Total processed intakes, including those who returned to the program, equaled 1,908 participants. Individual intakes without return to the program equaled 1,292.
 - GPS/Alcohol monitoring Services had a total population of 25 clients categorized as follows: 8 clients with Alcohol Monitoring (TAD); 4 clients with GPS monitoring; 8 clients with Home Guard, and 5 clients with SL3 Breathalyzers.
 - Total clients electronically serviced to date equaled 2,054.
 - 119,448 total days have been served on electronic monitoring services.
 - Monthly total intake breakdown reports 19 clients for the month of March.
- 4.6.1** RE Case Manager Tyler Flood discussed the In-Prison Reentry Program, which had 50 current active participants and 1 pending intake as of March 31, 2024. Since January 2024, the following statistics are recorded as follows:

- 43 intakes have been completed, 1 LSI-R Assessments has been completed, 39 Transitional Action Plans (TAP) for participants were created for participants, and 73 sessions were completed.
- 29 total participants were released from incarceration and programming. Of those participants, 4 referrals/appointments were made and 29 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 45 total referrals were made to the program, of which 43 were referred by LCP and 2 were from PRC. Of all referrals, 4 refused to participate, 4 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
- 14 total referrals were made to the program in March.
- Total referrals categorized by the type of sentence are as follows: 3 probation violations; 4 max out cases; 22 new cases; 8 domestic matters; 8 a contempt matters; and 0 treatment court and pretrial matters.
- Statistics for regular Re-Entry Services reported 72 average participants per day; 3 total intakes; 11 total discharges; 5 successful completions of the discharges; and Electronic Monitoring averaged 43 total participants as follows: 26 adult and 17 juvenile participants.

4.7 Warden Shoemaker presented the 2023 annual Bail/Release Program prepared by Program Manager Harry Rogers and his staff. The annual report is attached for the Board to review the statistical information and program highlights related to the program.

4.8 Warden Shoemaker ended with the following Additional Informational Highlights:

- Warden Shoemaker participated in an Executive Board meeting of the PA County Corrections Association on March 14, 2024.
- Deputy Warden Ebner, Warden Shoemaker, and Bail/Release Manager Harry Rogers attended a County Planning Team meeting at Third Street Plaza on March 14, 2024.
- Deputy Warden Ebner met with Mary Ballot from AIDS Resources to discuss services they can provide to the inmate population on March 15, 2024.
- Prison Staff attended Self-defense Tactics training led by Deputy Sheriff Brynn Bingaman on March 21, 2024.
- Deputy Warden Ebner met with a representative of the U.S. Census Bureau to complete the American Community Survey on March 28, 2024.

5.0 Old Business: None

6.0 Executive Session: The Prison Board meeting paused for an Executive session at 8:46 A.M.

6.1 After Executive session regarding a personnel matter, the Board meeting reconvened at 9:26 A.M.

7.0 New Business: The Prison Board members voted on the following personnel matters discussed during executive session.

7.1 Deputy Controller Gottschall motioned to ratify the job abandonment for Autumn Shoemaker effective March 28, 2024. Commissioner Sortman seconded the motion; the motion carried.

7.2 Deputy Controller Gottschall motioned for termination of Ikeima Lowe. Commissioner Sortman seconded the motion; the motion carried.

8.0 Board Discussion(s):

8.1 In respect to Section 3.0, Personnel Actions, Commissioner Mussina inquired about the officer relief detail. Warden Shoemaker explained that the relief position is an entry level position within the prisons system, which is a 24/7 operation with first, second, and third shifts. The veteran officers have permanent shifts, whereas the relief officers rotate shifts to meet staffing needs.

8.2 In regards to Section 4.8 additional Informational highlights, Warden Shoemaker thanked Sheriff Lusk for providing his deputy to train the prison staff. The two departments have a collaborative advantage in that when Sgt. DeFrancesco trains the Sheriff's department staff, they, in-trade, train the prison staff.

9.0 Public Comment: None

10.0 Upcoming Prison Board Meeting Time/Locations:

05/10/24 @ Executive Plaza (CB)	10/11/24 @ Executive Plaza (CB)
06/14/24 @ Prison	11/08/24 @ Executive Plaza (CB)
07/12/24 @ Executive Plaza (CB)	12/13/24 @ Prison
08/09/24 @ Executive Plaza (CB)	01/10/25 @ Executive Plaza (CB)
09/13/24 @ Prison	02/14/25 @ Executive Plaza (CB)

11.0 Adjournment: With agenda items complete, the meeting closed at 9:27 A.M.

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

<https://www.youtube.com/watch?v=lmuwa2ACr6k>



District Attorney, Thomas A. Marino
Prison Board Secretary