

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

Abigail Buchner  
Victim/Witness Coordinator

Gabriella Wise  
Victim/Witness Coordinator

LYCOMING COUNTY PRISON BOARD  
MEETING MINUTES | PUBLIC MEETING  
Friday, June 13, 2025

**Voting Members Present:**

Commissioner Scott Metzger  
Commissioner Mark Mussina  
District Attorney Thomas Marino  
Controller, Nicki Gottschall  
President Judge Nancy Butts

**Others Present:**

Brian Bluth, Solicitor; Brad Shoemaker, Warden; Ryan Barnes, Deputy Warden of Inmate Services; Eric Spiegel, Chief Deputy; Tyler Flood, In-Prison Re-Entry Coordinator; Michael Hagen Director of Human Resources; Tony Cooper, Ella Wilson, Nicole Hayes, Molly Klinger 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 Prison, with optional teleconference.

**1.1** Meeting convened at 8:32 A.M.

**1.2** Approval of Minutes: Commissioner Marc Mussina motioned for approval of May 2025, meeting Minutes. Tom Marino seconded the motion; the motion carried.

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

**2.0 Expenditure Report:**

**2.1** Approval of Expenditure Report: Nicole Gottschall motioned for the approval of May 2025, Expenditure Report. Marc Mussina seconded the motion; the motion was carried.

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

**3.1** Tom Marino seconded the motion; the motion carried

- Nolan Ungard, Full-Time Resident Supervisor
- Jalisa Jett, Full-Time Resident Supervisor
- Kristie Holmes, Full-Time Resident Supervisor

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

**4.1** Population:

- Males in blocks averaged 183.06; males in PRC averaged 38.68; the total average daily population of males equaled 221.74, with a peak of 236.00.
- Females in blocks averaged 26.39; females in PRC averaged 10.52; the total average daily population of females equaled 36.90, with a peak of 43.00.
- The combined average daily population of male/female population equaled 258.65, with a peak of 271.00.
- In-Home detention averaged 0.00 males and 0.00 females.
- With no overcrowding transfer population, the total average daily population was equal to the monthly average daily population of 258.65.

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

- Of 46 hearings conducted for 32 inmates, 8 inmates had more than one incident. 43 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 15 informational reports.

**4.3 Informational Highlights**

- On multiple days in May, Prison Staff attended firearms training and qualifications conducted by Chief Firearms Instructor LT. Josh Rogers.
- On May 15, 2025, Prison Staff attended Mental Health First Aid-part #3 conducted by Correctional Counselor Mikaela Brunozzi and Forensic Case Manager Barbie Osborn

- On May 22, 2025, Deputy Warden Barnes and Warden Shoemaker attended the CCAP Prison Risk Management Workshop in Hershey, PA.
- On May 30, 2025, Deputy Warden Ebner, PRC Manager Thompson and Warden Shoemaker met with Professor Craig Miller from Penn College to discuss continued collaboration between PRC and Penn College.

#### 4.4 Pre-Release Reports:

- Work Release males equaled 9 and females equaled 0.
- Work crew males equaled 29 and work crew females equaled 11.
- The monthly average for males at the Pre-Release Center equaled 38 and females equaled 11. The year-to-date average equaled 32 males and 7 females.
- Program Highlights:  
All staff attended Fire Drills, Emergency Procedures and Fire Extinguisher training on 5/22/25 led by RS II's Doug Ellsworth and Lane Gibson.

#### 4.5 Mental Health Snapshot taken on June 10, 2025:

- Of 273 total inmates in the prison system, 233 males and 40 females were categorized as follows.
- 96 males and 10 females made up Roster A, those who had no mental health history, which equated to 38.83% of the population.
- 53 males and 16 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 25.27% of the population.
- 73 males and 11 females made up Roster C, those who had current mental health issues, which equated to 30.77% of the population.
- 11 males and 3 females made up Roster D, those who were determined to have serious mental illness, which equated to 5.28% of the population.

- Psychotropic Medication at PRC: Of 31 male Work Crew inmates, 10 were on psychotropic medications. Of 5 male Work Release inmates, 2 were on psychotropic medications. Total medicated males at PRC equaled 33.33%.
- Of 17 female Work Crew inmates, 8 were on psychotropic medications. Of 0 female Work Release, 0 was on psychotropic medications. Total medicated females at PRC equaled 47.06%.
- Psychotropic Medication at LCP: Of 166 males overall, 79 (47.59%) were on psychotropic medications. Of 21 females overall, 7 (33.33%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: Overall, PRC averaged 37.73% medicated inmates. LCP averaged 45.99% medicated inmates. The total average percentage equaled 44.17% 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 108 participants, as of June 5, 2025, are categorized as follows.

- Male clients equaled 79 and female clients equaled 29.
- Phase two clients equaled 53, phase three clients equaled 25.
- Total Successfully discharged clients: 766.
- Total processed intakes, including those who returned to the program, equaled 2,198 participants. Overall individual intakes without return to program is 1,430.
- GPS/Alcohol monitoring serviced a total population of 31 clients categorized as follows: 13 clients with Alcohol Monitoring (TAD); 5 clients with GPS monitoring; 10 clients with Home Guard, and 3 clients with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,211.
- 130,866 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 22 clients for the month of May.

**4.7** Tyler Flood discussed the In-Prison Reentry Program, which had 46 current active participants and 2 pending intakes as of May 31, 2025. Since January 2025, the following statistics are recorded as follows:

- 13 intakes have been completed, 24 ORAS Assessment has been completed, 15 Transitional Action Plans (TAP) for participants were created for participants, and 50 sessions were completed.
- 35 total participants were released from incarceration and programming. Of those participants, 12 referrals/appointments were made and 161 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 68 total referrals were made to the program, of which 62 were referred by LCP and 6 were from PRC. Of all referrals, 12 refused to participate, 2 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
- 18 total referrals were made to the program in May.
- Total referrals categorized by the type of sentence are as follows: 5 from probation violations; 5 from max out cases; 40 from new cases; 13 from domestic matters; 5 from contempt matters; and 0 from treatment court and pretrial matters.
- Statistics for Re-Entry Services reported 102 average participants per day; 22 total intakes; 23 total discharges; 9 successful completions; and Electronic Monitoring averaged 119 total participants as follows: 34 adult, 61 Pre-Trial and 25 juvenile participants.

**5.0 Old Business:** Discussion regarding the Prison and Courts trying to increase PRC population.

**6.0 New Business:**

**6.1 Personnel Action:** Request was made to release Stephanie Starr from employment due to not returning to work after the first week. Motion made by Nicki Gottschall regarding the release of employment of Stephanie Starr. Motion was seconded by Marc Mussina. The vote carried.

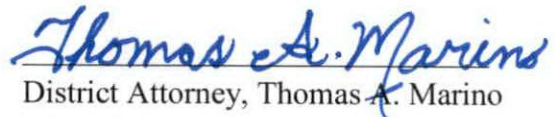
**7.0 Board Comment:** None

**8.0 Public Comment:** None

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

- 7/11/25: 8:30 a.m. @ Third Street Plaza (CB)
- 8/8/25: 8:30 a.m. @ Third Street Plaza (CB)
- 9/12/25: 8:30 a.m. @ Prison

**10.0 Adjournment of Prison Board Meeting:** With agenda items completed, the meeting closed at 8:50 a.m. by Commissioner Scott Metzger.

  
District Attorney, Thomas A. Marino  
*Prison Board Secretary*