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LYCOMING COUNTY PRISON BOARD  
MEETING MINUTES | PUBLIC MEETING  
Friday, September 12, 2025

**Voting Members Present:**

Commissioner Marc Sortman  
Commissioner Scott Metzger  
Commissioner Mark Mussina  
President Jude Nancy Butts

**Others Present:**

Warden; Ryan Barnes Deputy Warden of Inmate Services; Brian Bluth, Solicitor; Tyler Flood, In-Prison Re-Entry; Brad Shoemaker, Warden; Robert Thompson; Pre-Release Center Manager; Shannon Barnes, Director of Management of Operations; Steven Hartlee; Tony Cooper; and Lynelle Cromley Paralegal DA Office.

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

1.1 Meeting convened at 8:32 A.M.

1.2 Approval of Minutes: Marc Sortman motioned for approval of September 2025 meeting Minutes. Nancy Butts seconded the motion; the motion carried.

1.3 Public Comment (Agenda Items Only) – None

**2.0 Expenditure Report:**

2.1 Approval of Expenditure Report: Marc Sortman motioned for the approval of September 2025 Expenditure Report. Nancy Butts seconded the motion; the motion was carried.

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

**3.1** Nancy Butts seconded the motion; the motion carried

- Denise Gee, Work Crew Foreman
- Tom Tamberelli, Full-Time Resident Supervisor
- Lara Caffas, Full-Time Resident Supervisor
- Danielle Losinger, Full-Time Licensed Practical Nurse
- Marcus Tapper, Part-Time Correctional Officer-Relief

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

**4.1** Population:

- Males in blocks averaged 186.90; males in PRC averaged 37.94; the total average daily population of males equaled 224.84, with a peak of 234.00.
- Females in blocks averaged 28.94; females in PRC averaged 7.13, the total average daily population of females equaled 36.06, with a peak of 40.00.
- The combined average daily population of male/female population equaled 260.90, with a peak of 271.00.
- In-Home detention averaged 0.81 males and 2.10 females.
- With no overcrowding transfer population, the total average daily population was equal to the monthly average daily population of 260.90.

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

- Of 49 hearings conducted for 35 inmates, 12 inmates had more than one incident. 45 hearings resulted in guilty lock-ups; 2 hearings 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 August 7, 2025, Deputy Warden Ebner and PRC Manager Thompson met with members of Penn State to discuss an apprenticeship program at PRC.
- On August 13, 2025, Administrative Specialist Tammy Toner and Warden Shoemaker met with auditors from Baker Tilly Advisory Group to discuss processes and financial operations at the Prison and PRC.
- August 25, 2025, Deputy Warden Barnes and Warden Shoemaker conducted a tour of the prison for a Penn College Human Services and Restorative Justice Class.

#### **4.4 Pre-Release Reports:**

- Work Release males equaled 9 and females equaled 2.
- Work crew males equaled 29 and work crew females equaled 6.
- The monthly average for males at the Pre-Release Center equaled 38 and females equaled 8. The year-to-date average equaled 34 males and 8 females.
- Program Highlights:  
All staff participated in Taser Training on August 22, 2025 led by RSII Lane Gibson

#### **4.5 Mental Health Snapshot taken on August 10, 2025:**

- Of 294 total inmates in the prison system, 252 males and 42 females were categorized as follows.
- 112 males and 8 females made up Roster A, those who had no mental health history, which equated to 40.82% of the population.
- 61 males and 15 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 25.85 of the population.
- 72 males and 17 females made up Roster C, those who had current mental health issues, which equated to 30.27% of the population.
- 7 males and 2 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.06% of the population.

- **Psychotropic Medication at PRC:** Of 30 male Work Crew inmates, 7 were on psychotropic medications. Of 10 male Work Release inmates, 3 were on psychotropic medications. Total medicated males at PRC equaled 30.00%.
- Of 13 female Work Crew inmates, 5 were on psychotropic medications. Of 1 female Work Release, 1 was on psychotropic medications. Total medicated females at PRC equaled 42.86%.
- **Psychotropic Medication at LCP:** Of 186 males overall, 72 (38.71%) were on psychotropic medications. Of 25 females overall, 18 (72.00%) were on psychotropic medications.
- **Total Medicated Inmates within the Prison System:** Overall, PRC averaged 29.63% medicated inmates. LCP averaged 42.657% medicated inmates. The total average percentage equaled 40.00% medicated inmates in the prison system.

**4.6** Tyler Flood from Re-Entry, discussed the APO Reentry Program report prepared by Deputy Chief John Stahl. The total program population of 114 participants, as of September 1, 2025, are categorized as follows.

- Male clients equaled 77 and female clients equaled 37.
- Phase two clients equaled 38, phase three clients equaled 43.
- Total Successfully discharged clients: 789.
- Total processed intakes, including those who returned to the program, equaled 2,249 participants. Overall individual intakes without return to program is 1,462.
- GPS/Alcohol monitoring serviced a total population of 34 clients categorized as follows: 7 clients with Alcohol Monitoring (TAD); 10 clients with GPS monitoring; 7 clients with Home Guard; 1 client with SL3 Breathalyzers; and 8 clients with Veri Watch.
- Total clients electronically serviced to date equaled 2,258.
- 134,216 total days have been served on electronic monitoring services.

**4.7** Tyler Flood discussed the In-Prison Reentry Program, which had 47 current active participants and 0 pending intake as of August 31, 2025. Since January 2025, the following statistics are recorded as follows:

- 82 intakes have been completed, 47 ORAS Assessment has been completed, 82 Transitional Action Plans (TAP) for participants were created for participants, and 270 sessions were completed.
- 68 total participants were released from incarceration and programming. Of those participants, 24 referrals/appointments were made and 345 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 101 total referrals were made to the program, of which 94 were referred by LCP and 7 were from PRC. Of all referrals, 20 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 August.
- Total referrals categorized by the type of sentence are as follows: 6 from probation violations; 8 from max out cases; 63 from new cases; 19 from domestic matters; 5 from contempt matters; and 0 from treatment court and pretrial matters.
- Statistics for Re-Entry Services reported 106 average participants per day; 14 total intakes; 25 total discharges; 8 successful completions; and Electronic Monitoring averaged 118 total participants as follows: 26 adult, 67 Pre-Trial, 17 juvenile participants and 8 VeriWatch.

## **5.0 Old Business:**

**5.1** Discussion regarding the need to get maximum use of PRC building for areas that are not occupied.

## **6.0 Executive Session:**

**6.1** Session was held on a personnel matter from 9:00 a.m. to 9:14 a.m.

**7.0 New Business:**

**7.1** Marc Sortman made a motion to terminate the employment of Mindy Sutton seconded by Nancy Butts; motion carried.

**7.2** Nancy Butts made a motion to terminate employment for Adam Ganim seconded by Marc Sortman; motion carried.

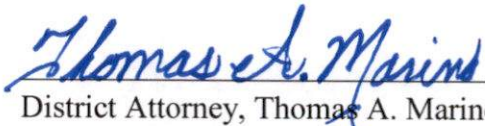
**8.0 Board Comment:** None

**9.0 Public Comment:** Tony Cooper discussed mail that he had sent.

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

- 11/14/25: 8:30 a.m. @ Third Street Plaza (CB)
- 11/14/25: 8:30 a.m. @ Third Street Plaza (CB)
- 12/12/25: 8:30 a.m. @ Prison

**10.0 Adjournment of Prison Board Meeting:** With agenda items completed, the meeting closed at 9:22 a.m. by Commissioner Scott Metzger.

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