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LYCOMING COUNTY PRISON BOARD  
MEETING MINUTES | PUBLIC MEETING  
Thursday, November 9, 2023

**Voting Members Present:**

Commissioner Tony Mussare, President  
Deputy Chief Eric Spiegel, Vice-President  
District Attorney Ryan Gardner, Secretary  
Commissioner Scott Metzger  
Commissioner Richard Mirabito  
Deputy Controller Nicki Gottschall

**Others Present:**

Warden Brad Shoemaker; Deputy Warden Ryan Barnes; Deputy Warden Chris Ebner; PRC Manager Rob Thompson; Re-entry Coordinator Nick Henning; Brian Bluth, Solicitor; Director Matt McDermott; and Jill Schriener, District Attorney Office.

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

Meeting conducted from the Executive Plaza, Commissioner's Board Room, with optional teleconference.

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

**1.2** Commissioner Mirabito motioned for the approval of October 2023 meeting minutes, seconded by Deputy Controller Gottschall. Motion approved.

**2.0 Public Comment (Agenda items only):**

None.

**3.0 Approval of Bills:**

**3.1** Commissioner Mirabito motioned for approval of the October 2023 bills for the Prison of the amount \$170,080.87 and for the Pre-Release Center of the amount \$41,674,79. Deputy Controller Gottschall seconded the motion. Motion approved.

#### **4.0 Approval of Personnel Actions:**

**4.1** Deputy Controller Gottschall motioned for the approval of personnel actions as follows, seconded by Commissioner Mirabito. Motion approved.

- Kayla Mull, Full-Time Correctional Officer - Relief
- Benjamin Saar, Full-Time Correctional Officer – Relief
- Christopher Schaffer, Full-Time Resident Supervisor

#### **5.0 Informational Highlights:**

**5.1** Warden Shoemaker reviewed the October 2023 Prison Population Reports as follows:

- Males in blocks averaged 161.74; males in PRC averaged 41.32; the total average daily population of males equaled 203.13, with a peak of 212.00.
- Females in blocks averaged 28.94, females in PRC averaged 13.10; the total average daily population of females equaled 42.03, with a peak of 51.0.
- The combined average daily population of male/female population equaled 245.13, with a peak of 259.00.
- In-Home detention averaged 8.0 males and zero females.

**5.2** Overcrowding transfers averaged zero males and zero females. Thus, the total average daily population with overcrowding transfers equaled 245.13.

**5.3** Prison Disciplinary Hearings conducted and chaired by Deputy Warden Barnes:

- Of 49 hearings conducted for 36 inmates, 8 inmates had more than one incident. 44 hearings resulted in guilty lock-ups; 5 hearings ended in guilty lock-up with time suspended; 0 inmates were found not guilty; and, staff generated 24 informational reports.

**5.4** Pre-Release Reports:

- Work Release males equaled 12 and females equaled 1.
- Work crew males equaled 30 and work crew females equaled 12,
- The monthly average for males at the Pre-Release Center equaled 42 and females equaled 13. The year-to-date average equaled 37 males and 11 females.
- Program highlights include the following:
  - On October 7, 2023, all staff participated in Fire Training and Stop the Bleed Training led by Sergeant J. DeFrancesco.

**5.5** Bail Release Program Population for October 2023:

- Of the average 137.68 clientele, Supervised Bail averaged 48.65 clients, Intensive Supervised Bail averaged 85.13 clients and, Supervised Release-DUS averaged 3.9 clients. Overall, the Bail/Release Program clients saved 4,115 bed days in the prison.

**5.6** Mental Health Snapshot taken on November 6, 2023:

- Of 265 total inmates in the prison system, 216 males and 49 females were categorized as follows:
  - 101 males and 7 females made up Roster A, those who had no mental health history, which equated to 40.76% of the population.
  - 57 males and 11 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 25.66% of the population.
  - 53 males and 26 females made up Roster C, those who had current mental health issues, which equated to 29.81% of the population.
  - 5 males and 5 females made up Roster D, those who were determined to have serious mental illness, which equated to 3.77% of the population.
- Psychotropic Medication at PRC: Of 28 male Work Crew inmates, 6 were on psychotropic medications. Of 14 male Work Release inmates, 3 were on psychotropic medications. Total medicated males at PRC equaled 21.43%. Of 15 female Work Crew inmates, 8 were on psychotropic medications. Zero female inmates were on Work Release.
- Psychotropic Medication at LCP: Of 147 males, 29 (19.73%) were on psychotropic medications. Of 27 females, 10 (37.04%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 29.82% and LCP averaged 22.42%, for a total average percentage of 24.24% medicated inmates in the prison system.

**5.7** Warden Shoemaker ended with the following Additional Informational Highlights:

- On October 1-4, 2023, Deputy Warden Barnes, Deputy Warden Ebner, and Warden Shoemaker attended the PA County Corrections Association Fall Conference in Harrisburg, Pa.
- On October 5, 2023, Prison staff attended Fire Safety Training conducted by Training Sgt. Joe DeFrancesco.

- On October 10, 2023, Deputy Warden Ebner met with Pa State Representative Jamie Flick to discuss Mental Health needs in the prison.
- On October 12, 2023, Prison and PRC Administration met with Cost Management Plus representative Charlene Brown. The Prison Inmate Medical Cost Containment (P.I.M.C.C) program report received for October 2023 indicated our healthcare savings for the period of March 2023 through September 2023 totaled \$249,982.39 for outpatient services and \$505,099.35 for inpatient services.
- On October 19, 2023, Warden Shoemaker participated in the P.I.M.C.C. Board of Directors meeting.
- On October 19, 2023, Prison staff attended CPR/AED/First Aid training conducted by Training Sgt. Joe DeFrancesco.

**6.0** Old Business: In-Prison Reentry Coordinator Nicholas Henning discussed the In-Prison reentry Program and APO Reentry program as follows.

- 6.1** The In-Prison Reentry Program had 40 current active participants and 1 pending intake as of October 31, 2023. Since January 2023, the following statistics are recorded as follows:
- 105 intakes have been completed, 41 LSI-R Assessments have been completed, 105 Transitional Action Plans (TAP) for participants were created for participants, and 260 sessions were completed.
  - 93 total participants were released from incarceration and programming. Of those participants, 46 referrals/appointments were made and 239 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
  - 131 total referrals were made to the program, of which 102 were referred by LCP and 26 were from PRC. Of all referrals, 4 refused to participate, 6 were released from incarceration before being seen by the coordinator, and 3 did not meet criteria.
  - 9 total referrals were made to the program in October.
  - Total referrals categorized by the type of sentence are as follows: 25 from probation violations; 18 from max out cases; 47 from new cases; 26 from domestic matters; 12 from a contempt matters; and 3 from treatment court.

- September statistics for Re-Entry Services reported 80 average participants per day; 16 total intakes; 6 total discharges; 2 successful completions of the discharges; and Electronic Monitoring averaged 35 total participants as follows: 19 adult and 16 juvenile participants.

**6.2** The APO Re-Entry Program had a total program population of 83 participants, as of November 2, 2023.

- Male clients equaled 63 and female clients equaled 20.
- 7 clients were referred from sentencing, 76 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 35, phase three clients equaled 17, and 637 clients were successfully discharged. Total processed intakes, including those who returned to the program, equaled 1,849 participants. Individual intakes without return to the program equaled 1,254.
- GPS/Alcohol monitoring Services had a total population of 19 clients categorized as follows: 4 clients with Alcohol Monitoring (TAD); 2 clients with GPS monitoring; 11 clients with Home Guard, and 2 clients with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,009.
- 116,050 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 16 clients for the month of October.

**6.3** Reentry Coordinator Henning announced the next Reentry Coalition meeting:

- The next meeting will be sometime in mid-January once all the Holidays are over. Once the date is determined, that and more information will be sent out to everyone.

**6.4** Board Discussion(s): The Board members discussed the following:

- In respect to Section 3, the Approval of Bills, Commissioner Mirabito inquired about the water bill consumption, which equaled \$12,509. Warden Shoemaker explained there is a significantly lower bill than seen before because of the new water savings equipment. Nevertheless, there is still a lot of usage and a high cost, but there is a significant difference.

**Upcoming Prison Board Meeting Time/Locations:**

12/08/23 @ Prison  
01/12/24 @ Executive Plaza (CB)  
02/09/24 @ Executive Plaza (CB)  
03/08/24 @ Prison  
04/12/24 @ Executive Plaza (CB)  
05/10/24 @ Executive Plaza (CB)

**7.0 New Business:**

7.1 Public Comment: None

**8.0 Adjournment of Prison Board Meeting:**

8.1 Agenda items completed; meeting closed at 8:44 AM.

*This meeting can be viewed in real time by following this link:*

<https://www.youtube.com/watch?v=Lkh8D3TaoTs>



District Attorney, Ryan C. Gardner  
Prison Board Secretary