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**LYCOMING COUNTY PRISON BOARD  
MEETING MINUTES | PUBLIC MEETING  
Friday, December 8, 2023**

**Voting Members Present:**

Commissioner Tony Mussare, President  
District Attorney Ryan Gardner, Secretary  
Commissioner Scott Metzger  
Commissioner Richard Mirabito  
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; Re-entry Coordinator Nick Henning; Austin White, Solicitor; Director Matt McDermott; Dave Sprout, Lewisburg Prison Project; and Jill Schriener.

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

Meeting conducted from the Lycoming County Prison, with optional teleconference.

**1.1** Meeting convened at 8:30 A.M.

**1.2** Commissioner Mirabito motioned for the approval of November 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 November 2023 bills from the Prison for the amount \$125,964.29 and from the Pre-Release Center for the amount \$23,558.15. 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 action(s) as follows, seconded by Commissioner Mirabito. Motion approved.

- Evan Young, Full-Time Correctional Officer - Relief

**5.0 Informational Highlights:**

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

- Males in blocks averaged 149.47; males in PRC averaged 36.40; the total average daily population of males equaled 185.87, with a peak of 197.00.
- Females in blocks averaged 26.57, females in PRC averaged 10.80; the total average daily population of females equaled 37.37, with a peak of 46.0.
- The combined average daily population of male/female population equaled 223.23, with a peak of 243.00.
- In-Home detention averaged 6.53 males and zero females.
- Overcrowding transfers averaged zero males and zero females. Thus, the total average daily population with overcrowding transfers equaled 223.23, which is the same as the combined daily population. This total is a decline from October, but not the lowest population of the year.

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

- Of 56 hearings conducted for 34 inmates, 7 inmates had more than one incident. 53 hearings resulted in guilty lock-ups; 2 hearings ended in guilty lock-up with time suspended; 1 inmate was found not guilty; and, staff generated 11 informational reports.

**5.3** Pre-Release Reports:

- Work Release males equaled 14 and females equaled 0.
- Work crew males equaled 23 and work crew females equaled 11,
- The monthly average for males at the Pre-Release Center equaled 37 and females equaled 11. The year-to-date average equaled 37 males and 11 females.
- Program highlights include the following:
  - On November 14, 2023, PRC Manager Robert Thompson gave Human Resources Director Melinda Fryer a tour of the Pre-Release Center.

**5.4 Bail Release Program Population for November 2023:**

- Of the average 133.53 clientele, Supervised Bail averaged 45.77 clients, Intensive Supervised Bail averaged 84.23 clients and, Supervised Release-DUS averaged 3.53 clients. Overall, the Bail/Release Program clients saved 4006 bed days in the prison.

**5.5 Mental Health Snapshot taken on December 5, 2023:**

- Of 245 total inmates in the prison system, 204 males and 41 females were categorized as follows:
  - 94 males and 4 females made up Roster A, those who had no mental health history, which equated to 40.00% of the population.
  - 56 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 27.35% of the population.
  - 48 males and 22 females made up Roster C, those who had current mental health issues, which equated to 28.57% of the population.
  - 6 males and 4 females made up Roster D, those who were determined to have serious mental illness, which equated to 4.08% of the population.
- Psychotropic Medication at PRC:
  - Of 19 male Work Crew inmates, 4 were on psychotropic medications. Of 15 male Work Release inmates, 4 were on psychotropic medications. Total medicated males at PRC equaled 23.53%.
  - Of 5 female Work Crew inmates, 3 were on psychotropic medications. Zero female inmates were on Work Release. Total medicated females at PRC equaled 60.0%.
- Psychotropic Medication at LCP: Of 146 males, 30 (20.55%) were on psychotropic medications. Of 30 females, 11 (36.67%) were on psychotropic medications.
- Total Medicated Inmates within the Prison System: PRC averaged 28.21% and LCP averaged 23.30%, for a total average percentage of 24.19% medicated inmates in the prison system.

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

- On November 2, 2023, Correctional Counselor Karey Snook received the 2023 YWCA Women of Excellence Award in Education at a ceremony held at the Community Arts Center.

Also, Karey was recognized at the November 16<sup>th</sup> Commissioner's Meeting. Warden Shoemaker explained everyone is extremely proud of Karey for her dedication to the facility.

- On November 13, 2023, Deputy Warden Ebner chaired the CJAB Mental Health Sub Committee Meeting.
- On November 13-17, 2023, Correctional Counselor Mikaela Brunozzi and Bail/Release Officers Caleb Blank and Edward Frame completed Crisis Intervention Team (CIT) training.
- On November 16, 2023, Prison Staff attended PREA/Ethics/Suicide Awareness training conducted by Training Sgt. Joe DeFrancesco.
- On November 20, 2023, Warden Shoemaker participated in a panel discussion regarding Jail Cost Management Strategies at the 2023 CCAP Newly Elected Officials Workshop and Fall Conference in Hersey, Pa.

**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 41 current active participants and 1 pending intake as of November 30, 2023. Since January 2023, the following statistics are recorded as follows:

- 114 intakes have been completed, 41 LSI-R Assessments have been completed, 114 Transitional Action Plans (TAP) for participants were created for participants, and 281 sessions were completed.
- 104 total participants were released from incarceration and programming. Of those participants, 51 referrals/appointments were made and 268 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 141 total referrals were made to the program, of which 112 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.
- 10 total referrals were made to the program in October.
- Total referrals categorized by the type of sentence are as follows: 26 from probation violations; 19 from max out cases; 52 from new cases; 27 from domestic matters; 14 from a contempt matters; and 3 from treatment court.

- November statistics for regular Re-Entry Services reported 86 average participants per day; 7 total intakes; 9 total discharges; 2 successful completions of the discharges; and Electronic Monitoring averaged 31 total participants as follows: 16 adult and 15 juvenile participants.

**6.2** The APO Re-Entry Program had a total program population of 86 participants, as of December 1, 2023.

- Male clients equaled 62 and female clients equaled 24.
- 7 clients were referred from sentencing, 80 were referred by APO, and zero clients were from pre-trial status.
- Phase two clients equaled 45, phase three clients equaled 21, and 639 clients were successfully discharged. Total processed intakes, including those who returned to the program, equaled 1,864 participants. Individual intakes without return to the program equaled 1,260.
- GPS/Alcohol monitoring Services had a total population of 16 clients categorized as follows: 4 clients with Alcohol Monitoring (TAD); 2 clients with GPS monitoring; 9 clients with Home Guard, and 1 client with SL3 Breathalyzers.
- Total clients electronically serviced to date equaled 2,015.
- 116,619 total days have been served on electronic monitoring services.
- Monthly total intake breakdown reports 7 clients for the month of November.

**6.3** Board Discussion(s):

- Warden Shoemaker addressed the board members in recognizing their public service, namely Commissioner Mirabito and Mussare for their 3 consecutive terms and DA Gardner for his term. The Warden explained how their support and service over the past years has been challenging and the prison is grateful for their dedicated work. President Judge Butts also extended appreciation to the Commissioner's because of their assistance in the overcrowding issue and various other issues at the prison that helps with reduction and recidivism. Commissioner Mussare expressed gratitude for this recognition and added how he has learned a lot in office, which has illuminated how much of a collaborative effort is required to get things done.

- In respect to Section 6.1, November Statistics, Commissioner Mirabito highlighted the number of juveniles on electronic monitoring, which is 15, however, likely a better number compared to those placed in a facility 10 years ago. President Judge Butts explained that 10 years ago the courts did not utilize E.M. for juveniles. Coordinator Henning added the juveniles have day reporting obligations to their case manager and everyone works collaboratively. President Judge Butts informed about the max out age for this population is 18, unless it is determined appropriate to maintain jurisdiction until the age of 21.
- Commissioner Mussare reflected on one of the toughest decisions he had to make during his term, which was the duty of choosing a warden. Commissioner Mirabito agreed and explained that this decision, like many others, are not publicly recognizable because they are not seen from outside of the building. The prison staff work around the clock and everyone's collaboration has been honorable to witness.
- Commissioner Mussare recognized President Judge Butts for her extraordinary ability to truly understand the community's social problems, find appropriate programming, and fight for people. Commissioner Mirabito added appreciation for President Judge Butts, for not closing the door on people after sentencing, and instead assisting in the establishment of solution-driven programming to help the future of our inmates. President Judge Butts expressed her gratitude toward the retiring commissioners.

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

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)  
06/14/24 @ Prison  
07/12/24 @ Executive Plaza (CB)

7.0 **Executive Session:** Prison Board meeting paused for an Executive session, at 8:43 A.M.

7.1 Meeting reconvened at 8:50 A.M.

8.0 **New Business**

8.1 After Executive Session, the Board Members voted on a personal matter. Commissioner Mirabito motioned to ratify the job abandonment by Bryant Wilson, a correctional officer. Deputy Controller Gottschall seconded the motion, and the motion carried unanimously.

8.2 Public Comment: None

9.0 **Adjournment of Prison Board Meeting:** Agenda items completed; meeting closed at 9:00 AM.



District Attorney, Ryan C. Gardner  
*Prison Board Secretary*