

## PRISON BOARD MEETING

April 22, 2019 10:00 AM  
Cumberland County Courthouse  
Carlisle, PA

**Present:** Commissioner Hertzler, Commissioner Eichelberger, Al Whitcomb, Controller; Skip Ebert, District Attorney; Travis Shenk, Warden; Mike Eickhoff – Deputy Warden - Security; Jennifer Hipp, Assistant Solicitor; Sandy Moyle, Chief Clerk; Florence Ford, Deputy Chief Clerk; Mike Clapsadl, Lynn Grew, Controllers Office.

**Call to Order:** Controller Whitcomb called the meeting to order.

**Public Comment:** Controller Whitcomb asked if there was any public comment. There was none.

**Approval of Minutes:** District Attorney Ebert made a motion to approve the Minutes of the March 18, 2019. Commissioner Hertzler seconded the motion and it unanimously carried.

**Commissary Report:** Commissioner Hertzler made a motion to accept the March 2019 Commissary Report. District Attorney Ebert seconded the motion and it unanimously carried.

**Prison Expenditures/Central Processing Expenditures:** Commissioner Eichelberger made a motion to accept the March 2019 Prison Expenditures. District Attorney Ebert seconded the motion and it unanimously carried.

**Warden's Report:** Warden Shenk presented the March report (see attached):

Population Report:

- Average daily Prison population for the month of March was 369 with 364 being in house.
- Current population is 355 with 346 being in-house.
- There are currently 281 males and 65 females.

Work Release Report:

- 31 inmates were enrolled in the Work Release Program.
- 8 inmates were removed from the Program for disciplinary reasons.

Trustee Report:

- 20 Inmates were enrolled in the Inmate Worker Program.
- 2 Inmates were enrolled in the Outmate Trusty Program.
- Work Crew Projects for March were the Electronics Recycling Center, Salvation Army, Mt. Holly Springs Borough, rabbittransit.

Earned Time Report:

- 12 inmates screened and placed, and 1 removed for non-compliance with their agreements. 10 releases.
- 420 bed days saved.

Treatment Plan Report:

- 126 inmates were screened and placed on treatment programs.

Inmate Education Report:

- 3 inmates received their GED in March.

Risk Assessment Report:

- There were 70 Risk Assessments completed in the month of March.

Extraordinary Occurrences Report:

- There were 4 extraordinary occurrence.
- 4 use of force with no injuries to inmates or staff.

Holdings for other Jurisdictions:

- They are currently holding 12 females and 2 male for Perry County, 2 males for the US Marshal Service, and 1 male for the Federal Bureau of Prisons.

**Other Business:** The County Auditors provided an update on auditing Prison financials for Work Release and Inmate Account for the period of January 1, 2018 through December 31, 2018. They did not find any issues with the disbursements. The only minor issue was that the bookkeeper was out on leave for a while so bookkeeping was behind and handling of cash. The Auditors suggested that staff use this as an opportunity to cross train for a backup. Refer to Mike Clapsadl if you have questions.

**Executive Session to Discuss Security and Personnel Issues:**

Commissioner Eichelberger made a motion to go into executive session at 10:25 a.m. Commissioner Hertzler seconded the motion and the motion unanimously carried.

The meeting reconvened at 10:29 a.m.

District Attorney Ebert made a motion to promote Craig Stouffer and Keegan Frawley to Sergeant's positions. Commissioner Eichelberger seconded the motion and it unanimously carried.

Commissioner Eichelberger made a motion to authorize advertising to fill a Corporal position. Commissioner Hertzler seconded the motion and the motion unanimously carried.

**Adjourn:** There being no further business to come before the Board the meeting adjourned.

The next Prison Board Meeting is scheduled for Monday, May 20, 2019 10:00 AM, in the Commissioners Hearing Room.

Respectfully submitted,

Jennifer Crum  
Administrative Specialist