

PRISON BOARD MEETING

January 13, 2020 10:00 AM
Cumberland County Courthouse
Carlisle, PA

Present: Commissioner Eichelberger, Commissioner Foschi, Commissioner DiFilippo; Al Whitcomb, Controller; Ron Anderson, Sheriff; Skip Ebert, District Attorney; Judge Jessica Brewbaker; Travis Shenk – Warden; Mike Eickhoff – Deputy Warden – Security; Tabitha Zarichansky, Prison; Jennifer Hipp, Assistant Solicitor; Stacy M. Snyder, Deputy Chief Clerk.

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

Reorganization of Officers: Assistant Solicitor Hipp asked for nominations for Chairman.

Chairman: Sheriff Anderson made a motion to nominate Al Whitcomb as Chairman. District Attorney Ebert seconded the motion and it unanimously carried.

Vice-Chairman: Controller Whitcomb asked for nominations for Vice-Chairman. District Attorney Ebert made a motion to nominate Ron Anderson as Vice-Chairman. Commissioner DiFilippo seconded the motion and it unanimously carried.

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

Approval of Minutes: Commissioner DiFilippo made a motion to approve the Minutes of December 16, 2019. Sheriff Anderson seconded the motion and it unanimously carried.

Commissary Report: Commissioner Eichelberger made a motion to accept the December 2019 Commissary Report. Commissioner Foschi seconded the motion and it unanimously carried.

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

Warden's Report: Warden Shenk, presented the December report (see attached):

Population Report:

- Average daily Prison population for the month of December was 338 with 329 being in house.
- Current population is 362 with 352 being in-house.
- There are currently 288 males and 64 females.

Work Release Report:

- 18 inmates were enrolled in the Work Release Program.
- 5 inmates were removed from the Program for disciplinary reasons.

Trustee Report:

- 16 Inmates were enrolled in the Inmate Worker Program.
- 2 Inmates were enrolled in the Outmate Trusty Program.

Work Crew Projects for December were the Electronics Recycling Center, Mt. Holly Springs Borough, Historical Society – Three Mile House, and South Middleton Twp.

Earned Time Report:

- 5 inmates screened and placed, and 0 removed for non-compliance with their agreements. 8 releases.
- 259 bed days saved.

Treatment Plan Report:

- 145 inmates were screened and placed on treatment programs.

Inmate Education Report:

- 0 inmates received their GED in December. Six are working on their GED for January.

Risk Assessment Report:

- There were 94 Risk Assessments completed in the month of December.

Extraordinary Occurrences Report:

- There were 13 extraordinary occurrences. 13 were uses of force with no injuries to staff.

Holdings for other Jurisdictions:

- They are currently holding 10 females and 1 male for Perry County, 3 males for the US Marshal Service, and 0 for the Federal Bureau Prisons.

Commissioner Foschi questioned the Treatment Plan report noting that drug and alcohol numbers are higher than the mental health numbers and is that the trend. Warden Shenk explained that is the normal trend; however, there are more mental health reported than there has been in the past.

Commissioner Foschi asked if Prisoners from the US Marshals are more violent from other institutions. Warden Shenk explained that it is basically more convenient for the inmate to be housed at our facility and then transported to Harrisburg for Federal Court.

District Attorney Ebert asked how the mandatory DNA testing is going. The amount of charges that they take DNA from is very expensive and they have limited personnel to conduct the testing. There are concerns of Judges not ordering testing because of the cost. Warden Shenk stated that they are able to handle it with the additional staff assistance. The results are then available for comparison to evidence for past and future crimes.

Sheriff Anderson made a motion to approve the Warden's Report. Commissioner Foschi seconded the motion and the motion carried.

Executive Session to Discuss Security and Personnel Issues:

Sheriff Anderson made a motion to go into executive session at 10:10 a.m. Commissioner Foschi seconded the motion and the motion unanimously carried.

The meeting reconvened at 10:40 a.m.

Commissioner Eichelberger made a motion to create a temporary Deputy Warden – Operations position and post the Deputy Warden's position. Commissioner Foschi seconded the motion and the motion carried.

Commissioner Foschi made a motion to upgrade the following positions: Administrative Assistant B21 to Administrative Specialist B23; Two (2) Administrative Clerks A12 to Administrative

Assistant B21 ; Financial Technician B21 to Financial Specialist B22. District Attorney Ebert seconded the motion and the motion carried.

Sheriff Anderson made a motion for Permission to hire four (4) Correctional Officers to fill the current vacancies. Commissioner Foschi seconded the motion and the motion carried.

Current Process:

Tabitha Zarichansky explained the current process of refunding the balance of the inmate debit cards

When an inmate leaves the facility, they are paid out to clear their account. During business hours funds are paid out to the inmate upon release. Depending on the balance, money is taken from petty cash (less than \$10.00) or a check is written. There is sometimes difficulty coordinating time with check signers, so they keep a small number of presigned checks. When the inmate leaves during non-business hours or if the inmate forgets to pick up their check during business hours, they are responsible to pick up the check during business hours if they live within fifteen miles, otherwise the check is mailed.

The Prison is required to hold inmate money for two years; they then escheat the money to the State once those two years are up. There is currently over \$10,000 in the account.

New Pay Cards: The balance would be added to a pay card which would make the Prison no longer financially responsible for the inmate's funds. The inmate would have five (5) different ways to get the money without a single fee. If the card is lost or stolen, the inmate is responsible to work with the company to resolve the issue. While there is a fee assessed after 100 days, the recipient can work with the company to waive the fee. It does not cost the Prison anything. A company would give Global Telelink (GTL) Prison permissions.

The company has additional options which could be used for Work Release program. They can emboss names on the cards which would make it easy to track items and transactions.

The inmates may not be able to call out on the toll free number from the prison to the credit card company, so the Solicitor suggested adding a clause to the contract with a special number for inmates to call the company and for work release.

Rapid Financial Services has sent an agreement to the Warden to review; he then forwarded to the Assistant Solicitor Jennifer Hipp to review. The Solicitor suggested that the service be advertised for bids.

District Attorney Ebert made a motion to authorize advertising for bids for an inmate credit card service. Sheriff Anderson seconded the motion and the motion carried.

Adjourn: There being no further business to come before the Board the meeting adjourned at 10:50 a.m.

The next Prison Board Meeting is scheduled for Tuesday, February 18, 2020 10:00 AM, in the Commissioners Hearing Room.

Respectfully submitted,

Jennifer Crum
Administrative Specialist