

## PRISON BOARD MEETING

August 17, 2020 10:00 AM  
Commissioners Hearing Room / Zoom  
Carlisle, PA

**Present:** Commissioner Eichelberger, Commissioner Foschi, Commissioner DiFilippo; Al Whitcomb, Controller; Skip Ebert, District Attorney; Judge Jessica Brewbaker; Travis Shenk – Warden; Mike Eickhoff – Deputy Warden – Security; Stacy M. Snyder, Deputy Chief Clerk; Michael Hope, Chief of Police, West Shore Regional Police Department.

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

**Public Comment:** Controller Whitcomb asked if there was any public comment. Chief Michael Hope, West Shore Regional Police, stated that he has been working with the Warden to have a good plan in place to reduce delays between pick-up and finger printing and photos at the Prison Booking Center.

**Approval of Minutes:** Commissioner DiFilippo made a motion to approve the Minutes of July 20, 2020. Commissioner Foschi seconded the motion and it unanimously carried.

**Commissary Report:** Commissioner Eichelberger made a motion to accept the July 2020 Commissary Report. Commissioner DiFilippo seconded the motion and it unanimously carried.

**Prison/Central Processing Expenditures:** Commissioner Eichelberger made a motion to approve the July 2020 Prison Expenditures. Commissioner DiFilippo seconded the motion and it unanimously carried.

**Warden's Report:** Warden Shenk presented the July report:

Population Report:

- Average daily Prison population for the month of July was 241 with 231 being in house.
- Current population is 272 with 263 being in-house.
- There are currently 226 males and 37 females.

Work Release Report:

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

Trustee Report:

- 18 Inmates were enrolled in the Inmate Worker Program.
  - 0 Inmates were enrolled in the Outmate Trusty Program.
- There were no Work Crew Projects for the month of July.

Earned Time Report:

- 8 inmates screened and placed, and 2 removed for non-compliance with their agreements. 5 releases.
- 184 bed days saved.

Treatment Plan Report:

- 3 inmates were screened and placed on treatment programs.

Inmate Education Report:

- 0 inmates received their GED in July; however, they are starting classes up again.

Risk Assessment Report:

- There were 19 Risk Assessments completed in the month of July.

Extraordinary Occurrences Report:

- There was 5 extraordinary occurrence.
- 0 was uses of force with no injuries to staff.

Holdings for other Jurisdictions:

- They are currently holding 8 females and 8 males for the US Marshal Service.

Commissioner Eichelberger made a motion to approve the Warden's Report. Commissioner DiFilippo seconded the motion and the motion carried.

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

District Attorney Ebert 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 10:17a.m.

Commissioner Foschi made a motion to hire Claudia Menchu, Carmelo Marquez, Peter Cho, and Natalie Greene as Correctional Officers, effective August 31, 2020. Commissioner DiFilippo seconded the motion and the motion carried.

District Attorney Ebert made a motion to promote Cristeen Bitner to Administrative Assistant, paygrade B-23. Commissioner Eichelberger seconded the motion and the motion carried.

**Adjourn:** There being no further business to come before the Board the meeting adjourned at 10:25 a.m.

The next Prison Board Meeting is scheduled for Monday, September 21, 2020 10:00 AM, in the Commissioners Hearing Room.

Respectfully submitted,

Jennifer Crum  
Administrative Specialist