



MINUTES

Cumberland County Prison Board Meeting

September 20, 2021 – 10:00 a.m.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: www.ccpa.net

Present: Commissioner Jean Foschi, Commissioner Vince DiFilippo, Al Whitcomb, Controller; Ron Anderson, Sheriff.

Present via Zoom: Commissioner Eichelberger.

Staff Present: Stacy Snyder, Chief Clerk; Tamie Hershey, Deputy Chief Clerk; Angela Smyser, Brigid O'Neill, Executive Assistants; Travis Shenk, Warden; Jennifer Hipp, Assistant Solicitor; Michael Eickhoff, Deputy Warden-Security; Rebekah Finkey, Deputy Warden-Treatment; Michelle Sibert, District Attorney's Office.

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

Public Comment: None.

Approval of Minutes: Commissioner DiFilippo made a motion to approve the minutes of August 16, 2021. Commissioner Foschi seconded the motion and it unanimously carried.

Commissary Report: Commissioner Foschi made a motion to accept the August 2021 Commissary Reports. Commissioner DiFilippo seconded the motion and it unanimously carried.

Prison Expenditures: Commissioner Foschi made a motion to accept the August 2021 Prison Expenditures. Commissioner DiFilippo seconded the motion and it unanimously carried.

Central Processing Expenditures: Commissioner Foschi made a motion to accept the August 2021 Central Processing Expenditures. Commissioner Eichelberger seconded the motion and it unanimously carried.

Warden's Report: Warden Shenk presented the August 2021 report:

Population Report:

- Average daily prison population for the month of August was 310 with 303 being in house.
- Current population is 336 with 327 being in-house.
- There are currently 276 males and 51 females.

Work Release Report:

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

Trusty Report:

- 32 inmates were enrolled in the Inmate Worker Program.

- 0 inmates were enrolled in the Outmate Trusty Program.
- There were 5 work crew projects for the month of August.

Earned Time Report:

- 17 inmates were screened and placed, 5 were removed for non-compliance with the agreement, and 10 were released.
- 371 bed days were saved.

Treatment Plan Report:

- 77 inmates were screened and placed on treatment programs.

Inmate Education Report:

- 0 inmates earned their GED in August.
- 1 inmate earned his high school diploma through ACT 30.

Risk Assessment Report:

- There were 30 Risk Assessments completed in the month of August.

Extraordinary Occurrences Report:

- There were 4 extraordinary occurrences with 0 uses of force with no injuries to inmates or staff.

Holding for other Jurisdictions:

- They are currently holding 1 male and 10 females for Perry County Prison, 3 males for the US Marshal Service, and 7 males for the Federal Bureau Prisons.

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

Discussion of Three Food Bids for Food Service Contracts: Warden Shenk explained that three bids were received for the Prison's Food Service Contract. He provided an overview of each bid and discussed the differences between them. Warden Shenk recommended accepting the bid from Aramark, which is the company that the current contract is with, and his recommendation was supported by Assistant Solicitor Jenn Hipp.

Sheriff Anderson made a motion to make a recommendation to the Board of Commissioners to approve the contract with Aramark, subject to findings from the discussions with the Labor Union. Commissioner Foschi seconded the motion and it unanimously carried.

CAT Bus Tickets: Warden Shenk explained there is a CAT Bus Stop at the Prison and discussed the possibility of providing inmates that are part of the Work Release program with short term, temporary bus passes to use until they can establish other methods of transportation. Michele Sibert expressed concerns regarding the County paying for these passes. Discussion ensued.

Rapid Financial Solutions – Debit Cards for Released Inmates: Warden Shenk explained this is a returning topic. He explained the company would handle the funds for inmates after they are released, and the debit cards would replace the checks that are currently used. He shared some other potential benefits of utilizing the services of this company. Discussion ensued.

Commissioner Foschi made a motion to recommend the Warden continue to explore this option, work with the Controller's office to make sure there are no audit or other compliance concerns, and have the

Solicitor's office to look into the need for the County to put out a program by way of RFP or if this would be excluded due to proprietary or other software technology this company can provide. Commissioner DiFilippo seconded the motion and it unanimously carried.

MOU With Huntingdon County – Update: Warden Shenk shared that the previously discussed MOU with Huntingdon County is on the agenda for approval at the Board of Commissioners' Meeting that will be held later today.

Executive Session to Discuss Security and Personnel Issues:

Commissioner DiFilippo made a motion to go into executive session at 10:32 a.m. Commissioner Foschi seconded the motion and it unanimously carried.

The meeting reconvened at 10:35 a.m.

Board Action on Personnel and Security Issues:

Sheriff Anderson made a motion to approve the hiring of Mayar Mohamed, Keith Hunter, and Sara Adams. Commissioner Eichelberger seconded the motion and it unanimously carried.

Covid Update: Warden Shenk shared they have 17 inmates and 1 staff member that have tested positive for Covid-19, and steps have been taken to contain the outbreak.

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

The next Prison Board Meeting is scheduled for Monday, October 18, 2021 at 10:00 a.m. in the Commissioners' Hearing Room.

Respectfully submitted,

Angela Smyser,
Executive Assistant