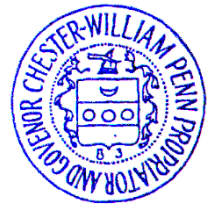




THE COUNTY OF CHESTER



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PRISON BOARD OF INSPECTORS MINUTES

January 24, 2024

1. CALL MEETING TO ORDER

The public meeting of the Chester County Prison Board of Inspectors was called to order at 2:00 PM on Wednesday, January 24, 2024, in the Commissioners' Board Room by Commissioner Josh Maxwell. Commissioner Marian Moskowitz, Commissioner Eric Roe, President Judge John Hall, Controller Margaret Reif, Sheriff Kevin Dykes, and District Attorney Chris de Barrena-Sarobe were also present.

CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Commissioner Maxwell asked Public Defender Nathan Schenker to lead the Pledge of Allegiance

PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Acting Warden Holland recognized Mental Health Coordinator Elaine Ziegler for her 15 years of service, CO Hirsh as Employee of the Month, and Sgt DiOrio as Supervisor of the Quarter.

ANNOUNCEMENTS

Commissioner Maxwell announced the Prison Board of Inspectors met in Executive Session on Thursday, December 14, 2023, to discuss personnel and legal matters.

4. MINUTES OF PREVIOUS MEETING

Commissioner Moskowitz made a motion to approve the Prison Board of Inspectors minutes from the meeting on December 14, 2023, and the minutes from the January 2, 2024, Organizational Meeting. President Judge Hall seconded the motion. All were in favor; motion carried to approve the minutes from the December 14, 2023, Prison Board of Inspectors Meeting and the January 2, 2024, Organizational Meeting.

MINUTES APPROVED

5. PUBLIC COMMENT ON AGENDA

Stephanie Hoopman of Pocopson Township addressed the Prison Board of Inspectors through Zoom to express gratitude to the Acting Warden Holland and Commissioner Maxwell for the security enhancement update they provided at the Pocopson Township Board of Supervisors Meeting. Ms. Hoopman also welcomed the new Prison Board of Inspectors members and urged the continued focus on safety and security enhancements at the prison.

PUBLIC COMMENT

6. ADOPTION OF AGENDA

Commissioner Moskowitz made a motion to adopt the agenda. District Attorney de Barrena-Sarobe seconded the motion. Motion carried to adopt the January 24, 2024, Prison Board of Inspectors Meeting agenda.

ADOPTION OF AGENDA

7. OLD BUSINESS

There were no items of old business.

OLD BUSINESS

8. NEW BUSINESS

NEW BUSINESS

a. MONTHLY REPORT

Monthly Report

Acting Warden Holland presented the monthly update on the Prison for December 2023, noting that the average daily inmate population was 681, as compared to 652 in the previous year. There were 316 commitments and 305 discharges during the month.

The Acting Warden noted that on December 31, 2023, there were 684 inmates held, and no juvenile offenders housed in the Prison during the month.

Central Booking had 1673 arrestees, 848 of which made bail, and 820 were committed in 2023. Acting Warden Holland noted that shift breakdown for the month of December 2023 was 47 individuals during the 12 – 8 shift, 49 individuals during the 8 – 4 shift, and 71 individuals during the 4 – 12 shift, for a total of 167 in December.

The Correctional Center for December had an average daily population of 23 residents, as compared to 24 this time last year. There were 12 Pre-Release Applicants accepted, 11 males and 1 female, bringing the year-to-date totals to 130 males and 18 females.

For Security, there were 4 transports to SCI in December for a total number of 15 inmates transported to SCI.

There were 46 medical transports, 16 of which were to the emergency room.

There was 1 Correctional Emergency Unit activation in December for non-complaint behavior.

There were 62 inmate disciplinary actions for major misconduct. There were 30 inmates housed on the Restricted Housing Unit.

There were 161 Video Conferencing Hearings in December with an approximate cost savings of \$16,100.

The Acting Warden reported the following medical updates:

- Inmates seen at sick call: 476
- Inmates on prescription or “over-the-counter” medications: 383 or 56%
- Inmates on psychotropic medications: 265 or 39%
- Inmates on suicide watch: 81 or 12%

The Acting Warden reported the following mental health updates:

- Seriously Mentally Ill Individuals: 71
- Inmates at Norristown State Hospital (N.S.H.): 18
- Inmates awaiting a bed at N.S.H.: 1

Additionally, Acting Warden Holland reported Institutional Programming included Anger Management, Depression/Anxiety Management, Drug and Alcohol, Dual Diagnosis, Exit, Enter, Employ (E3), Stable Pathways, Thinking for a Change, and Wings for Success continues as scheduled at the Prison with 89 participants currently.

Acting Warden Holland reported that in the month of December 2023 a total of \$6,470.92 was collected for inmate booking fees and a total of \$1,558.17 was collected for inmate financial responsibilities.

Lastly, it was reported that the Prison has 3 staff members currently in training at the Basic Training Academy, with 4 slated to begin on February 5, 2024. 47 officers participated in additional training including Weapons Qualifications, Correctional Emergency Unit, Uniform Policy, OMS & Report Writing, Center for Police Leadership Ethics, and Street Gang Intelligence.

b. PRISON SECURITY IMPROVEMENT UPDATES

**Prison Security
Improvement Updates**

Acting Warden Holland reported that new prison uniforms will be implemented. Initially, there were issues with stenciling the uniforms. New stenciling and heat press have been ordered and new uniforms will be rolled out two to three weeks after the new equipment arrives.

Acting Warden Holland reported continued discussions with vendors for a K9 program. Additionally, an interior security survey was performed to look for areas where additional security measures would be beneficial. Acting Warden Holland reported the prison is assessing the building space, and considering block reconfiguration, to ensure that space is being used efficiently and conducive to movement.

Acting Warden Holland reported the attrition level is unchanged and 47 – 50 vacancies remain, with an average of 5 new hires each month.

Commissioner Maxwell requested George Martynick, Interim Director of Facilities, provide an update on the enclosure of the prison yards. Interim Director Martynick reported the project remains in the procurement process and a contract to make interim changes to 4 of the yards should appear on the next Commissioners' Meeting agenda and completed by mid-April 2024.

c. HUMAN RESOURCES MATTERS

**Human Resources Matters
approved**

Controller Reif made a motion to approve transfers and ends of employment. Commissioner Moskowitz seconded the motion. Motion carried to approve transfers and ends of employment.

d. CONTRACTS

Contracts approved

Commissioner Roe made a motion to approve the Contracts Agenda. District Attorney de Barrena-Sarobe seconded the motion. Motion carried to approve the Contracts Agenda.

e. VOUCHERS AS SUBMITTED BY CONTROLLER

Vouchers approved

Commissioner Moskowitz made a motion to approve the Vouchers as Submitted by Controller. Commissioner Roe seconded the motion. Motion carried to approve the Vouchers as Submitted by Controller.

9. PUBLIC COMMENT

PUBLIC COMMENT

There was no public comment.

10. ADJOURNMENT

ADJOURNMENT

Commissioner Maxwell acknowledged the presence of Elaine DiMonte, Chairwoman of the Pocopson Township Board of Supervisors.

Controller Reif made a motion to adjourn, which was seconded by President Judge Hall. Motion carried to adjourn the meeting. Meeting adjourned at 2:31 PM.