



THE COUNTY OF CHESTER



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PRISON BOARD OF INSPECTORS MINUTES

January 22, 2025

1. CALL MEETING TO ORDER

The public meeting of the Chester County Prison Board of Inspectors was called to order at 2:03 PM on Wednesday, January 22, 2025, in the Chester County Commissioners' Board Room by Commissioner Josh Maxwell. Commissioner Marian Moskowitz, Commissioner Eric Roe, President Judge Ann Marie Wheatcraft, 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 Nathan Shenker, Chief Public Defender, to lead the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Warden Holland recognized CO Mattis as December's Employee of the Month, Cpl. Ford was recognized as Supervisor of the Quarter, and Capt. Boettlin was recognized for 28 years of service.

ANNOUNCEMENTS

Commissioner Maxwell announced the Prison Board of Inspectors met in Executive Session on Wednesday, December 18, 2024, 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 Wednesday, December 18, 2024. Commissioner Roe seconded the motion. All were in favor; motion carried to approve the minutes from the Wednesday, December 18, 2024, Prison Board of Inspectors Meeting.

MINUTES APPROVED

5. PUBLIC COMMENT ON AGENDA

There was no public comment on agenda items.

PUBLIC COMMENT

6. ADOPTION OF AGENDA

District Attorney de Barrena-Sarobe made a motion to adopt the agenda. Sheriff Dykes seconded the motion. Motion carried to adopt the Wednesday, January 22, 2025, Prison Board of Inspectors Meeting agenda.

ADOPTION OF AGENDA

7. CONFIRMATION OF 2025 PRISON BOARD OF INSPECTORS MEETING SCHEDULE ADVERTISED

President Judge Wheatcraft made a motion to adopt the Prison Board of Inspectors 2025 Meeting Schedule as advertised. Controller Reif seconded the motion. Motion carried to adopt the Prison Board of Inspectors 2025 Meeting Schedule as advertised

CONFIRMATION OF 2025 PRISON BOARD ~~OF~~ INSPECTORS MEETING SCHEDULE ADVERTISED

8. OLD BUSINESS

There were no items of old business.

OLD BUSINESS

9. NEW BUSINESS

NEW BUSINESS

a. MONTHLY REPORT

Monthly Report

Warden Holland presented the monthly update on the Prison for December 2024, noting the average daily inmate population was 673, as compared to 681 in the previous year.

The Warden noted that on December 31, 2024, there were 669 inmates held, and no juvenile offenders housed in the Prison.

Central Booking had 156 arrestees in December. Central Booking had a year-to-date total of 1740 arrestees from 48 different agencies, of which 842 made bail, and 898 were committed.

The Correctional Center for December 2024 had an average daily population of 31 residents, the average at this time last year was 23.

For Security, there were 2 transports to a State Correctional Institute (SCI) in December for a total of 15 inmates transported to SCI. 25 inmates were held pending transfer to SCI, and 9 inmates were held for criminal action/return to SCI.

There were 53 medical transports, 17 of which were to the emergency room.

There were 0 Correctional Emergency Unit activations in December.

There were 63 inmate disciplinary actions for major misconduct. There were 43 inmates housed on the Restricted Housing Unit.

There were 160 Video Conferencing Hearings in November with an approximate cost savings of \$16,000.

The Warden reported the following medical updates:

Inmates seen at sick call: 561

Inmates on prescription or "over-the-counter" medications: 65%

Inmates on psychotropic medications: 44%

Inmates on suicide watch: 9%

The Warden reported the following mental health updates:

Serious Mentally Ill Inmates: 68

Inmates at Norristown State Hospital (NSH): 15

Inmates awaiting a bed at NSH: 2

Court Orders received in November for commitment to NSH: 4

Monthly Report (cont.)

Additionally, Warden Holland reported Institutional Programming included Alcohol Anonymous, Anger Management, Community Volunteers in Medicine, Crime Victims, Drug and Alcohol, Exit, Enter, Employ (E3), GED, One Page at a Time, Oral Hygiene, OSHA Electrical Safety, Question, Persuade, Refer (QPR), QPR Review, Stable Pathways, Thinking for a Change, and Understanding and Rebuilding Credit with 186 participants.

Warden Holland reported that in the month of December 2024 a total of \$6,014.11 was collected for inmate booking fees and a total of \$1,308.27 was collected for inmate financial responsibilities.

Lastly, it was reported that the Prison had no officers complete the Basic Training Academy in the month December, 11 officers are in the Academy, and 9 no longer work at the Prison. 67 officers participated in additional training including Weapons Qualifications, P.R.E.A. Training, Non-Security P.R.E.A Training, Non-Security Key Control/Radio Communications, Clandestine Lab Awareness, Conversation Management Interview Skills, OC Recertification, and FBI – LEEDA – Law Enforcement Executive Development.

b. PRISON SECURITY IMPROVEMENT UPDATES

Warden Holland reported Chester County Prison has 209 staff out of 299 positions. The prison is in the promotional process to fill vacant corporal ranks and then look at other staffing needs. Additional staff have been assigned to review incoming applications for Correctional Officers which decreases the total hiring process time, and two recruiting firms have been hired to assist in finding qualified applicants.

Prison Security Improvement Updates

Security updates continue with the installation of tablets in the perimeter vehicles, that can access all camera views and will ultimately allow alerts from the Perimeter Intrusion Detection (PID) system. Warden Holland reported the Prison is acquiring an FCC license to get a frequency for the PID system to operate.

Warden Holland reported the roof project, the HVAC project, and other current projects will be completed by May 2025.

c. HUMAN RESOURCES MATTERS

Commissioner Moskowitz made a motion to approve hires and rehires. Commissioner Roe seconded the motion. Motion carried to approve hires and rehires.

Human Resources Matters approved

District Attorney de Barrena-Sarobe made a motion to approve transfers. Sheriff Dykes seconded the motion. Motion carried to approve transfers.

President Judge Wheatcraft made a motion to approve ends of employment. Controller Reif seconded the motion. Motion carried to approve ends of employment.

Commissioner Moskowitz made a motion to approve retirements. Commissioner Roe seconded the motion. Motion carried to approve retirements.

Contracts approved

d. CONTRACTS

District Attorney de Barrena-Sarobe made a motion to approve contracts. Sheriff Dykes seconded the motion. Motion carried to approve the contracts.

e. VOUCHERS AS SUBMITTED BY CONTROLLER

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.

Vouchers approved

10. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

11. ADJOURNMENT

District Attorney de Barrena-Sarobe made a motion to adjourn, which was seconded by Sheriff Dykes. Motion carried to adjourn the meeting. Meeting adjourned at 2:25 PM.

ADJOURNMENT