



COMMISSIONERS

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PRISON BOARD OF INSPECTORS MINUTES

December 17, 2025

1. CALL MEETING TO ORDER

The public meeting of the Chester County Prison Board of Inspectors was called to order at 2:01 PM on Wednesday, December 17, 2025, at the Chester County Prison by District Attorney Chris de Barrena-Sarobe. Commissioner Marian Moskowitz, Commissioner Eric Roe, President Judge Anne Marie Wheatcraft, Controller Margaret Reif, and Sheriff Kevin Dykes were also present.

CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

District Attorney de Barrena-Sarobe asked Commissioner Roe to lead the pledge.

PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

Deputy Warden Sheller recognized CO S. Jones for 10 years of service, LT Kelly for 26 years of service, both Cpl Francis and Counselor Lennon for 33 years of service, Counselor Shelton for 35 years of service, and Maintenance Supervisor Yamini for 39 years of service. November's Employee of the Month was CO Nash.

ANNOUNCEMENTS

District Attorney de Barrena-Sarobe announced that the Prison Board of Inspectors met in Executive Session on Wednesday, November 19, 2025, to discuss personnel and legal matters.

4. MINUTES OF PREVIOUS MEETING

President Judge Wheatcraft made a motion to approve the Prison Board of Inspectors minutes from the meeting on Wednesday, November 19, 2025. Commissioner Row seconded the motion. All were in favor; motion carried to approve the minutes from the Wednesday, November 19, 2025, 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

ADOPTION OF AGENDA

Controller Reif made a motion to adopt the agenda. President Judge Wheatcraft seconded the motion. Motion carried to adopt the Wednesday, December 17, 2025, Prison Board of Inspectors Meeting agenda.

7. OLD BUSINESS

OLD BUSINESS

a. Inmate Financial Responsibility Policy

Commissioner Roe made a motion to approve the Inmate Financial Responsibility Policy as amended. President Judge Wheatcraft seconded the motion. Motion carried to adopt the Inmate Financial Responsibility Policy as amended.

8. NEW BUSINESS

NEW BUSINESS

a. MONTHLY REPORT

Monthly Report

Deputy Warden Sheller presented the monthly update on the Prison for November 2025, noting the average daily inmate population was 713, as compared to 713 in the previous year.

Deputy Warden Sheller noted that on November 30, 2025, there were 715 inmates held, and no juvenile offenders housed in the Prison.

Central Booking had a year-to-date total of 1,612 arrestees, of which 778 made bail and 828 were committed, there were 168 arrestees in November, representing 47 different agencies.

The Correctional Center for November 2025 had an average daily population of 40 residents, the average at this time last year was 32.

For Security, there were 2 transports to a State Correctional Institute (SCI) in November, and 12 inmates transported to SCI. 26 inmates were held pending transfer to SCI, and 7 inmates were held for criminal action/return to SCI.

There were 49 medical transports, 13 of which were to the emergency room.

There were 2 Correctional Emergency Unit activations in November, both for non-compliant behavior.

There were 106 inmate disciplinary actions for major misconduct. There were 29 inmates housed in the Restricted Housing Unit.

There were 134 Video Conferencing Hearings in November with approximate cost savings of \$13,400.

Monthly Report (cont.)

The Deputy Warden reported the following medical updates:

Inmates seen at sick call: 595

Inmates on prescription or “over-the-counter” medications: 57%

Inmates on psychotropic medications: 50%

Inmates on suicide watch: 10%

The Deputy Warden reported the following mental health updates:

Serious Mentally Ill Inmates: 93

Inmates at Norristown State Hospital (NSH): 16

Inmates awaiting a bed at NSH: 2

Court Orders received in November for commitment to NSH: 7

Additionally, Deputy Warden Sheller reported Institutional Programming included Alcoholics Anonymous, Anger Management, Art Therapy, Crime Victims, Community Volunteers in Medicine, Digital Literacy Programs, Drug and Alcohol, Entrepreneur Workshop, Exit, Enter, Employ (E3), GED, Mac 609, Narcotics Anonymous, One Page at a Time, Oral Hygiene, Question, Persuade, Refer (QRP), Stable Pathways, Thinking for a Change, Understanding and Rebuilding Credit, and West Chester Food Cupboard with 309 participants.

Deputy Warden Sheller reported that in the month of November 2025 a total of \$7,310.96 was collected for inmate booking fees and a total of \$2,075.85 was collected for inmate financial responsibilities.

Lastly, it was reported that the Prison had no officers complete the Basic Training Academy in the month of November. Deputy Warden Sheller also reported that 6 employees started on November 17, 2025, and 4 officers are scheduled to start on January 5, 2026. As of December 17, 2025, the Prison has had a net decrease of 2 employees since the Prison Board Meeting held on November 19, 2025.

127 officers participated in additional training including Weapons Qualifications, Honor Guard, C.E.R.T. (Pepperball/Blast), Computer Forensics – Navigating Cellebrite, Call Procedures, Basic Crime Scene Investigators, Resiliency & Leadership (Paul Butler), Care Under Fire, Basic K-9 Handler Course, Narcotics Identification, Fire Emergency Response Team, and Observation Log.

b. PRISON SECURITY IMPROVEMENT UPDATES

Deputy Warden Sheller reported that the yard enclosure project is in process, and the roof project is currently on temporary hold.

Prison Security Improvement Updates

c. CHESTER COUNTY RESTRICTIVE PUNISHMENT PLAN

Controller Reif made a motion to approve the Restrictive Punishment Plan as amended. Commissioner Roe seconded the motion. Motion carried to adopt the Restrictive Punishment Plan as amended.

Chester County Restrictive Punishment Plan approved

d. HUMAN RESOURCES MATTERS

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

Human Resources Matters approved

e. CONTRACTS

Commissioner Roe made a motion to approve contracts. Controller Reif seconded the motion. Motion carried to approve the Contracts.

Contracts approved

f. GRANTS

Controller Reif made a motion to approve grants. Commissioner Roe seconded the motion. Motion carried to approve the Grants.

Grants approved

g. VOUCHERS AS SUBMITTED BY CONTROLLER

President Judge Wheatcraft 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

9. PUBLIC COMMENT

There was no public comment.

PUBLIC COMMENT

10. ADJOURNMENT

Controller Reif made a motion to adjourn, which was seconded by Commissioner Roe. Motion carried to adjourn the meeting. Meeting adjourned at 2:15 PM.

ADJOURNMENT