

# YORK COUNTY PRISON BOARD OF INSPECTORS MINUTES

February 9, 2022

The York County Prison Board of Inspectors met this day February 9, 2022 at the York County Administrative Center, 3<sup>rd</sup> Floor Conference Room, 28 E. Market Street, York, PA 17401.

Commissioner Hoke called the meeting to order at 9:00 a.m.

Present: Commissioner Doug Hoke; Commissioner Ron Smith; President Commissioner Julie Wheeler; President Judge Maria Musti-Cook; Sheriff Richard Keuerleber; Deputy Controller Tyler Chronister; Administrator Mark Derr; Warden Adam Ogle; Deputy Warden of Security Services Michael Cuti; Prison Facilities Manager William Wagner; Assistant Solicitor Don Reihart; First Assistant Public Defender Clasina Houtman; Chief Steve Diehl; Lieutenant Shawn Malehorn; County Engineer John Klinedinst and Administrative Assistant Lisa Wendt.

Via telephone: Deputy Warden of Centralized Services Val Conway.

## **Approval of Minutes:**

Motion was made by Commissioner Smith, seconded by Sheriff Keuerleber and unanimously carried to approve the minutes from the January 12, 2022, meeting as submitted.

## **Warden's Report:**

Warden Ogle reviewed the Warden's report for January 2022. The average daily population was 926.4. Average meal cost was \$2.82. The Prison is continuing to experience increased costs for goods. They are expecting rebates that will be reflected in future months meal costs.

The overtime comparison chart was discussed, noting that overtime in January 2022 was reduced compared to January 2021 by 6,552.80 hours. One class of cadets will finish next week, and a new class is to start at the end of March which will increase staffing levels.

Warden Ogle discussed the use of a Memorandum of Understanding (MOU) at the Prison. The Board reviewed a draft policy for the use of MOU's at the Prison.

Warden Ogle provided an update regarding the comparison of Westlaw and Lexis Nexis capabilities. Information Services (IS) is reviewing the service and he has received quotes from both vendors and will report back to the Board after IS has completed its review.

## **Motions:**

Motion was made by Sheriff Keuerleber, seconded by Commissioner Smith and unanimously carried to approve the Memorandum of Understanding Policy.

Motion was made by Commissioner Smith, seconded by Judge Musti-Cook and unanimously carried to approve a Memorandum of Understanding between York and Berks County Prisons regarding the housing of inmates.

Motion was made by Deputy Controller Chronister, seconded by Sheriff Keuerleber, and unanimously carried to approve the renewal of the ESCO Video Surveillance maintenance agreement at the cost of \$15,264.00, paid from the contracted services account.

Motion was made by Commissioner Smith, seconded by Deputy Controller Chronister, and unanimously carried to approve the ESCO Ocularis Enterprise Camera license agreement at the cost of \$18,796.00, paid from the contracted services account.

Motion was made by Sheriff Keuerleber, seconded by Commissioner Smith, and unanimously carried to approve the removal and replacement of a defective expansion tank at the cost of \$16,618.00, paid from the maintenance and repairs account.

Motion was made by Deputy Controller Chronister, seconded by Commissioner Smith, and unanimously carried to ratify payment of expenses for the previous month as detailed in the Warden's report.

Motion was made by Sheriff Keuerleber, seconded by Deputy Controller Chronister, and unanimously carried to affirm York County Salary Board action as it related to York County Prison personnel for the previous month.

### **Committee Reports:**

Deputy Warden of Security Services Michael Cuti reported that the Security Review committee met and reviewed expectations and assigned zones to new members.

Warden Ogle reported that the new Office Administrator, Sharon Shrader, is interested in creating a Staff Recognition Committee. He believes this would be beneficial for the staff at the Prison.

Commissioner Hoke reported that the Space Utilization Committee will meet today to discuss the options for the use of the remaining space.

### **Old Business:**

Commissioner Hoke gave a brief history of the feasibility study previously conducted to possibly move Central Booking to the Prison. County Engineer Klinedinst discussed some details of the study with the Board. He stated that the project, when initially proposed, was estimated to be a \$3.3-million-dollar project. With construction prices continuing to rise, the cost estimate may increase. He estimated that if the project were to begin in February 2022, the completion date could be November 2023.

Sheriff Keuerleber discussed the benefits having Central Booking at the Prison, noting that he attended a Police Chief's meeting, where most were in favor of the plan.

Commissioner Wheeler said, in general, the police chiefs were in favor of the plan. She shared three concerns that were raised by the police chiefs. Travel time to transport to the prison, rules for intakes at the prison and logistics with entry and exit from the prison.

Sheriff Keuerleber responded to Commissioner Wheeler's questions, stating that travel time would not be an issue. The Prison is easily accessible from Route 83 from the State Police Barracks and from Route 30 for all other municipalities. The Central Booking would be a separate entity at the Prison with its own intake area. County Engineer Klinedinst confirmed that the feasibility study includes a separate entrance and exit from the Prison, therefore, there would not be issues with logistics.

There was discussion about medical checkups for Central Booking being done at the Prison by Primecare. Commissioner Wheeler asked how this would affect the Primecare contract. Warden Ogle said there should be no additional cost to the County. Commissioner Wheeler requested we add an addendum to the contract.

*Motion was made by Commissioner Smith, seconded by Sheriff Keuerleber, and unanimously carried to recommend the relocation of Central Booking from the Judicial Center to the York County Prison.*

Commissioner Hoke requested an update on the use of incentive kits given to inmates who voluntarily receive the Covid-19 vaccine. Deputy Warden of Security Services Cuti said they have been very successful and vaccination rates have nearly doubled.

Commissioner Hoke requested an update on the staff's response to Judge Musti-Cook's inquiry about requests to work from home as part of the Work Release Program. Warden Ogle said it is under consideration. He will provide an update at the March Board meeting.

**New Business:**

Commissioner Hoke reported that the Prison had received an inspection report from the State Department of Corrections. The York County Prison was found to be in full compliance.

Commissioner Hoke shared a letter he received from a prior female inmate. She wrote to thank the staff at the Prison for their professionalism during her stay.

**Executive Session:**

Commissioner Wheeler requested an executive session, concerning contract negotiations and legal matters.

**Period of Public Comment:** There were no public comments.

**Adjournment:**

There being no further business to come before the Prison Board at this time, Sheriff Keuerleber made a motion, seconded by Deputy Controller Chronister, and unanimously carried to adjourn the meeting at 9:55 a.m.

Respectfully submitted,



Mark E. Derr  
Administrator/ Chief Clerk