

# **BERKS COUNTY PRISON BOARD MINUTES**

## **OCTOBER 28, 2020**

The Berks County Prison Board met in a regular session on Wednesday, October 28, 2020 at 9:00 A.M. in a Microsoft Teams Meeting.

### **CALL TO ORDER:**

District Attorney John Adams called the meeting to order at 9:00 A.M.

The following members were in attendance:

- District Attorney John Adams
- Commissioner Kevin Barnhardt
- Commissioner Christian Leinbach
- Commissioner Michael Rivera
- Controller Sandra Graffius

The following County staff also attended:

- Human Resources Director Jessica Weaknecht
- Solicitor Christine Sadler
- Assistant Solicitor Cody Kauffman
- Deputy CAO/Director of Economic Development Pam Shupp
- Warden Janine L. Quigley, CJM
- Chief Deputy Warden Jeffrey Smith
- Deputy Warden Stephanie Smith
- Deputy Warden Michael Buono
- Facilities Manager Dorn Reppert
- Senior HR Generalist Kelly Stumpf
- Executive Assistant Jessica Blausen
- Executive Assistant Mary Buerer
- Executive Assistant Barbara Lopez
- Deputy Chief Information Officer Charles Brantman
- Enterprise Manager Timothy Smith
- Business Process Analyst Malcolm Townes
- Public Relations Officer Stephanie Weaver
- Implementation Specialist Lori Schneider
- Application Specialist and Trainer Heather Berger
- Administrative Assistant Traci Rhoads
- Office Support IV Angela Frantz

### **APPROVAL OF MINUTES**

A motion was made by Commissioner Barnhardt, seconded by Sandy Graffius to approve the September 30, 2020 meeting minutes as presented. Motion carried.

**PUBLIC COMMENT**

None.

**JAIL SENIOR STAFF REPORTS**

**INMATE POPULATION:** Warden Janine Quigley stated the inmate population was 837. Of the population reported, 757 were male and 80 were female. Four of the inmates were juveniles being held in Chester County.

Due to some population management issues in Chester County, Warden Quigley reached out to Lehigh County about holding our juveniles should an alternate location become necessary. Lehigh County indicated they have the capacity to hold our juveniles and could agree to do so at the same rate as Chester County. Warden Quigley planned to work with Lehigh County on an agreement to present to the Board of Commissioners.

Warden Quigley updated the Board on Judge Parisi's October 26<sup>th</sup> order to suspend, not eliminate, all weekender sentences until the middle of January 2021. This is extremely helpful in managing these new commitments and we were grateful for his help.

Warden Quigley announced that, while there was a backlog in transferring inmates to the Department of Corrections, about one dozen inmates recently transferred to state facilities. Three dates were scheduled in the next two months to transfer more inmates to state facilities to serve their sentence.

Warden Quigley reminded the Board that about 15 administrative and Senior Staff members were moved to temporary offices January of this year. She stated how the onset of the pandemic shortly after the move left the Board of Commissioners with a necessary and swift refocus of priorities. Based on the uncertainty of a decision to move forward with a new facility and/or renovations to the 1930s section of the jail and the distance the offices are from the secure perimeter of the jail, Warden Quigley asked for the Prison Board's support in asking the Board of Commissioners to allocate funds to place modular office units on site at the jail. Warden Quigley indicated that being closer would reestablish accessibility between staff and Administration and it would be more efficient for processing of timely matters since it takes a considerable amount of time for movement of people and documents between the two areas. Warden Quigley advised the Board that the jail has obtained two quotes, though one needs clarification, and that County Facilities is working on obtaining a third quote. Commissioner Leinbach made a motion for the county, through the leadership of Matt Salkowski, to work with the jail to secure pricing on modular units to submit to the Commissioners for final approval. Seconded by Sandy Graffius. Motion carried.

**STAFFING:** Chief Deputy Warden Jeffrey Smith updated the Board on the status of staffing: there were 12 correctional officer vacancies; 11 custodial and 1 maintenance. There were 9 cadets currently in the academy who are scheduled to graduate on January 12, 2021. The next correctional officer testing was tentatively scheduled for December 16, 2020.

**FACILITIES & MAINTENANCE PROJECTS:** Deputy Warden Mike Buono updated the Board on maintenance projects and proposed projects:

- A/B Visitation: Glazing between visitors completed on October 17th, still waiting on hardware delivery to complete the project.
- Delta Unit Painting and Steam Pipe Removal: Steam pipe removed, painters currently prepping area. Some painting began this week.
- O-Unit Recreation Yard: Decking platform 90% complete, remaining materials received this week and the project should be completed soon.
- Offices, Video Visitation, and Live Scan Room Construction: Materials were delivered yesterday, permit was picked up from the township, and the project should begin soon.
- Fans in Tunnels (Switch Failures): Three switch failures within the last month that caused a disruption in the security systems. Added fans for ventilation and Information Systems is exploring and air-conditioned cabinet for the switches or possible relocation.
- Hot Water Issue in Old Jail: Experienced issues with hot water in old jail over past month and discovered the EZ heat valve and computer board needed replacement. It has been fixed at a quote of \$6,935.35 but may be less once we receive the invoice.

**EVENTS, PROGRAM & TRAINING:** Deputy Warden Stephanie Smith informed the Board that, through our contracted educational provider Berks County Intermediate Unit, one inmate successfully completed his General Equivalency Degree (GED) in October and four more inmates were actively working on obtaining their GED. There were 14 eligible inmates currently participating in the High School Diploma Program.

### **SOLICITOR'S REPORT**

Solicitor Sadler required an Executive Session which did not require action from the Board.

### **COMMENTS FROM THE JAIL BOARD**

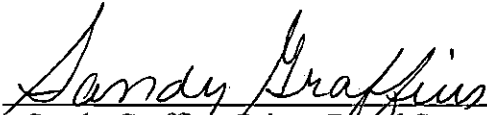
None.

### **PUBLIC COMMENT**

None.

**ADJOURNMENT**

The meeting adjourned at 9:14 A.M. into an Executive Session which adjourned at 9:21 A.M. The next Prison Board meeting will be held in a Microsoft Teams Meeting on November 25, 2020.

  
Sandy Graffius, Prison Board Secretary