

# **BERKS COUNTY PRISON BOARD MINUTES**

## **FEBRUARY 24, 2021**

The Berks County Prison Board met in a regular session on Wednesday, February 24, 2021 at 9:00 A.M. in a Microsoft Teams Meeting.

### **CALL TO ORDER:**

Commissioner Kevin Barnhardt called the meeting to order at 9:00 A.M.

The following members were in attendance:

Commissioner Christian Leinbach  
Commissioner Kevin Barnhardt  
Commissioner Michael Rivera  
District Attorney John Adams  
Judge Scott Lash  
Secretary Sandra Graffius

The following County staff also attended:

Solicitor Christine Sadler  
Warden Janine Quigley  
Deputy Warden Stephanie Smith  
Chief Deputy Warden Jeffrey Smith  
Human Resources Director Jessica Weaknecht

### **APPROVAL OF MINUTES**

A motion was made to approve the January 27, 2021 meeting minutes as presented. Motion carried.

### **PUBLIC COMMENT**

None.

### **JAIL SENIOR STAFF REPORTS**

**INMATE POPULATION:** Warden Janine Quigley stated the inmate population was 701. Of the population reported, 628 were male and 73 were female. Two juveniles are being housed in Chester County. Three juveniles are being housed in Lehigh County. Forty-five state sentenced inmates in facility. By mid-March approximately 50% of state sentenced inmates will be transferred. Two employees are currently out of work due to Covid. Seventeen inmates are currently being contained in isolation due to Covid. Board of Judges have been updated on the population over the past year. The staff is working on a survey for end users of the remote services to evaluate what resources are needed which will then be reallocated.

**FACILITIES & MAINTENANCE PROJECTS:** Dorn Reppert updated the Board on maintenance projects.

**BERKS COUNTY PRISON BOARD MINUTES  
FEBRUARY 24, 2021**

2

Live scan room is completed and fully operational. Delta Unit is having a pre paint inspection on Friday February 26<sup>th</sup>. With approval, four cells will then be painted and proceed with the remaining cells.

Permit application and drawings completed on the trailers. Waiting for check to be cut at this point. Possibly eight more weeks till completion. Utilities are starting the installation process. Waiting on final design of generators which is expected shortly.

Door and door hardware are still awaiting completion by Uhrig Construction for the AB visitation center.

Internal fencing quote not available at this time.

Drawing phase for CPTC gear construction has not been started at this time. Approximately seventeen weeks until completion from the date of February 8<sup>th</sup>.

End cell heating coils NRG will be working on project on February 25<sup>th</sup>. No formal completion dates.

STAFFING: Chief Deputy Warden Jeffrey Smith updated the Board on the status of the staffing; there were 20 correctional officer vacancies; 6 new hires starting on February 24<sup>th</sup> and testing will be done on March 3<sup>rd</sup> and April 7<sup>th</sup>.

PROGRAMS: Deputy Warden Stephanie Smith updated the Board on programs. Berks Connection Pretrial Services reached out at the end of January. They will be perusing a pursuing a second chance act grant through DOJ to enhance and expand reentry services. If awarded the award will come in the fall for a 3-year grant for \$750,000 which will be split over the three year with no additional funding from the county.

CGL: CGL Summarized the transition to a new jail facility. Six tasks are identified, two with organization and staffing and three deal with physical plant needs and an updated offender population projection.

Organizational/Staffing Analysis – Analyzing the structure of the jail from the Sergeant position up. Focusing on facility administration and functional areas of the jail. Looking at the number of staff and skill set of staff that is required for each of the positions. That would be a 2-month time frame.

Maintenance Staffing Assessment- Assessing structure of staff, titles and the skill sets along with costs. Possibly privatizing county maintenance with a private vendor. Looking at keeping the existed facility running as well as a future facility maintained. That would be a 2-month time frame.

Physical Plant Needs- Potential desire to develop of new jail. Identifying what critical maintenance needs the existing facility has and what needs to be maintained until a new facility

**BERKS COUNTY PRISON BOARD MINUTES  
FEBRUARY 24, 2021**

3

comes online. A facility condition assessment was completed in 2017 and now needs to be updated.

Detailed Preventative Maintenance Program- An inventory of existing equipment needs to be maintained on a regularly basis with a schedule. Training staff and supervisors on the maintenance schedule. Ensuring the program can be moved to new facility after modifications. This completion would be 3-4 months from the start of the contract. Technical expertise is key in facility maintenance projects over the next several years.

Facility Coordination- Using 2018 data for population projections for physical plant needs. An update would need to be done for population. Covid could impact space needs in years to come. This project would last 6 months from start to finish.

Covid allowed the jail to expand on practices that normally would not have taken place. In many cases this has been successful with no problems to public safety.

Timeline- Tasks of this project would overlap, and some need some lead time. Most could be done simultaneously and completed in a particular order. There will be a design and construction period of 35 to 40 months with about 5 years until completion. After analysis gathering more data a Project Lead and Project Manager at the existing facility and moving into the new facility will be needed. The Prison Board agreed to engage CGL with services and preliminary timeline work and pricing to be determined as things get finalized.

The prison board went into executive session and returned with well wishes for Warden Janine Quigley on her last Prison Board meeting after 34 years of service.

**SOLICITOR'S REPORT**

Solicitor Sadler required an executive session for few items which did not require action from the Board.

**COMMENTS FROM THE JAIL BOARD**

None.

**PUBLIC COMMENT**

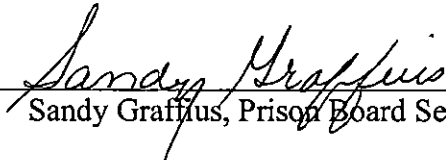
None.

**ADJOURNMENT**

A motion was made by Commissioner Barnhardt, second by Commissioner Leinbach to adjourn at 9:11 A.M into Executive session which adjourned at 10:05 A.M. The next Prison Board meeting will be held in a Microsoft Teams Meeting on March 31, 2021.

**BERKS COUNTY PRISON BOARD MINUTES  
FEBRUARY 24, 2021**

4

  
\_\_\_\_\_  
Sandy Graffius, Prison Board Secretary