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LYCOMING COUNTY PRISON BOARD
MEETING MINUTES | PUBLIC MEETING
Friday, November 14, 2025

Voting Members Present:

Commissioner Scott Metzger
Commissioner Mark Mussina
Commission Marc Sortman
Chief Deputy Eric Spiegel
District Attorney Thomas Marino
President Judge Nancy Butts

Others Present:

Emily Snyder, Deputy Controller; Brad Shoemaker Warden; Ryan Barnes, Deputy Warden of Inmate Services; Tyler Flood, In-Prison Re-Entry; Robert Thompson; Pre-Release Center Manager; Chris Ebner, Deputy Warden; Michael Hagen, Director of Human Services; Shannon Barnes, Director of Management Operations; Pat Crossley, Sun Gazette; Brian Bluth, Prison Solicitor; Steven Hartley and Lynelle Cromley.

1.0 Regularly Scheduled Prison Board Meeting Called to Order by Commissioner Scott Metzger.

- 1.1** Meeting convened at 8:33 A.M.
- 1.2** Approval of Minutes: Mark Mussina motioned for approval of November 2025 meeting Minutes. Eric Spiegel seconded the motion; the motion carried.
- 1.3** Public Comment (Agenda Items Only) – None

2.0 Expenditure Report:

- 2.1** Approval of Expenditure Report: Nancy Butts motioned for the approval of October 2025 Expenditure Report. Tom Marino seconded the motion; the motion was carried.

3.0 **Approval of Personnel Actions:** Nancy Butts motioned for the approval of personnel actions as follows.

3.1 Mark Mussina seconded the motion; the motion carried

- McKenzie King, Full-Time Correctional Officer-Relief
- Donovan Ferguson, Full-Time Correctional Officer-Relief
- Scott Clinard, Full-Time Correctional Officer-Relief
- Billie Mitcheltree, Sergeant/Training Coordinator
- Ashley Wilson, Licensed Practical Nurse
- Maison Irwin, Full-Time Resident Supervisor
- Duane Long, Work Crew Foreman Supervisor
- Robert Squires, Work Crew Foreman

4.0 **Informational Reports/Highlights:** Warden Shoemaker reviewed the September Prison Reports as follows:

4.1 Population:

- Males in blocks averaged 196.55; males in PRC averaged 35.00; the total average daily population of males equaled 231.55, with a peak of 243.00.
- Females in blocks averaged 27.00; females in PRC averaged 14.10, the total average daily population of females equaled 41.10, with a peak of 46.00.
- The combined average daily population of male/female population equaled 272.65, with a peak of 283.00.
- In-Home detention averaged 1.58 males and 0.00 females.
- With no overcrowding transfer population, the total average daily population was equal to the monthly average daily population of 272.65.

4.2 Prison Disciplinary Hearings conducted and chaired by Deputy Warden of Inmate Services Barnes:

- Of 63 hearings conducted for 42 inmates, 12 inmates had more than one incident. 58 hearings resulted in guilty lock-ups; 4 hearing resulted in guilty lock-up with time suspended; 1 inmate were found not guilty; and, staff generated 19 informational reports.

4.3 Pre-Release

Work Release males equaled 0 and females equaled 0.

- Work crew males equaled 28 and work crew females equaled 10.
- The monthly average for males at the Pre-Release Center equaled 28 and females equaled 10. The year-to-date average equaled 215 males and 10 females.
- Program Highlights:
All staff attended a de-escalation and communication training on October 14, 2025 led by Training Supervisors RSII Doug Ellsworth and RS II Lane Gibson.

4.4 Mental Health Snapshot taken on October 8, 2025:

- Of 303 total inmates in the prison system, 268 males and 35 females were categorized as follows.
- 94 males and 5 females made up Roster A, those who had no mental health history, which equated to 32.67% of the population.
- 69 males and 9 females made up Roster B, those who had past mental health history but no active symptoms in the last year, which equated to 25.74% of the population.
- 96 males and 20 females made up Roster C, those who had current mental health issues, which equated to 38.28% of the population.
- 9 males and 1 female made up Roster D, those who were determined to have serious mental illness, which equated to 3.31% of the population.

4.5 Psychotropic Medication at PRC: Of 29 male Work Crew inmates, 11 were on psychotropic medications. Of 12 male Work Release inmates, 2 were on psychotropic medications. Total medicated males at PRC equaled 31.71%.

- Of 9 female Work Crew inmates, 5 were on psychotropic medications. Of 3 females Work Release, 2 was on psychotropic medications. Total medicated females at PRC equaled 58.33%.

- **Psychotropic Medication at LCP:** Of 206 males overall, 71 (34.47%) were on psychotropic medications. Of 20 females overall, 9 (45.00%) were on psychotropic medications.
 - **Total Medicated Inmates within the Prison System:** Overall, PRC averaged 37.74% medicated inmates. LCP averaged 35.40% medicated inmates. The total average percentage equaled 35.845% medicated inmates in the prison system.
- 4.6 Tyler Flood from Re-Entry, discussed the APO Reentry Program report prepared by Deputy Chief John Stahl. The total program population of 101 participants, as of November 5, 2025, are categorized as follows.
- Male clients equaled 66 and female clients equaled 35.
 - Phase two clients equaled 38, phase three clients equaled 43.
 - Total Successfully discharged clients: 818.
 - Total processed intakes, including those who returned to the program, equaled 2,291 participants. Overall individual intakes without return to program is 1,481.
 - GPS/Alcohol monitoring serviced a total population of 35 clients categorized as follows: 4 clients with Alcohol Monitoring (TAD); 10 clients with GPS monitoring; 11 clients with Home Guard; 0 client with SL3 Breathalyzers; and 8 clients with Veri Watch.
 - Total clients electronically serviced to date equaled 3,034.
 - 135,594 total days have been served on electronic monitoring services.
- 4.7 Tyler Flood discussed the In-Prison Reentry Program, which had 45 current active participants and 1 pending intake as of October 31, 2025. Since January 2025, the following statistics are recorded as follows:
- 102 intakes have been completed, 67 ORAS Assessment has been completed, 102 Transitional Action Plans (TAP) for participants were created for participants, and 347 sessions were completed.

- 91 total participants were released from incarceration and programming. Of those participants, 32 referrals/appointments were made and 439 other resources were given. Other resources comprise educational pamphlets or similar developmental information.
- 128 total referrals were made to the program, of which 121 were referred by LCP and 7 were from PRC. Of all referrals, 26 refused to participate, 3 were released from incarceration before being seen by the coordinator, and 0 did not meet criteria.
- 12 total referrals were made to the program in October.
- Total referrals categorized by the type of sentence are as follows: 10 from probation violations; 10 from max out cases; 77 from new cases; 23 from domestic matters; 8 from contempt matters; and 0 from treatment court and pretrial matters.
- Statistics for Re-Entry Services reported 100 average participants per day; 17 total intakes; 26 total discharges; 15 successful completions; and Electronic Monitoring averaged 103 total participants as follows: 24 adult, 57 Pre-Trial, 16 juvenile participants and 6 VeriWatch.

4.8 Informational Highlights

- On October 3, 2025, Warden Shoemaker participated in a Prison Inmate Medical Cost Containment Board Meeting.
- On October 6, 2025, Deputy Warden Ebner and Warden Shoemaker attended the Lycoming County CJAB Pre-Trial Subcommittee Meeting held in Third Street Plaza.

5.0 Old Business: None

6.0 Executive Session: None

7.0 New Business:

Personnel Matter: Ratification for job abandonment of Dalton Confer. Mark Mussina made a motion and Marc Sortman seconded the motion, vote carried.

Discussion regarding current trial list and continuances.

8.0 Board Comment:

Recognition for Solicitor Brian Bluth who is remaining the Solicitor until the end of the year.

Thank you for your Service, Guidance, Legal Expertise, and Friendship.

9.0 Public Comment: None

10.0 Upcoming Prison Board Meeting Time/Locations: All Executive Plaza meetings will be held in the Commissioners' Board Room in Executive Plaza (CB).

- 12/12/25: 8:30 a.m. @ Prison
- 01/09/26: 8:30 a.m. @ Third Street Plaza (CB)
- 02/23/26: 8:30 a.m. @ Third Street Plaza (CB)

11.0 Adjournment of Prison Board Meeting: With agenda items completed, the meeting closed at 8:50 a.m. by Commissioner Scott Metzger.



District Attorney, Thomas A. Marino
Prison Board Secretary