



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
August 3, 2022  
1:00pm – 4:30pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Prison Replacement Project. Decision making authority regarding the Prison Replacement Project rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

*Ray D'Agostino, Commissioner\* - absent*  
*Josh Parsons, Commissioner\* - absent*  
John Trescot, Commissioner\*  
Larry George, Commissioners' Office  
Tammy Moyer, Commissioners' Office  
Bob Devonshire, Facilities  
Pat Mulligan, Budget Services  
Lisa Colon, Controller  
Steven Clements, IT  
Brian Koenig, IT  
Cheryl Steberger, Warden  
DW Bill Aberts, Prison  
Linda Schreiner, Purchasing  
Jackie Pfursich, Solicitor  
Kathleen Morrison, Solicitor  
Austin Beiler, Community Member  
Carrie Kurtz, Community Member

**Lancaster County Staff in Attendance**

Kim Wolfe, Assistant to the Warden

**Public in Attendance**

None

**Consultants**

Rick Davidson, Project Director, CGL  
Ed Whatley, Project Manager, CGL  
Chloe Jaco, Programming, CGL  
Bret Firfer, Programming, CGL  
Babette Macy, Communications, CGL  
Wendy Ware, JFA Institute

**\* Sunshine Laws limit the participation of Commissioners to one.**

## 1. Review of Agenda

## 2. Introductions

Ed Whatley from CGL made introductions of the project team.

An overview of the PA Right to Know Law was provided. All requests for records related to the prison project and/or the work group should be forwarded to the County's RTK Officer, Tammy Bender, per county policy. Additionally, any requests for official statements or comments will be addressed by the BOC Communications person or CGL's communications team.

An overview of the PA Sunshine law was also provided. It was reiterated that the working group has not been designated decision making authority. The decision-making authority rests with the BOC and Prison Board. Working group meetings are to complete administrative tasks based at the direction of the BOC.

## 3. Big Picture

Rick Davidson of CGL reviewed his company's role on the project in providing guidance to make informed decisions. CGL is an extension of the Lancaster staff and advocate for the mission of the project, emphasizing continuity for the whole project.

## 4. Recap RFP and July 8 Organizational Meeting

Ed recapped the July 8 meeting and emphasized key items from the facility tour.

## 5. CGL Scope of Services Overview

Ed briefed the Advisory Committee on the schedule of activities for the project referencing Appendix A which was delivered to the AC on Monday by Linda. He described CGL's scope of services. He spoke about additional consultants that the county will hire as part of this project. He explained how CGL will interface with those consultants and how we would advise in the hiring of each.

The committee discussed various issues and interest groups, including the 911 system, site selection, utility identification, inmate telephone and prison management system, the chaplain, School District of Lancaster, translation services and ADA services.

Ed discussed what work will be included in the Scope of Services, but not part of CGL's current scope. Linda indicated there is a clause in the contract with a 180-day review for next phases.

**Action item:** Bob to provide introductions for CGL to receive information from site selection studies and surveys.

Ed shared the schedule for the next two years and described the upcoming work with Needs Assessment and Programming. Ed emphasized the aggressive schedule and how decisions will need to

be made. The group discussed the importance of public involvement throughout the process, including public meetings at key milestones to receive public input. The Prison Board meets the third Thursday of the month.

**Action item:** County to provide CGL a calendar of approvals.

## **6. Launch and Needs Assessment Overview**

Needs Assessment – Wendy and Chloe briefed the AC on the process moving forward with the Needs Assessment and programming.

**Action item:** Deputy Warden to review status of UCM providing county demographics and growth projections.

**Action item:** Deputy Warden to investigate new software program for tracking data in the new facility.

**Action item:** CGL to share the sample Jackson County Needs Assessment with the AC.

Programming – Chloe shared with the group the process the team will take with programming including facility tours and a visioning session to share trends and provide guiding principles for the project. She discussed a subcommittee will be formed for this process and indicated programming will begin during the Needs Assessment. The AC discussed sustainability, as well as operations and maintenance of the new facility.

## **7. Communications**

Babette Macy shared an overview of the communications process as well as deliverables for ensuring the public is informed and engaged throughout the project. The AC will create a mission statement, brand and tagline for the project.

**Action item:** Jackie to review charter in order to change the facility name to something other than a prison.

**Action item:** CGL to provide talking points for Prison Board meeting on August 18.

## **8. Open Discussion**

## **9. Recap / Next Steps / Action Items**

### **Action items:**

- Bob to provide introductions for CGL to receive information from site selection studies and surveys.
- County to provide CGL a calendar of approvals.

- Deputy Warden to review status of UCM providing county demographics and growth projections.
- Deputy Warden to investigate new software program for tracking data in the new facility.
- CGL to share the sample Jackson County Needs Assessment with the AC.
- Jackie to review charter in order to change the facility name to something other than a prison.
- CGL to provide talking points for Prison Board meeting on August 18.
- CGL to schedule a meeting with the Warden for Friday, August 12, for transition and activation sub committee.

## **10. Adjournment**

4:30pm

Next Meeting: August 10, 2022 at 1:00 pm | CGL to join at 2:30 pm



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
August 10, 2022  
1:00pm – 3:30pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     |   |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         |   |  |
| Austin Beiler, Community Member      |   |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         |   |  |
| Bret Firfer, Programming, CGL        |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Wendy Ware, JFA Institute            |   |  |

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## 1. Review of Agenda

## 2. Name, Mission, Tag Line, Guiding Principles

- a. Name: Lancaster County Detention Center
- b. Mission: Our mission is to design and build a safe, secure, and efficient facility that both enhances and opens opportunities for the new Lancaster County Detention Center to meet its mission. This will be achieved utilizing evidence-based programming and current best practices while adhering to the American Correctional Association Standards. We will deliver a facility that is both forward functional and community minded that focuses on detained individuals and staff.
- c. Tag Line: Safety, Dignity, Opportunity
- d. Guiding Principles: Not discussed
- e. Language used:
  - i. Evidence based: Evidence-based practice is research-based practice that has been shown effective through rigorous scientific evaluation
  - ii. Best practices: Typically, does not undergo the same scientific evaluation—those processes used in research to validate the assessment or effectiveness of practice. Rather, best practices are generally accepted, standardized techniques, methods or processes that have proven themselves over time.
  - iii. Trauma Informed Practices (Really Trauma Responsive): Recognizes that trauma is a major factor impacting the incarcerated population in the United States has moved architects to consider the connection between our physiological and emotional states and the physical environment when designing correctional facilities. The principles of trauma-informed design include reducing and eliminating negative stimuli and environmental stresses; actively engaging individuals in a dynamic, multisensory environment; promoting self-reliance, providing a meaningful connection to nature; and supporting the development of an individual's personal identity. It considers gender, age, and assumes everyone has experienced some level of trauma. The effort to create trauma-responsive facility with the goal of reducing recidivism and improving the lives of those in our community who have been impacted by the criminal justice system. (American Institute of Architects of Chicago <https://www.aiachicago.org/events/applying-trauma-informed-design-concepts-in-correctional-facilities/#.YvUTCXbMI2w>)
- f. Who is LCP:
  - i. Detained – central booking / waiting arraignment / not able to post bail
  - ii. Arraigned – pre-trial
  - iii. Charged - sentenced

## 3. Discussion with CGL

- a. Name, Mission, Tag line, Guiding Center - language
  - i. Detention – the majority incarcerated are detained
  - ii. Correction – implies guilty
  - iii. Detained – softer
  - iv. Incarcerated – implies sentenced

**ACTION:** Babette will review & make suggestions and send back to Advisory Comm.

**ACTION:** Jackie to review charter for name of facility

- b. Task List reviewed
  - i. Needs assessment
    - 1. CGL will reach out to the internal core county agencies first to interview
    - 2. Wendy did receive something from Christina. UCM sent 1 report but it did not populate correctly. UCM will fix it
  - ii. Logo
    - 1. Babette will make some suggestions & will send the 1<sup>st</sup> draft before the 8/24 meeting for committee to review
    - 2. Suggestions:
      - a. Show a picture of a peninsula
      - b. Include name & tagline
  - iii. Prison Board Talking Points

**ACTION:** Babette to draft by Friday. Ed to send to Warden and copy Bob, Larry and Linda
  - iv. NDA

**ACTION:** CGL/ED to send to Linda
- c. Visioning Session
  - i. In about 2 months
  - ii. Design
  - iii. Overall operational mission – “What would we do if we had the tools to do better?”
- d. Site visits at newer facilities

#### 4. Priority Action steps

- a. Data requested
- b. Guiding Principles:
  - i. 1 word bullet points - elaborate after each word
  - ii. Define why we are doing the project
  - iii. Creating a common understanding – what will drive recommendations. Example, “Does this\_\_\_\_\_”. “Does not do this\_\_\_\_\_”
- c. CGL will create talking points for Warden Steberger to share at Prison Board on 8/18

#### 5. Open Discussion

#### 6. Adjournment

3:30pm

Next Meeting: August 17, 2022 at 1:00 pm | CGL to join at 2:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
August 17, 2022  
1:00pm – 3:00pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  |   |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             |   |  |
| DW Bill Aberts, Prison               | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           |   |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         |   |  |
| Bret Firfer, Programming, CGL        |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, CGL                   | X |  |
| Wendy Ware, JFA Institute            |   |  |

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## 1. Review of Agenda

## 2. Name, Mission, Tag Line, Guiding Principles

- a. Discussed communication from Commissioner Parsons to Linda
  - All recommendations must go to the administrative group for approval
  - Would like to see “prison” left in the name because is LCP historically accurate. Historically it was a prison but changed to a jail. Our group suggests we do not use prison.
  - Linda explained that the mission statement is just for the committee and not for the new facility
- b. Changing the order of the tag line to: Dignity, Opportunity, Safety.
- c. Discussed the Guiding Principles:
  - Dignity: Does it maintain dignity?
  - Opportunity: Does it provide opportunity to succeed?
  - Safety: Does it promote a safe environment?
  - Fiscal: Is it fiscally responsible based on a cost / benefit ratio?

## 3. Discussed data & UCM:

Ed provided an update on programming. CGL has reached out to 12 stakeholders and those interviews will begin later this week into next week. Notes from the interviews will be included in the final needs assessment report. Work remains on schedule.

Linda asked when CGL might be ready to present initial information about the project to the commissioners; Ed estimated information should be ready by the end of September.

- a. Data needed is in UCM but need reports need to be created to get it
- b. All data is manually entered into UCM
- c. Some data is under the individual name (1 silo) and some data is under “offender” (1 big silo).  
Need to link to build a report
- d. Christina is trained to get smaller reports
- e. UCM is tied to CCAP  
**ACTION:** Steven will reach out to CCAP
- f. Steven said Dillon has access to UCM data & could get reports.  
**ACTION:** Dillon & Bill should meet & discuss  
**ACTION:** Ed to schedule time to review what’s been collected and what still needs to be collected.

## 4. Discussion with CGL

- a. Name, Mission, Tag Line, Guiding Principles  
Logo: Reviewed what was suggested from the group  
**ACTION:** Babette will have option for next meeting  
Mission Statement:
  - Should be on the project not our group. Remove “we” statements.
  - Answer “why are we taking on this project?”
  - Question around “opportunities” – left broad but it pertains to staff & detainees as well as space

- Remove “ACA standards” as we will have many other standards (ADA, PRIA, etc). Lay person will not understand. May not even need this noted in the mission statement. Suggested moving to guiding principles
- Add aspirational aspects: what do we really want to change. Create a picture.
- Suggested Mission: The mission is to design and build a safe, secure, and efficient facility that both enhances and opens opportunities for the new Lancaster County Detention. This will be achieved utilizing evidence-based programming and current best practices. The facility will be both forward functional and community minded focusing on detained individuals and staff.

**ACTION:** Babette will get back to us Friday with recommendations

**ACTION:** brief meeting Friday around 12 via teams to review. Linda is presenting at the County Commissioners Administrative meeting Monday 8/22.

b. Task List Review

- 12 appointments are already set up for stakeholder interviews. Meetings to begin this week into next
- Public Forum - Goal is within 4-6 weeks be able to give an update on what learned from data & interviews with stakeholders

## 5. Open Discussion

## 6. Adjournment

3:00 pm

Next Meeting: August 24, 2022 at 1:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
August 24, 2022  
1:00pm – 3:00pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        |   |  |
| Lisa Colon, Controller               |   |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       |   |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, CGL                   | X |  |
| Wendy Ware, JFA Institute            |   |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

## Review of Agenda

### 1. Discussion on mission statement, guiding principles and logo

#### *Mission Statement:*

CGL provided four alternate mission statements for the committee to review. The Advisory Committee discussed the balance between treatment of the temporarily incarcerated within the context of county sentiment and current nationwide trends. The committee will allow citizens to weigh in on the mission for the project at the September 21 town hall.

#### *Logo options:*

The committee liked option 2 with some revisions, including creating a border around the logo.

#### *Tagline:*

The committee discussed the order of *dignity / opportunity / safety* and it was suggested they review alternate statements.

Mission statement, tag line and logo will be approved by the Prison Board at their October 20 meeting.

**ACTION:** CGL to provide updated logos, tag line options

**ACTION:** Committee to provide mission statement feedback to Linda prior to 8/31 Advisory Committee meeting.

### 2. Update on data collection and evaluation

Chloe reported that Wendy has been working with the Warden and Deputy Warden on data collection. They are still waiting on snapshots from UCM; a work order has been submitted to county IT to see if they can create reports. Chloe requested an update on timing for when we should receive data.

**ACTION:** Steven will check in with IT and report back on timing.

### 3. Update on stakeholder interviews

Ed reported all but 2 Needs Assessment interviews have been scheduled; all interviews should be completed by August 29.

### 4. Feedback from Prison Board meeting

The Prison Board had questions about facility population in terms of bunk numbers; naming of the facility and detainee terminology with regard to discussion as noted in item 1; and ensuring the project website would be a place to submit comments but not an open forum for discussion.

### 5. Feedback from Commissioners' administrative meeting

Comments were incorporated into agenda item #1.

**6. Discussion on upcoming public listening session public meeting – September 21, 2022**

Linda has identified the Public Safety Training Center as the location for the town hall meeting at 5:30 or 6 pm on September 21. The intent is for the meeting to be a listening session only, presided over by the Advisory Committee and CGL. Potential discussion points for the community could include facility naming and project mission. The Advisory Committee and CGL agreed on the need for clear parameters to keep the discussion on track, including appointing a discussion monitor.

**ACTION:** CGL to provide talking points for the event.

**ACTION:** Tammy to advertise town hall.

**ACTION:** Deputy Warden to announce town hall at September prison board meeting.

**7. Review / update action items**

Linda will renumber the action items and provide an updated list to the Advisory Committee.

**8. Schedule look ahead (next 2 months)**

The schedule remains on track as originally presented. CGL is currently finishing stakeholder interviews, and then will begin evaluating data for inclusion in the Needs Assessment report.

**ACTION:** CGL to include project schedule with minutes moving forward.

**9. Scheduling conflicts – September 14, 2022**

The September 14 meeting will be moved to September 16 at 8 am.

**10. Open discussion**

Jackie has researched the charter and county code and hasn't found any information that should impact naming of the facility.

**11. Adjournment**

2:30 pm

Next Meeting: August 31, 2022 at 1:00 pm – CGL join at 2 pm.



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
August 31, 2022  
1:00pm – 3:00pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |                                                           |
|--------------------------------------|---|-----------------------------------------------------------|
| Ray D'Agostino, Commissioner*        |   | <b>Remainder of attendee list to be provided by Linda</b> |
| Josh Parsons, Commissioner*          | X |                                                           |
| John Trescot, Commissioner*          |   |                                                           |
| Larry George, Commissioners' Office  |   |                                                           |
| Tammy Moyer, Commissioners' Office   |   |                                                           |
| Bob Devonshire, Facilities           |   |                                                           |
| Pat Mulligan, Budget Services        |   |                                                           |
| Lisa Colon, Controller               |   |                                                           |
| Steven Clements, IT                  |   |                                                           |
| Brian Koenig, IT                     |   |                                                           |
| Cheryl Steberger, Warden             | X |                                                           |
| DW Bill Aberts, Prison               | X |                                                           |
| Linda Schreiner, Purchasing          | X |                                                           |
| Jackie Pfursich, Solicitor           |   |                                                           |
| Kathleen Morrison, Solicitor         |   |                                                           |
| Austin Beiler, Community Member      |   |                                                           |
| Carrie Kurtz, Community Member       |   |                                                           |
| <b>Consultants</b>                   |   |                                                           |
| Rick Davidson, Project Director, CGL |   |                                                           |
| Ed Whatley, Project Manager, CGL     | X |                                                           |
| Chloe Jaco, Programming, CGL         | X |                                                           |
| Bret Firfer, Programming, CGL        |   |                                                           |
| Babette Macy, Communications, CGL    | X |                                                           |
| Gina Stingley, CGL                   | X |                                                           |
| Wendy Ware, JFA Institute            |   |                                                           |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review Draft Meeting Minutes from 8.24.22**

There were no changes to the minutes from the 8/24 meeting.

**II. Schedule Look Ahead (Next 2 Months)**

Ed reported the schedule is on track.

Chloe provided an overview of the programming process and will provide a memo of programming topics to be covered. She also discussed facility tours as part of the programming work to be done. CGL has reached out to Franklin County, Ohio and Washtenaw County, Michigan, to inquire about tours the week of September 19.

Warden Steberger has provided a list of suggestions for members of the transition team in the areas of communications, supply and policy/procedure. The committee will review and discuss next week.

**ACTION ITEM:** CGL to attach transition presentation with this week's minutes.

**ACTION ITEM:** Review proposed transition team at 9/7 AC meeting

**III. Update on Data Collection and Evaluation**

Deputy Warden Aberts has provided additional reports today and reported there is no additional data to be collected. CGL will review the information provided and report back with any questions or additional clarification needed.

**IV. Update on Stakeholder Interviews**

CGL provided an overview of the purpose of stakeholder interviews, which is to understand each stakeholder's role, how their function impacts facility and space needs, and ideas for opportunities and challenges to be addressed. The interviews are also an opportunity to introduce the project team as the first touchpoint of many.

Of the 17 county agency stakeholders identified by the Advisory Committee, CGL has three to complete, which will be finished by the end of this week. Ed added CGL would like to add the three Commissioners to the interview list.

Two areas of emphasis have been identified that were discussed today: the need to establish a central booking facility and work release.

Deputy Warden Alberts said a central booking facility has been a point of discussion for many years, but staffing is an area that lacks consensus, so it has not moved forward. He suggested the County plan for flexible space or adjacent property that could be used if it were to move forward in the future.

Additionally, the Deputy Warden reported there has not been agreement on a reporting center. The current direction is to continue with the work release function as judges continue to use the method. He suggested long term planning by addressing how the space needs to function.

**ACTION ITEM:** Ed to coordinate stakeholder interview scheduling with Commissioners' admins (via Linda)

**ACTION ITEM:** CGL to provide list of stakeholder questions as attachment to minutes.

**V. Mission Statement, Guiding Principles, Logo**

The discussion was tabled to later in the Needs Assessment process. Linda reiterated the need to create brand materials that represent the project, not the long-term operations of the facility. The project will be represented by the County logo at this time.

Commissioner Parsons suggested the brand be simple, objective and neutral – not leaning too far to punishment or treatment. He reminded the Advisory Committee of the need to create a brand that ensures to taxpayers this is a fiscally responsible project, with taxpayer interest of public safety at the core. He suggested the Advisory Committee review the proposed brand with Prison Board members individually for feedback prior to their voting on it.

**VI. Discussion on Upcoming Public Listening Session Public Meeting – 9/21/22**

Babette provided an overview of the proposed listening session, the purpose of which is to educate and inform citizens on the project. This will be led by the Advisory Committee and will include talking points on why there is a need for a new facility; introduce those involved in the project; and the schedule. The rest of the meeting will allow for public comment. Babette provided suggestions for ground rules for listening session, which will be shared at the beginning of the meeting. The meeting should be 1 hour. Public comment will be moderated, and each citizen will be limited to 3 minutes with a clock visible to ensure time is obeyed. Commissioners and Prison Board will be invited to listen in. The meeting will not be live streamed or recorded. The meeting will be publicized via a newspaper ad, County social media and announced at the Prison Board meeting.

**VII. Review / Update Action Items**

See attached

**VIII. Reminder – September 14 Meeting Changed to September 16**

**IX. Open Discussion**

There was no open discussion.

**X. Adjourn**

2:10 pm

Next Meeting: September 7, 2022 at 1:00 pm





**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
September 7, 2022  
1:00pm – 3:00pm**

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**Advisory Committee Members**

**Lancaster County Staff**

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|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        | X |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          |   |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   |   |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| Linda Schreiner, Purchasing          |   |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Heather Chalfant, Purchasing Dept    | X |  |
|                                      | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, CGL                   | X |  |
| Wendy Ware, JFA Institute            |   |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review Draft Meeting Minutes from 8.31.22**

There were no changes to the minutes from the 8/31 meeting.

**II. Schedule Review**

Ed reported the schedule is on track.

The Advisory Committee and CGL agreed to the following schedule for visioning and programming activities:

- October 24th
  - Visioning Session. Participants to include Advisory Committee, Warden Team, and Select Criminal Justice Stakeholders. CGL Team on-site will be Chloe and Brett. The County is in process of nailing down the time of 3-5pm, 4-6pm, or 5-7pm
- October 25th
  - Programming sessions from 8 am – 5 pm
- October 26<sup>th</sup>
  - Programming sessions from 1 pm – 5 pm
- October 27<sup>th</sup>
  - Programming sessions from 8 am – 12:30 pm

**ACTION:** Larry will check on availability of HR training room for visioning session

**ACTION:** Larry will refine visioning session invitation list

**III. Needs Assessment Update: Stakeholder Interviews and Data Submissions**

CGL is still awaiting data, especially the classification jail status report. Wendy will connect with County staff later the afternoon of September 7 to assess data available. CGL gave a September 9 deadline for submitting data.

CGL reported preliminary results of the Needs Assessment will be shared at the September 16 meeting, and the full Needs Assessment report will be revealed at the October 5 Advisory Committee meeting. Chloe and Wendy will be in person at that meeting.

**IV. Update on September 21 Public Listening Session**

The session is confirmed for 5:30-6:30 pm on September 21. The session will be led by Linda and Larry, and CGL will provide moderator support. Advisory Committee members will attend, but Commissioners will not be present.

**ACTION:** CGL to provide listening session talking points for Jackie to review

**ACTION:** CGL to provide media advisory draft to Larry

**ACTION:** Jackie to research the need for recording the session by Monday

**V. Update on September 28, 29 Facility Tours**

CGL has booked a tour on September 28 at Franklin County Corrections Center in Columbus, OH, and September 29 at the Washtenaw County Jail in Ann Arbor, MI. The County will coordinate travel logistics for its attendees (County: Bob Devonshire, Warden Steberger, Tony Warfel and XX; CGL: Ed Whatley, Brian Lee and Paul Vlnar). CGL suggested the County arrive in Columbus September 27; drive to Ann Arbor the afternoon of the 28<sup>th</sup>, and depart Ann Arbor the afternoon of the 29<sup>th</sup>.

**ACTION:** CGL will provide a workbook for the tours prior to 9/16 meeting

**VI. Review Action Items**

See attached spreadsheet

**VII. Open Discussion**

CGL reviewed upcoming key dates for the Advisory Committee:

- Sept 16 Needs Assessment preliminary data presentation
- Sept 21 listening session
- October 5 Needs Assessment reveal
- October 26 – visioning session

**VIII. Adjourn**

2:00 pm

Next Meeting: September 16, 2022 at 9:00 am



**Advisory Committee Meeting Minutes  
Lancaster County Prison Replacement  
September 16, 2022  
9:00am – 11:00am**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Prison Replacement Project. Decision making authority regarding the Prison Replacement Project rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        | X |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          |   |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        |   |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             |   |  |
| DW Bill Aberts, Prison               | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      |   |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            | X |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review / Approve Minutes from September 7, 2022 Meeting**

It was noted that a correction was needed for the attendance on the 08/31/22 meeting minutes and that the Transition Slides still need to be distributed.

**II. Schedule Review**

Ed reported the schedule is on track and reviewed upcoming activity:

- September 21: Listening Session at 5:30 pm (*No Advisory Committee meeting*)
- September 28-29: Facility tours (*No Advisory Committee meeting – an IT website meeting will be scheduled for 09/28/22*)
- October 5<sup>th</sup>: Advisory Committee meeting
- October 12<sup>th</sup>: Needs Assessment presentation to Advisory Committee (tentative start time of 1 pm eastern)
- October 24<sup>th</sup>: Visioning Session
- October 25-27: Programming Meetings

The Advisory Committee discussed timing for issuing the design RFP. Linda reminded the Committee the Board of Commissioners would need to give formal approval to do so, and Commissioner D’Agostino suggested waiting until the Needs Assessment was finalized prior to issuing the RFP. Linda recommended taking the RFP approval and Needs Assessment approval to the Board of Commissioners at the same meeting. Ed requested timing for the design RFP process be tabled until CGL receives feedback from the Needs Assessment presentation to the Advisory Committee on October 12.

**III. Needs Assessment Update**

Chloe and Wendy provided an update of the Needs Assessment process. Linda will distribute the presentation to the Advisory Committee. Wendy reported three areas of data they are still working to collect: Prime Care medical data, classification data and instrument scoring items, and severity of charges (felony vs misdemeanor) for detainees and prior criminal history. The final Needs Assessment report is on track to be shared with the Advisory Committee at the October 12 meeting.

**Update on September 21 Public Listening Session**

Babette reviewed the run of show and presentation files for the listening session. She reminded the Advisory Committee it is for listening to the community’s concerns about the project. The meeting will not be recorded.

As part of discussion around information sharing about the Listening Session, the Advisory committee discussed timing of the project website. Until the project website is live, information will be shared on the prison website.

**ACTION:** Tammy and Linda to provide information on prison website until project website is live.

**ACTION:** Linda to schedule a meeting with CGL and County IT staff to discuss website needs for September 28.

**ACTION:** CGL to provide site map for website to review on September 28 for meeting with IT staff.

**IV. Update on September 28, 29 Facility Tours**

CGL has provided an itinerary and tour background information packet. Bob will take photographs.

**ACTION:** Brian Lee to check on ability to take photographs at Washtenaw County Jail with cell phones.

**V. Review Action Items**

See attached spreadsheet

**VI. Open Discussion**

Larry has scheduled visioning session meetings.

**ACTION:** Babette requested list of stakeholders invited to visioning session

Deputy Warden Aberts requested Prison Board talking points be posted with Prison Board meeting agendas. He asked CGL to provide talking points one week prior to each month's meeting for the Solicitor's office to review in time for the Monday agenda posting.

Carrie inquired when community members, including those previously incarcerated, would have time to provide input into the project. She will remind them of the opportunity to attend the Listening Session.

**VII. Adjourn**

11:12 AM

Next Advisory Committee Meeting: October 5, 2022 at 9:00 am



**Advisory Committee Meeting Minutes**  
**Lancaster County Detention and Correctional Center**  
**October 5, 2022**  
**12:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Detention and Correctional Center. Decision making authority regarding the LCDCC rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        |   |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       |   |  |
| Wayne Freeh, CGL                     | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from September 16, 2022 Meeting**

There were no changes to the minutes.

**II. Schedule Review**

Ed reported the schedule is on track and reviewed upcoming activity:

- October 12 – Needs Assessment Presentation to Advisory Committee
- October 20 – Needs Assessment Presentation to Prison Board (Tentative)
- October 24 – Visioning Session
- October 25, 26, and 27 – Programming Meetings

**ACTION:** Ed will share a document with an overview of the Visioning sessions

**ACTION:** Ed will work with Linda on Sharepoint access

**III. Review September 21 Public Listening Session**

Ed reviewed a list of topics that were discussed by community members at the listening session. Carrie mentioned there was discussion around diversion opportunities.

The committee discussed the source of incorrect information presented at the listening session related to bed count and construction cost as coming from an Hourglass meeting presentation that derived from information prior to 2020. The Warden also referenced public consensus is that the county is building a new prison because the current prison is overcrowded.

Commissioner Trescot suggested hosting another listening session after the Needs Assessment is completed and approved, at a different location.

Linda confirmed the plans to have a website live soon after the Needs Assessment is approved.

**ACTION:** Babette to add notes to the Listening Session document on diversion opportunities

**ACTION:** Advisory Committee to schedule a Listening Session for a date this fall after the Needs Assessment is approved

**IV. Review September 28-29 Facility Tours**

Warden Steberger provided feedback from the facility tours. Ed reminded the committee of the tour guide they could reference.

**V. Needs Assessment Update**

Chloe provided an update that the CGL team will be presenting a draft of the final report at the October 12 Advisory Committee meeting. Pending feedback from that session, the Needs Assessment will be presented to the Prison Board for formal approval on October 20.

**VI. Review Action Items**

See attached spreadsheet

**VII. Open Discussion**



Ed shared the latest draft of the facility name and mission. The Advisory Committee voted 9-7 in favor of the name *Lancaster County Corrections Center* but supports the longer name at this time pending further one-on-one discussions with Commissioners.

The Committee unanimously approved the suggestion of an amended version of the mission statement and tag line:

*The mission of the Lancaster County Prison Advisory Committee is to provide guidance to the Lancaster County Prison Board and Lancaster County Commissioners in the design and construction of the new Lancaster County Detention and Correctional Center.*

*Construction of the LCDCC will result in a facility that is professional, operates with the utmost integrity and adheres to facility and corrections best practices to prepare individuals to re-enter society as law abiding and productive citizens while providing a safe environment for the incarcerated, staff, visitors and the community.*

*Tag line: Safety. Integrity. Opportunity.*

Larry George ensured timing to have the website live by October 24 would fit the schedule for County IT needs.

Carrie asked about feedback from Needs Assessment interviews.

**ACTION:** Ed to provide summary of comments from Needs Assessment interviews.

**VIII. Adjourn**  
3:00 pm

Next Advisory Committee Meeting: October 12, 2022 at 12:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
October 12, 2022  
12:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               |   |  |
| Steven Clements, IT                  |   |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL | X |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review / Approve Minutes from October 5, 2022 Meeting**

The attendee list was updated and a reference to visioning session attendees was added.

**II. Needs Assessment Presentation (Wendy Ware and Chloe Jaco)**

Chloe Jaco and Wendy Ware presented findings from the Needs Assessment.

**ACTION:** Linda to circulate deck to Advisory Committee and provide feedback by Friday, October 14.

**ACTION:** Linda to request input from Commissioners' Admin meeting on next steps for approval of Needs Assessment moving forward

**ACTION:** CGL to get 5 consecutive days' worth of inmate demographic data and provide an average to update Needs Assessment

**ACTION:** Linda to research formation of subcommittees to look further into opportunities at reducing jail population per findings of preliminary Needs Assessment

**III. Communications Update (Babette Macy)**

Linda provided an update on discussions with Commissioners based on the Advisory Committee's name and mission statement vote from the October 5 Advisory Committee meeting. With split feedback, the Advisory Committee approved to move forward with suggesting the name *Lancaster County Correctional Facility (LCCF)*. The amended mission statement was approved as edited during the October 5 Advisory Committee meeting.

Babette will present a communications and public outreach plan at the next Advisory Committee meeting, including how stakeholder groups can be involved in the process.

**ACTION:** CGL to update brand presentation and circulate to Advisory Committee

**IV. Schedule Update (Ed Whatley)**

The Needs Assessment presentation to Prison Board is pending – it will not October 20, November 2 or 3. Visioning/Guiding Principles sessions and Programming will take place October 24-27. Carrie asked who was invited to programming meetings, and Brian Lee from CGL explained each session's attendees correspond with users of each space. Warden Steberger updated the Advisory Committee that invites for programming sessions had been sent. Carrie asked about public involvement, and Chloe from CGL reminded the Advisory Committee additional listening sessions as well as stakeholder meetings will be planned – CGL will provide a plan for public outreach at the October 19 Advisory Committee meeting.

**V. Action Items (Ed Whatley)**

See attached spreadsheet

**VI. Open Discussion**

**VII. Adjourn**

3:30 pm

Next Advisory Committee Meeting: October 19, 2022 at 12:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
October 19, 2022  
12:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | x |  |
| Tammy Moyer, Commissioners' Office   | x |  |
| Bob Devonshire, Facilities           | x |  |
| Pat Mulligan, Budget Services        | x |  |
| Lisa Colon, Controller               | x |  |
| Steven Clements, IT                  | x |  |
| Brian Koenig, IT                     | x |  |
| Cheryl Steberger, Warden             | x |  |
| DW Bill Aberts, Prison               | x |  |
| Heather Chalfant, Purchasing         |   |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           |   |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | x |  |
| Carrie Kurtz, Community Member       | x |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        | X |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review / Approve Minutes from October 12, 2022 Meeting**

There were no changes to the minutes

**II. Recap of Needs Assessment / Follow Up Discussion**

Linda received questions and comments from the Advisory Committee; Chloe will work with Wendy to provide a response to these when Wendy returns from vacation. Prior to presenting the findings to the Prison Board, CGL will speak with each Commissioner and any other stakeholders identified by Commissioners over the next few weeks so they can understand the Needs Assessment data.

**ACTION:** CGL to provide a response to Needs Assessment questions from Advisory Committee

**ACTION:** Linda to lead scheduling of Commissioner and any stakeholder meetings for presentation of Needs Assessment data

**III. Discussion of Upcoming Schedule**

Ed provided an update of the schedule. CGL will continue to move forward on programming-related task items including the guiding principles workshop and programming meetings. There will not be an Advisory Committee meeting next week.

**IV. Discussion of Guiding Principles and Programming Meetings October 24-27**

Ed reviewed the upcoming schedule for meetings next week, and Linda mentioned one participant will be virtual for the guiding principles workshop.

**V. Communications Update (Babette Macy)**

Babette provided an overview of a draft communication plan and draft public outreach plan. The goal of both items is for CGL to work alongside the Advisory Committee and Commissioners to create trust and transparency with all stakeholders using approved messaging, ultimately creating a well-informed advocate base for the project. Linda received feedback from Commissioner D'Agostino regarding talking points used during the land purchase phase and that we should continue to use the same messaging and voice.

**ACTION:** Advisory Committee to provide comments on communications and public outreach plans

**ACTION:** Linda to circulate land purchase presentation and share meeting recording if it is available

**VI. Action Items**

Updates provided on spreadsheet.

**VII. Open Discussion**

**VIII. Adjourn**

1:40 pm

Next Advisory Committee Meeting: November 2, 2022 at 12:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
November 2, 2022  
1:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| Joe Shiffer                          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      |   |  |
| Carrie Kurtz, Community Member       |   |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       |   |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    |   |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from October 19, 2022 Meeting**

There were no changes to the minutes

**II. Update on Needs Assessment Presentation**

CGL will be presenting the Needs Assessment presentation to each commissioner one on one, completed by November 16. Bob Devonshire and/or Deputy Warden Aberts or Warden Steberger will also join each meeting. Chloe updated the Advisory Committee that projections have been extended to 2050 as discussed in the last meeting, and Chloe will share the updated presentation with the Advisory Committee once all changes have been updated.

After Commissioner presentations, CGL will also present to judiciary stakeholders tentatively scheduled for after the next Prison Board meeting on November 17. The Advisory Committee's goal is to have the Needs Assessment ready for the public at the December 15 Prison Board meeting.

**ACTION:** CGL to add commentary in the Needs Assessment on how Lancaster compares to national averages.

**ACTION:** CGL to blend the snapshot data for the dates provided to present an average.

**ACTION:** CGL to review data outliers provided by Warden Steberger and determine any impact to the results.

**III. Update on Programming and Guiding Principles Meetings**

CGL is preparing a report from the meetings and will aim to have it ready for review by the end of next week. Chloe also shared the Guiding Principles created from the workshop. CGL will continue working on programming with operational flows and will plan to have review sessions in early December.

**ACTION –** Advisory Committee to provide comments/feedback on Guiding Principles.

**IV. Discussion on Schedule / Path Forward**

- a. Needs Assessment Presentation to Commissioners (3 individual meetings) – to be complete by November 16
- b. Needs Assessment Presentation to Judicial Stakeholders – November 17
- c. Target Dates for Presentation to Prison Board – December 15 (Wendy in person to present)
- d. Target Dates for Presentation to Board of Commissioners –December 20 work session and December 21 Board of Commissioners meeting for formal approval.

**V. Update on Communications / Website**

Based on comments from the October Prison Board meeting, the Advisory Committee would like to have the project website live by November 16. Gina reviewed the proposed site map with the Advisory Committee.

**ACTION:** Advisory Committee to provide comments on site map, including any additional FAQs that may need to be added.

**ACTION:** Linda to schedule a meeting with IT department and CGL communications team to discuss URL and project contact email.

**ACTION:** Jackie to query Commissioners' admins on whether to have Commissioner Trescot reach out to the Lancaster County Community Foundation about the similar acronyms.

**VI. Action Items**

Updates provided on spreadsheet.

**VII. Open Discussion**

The site address was discussed, and Jackie reported from her research it is too early to identify a specific address. Austin suggested using the site photo on the website.

**VIII. Adjourn**

2:00 pm

Next Advisory Committee Meeting: November 9, 2022 at 1:00 pm





**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
November 9, 2022  
1:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  |   |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               |   |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               |   |  |
| DW Joe Schiffer, Prison              | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     |   |  |
| Chloe Jaco, Programming, CGL         |   |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from November 2, 2022 Meeting**

Updates were made to meeting times and attendance.

**II. Website Preview**

Babette previewed the website, scheduled to go live November 16. Analytics will be tracked monthly. The goals are to ensure community members are informed and have the ability to reach out with comments.

**ACTION:** Babette will provide Linda the link to the website development site.

**ACTION:** Babette will provide the copy to be reviewed by Friday

**ACTION:** Linda to ask Mark / Ritu for site map or Google maps link

**III. Schedule / Upcoming Events**

- a. Needs Assessment Presentation to Commissioners (3 individual meetings) – to be complete by November 16
- b. Needs Assessment Presentation to Judicial Stakeholders – November 17 after prison board meeting – Linda has sent out appointments.
- c. Target Dates for Presentation to Prison Board – To be scheduled based on Prison Board, Commissioners and Wendy Ware schedule.

**ACTION** – Jackie to determine schedule for special Prison Board meeting

**ACTION** – CGL to determine Wendy's availability – ideally Prison Board on a Monday night and Board of Commissioners work session Tuesday morning, either November 28 or December 5.

- d. Target Dates for Presentation to Board of Commissioners –December 20 work session and December 21 Board of Commissioners meeting for formal approval. Wendy will only need to present at the Commissioners' work session.

**IV. Action Items**

See attached spreadsheet

**V. Open Discussion**

The Advisory Committee discussed Prison Board talking points for the 11/17 meeting, and CGL will provide talking points by the end of the week for review.

**VI. Adjourn**

2:15 pm

Next Advisory Committee Meeting: November 16, 2022 at 1:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
November 30, 2022  
1:00 pm – 3:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           |   |  |
| Pat Mulligan, Budget Services        |   |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Schiffer, Prison              |   |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           |   |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     |   |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       |   |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from November 9, 2022 Meeting**

Updated to reflect proper spelling of Mark Rettew's last name.

**II. Feedback on Needs Assessment Presentations to Commissioners and Judicial Stakeholders**

The Warden's team will be sending information about LSIR data to Wendy for feedback. Linda asked for an update by this Friday to meet solicitor review deadlines in advance of the agenda being published. The goal is to have the presentation and report finalized by December 8. Needs Assessment documents will be posted to the project website after the Board of Commissioners approves the report on December 21.

Chloe asked if there would be a subcommittee formed to look at monthly data – Larry mentioned there was interest, but no action has been taken.

**ACTION:** CGL to provide final presentation of the Needs Assessment in time for solicitor review.

**ACTION:** Warden Steberger to print copies of the Needs Assessment presentation for distribution at the December 15 Prison Board meeting.

**III. Schedule Look Ahead**

- a. Advisory Committee Meeting December 7
- b. Advisory Committee Meeting December 14 – no meeting
- c. Needs Assessment Presentation to Prison Board – December 15
- d. Needs Assessment Presentation to Board of Commissioners – December 20
- e. Needs Assessment Acceptance by Board of Commissioners – December 21
- f. Issuance of RFP for Design Services – to be approved at the Board of Commissioners meeting on December 21
- g. Refinement / Finalization of Architectural Space Program (now through design kickoff)

The Advisory Committee discussed plans for community input on, and Board of Commissioner acceptance of, the Needs Assessment. The Needs Assessment presentation will be included with the Warden's report when the December 15 Prison Board meeting agenda is announced. On December 20, Warden Steberger will present a high-level recap at the Commissioners' work session, and Ed from CGL will also be present. The Needs Assessment will be formally approved at the December 21 Board of Commissioners meeting.

**ACTION:** CGL to provide a high-level recap presentation of the Needs Assessment for presentation at the December 20 Board of Commissioners work session.

Ed asked if there had been any further discussion on dates for the next listening session. Linda is checking on room availability for January 30 or 31 with backup dates of February 1 and 2.

The Advisory Committee tabled discussion on stakeholder involvement in the process moving forward. Ed suggested CGL devise a list of potential talking points including how they can contribute for discussion at the next Advisory Committee meeting. Babette with CGL suggested formalizing community outreach with community stakeholders.

**ACTION:** CGL to provide community outreach talking points.

**ACTION:** Linda to circulate working list of community stakeholder groups for Advisory Committee to review and comment at the next meeting.

**IV. Open Discussion**

There was no open discussion

**V. Action Items**

See attached spreadsheet

**VI. Adjourn**

2:07 pm

Next Advisory Committee Meeting: November 7, 2022 at 1:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
December 7, 2022  
3:00 pm – 4:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| Tammy Moyer, Commissioners' Office   | X |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     |   |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               |   |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           |   |  |
| Kathleen Morrison, Solicitor         | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

**\* Sunshine Laws limit the participation of Commissioners to one.**

**I. Review / Approve Minutes from November 30, 2022 Meeting**

There were no changes to the minutes.

**II. Schedule Look Ahead**

- a. Prison Board Meeting December 15
- b. Commissioner Meeting December 20-21
- c. RFQ Issuance (TBD)
- d. Listening Session (TBD)

The Prison Board meeting has been moved to 102-104 Government Center on December 15 at 9:15 am to allow for a larger audience and livestreaming/recording. Once the Needs Assessment is approved, this recording will be placed on the prison and project websites.

The RFQ issuance will not be approved until after the February listening session. Ed will mention it is forthcoming at the December Commissioners meeting.

The listening session will be held in 102-104 Government Center at 6:30 pm on February 1, with a backup snow date of February 2.

**ACTION** – Kathleen and Jackie will research getting guiding principles report approved.

**ACTION** – CGL to update schedule on project website, with a note about the fluidity of timing.

**III. Open Discussion**

Discussion from the 11/30 meeting on stakeholder engagement continued.

**ACTION** - Advisory Committee to discuss stakeholder definition at the next committee meeting.

**IV. Action Items**

See attached spreadsheet

**V. Adjourn**

4:07 pm

Next Advisory Committee Meeting: TBD, 2022 at 1:00 pm



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
December 21, 2022  
1:00 pm – 2:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| VACANT, Commissioners' Office        |   |  |
| Bob Devonshire, Facilities           | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  |   |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Heather Chalfant, Purchasing         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         |   |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         |   |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       |   |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*



**I. Review / Approve Minutes from December 7, 2022 Meeting**

There were no changes to the minutes.

**II. Discussion on Community Outreach Plan**

The Advisory Committee discussed public feedback from the Needs Assessment presentation. There is a consensus that the committee and project leaders need to continue to reiterate there are still many steps before decisions are made with regard to facility size. Additionally, many in the public have concerns about the broader criminal justice system which has implications not related to facility size. CGL encouraged the committee to begin public outreach with community stakeholder groups to reiterate these messages. Carrie suggested the list of jail stakeholders be held in two meetings; the first a meeting to cover general questions about processes and LCP; and the second meeting led by CGL as a programming workshop.

**ACTION:** CGL to review public questions from Needs Assessment to determine how to respond.

**ACTION:** Linda to redistribute CGL's public outreach plan from October for the Advisory Committee to review.

**ACTION:** CGL to work with website developer to understand incorporation of suggested changes.

**ACTION:** CGL to provide draft talking points for the Advisory Committee to use in public conversations for review at the next meeting.

**ACTION:** Larry and Jackie to discuss merits of public outreach with Commissioners.

**III. Schedule Look Ahead**

a. Listening Session 2/1

b. A/E RFP (TBD) – Ed and Wayne are working on a draft of the RFP to get to Linda in January.

**ACTION:** CGL to provide sample copy to promote listening session on the County's social media pages.

**IV. Open Discussion**

There was no open discussion.

**V. Action Items**

See attached spreadsheet

**VI. Adjourn**

2:45 pm

Next Advisory Committee Meeting: 1 pm, January 4, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
January 4, 2023  
1:00 pm – 2:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| VACANT, Commissioners' Office        |   |  |
| Bob Devonshire, Facilities           |   |  |
| Carmen Simone, Facilities            | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Toni Warfel, Prison                  | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        | X |  |
| Brian Lee, CGL                       |   |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

\* Sunshine Laws limit the participation of Commissioners to one.

**I. Review / Approve Minutes from December 21, 2022 Meeting**

Stakeholder outreach language in item II was updated.

**II. Feedback from Needs Assessment Presentations**

There has been no further public comment since last discussion.

**III. Schedule Look Ahead**

a. Listening Session 2/1

b. A/E RFP (TBD)

Ed and Rick will be in person on January 25 for discussions on RFP.

The schedule will be updated once a firm date for issuance of the RFP has been established. Ed will provide a draft of the RFP for review this week; Linda will schedule a meeting for January 11 to discuss the A/E RFP document.

**IV. Communications Discussion**

Commissioner Trescot and Carrie are in the process of connecting with select stakeholders. Carrie's conversations to date have revealed that many stakeholders' concerns have been outside of the purview of the Advisory Committee. The committee will continue to listen to comments in a controlled manner.

CGL provided a draft of talking points for the Advisory Committee to use when discussing the project.

**V. Action Items**

See attached spreadsheet

**VI. Open Discussion**

Carrie asked about data collection; that process is ongoing. The Warden's team will review the draft programming document with CGL.

**VII. Adjourn**

1:45 pm

Next Advisory Committee Meeting: 1 pm, January 18, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
January 18, 2023  
1:00 pm – 2:00 pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  |   |  |
| VACANT, Commissioners' Office        |   |  |
| Bob Devonshire, Facilities           | X |  |
| Carmen Simone, Facilities            | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Toni Warfel, Prison                  | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         | X |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from January 4, 2023 Meeting**

There were no changes to the minutes.

**II. Schedule Look Ahead**

- a. Procurement Discussion During Advisory Committee Meeting on January 25
- b. Listening Session 2/1 (snow date February 2)
- c. Issue RFP for design teams (tentative mid-February)

Ed, Rick and Wayne will be in person on January 25 for discussions on RFP; that meeting will be from 3-5 pm. There will be a regular Advisory Committee meeting from 1-3 that day. There will not be an Advisory Committee meeting on February 1.

**III. Review Prison Board Talking Points**

The talking points were included as part of the Prison Board agenda.

**IV. Update on Drafting of Design Team RFP**

Linda reminded the Advisory Committee there should be no communication by anyone other than through the official county procurement website. Linda will be sending an email to those involved in the evaluation process with information about upcoming training and meetings.

**V. Action Items**

See attached spreadsheet

**VI. Open Discussion**

Commissioner Trescot and Carrie have had discussions with community groups, continuing to remind them of the Advisory Committee's charge versus what the judicial system controls.

Linda reminded the Advisory Committee to use the talking points provided about the project.

Programming is ongoing, and CGL will use a bed count of 1200 for further planning purposes until a number is formalized by Commissioners.

**VII. Adjourn**

1:35 pm

Next Advisory Committee Meeting: 1 pm, January 25, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
January 25, 2023  
1:00 pm – 2:00 pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| VACANT, Commissioners' Office        |   |  |
| Bob Devonshire, Facilities           | X |  |
| Carmen Simone, Facilities            | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               |   |  |
| Steven Clements, IT                  |   |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Toni Warfel, Prison                  |   |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         |   |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      |   |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from January 18, 2023 Meeting**

There were no changes to the minutes.

**II. Programming Update**

Chloe provided an updated memo with a proposed schedule and next steps in programming.

**ACTION:** Advisory Committee to respond to highlighted elements in memo from Chloe

**III. Feedback from Needs Assessment**

No additional feedback since last week's meeting

**IV. Review Materials for 2/1 Listening Session**

The solicitor's office is reviewing the materials. CGL will print 50 handouts of the fact sheet for distribution and the handout will also be posted on the project website.

**V. Action Items**

See attached spreadsheet

**VI. Open Discussion**

**ACTION:** Ed to update internal schedule used in AC presentations prior to next AC meeting

**VII. Adjourn**

1:40 pm

Next Advisory Committee Meeting: 1 pm, February 8, 2023 (Listening Session February 1)



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
February 8, 2023  
1:00 pm – 2:00 pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| VACANT, Commissioners' Office        |   |  |
| Bob Devonshire, Facilities           | X |  |
| Carmen Simone, Facilities            | X |  |
| Pat Mulligan, Budget Services        |   |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     | X |  |
| Cheryl Steberger, Warden             |   |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Toni Warfel, Prison                  | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         |   |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         |   |  |
| Bret Firfer, Programming, CGL        |   |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    | X |  |
| Gina Stingley, Communications, CGL   | X |  |
| Wendy Ware, JFA Institute            |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*



**I. Review / Approve Minutes from January 25, 2023 Meeting**

There were no changes to the minutes.

**II. Review feedback from 2/1 Listening Session**

The Advisory Committee reviewed notes from both listening sessions. Commissioner Trescot asked that comments from the second listening session align with the project's Guiding Principles. He also asked that the notes be posted on the project website.

**ACTION:** Advisory Committee to review February 1 listening session notes by Friday.

**ACTION:** CGL will place listening session #1 and #2 notes and presentations on the project website once reviewed and approved by solicitor.

**III. Action Items**

See attached spreadsheet

**IV. Open Discussion**

There was a discussion around Uniform Case Management System – CGL is providing replacement resources.

Ed will provide an updated schedule after next week once a projected posting date for the RFP has been determined.

DW Aberts asked about prison tours – Wayne will follow up.

Carrie said providers in LCP are asking whether they will be interviewed. Trescot encouraged CGL to interview providers next time they are in town.

Babette inquired about whether any FAQs should be added to the website, based on community feedback to date.

**ACTION:** Advisory Committee to review FAQs and provide updates

**V. Adjourn**

1:30 pm

Next Advisory Committee Meeting: 1 pm, February 15, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
February 15, 2023  
1:00 pm – 2:00 pm**

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**Advisory Committee Members**

**Lancaster County Staff**

|                                      |   |  |
|--------------------------------------|---|--|
| Ray D'Agostino, Commissioner*        |   |  |
| Josh Parsons, Commissioner*          |   |  |
| John Trescot, Commissioner*          | X |  |
| Larry George, Commissioners' Office  | X |  |
| VACANT, Commissioners' Office        |   |  |
| Michael Fitzpatrick                  | X |  |
| Bob Devonshire, Facilities           | X |  |
| Carmen Simone, Facilities            | X |  |
| Pat Mulligan, Budget Services        | X |  |
| Lisa Colon, Controller               | X |  |
| Steven Clements, IT                  | X |  |
| Brian Koenig, IT                     |   |  |
| Cheryl Steberger, Warden             | X |  |
| DW Bill Aberts, Prison               | X |  |
| DW Joe Shiffer, Prison               | X |  |
| Toni Warfel, Prison                  | X |  |
| Austin Beiler, Community Member      | X |  |
| Carrie Kurtz, Community Member       | X |  |
| Jackie Pfursich, Solicitor           | X |  |
| Kathleen Morrison, Solicitor         |   |  |
| Linda Schreiner, Purchasing          | X |  |
| Heather Chalfant, Purchasing         | X |  |
| <b>Consultants</b>                   |   |  |
| Rick Davidson, Project Director, CGL |   |  |
| Ed Whatley, Project Manager, CGL     | X |  |
| Chloe Jaco, Programming, CGL         | X |  |
| Bret Firfer, Programming, CGL        | X |  |
| Brian Lee, CGL                       | X |  |
| Wayne Freeh, CGL                     | X |  |
| Paul Vlnar, CGL                      | X |  |
| Babette Macy, Communications, CGL    |   |  |
| Gina Stingley, Communications, CGL   |   |  |
| Wendy Ware, JFA Institute            |   |  |

*\* Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from February 8, 2023 Meeting**

Correction needed to recognize that Warden Steberger was in attendance.

Pending change, meeting minutes were approved.

**II. Update on Listening Session / Notes to be posted to LCCF Website**

The Advisory Committee reviewed the revised notes from both listening sessions. CGL added a disclaimer at the bottom of both session #1 & #2 notes clarifying that the notes reflect the comments from the public, not the County. The session #2 notes also incorporated most of the comments from Carrie's February 9<sup>th</sup> email, however there was some additional information/clarification from her required. Pending response from Carrie, it was decided to add the disclaimer note to the bottom of session #1 notes and forward to the Solicitor for approval.

**ACTION:** Linda to add disclaimer to session #1 notes and forward to the Solicitor for approval.

**ACTION:** Carrie to provide additional information on her 2/9 comments by the morning of 2/16.

**ACTION:** CGL will place listening session #1 and #2 notes and presentations on the project website once reviewed and approved by Solicitor.

**III. Update on Design Team RFP / Path Forward**

The procurement group met with the Commissioners individually on 2/14/23 to walk through the procurement process and get their feedback. It was expressed that all involved were aligned in their strategy for the procurement process and the desired qualifications of the design team as it relates to their experience with correctional projects and work in PA. It was also discussed that the needs assessment will be referenced in the RFP, however the size and cost of the project will not be determined until a later date during the design process. FAQ's will be added to the website addressing size and scope questions. As a result of those meetings, CGL is addressing some minor tweaks to the RFP in anticipation for it to be reviewed and approved at the Commissioner's meetings on 2/28 and 3/1. Upon approval, the RFP will be transferred to the hands of the Purchasing Department for a likely release to interested design teams by Mid-March. It was noted that once the RFP is officially released, any contact with the bidders should be avoided and any questions received should be directed to the Purchasing Department for response. Public updates on the A/E procurement process will be presented at the Prison Board meeting this month.

**ACTION:** CGL will refine RFP in anticipation of review and approval by the Commissioners on 2/28 and 3/1

**ACTION:** CGL to draft FAQ's addressing the size and scope of the project and submit for review and approval

**IV. Review Draft Updated Project Timeline**

A draft updated schedule was provided by CGL for discussion. Assuming a March release of the A/E RFP, the procurement process is anticipated to extend thru June/July 2023. Once under contract, the duration of the design process is expected to take 13-14 months to complete. Bid requests for construction will then be issued with the anticipation of a Mid October 2024 ground breaking. It was

noted that an additional meeting should take place with the construction group to identify any other items which may need to be addressed, i.e. winter weather construction and/or other items.

**ACTION:** Meeting to be scheduled to discuss the draft of the revised project schedule with the construction group

**V. Open Discussion**

No new topic for discussion were identified at this time.

**VI. Review Action Items**

See attached spreadsheet

**VII. Adjourn**

1:45 pm

Next Advisory Committee Meeting: 1 pm, February 22, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
February 22, 2023  
1:00 pm – 2:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                          |   |  |
|------------------------------------------|---|--|
| Ray D'Agostino, Commissioner*            |   |  |
| Josh Parsons, Commissioner*              |   |  |
| John Trescot, Commissioner*              | X |  |
| Larry George, Commissioners' Office      |   |  |
| Michael Fitzpatrick, Communications Dir. | X |  |
| Bob Devonshire, Facilities               | X |  |
| Carmen Simone, Facilities                | X |  |
| Pat Mulligan, Budget Services            | X |  |
| Lisa Colon, Controller                   | X |  |
| Steven Clements, IT                      | X |  |
| Brian Koenig, IT                         | X |  |
| Cheryl Steberger, Warden                 | X |  |
| DW Bill Aberts, Prison                   | X |  |
| DW Joe Shiffer, Prison                   | X |  |
| Toni Warfel, Prison                      | X |  |
| Austin Beiler, Community Member          | X |  |
| Carrie Kurtz, Community Member           | X |  |
| Jackie Pfursich, Solicitor               | X |  |
| Kathleen Morrison, Solicitor             | X |  |
| Linda Schreiner, Purchasing              | X |  |
| Heather Chalfant, Purchasing             | X |  |
| <b>Consultants</b>                       |   |  |
| Rick Davidson, Project Director, CGL     |   |  |
| Ed Whatley, Project Manager, CGL         | X |  |
| Chloe Jaco, Programming, CGL             |   |  |
| Bret Firfer, Programming, CGL            |   |  |
| Brian Lee, CGL                           |   |  |
| Wayne Freeh, CGL                         |   |  |
| Paul Vlnar, CGL                          |   |  |
| Babette Macy, Communications, CGL        | X |  |
| Gina Stingley, Communications, CGL       | X |  |
| Wendy Ware, JFA Institute                |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from February 15, 2023 Meeting**

Michael Fitzpatrick will be added to the Advisory Committee roster.

**II. Communications / Website Update**

The Advisory Committee discussed posting files from the Listening Sessions as well as files from the 2/16 Prison Board meeting to the project website.

CGL presented suggestions for additional FAQs to be added to the website. Linda asked that any changes be made prior to the RFP for architect/engineer being released.

**ACTION:** CGL to post Listening Session and Prison Board documents on the website once approved from the Solicitor.

**ACTION:** Advisory Committee to review FAQs and provide feedback prior to next week's meeting.

**ACTION:** CGL to schedule a meeting with Commissioner D'Agostino to review the current website.

**III. Feedback From Listening Session / Prison Board**

Ed discussed the article that mentioned a \$163 million project price. Commissioner Trescott recommended not responding to the media to correct the cost at this point in time.

Commissioner Trescott suggested we begin outreach with Chiefs of Police and service providers.

**ACTION:** Mike Fitzpatrick to contact Chief Ney to schedule a Teams meeting with Chiefs of Police, Advisory Committee and CGL.

**ACTION:** Warden Steberger to determine whether to open the March 24 meeting with service providers to a discussion on the new facility with the Advisory Committee and CGL.

**IV. Review Draft Schedule (to be published after RFP is released)**

Ed reviewed the current schedule with no changes from the Advisory Committee. Once there is a firm date to issue RFP, the schedule will be officially updated.

**V. RFP Discussion**

The RFP draft is in process. The Board of Commissioners will review a resolution to approve the process for architect/engineer procurement in the coming weeks.

**VI. Open Discussion**

No new topics for discussion were identified at this time.

**VII. Review Action Items**

See attached spreadsheet

**VIII. Adjourn**

2:20 pm

Next Advisory Committee Meeting: 1 pm, March 1, 2023



**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
March 29, 2023  
1:00 pm – 2:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                          |   |  |
|------------------------------------------|---|--|
| Ray D'Agostino, Commissioner*            |   |  |
| Josh Parsons, Commissioner*              |   |  |
| John Trescot, Commissioner*              | X |  |
| Larry George, Commissioners' Office      | X |  |
| Michael Fitzpatrick, Communications Dir. | X |  |
| Bob Devonshire, Facilities               | X |  |
| Carmen Simone, Facilities                | X |  |
| Pat Mulligan, Budget Services            | X |  |
| Lisa Colon, Controller                   | X |  |
| Steven Clements, IT                      |   |  |
| Brian Koenig, IT                         | X |  |
| Cheryl Steberger, Warden                 | X |  |
| DW Bill Aberts, Prison                   | X |  |
| DW Joe Shiffer, Prison                   | X |  |
| Toni Warfel, Prison                      |   |  |
| Austin Beiler, Community Member          |   |  |
| Carrie Kurtz, Community Member           | X |  |
| Jackie Pfursich, Solicitor               | X |  |
| Kathleen Morrison, Solicitor             | X |  |
| Linda Schreiner, Purchasing              | X |  |
| Heather Chalfant, Purchasing             | X |  |
| <b>Consultants</b>                       |   |  |
| Rick Davidson, Project Director, CGL     | X |  |
| Ed Whatley, Project Manager, CGL         |   |  |
| Chloe Jaco, Programming, CGL             | X |  |
| Bret Firfer, Programming, CGL            | X |  |
| Brian Lee, CGL                           | X |  |
| Wayne Freeh, CGL                         | X |  |
| Paul Vlnar, CGL                          | X |  |
| Babette Macy, Communications, CGL        | X |  |
| Gina Stingley, Communications, CGL       | X |  |
| Wendy Ware, JFA Institute                |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from February 22, 2023 Meeting**

There were no changes to the minutes.

**II. Programming Review**

Chloe provided an update on the programming process. CGL is working with the Warden and her team on a review of the programming document, and an updated draft will be ready toward the end of next week. Chloe will provide the report to be distributed to the Advisory Committee prior to a meeting to review the document on April 12<sup>th</sup>.

**ACTION:** Linda to distribute the draft programming document to the Advisory Committee in advance of the April 12 meeting.

**III. Communications Update**

Babette reviewed analytics from the website update which launched on March 9. CGL will update the project fact sheet once the design team RFP process has been completed.

**IV. Recap Designer Preproposal Meeting**

Linda provided an update on the design team services RFP. The mandatory pre-proposal meeting occurred last week, with local and national firms attending. Proposals are due April 12. If anyone from the Advisory Committee receives questions, they should be directed to Linda.

**V. Open Discussion**

Babette asked if there were any comments from the Chiefs of Police meeting. The Advisory Committee did not have any questions or comments. Commissioner Trescot is in communication with Chief Nye and also the MDJs and will request their feedback be provided for CGL and Advisory Committee review by the 1<sup>st</sup> week of May.

Linda asked about scheduling a listening session with the prison providers. The Warden is looking to schedule that meeting in Mid-April.

The Warden has been receiving requests to gather feedback from inmates. CGL will provide some thoughts for consideration.

**ACTION:** Commissioner Trescot to communicate a 1<sup>st</sup> week of May deadline for receiving comments back from the Chiefs of Police and MDJs.

**VI. Review Action Items**

See attached spreadsheet

**VII. Adjourn**

1:40 pm

Next Advisory Committee Meeting: 1 pm, April 12, 2023





**Advisory Committee Meeting Minutes  
Lancaster County Correctional Facility  
April 12, 2023  
1:00 pm – 2:00 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff**

|                                          |   |  |
|------------------------------------------|---|--|
| Ray D'Agostino, Commissioner*            |   |  |
| Josh Parsons, Commissioner*              |   |  |
| John Trescot, Commissioner*              |   |  |
| Larry George, Commissioners' Office      |   |  |
| Michael Fitzpatrick, Communications Dir. |   |  |
| Bob Devonshire, Facilities               | X |  |
| Carmen Simone, Facilities                |   |  |
| Pat Mulligan, Budget Services            |   |  |
| Lisa Colon, Controller                   | X |  |
| Steven Clements, IT                      |   |  |
| Brian Koenig, IT                         | X |  |
| Cheryl Steberger, Warden                 |   |  |
| DW Bill Aberts, Prison                   | X |  |
| DW Joe Shiffer, Prison                   | X |  |
| Toni Warfel, Prison                      | X |  |
| Austin Beiler, Community Member          | X |  |
| Carrie Kurtz, Community Member           | X |  |
| Jackie Pfursich, Solicitor               | X |  |
| Kathleen Morrison, Solicitor             | X |  |
| Linda Schreiner, Purchasing              | X |  |
| Heather Chalfant, Purchasing             | X |  |
| <b>Consultants</b>                       |   |  |
| Rick Davidson, Project Director, CGL     |   |  |
| Ed Whatley, Project Manager, CGL         | X |  |
| Chloe Jaco, Programming, CGL             | X |  |
| Bret Firfer, Programming, CGL            |   |  |
| Brian Lee, CGL                           | X |  |
| Wayne Freeh, CGL                         | X |  |
| Paul Vlnar, CGL                          | X |  |
| Babette Macy, Communications, CGL        | X |  |
| Gina Stingley, Communications, CGL       | X |  |
| Wendy Ware, JFA Institute                |   |  |

\* *Sunshine Laws limit the participation of Commissioners to one.*

**I. Review / Approve Minutes from March 29, 2023 Meeting**

There were no changes to the minutes.

**II. Program Presentation**

Chloe provided a presentation on the method, process and information included in the programming document draft. The program, based on findings from the Needs Assessment, builds on the mission statement and guiding principles to develop the main facility components as well as the basis for a staffing plan and initial cost projections. Multiple stakeholders from the prison and their support services providers provided input into the process. The report also provides a housing summary based on classifications and bed types, which were thoroughly studied by prison staff as a reflection of the most efficient configuration while providing room for adaptability.

**ACTION:** Advisory Committee to review programming document draft and provide comments by April 21.

**III. Open Discussion**

Linda provided an update on the design team RFP process. The County received 4 proposals. The RFP review committee has been provided training on the process and will be reviewing the proposals in the coming days.

CGL has updated the project schedule, which reflects the status of the project and is subject to change. It is included in today's presentation files.

**IV. Review Action Items**

See attached spreadsheet

**V. Adjourn**

1:48 pm

Next Advisory Committee Meeting: 1 pm, April 26, 2023



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
October 11, 2023  
1:00 pm – 3:30 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                                   |
|---------------------------------------------|---|---------------------------------------------------|
| Ray D'Agostino, Commissioner*               | X | Anthony Kipe, Prison                              |
| Josh Parsons, Commissioner*                 |   | Arla Brown, Prison                                |
| John Trescot, Commissioner*                 | X | Chris Leppler, Sheriff                            |
| Amy Campbell, Deputy Chief Clerk            | X | Chris Tallarico, Public Defender                  |
| Austin Beiler, Community Representative     | X | Dan Flynn, CGL Facilities Management              |
| Bob Devonshire, Facilities                  | X | Heather Adams, District Attorney                  |
| Brian Koenig, IT                            | X | Jennifer Disla, Prime Care                        |
| Carmen Simone, Facilities                   | X | Jennifer Nissley, Adult Probation and Parole      |
| Carrie Kurtz, Community Representative      | X | Jennifer Luciano, Adult Probation and Parole      |
| Cheryl Steberger, Warden                    | X | Jonathan Collins, Prison                          |
| Heather Chalfant, Purchasing                | X | Joshua Onderdonk, Prison                          |
| Jackie Pfursich, Solicitor                  |   | Justin Hackler, Prison                            |
| Joe Schiffer, Deputy Warden                 | X | Katie Harnish, Chaplain Services                  |
| Larry George, Administrator/Chief Clerk     |   | Kelly Rhoads, PrimeCare                           |
| Linda Schreiner, Purchasing                 | X | Leonard Brown Judicial Operations                 |
| Lisa Colon, Controller                      |   | Mark Wilson, Director, Adult Probation and Parole |
| Marcos Ramos, Prison                        | X | Matt Haines, Adult Probation and Parole           |
| Mike Fitzpatrick, Communications            | X | Michael Carbone, Armark                           |
| Pat Mulligan, Budget Services               |   | Sarah Sample, PrimeCare                           |
| Steven Clements, IT                         | X | Steve Yarsinsky, Aramark                          |
|                                             |   | Todd Haskins, PrimeCare                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b>         |
| Babette Macy, LINK                          | X | Brian Endler, TranSystems                         |
| Chloe Jaco, CGL                             | X | Csaba Balazs, TranSystems                         |
| Ed Whatley, CGL                             |   | Dave Redemske, HDR                                |
| Rick Davidson, CGL                          | X | David Hoglund, Rettew                             |
| Tamara Clarke, CGL                          | X | David McRoberts, TranSystems                      |
| Wayne Freeh, CGL                            | X | David Miller, Rettew                              |
|                                             | X | Gerry Guerrero, HDR                               |
|                                             |   | James Camacho, Camacho Food Service               |
|                                             |   | Kevin Juhl, JEM Group                             |
|                                             |   | Mark Lauriello, Rettew                            |
|                                             |   | Mike Brenchley, HDR                               |

|  |  |                                                                                       |
|--|--|---------------------------------------------------------------------------------------|
|  |  | Robert Scheibly, Camacho Food Service<br>Tom Pilson, Professional Systems Engineering |
|--|--|---------------------------------------------------------------------------------------|

*\* Sunshine Laws limit the participation of Commissioners to one.*

## **MEETING RECAP**

### **Lancaster County Prison Tour**

The Warden gave a recap of the tour conducted earlier in the morning with the design team.

### **Project Mission / Guiding Principles**

CGL reviewed the mission and guiding principles for the project.

### **Operational Assumptions**

CGL reviewed the operational assumptions that will be used in the program assessment. The Warden emphasized how important the tours have been to illustrating best practices and lessons learned from the newer facilities. Those assumptions include:

- Incorporation of Needs Assessment
- Implementation of four management tools
- Creation of facility tone
- Separation of intake/transportation/release
- Prioritization of adaptable housing areas
- Meaningful inmate services and programs
- Incorporation of healthcare best practices
- Integration of virtual court services
- Expansion of support services

### **Design Phase Deliverables and Schedule**

The group discussed deliverables for schematic design. Wayne distributed a list of the deliverables for TranSystems. TranSystems indicated they would also provide 3D imaging.

#### **Schedule**

- TranSystems has a 4-month contract to finish schematic design.
- There will be public engagement after schematic design is completed.
- Commissioners will have one-on-one meetings for input with the Advisory Committee & Design Team.
- Commissioners will determine if they will move forward with design development after the public meeting to review schematic design.
- Owner's Representative and Design Team contract extensions will be coordinated with Design Development phase.

TranSystems requested information on the facility from the County with regards to HVAC systems, controls, and items pertaining to the operation of the facility, as well as site development information. CGL indicated Bob Devonshire and the facilities group could help to gather the appropriate information.

**Upcoming Dates**

- November 15, 2023 – Advisory Committee receives Programming draft.
- November 28, 2023 – Commissioners receive information individually on Programming draft.
- December 5, 2023 – Programming draft to be presented at Commissioners' work session.
- December 21, 2023 – Prison Board meeting
- January 10, 2024 – Public Listening Session on the Programming draft. (Snow date January 11, 2024)

Linda reminded everyone of the Listening Session to be held later in the evening.



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
November 15, 2023  
1:00 pm – 3:00 pm**

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**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                           |
|---------------------------------------------|---|-------------------------------------------|
| Ray D'Agostino, Commissioner*               | X | Brian Secor, Prison                       |
| Josh Parsons, Commissioner*                 |   | Justin Hackler, Prison                    |
| John Trescot, Commissioner*                 | X |                                           |
| Amy Campbell, Deputy Chief Clerk            | X |                                           |
| Austin Beiler, Community Representative     | X |                                           |
| Bob Devonshire, Facilities                  | X |                                           |
| Brian Koenig, IT                            |   |                                           |
| Carmen Simone, Facilities                   | X |                                           |
| Carrie Kurtz, Community Representative      | X |                                           |
| Cheryl Steberger, Warden                    | X |                                           |
| Dennis Dougherty, Assistant Solicitor       | X |                                           |
| Heather Chalfant, Purchasing                | X |                                           |
| Jackie Pfursich, Solicitor                  | X |                                           |
| Joe Schiffer, Deputy Warden                 | X |                                           |
| Larry George, Administrator/Chief Clerk     | X |                                           |
| Linda Schreiner, Purchasing                 | X |                                           |
| Lisa Colon, Controller                      | X |                                           |
| Marcus Ramos, Prison                        | X |                                           |
| Mike Fitzpatrick, Communications            |   |                                           |
| Pat Mulligan, Budget Services               | X |                                           |
| Steven Clements, IT                         | X |                                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b> |
| Babette Macy, LINK                          | X | Brian Endler, TranSystems                 |
| Brian Lee, CGL                              | X | Csaba Balazs, TranSystems                 |
| Chloe Jaco, CGL                             | X | Chris DeBruyn –JEM Group                  |
| Ed Whatley, CGL                             |   | Dave Redemske, HDR                        |
| Rick Davidson, CGL                          |   | David McRoberts, TranSystems              |
| Tamara Clarke, CGL                          |   | Ruchik Vyas, TranSystems                  |
| Wayne Freeh, CGL                            | X |                                           |

**\* Sunshine Laws limit the participation of Commissioners to one.**

## **MEETING RECAP**

### **Design Update**

Wayne reported CGL has held two meetings with the design team to understand the planning work done to date. The design team is now creating a schematic design and initial concept in response to the program, which will be ready for review in the coming weeks.

### **Project Program Review**

Chloe provided a presentation on the method, process and information included in the programming document draft. The program, based on findings from the Needs Assessment, builds on the mission statement and guiding principles to develop the main facility components and square footage needs, as well as the basis for a staffing plan and initial cost projections. The report provides a housing summary based on classifications and bed types, which were thoroughly studied by prison staff as a reflection of the most efficient configuration while providing room for adaptability. Multiple stakeholders from the prison and their support services providers provided input into the process.

Commissioner Trescot asked about central booking, based on feedback from Chiefs of Police meeting. AC / CGL has received no direction on that. Warden Steberger reported conversations are ongoing and she will update the Advisory Committee on findings as it relates to programming impacts.

The next steps are to identify staffing impacts and then develop a financial model.

The Advisory Committee will have until November 17 to provide feedback on the program presentation and report, and Linda will use feedback submitted to determine whether an Advisory Committee meeting on November 22 is necessary in advance of one-on-one meetings to review the program with the Commissioners. The program will be presented to the public at the December 5 Commissioners' work session. Commissioners will then solicit community feedback at the December 21 Prison Board meeting and a scheduled January 10 public listening session.



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
February 28, 2024  
3:00 pm – 4:30 pm**

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**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                           |
|---------------------------------------------|---|-------------------------------------------|
| Josh Parsons, Commissioner*                 |   | Brad Whittaker                            |
| John Trescot, Commissioner*                 |   | Brian Secor                               |
| Alice Yoder, Commissioner*                  | X | Justin Hackler                            |
| Amy Campbell, Deputy Chief Clerk            |   |                                           |
| Austin Beiler, Community Representative     | X |                                           |
| Bob Devonshire, Facilities                  | X |                                           |
| Brian Koenig, IT                            | X |                                           |
| Carmen Simone, Facilities                   | X |                                           |
| Carrie Kurtz, Community Representative      | X |                                           |
| Cheryl Steberger, Warden                    | X |                                           |
| Dennis Dougherty, Assistant Solicitor       | X |                                           |
| Heather Chalfant, Purchasing                | X |                                           |
| Jackie Pfursich, Solicitor                  | X |                                           |
| Joe Schiffer, Deputy Warden                 | X |                                           |
| Larry George, Administrator/Chief Clerk     | X |                                           |
| Linda Schreiner, Purchasing                 | X |                                           |
| Lisa Colon, Controller                      | X |                                           |
| Marcus Ramos, Prison                        | X |                                           |
| Merrill Spahn, Judge                        | X |                                           |
| Mike Fitzpatrick, Communications            |   |                                           |
| Pat Mulligan, Budget Services               | X |                                           |
| Steven Clements, IT                         | X |                                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b> |
| Babette Macy, LINK                          | X | Ruchik Vyas, TranSystems                  |
| Brett Firfer, CGL                           | X | Brian Endler, TranSystems                 |
| Brian Lee, CGL                              |   |                                           |
| Chloe Jaco, CGL                             | X |                                           |
| Ed Whatley, CGL                             | X |                                           |
| Paul Vlnar                                  | X |                                           |
| Rick Davidson, CGL                          |   |                                           |
| Tamara Clarke, CGL                          | X |                                           |
| Wayne Freeh, CGL                            | X |                                           |

\* *Sunshine Laws limit the participation of Commissioners to one.*



## **MEETING RECAP**

### **Overall Project Update**

Linda provided an overview of the purpose of the Advisory Committee and introduced members as well as consultants on the call.

Wayne Freeh from CGL provided an overview of the project work done to date. The design team is currently in the process of schematic design. Plans will be presented to the Commissioners in the coming months.

CGL mentioned specific areas of focus such as work release, central booking and housing. Linda answered Commissioner Yoder's question surrounding stakeholder input, adding those stakeholders would be consulted as the design team begins working through the specifics of each area. The Warden also referenced regular meetings with a group that includes members of the police, and they are collecting data that will help inform design of central booking.

### **Public Input**

Mike Fitzpatrick has been provided login access to provide edits to the project website. Babette provided an update on the project website analytics. Questions were asked about the following data:

- Unique visitors: 900 of 924 from December 1, 2023 – February 28, 2024
- Average time on site: 3 minutes, 24 seconds
- Visitor demographics: Google no longer provides a breakdown of user demographics to those websites not deploying paid advertising

Linda reviewed the community emails that have been received.

Commissioner Yoder asked about stakeholder involvement through the remainder of the design process. CGL referenced draft communications and public outreach plans that were proposed at the onset of the project.



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
March 27, 2024  
4:00 pm – 4:30 pm**

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**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                           |
|---------------------------------------------|---|-------------------------------------------|
| Ray D'Agostino, Commissioner*               | X | Anthony Kipe                              |
| Josh Parsons, Commissioner*                 |   | Brian Secor                               |
| Alice Yoder, Commissioner*                  |   | Justin Hackler                            |
| Amy Campbell, Deputy Chief Clerk            |   |                                           |
| Austin Beiler, Community Representative     | X |                                           |
| Bob Devonshire, Facilities                  | X |                                           |
| Brian Koenig, IT                            | X |                                           |
| Carmen Simone, Facilities                   |   |                                           |
| Carrie Kurtz, Community Representative      | X |                                           |
| Cheryl Steberger, Warden                    | X |                                           |
| Dennis Dougherty, Assistant Solicitor       | X |                                           |
| Heather Chalfant, Purchasing                | X |                                           |
| Jackie Pfursich, Solicitor                  |   |                                           |
| Joe Shiffer, Prison                         | X |                                           |
| Larry George, Administrator/Chief Clerk     | X |                                           |
| Linda Schreiner, Purchasing                 | X |                                           |
| Lisa Colon, Controller                      | X |                                           |
| Marcus Ramos, Prison                        |   |                                           |
| Merrill Spahn, Judge                        | X |                                           |
| Miguel Castro, Deputy Warden                | X |                                           |
| Mike Fitzpatrick, Communications            | X |                                           |
| Pat Mulligan, Budget Services               |   |                                           |
| Steven Clements, IT                         | X |                                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b> |
| Babette Macy, LINK                          | X | Ruchik Vyas, TranSystems                  |
| Brett Firfer, CGL                           |   |                                           |
| Brian Lee, CGL                              |   |                                           |
| Chloe Jaco, CGL                             |   |                                           |
| Ed Whatley, CGL                             |   |                                           |
| Paul Vlnar                                  |   |                                           |
| Rick Davidson, CGL                          |   |                                           |
| Tamara Clarke, CGL                          |   |                                           |
| Wayne Freeh, CGL                            | X |                                           |

\* Sunshine Laws limit the participation of Commissioners to one.

## **MEETING RECAP**

### **Overall Project Update**

Linda introduced new committee members that have joined the Advisory Committee in the last few months, including Judge Spahn, Deputy Warden Castro and Commissioner D'Agostino.

Wayne Freeh of CGL gave an update on design status. CGL and TranSystems continue to evaluate the building given the Commissioners' direction of 1,000 beds.

### **Court Committee – Judge Spahn**

Judge Spahn provided an update on a new Court Committee he will be spearheading in an effort to reduce Lancaster County's average length of stay to numbers more in line with the national average. CGL will provide Judge Spahn with JFA Associates' analysis of impacts to length of stay which was included in the Needs Assessment report.



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
April 24, 2024  
4:00 pm – 4:30 pm**

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**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                           |
|---------------------------------------------|---|-------------------------------------------|
| Ray D'Agostino, Commissioner*               |   | Anthony Kipe                              |
| Josh Parsons, Commissioner*                 |   | Brian Secor                               |
| Alice Yoder, Commissioner*                  | X |                                           |
| Amy Campbell, Deputy Chief Clerk            |   |                                           |
| Austin Beiler, Community Representative     | X |                                           |
| Bob Devonshire, Facilities                  | X |                                           |
| Brian Koenig, IT                            | X |                                           |
| Carmen Simone, Facilities                   |   |                                           |
| Carrie Kurtz, Community Representative      | X |                                           |
| Cheryl Steberger, Warden                    | X |                                           |
| Dennis Dougherty, Assistant Solicitor       | X |                                           |
| Heather Chalfant, Purchasing                | X |                                           |
| Jackie Pfursich, Solicitor                  | X |                                           |
| Joe Shiffer, Prison                         | X |                                           |
| Larry George, Administrator/Chief Clerk     | X |                                           |
| Linda Schreiner, Purchasing                 | X |                                           |
| Lisa Colon, Controller                      | X |                                           |
| Marcus Ramos, Prison                        | X |                                           |
| Merrill Spahn, Judge                        | X |                                           |
| Miguel Castro, Deputy Warden                | X |                                           |
| Mike Fitzpatrick, Communications            |   |                                           |
| Pat Mulligan, Budget Services               |   |                                           |
| Steven Clements, IT                         | X |                                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b> |
| Babette Macy, LINK                          | X | Brian Endler, TranSystems                 |
| Brett Firfer, CGL                           |   | Ruchik Vyas, TranSystems                  |
| Brian Lee, CGL                              |   |                                           |
| Chloe Jaco, CGL                             | X |                                           |
| Ed Whatley, CGL                             | X |                                           |
| Gina Stingley                               | X |                                           |
| Paul Vlnar                                  | X |                                           |
| Rick Davidson, CGL                          |   |                                           |
| Tamara Clarke, CGL                          |   |                                           |
| Wayne Freeh, CGL                            | X |                                           |

**\* Sunshine Laws limit the participation of Commissioners to one.**

## **MEETING RECAP**

### **Overall Project Update**

Linda provided an update on the project. The design team continues to meet weekly to work on schematic design, refining the building's design toward the Commissioners' direction of 1,000 beds.

### **Court Committee – Judge Spahn**

Judge Spahn provided an update on a new Court Committee. The committee's first meeting was last week and they will be meeting once a month. In addition to analyzing length of stay data available, the committee will be reviewing proposed laws being presented at the state level that could impact the jail population. He mentioned it likely would be Summer 2025 through 2026 before changes could be implemented.



**Advisory Committee Meeting Notes  
Lancaster County Correctional Facility  
August 14, 2024  
2:00 pm – 3:30 pm**

*The Advisory Committee is an informational work group that provides for the administrative needs and data sharing necessary for the progress of the Lancaster County Correctional Facility. Decision making authority regarding the LCCF rests solely with the Board of Commissioners, and in some instances, the Prison Board.*

**Advisory Committee Members**

**Lancaster County Staff / Consultants in Attendance**

|                                             |   |                                           |
|---------------------------------------------|---|-------------------------------------------|
| Ray D'Agostino, Commissioner*               |   |                                           |
| Josh Parsons, Commissioner*                 |   |                                           |
| Alice Yoder, Commissioner*                  | X |                                           |
| Amy Campbell, Deputy Chief Clerk            |   |                                           |
| Austin Beiler, Community Representative     | X |                                           |
| Bob Devonshire, Facilities                  | X |                                           |
| Brian Koenig, IT                            | X |                                           |
| Carmen Simone, Facilities                   | X |                                           |
| Carrie Kurtz, Community Representative      | X |                                           |
| Cheryl Steberger, Warden                    | X |                                           |
| Dennis Dougherty, Assistant Solicitor       | X |                                           |
| Heather Chalfant, Purchasing                | X |                                           |
| Jackie Pfursich, Solicitor                  | X |                                           |
| Joe Shiffer, Prison                         | X |                                           |
| Larry George, Administrator/Chief Clerk     |   |                                           |
| Linda Schreiner, Purchasing                 | X |                                           |
| Lisa Colon, Controller                      | X |                                           |
| Marcus Ramos, Prison                        |   |                                           |
| Merrill Spahn, Judge                        | X |                                           |
| Miguel Castro, Deputy Warden                | X |                                           |
| Mike Fitzpatrick, Communications            | X |                                           |
| Paul Landers, Budget Services               | X |                                           |
| Steven Clements, IT                         | X |                                           |
| <b>Consultants – Owner's Representative</b> |   | <b>Consultants – Design Services Team</b> |
| Babette Macy, LINK                          | X | Dave Redemske – HDR                       |
| Brett Firfer, CGL                           | X | Mike Brenchley – HDR                      |
| Chloe Jaco, CGL                             | X | David Miller – Retew                      |
| Ed Whatley, CGL                             | X | David Hoglund – Rettew                    |
| Wayne Freeh, CGL                            | X |                                           |

\* *Sunshine Laws limit the participation of Commissioners to one.*

## **MEETING RECAP**

Linda introduced Paul Landers as the new Director of Budget Services and provided the group with an update on the current stage of the project.

A detailed explanation of the listening session was provided by Linda, noting that there will be a brief presentation providing updates followed by stations outlining the topics of site, housing and medical. There will be name tags required and pen & slips for written suggestions.

The Advisory Committee reviewed the presentation and materials for the listening session. Edits to the project timeline, talking points and project description will be made after the AC call. Linda noted that she would like all revisions completed by weekend in preparation for the Listening Session next week.

Warden Steberger commented that she received several comments asking why a smaller facility is being built, expressing concerns that the facility will be overcrowded.