

## RESOLUTION 1-2024

### RESOLUTION OF THE DAUPHIN COUNTY BOARD OF PRISON INSPECTORS REGARDING PUBLIC MEETING PROCEDURES/GUIDELINES

WHEREAS, the Dauphin County Board of Prison Inspectors recognizes the need to conduct its public meetings in a more efficient and transparent manner.

WHEREAS, the Dauphin County Board of Prison Inspectors recognizes the need to implement procedures and guidelines to achieve said goal.

NOW THEREFORE, BE IT RESOLVED that the Dauphin County Board of Prison Inspectors enacts the following guidelines and procedures for its public meetings:

- 1.) Agendas will be published online the Friday before the following week's meeting. Board Information ([dauphincounty.gov](http://dauphincounty.gov)).
- 2.) Any questions from the public about the agenda should be emailed no later than noon on the day before the meeting to [dcprisonboard@dauphincounty.gov](mailto:dcprisonboard@dauphincounty.gov). "Agenda Question" should be placed in the subject line of the email.
- 3.) Any questions from the public wishing to be addressed at the Prison Board meeting, not about agenda items should be emailed no later than noon on the day before the meeting to [dcprisonboard@dauphincounty.gov](mailto:dcprisonboard@dauphincounty.gov). "Meeting Response" should be placed in the subject line.
- 4.) All emailed questions received from the public before noon the day before the meeting about the agenda with the subject "Agenda Question" will be read and answered during the Prison Board Chairman's Report at the beginning of the meeting.
- 5.) All emailed questions received from the public before noon the day before the meeting not about agenda items with the subject line "Meeting Response" will be read and answered by the Chairman at the beginning of the second Public Participation section of the meeting.
- 6.) The Community Advisory Committee will receive their own Agenda Item to present their report.
  - a.) One participant will be permitted to present the report.
  - b.) Others from the Committee wishing to comment will be permitted during public participation.
- 7.) Public Participation
  - a.) A 4-minute time limit will be enacted per public participant (a timer will be visible on the screen to those present and online).
  - b.) Questions will be answered by the Board if there is a quick response that does not require legal review, sensitive information, or require additional research by staff or the board.
    - This is the purpose of submitting questions before the meeting and allowing the public to see agenda items sooner.

- c.) Questions asked during the meeting by the public will be answered in writing on the Prison Board website in a new section titled “Prison Board Meeting Correspondence” by the close of business on Friday following the meeting and will be read at the beginning of the next meeting.
- 8.) Online participation by the Public
  - a.) The Board will continue to offer an online option, and is exploring ways to improve the sound quality for those participating online.
- 9.) The Meeting Agenda Template is attached to this Resolution as Exhibit “A”.

Adopted this 24<sup>th</sup> day of January, 2024 by majority vote of the Dauphin County Prison

Board of Prison Inspectors.

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Chairperson, Dauphin County Board of  
Prison Inspectors

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Secretary, Dauphin County Board of  
Prison Inspectors

## Meeting Agenda Template

- Call To Order
- Moment of Silence & Pledge of Allegiance
- Approval of Minutes
  - Previous Meeting Minutes
- Prison Board Chairman's Report
  - The Chairman will review questions received via email about the agenda items as well as answer any questions from the previous meeting.
- Public Participation – Topics Appearing on the Agenda
- Monthly Reports
  - Prison Board Solicitor
  - Medical
  - Security/Training
  - Operations
  - Treatment
  - Diversion
  - Drug Court
  - Criminal Justice Program/Stepping Up
  - Criminal Justice Advisory Board (CJAB)
- Warden's Report
  - Personnel Packet
  - Population & Recidivism
  - Expenditure Packet
  - Other Matters
- Director of Criminal Justice's Report
- Work Release Director's Report
- Reports/Comments by Prison Board Members & County Staff
- Community Advisory Committee Report
- Public Participation
  - The Chairman will address email correspondence first.
- Adjournment of Public Meeting
- Executive Session (if needed)

\*\*Emails not containing the subject lines "Agenda Item" or "Meeting Response" will not be addressed during the Public Meeting.

\*\*The Board of Prison Inspectors reserves the right to not respond to any comment via email or public participation that does not include a specific question.

\*\*The Board of Prison Inspectors will not respond to specific questions regarding personnel matters, internal affairs investigations, or specific inmate-related matters at Public Prison Board Meetings.

**EXHIBIT "A"**