



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 1/2/25

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PRESENT: L. Lilley, Supt. J. Johnson, FDS L. Andersen, DSS  
L. Ebert, DSA E. Garber, DSMH B. Leifeld, Capt.  
D. Tierney, A/Steward L. Gonzalez, A/DSP K. Faulkner, NA  
S. Solomon, FHSD

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### Superintendent Lilley

- Superintendent Lilley advises the Fire & Safety Inspection will be conducted on 2/12-2/14.
- Superintendent Lilley inquires about the status of the site visit corrective action report from AC DiCairanos recent site visit.
- Superintendent Lilley inquires about the new AED training. He was advised it was completed and the RTF is in the Chart office.
- Superintendent Lilley reminds everyone of the upcoming annual report.
- Superintendent Lilley advises 12 hour shifts will continue and the end of tour reports must be sent up at the end of each tour. [REDACTED]
- Superintendent Lilley inquires about the recent officer arrest and advises of the officer suspension we had today.

### K. Faulkner, NA

- NA Faulkner discusses the status of I/ [REDACTED] hunger strike.
- NA Faulkner asks if the Executive Team could issue a memorandum advising I/Is and staff that the FLU and Covid vaccine are available.
- NA Faulkner inquires about continuing the no show list and is advised to continue to send it.

### J. Johnson, FDS

- FDS Johnson advises after this meeting he will meet with the Executive Team to schedule next weeks 12 hour shifts.
- FDS Johnson reports ACA folders are returning slowly. Notifications will be sent out today for any folders that are 60 days past due.
- FDS Johnson advises when completing your time sheets in lats, [REDACTED]

### L. Andersen, DSS

- DSS Andersen reviews the upcoming funeral trip in New Paltz.

### E. Garber, DSMH

- DSMH Garber advises the progress in the CAR program area continues.
- DSMH Garber reports no status change on the CAR manuals that were submitted to Central Office.
- DSMH Garber advises the Teacher vacancy has had a name submitted and we are now waiting for approval.

**L. Ebert, DSA**


- DSA Ebert advises of a statewide outage for the Law Library tablets in SHU. Also the Wifi in SHU is down.
- DSA Ebert advises the VTC machines have been received and the TV and Carts are expected by Tuesday.

**L. Gonzalez, A/DSP**

- A/DSP Gonzalez advises Channukah and Christmas went well.
- A/DSP Gonzalez reports the General Library will be open next week on Monday & Wednesday from 6-8.
- A/DSP Gonzalez advises Education and Vocation resume next week.
- A/DSP Gonzalez advises the BARD spring registration is 1/6/25 from 9-11.
- A/DSP Gonzalez reports AVP is scheduled to resume this month.
- A/DSP Gonzalez advises HALT programing will continue in the AM & PM.
- A/DSP Gonzalez advises additional funding for CAP range was approved by Central Office we are just awaiting the final approval.
- A/DSP Gonzalez reports NYC birth certificates app was updated.

**D. Tierney, A/Steward**

- A/Steward Tierney reports on 1/23 the OA 1 for the Commissary starts. She has H. Depew assisting with purchasing, A. Dwy assisting in the Library in the PM.
- A/ Steward Tierney advises there is still an open Steward, OA 1 and OA 2 position.

  
Lynn J. Lilley, Superintendent

LJL:my

Cc: Assistant Commissioner DiCairano  
Exec Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
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DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 1/9/25

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PRESENT: L. Lilley, Supt. J. Johnson, FDS L. Andersen, DSS  
E. Garber, DSMH B. Leifeld, Capt. P. Mace, Capt.  
L. Kortright, A/DSA D. Tierney, A/Steward M. Robles, A/DSP  
G. Savage, OMH UC

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### Superintendent Lilley

- Superintendent Lilley reviews the re-issue of Commissioner Martuscello's 10/7 memorandum regarding the "Visitation Procedures".
- Superintendent Lilley reviews the list of end of year training deficient employees.
- Superintendent Lilley advises the annual tour for private citizens is scheduled for [REDACTED]
- Superintendent Lilley reviews the updated early warning report from Director Hansen.
- Superintendent Lilley reviews the PREA year end report.
- Superintendent Lilley advises the annual Fire & Safety audit is scheduled for 2/12-2/14.
- Superintendent Lilley reviews a memorandum from Director McGuinness regarding "Annual Summary of Work-Related Injuries and Illnesses – Form SH-900.1".
- Superintendent Lilley reviews the recent email he received from DSS Galioto regarding the "full body scanner".
- Superintendent Lilley reviews the "Guard 1 Plus Timekeeping System- Revised and Reissued" from DC D'Amore.
- Superintendent Lilley reviews the memorandum from DC D'Amore regarding "Emergency Control Plans (RED Book)".
- Superintendent Lilley highlights topics reviewed during the Commissioner conference call.
- Superintendent Lilley reviews the Modified Operational Plan.
- Superintendent Lilley advises he has an Axon Performance Matrix web conference call.
- Superintendent Lilley advises that all outside civilian crews must remain professional.
- Superintendent Lilley ensures when I/Is are being transferred their tablets are being pulled before they leave.
- Superintendent Lilley advises in 2024 there were 26 suicides across the state and so far for 2025 there have been 4.
- Superintendent advises OSI will be meeting with ILC every other month without the Executive team. OSI will also assist in funeral trips.
- Superintendent Lilley inquires if GCRU I/Is can visit in the visit room or in a non-contact room. DSS Andersen advises if the I/I is IPC or PC they should be separate from the rest of the visiting room.
- Superintendent Lilley advises Governor Hochul met with ILC and one outcome from that meeting was that I/Is are reporting that vans used inside the facility are used to abuse I/Is and that correspondence to the Executive team members go without a response.

### L. Kortright, A/DSA

- A/DSA Kortright reports he met with the Business office on the Guard Room Floor regarding the disputed funds, but all were accounted for.
- A/DSA Kortright advise the MLK Jr. food drive continues and it ends on 2/18.

**L. Andersen, DSS**

- DSS Andersen advises Lt. Startup will report as Captain at Wallkill on Thursday.

**E. Garber, DSMH**

- DSMH Garber advises the facility will be changing to an OMH level 1 soon.

**G. Savage, OMH U.C.**

- UC Savage advises OMH is running well and he doesn't anticipate I/Is requiring injectable medications.
- UC Savage advises they currently have 123 active cases.
- UC Savage inquires how to see an I/I who is on a 1:1 privately.

**P. Mace, Captain**

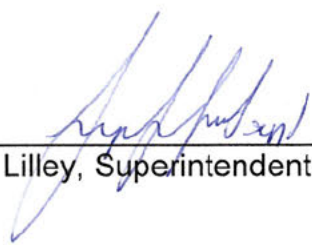
- Captain Mace reports there are 4 in SHU, 1 pending a Tier 3 and 1 Wallkill pending a Tier 3.
- Captain Mace advise GCRU is full with one leaving tomorrow. [REDACTED] will move into a vacant cell when available.

**M. Robles, A/DSP**

- A/DSP Robles advises Bard completed the Spring 2025 registration on 1/6/25.
- A/DSP Robles reports Eastern NY C.F. has been chosen to host one of the Arts in Corrections Program which is offered through Wave Farm.
- A/DSP Robles advises the Law Library Printing Alternative has been established and the follow up with the Director's Office has been made.
- A/DSP Robles advises the CDL bi-weekly conference call was completed on 1/7/25.
- A/DSP Robles advise six computers in Guidance have been down since November. Superintendent advises ITS has received the serial numbers for the broken computers and are sending replacements.
- A/DSP Robles advises the HALT programming is offered in the AM and PM.

**D. Tierney, A/Steward**

- A/Steward Tierney advises the minor rehab project was submitted on 12/31.
- A/Steward advises she received the waiver for an OA1.
- A/Steward reports the stage curtain bid is now open.

  
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Lynn J. Lilley, Superintendent

LJL:my

Cc: Assistant Commissioner DiCairano  
Exec Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 1/16/25

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PRESENT: L. Lilley, Supt. J. Johnson, FDS L. Andersen, DSS  
E. Garber, DSMH B. Leifeld, Capt. P. Mace, Capt.  
L. Ebert, DSA D. Tierney, A/Steward M. Robles, A/DSP  
K. Purpura, IRC II

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### Superintendent Lilley

- Superintendent Lilley reviews his recent follow ups with the Executive Team.
- Superintendent Lilley reviews the updated directives with the Executive Team.
- Superintendent Lilley advises Joseph Joseph has been promoted to Deputy Commissioner for Program Services.
- Superintendent Lilley reviews the recent memorandums from Director Seguin regarding "Body-Worn Camera Use During IGRC Hearings" and "Body-Worn Camera Use During Strip Searches/Frisks".
- Superintendent Lilley reviews the recently revised and reissued memorandum from DC D'Amore regarding "Directive 4013-Incarcerated Individual Deaths-Administrative Responsibilities".
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Medal of Honor/Medal of Merit Nominations".
- Superintendent Lilley advises that there has been a bed conversion and effective 1/14 SDU 102 will now be General 100.
- Superintendent Lilley advises Amber will be coordinating the 4 day refresher and the full course of the HALT training.
- Superintendent Lilley reviews the recent memorandum from DC Ayotte regarding "Legislative bill S6810-A6854- New Provision for the Procurement of NY Fresh Produce for Incarcerated Individuals".
- Superintendent Lilley advises of our mental health level change to a level 1 facility and this may affect our ACA requirements.
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Emergency Contact Notifications for Attempted Suicide or Hospitalization".
- Superintendent Lilley discusses the procedures for reporting to an I/I's family when they have been moved into medical or to an outside hospital.
- Superintendent Lilley advises Bard College will be coming in with their own ITS and setting up three computers on a weekend. Bard will also be doing a play and it will be scheduled in place of their movie times for 2/21 Friday, 2/22 Saturday and 2/23 Sunday.
- Superintendent Lilley follows up with the corrective action from AC DiCairano's recent site visit.
- Superintendent Lilley reminds that the Fire & Safety audit will be February 12<sup>th</sup> -14<sup>th</sup>.
- Superintendent Lilley inquires about the annual work related injuries report (SH 900.1).
- Superintendent Lilley inquires about the body scanner and DSA Ebert reports he has contacted the servicing company to have them come in.
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello about visitation entry guidelines.

**D. Tierney, A/Steward**

- A/Steward Tierney advises she conducted an interview on Monday for an OA 1, paperwork has been submitted to personnel.
- A/Steward advises the stage curtains were denied until the next fiscal years budget.
- FDS Johnson advises the A/Steward and DSA to review the commissary and laundry FOM and report any changes that are needed.

**K. Purpura, IRC II**

- IRC II Purpura advises 107 ACA folders are ready and she continues to send out folders. She is maintaining at 2 month ahead of schedule.

**M. Robles, A/DSP**

- A/DSP Robles advises the new VTC equipment has been tested with the Poughkeepsie area office and the parole board is scheduled for 1/21.
- A/DSP Robles reports the air conditioner unit for the Law Library has been ordered and will be installed.
- A/DSP Robles advises the Law Library Officer has been awarded to CO Sweet and CO Grant is the relief Officer.
- A/DSP Robles advises the DSP is reviewing Law Library FOMS from Shawangunk, Woodbourne, Otisville, Green Haven, and Sing Sing.
- A/DSP Robles advises the first AVP meeting with facilitators is scheduled for this evening. The AVP locker was inventoried.
- A/DSP Robles advises the General Library is open on Monday & Wednesday.
- A/DSP Robles advises Mrs. Bastone was approved for transfer to Shawangunk but is pending, backfill request has been completed.
- A/DSP Robles advises ASAT ORC McGrath's name has been submitted for hire at Woodbourne CF and is pending Central Office Review.
- A/DSP Robles reports 2 interviews are scheduled on 1/21 for the vacant Vocational Supervisor position.
- A/DSP Robles reports advises the Correspondence Unit interviews are pending scheduling and the Guidance OA II is waiting for a start date. The translator manual communicator position waiver is being checked on by Personnel. Also, the appointment packet for the Education/Vocation OA I is being worked on.
- A/DSP Robles advises on 1/16 the Buddhist religious event is scheduled.

**L. Ebert, DSA**

- DSA Ebert advises the Steward waiver has been approved.

**E. Garber, DSMH**

- DSMH Garber advises she has reached out to other facilities with special programs regarding their visitation policy.
- DSMH Garber reports AC Donahue and K. Call will conduct a site visit in two weeks.

**P. Mace, Captain**

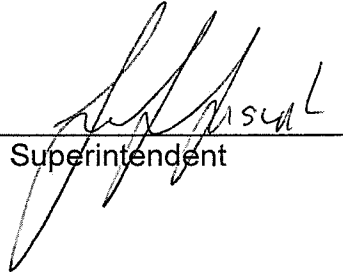
- Captain Mace reports there are 5 in SHU, 2 from another facility and 1 pending tier III.
- Captain Mace advises no one over 15 days in SHU.
- Captain Mace reports 2 in GCRU, and we have 1 IPC.

**B. Leifeld, Captain**

- Captain Mace continues to prepare for the memorial for Officer Pomaes.
- Captain Mace advises the chili cookoff went well, Sarah Startup won and there was a \$200 donation made for EAP.

**L. Andersen, DSS**

- DSS Andersen advises she continues working on the implementation of the BWCs.

  
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Lynn J. Lilley, Superintendent

LJL:my

Cc: Assistant Commissioner DiCairano  
Exec Team  
File



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DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 1/23/25

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PRESENT: L. Lilley, Supt. J. Johnson, FDS E. Garber, DSMH  
L. Ebert, DSA S. Harrison, DSP M. Schoonmaker, Industry Sup.

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### Superintendent Lilley

- Superintendent Lilley reviews the recent email regarding the new Zoll AED distribution.
- Superintendent Lilley advises of the 2025 CAYSA trainings, our region is May 16 and the annual symposium is [REDACTED] Each department should encourage attendance.
- Superintendent Lilley the Bard graduation has been scheduled for [REDACTED]
- Superintendent Lilley advises the body scanner was installed today; the report typically takes 8-10 to be returned. Ulster C.F. officers will assist in training for it.
- Superintendent Lilley reviews the Guard 1 Plus report.
- Superintendent Lilley advises he will meet with FDS and other staff to complete the Emergency Control Plans (RED book).
- Superintendent Lilley advises the recommendations for the Commissioner's Accreditation/PREA Compliance Excellence Award.
- Superintendent Lilley advises the Bard play has been scheduled for 2/21 for all Bard students, executives, and professors. 2/22 & 2/23 will be run instead of the evening movie for the population.
- Superintendent Lilley reviews the recent memorandum from DC D'Amore regarding "After Hour Facility Move Procedures for Incarcerated Individuals" and asks everyone to be mindful of the process.
- Superintendent Lilley reviews the recent proposal for a "stop the violence walk group" with DSP Harrison.
- Superintendent Lilley reviews the recent memorandum from Director Call regarding "Annual Staff Housing Review and Inspection".
- Superintendent Lilley advises tomorrow AC DiCairano, AC Donahue and Director Call will conduct a site visit tomorrow.
- Directive reviews were discussed:
  - Directive #8115- Criminal History Record Information
  - Directive #4755- Correctional Facility Tours
  - Directive #4068- Respiratory Protection Program

### M. Schoonmaker, Industry Supervisor

- Industry Supervisor Schoonmaker advises the new OA2 started today.
- Superintendent Lilley discusses this area moving the chair production line back to Green Haven C.F.. He also discusses the recent email from Director Behrle regarding "Corcraft ACA Standard 2-CI-6B-3 & DOCCS Directive 4755 Correctional Facility Tours".

### S. Harrison, DSP

- DSP Harrison advises there will be a burial tomorrow from Cossackie C.F..
- DSP Harrison advises AVP is on hold indefinitely.



- DSP Harrison reports Woodbourne C.F. will have a FRP cycle as we now are servicing both Ulster and Woodbourne FRP.
- DSP Harrison advise the Bard review of 2 & 4 year masters program is ongoing and the semester begins Monday.
- DSP Harrison reports the Vocational Supervisor interviews are completed and a name was submitted.
- DSP Harrison advises the parole board went well and all the equipment functioned properly.
- DSP Harrison advises time allowance committee was held on 1/22 and that she will be adding more names from security to the list.
- DSP Harrison reports tomorrow she will have a meeting with the RPL 2 regarding the 2089 reviews.
- DSP Harrison advises lockers need to be removed from the stage area to accommodate the Rastafarian group meetings.
- DSP Harrison advises Deacon Carr continues to cover Shawangunk and Wallkill until February. Imam Ahmad is covering Woodbourne for 2 weeks then he will be on vacation for 3 weeks. Imam Laden will cover in his absence.
- DSP Harrison reports the Education and Vocational audit will be held in May.
- DSP Harrison advises ASAT will be moving into the Vocational building.
- DSP Harrison advises she has received the over the ear headphones but needs a tablet to test the capability.
- DSP Harrison reports this facility has been selected to participate in the Arts in Corrections-Wave Arts- program, more details are to follow when a determination has been made as to what type of artistic program will be done.
- DSP Harrison reports R. Catala has been promoted to the regional occupational supervisor.
- DSP Harrison advise the HUB Chaplain meeting will be on 8/7 in the Ulster QWL.

**L. Ebert, DSA**

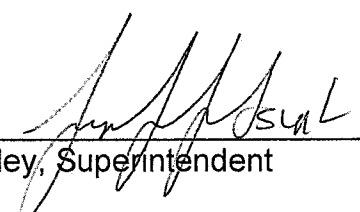
- DSA Ebert advises the new OA 1 in the Business Office started today.

**E. Garber, DSMH**

- DSMH Garber advises she has made updates to the visiting procedures to the GCRU manual.

**J. Johnson, FDS**

- FDS Johnson advises he has spoke to the infectious control nurse regarding our facility TB testing numbers and our facility is in good standing.

  
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Lynn J. Lilley, Superintendent

LJL:my

Cc: Assistant Commissioner DiCairano  
Exec Team  
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# Department of Corrections and Community Supervision

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DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 1/30/25

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PRESENT: L. Lilley, Supt. L. Ebert, DSA S. Harrison, DSP  
K. Purpura, IRC II D. Tierney, A/Steward

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### Superintendent Lilley

- Superintendent Lilley inquires about Woodbourne utilizing our ERP site and their process.
- Superintendent Lilley advises TEDx program is scheduled for [REDACTED] being the date of the event. As more information becomes available, DSP Harrison will be included. RPL 3 Irwin-Brown will be the liaison for this event.
- Superintendent Lilley advises the Bard graduation is scheduled for [REDACTED]
- Superintendent Lilley advises DC Joseph sent out the updated program area/Hub assignments.
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Whistleblower Policy". Superintendent Lilley advises this should be brought up in all Department Head meetings.
- Superintendent Lilley reviews the recent memorandums from Commissioner Martuscello regarding "Meeting with ILC" and OSI. Also the memorandum from DC D'Amore "Office of Special Investigation- Increased Facility Presence & Work Locations". Superintendent Lilley advises we are tasked with providing OSI an office as an Investigator will be assigned specifically to this jail.
- Superintendent Lilley reviews the revised and reissued memorandum from DC D'Amore regarding "Staff Safety – Fentanyl/Unknown Substances" and expresses his desire to ensure all staff are following the proper procedures in areas such as correspondence and the package room.
- Superintendent Lilley follows up with letters sent to his Executive Team for completion.
- Superintendent Lilley advises he viewed the visit room procedures with the new body scanner today.
- Superintendent Lilley reviews the memorandum from DC D'Amore regarding "Body Worn Camera Plastic Wing Clips".
- Superintendent Lilley reviews the memorandum from DC McKay regarding "Workforce demographic data collection" and advises it should be discussed during their next Department Head meeting.
- Superintendent Lilley reviews the results of our annual tool audit.
- Directive reviews were discussed:
  - Directive #4001- Facility Administrative Coverage & Supervisory Rounds
  - Directive #4064- Facility Safety
  - Directive #4752- Receipt of Donated Material
  - Directive #2242- Service Awards Program

### K. Purpura, IRC/ACA

- IRC II Purpura advises the pre-ACA Audit will be in September.
- IRC II Purpura advise April folders will be sent out next week.
- IRC II Purpura reviews areas that have folders out that she is awaiting.

**L. Ebert, DSA**

- DSA Ebert advises the new BWC clips keep breaking, he will work with Support Operations to order more.
- DSA Ebert reports the CAR recreation pens will be managed by Facilities Planning.

**S. Harrison, DSP**

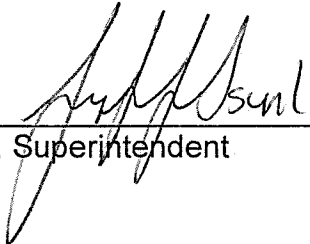
- DSP Harrison advises FSO Brundage has posted the maximum occupancy in the classrooms.
- DSP Harrison advises the Vocational staff will be resuming in their area on 2/3.
- DSP Harrison reports the Osbourne Group is seeking to hold a graduation for the parenting group. DSP Harrison will Present more

**C. Bradshaw, SORC/ Acting DSMH**

- SORC Bradshaw advises the new CAR teacher will start on 2/6/25.
- Superintendent Lilley advises SORC to ensure all signage, equipment, etc. has been ordered so we will be ready to open.

**D. Tierney, Acting Steward**

- Acting Steward Tierney advises the OA 1 started last Thursday and doing well learning the areas of the Business office.



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Lynn J. Lilley, Superintendent

LJL:my

Cc: Assistant Commissioner DiCairano  
Exec Team  
File



Department of Corrections  
and Community Supervision

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Executive Team Meeting  
2/7/25

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PRESENT: L. Lilley, Supt. J. Johnson, FDS S. Harrison, DSP  
L. Andersen, DSS D. Austin, ADS Prea P. Mace, Captain  
B. Leifeld, Captain K. Purpura, IRC II D. Tierney, A/Steward  
L. Kortright, A/DSA K. Faulkner, NA

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Superintendent Lilley

- Superintendent Lilley reviews DC D'Amore's memorandum regarding "Office of Special Investigation – Increased Facility Presence & Work Locations".
- Superintendent Lilley reviews the recent memorandum from DC D'Amore regarding "Staff Safety- Fentanyl/Unknown Substances- Revised and Reissued". Superintendent stresses the importances of wearing proper PPE.
- Superintendent Lilley reviews the memorandum from DC D'Amore regarding "Processing Privileged Correspondence". This new process affects multiple areas and is subject to change as further development of improving safety and security of staff and I/Is continues.
- Superintendent Lilley reviews his recent memorandum regarding "I/I Movement".
- Superintendent Lilley reviews the memorandum from Director McGuinness regarding "New New York Leaders: Student Intern Program".
- Superintendent Lilley reviews the recent memorandums from Commissioner Martuscello regarding "Alternatives to Violence Project (AVP) Peace Week".
- Superintendent Lilley reviews the email that was sent from Commissioner Martuscello regarding "Federal Initiatives Guidance".
- Superintendent Lilley follows up with letters sent to his Executive Team for completion.
- Directive reviews were discussed:
  - Directive #6921- Accreditation Program
  - Directive #0702- Notification and Request to Associate with Incarcerated Individuals and Releasees
  - Directive #6910- Criminal Prosecution of Incarcerated Individuals
  - Directive #4038- Incarcerated Individual Identification Photographs (Mugshots)
  - Directive #4918- Incarcerated Individual Health Care During Transfer
  - Directive #9218- Absconder Search
  - Directive #2239- Processing Civilian Job Applicants/Employees with Criminal Records
  - Directive #2116- Employee Assistance Program
  - Directive #2203- Annual Leave
  - Directive #2728- Reimbursement of Moving Expenses for Transferred/New Employees.
- Superintendent Lilley reviews the topics discussed on the Commissioners Call earlier this week.
- Superintendent Lilley advises the Tedx talks will be taken over by DSP Harrison.

**K. Faulkner, NA**

- NA Faulkner inquires for permission to allow I/Is to come to medical earlier when they are receiving diabetic insulin. DSS Andersen advises she will look into the procedure and amendments that could be made. She also requests that wheelchairs be put on the units and FDS Johnson advises stair-chairs would be better. This can be considered.

**D. Tierney, Acting Steward**

- Acting Steward Tierney advises the Business office is running well, they are awaiting hiring for their vacant positions.

**K. Purpura, IRC/ACA**

- IRC II Purpura reviews outstanding ACA folders.
- IRC II Purpura advises April folders will be sent out this week.
- IRC II Purpura advises of outcome measures.

**S. Harrison, DSP**

- DSP Harrison advises ASAT will close the last week of the month. The ASAT ORC and PA Trainee will report to Woodbourne on 3/6/25.
- DSP Harrison advises there are currently 58 I/Is in the SDU program.
- DSP Harrison reports she ordered more headphones for the SDU I/Is for their tablets.
- DSP Harrison advises the legal mail process is progressing in correspondence.
- DSP Harrison advises of upcoming special events such as Ramadan, Purim and the Feast of Esther. Volunteers will be in at 9am on 3/14 for Purim.
- DSP Harrison advises the TEDx media review has been completed. Bard media review is complete.
- DSP Harrison reports the SHU/GCRU program is ongoing in the AM&PM.
- DSP Harrison advises the General Library continues to be open Monday & Wednesday.
- DSP Harrison reports the air conditioning in the law library is in and will be installed.
- DSP Harrison reports the grill for the EDR arrived and maintenance will install.
- DSP Harrison advises there will be a funeral and burial on Tuesday.

**B. Leifeld, Captain**

- Captain Leifeld advises on 2/14 EAP Coordinator Placide has set up a wellness day with medical groups coming in along with Deferred Compensation.
- Captain Leifeld reports Lt. Zweck [REDACTED]

**P. Mace, Captain**

- Captain Mace reports YTD numbers: 34 UIs, 15 UOF. Also, there are 9 I/Is in SHU and 8 in GCRU.

**L. Kortright, A/DSA**

- A/DSA Kortright advises there were 4 trips to Sullivan C.F. this week to pick up equipment.
- A/DSA Kortright reports Ramadan is set to begin on 3/1.

**D. Austin, ADS Prea**

- ADS Austin advises we have 10 I/Is who are considered high risk abusive and 3 considered high risk victim. There is a total of 6 cases currently, 2 with OSI, and 2 have since recanted.

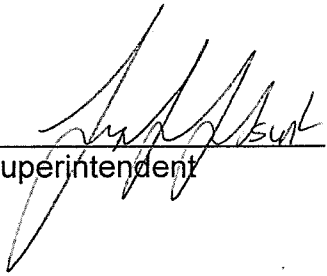
- ADS Austin advises the first 2 incident reviews for the year have come in and one will be complete this week and the other next week.
- ADS Austin advises this is a PREA audit year and it will be one week after our ACA audit. He will meet with ORCs, Security, Medical and Omh staff for training beforehand.
- ADS Austin advises he will be pursuing the creation of Metal PREA signs, the templates have been created already.

**J. Johnson, FDS**

- FDS Johnson advises the week of 2/24 he will be at the Bedford/Taconic security audit.
- FDS Johnson advises the recreation pens in B3 continue to be discussed and configured.

**L. Andersen, DSS**

- DSS Andersen advises construction of CAR continues.
- DSS Andersen report OSI-K9 was here this week.
- DSS Andersen reports the BWC clips will now be engraved.
- DSS Andersen advises she is working on a FOIL request for BWC footage.
- DSS Andersen advises she has received a good response about the upcoming Desert Waters training.

  
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Lynn J. Lilley, Superintendent

LJL:my

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# Department of Corrections and Community Supervision

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## Executive Team Meeting 2/13/25

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PRESENT: L. Lilley, Supt. S. Harrison, DSP L. Andersen, DSS  
D. Austin, ADS Prea E. Garber, DSMH K. Purpura, IRC II  
L. Kortright, A/DSA G. Savage, OMH U/C D. Tierney, A/Steward

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### Superintendent Lilley

- Memo from Deputy Commissioner D'Amore dated 1/28/25 re: Staff Safety-Fentanyl/Unknown Substances – Revised and Reissued
- Memo from Commissioner Martuscello dated 2/12/25 re: 2025 Black History Month Celebration
- Memo from Deputy Commissioner D'Amore dated 2/11/25 re: Captain Exam – March 1, 2025
- Memo from Deputy Commissioners D'Amore, Miller, Golub, and Joseph dated 2/11/25 re: Processing Privileged Correspondence – Revised and Reissued
- Memo from Deputy Commissioners Joseph and D'Amore dated 2/12/25 re: Protocols for Ramadan 2025
- Memo from Assistant Commissioner Ahearn dated 2/12/25 re: Supervision Series Program – April 2025. Consider supervisors in your areas that can benefit from this training. Submit names by 4/5/25.
- Directive 4942 Body-Worn Cameras (BWC)
- Directive 4949 Hand-Held Video Recording for Security Purposes
- Fire/Safety audit concluded today. FSO looked over ACA folders and they looked good.
- Asked A/DSA Kortright to have Mr. Trappe contact Facilities Planning about the fixed camera in the ADS Prea's office.

### DSP Harrison

- A name was submitted for the OA 1 position in Correspondence.
- Correspondence maintains a log of all calls the law firms.
- All OAs that cover in Correspondence are reviewing the memo regarding privileged correspondence and will sign an RTF.
- On 2/19 in the evening, a dress rehearsal for the Bard play will take place. DSP will be in the area to watch the rehearsal.
- Parole Board is scheduled for next week.
- Temporary Release meeting was held on Tuesday.
- Time Allowance Committee will be on 2/18/25
- Ramadan meeting will be held on 2/26/25
- The Office Assistant 1 for the Academic School reported today.
- The teacher hired for the CAR unit has been shadowing teachers in the Academic School.
- It was reported to the DSP that the EAO fundraiser items were missing from the locker.



#### **D. Tierney, Acting Steward**

- Working on closing out for the end of the fiscal year.
- Caught up on purchase orders
- Posted for the SMOS in the Commissary and the OA 1 position.

#### **DSS Andersen**

- Nothing to report

#### **Acting DSA Kortright**

- Nothing to report

#### **ADS Prea Austin**

- Nothing to report

#### **DSMH Garber**

- Reviewed conference call with Associate Commissioner Donahue
  - Suicide prevention task force to Commissioner for review
  - Trying to get more Desert Waters training into facilities
  - Increase in PC requests and admissions
- While conducting security audit at [REDACTED]  
[REDACTED] Suggest doing a daily test of one PAS here at Eastern to ensure the system is working properly.

#### **G. Savage, OMH U/C**

- Inquired about setting up time in SHU two times a week for call outs. DSMH will coordinate.
- Staff are worried about the exposures in other facilities. Superintendent advised to use caution and PPE.

#### **K. Purpura, ACA Manager**

- Folders are being sent out two months in advance in preparation for the audit.
- [REDACTED] May need to find a replacement.

:tat

Cc: D. Dicairano, Assistant Commissioner  
Those Present  
File





Department of Corrections  
and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

Executive Team Meeting  
3/20/25

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PRESENT: L. Lilley, Supt. S. Harrison, DSP L. Andersen, DSS  
L. Ebert, DSA B. Leifeld, Captain P. Mace, Captain

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**Superintendent Lilley**

- Superintendent Lilley advises of the Commissioner Call tomorrow at 12:30 and all Executive Team members are invited to sit in on it.
- Superintendent Lilley reports body worn cameras are now being given to National Guard Officers. It has been asked that the National Guard allows the Correction Officers to pull theirs first, then they can be given theirs.
- Superintendent Lilley advises direction from DC Joseph has been given regarding Residential Treatment Programs opening.
- Superintendent Lilley reviews the recent direction from DC Ayotte regarding the MOA's for the extension of vacation accruals.
- Superintendent Lilley reviews the recent direction from DC Ayotte regarding the extension of the 2.5 accrual of overtime.
- Superintendent Lilley reviews the recent post emergency procedures:
  - 12 hr. schedule will continue while following the Officers squad assigned RDOs.
  - Advised the visit room will open for the weekend only.
- Superintendent Lilley reviews the Post Job Action Recovery Report that was sent to Commissioner Martuscello.
  - Staffing and Coverage
  - National Guard
  - Information Gathering/Sharing
  - Return of Services
  - Additional Security Actions
  - Upcoming Services/Looking Ahead

**L. Andersen, DSS**

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- DSS Andersen reports the Barber Shop run will need to be reorganized to be conducive with the 12 hr. schedules.
- DSS Andersen advises movement needs to be assessed for efficiency specifically regarding the Commissary runs.

**L. Ebert, DSA**

- DSA Ebert reports he is reviewing the resumption of Physician callouts.

Cc: D. Dicairano, Assistant Commissioner  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## Executive Team Meeting 3/27/25

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PRESENT: L. Lilley, Supt. S. Harrison, DSP L. Andersen, DSS  
L. Ebert, DSA P. Mace, Captain J. Johnson, FDS  
D. Tierney, Steward

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### Superintendent Lilley

- Superintendent Lilley reviews the recent email from Commissioner Martuscello regarding "2025 Women's History Month Celebration" and advises we have sent up our nomination.
- Superintendent Lilley reviews the "Alternative to Violence Project (AVP) Peace Week" memorandum from Commissioner Martuscello.
- Superintendent Lilley reviews the "Zoll AEDs" memorandum from AC Snide.
- Superintendent Lilley advises of the addition of a hand held video recorder as outlined in Directive #4949 and reports it has been supplied and is the ER in medical. Information has been sent out to staff.
- Superintendent Lilley advises the 1612 for the construction of an office for OSI in accordance with the memorandum from DC D'Amore and DC Miller regarding "Office of Special Investigation – Increased Facility Presence & Work Locations".
- Superintendent Lilley advise the Bard Graduation will be delayed past 5/31, the facility is awaiting further information from the college".
- Superintendent Lilley advises Captain Leifeld will be out until 4/6/25 and retiring 4/30/25.
- Superintendent Lilley reports Facilities Planning has had a staff realignment and Dan Dalton will be taking over our facility.
- Superintendent Lilley reviews the recent memorandum from Director McGuinness regarding "Executive Order 187- Investigation of Complaints of Protected Class Employment Discrimination".
- Superintendent Lilley reviews the recent email that was sent to all employees from DSS Andersen regarding "Required PPE".
- Superintendent Lilley reviews the recent revision notice from DC D'Amore regarding "Directive #4911, 'Packages & Articles Sent to Facilities'".
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Workplace Bullying/ Return to Work".
- Superintendent Lilley advises that AC DiCairano will be at the facility tomorrow.
- Superintendent Lilley reviews the current facility plans, ie: National Guard, programs starting, religious services, medical trips, visitation, legal visits, school/vocation.
- Superintendent Lilley advises on Monday we have 11 Officers transferring in, 4 of them on Worker's Compensation. We are losing 13 Officers and 4 of them are on Worker's Compensation.
- Superintendent Lilley reviews his follow ups with the Executive team.
- Superintendent Lilley reviews updated directives:
  - Directive #4943- Body Worn Camera (BWC)
  - Directive #4451- Outside Hospital Admission Notification
  - Directive #2219- Employee Probation
  - Directive 2221- Employee Health Insurance

- Directive #2700- Functions of the Division of Budget and Finance
- Directive #3057- Construction Permits
- Directive #2728- Reimbursement of Moving Expenses for Transferred/New Employees
- Directive #2239- Processing Civilian Job Applicants/Employees with Criminal Records
- Directive #4932- Standard Behavior & Allowances
- Directive #2203- Annual Leave
- Directive #2116- Employee Assistance Program

**L. Andersen, DSS**

- DSS Andersen advises we continue to struggle with staffing numbers and the continued use of the National Guard Officers will remain.

**S. Harrison, DSP**

- DSP Harrison advises of the upcoming Native American Ceremony and advises of the direction given from DC Joseph.
- DSP Harrison advises tentatively Bard will reopen Monday, Wednesday and Fridays and there is currently 113 students enrolled.
- DSP Harrison reports Puppies Behind Bars will program on Thursdays, Academics on Monday, Wednesday and Fridays, Vocational on Tuesdays and Thursdays, CDL on Thursdays.
- DSP Harrison advises of the upcoming Academic Spring Break.
- DSP Harrison reports an increase in legal calls.
- DSP Harrison advises RPL 2 Depew will be picking up and delivering tablets on Friday.
- DSP Harrison advises Ramadan ends this week.
- DSP Harrison reports Teacher Bastone will be transferring to Shawangunk.

**D. Tierney, Steward**

- Steward Tierney reports the State Shop is running.
- Steward Tierney advises Friday is the cut off for ordering until the new fiscal year begins on 4/3.
- Steward Tierney advises outstanding claims are being followed up on.

**P. Mace, Captain**

- Captain Mace advises [REDACTED]

Cc: D. Dicairano, Assistant Commissioner  
File



Department of Corrections  
and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

Executive Team Meeting  
4/3/25

PRESENT:

L. Lilley, Supt. S. Harrison, DSP L. Andersen, DSS  
L. Ebert, DSA E. Garber, DSMH D. Austin, ADS Prea  
D. Tierney, Steward K. Faulkner, NA S. Solomon, FHSD  
K. Purpura, ACA Manager

Superintendent Lilley

- Superintendent Lilley reviews the findings of V. Baldwin, Health Service Administrator, who was here reviewing medical ACA folders.
- Superintendent Lilley discusses with the Medical Department Heads the new working order of the department (ie: escorts v. bus system). Everyone needs to work together, and Supervisors will need to oversee and assist in ensuring procedures are being followed and a new routine is implemented. NA Faulkner advises that while Medical continues to run at almost full function, vaccine clinics and EKG clinics have not restarted.
- Superintendent Lilley advises there will be a new Ophthalmologist for the facility who will require a 2 day orientation.
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Static Content/Law Library Tablet Accountability- Revised and Reissued" and reviews the procedures to inspect tablets for damage and the effects of accountability for any damages that may have been done. Superintendent Lilley also reiterated the procedures for when one thinks an exposure is imminent.
- Superintendent Lilley reviews the recent memorandum from DC Golub regarding "Attorney Legal Calls/ Directive #4423".
- Superintendent Lilley advises of the recent email he received from Lt. Cusack, Regional Training, regarding trainings. Specifically, he informed the team that range training will be done on overtime, two 8 hour days and that Tuesday and Thursdays will be only on tour 3.
- Superintendent Lilley ensures everyone understands that 24hour shifts can't be scheduled.
- Superintendent Lilley reviews the recent emails regarding the "Announcement of Correction Law 73 Residential Treatment Outcount" and advises all the DSP Harrison is handling this.
- Superintendent Lilley reviews the recent memorandum from Commissioner Martuscello regarding "Dangerous Contraband and Drug Interdiction".
- Superintendent Lilley reviews the recent email from Director Rodriguez regarding "HALT Refresher Training".
- Superintendent Lilley advises the FSO will pick up the new AED machines tomorrow from Fishkill and replace with the new ones. A memorandum to all staff will be distributed once the switch has been completed.
- Superintendent Lilley reviews the Annual "Springtime Issues" memorandum from DC D'Amore. Superintendent Lilley advises it should be included in your next Department Head Meetings.
- Superintendent Lilley reviews the recent memorandum from DC D'Amore regarding "Security Concerns- Contraband Concealed in AM/FM Radio".
- Superintendent Lilley reviews the 1<sup>st</sup> Quarter Tunnel Inspection.

- Superintendent Lilley advises the reopening plan for last week has pivoted and the limited programming will start next week. School and College will be on Monday, Wednesday and Friday. Vocational programs on Tuesday and Thursday. Superintendent Lilley expresses the concern from Commissioner Martuscello regarding slow, deliberate and pivoting executions to any reopening plans.
- Superintendent Lilley advises the Executive team that FDS Johnson will be out through next week and then he will be out the week of 4/14-4/18 with FDS Johnson covering Eastern and Superintendent Howard covering HUB duties.
- Superintendent Lilley advises he received confirmation from EDC Collado regarding the 16 hr. OD coverage and that it is at his discretion.
- Superintendent Lilley reviews his follow ups with the Executive team.

#### **K. Purpura, ACA**

- Ms. Purpura advises there has not been a decision on if the ACA audit will be delayed but we are still on schedule for the September pre-audit. Superintendent Lilley advises if there are any issues with having folders returned to contact him.

#### **D. Tierney, Steward**

- Steward Tierney advises the Albany close out of the fiscal year has completed.
- Steward Tierney reports the OA 1 in commissary has resigned.
- Steward Tierney advises [REDACTED]
- Steward Tierney reports the State Shop opened last week and is all caught up.
- Steward Tierney advises the vending machine company continues coming to the facility on Saturday's to ensure the Visiting Room is stocked.

#### **D. Austin, ADS Prea**

- ADS Austin reports he is catching up on 3 cases that are currently pending.
- ADS Austin reports he still does not have a computer or phone in his office and the DSA will be following up with Central Office on the request that was made.

#### **L. Ebert, DSA**

- DSA Ebert advises Convergent was awarded the bid for installing the recreation pens for CAR and are planned to start on 4/22/25.
- DSA Ebert advises the coolers in the Kitchen are being repaired.

#### **L. Andersen, DSS**

- DSS Andersen advises Albany will be at the facility tomorrow to do an update on the body scanner machine to put it online.
- DSS Andersen advises the [REDACTED]

#### **S. Harrison, DSP**

- DSP Harrison advises she attended a Webex with Director Oey for the CL 73 Residential Treatment Outcount.
- DSP Harrison advises she has spoke with the Assistant Director for FRP.

- DSP Harrison reports Education will resume on Monday, Wednesday and Friday. Vocation on Tuesday and Thursday. The Culinary program will resume on 4/21/25. Puppies Behind Bars Program on 4/17. TedEx is delayed 1-2 months.
- DSP Harrison advises the RPL completed the tablet exchange and it went well. DSP Harrison had met with ILC to explain what was going to happen prior.
- DSP Harrison advises the new Correspondence staff started today.
- DSP Harrison advises she conducted an interview today for the ASAT ORC and tomorrow will be the interview for the ASAT trainee.
- DSP Harrison advises she starts the Bard reviews again this week.

Cc: D. Dicairano, Assistant Commissioner  
File





Eastern Correctional Facility  
Executive Team Meeting  
4/10/25

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**PRESENT:** Lynn J. Lilley, Supt. L. Andersen, DSS  
S. Harrison, DSP L. Kortright, A/DSA  
E. Garber, DSMH G. Savage, OMH Unit Chief  
B. Leifeld, Captain D. Tierney, Steward  
M. Schoonmaker, Ind. Supv. D. Austin, ADSP  
K. Purpura, ACA Manager

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**Lynn J. Lilley, Superintendent reviewed the following:**

- Memo from DC D'Amore, re: "Semi-Annual Spring Uniform Inspection" dated 4/1/25.
- Memo from DC D'Amore, re: "Springtime Issues" dated 4/2/25.
- Memo from DC & Chief – OSI D. Miller, re: "Whistleblower Signs and posters for Correctional Facilities" dated 4/3/25.
- Memo from DC Joseph and DC D'Amore, re: "MailSecur Mobile Solution" dated 4/9/25.
- Memo from Commissioner Martuscello, re: "Memorandum of Agreement between NY State and NYSCOPBA" dated 4/7/25.
- Memo from Commissioner Martuscello, re: "Extension of 2.5 Overtime through May 9, 2025".
- Memo from Craig Ross, Fire Safety Coordinator, re: "2025 Fire Safety and NYS Building Codes Inspection" dated 4/7/25.
- OSHA inspection is scheduled for 4/15/25 for a 3-day duration.
- F&S officer will prepare a response to the DSS regarding the 2025 Fire Safety & NYS Building Code Inspection.
- F&S Officer will re-schedule Hydrant Flushing.
- F&S Officer will ensure that we receive the new Zoll AED's.
- Michael Schoonmaker, Industry Supervisor has been approved to join the OD rotation.
- Brief discussion of ILC concerns such as meeting areas, ILC rounds and sub committees.
- The deputy superintendents will pick three days and decide for monthly civilian training.
- Continuing to send staffing plan to Albany weekly.
- Vocational and Academic School will be closed next week starting 4/14/25 for spring break.
- Continue to be mindful of closing certain areas due to staffing.

**G Savage, OMH:**

- Callouts are running smoothly.
- Staffing levels remain good.

**D. Tierney, Steward:**

- Continue to work on closing out 2024/2025 money.
- Currently there is no budget approval. If there is anything that needs to be ordered in an emergency, please contact the steward directly.

**S. Harrison, DSP:**

- Sgt. Toussaint continues to respond to notary duty.
- FRP will remain closed until May.
- New employee in Correspondence.
- ASAT interviews have been scheduled.
- SORC interviews will take place next week.
- Parole board will take place next week.
- CL70 is ongoing.
- First week of vocational and academic school went well.
- Religious services are running smoothly.
- Overseeing that Passover operates as it should.
- Discussed different options for the opening of SDU.

**L. Kortright, A/DSA:**

- I/I's from the Jewish population are requesting that another I/I from the religion help with Passover in the kitchen. 1 Jewish I/I have been approved to assist.
- Plant Supt and Maintenance Supervisor continue to finish the ongoing list in CAR.

**L. Andersen, DSS:**

- Continue to struggle with staffing levels.
- Staff morale continues to be low.

**E. Garber, DSMH:**

- OMH sent a staff member to speak to line-staff on 4/9/25.
- DSMH will coordinate with the DSS on making sure that a sergeant attends the medical/OMH meetings.

**D. Austin, ADSP:**

- Reviewed PREA number: 13 high risk, 3 potential victims, 10 aggressors, 2 incident reviews, 3 open cases.
- AC Effman and Corcraft approved PREA stickers to be posted in the hallways.



**M. Schoonmaker, Ind. Supv:**

- Corcraft signs are on hold.
- At this point all industry shops remain closed.

**Captain Leifeld:**

- Last day before retirement will be 4/29.
- Removed all contraband from contraband locker with state police present.
- 8 I/I's in GCRU, 2 I/I's at other facilities pending hearings, 3 PC and 1 IPC.



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Lynn J. Lilley, Superintendent

LJL:al

Cc: Asst Comm. DiCairano  
Those Listed