



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

January 8, 2025

**PRESENT:** David Howard, Superintendent  
Beth Larsen, Deputy Superintendent for Administration  
Danielle Glebocki, Deputy Superintendent for Programs  
Allison Pabon, Assistant Deputy Superintendent for PREA  
George Lang, Captain  
Karen Smith, Steward  
Jessica Gonzalez, Accreditation Manager

### AGENDA ITEMS

- OD Report – ADS Pabon was OD for the weekend. On Saturday there were 60 visitors, 40 I/Is and 7 children. On Sunday there were 51 visitors, 33 I/Is and 3 children. On Saturday there was an assault on I/I [REDACTED] in the Gym resulting in UI #25-0003. Also on Saturday there was a 2 I/I fight between I/I [REDACTED] and I/I [REDACTED] on E-3. On Sunday an [REDACTED] weapon was found during a cell search of I/I [REDACTED] resulting in UI #25-0004. On Monday, commercial alcohol and suspected marijuana was found in an incoming package resulting in UI #25-0005. Also on Monday a razor blade was found during a pat frisk of I/I [REDACTED] resulting in UI #25-0006.
- Supt. Howard reviewed the 1/1/25 FOWS Report.
- Supt. Howard discussed the deficiencies from the January 2024 Security Audit in preparation for the upcoming Security Audit scheduled for 1/30/25 and 1/31/25.
- Supt. Howard discussed the 1/6/25 memorandum from DC D'Amore regarding Guard 1 Plus Timekeeping System-Revised and Reissued.
- Supt. Howard reviewed the Early Warning/FOWS Reports from Director Hanson dated 12/27/24 and 1/3/25.
- Supt. Howard reviewed the FOWS Matters of Concern Reports from Director Hanson dated 12/26/24 and 1/3/25.

### D. HOWARD, SUPERINTENDENT

- The Hygiene Audit is scheduled for 1/9/25 and 1/10/25.
- The Security Audit is scheduled for 1/30/25 and 1/31/25.

### B. LARSEN, DEPUTY SUPERINTENDENT FOR ADMINISTRATION

- Securus began the installation of wi-fi, beginning with A-block.
- PT clinics began yesterday and went well. Clinics will be held every [REDACTED]
- Dr. Ruiz will be off [REDACTED]

**D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS**

- Ramadan begins on 3/1/25. DSP Glebocki met with FSA Green and RPL Taggart to discuss the packet. DSP Glebocki will have Imam Ahmad to review the packet for accuracy.
- There have been issues with the ILC fundraisers and the turnover of representatives. DSP Glebocki suggested have an ILC representative just for fundraisers for a term of 1 year. Supt. Howard said the Chairman or Vice-Chairman can assist for 1-2 months into the new term to help the new representatives with fundraisers.

**A. PABON, ASSISTANT DEPUTY SUPERINTENDENT FOR PREA**

- No additional issues to report.

**G. LANG, CAPTAIN**

- Capt. Lang discussed placement of the Boss Chair. It was decided the Boss Chair would be placed in [REDACTED]

**K. SMITH, STEWARD**

- Agnes Smith started as the OA2 for the State Shop.

**J. GONZALEZ, ACCREDITATION MANAGER**

- There are 51 outstanding folders for Year 1.
- We are 42% complete for Year 2 with 271 folders outstanding.



David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

January 13, 2025

**PRESENT:** David Howard, Superintendent  
Francis Exner, Deputy Superintendent for Security  
Beth Larsen, Deputy Superintendent for Administration  
Danielle Glebocki, Deputy Superintendent for Programs  
Allison Pabon, Assistant Deputy Superintendent for PREA  
Karen Smith, Steward  
Fernando Costa, Plant Superintendent

### AGENDA ITEMS

- OD Report – DSS Exner was OD for the weekend. On Saturday there were 44 visitors, 32 I/Is and 2 children. On Sunday there were 56 visitors, 39 I/Is and 5 children. There was a 2 I/I fight on E-2 on Saturday.
- DSS Exner reviewed the 1/8/25 FOWS Report.
- Supt. Howard reviewed the Early Warning/FOWS Report from Director Hanson dated 1/10/25.
- Supt. Howard reviewed the FOWS Matters of Concern Report from Director Hanson dated 1/9/25.

### D. HOWARD, SUPERINTENDENT

- Supt. Howard reviewed the 1/13/25 memorandum from Director Seguin regarding Body-Worn Camera Use During IGRC Hearings.
- Supt. Howard reviewed the 1/13/25 memorandum from Director Seguin regarding Body-Worn Camera Use During Strip Searches/Frisks.
- The Security Audit is scheduled for 1/30/25 and 1/31/25.
- First responders went live with BWCs on Tour I 1/13/25.
- Supt. Howard met with Union Representatives to discuss the Body Scanner memo. The Body Scanner will be live on 1/15/25.
- Supt. Howard will meet with ILC today to inform them the Body Scanner for visitors will be live this weekend.
- Staff are going to Shawangunk tomorrow for refresher training on the Body Scanner.
- Supt. Howard is out early on 1/14/25 and off on 1/15/25.
- Unless directed otherwise, the OD will report Tour III during their OD week.
- DSA Larsen and DSP Glebocki will be at a Security Audit at Bedford Hills/Taconic on 2/19/25-2/21/25.

### F. EXNER, DEPUTY SUPERINTENDENT FOR SECURITY

- DSS Exner has been reviewing footage from Sgt BWC's. No issues noted.

**B. LARSEN, DEPUTY SUPERINTENDENT FOR ADMINISTRATION**

- The annual Workplace Violence Report is due in February. The Risk Evaluation will be conducted on 1/17/25.
- Securus [REDACTED]
- DSA Larsen has contacted Support Operations regarding disposal of the old x-ray machine.
- PT is running well with the next clinic scheduled for tomorrow.

**D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS**

- Due to an issue with the Town Clerk's office, marriages will not take place until April.
- Parole Board is scheduled for 1/21/25 with 13 interviews.
- Guidance is interviewing 4 individuals for the OA1 items.
- A candidate has been submitted for the ORC ASAT item.

**A. PABON, ASSISTANT DEPUTY SUPERINTENDENT FOR PREA**

- ADS Pabon will be at Otisville on Thursday.

**K. SMITH, STEWARD**

- No issues to report.

**F. COSTA, PLANT SUPERINTENDENT**

- The roof project is almost complete, waiting on the commission of the air handler.
- Fuel tank replacement project is almost complete, waiting on the punch list.
- Farm heat replacement project is in progress.
- Securus is on-site working on wi-fi.
- The Training Building is now running on facility power.
- Well #7 is repaired and working. [REDACTED] t.
- Repair of building #83 for the new compost building is scheduled to start in February.
- There was an emergency declared today for heat in cells.



David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

January 21, 2025

**PRESENT:** David Howard, Superintendent  
Francis Exner, Deputy Superintendent for Security  
Danielle Glebocki, Deputy Superintendent for Programs  
George Lang, Captain  
Karen Smith, Steward  
Aleksandra Klyuchnikova, OMH Unit Coordinator

### AGENDA ITEMS

- OD Report – DSS Exner reported for DSA Larsen, who was OD for the weekend. On Saturday there were 46 visitors, 31 I/Is and 0 children. On Sunday there were 35 visitors, 26 I/Is and 2 children. On Monday there were 43 visitors, 27 I/Is and 1 child. On Monday a weapon was found in I/I [REDACTED] during a body scan. Overall, the weekend was quiet.
- DSS Exner reviewed the 1/15/25 FOWS Report.
- Supt. Howard reviewed the After Hours Facility Move Procedures for Incarcerated Individuals memorandum from DC D'Amore and DC McGrath dated 1/17/25.

### D. HOWARD, SUPERINTENDENT

- The Security Audit is scheduled for 1/30/25 and 1/31/25.
- Dr. Moores is at the facility today for a Chart Review and Dr. Mueller is here for a Peer Review.

### F. EXNER, DEPUTY SUPERINTENDENT FOR SECURITY

- The facility is running well with no major issues to report.

### D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS

- Parole Board is happening today.
- Daylight savings time will start 8 days into Ramadan. [REDACTED] This will be discussed further at a later time.

### G. LANG, CAPTAIN

- [REDACTED]
- Capt. Lang stated there has been an increase in PC requests.

### K. SMITH, STEWARD

- No issues to report.

**A. KLYUCHNIKOVA, OMH UNIT COORDINATOR**

- There are 191 I/Is on the OMH caseload, [REDACTED]
- LMSW Jennifer Smith has transferred to OMH from DOCCS.
- There has not been notification of when Woodbourne will be designated a level 1 facility.
- OMH is waiting for key rings for the new staff members.

  
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David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

January 27, 2025

**PRESENT:** David Howard, Superintendent  
Beth Larsen, Deputy Superintendent for Administration  
Danielle Glebocki, Deputy Superintendent for Programs  
George Lang, Captain  
Allison Pabon, Assistant Deputy Superintendent for PREA  
Karen Smith, Steward  
Miriam Weig, Acting Registered Nurse Supervisor

### AGENDA ITEMS

- OD Report – Capt. Lang was OD for the weekend. On Friday, 72-hour RCTP I/I, On Saturday there were 32 visitors, 24 I/Is and 2 children, Officer at outside hospital was in a car accident with car #78, little banged up but ok. On Sunday there were 356 visitors, 39 I/Is and 5 children. Green dot- intoxication, [REDACTED] I/I mailed a letter home with \$16, investigated I/I admitted, UI #25-0014. On Monday K9 was here this morning, green leafy substance was found in I/I cell, I/[REDACTED] just got cut on D-Block.
- Supt. Howard reviewed the 1/22/25 FOWS Report.
- Supt. Howard reviewed the Sanitation & Hygiene Audit.

### D. HOWARD, SUPERINTENDENT

- The Security Audit is scheduled for 1/30/25 and 1/31/25.
- Body Worn Cameras are active on all Tours, effective today, 1/27/25.

### D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS

- S. Larusso OA1 in Education will be taking over as the Volunteer Services contact.
- 2 Family Day Events coming up in March: Odinist and Native American.

### B. LARSEN, DEPUTY SUPERINTENDENT FOR ADMINISTRATION

- Submitted names for Doctor, NP, Carpenter, ASAT, 2- OA's.

### K. SMITH, STEWARD


- Nominated M. Burr as CSC replacement.

### A. PABON, ASSISTANT DEPUTY SUPERINTENDENT FOR PREA

- All PREA posters came in, wants to do a mock board so Welding can get dimensions.

**M. WEIG, ACTING REGISTERED NURSE SUPERVISOR**

- MAT Program is running smooth, 90 I/I's ongoing.
- [REDACTED] 2 agency nurses just started.
- Flu vaccines are ongoing, a few stragglers.
- P/T clinics have started, [REDACTED]
- ACA is going well, waiting on documents from Disc, OMH, taking time.
- [REDACTED]

  
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David Howard  
Superintendent

DH:sm

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File





# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

February 3, 2025

**PRESENT:** David Howard, Superintendent  
Allison Pabon, Assistant Deputy Superintendent for PREA  
George Lang, Acting Deputy Superintendent for Security  
Karen Smith, Steward  
Lori Stafford, Acting Captain  
Jessica Gonzalez, Accreditation Manager

### AGENDA ITEMS

- OD Report –DSP Glebocki was OD for the weekend. On Saturday there were 49 visitors, 32 I/Is and 7 children. On Sunday there were 54 visitors, 35 I/Is and 0 children. On Friday 2 staff members were sent out via ambulance due to possible exposure. Both staff were treated and released. On Sunday, a visitor was unable to clear the body scanner. Upon limited visual search, nothing was found.
- Supt. Howard reviewed the 1/29/25 FOWS Report.
- Supt. Howard reviewed the 1/30/25 memorandum from DC D'Amore, DC Miller, DC Golub and DC Joseph regarding Processing Privileged Correspondence.
- Supt. Howard reviewed the 1/28/25 memorandum from Commissioner Martuscello regarding Whistleblower Policy.
- Supt. Howard reviewed the 1/24/25 Early Warning/FOWS Report from Director Hanson.
- Supt. Howard reviewed the 1/23/25 FOWS Matters of Concern Report from Director Hanson.
- Supt. Howard reviewed his 1/31/25 email regarding Medical Device-Orthotics.

### D. HOWARD, SUPERINTENDENT

- No additional issues to discuss.

### A. PABON, ASSISTANT DEPUTY SUPERINTENDENT FOR PREA

- ADS Pabon will be at Otisville on Tuesday, off on Wednesday and Thursday, and will start OD on Friday.

### G. LANG, ACTING DEPUTY SUPERINTENDENT FOR SECURITY

- In regard to last week's Security Audit, the bag check memo has been placed at the Lobby desk, and [REDACTED]
- [REDACTED]

### K. SMITH, STEWARD

- No issues to report.

**L. STAFFORD, ACTING CAPTAIN**

- Acting Capt. Stafford requested re-issue of the memo regarding use of BWC's during strip frisks.

**J. GONZALEZ, ACCREDITATION MANAGER**

- There are 45 folders overdue for year 1.
- There are 260 folders due for year 2. We are 49% for year 2.

  
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David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL

Governor

DANIEL F. MARTUSCELLO III

Commissioner

## EXECUTIVE TEAM MEETING MINUTES

February 11, 2025

**PRESENT:** David Howard, Superintendent  
Beth Larsen, Deputy Superintendent for Administration  
Danielle Glebocki, Deputy Superintendent for Programs  
George Lang, Acting Deputy Superintendent for Security  
Karen Smith, Steward  
Fernando Costa, Plant Superintendent  
Michael Devenuto, Plant Utilities Engineer 3

### AGENDA ITEMS

- OD Report – ADS Pabon was OD for the weekend. On Saturday there were 44 visitors, 36 I/Is and 8 children. On Sunday there were 26 visitors, 19 I/Is and 3 children. On Saturday 1 Officer and 2 responding Officers were sent out via ambulance due to possible exposure.
- Supt. Howard reviewed the 2/5/25 FOWS Report.
- Supt. Howard reviewed the 1/31/25 and 2/7/25 Early Warning/FOWS Reports from Director Hanson.
- Supt. Howard reviewed the 1/30/25 and 2/6/25 FOWS Matters of Concern Reports from Director Hanson.
- Supt. Howard reviewed the 2/10/25 memorandum from AC Snide regarding Zoll AEDs.

### D. HOWARD, SUPERINTENDENT

- Supt. Howard discussed the findings from the recent Security Audit. Deficiencies are being corrected.
- The new computer for tool inventory has been received and will be sent out for the installation of the Microsoft Office suite.

### B. LARSEN, DEPUTY SUPERINTENDENT FOR ADMINISTRATION

- There was a site visit with the Regional Dietician on 2/3/25. The visit went well.
- Friday is the last day for Physician Assistant Harris-Baker.
- Dr. Ruiz will be on vacation [REDACTED]
- Working on the responses to the Sanitation Audit.

### D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS

- The Odinst Family Day event will not be happening.
- SORC Soto is resigning at the end of February. SORC duties will be redistributed.
- [REDACTED]. DSP Glebocki and DSA Larsen are working on a schedule for coverage. Staff covering will need access to the internet.

**G. LANG, ACTING DEPUTY SUPERINTENDENT FOR SECURITY**

- No issues to report.

**K. SMITH, STEWARD**

- No issues to report.

**F. COSTA, PLANT SUPERINTENDENT**

- The fuel tank replacement project is almost completed. Still need to do the punch list.
- The farm heat replacement project is in progress, 3 are now on electric.
- Securus is onsite working on the Wi-Fi for tablets.
- The Training Building is now on facility power.

**M. DEVENUTO, PLANT UTILITIES ENGINEER 3**

- Smith Well Drilling is onsite to assess well #7.
- Staff are working on assembling heaters for the Lobby entryway canopy.

  
\_\_\_\_\_  
David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File



# Department of Corrections and Community Supervision

KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Commissioner

## EXECUTIVE TEAM MEETING MINUTES

April 15, 2025

**PRESENT:** David Howard, Superintendent  
Paul Mace, Deputy Superintendent for Security  
Danielle Glebocki, Deputy Superintendent for Programs  
Allison Pabon, Assistant Deputy Superintendent for PREA  
George Lang, Captain  
Fernando Costa, Plant Superintendent

### AGENDA ITEMS

- OD Report – DSA Larsen was OD for the weekend. On Saturday there were 34 visitors, 21 I/Is and 2 children. On Sunday there were 49 visitors, 30 I/Is and 1 child. There were 4 UIs over the weekend: 2 for assaults on I/Is, 1 for contraband/smuggling cash and the other for drugs found in March that tested positive for marijuana. There was also an employee exposure to an unknown substance on 4/13/25 in which the employee was taken to an outside hospital via ambulance.
- Supt. Howard reviewed the 4/9/25 FOWS Report.
- Supt. Howard reviewed the Financial Disclosure Program memorandum from Director McGuinness dated 4/10/25.

### D. HOWARD, SUPERINTENDENT

- Commissioner Martuscello and Commissioner Bray were at the facility today to meet with staff.
- AC DiCairano will be at the facility tomorrow 4/16/25.
- There will be training tomorrow for the legal mail scanner.
- The Yard will be closed on Friday 4/18/25. There will be Good Friday services for the Protestant and Catholic in room 6A/6B.
- Supt. Howard will be meeting with Security to discuss staffing plans while the National Guard is away for drill on 4/24/25-4/27/25.

### P. MACE, DEPUTY SUPERINTENDENT FOR SECURITY

- No issues to report.

### D. GLEBOCKI, DEPUTY SUPERINTENDENT FOR PROGRAMS

- Parole Board is today with 15 cases.
- Passover is going well.
- The Teachers and Vocational Instructors [REDACTED]

### A. PABON, ASSISTANT DEPUTY SUPERINTENDENT FOR PREA

- ADS Pabon inquired about OMH staff schedule and requested for increased communication with their schedule during regular working hours. Supt. Howard will reach out to Unit Chief Savage to see if they can provide us with their schedules.

- ADS Pabon will be at Otisville on Thursday 4/17/25.

**G. LANG, CAPTAIN**

- Capt. Lang inquired on the status [REDACTED]  
Supt. Howard said he would look into this request.
- Capt. Lang also inquired on the status of the feed-up boxes for SHU. DSP Glebocki stated there is a prototype made [REDACTED]

**F. COSTA, PLANT SUPERINTENDENT**

- Maintenance staff continues to pick up the facility garbage [REDACTED]
- Any extra Powerhouse staff are being sent to Sullivan to help close the facility. PUE1 Dawson reports there daily.
- We are 5 items short: Electrician, Trades Generalist, Maintenance Assistant, Stores Clerk and Driver.
- Securus is back onsite to wire the facility for Wi-Fi coverage. [REDACTED]  
[REDACTED]
- G&M Mechanical is working in the basement. [REDACTED]  
[REDACTED]
- Working on finishing up several outside projects.



David Howard  
Superintendent

DH:ts

cc: D. DiCairano, Assistant Commissioner  
L. Lilley, Supervising Superintendent  
Executive Team  
File