

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, September 15, 2021

11:30 A.M.

The Lebanon County Prison Board convened today.

The following Board Members were present:

Robert J. Phillips, County Commissioner
William E. Ames, County Commissioner
Jo Ellen Litz, County Commissioner
Robert M. Mettley, Controller
Bruce E. Klingler, Sheriff
Pier Hess Graff, District Attorney

The following guests attended today's meeting:

Tina Litz, Warden
Mike Ott, Deputy Warden
Rebecca Davis, Deputy Warden of Treatment
Jamie Wolgemuth, County Administrator
Laura LeBeau, Forever Media
Kelly Erick
John Rose

It was moved by Commissioner Litz, seconded by Commissioner Ames to approve the minutes of the August 18, 2021 meeting. Vote unanimous.

Public Comment (s): None

Tina Litz, Warden, submitted written reports of her activities for the month of August 2021. The Board reviewed this report. In addition, acknowledged past assistance from PA Secretary of Corrections John Wetzel, a former Correctional Officer at the Lebanon County Correctional Facility as he retires from his position with the Commonwealth. Warden Litz reported to Commissioners that they currently have 2 COVID positive cases within the facility. Ms. Litz said they recently had COVID vaccination clinic within the LCCF with 19 inmates and 1 staff getting vaccinated. Warden Litz gave an update on the GTL tablets noting they had some issue but they were fixed and will go live effective today, September 15, 2021.

Commissioner Litz noted that there's an increase in COVID in Lebanon County and inquired about a backup plan if staff is reduced further. Warden Litz indicated that she's equally concerned about losing staff to a religious or medical exception to the vaccine than COVID itself. They continue to work closely with PrimeCare to mitigate the spread of COVID. There is a backup plan that has been in place that has been considered, however, for security reasons the Warden declined to share it with the public.

Tina Litz, Warden, reported the average daily inmate population for August was 299.97. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary average weekly sales for a four (4) week operating period, during the month of August, 2021 were \$4,125.99, commission amount for August was \$5,671.09.

Michael Ott, Deputy Warden of Operations, submitted a written report on the operations at the prison for the month of August 2021. The Board reviewed this report.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of August, 2021. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 2,730 hours during the month of August, 2021. The Board reviewed this report.

Michael Kemmerling, Maintenance Supervisor, submitted a written report for the month August, 2021. The Maintenance Department performed 172 various jobs during this period. The Board reviewed this report.

Claude Mease, Director of Security, submitted a written report giving his activities for the month of August, 2021. The Board reviewed this report.

Scott Richmond, Director of Training, submitted a written report giving his activities for the month of August, 2021. The Board reviewed this report.

Sgt. Edward Bartashus, submitted a written report for the month of August, 2021 giving breakdown of cost of meals served and items donated.

Ray Arnold, Director of Work Release, submitted a written report for the month of August, 2021. Mr. Arnold reported that there are 0 inmates employed within the community on the work release program and 0 inmates are seeking employment. A total 0 travel passes were issued during this period. The Board reviewed this report.

Rev. Marilyn Nolte, Chaplain Manager, submitted a written Chaplain's report for the month of August, 2021. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU 13, submitted a written monthly report on the High School Age Education Program for August, 2021. Total student enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was two (2) students. The Board reviewed this report.

A 2021 Statistical Summary Report from PrimeCare Medical was submitted.

It was moved by Commissioner Ames, seconded by Commissioner Litz to adjourn the meeting.

Meeting Adjourned 11:41 a.m.

*Robert M. Mettley, County Controller
Secretary*

Next meeting: October 20, 2021

Lebanon County Correctional Facility

730 East Walnut Street
 Lebanon, PA 17042
 Telephone: 717 274-5451
 Fax: 717 274-1338



Tina M. Litz,
Warden

Michael L. Ott,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold,
Director of Work Release
Claude Mease,
Captain of Security

PRISON BOARD OCTOBER 20, 2021	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF SEPTEMBER 30, 2021	291	250	41
AVERAGE DAILY POPULATION SEPTEMBER	299.17	256.70	42.47
NUMBER OF INMATES RECEIVED	115	94	21
NUMBER OF INMATES RELEASED	124	105	19
HIGHEST COUNT	304-12 TH	260-12 TH	44-12 TH
LOWEST COUNT	282-27 TH	243-27 TH	39-27 TH
NUMBER OF UNSENTENCED INMATES	130	114	16
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	23	--	--
NUMBER OF STATE SENTENCED INMATES	14	14	0
NUMBER TRANSFERRED TO STATE PRISON	2	0	2
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	57	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	34	--	--
PROBATION VIOLATION	9	--	--
PAROLE VIOLATION	10	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	0		
FINES & COSTS BENCH WARRANT/SENTENCE	12	--	--
OTHER LEBANON BENCH WARRANTS	17	--	--
OUT OF COUNTY BENCH WARRANTS	6	--	--
D.J. SENTENCE	3	--	--
SENTENCED BY COURT OF COMMON PLEAS	10	--	--
WRITS FROM OTHER COUNTIES	0	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	14	--	--
INMATES IN OTHER COUNTIES ON WRITS	1	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	0	0	0
IN LCCF ON WRITS AND RETURNED	1	1	0

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Rebecca A. Davis
 Deputy Warden of Treatment

Ray H. Arnold,
 Director of Work Release
Claude A. Mease
 Captain of Security

CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF SEPTEMBER 2021

SAVINGS ACCOUNT:	DESCRIPTION:	AMOUNT	TOTAL
BEGINNING BALANCE AS OF:	SEPTEMBER 1, 2021		53,279.11
Deposit to Savings from Inmate JBT Checking	Commissary Sales September	18,827.20	
Monthly Commissary Secure Pack Commission	Securepak Commission August	9,468.65	
PA Media Group	Refund Check	600.00	
Myerstown First Aid	Refund Check	970.00	
Sinclair Broadcast Group	Refund Check	550.00	
Interest Applied		2.09	
TOTAL DEPOSITS INTO SAVINGS			30,417.94
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		83,697.05
TOTAL TRANSFER TO CHECKING FROM SAVINGS			15,498.54
ENDING BALANCE AS OF:	SEPTEMBER 31, 2021		68,198.51
ENDING BALANCE ON: 9/30/2020	Comparison of Last Years Ending Balance		50,001.63
CHECKING ACCOUNT:			
BEGINNING BALANCE AS OF:	September 1, 2021		200.00
TOTAL DEPOSITS INTO CHECKING			15,498.54
TOTAL FUNDS AVAILABLE			15,698.54
DISBURSMENTS:	NON-STORE		
Georgia Hoke	Inmate Haircuts	210.00	
County of Lebanon	Inmate Tyrelle Giles Legal Paperwork	682.50	
Eagle Point	Ammunition	550.00	
Kwik Quality Press	Deputy Warden Business Cards	70.00	
Thomson Reuters	Law library subscription	2,319.97	
Language Line Services	Translators	100.00	
Ergometrics	React Testing	207.60	
Lancaster/Lebanon IU13	July 2021 GED testing	138.00	
Lebanon County Police Combat Pistol Club	Range Fees	100.00	
Bob Barker	Inmate whites, puzzle books	359.91	
Charm-Tex	Sandals	500.40	
TOTAL NON STORE DISBURSEMENTS			22,881.99
DISBURSMENTS:	STORE		
Keefe Commissary	August 2021 Invoice	10,260.16	
TOTAL STORE DISBURSEMENTS			10,260.16
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		15,498.54
ENDING BALANCE AS OF:	September 31, 2021		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Technician

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Director of Work Release
Claude A. Mease
Captain of Security

COMMISSARY REPORT

MONTH OF SEPTEMBER 2021

	<u>SEPTEMBER 2021</u>	<u>SEPTEMBER 2020</u>
OPERATING WEEKS:	5	5
NUMBER OF ORDERS:	552	586
AVERAGE WEEKLY ORDERS:	110	117
SALES:	\$ 21,272.22	\$ 24,015.17
LESS EXPENSES (CREDITS):	\$ -2,445.02	\$ -849.60
TOTAL SALES:	\$ 18,827.20	\$ 23,165.57
AVERAGE WEEKLY SALES:	\$ 4,254.44	\$ 4,803.03
COMMISSION MONTH OF <u>AUG</u>:	\$ 6,181.93	\$ 8,904.30

Respectfully Submitted,

Rebekah Bowsman, Fiscal Technician

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

Tina M. Litz, Warden
Michael L. Ott, Deputy Warden - Operations
Rebecca A. Davis, Deputy Warden - Treatment
Ray H. Arnold, Director of Work Release
Claude A. Mease, Capitan of Security

MONTHLY PRISON BOARD REPORT

10/4/2021

REPORT FROM: 9/1/21 to 9/30/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 3,523.31	\$ 33,548.89
MEATS	\$ -	\$ 16,547.42
DAIRY PRODUCTS	\$ 3,708.09	\$ 28,516.45
BAKED PRODUCTS	\$ 1,034.37	\$ 11,839.49
GROCERIES	\$ 7,579.60	\$ 70,633.07
FRESH FRUITS & VEGETABLES	\$ 1,845.00	\$ 16,269.60
TOTAL	\$ 17,690.37	\$ 177,354.92
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 210.62	\$ 3,259.52

BREAK DOWN OF COSTS
MEALS SERVED

STAFF	2,120	19,075
INMATE POPULATION	25,755	243,918
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	1,404
TOTAL MEALS SERVED	28,031	264,397
COST PER PERSON PER MEAL	\$ 0.63	\$ 0.67
COST PER PERSON PER DAY	\$ 1.89	\$ 2.01

DATE

DONATED BY:

9/2/2021 Calvary Chapel 1 skid of watermelon , 1 skid hard boiled eggs
9/15/2021 Calvery Chapel 1 skid of chicken, 1 skid of yogurt
9/14/2021 LV Cold Storage 2 skids of bread and baked goods
9/25/2021 Gemmas Angels 1/2 skid of yogurt

Respectfully submitted



Sgt. Edward Bartashus, Culinary Supervisor

Lebanon County Correctional Facility

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Tina M. Litz,
Warden

Michael L Ott,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold
Director of Work Release
Claude Mease,
Captain of Security

To: Lebanon County Prison Board
From: Tina M. Litz, Warden
Re: September, 2021 Prison Board
09-1-21 through 09-30-21

- 09-01-21: Completed daily warden tasks, toured blocks one and two, met with Prime Care MH caseworker and psych Dr. Martin.
- 09-02-21: Completed daily warden tasks, attended an administrative meeting, and attended a GTL zoom meeting, met with Sgt. Gibson to discuss the detail department, toured block 5
- 09-07-21: Completed daily warden tasks, toured blocks 3 and SHU, attended a meeting with DVI, SARCC and DW Davis in regards to new programming.
- 09-08-21: Completed daily warden tasks attended a GTL zoom call, met with DW Ott to discuss operations, toured block 6 and outmate upper.
- 09-09-21: Completed warden daily tasks, attended union negotiations, spoke at the Kiwanis Club luncheon at Hebron, participated in the LCCDA board zoom meeting.
- 09-10-21: Completed daily warden tasks, worked on the PCCD vivitrol grant.
- 09-13-21: Completed warden tasks, followed up on the Workforce Act program, followed up with IT on cameras within and around the facility.
- 09-14-21: Completed warden daily tasks, networked with Attorney Clayberger, participated in the Team MISA zoom meeting, met with detail regarding covid and operations, also met with Prime Care in regards to covid updates.
- 09-15-21: Completed daily warden tasks, attended monthly Prime Care CQI and prison board meetings, GTL "Go Live" kickoff began this date, toured block 2.

09-16-21: Completed daily warden tasks, networked within facility in regards to the tablets, worked on policy's, attended an administrative meeting and followed up on evaluations.

09-17-21: Completed daily warden tasks, forwarded policy's to appropriate places for review, toured kitchen and chapel and met with chaplains.

09-20-21: Completed daily warden tasks, reviewed updated hair policy, attended a meeting in regards to union negotiations, emailed the prison board about a 30 day shut down and limiting operations due to an increase in covid and covid quarantine mitigated cell areas to reduce the spread.

09-21-21: Completed daily tasks, attended an union negotiation meeting, met with DW Ott in regards to operations and tasks.

09-22-21: Completed warden daily, continued to network in regards to union negotiations, and started budget preparation.

09-23-21: Completed daily warden tasks, new DON started this date, toured outmate upper and block 6 housing units.

09-24-21: Completed warden daily, Commissioner Phillips handed out awards to correctional staff for tenure, worked on the PCCD vivitrol grant.

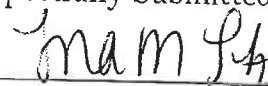
09-27-21: Completed daily Warden tasks, re-evaluation of covid within facility set for October 27, 2021, prepped for budget, introduced myself to the academy class.

09-28-21: Completed daily warden tasks, met with departments in regards to budgets and needs for the facility, registered for CCAP trainingsx.

09-29-21: Completed daily Warden tasks, attended an administrative meeting, updated prison board, continued to meet with departments to discuss budgets and touched based with union on labor management issues.

09-30-21: Completed daily Warden tasks, attended union negotiations, met with IT and a vendor, networked with other county institutions in regards to operations.

Respectfully Submitted,



Tina M. Litz
Warden

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Ray H. Arnold,
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Claude A. Mease
Captain of Security

October 6, 2021

To: Lebanon County Prison Board
Fr: Michael L. Ott, Deputy Warden of Operations
Re: October Prison Board Report
9-1-21 thru 9-30-21

9-8-21: Captain Mease and I met with two correctional officers who violated the L.C.C.F. Code of Ethics. Submitted the monthly juvenile in custody report to the Pennsylvania Commission on Crime and Delinquency. Reviewed inmate files for eligibility to work on institutional work crews. Worked from 4pm to 8pm on Sgt. Don Perkins shift. During this time I conducted housing unit inspections and made myself available to staff and inmates to answer any questions that they may have.

9-9-21: Conducted a roundtable review of our Use of Force policy. Those present were members of the L.C.C.F. administration and one member of the security staff. The updates and proposals will be given to Warden Litz for her approval and then for review by the County Solicitor. Attended contract negotiations between the County of Lebanon and AFSCME Local 2791.

9-10-21: Conducted a reprimand hearing on one of the previously mentioned correctional staff who violated the L.C.C.F. Code of Ethics. Submitted names to human resources for approval to hire. Conducted disciplinary board hearings with Director of Training Scott Richmond.

9-13-21: Submitted the monthly extraordinary occurrence report to the Pennsylvania Department of Corrections. Reviewed employee performance evaluations with my respective subordinates.

9-15-21: Attended the monthly CQI meeting with Prime Care medical. Attended the monthly meeting of the Lebanon County Prison Board.

9-16-21: Attended the Administrative Staff meeting and took minutes for said meeting. Posted for the position of Correctional Officer who resigned their position. This will be posted for 10 days per the Collective Bargaining Agreement. Sent name of Correctional Officer to human resources to be removed from payroll.

9-17-21: Reviewed inmate files for eligibility to work on institutional work crews. Director Richmond, Captain Mease and I met with the security shifts regarding a possible change in work schedule.

October Prison Board Report
Continued.....P.2

9-17-21: Completed accident reports involving Correctional Officers and forwarded them to human resources.

9-20-21: Met with the County Labor Attorney and human resources in preparation for the next round of contract negotiations.

9-21-21: Attended contract negotiations between the County of Lebanon and AFSCME Local 2791.

9-23-21: Submitted name to human resources for the removal of our current Records Clerk C who is resigning her position.

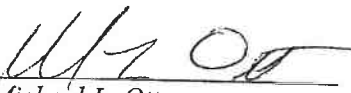
9-24-21: Conducted housing unit inspections on the 8-4 security shift. During this time I made myself available to staff and inmates to answer any questions that they may have had.

9-27-21: Attended the monthly meeting of the Lebanon County Safety Committee. This was held via zoom.

9-29-21: Attended the Administrative Staff meeting and took minutes for said meeting. Typed and handed out minutes from said meeting.

9-30-21: Participated in the GTL weekly call regarding the tablet implementation. Met with members from the I.T. department and Choice Communications regarding our video systems. Attended contract negotiations between the County of Lebanon and AFSCME Local 2791.

Respectfully Submitted,


Michael L. Ott,
Deputy Warden of Operations

Lebanon County Correctional Facility



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Tina M. Litz,
Warden

Michael L. Ott,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold,
Director of Work Release
Claude Mease
Captain of Security

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: May 2021 Prison Board
9-1-21 through 9-30-21

- 9-1-21: Completed daily DW of Treatment tasks, toured block 4
- 9-2-21: Completed daily DW of Treatment tasks, attended an administration meeting
- 9-3-21: Completed daily DW of Treatment tasks
- 9-7-21: Completed daily DW of Treatment tasks, networking with Berks County and Montgomery County parole, worked on a haircutting memo, network with Prime Care to go over any issues in LCCF, meeting with representatives from domestic violence intervention
- 9-8-21: Completed daily DW of Treatment tasks, toured block 4, filled out parole recommendations, continued to network with Berks County and Montgomery Parole, handed out homeplans and legal mail
- 9-9-21: Completed daily DW of Treatment tasks, helped facilitate a furlough for an inmate in need of medical care, and attended a meeting on Use of Force policy
- 9-10-21: Vacation Day
- 9-13-21: Completed daily DW of Treatment tasks, ordered white clothing for the facility, handed out legal mail and home plans
- 9-14-21: Completed daily DW of Treatment tasks, attended MISA meeting, gave soap and masks to Block 1 (on COVID precautions), network with Prime Care and School to discuss any current issues, GED Program started
- 9-15-21: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended Prison Board, toured RHU
- 9-16-21: Completed daily DW of Treatment tasks, attended administration meeting, filled out parole recommendations
- 9-17-21: Completed daily DW of Treatment tasks, toured block 5, handed out legal mail and homeplans, toured male outmate section
- 9-20-21: Completed daily DW of Treatment tasks, network with Prime Care about the COVID cases in the facility, handed out soap to block 2, filled out parole recommendations
- 9-21-21: Sick Day
- 9-22-21: Completed daily DW of Treatment tasks, filled out parole applications, collected school folders, handed out homplans
- 9-23-21: Completed daily DW of Treatment Tasks, attended GTL meeting,

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Director of Work Release
Claude Mease
Captain of Security

9-24-21: Completed daily DW of Treatment tasks, handed out white clothing, worked on inmate grievances
9-27-21: Completed daily DW of Treatment Tasks, handed out school folders, worked on editing Religion Policy, printed off case laws for inmates
9-28-21: Completed daily DW of Treatment Tasks, printed off case laws for inmates, handed out homeplans and legal mail, worked on inmate grievances, filled out parole applications, toured RHU, handed out puzzle books to block 6, toured block 6 upper
9-29-21: Completed daily DW of Treatment tasks, attended administration meeting, worked on inmate grievances, printed off case laws for inmates
9-30-21: Completed daily DW of Treatment tasks, attended GTL meeting, printed off case laws for inmates, toured block 5, handed out home plans and legal mail, filled out parole recommendations, held 2 disciplinary board hearings
September 2021: Counselors continued to arrange phone calls with various agencies including attorneys (102 calls for the month), PA Counseling Services, children and youth, various court hearings, domestic relations, and bail bondsmen. Bi-weekly indigent kit list/hand out continue to happen, as well as helping the inmate population apply to rehabilitation/transitional facilities. Counselors regularly meet with various inmates to address concerns they might have during their incarceration.
Number of DNA's done for the month: 6
Number of grievances for the month: 11
Approximate number of request slips completed: 600, Intakes of new commitments: 34, Public Defender applications: 35 Number of indigent kits handed out: 130

Respectfully,

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility

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Robert J. Karnes,
Warden

Michael L. Ott,
Deputy Warden of Operations
Tina Litz
Deputy Warden of Treatment

Ray H. Arnold,
Director of Work Release

Captain of Security

October 15, 2021

TO: LEBANON COUNTY PRISON BOARD
FROM: RAY H. ARNOLD, DWR
Subject: MONTHLY REPORT

RE: 09/01/2021 – 09/30/2021

BOARD MEMBERS:

Please be advised that the following has transpired since the last meeting of the prison board.

PARTICIPANTS

	September 2021	September 2020
Inmates Employed in the Community:	0	0
Inmates added to the Program:	0	0
Inmates removed from the Program:	0	0
Removed for a Major Misconduct:	0	0

REQUEST SLIPS / COUNSELING

	September 2021	September 2020
Request Slips:	66	102
Intakes:	0	02

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	September 2021	September 2020
Inmates Seeking Employment:	0	0
Total Number of Travel Passes (TP):	0	0
Travel Passes for Employment:	0	0
Travel Passes for Work Related Items:	0	0
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of September 2021	Year to date 2021
AMOUNT RECEIVED	\$171.22	\$1,414.34
COST RECOVERY - Room & Board RB	\$171.22	\$1,414.34
ROOM AND BOARD	\$0.00	\$0.00
FINES AND COSTS	\$0.00	\$0.00
DISTRICT JUSTICES	\$0.00	\$0.00
PROCESSING FEE	\$0.00	\$0.00
DRUG TESTING	\$0.00	\$0.00
SUPERVISON FEE	\$0.00	\$0.00
MONEY DEDUCTED	\$171.22	\$1,414.34
INMATE BALANCE	\$0.00	\$0.00

VIDEO COURT

Supervised Video Court for the month of September 2021 Total – 266

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 09/05/2021, 09/12/2021, and 09/19/2021.

GTL Meeting

Attended weekly GTL meetings. - Via Zoom,

ADMINISTRATION MEETINGS

Attended Administration meetings – Discussion Prison Operations

Prison Operations

Assisted with Prison Operations throughout the month.

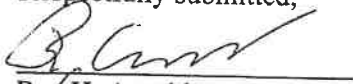
On Call Warden

Worked as on call Warden this month. ..

Budget Meeting

Met with Warden Tina Litz. We discussed the up and coming budget for next year.

Respectfully submitted,



Ray H. Arnold
Director of Work Release

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Director of Work Release
Claude A. Mease
Captain of Security

TO: Lebanon County Prison Board
FR: Captain Claude Mease, Director of Security
RE: 1 September, 2021 – 30 September, 2021

9/1/2021: Performed regular duties.
9/2/2021: Performed regular duties.
9/3/2021: Performed regular duties. Assisted with New Employee interviews.
9/5/2021: Checked on conditions.
9/6/2021: Holiday
9/7/2021: Performed regular duties. Worked with IT on computer issues.
9/8/2021: Performed regular duties. Held monthly Sergeants Meeting.
9/9/2021: Performed regular duties
9/10/2021: Scheduled off.
9/13/2021: Performed regular duties.
9/14/2021: Performed regular duties. Assisted with New Employee Physicals. Assisted GTL.
9/15/2021: Performed regular duties. Assisted GTL distribute Tablets to inmates for GO LIVE.
9/16/2021: Performed regular duties. Revisit all block areas to ensure tablets are working correctly.
9/17/2021: Performed regular duties. Assisted with Disciplinary Boards.
9/20/2021: Performed regular duties. Instructed New Recruits in class room.
9/21/2021: Performed regular duties.
9/22/2021: Performed regular duties. Instructed New Recruits in classroom.
9/23/2021: Performed regular duties.
9/24/2021: Performed regular duties. Instructed New Recruits.
9/27/2021: Scheduled off.
9/28/2021: Performed regular duties.
9/29/2021: Performed regular duties. Attended Administration Meeting.
9/30/2021: Performed regular duties. Attended meeting with IT Department along with outside vendor in reference to camera system for the facility.

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
 Michael Ott, Deputy Warden – Operations
 Rebecca Davis, Deputy Warden – Treatment
 Ray Arnold, Director of Work Release
 Claude Mease, Director of Security
 Scott Richmond, Director of Training

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Phone: 717-274-5451
 Fax: 717-274-1338

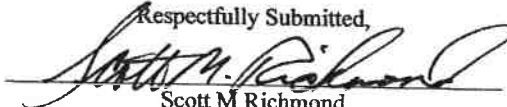
To: Lebanon County Prison Board

10/12/2021

From: Scott M Richmond (Director of Training)
 RE: September Prison Board Report
 September 1 - 30, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Off 7.0 Hours Vacation	2 Admin Meeting, Guardian weekly report	3 Conducted New officer interviews	4
5	6 Off Labor Day Holiday	7 CO's testing and interview	8 GTL Meeting	9 Reviewed Test scores	10 Prep for training at DOC	11
12	13 Handgun and shotgun training at DOC	14 Handgun and shotgun training at DOC	15 Handgun and shotgun training at DOC	16 Office Work	17 BCOT Prep	18
19	20 BCOT Training Day1	21 BCOT Training Day2	22 BCOT Training Day3	23 BCOT Training Day4	24 BCOT Training Day5	25
26	27 BCOT Training Day6, On call week starts	28 BCOT Training Day7	29 BCOT Training wrap up	30 Office Work		

Respectfully Submitted,



Scott M Richmond

PCM Portal - Generate Stat Summary Report

Stat Summary Report - 01/2021 - 09/2021

Facility Statistics	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Total
Monthly ADP	278	282	300	309	326	313	284	295	295	204
Monthly ADP Male						270	247	256	253	0
Monthly ADP Female						43	37	39	42	0
Monthly ADP Identify as Other						0	0	0	0	0
Deaths	0	0	0	0	0	0	0	0	0	0
Total # of Patients in the Hospital	2	0	1	2	2	5	7	4	0	25
Total # Patient Days	8	0	5	6	6	9	7	14	4	25
# of Intake Screenings	120	123	169	132	160	115	145	141	114	1219
# of Grievances	6	3	5	2	1	3	5	2	1	28
# of Founded Grievances	0	0	0	0	0	0	0	0	0	0
# of Adverse Patient Occurrences	13	6	16	22	36	15	18	21	21	168
# of Patients Detoxed	37	55	65	31	46	34	52	42	32	394
# of Patients Detoxed Opiate (Clonidine / Vistaril)	21	34	50	36	30	12	22	22	15	242
# of Patients on Subutex / Suboxone	3	3	8	7	3	2	3	1	1	31
# of Patients on Subutex Rapid Taper	22	32	33	7	3	2	3	1	1	104
# of Patients Receiving Methadone	2	2	4	2	3	5	6	5	0	29
# of Patients Given Vivitrol	0	0	0	0	0	0	0	0	0	0
# of Patients Detoxed ETOH	16	23	19	13	16	20	16	12	10	156
# of Patients Detoxed Benzodiazepines	3	2	7	10	10	8	8	8	3	61
# of Patients on Restraints	0	0	1	0	1	2	2	2	2	10
# of Shifts Involving Restraints	0	0	1	0	1	2	2	2	2	10
# of Medical Transports	20	20	21	18	19	27	20	9	9	163
# of Infirmity/Medical Housing Admissions	3	5	3	8	0	2	3	2	7	33
# of Vivitrol Doses Given	0	0	0	0	0	0	0	0	0	0
# of Narcan Doses Given	0	0	0	3	2	2	6	0	0	13
In-House Surgeries	2	3	0	4	4	0	0	0	0	14
In-House EKG's	10	25	31	16	14	19	7	29	24	175
In-House X-Ray's	5	12	18	13	10	12	9	15	12	106
Outside Consultations	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Total
Allergy	0	0	0	0	0	0	0	0	0	0
Cardiology	1	0	1	2	1	0	1	1	0	7
Dermatology	0	0	0	0	0	0	0	0	0	0
Dialysis	0	0	0	0	0	0	0	0	0	0
ENT	1	1	0	2	0	1	1	0	0	6
Emergency Room	4	7	12	4	14	5	7	9	1	63
Ambulance Trips	1	5	9	4	7	3	6	6	1	42

Psychologist / Individuals Seen	55	43	62	70	68	80	83	74	112	647
M.H. Worker Groups	0	0	0	0	0	0	0	0	0	0
M.H. Worker / Individuals Seen	383	258	426	430	384	270	241	288	390	3070
# of Involuntary M.H. Commitments	0	0	0	0	0	0	0	0	0	0
# of Patients Waiting Transfer to State Hospital	0	0	0	0	0	0	0	0	0	0
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0	0	0	0	0	0
# of Patients on Suicide Watch	21	28	30	28	20	18	15	11	7	178
# of Attempted Suicides	0	0	0	0	1	0	0	2	1	4
# of Completed Suicides	0	0	0	0	0	0	0	0	0	0
# of Patients on MH Scale as Category - A	31	30	29	22	33	32	26	22	23	248
# of Patients on MH Scale as Category - B	51	44	40	52	48	41	38	38	29	381
# of Patients on MH Scale as Category - C	113	126	136	142	141	141	134	155	145	1233
# of Patients on MH Scale as Category - D	13	16	17	14	15	12	17	18	20	142
% of Patients on MH Scale as Category - D										
Dental	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Total
Extractions	0	12	13	10	8	7	12	12	7	81
Fillings	0	0	0	0	0	0	0	0	0	0
Exams	18	10	15	21	20	17	21	18	13	153
Other	0	0	0	0	0	0	0	0	0	0
Total Patients Seen by Dentist	18	21	19	20	25	32	47	32	29	243
Patients seen by Oral Surgeon	0	0	0	0	0	0	0	0	0	0
# of Annual Dental Exams	4	3	5	5	4	5	9	6	6	47
Pharmacy	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Total
# of patients on Psych Meds	132	138	153	148	156	146	146	147	145	1311
% ADP on Psych Meds										
# of patients on Medical Meds	143	144	142	145	151	126	152	151	154	1308
% ADP on Medical Meds										
# of patients on HIV Meds	2	1	0	0	1	1	1	1	2	9
% ADP on HIV Meds										
# of patients on OTC Meds	134	139	153	154	175	160	158	155	121	1349
% of ADP on OTC Meds										
Disease Cases	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Total
HIV Cases	2	1	0	1	1	2	1	1	2	11
AIDS Cases	0	0	0	0	0	0	0	0	0	0
Hepatitis Cases	26	26	26	18	23	18	29	26	27	219
HIV Test Done	3	0	0	0	1	3	0	1	3	11

QI Meeting Date																		
Number Chart Audits										06/16/21								
Quarterly Administrative Meetings										30								
Quarterly Infection Control Meetings											07/21/21							
											37							
												52						
													67					
														186				

**LEBANON
COUNTY
CORRECTIONAL
FACILITY**

Robert Karnes, Warden
Michael L. Ott , Deputy Warden - Operations
Tina M. Litz , Deputy Warden – Treatment
Michael K. Stuckey, Director of Work Release
Joseph Wheeler Director of Security

730 E. Walnut St.
Lebanon, Pa 17042
Phone (717) 274-5451
Fax (717) 274-1338

PRISON BOARD MEETING
MAINTENANCE SECTION

THIS REPORT COVERS : Sept.1, 2021 to Sept. 30, 2021

DAILY BASIS:

1. Blow down boilers & compressors.
2. Check computer for new RTU.
3. Check sewer system pumps.

WEEKLY BASIS:

1. Change block filters.
2. Measure fuel oil.
3. Change various light bulbs within facility.
4. Change RTU filters.
5. Check washer and dryer vents.

MONTHLY BASIS:

1. Check and adjust cell gates in prison.
2. Unclog various drains in facility.
3. Work on various cameras in facility.
4. Clean out showers and block drains in facility.
5. Performed various preventive maintenance jobs in facility.

Total # : 172 various jobs performed during the month of: Sept. **2021**

Maintenance Prison Board

Page-2

Item: Repairs
 Made:

1	53	<u>Plumbing Items Repaired:</u> Water valve adjustments , water valve replacements, floor drain clogs, sewer traps, sink repairs, replace piping, etc.
2	3	<u>Electrical Items Corrected & Repaired:</u> Light bulb replacements, light fixture repairs, heat units, tv cables changed, outlet and light switch repairs, inmate radios, run generator weekly, etc.
3	6	<u>Kitchen Equipment Repaired:</u> Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	30	<u>Heating & Cooling Equipment:</u> Cleaned coils and filters, replace filters, lubrication, minor adjustments, change belts, boilers rotated, boiler chemicals added, fuel oil testing, etc.
5	17	<u>Prison Equipment:</u> Including gates, doors, cell furnishings, outside fencing work, caulking windows, etc.
6	0	<u>Household Items:</u> Including walls, floors, cell mattresses cleaned and repaired, recovered, etc.
7	20	<u>Miscellaneous Repairs:</u> Officer chairs repaired and welded, inmate chairs repaired and welded, dining room chairs repaired, cleaning equipment repaired, inmate coffee pots, etc.
8	41	<u>Electronic Equipment Repairs:</u> TV's, TV cable, monitors, dukane communicator repairs and adjustments, cameras, portable radios, base equipment, fire alarms, etc.
9	0	<u>Prison Vehicles:</u> Stake body truck, vans, automobiles, minor repairs, lubrication and adjustments, etc.
10	1	<u>Building & Grounds:</u> Work performed on walls, passage doors, windows, floors, pavements, tree and shrubs, driveways, roofing, etc.
11	0	<u>Buildings & Grounds Continued:</u> Garden tractor, lawn mowers, snow removing equipment, snow shovels, shovels, rakes, garden tools , etc.
Total	171	



Respectfully Submitted,

Michael S. Kemmerling, Maintenance Supervisor

LEBANON COUNTY CORRECTIONAL FACILITY	Tina M. Litz, Warden Michael L. Ott, Deputy Warden of Operations , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release Claude. A Mease Director of Security, Scott M Richmond. Director of Training	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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OCTOBER 20 2021
OCTOBER PRISON BOARD MEETING
DETAIL SECTION

This Report Covers September 1, 2021 to September 30, 2021:

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (15) different male inmates.

OUTSIDE: Outside detail consisted of (05) different male inmates.

FEMALE: Consists of (03) different female inmates.

0 : Pretrial Detainee (non-sentenced inmates) inmates working on Outside Detail crew.

0 : Pretrial Detainee inmates working on Inside Detail crew.

98 : Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

1. Cleaned the inside of LCCF.
2. Performed various duties and work assignments within LCCF.

On a Weekly Basis:

3. Maintained the exterior grounds of LCCF.
4. Cleaned District Justice Office of Anthony Verna

**PRISON BOARD CON'T
DETAIL SECTION**

ON A PERIODIC BASIS:

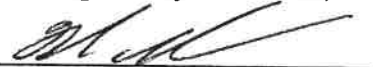
1. Supervised Detail inmates while they cleaned the inmate dayrooms, showers and Individual cells in all general population housing units.
2. The following areas were washed, scrubbed and disinfected:
 - Medical isolation cells #86 and #87.
 - Medical Infirmary
 - Medical Exam room and offices
 - SHU/RHU cells
3. Foam scrubbed shower in all blocks, housing areas and medical infirmary.
4. Cleaned all vents in the facility.
5. Picked up sticks, cleaned up and or checked for debris at the Following County properties:
 1. Courthouse
 2. The bank surrounding the 8th street parking lot.
 3. EMA
 4. Community Action Partnership
 5. Probation/Parole
 6. Donald Rhine Building
 7. Monument Park
 8. New perspectives
 9. Area Agency on Aging
 10. MH/ID/EI
 11. Vacant property behind MH/ID/EI
 12. Property located along route 422 by the Driver's License Exam Center
6. Cut grass at all county property's
7. A meeting was held with the Captain and detail officer. The topics discussed was detail operations

**PRISON BOARD CON'T
DETAIL SECTION.**

Total Detail hours worked from September 1, 2021 through September 30, 2021:

Inside:	<u>1,110</u>
Outside:	<u>1,620</u>
Total:	2,730

Respectfully Submitted,



Detail Officer Gibson



235 S 12th St, Lebanon PA 17042 • 717-274-0149 • www.jub.org

PRISON BOARD

September, 2021**

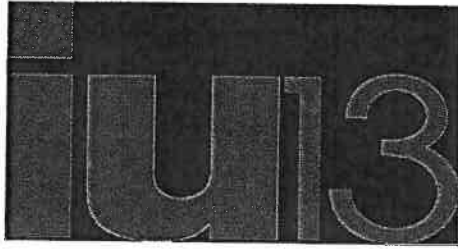
	<u>Total</u>	<u>Avg Att.</u>
Worship Services (English/Male)	6	6
Worship Services (English/Female)	3	10
Worship Services (Spanish/Male)	6	4
Bible Study Classes (English/Male)	3	5
Bible Study Classes (English/Female)	7	5
Bible Study Classes (Spanish/Male)*	4	4
12 Step Classes (English/Male)	3	2
12 Step Classes (English/Female)	5	6
One-on-One Counseling Sessions	16	
Request Slips Answered	187	
Housing Area Visits*		

**Covid precautions necessitated discontinuing programs as of 9/19/21

Respectfully submitted,

Rev. Marilyn A. Nolte

LCCF Chaplain Manager



**Lancaster – Lebanon Intermediate Unit #13
High School Age Education Program**

Monthly Report for September 2021

E.S. (Emotional Support) Program:

The student must meet criteria under Chapter 14 of the Special Education Regulations for the state of Pennsylvania. The student has a disability and the education program is delivered through and Individual Education Plan (IEP). The student works towards the IEP goals and objectives to meet graduation requirements. IEP grade reports are issued quarterly. Upon completion a diploma is issued.

Requirements:

- Age 21 or under.
- Student has a disability as per the Individual Disability Education Act/Chapter 14.
- Has not completed High School and has an IEP

0 - Total Students

Alternative Education Program:

The student is regular education in an alternative education program. All students will work on all academic skills to meet graduation requirements. Upon completion of cumulative credit hours they will receive an Alternative Education High School Diploma.

Requirements:

- Age 21 or under
- Previously enrolled in Regular Education
- Have not completed High School or G.E.D.

2 - Total Students

2 - Total Students for month of September

1 – Total Requests/Interviews conducted this month

Respectfully Submitted,

Stephanie M. Warner
IU13 Teacher