

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, April 21, 2021

11:30 A.M.

The Lebanon County Prison Board convened today via Zoom due to the COVID-19.

The following Board Members were present:

Robert J. Phillips, County Commissioner
William E. Ames, County Commissioner
Jo Ellen Litz, County Commissioner
Bruce E. Klingler, Sheriff
Robert M. Mettley, Controller

The following Board Members were absent

Pier Hess Graff, District Attorney

The following guests attended today's meeting:

Tina Litz, Warden
Jamie Wolgemuth, County Administrator
Ann Gruber
Jeff Bohn
Carl Bright-Walck
John R.

Warden Tina Litz notified the prison board of a minor COVID outbreak affecting 1 officer and 5 female inmates with everyone now being on the stepdown program. Warden Litz said they were in need of bilingual books and former prison society advocate Carolyn Robinson made a donation.

Public Comment (s): Carl Bright-Walck of Annville asked about bringing in large quantities of items, such as the books in to the prison. Warden Litz said they normally get donations of books that don't sell from the Lebanon Library book sale. After they pass security and inspection they are then put in the law library for inmates to request a book of interest. Books are delivered out to the inmate to read, later collected and gone through again for security purposes and then recycled.

It was moved by Commissioner Litz, seconded by Commissioner Ames to approve the minutes of the March 17, 2021 meeting. Vote unanimous.

Tina Litz, Warden, submitted written reports of her activities for the month of March 2021. The Board reviewed this report.

Tina Litz, Warden, reported the **average inmate population** for March was **306**. 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 five (5) week operating period, during the month of March, 2021 were **\$4,633.12, commission amount for March was \$5,816.54.** The Board reviewed this report.

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

Tina Litz, Warden/Deputy Warden of Treatment, submitted a written report for the month of March, 2021. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The **Detail Section worked a total of 3,176 hours** during the month of March, 2021. The Board reviewed this report.

Michael Kemmerling, Maintenance Supervisor, submitted a written report for the month March, 2021. **The Maintenance Department performed 195 various jobs** during this period. The Board reviewed this report.

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

Sgt. Eric Foltin, Culinary Supervisor, submitted a written report for the month of March, 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 March, 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 March, 2021. The Board reviewed this report.

It was moved by Sheriff Klingler, seconded by Controller Mettley to adjourn the meeting.

Meeting Adjourned 11:38 a.m.

*Robert M. Mettley, County Controller
Secretary*

Next meeting: May 19, 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 MAY 19, 2021	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF APRIL 30, 2021	316	270	46
AVERAGE DAILY POPULATION APRIL	314.43	267.67	46.77
NUMBER OF INMATES RECEIVED	140	114	26
NUMBER OF INMATES RELEASED	137	110	27
HIGHEST COUNT	318-14 TH	271-29 TH	49-14 TH
LOWEST COUNT	303-10 TH	258-10 TH	43-2 ND
NUMBER OF UNSENTENCED INMATES	99	90	9
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	25	--	--
NUMBER OF STATE SENTENCED INMATES	24	24	0
NUMBER TRANSFERRED TO STATE PRISON	1	0	1
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	68	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	28	--	--
PROBATION VIOLATION	18	--	--
PAROLE VIOLATION	25	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	2		
FINES & COSTS BENCH WARRANT/SENTENCE	11	--	--
OTHER LEBANON BENCH WARRANTS	24	--	--
OUT OF COUNTY BENCH WARRANTS	1	--	--
D.J. SENTENCE	5	--	--
SENTENCED BY COURT OF COMMON PLEAS	18	--	--
WRITS FROM OTHER COUNTIES	0	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	10	--	--
INMATES IN OTHER COUNTIES ON WRITS	0	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	1	1	0
IN LCCF ON WRITS AND RETURNED	0	0	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 APRIL 2021

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	APRIL 1, 2021		63,171.17
Deposit to Savings from Inmate JBT Checking	Commissary Collected	21,115.20	
Monthly Commissary Secure Pack Commission	Keefe Commissary Secure Packs	10,835.48	
Quarterly Cost Recovery Collected	Barber, Commitment Packs, Indigent Kits	1,689.80	
Interest Applied		2.20	
TOTAL DEPOSITS INTO SAVINGS			33,642.68
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		96,813.85
TOTAL TRANSFER TO CHECKING FROM SAVINGS			43,047.79
ENDING BALANCE AS OF:	APRIL 30, 2021		53,766.06
ENDING BALANCE ON: 4/30/2020	Comparison of Last Years Ending Balance		42,665.56
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	APRIL 1, 2021		200.00
TOTAL DEPOSITS INTO CHECKING			43,047.79
TOTAL FUNDS AVAILABLE			43,247.79
<i>DISBURSEMENTS:</i>			
	NON-STORE		
Georgia Hoke	Inmate Haircuts	184.00	
DSI-ITI	Covid Calling Program (09/20-01/21)	4,999.28	
Thomson Reuters	Law library subscription	2,296.15	
Bob Barker	Inmate Clothing	287.90	
Ergo Metrics	React Testing	150.00	
Kapp Advertising	Recruitment	1,380.00	
Charm-Tex	Sandals, sweatshirt	795.18	
Language Line Services	Translators	100.12	
Tina Litz Reimbursement	Notary charges, staff lunch	312.83	
Myerstown Community Training Center	AHA/HS Certification	68.00	
Personal Protection Consultants	Instructor Certifications	1,794.00	
Midatlantic Media	Recruitment	2,353.00	
Lancaster-Lebanon IU13	7/1/20-12/31/20	11,614.01	
Walmart	USB Drives	32.64	
911 Rapid Response	Reflective Pieces for sweatshirts	200.00	
TOTAL NON STORE DISBURSEMENTS			26,567.11

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Claude A. Mease
 Captain of Security

DISBURSMENTS:	STORE		
KEEFE Commissary	MAR 2021 Commissary Invoice	16,480.68	
<i>TOTAL STORE DISBURSEMENTS</i>			16,480.68
<i>TOTAL OF ALL DISBURSMENTS INTO CHECKING</i>	Non-Store + Store		43,047.79
ENDING BALANCE AS OF:	APRIL 30, 2021		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Technician

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COMMISSARY REPORT

MONTH OF APRIL 2021

	<u>APRIL 2021</u>	<u>APRIL 2020</u>
OPERATING WEEKS:	4	5
NUMBER OF ORDERS:	536	438
AVERAGE WEEKLY ORDERS:	134	88
SALES:	\$ 22,443.07	\$ 18,390.13
LESS EXPENSES (CREDITS):	\$ -1,327.87	\$ 0
TOTAL SALES:	\$ 21,115.20	\$ 18,390.13
AVERAGE WEEKLY SALES:	\$ 5,610.77	\$ 3,678.03
COMMISSION MONTH OF <u>MARCH</u>:	\$ 9,187.84	\$ 7,032.30

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

730 E. Wanut
Lebanon, Pa.
Phone: 717-2
FAX: 717-274

MONTHLY PRISON BOARD REPORT

DATE: 5/4/21

REPORT FROM: 4/1/21 to 4/30/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 1,915.37	\$ 9,371.09
MEATS	\$ 523.00	\$ 6,136.60
DAIRY PRODUCTS	\$ 3,542.97	\$ 11,900.51
BAKED PRODUCTS	\$ 1,348.65	\$ 4,960.97
GROCERIES	\$ 7,504.39	\$ 28,109.55
FRESH FRUITS & VEGETABLES	\$ 1,443.00	\$ 6,286.85
TOTAL	\$ 16,277.38	\$ 66,765.57
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 471.70	\$ 1,373.20

BREAK DOWN OF COSTS
MEALS SERVED

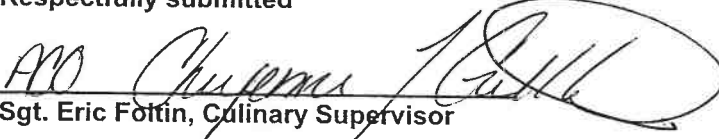
STAFF	2,120	8,410
INMATE POPULATION	27,840	105,459
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	618
TOTAL MEALS SERVED	30,116	114,487
COST PER PERSON PER MEAL	\$ 0.54	\$ 0.58
COST PER PERSON PER DAY	\$ 1.62	\$ 1.75

DATE

DONATED BY:

4/1/21 Gemma's Angels donated 3 bags of assorted breads and fruit
4/1/21 Fresh Express donated 4 pallets of Caesar Salad
4/6/21 Lebanon valley cold storage donated 3 skid assorted baked goods.
4/8/21 Gemma's Angels donated 1 box of bread
4/23/21 Gemma's Angels donated assorted produce
4/28/21 Lebanon valley cold storage donated 3 skid assorted baked goods.
4/29/21 Gemma's Angels donated 3 boxes of assorted bread

Respectfully submitted


Sgt. Eric Foltin, Culinary Supervisor

Lebanon County Correctional Facility

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Fax: 717 274-1338



Robert J. Karnes,
Warden

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

Ray Arnold
Director of Work Release
Joseph E Wheeler,
Captain of Security

To: Lebanon County Prison Board
From: Tina M. Litz, Warden
Re: April, 2021 Prison Board
04-1-21 through 04-30-21

04-01-21: Completed daily warden tasks, provided Jared Stoltzfus from Jubilee a tour of the facility. Jared is the Chief Programming officer and he is newly assigned to be in charge of the chaplains in our facility.

04-02-21: Holiday

04-05-21: Completed daily warden tasks, completed parole applications, and toured facility.

04-06-21: Completed daily warden tasks, updated prison board on the covid numbers at the facility, completed parole applications, attended an administrative, medical meeting regarding covid

04-07-21: Completed daily warden tasks, completed tasks involved with the NIC leadership course and networked with staff to open non-contact visiting for the inmate population on a modified schedule, attended an administrative meeting.

04-08-21: Completed warden daily tasks, completed parole applications, networked with other county warden's in regards to polices and operations.

04-09-21: Completed daily warden tasks and reviewed policy

04-12-21: Completed warden daily tasks, toured male outmate and blocks 1, 2 3 and SHU, networked with the IT department.

04-13-21: Completed warden daily tasks, attended the CJAB meeting as well as the county TEAM MISA meeting, completed parole applications and dealt with inmate grievances.

04-14-21: Completed daily warden tasks, checked/verified legal mail, and toured block 5 and renewed my notary certification.

04-15-21: Completed daily warden tasks, attended administrative meeting, and completed parole applications.

04-16-21: Completed daily warden, networked with IT about prison operations and needs, collected data for the salary study for the facility.

04-19-21: Completed daily tasks, non-contact visiting started for the facility for the inmate population, addressed block 5 out mate population, dealt with inmate grievances and completed parole applications

04-20-21: Completed warden daily tasks, provide evidence to PSP – Jonestown regarding a criminal investigation, attended a meeting with Captain Mease and the kitchen staff to update on operations

04-21-21: Completed daily warden tasks, attended the monthly Prime Care CQI meeting, attended prison board, posted and handed out Corporal interview notices

04-22-21: Completed warden daily tasks, IT delivered the computer for central control to assist with operations, set up assistant counselor interviews, addressed Block 5 female outmate and 4-12 security staff, attended the monthly virtual American Woman Executives in Corrections meeting.

04-23-21: Completed warden daily tasks, networked with PSP regarding an investigation, and toured the facility

04-26-21: Completed daily warden tasks, networked with DWT and Counselor Potter regarding counselor interviews being conducted on Wednesday, participated with the Korn and Ferry salary study, and networked with court and prime care regarding an inmate.

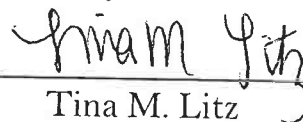
04-27-21: Completed daily warden tasks, updated prison board

04-28-21: Completed daily warden tasks, conducted counselor interviews

04-29-21: Completed daily warden tasks, attended an IU 13 zoom meeting with DW Davis, attended an administrative meeting, toured control stations on the 4-12 shift, and set up the radio ad for hiring purposes

04-30-21: Completed daily warden tasks, attended the academy graduation, updated prison board, followed up on union and non-grievances.

Respectfully Submitted,



Tina M. Litz
Warden

Lebanon County Correctional Facility

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Tina M. Litz,
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Michael L. Ott,
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Rebecca A. Davis
Deputy Warden of Treatment

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

May 3, 2021

To: Lebanon County Prison Board
Fr: Michael L. Ott,
Deputy Warden of Operations
Re: May Prison Board Report
4-1-21 thru 4-30-21

4-1-21: Posted testing times for the written exam for Corporal. Reviewed inmate files for eligibility to work on institutional work crews.

4-5-21: Assisted Captain Mease with proctoring the written exam for Corporal. Submitted Juvenile in custody report to the Pennsylvania Commission on Crime and Delinquency.

4-6-21: Put out a visiting policy detailing the re-start of inmate visiting.

4-7-21: Attended the Administrative Staff meeting and took minutes for said meeting.

4-8-21: Typed and handed out minutes from the above mentioned meeting. Submitted the monthly Extraordinary Occurrence Report to the Pennsylvania Department of Corrections. Captain Mease proctored the written exam for Corporal.

4-15-21: Attended the Administrative Staff meeting and took minutes for said meeting.

4-19-21: Typed and handed out minutes from the above mentioned meeting.

4-20-21 thru 4-23-21: On bereavement leave

4-27-21: Captain Mease and I conducted the oral interview portion of the Corporal promotional process. Forwarded a letter of removal from payroll for a correctional officer who resigned their position.

4-28-21: Captain Mease and I conducted the oral interview portion of the Corporal promotional process.

4-29-21: Captain Mease and I conducted the oral interview portion of the Corporal promotional process. Attended the Administrative Staff meeting and took minutes for said meeting.

4-30-21: Forwarded a letter of removal from payroll for two correctional officers who resigned their position.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "M L Ott", written over a horizontal line.

*Michael L. Ott,
Deputy Warden of Operations*

Lebanon County Correctional Facility



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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: April 2021 Prison Board
4-1-21 through 4-30-21

- 4-5-21: First official day as the Deputy Warden of Treatment, continued to do counselor duties due to Counselor Potter being off for paternity leave until 4/23/21**
- 4-6-21: Completed tasks typically assigned to the counseling staff to include arranging attorney phone calls with inmates**
- 4-7-21: Completed tasks typically assigned to the counseling staff, ordered commitment packs, indigent kits and dial soap for the facility, attended at administrative meeting**
- 4-8-21: Completed tasks typically assigned to the counseling staff, held disciplinary boards, and completed the Ramadan List for 2021, handed out school folders for the inmates in the GED program, held disciplinary boards**
- 4-9-21: Completed tasks typically assigned to the counseling staff, completed the hair cut list for the weekend, toured block 5, male outmate, block 6, RHU and medical housing unit areas to hand out new face masks and soap**
- 4-12-21: Completed tasks typically assigned to the counseling staff, network with the school teacher and collected the completed school folders for those in the GED program**
- 4-13-21: Completed tasks typically assigned to the counseling staff, Attended Team MISA- Mental Illness Substance Abuse meeting via Zoom, ordered white underclothing (tshirts, Socks, underwear) for the facility**
- 4-14-21: Completed tasks typically assigned to the counseling staff, ordered commitment packs, indigent kits and dial soap for the facility**
- 4-15-21: Completed tasks typically assigned to the counseling staff, attended an administrative meeting, handed out school folders to those in the GED program**
- 4-16-21: Completed tasks typically assigned to the counseling staff to include arranging attorney phone calls, calls for bail, drug and alcohol evaluations; distributed indigent kits to the population that signed up to receive one**
- 4-19-21: Completed tasks typically assigned to the counseling staff, continue to network with the school teacher and collect completed work from the GED students**
- 4-20-21: Completed tasks typically assigned to the counseling staff to include arranging phone calls for attorneys, children and youth and PA Counseling Services**

Lebanon County Correctional Facility



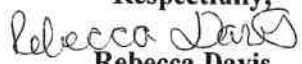
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4-21-21: Completed tasks typically assigned to counseling staff, attended CQI- Continuous Quality Improvement meeting with Prime Care and Warden Litz
4-22-21: Completed tasks typically assigned to counseling staff
4-23-21: Final day of completing tasks mainly assigned to counseling staff due to Counselor Potter's return from paternity leave
4-26-21: Worked on familiarizing myself with the role of DW of Treatment by sorting out paperwork left behind by Warden Litz
4-27-21: Completed DW of Treatment tasks, met with Ben Dunlop, new chaplain with Jubilee, handed out new fingernail/toenail clippers to entire facility
4-28-21: Interviewed 4 candidates applying to Assistant Counselor position
4-29-21: Completed DW of Treatment tasks, attended a meeting with staff from IU-13 along with Warden Litz to discuss the future of the school program at LCCF, attended and administrative meeting
4-30-21: Completed DW of Treatment tasks, toured housing units 1-4 to hand out new face masks and soap
April 2021: Counselor and myself continued to arrange phone calls with various agencies including attorneys, PA Counseling Services, children and youth, VA representative and other agencies that provide services to the inmate population. Bi-weekly indigent kit list/hand out continues to happen as well as completing notary work, arranging visits from a notary service, helping inmate population apply for rehabilitation facilities or halfway housing.
Number of DNA's done for the month: 11
Number of grievances for the month: 11
Approximate number of request slips completed: 609, Intakes of new commitments: 74, Public Defender applications: 5 Number of indigent kits handed out: 172

Respectfully,

Rebecca Davis
Deputy Warden of Treatment

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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

May 19, 2021

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

RE: 04/01/2021 – 04/30/2021

BOARD MEMBERS:

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

PARTICIPANTS

	April 2021	April 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

	April 2021	April 2020
Request Slips:	63	423
Intakes:	0	21

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	April 2021	April 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	April	YEAR TO DATE	2021
AMOUNT RECEIVED		\$25.00		\$307.74
COST RECOVERY - Room & Board RP		\$25.00		\$307.74
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
SUPERVISION FEE		\$0.00		\$0.00
MONEY DEDUCTED		\$25.00		\$307.74
INMATE BALANCE		\$0.00		\$0.00

VIDEO COURT

Supervised Video Court for the month of April 2021 Total – 267

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: week of 04/04/2021, 04/18/2021 and 04/25/2021

ON CALL WARDEN

Served as on call Warden for the week of 04/25/2021 to 05/01/2021

ADMINISTRATION MEETING

Attended Administration meetings – Discussion of prison operations.

Respectfully submitted,



Ray H. Arnold

Director of Work Release

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Deputy Warden of Treatment

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

TO: Lebanon County Prison Board
FR: Captain Claude A. Mease Director of Security
RE: 4 April 2021 – 30 April 2021

4/4/2021: First day as Captain – Director of Security
4/4/ 2021: Worked 6 a.m. 8:00 p.m. – Check on Prison conditions – spoke with staff
4/5/2021: Spoke with New Cadets
4/5/2021: Proctored Corporal test for staff
4/6/2021: Worked with Prime Care on COVID issues
4/7/2021: Worked with maintenance with replacing paper towel dispenser in kitchen area with hand dryers. Attended Administration meeting.
4/8/2021: Assisted D.W. Davis with Disciplinary boards
4/9/2021: Went to Central Booking (finger printed) for JNET / Assisted with training for New Cadets.
4/12/2021: Conducted Disciplinary boards
4/13/2021: OIC checks, spoke with inmates and staff.
4/14/2021: Conducted Disciplinary boards
4/15/2021: Worked with Kitchen Officers on Ramadan Meals/Worked with Prime Care on getting more shower chairs for inmates with disabilities.
4/16/2021: Worked with Sgt. Waltz on the location and inventory of Metal Detector Wands. Proctored Corporal test.
4/19/2021: Assisted Sgt. Waltz – BCOT training
4/20/2021: Graded Corporal tests- performed regular duty...
4/21/2021: Performed regular duties
4/22/2021: Taught new cadets fire training
4/23/2021: Conducted DB Boards with Director of Training, Scott Richmond.
4/24/2021: OIC checks of the Prison – spoke with Officers/inmates
4/26/2021: Conducted interviews for the open Corporal positions on the 4-12 shift with D.W. Ott
Spoke with Medical about the upcoming COVID vaccines for the inmate population
4/27/2021: Conducted interviews for the Corporal positions with D.W. Ott/normal duties
4/28/2021: Conducted interviews for the Corporal positions with D.W. Ott/normal duties
4/29/2021: Conducted interviews for the Corporal positions with D.W. Ott/normal duties
4/30/2021: Conducted interviews for the Corporal positions with D.W. Ott/normal duties

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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Fax: 717-274-1338

5/13/2021

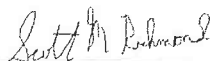
To: Lebanon County Prison Board

From: Scott M Richmond (Director of Training)

RE: April Prison Board Report
April 1 – April 30, 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Admin Meeting, Diversity Training Class	2 Off Holiday	3 Off	4 Off
5 Training Academy Starts. On Call Week	6 Academy Classes	7 Academy Classes	8 Academy Classes	9 Academy Classes	10 Off	11 Off
12 Academy Classes	13 Academy Classes	14 Academy Classes	15 Academy Classes	16 Academy Classes	17 Off	18 Off
19 Academy Classes	20 Academy Classes *Sick Day 1*	21 Academy Classes *Sick Day 2*	22 Academy Classes *Sick Day 3*	23 Academy Classes	24 Off	25 Off
26 Academy Classes	27 Academy Classes	28 Academy Classes	29 Academy Classes	30 Academy Classes and Academy Graduation		

Respectfully Submitted,



Scott M Richmond
Director of Training

**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: April 1, 2021 to April 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 # : 187 various jobs performed during the month of: April 2021

Maintenance Prison Board

Page-2

Item: Repairs
Made:

1	69	<u>Plumbing Items Repaired:</u> Water valve adjustments , water valve replacements, floor drain clogs, sewer traps, sink repairs, replace piping, etc.
2	8	<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	4	<u>Kitchen Equipment Repaired:</u> Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	27	<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	18	<u>Prison Equipment:</u> Including gates, doors, cell furnishings, outside fencing work, caulking windows, etc.
6	1	<u>Household Items:</u> Including walls, floors, cell mattresses cleaned and repaired, recovered, etc.
7	21	<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	34	<u>Electronic Equipment Repairs:</u> TV`s, TV cable, monitors, dukane communicator repairs and adjustments, cameras, portable radios, base equipment, fire alarms, etc.
9	5	<u>Prison Vehicles:</u> Stake body truck, vans, automobiles, minor repairs, lubrication and adjustments, etc.
10	0	<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	187	



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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MAY 19 2021
MAY PRISON BOARD MEETING
DETAIL SECTION

This Report Covers May 1, 2021 to May 31, 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 (05) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

75 : 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. Union Canal
 11. MH/ID/EI
 12. Vacant property behind MH/ID/EI
 13. 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 Warden, Captain and detail officer. The topics discussed was detail operations

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

Total Detail hours worked from May 1, 2021 through May 31, 2021:

Inside:	<u>1575</u>
Outside:	<u>1670</u>
Total:	<u>3176</u>

Respectfully Submitted,


Detail Officer Gibson



Rebuild. Restore. Renew...Lives.

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PRISON BOARD

April, 2021

Total Avg Att.

Worship Services (English/Male)

Worship Services (English/Female)

Worship Services (Spanish/Male)

Bible Study Classes (English/Male)

Bible Study Classes (English/Female)

Bible Study Classes (Spanish/Male)

All Other Classes/Groups (English/Male)

All Other Classes/Groups (English/Female)

One-on-One Counseling Sessions*

Request Slips Answered

181

Housing Area Visits

(*death notices/grief counseling/emergency with Staff approval)

Chaplains Will, Rey and I are grateful to be permitted to come in and reply to inmate Request Slips, etc.

Respectfully submitted,

Rev. Marilyn A. Nolte

LCCF Chaplain Manager

PRIME CARE

ACILITY

Statistical Summary Report

Year 2021

Rev A

MEDICAL, INC. +

FACILITY STATISTICS

Monthly ADP	278	282	300	309	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Patients in the Hospital	2	0	1	2	2	2									5
Total # Patient Days	8	0	5	6	6	6									19
# of Intake Screenings	120	112	167	134	134	134									533
# of Grievances	6	3		3	3	3									12
# of Founded Grievances	0	0		0	0	0									0
# of Adverse Patient Occurrences	13	6		22	22	22									41
# of Patients Detoxed	37	55	65	31	31	31									138
# of Patients Detoxed Opiate (Clonidine / Vistaril)	21	34	50	36	36	36									141
# of Patients on Subutex / Suboxone	3	3	8	7	7	7									21
# of Patients on Subutex Rapid Taper	22	32	33	7	7	7									94
# of Patients Receiving Methadone	2	2	4	2	2	2									10
# of Patients Given Vivitrol	0	0	0	0	0	0									0
# of Patients Detoxed ETOH	16	23	19	13	13	13									71
# of Patients Detoxed Benzodiazepines	3	2	7	10	10	10									22
# of Patients on Restraints	0	0	1	0	0	0									1
# of Shifts Involving Restraints	0	0	1	0	0	0									1
# of Medical Transports	20	20	21	18	18	18									79
# of Infirmity/Medical Housing Admissions	3	5	3	8	8	8									19
# of Vivitrol Doses Given	0	0	0	0	0	0									0
# of Narcan Doses Given	0	0	0	3	3	3									3
In-House Surgeries	2	3	0	4	4	4									9
In-House EKG's	10	25	31	16	16	16									82
In-House X-Rays	5	12	18	13	13	13									48

PRIME CARE MEDICAL CENTER

ACILITY

OUTSIDE CONSULTATIONS

Statistical Summary Report
Year 2021
Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Allergy	0	0	0	0	0	0	0	0	0	0	0
Cardiology	1	0	0	1	2	0	0	0	0	0	4
Dermatology	0	0	0	0	0	0	0	0	0	0	0
Dialysis	0	0	0	0	0	0	0	0	0	0	0
ENT	1	1	0	0	2	0	0	0	0	0	4
Emergency Room	4	7	12	4	4	0	0	0	0	0	27
Ambulance Trips	1	5	9	4	4	0	0	0	0	0	19
Gastroenterology	0	0	1	2	0	0	0	0	0	0	3
General Medicine	0	0	0	0	0	0	0	0	0	0	0
General Surgery	0	0	0	0	0	0	0	0	0	0	0
Gynecology	0	0	0	0	0	0	0	0	0	0	0
Hematology	0	0	0	0	0	0	0	0	0	0	0
Methadone	2	1	6	2	2	0	0	0	0	0	11
Neurology	1	0	0	1	0	0	0	0	0	0	2
Neurosurgery	0	1	0	0	0	0	0	0	0	0	1
Obstetrics	5	4	3	1	0	0	0	0	0	0	13
Oncology	0	0	0	0	0	0	0	0	0	0	0
Ophthalmology	1	0	0	0	2	0	0	0	0	0	3
Orthopedics	1	6	3	2	0	0	0	0	0	0	12
Physical Therapy	0	0	1	0	0	0	0	0	0	0	1
Plastic Surgery	0	0	0	0	0	0	0	0	0	0	0
Podiatry	0	0	0	0	0	0	0	0	0	0	0
Proctology	0	0	0	0	0	0	0	0	0	0	0
Psychiatry	0	0	0	0	0	0	0	0	0	0	0
Surgery Performed	0	1	0	0	0	0	0	0	0	0	1
Thoracic Surgery	0	0	0	0	0	0	0	0	0	0	0
Urology	0	0	0	0	0	0	0	0	0	0	0
Outside X-Rays (CT, MRI, etc.)	1	1	1	1	1	0	0	0	0	0	4
Wound Clinic	3	2	1	0	0	0	0	0	0	0	6
Diagnostic Test (outside)	1	1	4	1	0	0	0	0	0	0	7
Other Trips / Outside Consults	1	0	0	0	1	0	0	0	0	0	2
# of Missed Appointments (in-house)	0	0	0	0	0	0	0	0	0	0	0
# of Missed Appointments (outside facility)	0	0	0	0	0	0	0	0	0	0	0
Total Outside Consultations	23	30	42	25	0	0	0	0	0	0	120

PRIME CARE

ACILITY

Statistical Summary Report

Year 2021



Rev A
MEDICAL - SICK CALLS

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
MD Sick Call	0	0	0								0
NP/PA Sick Call	343	246	348	265							1202
MD/PAC/CRNP Sick Call	343	246	348	265	0	0	0	0	0	0	1202
Nurse Sick Call	264	230	292	288							1054
MD Physicals	0	0	0	0							0
NP/PA Physicals	0	3	7	2							12
Nursing Physicals	15	0	13	3							31
Annual Physicals	5	2	6	1							14
MENTAL HEALTH											
Psychiatrist / Groups Seen	0	0	0	0							0
Psychiatrist / Individuals Seen	85	51	93	58							287
Psychologist Groups	0	0	0	0							0
Psychologist / Individuals Seen	55	43	62	70							230
M.H. Worker Groups	0	0	0	0							0
M.H. Worker / Individuals Seen	383	258	426	430							1497
# of Involuntary M.H. Commitments	0	0	0	0							0
# of Patients Waiting Transfer to State Hospital	0	0	0	0							0
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0							0
# of Patients on Suicide Watch	21	28	30	28							107
# of Completed Suicides	0	0	0	0							0
# of Patients on MH Scale as Category - A	0	0	0	0							0
# of Patients on MH Scale as Category - B	31	30	29	22							112
# of Patients on MH Scale as Category - C	11.2%	10.6%	9.7%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.6%
# of Patients on MH Scale as Category - D	51	44	40	52							187
% of Patients on MH Scale as Category - B	18.3%	15.6%	13.3%	16.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.0%
% of Patients on MH Scale as Category - C	113	126	136	142							517
% of Patients on MH Scale as Category - D	40.6%	44.7%	45.3%	48.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	44.2%
# of Patients on MH Scale as Category - A	13	16	17	14							60
% of Patients on MH Scale as Category - A	4.7%	5.7%	5.7%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.1%

PRIME CARE

ACILITY

Statistical Summary Report

Year 2021

Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
MEDICAL											
Extractions	0	12	3	10							25
Fillings	0	0	0	0							0
Exams	18	10	15	21							64
Other	0	0	0	0							0
Total Patients Seen by Dentist	18	21	19	20							78
Patients seen by Oral Surgeon	0	0	0	0							0
# of Annual Dental Exams	4	3	5	5							17
PHARMACY											
# of patients on Psych Meds	132	138	153	148							571
% ADP on Psych Meds	47.5%	48.9%	51.0%	47.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	48.8%
# of patients on Medical Meds	143	144	142	145							574
% ADP on Medical Meds	51.4%	51.1%	47.3%	46.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	49.2%
# of patients on HIV Meds	2	1	0	0							3
% ADP on HIV Meds	0.7%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
# of patients on OTC Meds	134	139	153	154							580
% of ADP on OTC Meds	48.2%	48.3%	51.0%	49.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	49.6%

PRIME CARE MEDICAL CENTER

ACILITY

Statistical Summary Report
Year 2021
Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
HIV Test Done	3	0	0	0	0	0	0	0	0	0	3
AIDS Cases	2	1	0	0	1	0	0	0	0	0	4
Hepatitis Cases	0	0	0	0	0	0	0	0	0	0	0
Syphilis Cases	26	26	26	18	0	0	0	0	0	0	96
Gonorrhea Cases	0	0	0	0	0	0	0	0	0	0	0
# of Pregnant Females (avg)	4	2	2	2	1	0	0	0	0	0	2
# of Miscarriages	0	0	0	0	0	0	0	0	0	0	0
# of Abortions	0	0	0	0	0	0	0	0	0	0	0
# of Deliveries	1	0	1	0	0	0	0	0	0	0	2
# of patients isolated to rule out MRSA	0	0	0	0	0	0	0	0	0	0	0
# of confirmed MRSA cases	0	0	0	0	0	0	0	0	0	0	0
TB Treatment	0	0	0	0	0	0	0	0	0	0	0
PPD Test	163	136	182	166	0	0	0	0	0	0	647
(+) PPD's	14	28	25	11	0	0	0	0	0	0	78
PPR Test	0	0	0	0	0	0	0	0	0	0	0
COVID-19 # of Lab PCR Test Performed	80	31	3	3	0	0	0	0	0	0	117
COVID-19 # of Antigen Rapid Test Performed	169	267	228	214	0	0	0	0	0	0	878
COVID-19 # of Igh (Antibody) Test Performed	108	99	121	128	0	0	0	0	0	0	456
COVID-19 Total Positive	45	3	3	13	0	0	0	0	0	0	64
COVID-19 Total Negative %	12.6%	0.8%	0.9%	3.8%	0	0	0	0	0	0	4.4%
COVID-19 Total Negative	284	295	228	201	0	0	0	0	0	0	1008
COVID-19 Total Negative %	79.5%	74.3%	64.8%	58.3%	0	0	0	0	0	0	69.5%
COVID-19 # of Vaccinations Administered	0	0	0	0	0	0	0	0	0	0	0
COVID-19 # of Serious Adverse Reactions to Vac	0	0	0	0	0	0	0	0	0	0	0
CHRONIC CARE											
# of Chronic Care Asthma/COPD/Pulmonary	36	35	33	20	0	0	0	0	0	0	124
# of Chronic Care Diabetes/Endocrine	14	9	14	9	0	0	0	0	0	0	46
# of Chronic Care HIV/AIDS/Hep. C	18	16	18	16	0	0	0	0	0	0	68
# of Chronic Care Hypertension/Cardio	34	30	33	21	0	0	0	0	0	0	118
# of Chronic Care OB/GYN/Pregnant	4	2	1	0	0	0	0	0	0	0	9
# of Chronic Care Seizure/Neurology	11	7	15	5	0	0	0	0	0	0	38

Monthly ADP = Total daily population number, divided by total number of days in month
 Deaths = Total number of inmate/patient deaths
 Inpatient Hospitalization = Total number of inpatient admissions in outside (community) hospitals
 Total Patient Days = Total number of actual days for all inpatient admissions (at community hospitals)
 Outpatient Surgeries = Number of surgeries done outside facility in hospital or clinic
 ER Visits = Total number of inmates/patients sent to ER
 Ambulance Trips = Total number of trips
 Outside Consultation = Total number of individual outside consults. If same inmate/patient went twice to orthopedic, count as two (2) consults. **Do not include oral surgery consults.**
 X-Rays (outside) = Any x-ray (**usually STAT**) done outside
 In-house Ultrasounds = The number of in-house ultrasounds done in one (1) month.
 X-Rays (in-house) = All x-rays done in-house (excluding dental)
 Diagnostic Tests = Testing done outside (IVP's, CAT Scans, MRI, Upper GI, Ultrasounds, etc.)
 MD Sickline = Inmates/patients seen by Doctor **do not include chronic illness checks** (include in clinics)
 NP/PA Sickline = Same as above
 Nurse Sickline = Total number of inmates/patients seen by Nursing staff each day in response to sick call slips (**do not include med runs, daily treatments**)
 MD Physicals = Intake or annual inmate/patient physicals, (**do not include staff physicals**)
 NP/PA Physicals = Same as above
 Nursing Physicals = Intake physicals

Inmates/patients seen by Psychiatrist for Group Counseling = Total number for month (i.e. 10 inmates/patients group, 4 groups = 40).
 Inmates/patients seen by Psychiatrist for Individual Counseling = Total number for month
 Inmates/patients seen by Psychologist for Group Counseling = Total number for month
 Inmates/patients seen by Psychologist for Individual Counseling = Total number for month
 Inmates/patients seen by Mental Health Worker for Group Counseling = Total number for month
 Inmates/patients seen by Mental Health Worker for Individual Counseling = Total number for month
 Involuntary Mental Health Commitments = Number of inmates/patients committed in month
 Inmates/patients seen by the Oral Surgeon = Number of inmates/patients seen by the Oral Surgeon
 In-house Surgeries = Include I&D's suturing, excisions, biopsies, cryo treatments, toenails
 Inmates/patients seen at In-house Clinics = Include total number of chronic illness follow ups, educational groups, flu vaccines (i.e. diabetic, HIV, hypertensive, COPD, asthmatics, podophyllin, STD etc.)
 Inmates/patients seen at OB/GYN Clinics = total number seen for month
 Number of Intake Screenings = Total number of intake screenings done
 % ADP on Psychotropic meds = Total number of individual inmates/patients on psychotropics divided by the monthly ADP. (If an inmate/patient is on more than one (1) psychotropic, only count once). $51 \text{ (inmates/patients)} / 410 \text{ (ADP)} = 12.4\%$ (percentage)
 % ADP on Prescription Medication = Total number individual inmates/patients on prescription medications. If an inmate/patient is on more than one (1) prescription medication, only count once. $77 \text{ (inmates/patients)} / 423 \text{ (ADP)} = 18.2\%$ (percentage)
 HIV Tests Done = Total number HIV tests drawn each month
 HIV Cases = Total number of individual HIV cases handled during month
 Syphilis Cases = Total number per month
 Gonorrhea Cases = Total number per month
 Tuberculosis Cases = Total number of active cases per month

PPD's = Total number of PPD's administered for the month

Positive PPD Results = number of inmates/patients with positive PPD results in month

RPR's = Total number of RPR's drawn for month

Shifts Involving 1 to 1 Watches = The total number of shifts involved in a 1 to 1 watch for each inmate/patient. (If an inmate/patient is on a 1 to 1 watch for three (3) days the total number of shifts would be nine (9)).

Inmates/patients in Restraints = The total number of inmates/patients placed in restraints during the month. The length of time does not matter (15 minutes or 15 days involving the same inmate/patient equals one (1)).

Shifts Involving Restraints = The total number of shifts involved in an inmate/patient being in restraints. (If an inmate/patient is in restraints for twenty-four (24) hours the total number of shifts would be three (3)).

Medical Transports = The total number of medical transports outside the facility. These trips would be for diagnostic testing, specialty consults, follow up visits, stat blood work, etc. **Please do not include ambulance trips in this total.**