

## **LEBANON COUNTY PRISON BOARD**

### **MINUTES**

**Wednesday, May 19, 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  
Robert M. Mettley, Controller

The following Board Members were absent

Pier Hess Graff, District Attorney  
Bruce E. Klingler, Sheriff

The following guests attended today's meeting:

Tina Litz, Warden  
Mike Ott, Deputy Warden  
Cindy Bowman, PrimeCare Medical  
Jamie Wolgemuth, County Administrator  
Esther Dieudonne  
Ann Gruber  
Beth Aminov  
Jeff Bohn  
Carl Bright-Walck  
John Rose  
Kacey Stewart  
Kieffe Palmer

It was moved by Commissioner Litz, seconded by Commissioner Ames to approve the minutes of the April 21, 2021 meeting. Vote unanimous.

Public Comment (s): Esther Dieudonne of Myerstown asked several questions of Warden Tina Litz regarding the prison's handbook, which is available on the County's website and PREA (Prison Rape Elimination Act) questions in regards to prison policy.

Kieffe Palmer, of South Lebanon, asked who reports to the State Police if there is an incident. Warden Litz said there are different levels of allegations and the prison complies with the PREA (Prison Rape Elimination Act). If an allegation is made an investigation is done by the Deputy Warden of Treatment or the PREA Coordinator. Inmates have the right to write to the State Police, which can come into the prison for further investigation or inmate may reach out to a counselor at SARCC. Palmer also asked if they are considering a 2 shot vaccination versus the Johnson and Johnson. PrimeCare's Cindy Bowman stated they administer what they can get.

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 April, 2021 were **\$5,610.77**, **commission amount for April was \$9,187.84**. 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 April 2021. The Board reviewed this report.

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

Michael Kemmerling, Maintenance Supervisor, submitted a written report for the month April, 2021. **The Maintenance Department performed 187 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 April, 2021. The Board reviewed this report.

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

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

A 2021 Statistical Summary Report from PrimeCare Medical was submitted.

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

Meeting Adjourned 12:11 p.m.



Robert M. Mettley, County Controller  
Secretary

*Next meeting: June 16, 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**

<b>PRISON BOARD JUNE 16, 2021</b>	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
NUMBER OF INMATES AS OF MAY 31, 2021	342	297	45
AVERAGE DAILY POPULATION MAY	328.84	282.68	46.16
NUMBER OF INMATES RECEIVED	147	120	27
NUMBER OF INMATES RELEASED	120	92	28
HIGHEST COUNT	342-28 <sup>TH</sup>	299-28 <sup>TH</sup>	49-5 <sup>TH</sup>
LOWEST COUNT	314-1 <sup>ST</sup>	268-1 <sup>ST</sup>	43-17 <sup>TH</sup>
NUMBER OF UNSENTENCED INMATES	118	108	10
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	23	--	--
NUMBER OF STATE SENTENCED INMATES	21	21	0
NUMBER TRANSFERRED TO STATE PRISON	6	6	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	72	--	--
<b>BREAKDOWN OF COMMITMENTS:</b>			
NEW CHARGES	31	--	--
PROBATION VIOLATION	22	--	--
PAROLE VIOLATION	24	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	<i>1</i>		
FINES & COSTS BENCH WARRANT/SENTENCE	12	--	--
OTHER LEBANON BENCH WARRANTS	22	--	--
OUT OF COUNTY BENCH WARRANTS	1	--	--
D.J. SENTENCE	7	--	--
SENTENCED BY COURT OF COMMON PLEAS	15	--	--
WRITS FROM OTHER COUNTIES	3	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	10	--	--
INMATES IN OTHER COUNTIES ON WRITS	0	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	3	3	0
IN LCCF ON WRITS AND RETURNED	1	1	0

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 Captain of Security

## CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF MAY 2021

<b><i>SAVINGS ACCOUNT:</i></b>	<b><i>DESCRIPTION:</i></b>	<b><i>AMOUNT</i></b>	<b><i>TOTAL</i></b>
<b>BEGINNING BALANCE AS OF:</b>	<b><i>MAY 1, 2021</i></b>		<b>53,766.06</b>
Deposit to Savings from Inmate JBT Checking	Commissary Collected	18,490.65	
Monthly Commissary Secure Pack Commission	Keefe Commissary Secure Packs	14,192.12	
Interest Applied		2.04	
<b>TOTAL DEPOSITS INTO SAVINGS</b>			<b>32,684.81</b>
<b>TOTAL FUNDS AVAILABLE</b>	Beginning Balance + Total Deposits		<b>86,450.87</b>
<b>TOTAL TRANSFER TO CHECKING FROM SAVINGS</b>			<b>33,609.33</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>MAY 31, 2021</i></b>		<b>52,841.54</b>
<b>ENDING BALANCE ON: 5/31/2020</b>	Comparison of Last Years Ending Balance		<b>21,573.85</b>
<b><i>CHECKING ACCOUNT:</i></b>			
<b>BEGINNING BALANCE AS OF:</b>	<b><i>MAY 1, 2021</i></b>		<b>200.00</b>
<b>TOTAL DEPOSITS INTO CHECKING</b>			<b>33,609.33</b>
<b>TOTAL FUNDS AVAILABLE</b>			<b>33,809.33</b>
<b>DISBURSEMENTS:</b>	<b><i>NON-STORE</i></b>		
Georgia Hoke	Inmate Haircuts	294.00	
Lebanon County Police Combat Pistol Club	Range fees, memberships	700.00	
Thomson Reuters	Law library subscription	2,311.15	
Bob Barker	Inmate Clothing, puzzle books	1,104.83	
Eagle Point	Ammunition	3,044.62	
Black Rock Technology Group	Windows license, laptop repair	1,397.00	
Charm-Tex	Inmate sandals	1,829.28	
Language Line Services	Translators	105.00	
Crazy for Daisies	Morcom, Peggy	139.23	
Claude Mease Reimbursement	Uniform alterations	116.00	
Lancaster-Lebanon IU13	1/1/21 - 3/31/21	6,183.94	
<b>TOTAL NON STORE DISBURSEMENTS</b>			<b>26,567.11</b>
<b>DISBURSEMENTS:</b>	<b><i>STORE</i></b>		
Keefe Commissary	<b>APR 2021 Commissary Invoice</b>	14,494.28	
Keefe Commissary	Dec 2020 Holiday Kits	1,890.00	
<b>TOTAL STORE DISBURSEMENTS</b>			<b>16,384.28</b>
<b>TOTAL OF ALL DISBURSEMENTS INTO CHECKING</b>	Non-Store + Store		<b>33,609.33</b>
<b>ENDING BALANCE AS OF:</b>	<b><i>MAY 31, 2021</i></b>		<b>200.00</b>

Respectfully Submitted,  
**Rebekah Bowsman, Fiscal Technician**

# Lebanon County Correctional Facility



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*Tina M. Litz,*  
Warden

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

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

## COMMISSARY REPORT

### MONTH OF MAY 2021

	<u>MAY 2021</u>	<u>MAY 2020</u>
<b>OPERATING WEEKS:</b>	4	4
<b>NUMBER OF ORDERS:</b>	534	365
<b>AVERAGE WEEKLY ORDERS:</b>	134	91
<b>SALES:</b>	\$ 20,640.76	\$ 13,107.22
<b>LESS EXPENSES (CREDITS):</b>	\$ -2,150.11	\$ 1,063.96
<b>TOTAL SALES:</b>	\$ 18,490.65	\$ 12,043.26
<b>AVERAGE WEEKLY SALES:</b>	\$ 5,610.19	\$ 3,276.81
<b>COMMISSION MONTH OF <u>APRIL</u>:</b>	\$ 8,474.31	\$ 6,303.97

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: 6/3/21

REPORT FROM: 5/1/21 TO 5/31/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 2,834.42	\$ 12,205.51
MEATS	\$ 1,633.50	\$ 7,770.10
DAIRY PRODUCTS	\$ 3,781.44	\$ 15,681.95
BAKED PRODUCTS	\$ 1,048.95	\$ 6,159.77
GROCERIES	\$ 8,529.11	\$ 36,638.66
FRESH FRUITS & VEGETABLES	\$ 1,720.25	\$ 8,007.10
TOTAL	\$ 19,547.67	\$ 86,463.09
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 507.46	\$ 1,880.66

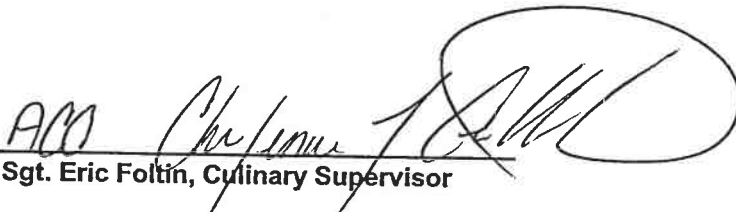
**BREAK DOWN OF COSTS**  
**MEALS SERVED**

STAFF	2,095	10,505
INMATE POPULATION	30,144	135,603
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	774
TOTAL MEALS SERVED	32,395	146,882
COST PER PERSON PER MEAL	\$ 0.60	\$ 0.59
COST PER PERSON PER DAY	\$ 1.81	\$ 1.77

**DATE**

**DONATED BY:**

5/7/21 Fresh Express donated 6 pallets of assorted salads  
5/18/21 Lebanon Valley Cold Storage donated 3 skids of assorted baked goods  
5/18/21 Gemma's Angels donated 3 boxes of assorted produce  
5/29/21 Fresh Express donated 2 pallets of assorted salads  
5/30/21 Gemma's Angels donated 4 bags of various breads

  
Sgt. Eric Foltin, Culinary Supervisor

# Lebanon County Correctional Facility

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*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: May, 2021 Prison Board  
05-1-21 through 05-31-21

05-03-21: Completed daily warden tasks, acknowledged National Correctional Officer Appreciation week, taught in the academy class, met with the detail officer to discuss operations and networked with Jubilee about appreciation day May 27, 2021

05-04-21: Completed daily warden tasks, acknowledged national correctional teaching appreciation day and correctional nursing day as well, met with Prime Care regarding operations.

05-05-21: vacation day

05-06-21: Completed daily warden tasks, attended the CERT agility training, attended the annual mental health training class, conducted a meeting with Mike Kemmerling the maintenance supervisor,

05-07-21: vacation day

05-10-21: Completed warden daily tasks, completed parole applications, toured control stations and toured the SHU.

05-11-21: Completed daily warden tasks and reviewed policy, attended a GTL meeting with Tom Gibney regarding the re-newel of the GTL contract.

05-12-21: Completed warden daily tasks, completed grievances.

05-13-21: Completed warden daily tasks, held a successful Covid vaccine clinic within the facility that involved 23 % of our population voluntary, attended the Lebanon County Commission on Drug and Alcohol meeting, and completed parole applications.

05-14-21: Completed daily warden tasks conducted an administrative meeting and networked in regards to Justice Day.



05-17-21: Completed daily warden tasks, met with DW Ott and Captain Mease in regards to operations.

05-18-21: Completed daily warden, attended an attorney conference with four other staff members.

05-19-21: Completed daily tasks, conducted an administrative meeting, attended monthly prison board meeting and networked with other county departments regarding LCCF operations.

05-20-21: Completed warden daily tasks, toured male out mate, and block six, completed parole applications and attended the commissioners meeting in regards to the GTL contract renewal. Conducted a general staff meeting for staff on all three shifts.

05-21-21: Completed daily warden tasks, attended the monthly Prime Care CQI meeting and also discussed COVID protocols and networked with other county wardens.

05-23-21: Toured block 5, and blocks three, SHU and Block two

05-24-21: Completed warden daily tasks, toured Block 5 female area.

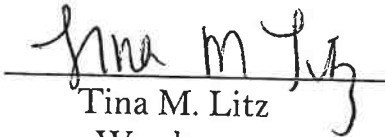
05-25-21: Completed warden daily tasks, researched operational tools for the facility, and researched and worked on the 2021 MAT grant for PCCD.

05-26-21: Completed daily warden tasks, conducted three general staff meetings for staffs for all shifts, conducted an administrative meeting and completed parole applications.

05-27-21: Completed daily warden tasks, completed parole applications, grievances and attended the virtual Prison Risk Management Workshop

05-28-21: Completed daily warden tasks, conducted sergeant interviews, met with Boris Baxter, the Chief Mission's officer and the Deputy Warden of Treatment and updated prison board, and worked on the MAT grant.

Respectfully Submitted,

  
Tina M. Litz  
Warden

# Lebanon County Correctional Facility

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Deputy Warden of Operations  
Rebecca A. Davis  
Deputy Warden of Treatment

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

June 7, 2021

To: Lebanon County Prison Board  
Fr: Michael L. Ott, Deputy Warden of Operations  
Re: June Prison Board Report  
5-1-21 thru 5-31-21

**5-1-21:** Completed the SCAAP grant application, we will now wait and see if we receive any monies from said grant. This is a yearly grant, which we have received in the past. Conducted housing unit inspections in the General Population housing units. Posted for the position of Detail Supervisor.

**5-3-21:** Forwarded officer names for computer access for the new training class. Attended the monthly meeting of the County Safety Committee (this was for the month of April.)

**5-4-21:** Conducted housing unit inspections in Male Outmate and BLK#6. Completed a written report regarding two officers who were terminated from their positions. Submitted the monthly Juvenile in custody report to Pennsylvania Commission on Crime and Delinquency.

**5-5-21:** I worked from 4am to 8am on Sgt. Waltz's security shift. During this time, I made myself available to staff for any questions that they may have regarding operations etc. Attended the Sergeant meeting that was conducted by Captain Mease.

**5-6-21:** The promotional board met and selected two candidates for the position of Corporal. These names were forwarded to the Warden for her approval and then sent to the Commissioners for final approval. Posted for two female Correctional Officer vacancies, which will be posted for 10 days per the collective bargaining agreement. Had a telephone conversation with Keith Wentz from CCAP regarding grant monies, which we are targeting for use here at the prison.


**5-7-21:** Attended the mental health roll call training, which Director of Training Scott Richmond conducted.

**5-8-21:** A fire drill was conducted in BLK#3 by Captain Mease, which involved the 4-12 security shift. All inmates were evacuated and relocated to and from BLK#3 without incident.

**5-11-21:** The monthly Extraordinary Occurrence Report was sent to the Pennsylvania Department of Corrections. I assisted with pre-employment interviews.

- 5-12-21:** I assisted with pre-employment interviews.
- 5-13-21:** Conducted housing unit inspections of General Population housing units. I also made myself available to staff and inmates for any questions that they may have had. Reviewed inmate files for eligibility for work on institutional work crews. Submitted names of Correctional Officers to Human Resources for removal from payroll due to no longer being employed.
- 5-14-21:** Assisted Deputy Warden Davis with disciplinary board hearings. Attended the Administrative Staff meeting and took minutes for said meeting.
- 5-17-21:** Typed and handed out minutes from the above-mentioned Admin. meeting. Posted for a vacant Correctional Officer position, which will be posted for 10 days per the collective bargaining agreement.
- 5-18-21:** Warden Litz and I along with 3 Correctional Staff met with attorney David MacMain who is representing the staff in a lawsuit filed by a released inmate.
- 5-19-21:** I conducted housing unit inspections of the female housing units. I also made myself available to staff and inmates for any questions that they may have had. Attended the monthly meeting of the Lebanon County Prison Board via ZOOM conference. Attended the Administrative Staff meeting and took minutes for said meeting.
- 5-20-21:** Reviewed inmate files for eligibility for work on institutional work crews. Typed and handed out minutes from the previously mentioned Admin. meeting. Was the chairman for Disciplinary Boards, which I conducted, Captain Mease was the co-chair. Attended the first of two general staff meetings that were held by Warden Litz.
- 5-24-21:** Attended the monthly meeting of the County Safety Committee.
- 5-25-21:** Captain Mease and I conducted an investigation regarding an operational issue regarding Correctional Staff.
- 5-25-21:** Attended the Administrative Staff meeting and took minutes for said meeting. Attended the second of two general staff meetings that were held by Warden Litz. Correctional Emergency Response Team conducted a shakedown of Outmate Upper.
- 5-27-21:** Typed and handed out minutes from the previously mentioned Admin. meeting. Attended the CCAP Prison Risk Management workshop via ZOOM.
- 5-28-21:** Was the chairman for Disciplinary Board hearings, which I conducted, Captain Mease was the co-chair. Conducted interviews for the vacant position of Detail Supervisor.

*Respectfully Submitted,*

  
\_\_\_\_\_  
*Michael L. Ott, Deputy Warden of Operations*

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

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**To: Lebanon County Prison Board**  
**From: Rebecca Davis, Deputy Warden of Treatment**  
**Re: May 2021 Prison Board**  
**5-1-21 through 5-31-21**

- 5-3-21: Completed daily DW of Treatment tasks, collected school folders for those enrolled in the GED program**
- 5-4-21: Completed daily DW of Treatment tasks, handed out white clothing to inmates that requested clothing, handed out puzzle books to the population in Block 6**
- 5-5-21: Completed daily DW of Treatment tasks, handed out legal mail, OIC checks in Blocks 1, 2, 3, 4**
- 5-6-21: Completed daily DW of Treatment tasks, handed out legal mail and homeplans, reader classes given to Prime Care from the Jubilee, weekend haircut list was made**
- 5-7-21: Vacation Day**
- 5-10-21: Completed daily DW of Treatment tasks, handed out legal mail and homeplans, OIC check in Block 5, collected school folders from those participating in the GED program**
- 5-11-21: Completed daily DW of Treatment tasks, participated in a zoom meeting for MISA, participated in a webinar for Medication Assisted Treatment, ordered clothing and other supplies needed for the facility**
- 5-12-21: Completed daily DW of Treatment tasks, handed out school folders to those in the GED program, participated in a webinar-Making Every Voice Count**
- 5-13-21: Completed daily DW of Treatment tasks, oversee COVID vaccination clinic with Capt. Mease, OIC check in Blocks 1 and 2, haircut list made for the weekend**
- 5-14-21: Completed daily DW of Treatment tasks, attended administrative meeting, network with Prime Care concerning issues they were facing, held disciplinary boards with Capt. Mease**
- 5-17-21: Completed daily DW of Treatment tasks, attended mental health training, collected school folders from those attending the GED program, training Rachel Gibson, the new counselor for the facility**
- 5-18-21: Completed daily DW of Treatment tasks, training with Rachel Gibson, new counselor for the facility**
- 5-19-21: Completed daily DW of Treatment tasks, attended administrative meeting**
- 5-20-21: Completed daily DW of Treatment tasks, attended staff meetings held for the security staff**

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5-21-21: Completed daily DW of Treatment tasks, attended CQI (Continuous Quality Improvement) meeting with Prime Care  
5-24-21: Completed daily DW of Treatment Tasks, collected school folders from those in the GED program, handed out legal mail and home plans, OIC checks in Blocks 1, 2, 3, 4, 5  
5-25-21: Completed daily DW of Treatment tasks, gave out new bars of soap and face masks to the entire inmate population  
5-26-21: Completed daily DW of Treatment tasks, attended staff meetings held for the security staff, attended administration meeting  
5-27-21: Completed daily DW of Treatment tasks, handed out homeplans, participated in a webinar—Solving Self Injury Behavior  
5-28-21: Completed daily DW of Treatment tasks, attended meeting with Boris Baxter from Jubilee  
May 2021: Rachel Gibson began employment on May 17<sup>th</sup> as the assistant counselor for the female population. Counselors continued to arrange phone calls with various agencies including attorneys, PA Counseling Services, children and youth, 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, helping inmate population apply for rehabilitation facilities or halfway housing.  
Number of DNA's done for the month: 15  
Number of grievances for the month: 13  
Approximate number of request slips completed: 550, Intakes of new commitments: 25, Public Defender applications: 33 Number of indigent kits handed out: 124

Respectfully,

**Rebecca Davis**  
Deputy Warden of Treatment

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*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: 05/01/2021 – 05/31/2021

## BOARD MEMBERS:

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

## PARTICIPANTS

	May 2021	May 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

	May 2021	May 2020
Request Slips:	80	145
Intakes:	0	07

## WORK RELEASE AVAILABILITY / TRAVEL PASSES

	May 2021	May 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		\$332.74
COST RECOVERY - Room & Board RP		\$25.00		\$332.74
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
SUPERVISOR FEE		\$0.00		\$0.00
MONEY DEDUCTED		\$25.00		\$332.74
INMATE BALANCE		\$0.00		\$0.00

### VIDEO COURT

Supervised Video Court for the month of May 2021 Total – 237

### OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 05/02/2021, 05/09/2021, 05/16/2021 and 05/23/2021

### ON CALL WARDEN

Served as on call Warden for the week of 05/24/2021 to 05/31/2021

### ADMINISTRATION MEETINGS

Attended weekly Administration meetings – Discussion of prison operations and reopening work release.

### Staff Meetings

Attended staff meetings with Warden Litz on 05/20/2021 and 05/26/2021

### Distribution of Masks and Soap

Assisted Deputy Warden Davis with distribution of mask and soap to current Inmate population

### Training Class

Attended a Training Class on the week of 05/2/2021 to 5/08/2021


### Disciplinary Board

Assisted with Disciplinary Boards with Deputy Warden Ott on 05/20/2021

### Work Release procedure in other Counties

I Spoke to Warden Jeff Hornberger from Clarien County about their procedure for re-opening work release. I briefed Warden Litz on the conversation

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R H Arnold", written over a horizontal line.

Ray H. Arnold

Director of Work Release



# 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 A. Davis*  
**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 Mease, Director of Security  
RE: 3 May, 2021 – 31 May, 2021

5/3/2021: Performed regular duties – OIC checks  
5/4/2021: Spoke with Paul Shoe about Vaccines for inmate population  
5/5/2021: Performed regular duties – Conducted Sergeants meeting  
5/6/2021: Picked Corporal candidates with D.W. Ott  
5/7/2021: Observed outside detail at Monument Park/ COVID vaccine meeting with Paul Shoe  
5/8/2021: Conducted fire drill on 8-4 shift, Man down scenario on 4-12 shift.  
5/10/2021: Conducted interviews for new hires with Scott Richmond, DOT  
5/11/2021: Conducted interviews for new hires with D.W. Ott.  
5/12/2021: Discussed and conducted a dry run on paper for COVID vaccine scheduled for  
5/13/2021.  
5/13/2021: Assisted movement and provided security for COVID vaccine process.  
5/14/2021: Performed regular duties.  
5/17/2021: Performed regular duties/OIC checks/On-Call Warden for the week of 5/17/2021 thru  
5/23/2021.  
5/18/2021: Performed regular duties. Attended seminar at Courthouse for the Gemini Drug  
Analyzing identifier.  
5/19/2021: Attended shooting range – CERT qualifications. Performed regular duties.  
5/20/2021: Attended 3 staff meeting along with the Administration. Performed regular duties.  
Reported to prison to assist staff. (4-12) shift.  
5/21/2021: Conducted Disciplinary Boards. Performed regular duties.  
5/24/2021: Performed regular duties.  
5/25/2021: Assisted with fire alarm testing. Performed regular duties  
5/26/2021: Attended Administration meeting. Performed regular duties. Attended CERT call-out.  
5/27/2021: Performed regular duties. Assisted Jubilee with appreciation day luncheon.  
5/28/2021: Conducted Detail Sergeant Interviews. Performed regular duties.

Respectfully submitted,  
Captain C.A. Mease  
Director of Security

# 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

730 E. Walnut Street  
Lebanon, PA 17042

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

06/07/2021

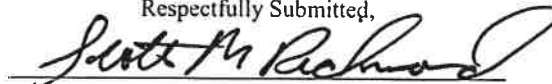
To: Lebanon County Prison Board

From: Scott M Richmond (Director of Training)

RE: May Prison Board Report  
May 1 – May 31, 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Off	2 Off
3 Academy wrap-up and BCOT Officers Training	4 Prep for Mental Health Training Class	5 CCAP Training Course	6 Mental Health Training C&D Squad	7 Mental Health Training Admin and Non shift security	8 Off	9 Off
10 Mental Health Training A&B Squad Start CO'S interviews	11 BCOT Officers Training Classes	12 BCOT Officers Training Classes	13 CO's Testing and BCOT Officers Training Classes	14 OFF Used 7.0 hours of earned comp	15 Off	16 Off
17 Mental Health Make-Up Class, BCOT Officers Training Classes	18 Part-time officers training classes	19 Part-time officers training classes	20 Part-time officers training classes	21 Part-time officers training classes	22 Off	23 Off
24 Ordered academy supplies	25 New Officer's Physicals	26 Off 7.0 Hours Sick	27 Academy Prep; used 3.5 hours of earned comp	28 Off 7.0 Hours Sick	29 Off	30 Off
31 Off Memorial Day Holiday						

Respectfully Submitted,



Scott M Richmond  
Director of Training

# PRIMECARE ACILITY

## Statistical Summary Report Year 2021



Rev A  
Total

Monthly ADP	278	1282	300	309	326	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
FACILITY STATISTICS																
Deaths	0	0	0	0	0											299
Total # of Patients in the Hospital	2	0	1	2	5											0
Total # Patient Days	8	0	5	6	7											10
# of Intake Screenings	120	112	167	134	143											26
# of Grievances	2	3	5	2	3											676
# of Founded Grievances	0	0	0	0	0											15
# of Adverse Patient Occurrences	13	6	16	22	18											0
# of Patients Detoxed	37	55	65	31	46											75
# of Patients Detoxed Opiate (Clonidine / Vistaril)	21	34	50	36	30											234
# of Patients on Subutex / Suboxone	3	3	8	7	3											171
# of Patients on Subutex Rapid Taper	22	32	33	7	3											24
# of Patients Receiving Methadone	2	2	4	2	3											97
# of Patients Given Vivitrol	0	0	0	0	0											13
# of Patients Detoxed ETOH	16	23	19	13	16											0
# of Patients Detoxed Benzodiazepines	3	2	7	10	10											87
# of Patients on Restraints	0	0	1	0	1											32
# of Shifts involving Restraints	0	0	1	0	1											2
# of Medical Transports	20	20	21	18	19											2
# of Infirmary/Medical Housing Admissions	3	5	3	8	0											98
# of Vivitrol Doses Given	0	0	0	0	0											19
# of Narcan Doses Given	0	0	0	0	0											0
In-House Surgeries	2	3	0	4	2											5
In-House EKG's	10	25	31	16	14											13
In-House X-Ray's	5	12	18	13	10											96
																58

# PRIMECARE ACILITY

## Statistical Summary Report Year 2021

Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>OUTSIDE CONSULTATIONS</b>											
Allergy	0	0	0	0	0	0	0	0	0	0	0
Cardiology	1	0	1	2	1	0	0	0	0	0	5
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	2	0	0	0	0	0	0	4
Emergency Room	4	7	12	4	8	0	0	0	0	0	35
Ambulance Trips	1	5	9	4	7	0	0	0	0	0	26
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	3	0	0	0	0	0	14
Neurology	1	0	1	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	2	0	0	0	0	0	0	3
Orthopedics	1	6	3	2	3	0	0	0	0	0	15
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	5
Wound Clinic	3	2	1	0	0	0	0	0	0	0	6
Diagnostic Test (outside)	1	1	4	1	1	0	0	0	0	0	8
Other Trips / Outside Consults	1	0	0	1	2	0	0	0	0	0	4
# 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
<b>Total Outside Consultations</b>	<b>23</b>	<b>30</b>	<b>42</b>	<b>25</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>146</b>

# PRIMECARE ACILITY

## Statistical Summary Report Year 2021

Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>MEDICAL - SICK CALLS</b>											
MD Sick Call	0	0	0	0	0	0	0	0	0	0	0
NP/PA Sick Call	343	246	348	265	250	250	1452				1452
MD/PA/CRNP Sick Call	343	246	348	265	250	250	1452				1452
Nurse Sick Call	264	230	292	268	367		1421				1421
MD Physicals	0	0	0	0	0	0	0	0	0	0	0
NP/PA Physicals	0	3	7	2	0	0	0	0	0	0	12
Nursing Physicals	15	0	13	3	3						34
Annual Physicals	5	2	6	1	0						14
<b>MENTAL HEALTH</b>											
Psychiatrist / Groups Seen	0	0	0	0	0	0	0	0	0	0	0
Psychiatrist / Individuals Seen	85	51	93	58	70		357				357
Psychologist Groups	0	0	0	0	0		0				0
Psychologist / Individuals Seen	55	43	62	70	68		298				298
M.H. Worker Groups	0	0	0	0	0		0				0
M.H. Worker / Individuals Seen	363	258	426	430	384		1881				1881
# of Involuntary M.H. Commitments	0	0	0	0	0		0				0
# of Patients Waiting Transfer to State Hospital	0	0	0	0	0		0				0
# of Patients w/Involuntary Med/Tx Orders	0	0	0	0	0		0				0
# of Patients on Suicide Watch	21	28	30	28	20		127				127
# of Attempted Suicides	0	0	0	0	1		1				1
# of Completed Suicides	0	0	0	0	0		0				0
# of Patients on MH Scale as Category - A	31	30	29	22	33		145				145
% of Patients on MH Scale as Category - A	11.2%	10.6%	9.7%	7.1%	10.1%	0.0%	9.7%	0.0%	0.0%	0.0%	9.7%
# of Patients on MH Scale as Category - B	51	44	40	52	48		235				235
% of Patients on MH Scale as Category - B	18.3%	15.6%	13.3%	16.8%	14.7%	0.0%	15.8%	0.0%	0.0%	0.0%	15.8%
# of Patients on MH Scale as Category - C	113	126	136	142	141		658				658
% of Patients on MH Scale as Category - C	40.6%	44.7%	45.3%	45.0%	43.3%	0.0%	44.0%	0.0%	0.0%	0.0%	44.0%
# of Patients on MH Scale as Category - D	13	16	17	14	15		75				75
% of Patients on MH Scale as Category - D	4.7%	5.7%	5.7%	4.5%	4.6%	0.0%	5.0%	0.0%	0.0%	0.0%	5.0%

# PRIMECARE MEDICAL CENTER ACILITY

## Statistical Summary Report

Year 2021

Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>DENTAL</b>											
Extractions	0	12	3	10	18						33
Fillings	0	0	0	0	0						0
Exams	18	10	15	21	20						84
Other	0	0	0	0	0						0
Total Patients Seen by Dentist	18	21	19	20	25						103
Patients seen by Oral Surgeon	0	0	0	0	0						0
# of Annual Dental Exams	4	3	5	5	4						21
<b>PHARMACY</b>											
# of patients on Psych Meds	132	138	153	148	156						727
% ADP on Psych Meds	47.5%	48.9%	51.0%	47.3%	47.3%	0.0%	0.0%	0.0%	0.0%	0.0%	48.6%
# of patients on Medical Meds	143	144	142	145	151						725
% ADP on Medical Meds	51.4%	51.1%	47.3%	46.9%	45.3%	0.0%	0.0%	0.0%	0.0%	0.0%	48.6%
# of patients on HIV Meds	2	1	0	0	1						4
% ADP on HIV Meds	0.7%	0.4%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
# of patients on OTC Meds	134	139	153	154	175						755
% of ADP on OTC Meds	48.2%	49.6%	51.0%	49.8%	53.7%	0.0%	0.0%	0.0%	0.0%	0.0%	50.4%

# PRIMECARE MEDICAL CENTER ACILITY

Statistical Summary Report  
Year 2021  
Rev A

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>DISEASE CASES</b>											
HIV Test Done	3	0	0	0	0	0	0	0	0	0	4
HIV Cases	2	1	0	1	1	0	0	0	0	0	5
AIDS Cases	0	0	0	0	0	0	0	0	0	0	0
Hepatitis Cases	26	26	18	23	0	0	0	0	0	0	119
Syphilis Cases	0	0	0	0	0	0	0	0	0	0	0
Gonorrhea Cases	0	0	0	0	0	0	0	0	0	0	0
# of Pregnant Females (avg)	4	2	1	0	0	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	2
# of confirmed MRSA cases	0	0	0	0	0	0	0	0	0	0	2
TB Treatment	0	0	0	0	0	0	0	0	0	0	0
PPD Test	163	136	182	166	165	0	0	0	0	0	812
(+) PPD's	14	28	25	11	15	0	0	0	0	0	93
RPR Test	0	0	0	0	1	0	0	0	0	0	1
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	143	0	0	0	0	0	1021
COVID-19 # of IgH (Antibody) Test Performed	108	99	121	128	65	0	0	0	0	0	521
COVID-19 Total Positive	45	3	3	13	5	0	0	0	0	0	69
COVID-19 Total Positive %	12.6%	0.8%	0.9%	3.8%	2.4%	0	0	0	0	0	4.2%
COVID-19 Total Negative	284	295	228	201	138	0	0	0	0	0	1146
COVID-19 Total Negative %	79.6%	74.3%	64.8%	58.3%	66.3%	0	0	0	0	0	69.1%
COVID-19 # of Vaccinations Administered	0	0	0	0	0	0	0	0	0	0	79
COVID-19 # of Serious Adverse Reactions to Vac	0	0	0	0	0	0	0	0	0	0	1
<b>CHRONIC CARE</b>											
# of Chronic Care Asthma/COPD/Pulmonary	36	35	33	20	30	0	0	0	0	0	154
# of Chronic Care Diabetes/Endocrine	14	9	14	9	9	0	0	0	0	0	55
# of Chronic Care HIV/AIDS/Hep.C	18	16	18	16	16	0	0	0	0	0	84
# of Chronic Care Hypertension/Cardio	34	30	33	21	24	0	0	0	0	0	142
# of Chronic Care OB/GYN/Pregnant	4	2	2	1	0	0	0	0	0	0	9
# of Chronic Care Seizure/Neurology	11	7	15	5	6	0	0	0	0	0	44

# PRIMECARE MEDICAL CENTER PRIMECARE ACILITY

Statistical Summary Report

Year 2021

Rev. A

Total

Dec

Nov

Oct

Sep

Aug

Jul

Jun

May

Apr

Mar

PRIMECARE RESPONSIBLE

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly Environmental Checks											
Staff Meeting Date											
QI Meeting Date											
Number Chart Audits											
Quarterly Administrative Meetings											
Quarterly Infection Control Meetings											
<b>STAFF IN-SERVICE TOPICS - Over and Above Relias</b>											



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 (inmates/patients) / 410 (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 (inmates/patients) / 423 (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.**

**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: May 1, 2021 to May 31, 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 # : 168** various jobs performed during the month of: May 2021

# Maintenance Prison Board

Page-2

Item:      Repairs  
             Made:

1	54	<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 &amp; 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	12	<u>Kitchen Equipment Repaired:</u> Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	18	<u>Heating &amp; Cooling Equipment:</u> Cleaned coils and filters, replace filters, lubrication, minor adjustments, change belts, boilers rotated, boiler chemicals added, fuel oil testing, etc.
5	9	<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	18	<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	47	<u>Electronic Equipment Repairs:</u> TV's, TV cable, monitors, dukane communicator repairs and adjustments, cameras, portable radios, base equipment, fire alarms, etc.
9	3	<u>Prison Vehicles:</u> Stake body truck, vans, automobiles, minor repairs, lubrication and adjustments, etc.
10	0	<u>Building &amp; Grounds:</u> Work performed on walls, passage doors, windows, floors, pavements, tree and shrubs, driveways, roofing, etc.
11	0	<u>Buildings &amp; Grounds Continued:</u> Garden tractor, lawn mowers, snow removing equipment, snow shovels, shovels, rakes, garden tools , etc.
<b>Total</b>	<b>168</b>	



Respectfully Submitted,

  
Michael S. Kemmerling, Maintenance Supervisor

<b>LEBANON COUNTY CORRECTIONAL FACILITY</b>	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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**JUNE 16 2021**  
**JUNE 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 (13) different male inmates.

OUTSIDE: Outside detail consisted of (06) different male inmates.

FEMALE: Consists of (04) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

95 : 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 Captain and detail officer. The topics discussed was detail operations

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

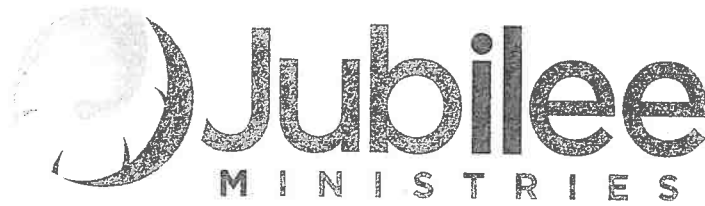
**Total Detail hours worked from May 1, 2021 through May 31, 2021:**

<b>Inside:</b>	<u>1565</u>
<b>Outside:</b>	<u>1690</u>
<b>Total:</b>	<u>3255</u>

**Respectfully Submitted,**



**Detail Officer Gibson**



Rebuild. Restore. Renew. Live.

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## PRISON BOARD

May, 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*	4
Request Slips Answered	257
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