

LEBANON COUNTY PRISON BOARD

MINUTES
Wednesday, August 18, 2021
11:30 A.M.

The Lebanon County Prison Board convened today.

The following Board Members were present:

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

The following guests attended today's meeting:

Tina Litz, Warden
Mike Ott, Deputy Warden
Tom Weber, PrimeCare Medical
Jamie Wolgemuth, County Administrator
Laura LeBeau, Forever Media

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

Public Comment (s): None

Tina Litz, Warden, submitted written reports of her activities for the month of July 2021. The Board reviewed this report. In addition, she wanted to thank her staff for being essential employees and putting in a lot of hard work and time in to being the correctional professional that they asked them to be with the shortage of Correctional Officers. Warden Litz gave an update on the GTL tablets. The August 24th target date has been pushed back as they need more education, training and notification to inmate's families and should go live September 1st.

Commissioner Phillips ask Warden Litz on her thoughts about Video Court. Warden Litz said it is a blessing and curse at the same time. A blessing that inmates do not have to leave and return to the facility, but a curse because of staffing, having to do court administrative functions that they must relocate staff to make it run effectively, efficiently and smoothly.

Commissioner Litz inquired about COVID status at the facility. Warden Litz informed the Board that there are no cases at the facility presently.

Tom Weber, CEO of PrimeCare Medical reported that some facilities under contract with PrimeCare are seeing cases reappear, however those facilities had previously relaxed some of their visitation restrictions and in communities that have seen an increase in COVID cases.

Laura LeBeau asked if the facility is requiring masks to be worn by all inmates and staff. Warden Litz stated that masks are provided to inmates and encouraged to be worn. Staff is required to wear masks when engaging with inmates.

Tina Litz, Warden, reported the **average daily inmate population** for July was 291.87. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary **average weekly sales** for a four (4) week operating period, during the month of July, 2021 were **\$3,806.96, commission amount for July was \$8,846.48.**

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

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

Robert Gibson, Detail Officer, submitted a written report. The **Detail Section worked a total of 3,059 hours** during the month of July, 2021. The Board reviewed this report.

Michael Kemmerling, Maintenance Supervisor, submitted a written report for the month July, 2021. **The Maintenance Department performed 168 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 July, 2021. The Board reviewed this report.

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

Sgt. Edward Bartashus, submitted a written report for the month of July, 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 July, 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 July, 2021. The Board reviewed this report.

A 2021 Statistical Summary Report from PrimeCare Medical was submitted.

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

Meeting Adjourned 11:42 a.m.


Robert M. Mettley, County Controller
Secretary

Next meeting: September 15, 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 SEPTEMBER 15, 2021	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF AUGUST 31, 2021	299	260	39
AVERAGE DAILY POPULATION AUGUST	299.97	259.97	40.00
NUMBER OF INMATES RECEIVED	138	110	28
NUMBER OF INMATES RELEASED	132	107	25
HIGHEST COUNT	301-22 ND	264-9 TH	45-22 ND
LOWEST COUNT	287-11 TH	251-11 TH	33-5 TH
NUMBER OF UNSENTENCED INMATES	135	119	16
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	19	--	--
NUMBER OF STATE SENTENCED INMATES	13	13	0
NUMBER TRANSFERRED TO STATE PRISON	8	7	1
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	63	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	35	--	--
PROBATION VIOLATION	16	--	--
PAROLE VIOLATION	19	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	0		
FINES & COSTS BENCH WARRANT/SENTENCE	14	--	--
OTHER LEBANON BENCH WARRANTS	26	--	--
OUT OF COUNTY BENCH WARRANTS	8	--	--
D.J. SENTENCE	5	--	--
SENTENCED BY COURT OF COMMON PLEAS	9	--	--
WRITS FROM OTHER COUNTIES	2	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	4	--	--
INMATES IN OTHER COUNTIES ON WRITS	0	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	1	1	0
IN LCCF ON WRITS AND RETURNED	1	1	0

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CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF AUGUST 2021

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	<i>AUGUST 1, 2021</i>		43,398.04
Deposit to Savings from Inmate JBT Checking	Commissary Sales July	14,017.37	
Quarterly Cost Recovery	Colored Pencils	135.45	
Quarterly Cost Recovery	Barber, Commitment & Indigent Packs	1,933.80	
Monthly Commissary Secure Pack Commission	Securepak Commission June	10,869.54	
Deposit to Savings from Inmate JBT Checking	Commissary Sales August	15,455.12	
Lebanon County Treasurers	Uniform Reimbursement	366.04	
Monthly Commissary Secure Pack Commission	Securepak Commission August	12,387.97	
Interest Applied		1.84	
TOTAL DEPOSITS INTO SAVINGS			55,167.13
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		98,565.17
TOTAL TRANSFER TO CHECKING FROM SAVINGS			45,286.06
ENDING BALANCE AS OF:	<i>AUGUST 31, 2021</i>		53,279.11
ENDING BALANCE ON: 8/31/2020	Comparison of Last Years Ending Balance		39,378.49
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	<i>AUGUST 1, 2021</i>		200.00
TOTAL DEPOSITS INTO CHECKING			45,286.06
TOTAL FUNDS AVAILABLE			45,486.06
<i>DISBURSEMENTS:</i>	<i>NON-STORE</i>		
Georgia Hoke	Inmate Haircuts	84.00	
James Derr Reimbursement	Uniform	366.04	
Rebekah Bowsman Reimbursement	Postage for maintenance department	7.00	
Scott Richmond Reimbursement	DVD Player (Training)	39.88	
Thomson Reuters	Law library subscription	2,603.97	
Language Line Services	Translators	100.00	
Ergometrics	React Testing	525.00	
Lancaster/Lebanon IU13	4/1/21-6/30/21	9,360.05	
Myerstown Community Training Center	AHA, HS, CPR/FA	68.00	
Bob Barker	Inmate whites, puzzle books	297.58	
Charm-Tex	Inmate uniforms	660.52	
Walmart	Inmate Wall Clocks	19.40	
Comptroller Operations	Form DC-198	46.50	
Forever Media	Recruitment	1,800.00	
Sinclair Broadcast Group	Recruitment	550.00	
Mid Atlantic Media	Recruitment	2,500.00	
TOTAL NON STORE DISBURSEMENTS			22,881.99

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DISBURSMENTS:	STORE		
Keefe Commissary	June 2021 Invoice	16,809.31	
Keefe Commissary	July 2021 Invoice	8,478.81	
<i>TOTAL STORE DISBURSEMENTS</i>			25,288.12
<i>TOTAL OF ALL DISBURSMENTS INTO CHECKING</i>	Non-Store + Store		44,316.06
ENDING BALANCE AS OF:	AUGUST 31, 2021		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Technician

Notes: We will be receiving a refund check from Sinclair Broadcast Group for \$550 due to accidental double payment. Also, we will be receiving a refund check from PA Media Group for \$600 for the check issued in June. I was not aware that we paid Forever Media and they contract with PA Media Group, who paid them on our behalf.

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COMMISSARY REPORT

MONTH OF AUGUST 2021

	<u>AUGUST 2021</u>	<u>AUGUST 2020</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	424	518
AVERAGE WEEKLY ORDERS:	106	130
SALES:	\$ 16,503.95	\$ 24,368.72
LESS EXPENSES (CREDITS):	\$ -1,048.83	\$ -884.93
TOTAL SALES:	\$ 15,455.12	\$ 23,483.79
AVERAGE WEEKLY SALES:	\$ 4,125.99	\$ 6,092.18
COMMISSION MONTH OF <u>JULY</u>:	\$ 5,671.09	\$ 8,904.30

Respectfully Submitted,

Rebekah Bowsman, Fiscal Technician

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

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

MONTHLY PRISON BOARD REPORT

DATE: 9/1/21

REPORT FROM: 8/1/21 to 8/31/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 5,958.98	\$ 30,025.58
MEATS	\$ 2,793.12	\$ 16,547.42
DAIRY PRODUCTS	\$ 2,595.84	\$ 24,808.36
BAKED PRODUCTS	\$ 1,798.20	\$ 10,805.12
GROCERIES	\$ 9,596.66	\$ 63,053.47
FRESH FRUITS & VEGETABLES	\$ 2,394.75	\$ 14,424.60
TOTAL	\$ 25,137.55	\$ 159,664.55
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 445.26	\$ 3,048.90

BREAK DOWN OF COSTS

MEALS SERVED

STAFF	2,165	16,955
INMATE POPULATION	27,579	218,163
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	1,248
TOTAL MEALS SERVED	29,900	236,366
COST PER PERSON PER MEAL	\$ 0.84	\$ 0.68
COST PER PERSON PER DAY	\$ 2.52	\$ 2.03

DATE

DONATED BY:

8/2/21 Calvery chapel - 1 skid propel, 1- skid O.J., 1/2 skid various meat iteams
8/17/21 Christion ministries -- 2- skids of canned goods, 1 skid of desserts
8/19/21 Cavalry Chapel -- 1/2 skid of ice cream , 1/2 skid of yogurt
8/20/21 Caring Cuperd - 1 skid instant mashed pot,1 skid mac&cheese,1/2 skid cereal,2 skids mixed product
8/24/21 Bake Crafters - 2 skids of frozen pancakes,waffels, 2 skids of assorted baked goods
8/25/21 Bake Crafters -- 3 skids of bread
8/27/21 Cavalry Chapel -- 1 skid of watermelons
8/28/21 Gemmas Angels -- 1/2 skid of assorted produce

Respectfully submitted



Sgt. Edward Bartashus, Culinary Supervisor

Lebanon County Correctional Facility



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Tina M. Litz,
Warden

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

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

To: Lebanon County Prison Board
From: Tina M. Litz, Warden
Re: August, 2021 Prison Board
08-1-21 through 08-31-21

08-06-21: Reported to meet with the Department of Corrections Security Analysis team to review the exit review and ask questions to gain insight on recommendations. DW Ott and Captain Mease sat in on meeting.

08-09-21: Completed warden daily tasks, toured female section of the institution, introduced myself to the new academy class.

08-10-21: Completed daily warden tasks, met detail and kitchen departments to discuss operations and update them on the results of the security analysis. Attended the CJAB session this date.

08-11-21: Completed warden tasks, met with a supervisor, DW Ott and Captain Mease to discuss training and operations, attended a union meeting at facility,

08-12-21: Completed warden daily tasks met with payroll and networked with the DOC in regards to a transport.

08-13-21: Completed daily warden tasks completed internal promotion paperwork, toured RHU, Dorm, MIU and block 5. Also, attended a former retired Correctional officer's funeral.

08-16-21: Completed daily warden tasks, attended union negotiation meeting.

08-17-21: Completed daily warden tasks, conducted an administrative meeting, and met with a supervisor to discuss operations.

08-18-21: Completed daily warden tasks, attended the CQI and prison board meetings this date, handled inmate appeals, met with an inmate to discuss some of his concerns, toured the outmate upper and lower unit.

08-19-21: Completed daily tasks, participated in a GTL tablet set up call, tentative date of 8-24-21 was pushed back due to delayed parts and a new set up date was set for 9-14-21, also met with Boris Baxter to discuss Jubilee programming and benefits to the facility and re-entry.

08-20-21: Completed warden daily, updated staff on Prime Care's upcoming vaccine clinic on site, met with the maintenance supervisor to discuss operations,

08-23-21: Completed daily warden tasks, toured blocks one, two, SHU, medical dormitory and male MIU. Covid clinic with 20 patients completed this date by Prime Care. 18% percent of population vaccinated to date.

08-24-21: Completed daily warden tasks, attended a GTL tablet zoom training, attended numerous meetings including a sub-committee CJAB meeting.

08-25-21: Completed warden daily tasks, attended numerous meetings this date with Human Resources, county solicitor, county administrator and Commissioners.

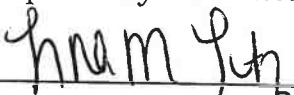
08-26-21: Completed daily Warden tasks, met with Dennis Wolfe, the Tek 84 representative, participated in the GTL weekly call, toured RHU and Block 3 this date.

08-27-21: Completed daily warden tasks, met with Prime Care, Kevin Frantz to discuss operations, networked with GTL and toured block six.

08-30-21: Completed daily Warden tasks, networked with EMS, addressed an inmate appeal.

08-31-21: Completed daily Warden tasks, addressed inmate appeals, networked with other facilities regarding retention and hiring, prepped for union meeting and updated prison board.

Respectfully Submitted,



Tina M. Litz

Warden

Lebanon County Correctional Facility

730 East Walnut Street
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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

September 7, 2021

To: Lebanon County Prison Board
Fr: Michael L. Ott,
Deputy Warden of Operations
Re: September Prison Board Report
8-1-21 thru 8-31-21

- 8-2-21:** Submitted names for hire to Human Resources for the position of Correctional Officer.
- 8-3-21:** Responded to a medical backup call, staff had the incident mitigated prior to my arrival. Submitted a name of Correctional Officer for removal from payroll due to their recent resignation. Submitted the monthly juvenile in custody report to the Pennsylvania Council on Crime and Delinquency.
- 8-4-21:** Conducted Administrative Segregation review of inmates currently housed in that status. Met with Barb Smith administrator from Clerk of Courts regarding the processing of inmate bail paperwork and bail pieces here at L.C.C.F.
- 8-5-21:** Participated in a conference call with the Pennsylvania Department of Corrections. I monitored inmate phone calls regarding an investigation being conducted by an outside agency dealing with one of our currently incarcerated inmates.
- 8-6-21:** I reviewed inmate files to determine their eligibility for employment on institutional work crews.
- 8-10-21:** I taught defensive tactics to the class of new recruits in the Basic Correctional Officer Training Academy.
- 8-11-21:** Sent the monthly Extraordinary Occurrence Report to the Pennsylvania Department of Corrections. Warden Litz and I met with a staff member regarding issues concerning their security shift.
- 8-12-21:** I reviewed inmate files to determine their eligibility for employment on institutional work crews. Sent a report to our labor attorney per her request in regards to the current contract negotiations.

September Prison Board Report
Continued.....P.2

8-17-21: Attended the Administrative Staff meeting and took minutes for said meeting. I conducted housing inspections of the general population housing units. During these inspections, I made myself available to answer any questions from inmates and staff.

8-18-21: Typed and handed out minutes from the previously mentioned Administrative Meeting. Completed accident reports on officers who were injured here at L.C.C.F. and forwarded them to Human Resources. Attended the monthly meeting of the Lebanon County Prison Board.

8-19-21: I reviewed inmate files to determine their eligibility for employment on institutional work crews.

8-24-21: Participated in a training via zoom pertaining to the new GTL tablets that will soon be placed into the inmate housing areas.

8-30-21: Participated in the monthly meeting of the Lebanon County Safety Committee.

Respectfully Submitted,



Michael L. Ott,
Deputy Warden of Operations

Lebanon County Correctional Facility



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

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: May 2021 Prison Board
8-2-21 through 8-31-21

8-2-21: Completed daily DW of Treatment tasks, answered grievances, parole applications, handed out indigent clothing, collected school folders
8-3-21: Completed daily DW of Treatment tasks, handed out indigent clothing, answered grievances, toured RHU
8-4-21: Completed daily DW of Treatment tasks, toured RHU
8-5-21: Completed daily DW of Treatment tasks, attended meeting with GTL about tablets, answered grievances, parole applications, listed to a call from DOC on COIVD concerns
8-6-21: Completed daily DW of Treatment tasks, answered grievances, printed off case laws for inmates, handed out legal mail and home plans
8-9-21: Completed daily DW of Treatment tasks, printed off case laws for inmates, parole applications, assisted DW Ott with disciplinary boards, networked with DW of Lancaster County, collected school folders
8-10-21: Completed daily DW of Treatment tasks, answered grievances, printed off case laws for inmates, handed out legal mail and home plans, toured female outmate
8-11-21: Completed daily DW of Treatment tasks, handed out legal mail and home plans, networked with DW of Chester County, parole applications, network with Prime Care
8-12-21: Completed daily DW of Treatment tasks, attended weekly zoom meeting with GTL about inmate tablets, toured Block 1, 2, 4, 5 Alpha and 6
8-13-21: Completed daily DW of Treatment tasks, answered grievances, toured Block 6
8-16-21: Completed daily DW of Treatment tasks, meeting with Amanda Hitz from PA Counseling in regards to starting drug and alcohol classes in the facility, collected school folders
8-17-21: Completed daily DW of Treatment tasks, attended administration meeting, parole applications
8-18-21: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, worked on religion policy, toured OM upper and lower, Blocks 1-4
8-19-21: Completed daily DW of Treatment tasks, attended GTL meeting on the progress of inmate tablets, toured Block 5, worked on religion policy, handed out legal mail and home plans
8-20-21: Completed daily DW of Treatment tasks, hosted a meeting to discuss the Vivitrol Program

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8-23-21: Completed daily DW of Treatment Tasks, collected school folders, handed out home plans and legal mail, networked with kitchen officers on prison uniforms

8-24-21: Attended Zoom meeting to discuss GTL tablets

8-25-21: Completed daily DW of Treatment Tasks, attended administration meeting, held disciplinary boards, networked with Stephanie Warner from the IU-13, networked with Prime Care, printed off case laws for inmates

8-26-21: Completed daily DW of Treatment Tasks, went to the range to qualify for the shotgun, printed off case law for inmates, toured Block 4

8-27-21: Vacation Day

8-30-21: Completed daily DW of Treatment tasks, answered grievances, parole applications, handed out home plans, printed off case law for inmates, toured Blocks 1, 2, OM upper and lower

8-31-21: Completed daily DW of Treatment tasks, printed off case laws for inmates, handed out legal mail and home plans

August 2021: Counselors continued to arrange phone calls with various agencies including attorneys (88 calls for the month), PA Counseling Services, children and youth, probation, bail. Bi-weekly indigent kit list/hand out continue to happen, as well as helping the inmate population apply to rehabilitation/transitional facilities. Counselors regularly meet with various inmates to address concerns they might have during their incarceration.

Number of DNA's done for the month: 4

Number of grievances for the month: 28

Approximate number of request slips completed: 650, Intakes of new commitments: 68, Public Defender applications: 43 Number of indigent kits handed out: 117

Respectfully,

Rebecca Davis
Deputy Warden of Treatment

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Robert J. Karnes,
Warden

Michael L. Ott,
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Tina Litz
Deputy Warden of Treatment

Ray H. Arnold,
Director of Work Release

Captain of Security

September 15, 2021

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

RE: 08/01/2021 – 08/31/2021

BOARD MEMBERS:

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

PARTICIPANTS

	August 2021	August 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

	August 2021	August 2020
Request Slips:	85	127
Intakes:	0	10

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	August 2021	August 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 August 2021	Year to date 2021
AMOUNT RECEIVED	\$31.13	\$1,243.12
COST RECOVERY - Room & Board RB	\$31.13	\$1,243.12
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	\$31.13	\$1,243.12
INMATE BALANCE	\$0.00	\$0.00

VIDEO COURT

Supervised Video Court for the month of July 2021 Total – 259

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 08/08/2021, 08/15/2021, 08/22/2021 and 08/29/2021

GTL Meeting

Attended GTL meetings and Training for the Tablets - Via Zoom,

GTL Install of the Tablets

Worked with GTL and Maintenance on the install for the Tablets.

ADMINISTRATION MEETINGS

Attended Administration meetings – Discussion Prison Operations

Prison Operations

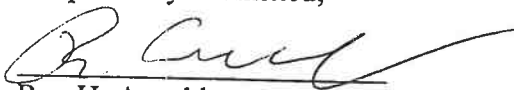
Assisted with Prison Operations throughout the month.

Vending Machine Replacement

Assisted with the replacement of Vending Machines in Male Work Release, Female Work Release, Lobby and the Briefing Room

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Respectfully submitted,



Ray H. Arnold
Director of Work Release

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Director of Work Release
Claude A. Mease
Captain of Security

TO: Lebanon County Prison Board
FR: Captain Claude Mease, Director of Security
RE: 1 August, 2021 – 31 August, 2021

8/2/2021: Performed regular duties. Assisted with DOC S&A Team.
8/3/2021: Performed regular duties. Assisted with DOC S&A Team
8/4/2021: Assisted with CERT Transport. Assisted with DOC S&A Team
8/5/2021: Performed regular duties. Assisted with DOC S&C Team
8/6/2021: Exit briefing with DOC S&A Team. Performed regular duties.
8/9/2021: Performed regular duties.
8/10/2021: Performed regular duties. Assisted with BCOT training.
8/11/2021: Performed regular duties. Coordinated Special Operation Transport to SCI Camphill
8/12/2021: Performed regular duties. Confirmed Special Operation Transport to SCI Camphill.
8/13/2021: Scheduled off.
8/16/2021: Performed regular duties. Instructed Class for Suicide prevention for new Cadets.
8/17/2021: Performed regular duties. Instructed Class for Wrist Restraints for new Cadets.
8/18/2021: Performed regular duties. Administration meeting. Assisted with Disciplinary Boards.
8/19/2021: Performed regular duties. Assisted with employee interviews.
8/20/2021: scheduled off.
8/23/2021: Performed regular duties. Assisted security for inmate COVID vaccinations.
8/24/2021: Performed regular duties. Monthly meeting with Detail Supervisor. Zoom meeting
With GTL about Tablets. Assist with new Employee interviews.
8/24/2021: Performed regular duties. Held Administration Meeting.
8/25/2021: Performed regular duties. Met with Dennis Wolfe/Tek84 Consultant.
8/26/2021: Scheduled day off.
8/30/2021: Performed regular duties.
8/31/2021: Performed regular duties. Wrote policy for Full Body Scanner.

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

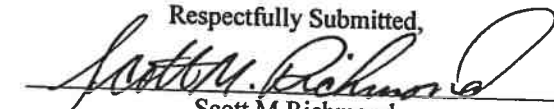
To: Lebanon County Prison Board

09/07/2021

From: Scott M Richmond (Director of Training)
RE: August Prison Board Report
August 1 - 31, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 OFF	2 Developing New FTO Program	3 Met with State Assessment Team	4 Armed Transport to GMA and York Hospital	5 Final Prep Work for BCOT Starting 8/9	6 OFF Personal Day	7 OFF
8 OFF	9 BCOT DAY 1	10 BCOT DAY 2	11 BCOT DAY 3	12 BCOT DAY 4	13 BCOT DAY 5	14 OFF
15 OFF	16 BCOT DAY 6	17 BCOT DAY 7	18 New Officer Interviews	19 Meeting with Rafael Torres and developed FTO Packets	20 New Officer Interviews	21 OFF
22 OFF	23 OFF 7.0 Hours Vacation Started On Call Week	24 GTL ZOOM Meeting, New Officer Interview	25 New Officer Interview	26 New Officer Testing. OIC Checks, Control Center Inventory	27 New Officer Testing ½ Day 3.5 hours Vacation	28 OFF
29 OFF	30 OFF 7.0 Hours Earned Comp	31 Scheduled New Officer Interviews Inspected AED Pads				

Respectfully Submitted,



Scott M Richmond

**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: Aug. 1, 2021 to Aug. 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 # : 172 various jobs performed during the month of: Aug. 2021

Maintenance Prison Board


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Item: *Repairs*
 Made:

1	64	Plumbing Items Repaired: Water valve adjustments , water valve replacements, floor drain clogs, sewer traps, sink repairs, replace piping, etc.
2	5	Electrical Items Corrected & Repaired: Light bulb replacements, light fixture repairs, heat units, tv cables changed, outlet and light switch repairs, inmate radios, run generator weekly, etc.
3	6	Kitchen Equipment Repaired: Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	24	Heating & Cooling Equipment: Cleaned coils and filters, replace filters, lubrication, minor adjustments, change belts, boilers rotated, boiler chemicals added, fuel oil testing, etc.
5	15	Prison Equipment: Including gates, doors, cell furnishings, outside fencing work, caulking windows, etc.
6	0	Household Items: Including walls, floors, cell mattresses cleaned and repaired, recovered, etc.
7	16	Miscellaneous Repairs: Officer chairs repaired and welded, inmate chairs repaired and welded, dining room chairs repaired, cleaning equipment repaired, inmate coffee pots, etc.
8	38	Electronic Equipment Repairs: TV's, TV cable, monitors, dukane communicator repairs and adjustments, cameras, portable radios, base equipment, fire alarms, etc.
9	2	Prison Vehicles: Stake body truck, vans, automobiles, minor repairs, lubrication and adjustments, etc.
10	2	Building & Grounds: Work performed on walls, passage doors, windows, floors, pavements, tree and shrubs, driveways, roofing, etc.
11	0	Buildings & Grounds Continued: Garden tractor, lawn mowers, snow removing equipment, snow shovels, shovels, rakes, garden tools , etc.
Total	172	



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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SEPTEMBER 15 2021
SEPTEMBER PRISON BOARD MEETING
DETAIL SECTION

This Report Covers August 1, 2021 to August 31, 2021:

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (10) different male inmates.

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

FEMALE: Consists of (03) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

77 : Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

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

On a Weekly Basis:

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

**PRISON BOARD CON'T
DETAIL SECTION**

ON A PERIODIC BASIS:

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

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

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

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

Respectfully Submitted,



Detail Officer Gibson



Rebuild. Restore. Renew. L.P.C.

235 S 12th St, Lebanon PA 17046 • 717-274-0149 • www.jub.org

PRISON BOARD

August, 2021

	<u>Total</u>	<u>Avg Att.</u>
Worship Services (English/Male)	12	7
Worship Services (English/Female)	10	10
Worship Services (Spanish/Male)	12	5
Bible Study Classes (English/Male)	12	6
Bible Study Classes (English/Female)	12	5
Bible Study Classes (Spanish/Male)*	5	4
12 Step Classes (English/Male)	15	2
12 Step Classes (English/Female)	8	11
One-on-One Counseling Sessions	24	
Request Slips Answered	216	
Housing Area Visits*		

*Not permitted at this time due to Covid restrictions

Respectfully submitted,

Rev. Marilyn A. Nolte

LCCF Chaplain Manager



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

Monthly Report for August 2021

E.S. (Emotional Support) Program:

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

Requirements:

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

0 - Total Students

Alternative Education Program:

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

Requirements:

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

2 - Total Students

2 - Total Students for month of September

2 – Total Requests/Interviews conducted this month

Respectfully Submitted,

A handwritten signature in black ink that reads 'Stephanie Warner'. The signature is written in a cursive, flowing style.

Stephanie M. Warner
IU13 Teacher