

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, February 17, 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
Pier Hess Graff, District Attorney

The following Board Members were absent

Robert M. Mettley, Controller

The following guests attended today's meeting:

Tina Litz, Warden
Jamie Wolgemuth, County Administrator
Laura LeBeau, Forever Media
Matthew Toth
Beth Aminov
Carl Bright

It was moved by Commissioner Litz, seconded by Sheriff Klingler to approve the minutes of the January 20, 2021 meeting. Vote unanimous.

Public Comment: None

Tina Litz, Warden, submitted written reports prepared by Robert Karnes of his activities for the month of January 2021 prior to his departure. The Board reviewed this report.

Tina Litz, Warden, reported the **average inmate population** as of January 30, 2021 was **282.45**. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary **average daily sales** for a four (4) day operating period, during the month of January, 2021 were **\$3,199.73**, **profit amount was \$7,298.95**. 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 January 2021. The Board reviewed this report.

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

Michael Kemmerling, Maintenance Supervisor, submitted a written report for the month January, 2021. **The Maintenance Department performed 156 various jobs** during this period. The Board reviewed this report.

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

A 2021 Statistical Summary Report from PrimeCare Medical was submitted.

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

Meeting Adjourned 11:35 a.m.

*Robert M. Mettley, County Controller
Secretary*

Next meeting: March 17, 2021

Lebanon County Correctional Facility

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



Robert J. Karnes,
Warden

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

Raymond H. Arnold,
Director of Work Release
Joseph E. Wheeler,
Captain of Security

February 5, 2021

To: Lebanon County Prison Board
Fr: Robert J. Karnes
Warden
Re: February 2021 Prison Board Report
1/1/21 thru 1/31/21

Dear Prison Board Members,

The following report entails my activities for the dates indicated below. Any questions regarding the listed entries below may be directed to Warden Tina Litz for clarification. The below written report is my final report to the Lebanon County Prison Board.

1/6/21: I conducted an Administrative meeting on this date. Various topics of concern were discussed to include the review/reclassification of administrative segregation inmates and the review of formal inmate grievances. No work release classification was conducted on this date due to the temporary suspension of the work release program.

1/9/21: I was informed on this date an off-duty correctional officer was killed in an automobile accident in South Lebanon Township.

1/11/21: I participated in a zoom meeting regarding a personnel matter on this date. A plan of action was established and all in attendance were provided recommendations moving forward regarding the confidential matter.

1/20/21: I conducted an Administrative meeting on this date. Various topics of concern were discussed to include the classification of administrative segregation inmates and...

February 5, 2021

Re: February Prison Board Report
1/1/21 thru 1/31/21.....P.2

.....the review of formal inmate grievances. No work release classification transpired due to the temporary suspension of the work release program.

Participated in final Prison Board Meeting on this date. It was reported to the Board, all areas had stepped down from COVID-19 lockdown and normal operations for those areas returned to normal. Currently, six (6) positive cases reported on this date and all cases are located in the new commitment quarantine block.

1/21/21: Warden Tina Litz appointed on this date as my successor at scheduled monthly Commissioners Meeting. Warden Litz first day is February 8, 2021.

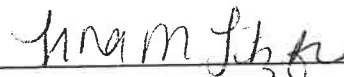
1/25/21: I attended the Lebanon County Commissioners Safety Committee meeting on this date. Various topics of concern were discussed to include the review of departmental accident reports. No issues of concern.

1/27/21: I conducted an administrative meeting on this date. Various topics of concern were discussed to include the review of formal inmate grievances and the classification of administrative segregation inmates. No work release classification was conducted due to the temporary suspension of the work release program.

Note: This is my final written report as Warden of the Lebanon County Correctional Facility.

cc: All Prison Board Members
LCCF Administration
Sgt. Control

Respectfully Submitted,



Robert J. Karnes, Warden

Lebanon County Correctional Facility



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Robert J. Karnes,
Warden

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

Ray H. Arnold,
Director of Work Release

Captain of Security

February 17, 2021

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

RE: 01/01/2021 – 01/31/2021

BOARD MEMBERS:

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

PARTICIPANTS

	January 2021	January 2020
Inmates Employed in the Community:	0	28
Inmates added to the Program:	0	09
Inmates removed from the Program:	0	09
Removed for a Major Misconduct:	0	01

REQUEST SLIPS / COUNSELING

	January 2021	January 2020
Request Slips:	85	635
Intakes:	00	69

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	January 2021	January 2020
Inmates Seeking Employment:	0	32
Total Number of Travel Passes (TP):	0	126
Travel Passes for Employment:	0	123
Travel Passes for Work Related Items:	0	01
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	01
Travel Passes for D & A Therapy:	0	01

FINANCIAL STATUS

	YEAR TO DATE 2021
AMOUNT RECEIVED	\$25.00
COST RECOVERY - Room & Board RP	\$25.00
ROOM AND BOARD	\$0.00
FINES AND COSTS	\$0.00
DISTRICT JUSTICES	\$0.00
PROCESSING FEE	\$0.00
DRUG TESTING	\$0.00
SUPERVISON FEE	\$0.00
MONEY DEDUCTED	\$25.00
INMATE BALANCE	\$0.00

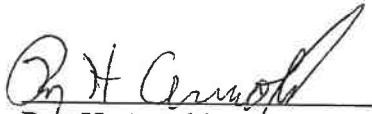
VIDEO CORT

Supervised Video Court for the month of January 2021 Total – 184

DISCIPLINARY BOARDS

Assisted with 0 Disciplinary Boards for the month.

Respectfully submitted,


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

Deputy Warden of Treatment

Ray Arnold,
Director of Work Release

Captain of Security

COMMISSARY REPORT

MONTH OF JANUARY 2021

	<u>JANUARY 2021</u>	<u>JANUARY 2020</u>
OPERATING DAYS:	4	5
NUMBER OF ORDERS:	367	687
AVERAGE DAILY ORDERS:	92	137
TOTAL SALES:	\$ 12,798.90	\$ 22,746.60
AVERAGE DAILY SALES:	\$ 3,199.73	\$ 4,549.32
COMMISSION JANUARY:	\$ 7,604.24	\$ 6,843.03
LESS EXPENSES (CREDITS):	\$ 305.29	\$ 515.97
PROFIT:	\$ 7,298.95	\$ 6,327.06

Respectfully Submitted,

Rebekah Bowsman, Fiscal Technician

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

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

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

MONTHLY PRISON BOARD REPORT

DATE: 2/1/21

REPORT FROM: 1/1/21 To 1/31/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 2,855.06	\$ 2,855.06
MEATS	\$ 558.60	\$ 558.60
DAIRY PRODUCTS	\$ 2,783.49	\$ 2,783.49
BAKED PRODUCTS	\$ 899.10	\$ 899.10
GROCERIES	\$ 4,394.87	\$ 4,394.87
FRESH FRUITS & VEGETABLES	\$ 1,183.75	\$ 1,183.75
TOTAL	\$ 12,674.87	\$ 12,674.87
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 431.04	\$ 431.04

BREAK DOWN OF COSTS
MEALS SERVED

STAFF	2,130	2,130
INMATE POPULATION	25,872	25,872
GUESTS	-	-
CENTRAL BOOKING LUNCHES	156	156
TOTAL MEALS SERVED	28,158	28,158
COST PER PERSON PER MEAL	\$ 0.45	\$ 0.45
COST PER PERSON PER DAY	\$ 1.35	\$ 1.35

DATE

DONATED BY:

1/5/21 Gemmas angels donated 2 boxes of assorted produce
1/6/21 Verdelli farms donated 1 skid of assorted produce.
1/8/21 Cedar Haven donated 12 cases of assorted milk
1/9/21 Gemmas angels donated 2 bags of bagels
1/12/21 Gemmas angels donated 1 box of assorted produce
1/12/21 Lebanon valley cold storage donated 3 skid assorted baked goods.
1/13/21 Plainville Farms donated 5,162 lbs of turkey breast
1/20/21 Gemmas angels donated 2 bags of assorted bread products
1/23/21 Gemmas angels donated 2 boxes of assorted products
1/26/21 Lebanon valley cold storage donated 3 skid assorted baked goods.

Respectfully submitted


Sgt. Eric Foltin, Culinary Supervisor

Lebanon County Correctional Facility

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



Robert J. Karnes,
Warden

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

Ray H. Arnold,
Director of Work Release

Captain of Security

February 2, 2021

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

1-5-21: Assisted Director of Training Scott Richmond with pre-employment interviews. Completed an accident report and submitted it for review to the Safety Committee. This was for a staff member at L.C.C.F.

1-6-21: Submitted the monthly juveniles in detention report to the Pennsylvania Commission on Crime and Delinquency. Attended the Administrative Staff meeting and took minutes for said meeting. Submitted names of Correctional Officers for removal from payroll.

1-7-21: Director Richmond and I conducted an inmate transport of a female prisoner to the State Correctional Institution at Muncy.

1-8-21: Submitted the monthly Extraordinary Occurrence Report to the Pennsylvania Department of Corrections. Typed and handed out minutes from the previously mentioned Administrative Meeting.

1-11-21: Submitted names of Correctional Officers for removal from payroll.

1-12-21: Assisted Director Richmond with pre-employment interviews.

1-13-21: Assisted Director Richmond with pre-employment interviews. Reviewed inmate files for eligibility to work on institutional work crews. Interviewed via Zoom for the position of Warden at L.C.C.F.

1-19-21: Forwarded names to Human Resources to be hired as Correctional Officers. Reviewed inmate files for eligibility to work on institutional work crews.

1-20-21: Attended the Administrative Staff meeting and took minutes for said meeting. Attended the monthly meeting of the Lebanon County Prison Board via Zoom. Typed and handed out minutes of previously mentioned meeting.

February Prison Board Meeting Minutes
Continued.....P.2

1-21-21: Conducted a verbal counseling session with a Correctional Officer who violated policy and procedure. Conducted housing and control station inspections on Sgt. Donald Perkins 4pm-12am shift. I made myself available to staff and inmates for any questions they may have had.

1-22-21: Submitted names of Correctional Officers for removal from payroll.

1-25-21: A Correctional Officer was questioned by me regarding their violation of the L.C.C.F. Code of Ethics. As a result of said questioning disciplinary action will be forthcoming. Posted an internal memo for the positions of Deputy Warden of Treatment and Captain of Security. Conducted disciplinary boards with Deputy Warden Litz.

1-26-21: Typed and submitted a disciplinary report regarding the previously mentioned Correctional Officer and their violation of the L.C.C.F. Code of Ethics. Typed results from the disciplinary board hearings.

1-27-21: Attended the Administrative Staff meeting and took minutes for said meeting.

1-28-21: Typed and handed out minutes from the above mentioned staff meeting.

1-29-21: Distributed a memo regarding the interest from Correctional Staff in receiving the COVID-19 vaccination.

Respectfully Submitted,



Michael L. Ott,
Deputy Warden of Operations

Lebanon County Correctional Facility

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Robert J. Karnes,
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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, Deputy Warden of Treatment
Re: January 2021 Prison Board
01-1-21 through 01-31-21

01-01-21: Holiday

01-04-21: Completed DW of Treatment tasks to include printing case laws, verified legal mail, completed parole applications and handled inmate grievances, updated PREA information, handed out soap and masks to blocks 3 and SHU as well the gym.

01-05-21: Completed DW of Treatment tasks, ran a COVID test to the lab, printed law cases for the inmate population.

01-06-21: Completed DW of Treatment, met with Chaplain Rey to discuss COVID and operations, attended an administrative as well as Prime Care meeting with operations to discuss COVID adjustments.

01-07-21: Completed DW of Treatment tasks, networked with Well Span about an inmates property that was left there, met with Chaplain Nolte to update on covid and operations. Provided soap and masks to blocks one and two.

01-08-21: Sick day

01-11-21: Completed DW of Treatment tasks, verified legal mail and printed case law, collected GED and school packets and attended an administrative meeting this date.

01-12-21: Completed DW of Treatment tasks, attended a Prime Care meeting, printed law cases, and attended the Mental Health Collaboration meeting to discuss TEAM MISA which is the mental illness substance abuse team that's starting, completed parole applications.

01-13-21: Completed DW of Treatment tasks, Printed law cases attended an administrative meeting, printed case laws assisted DOT Richmond with

an employee interview. Also, participated in my interview for Warden this date.

01-14-21: Completed DW of Treatment tasks, verified legal mail, updated PREA files, networked regarding the billboards and ads for hiring at LCCF as well as the radio ads.

01-15-21: Completed DW of Treatment tasks, completed parole applications, conducted DB hearings with Counselor Davis, handed out soap and masks to both outmate and block six housing units, and placed clothing order for the inmate population.

01-18-21: Holiday

01-19-21: Completed DW of Treatment tasks, printed case laws and met with security supervisors and Prime Care.

01-20-21: Completed DW of Treatment tasks, attended a security/operational meeting about Covid cleaning scheduled for early February 2021, verified legal mail, attended the prison board meeting, as well as began scheduling the prison society advocates to see inmates.

01-21-21: Completed DW of Treatment tasks, collected and handed out GED and school folders, updated grievances and verified legal mail.

01-22-21: Completed DW of Treatment tasks, re-masked and provided soap to block 5.

01-25-21: Completed DW of Treatment tasks, completed DB hearings with DW Ott, handed out clothing packs, completed parole applications, printed case law.

01-26-21: Completed DW of Treatment tasks, re-masked and provided soap to blocks one and two, addressed the new academy class with Warden Karnes to discuss operations, met with Jessica Tavera to review the Spanish handbook.

01-27-21: Completed DW of Treatment tasks, re-masked blocks 3 and the SHU, printed case law and attended an administrative meeting this date.

01-28-21: Completed DW of Treatment tasks, met with DOT and DW Ott about academy and operations, printed case law, accepted a book donation from the prison society for the inmate population.

01-29-21: Completed DW of Treatment tasks, updated some operational items due to the impending retirement of Warden Karnes, handed out clothing packs, updated grievances and update the prison board report.

January 2021: Counselors continued to set up phone conferences with Children and Youth, Attorneys, Drug/Alcohol facilities and agencies that are providing services for the inmate population, they have inmates sign MDJ's pleas, notarize legal guardianship and power of attorney paperwork for inmate, hand out bi-weekly indigent kits, create weekly Church lists, set

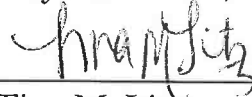
up inmates for rehab and halfway houses, schedule VA representative to see inmates as well as SARCC , update Megan's registrations.

Attended meetings with TW Ponessa, Day Reporting Center, each completed a discipline board week and attended Veteran's Court.

Approximate request slips completed: 782, Intakes: 56, PD applications: 26, Attorney calls: 93, Program calls: 20, Children/Youth/Domestic Relations: 9,129 Indigent kits handed out: 181

*Programming put on hold due to the COVID -19 epidemic. 8 DNA's completed this month. Approx. 28 Grievances

Respectfully Submitted,



Tina M. Litz

Deputy Warden of Treatment

PRIME CARE MEDICAL, INC. +

Facility: 111 - LEBANON COUNTY CORRECTIONAL CENTER

Rebecca

Statistical Summary Report

Year 2020

Rev B

Monthly ADP	FACILITY STATISTICS												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Deaths	278	0											278
Total # of Patients in the Hospital	0	2											0
Total # Patient Days	8												2
# of Intake Screenings	120												8
# of Grievances	6												120
# of Founded Grievances	0												6
# of Adverse Patient Occurrences	13												0
# of Patients Detoxed	37												13
# of Patients Detoxed Opiate (Clonidine / Vistaril)	21												37
# of Patients on Subutex / Suboxone	3												21
# of Patients on Subutex Rapid Taper	22												3
# of Patients Receiving Methadone	2												22
# of Patients Given Vivitrol	0												2
# of Patients Detoxed ETOH	16												0
# of Patients Detoxed Benzodiazepines	3												16
# of Patients on Restraints	0												3
# of Shifts Involving Restraints	0												0
# of Medical Transports	20												0
# of Infirmar/Medical Housing Admissions	3												20
# of Vivitrol Doses Given	0												3
# of Narcan Doses Given	0												0
In-House Surgeries	2												0
In-House EKG's	10												2
In-House X-Ray's	5												10
													5



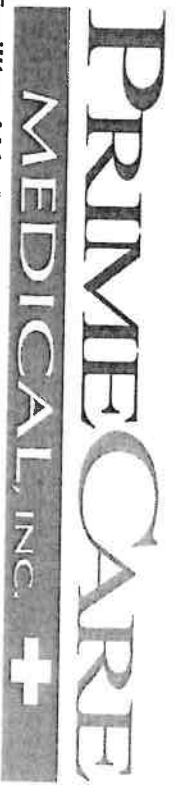
Facility: 111 - LEBANON COUNTY CORRECTIONAL CENTER

Statistical Summary Report

Year 2020

Rev B

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



Facility: 111 - LEBANON COUNTY CORRECTIONAL CENTER

Statistical Summary Report

Year 2020

Rev B

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
MEDICAL - SICK CALLS													
MD Sick Call	0												0
NP/PA Sick Call	343												343
MD/PA/CRNP Sick Call	343	0											343
Nurse Sick Call	264												264
MD Physicals	0												0
NP/PA Physicals	0												0
Nursing Physicals	15												15
Annual Physicals	5												5
MENTAL HEALTH													
Psychiatrist / Groups Seen	0												0
Psychiatrist / Individuals Seen	85												85
Psychologist / Groups Seen	0												0
Psychologist / Individuals Seen	55												55
M.H. Worker Groups	0												0
M.H. Worker / Individuals Seen	383												383
# of Involuntary M.H. Commitments	0												0
# of Patients Waiting Transfer to State Hospital	0												0
# of Patients w/Involuntary Med/Tx Orders	0												0
# of Patients on Suicide Watch	21												21
# of Attempted Suicides	0												0
# of Completed Suicides	0												0
# of Patients on MH Scale as Category - A	31												31
% of Patients on MH Scale as Category - A	11.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.2%
# of Patients on MH Scale as Category - B	51												51
% of Patients on MH Scale as Category - B	18.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	18.3%
# of Patients on MH Scale as Category - C	113												113
% of Patients on MH Scale as Category - C	40.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.6%
# of Patients on MH Scale as Category - D	13												13
% of Patients on MH Scale as Category - D	4.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.7%



Facility: 111 - LEBANON COUNTY CORRECTIONAL CENTER

Statistical Summary Report

Year 2020

Rev B

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Extractions	0												0
Fillings	0												0
Exams	18												18
Other	0												0
Total Patients Seen by Dentist	18												18
Patients seen by Oral Surgeon	0												0
# of Annual Dental Exams	4												4
DENTAL													
PHARMACY													
# of patients on Psych Meds	132												132
% ADP on Psych Meds	47.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	47.5%
# of patients on Medical Meds	143												143
% ADP on Medical Meds	51.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	51.4%
# of patients on HIV Meds	2												2
% ADP on HIV Meds	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%
# of patients on OTC Meds	134												134
% of ADP on OTC Meds	48.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	48.2%
DISEASE CASES													
HIV Test Done	3												3
HIV Cases	2												2
AIDS Cases	0												0
Hepatitis Cases	26												26
Syphilis Cases	0												0
Gonorrhea Cases	0												0
# of Pregnant Females	4												4
# of Miscarriages	0												0
# of Abortions	0												0
# of Deliveries	1												1
# of patients isolated to rule out MRSA	0												0
# of confirmed MRSA cases	0												0
TB Treatment	0												0
PPD Test	163												163
(+) PPD's	14												14
RPR Test	0												0

PRIMECARE MEDICAL, INC

Facility: 111 - LEBANON COUNTY CORRECTIONAL CENTER

Statistical Summary Report
Year 2020
Rev B

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# of Chronic Care Asthma/COPD/Pulmonary	36												36
# of Chronic Care Diabetes/Endocrine	14												14
# of Chronic Care HIV/AIDS/Hep. C	18												18
# of Chronic Care Hypertension/Cardio	34												34
# of Chronic Care OB/GYN/Pregnant	4												4
# of Chronic Care Seizure/Neurology	11												11
PRIMECARE RESPONSIBLE													
Monthly Environmental Checks													
Staff Meeting Date													
QI Meeting Date													
Number Chart Audits													
Quarterly Administrative Meetings													
Quarterly Infection Control Meetings													
STAFF IN-SERVICE TOPICS - Over and Above Relias													

**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: January 1, 2021 to January 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 # : **156** various jobs performed during the month of: **January 2021**

Maintenance Prison Board


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Item: Repairs
Made:

1	56	Plumbing Items Repaired: Water valve adjustments , water valve replacements, floor drain clogs, sewer traps, sink repairs, replace piping, etc.
2	9	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	9	Kitchen Equipment Repaired: Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	22	Heating & Cooling Equipment: Cleaned coils and filters, replace filters, lubrication, minor adjustments, change belts, boilers rotated, boiler chemicals added, fuel oil testing, etc.
5	11	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	21	Miscellaneous Repairs: Officer chairs repaired and welded, inmate chairs repaired and welded, dining room chairs repaired, cleaning equipment repaired, inmate coffee pots, etc.
8	25	Electronic Equipment Repairs: TV's, TV cable, monitors, dukane communicator repairs and adjustments, cameras, portable radios, base equipment, fire alarms, etc.
9	3	Prison Vehicles: Stake body truck, vans, automobiles, minor repairs, lubrication and adjustments, etc.
10	0	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	156	



Respectfully Submitted,



Michael S. Kemmerling, Maintenance Supervisor

LEBANON COUNTY CORRECTIONAL FACILITY	Robert J. Karnes, Warden Michael L. Ott, Deputy Warden of Operations Tina M. Litz, Deputy Warden of Treatment Michael K. Stuckey, Director of Work Release Director of Security, Director of Training, Scott M. Richmond	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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FEBRUARY 17 2021
FEBRUARY PRISON BOARD MEETING
DETAIL SECTION

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

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (16) different male inmates.

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

FEMALE: Consists of (03) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

102 : 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. Snow removal, 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

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

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

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

Respectfully Submitted,



Detail Officer Gibson



Rebuild. Restore. Renew...Lives.

235 S 12th St, Lebanon PA 17042 • Tel: 717-274-7528 • Fax: 717-274-0149 • www.jub.org

PRISON BOARD

January, 2021

	<u>Total</u>	<u>Avg Att.</u>
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*	1	
Request Slips Answered	110	
Housing Area Visits		

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

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

Respectfully submitted,



Rev. Marilyn A. Nolte

LCCF Chaplain Manager

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

Ray Arnold,
 Director of Work Release

Deputy Warden of Treatment

Captain of Security

PRISON BOARD FEBRUARY 17, 2021	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF JANUARY 31, 2021	282	241	41
AVERAGE DAILY POPULATION JANUARY	282.45	239.03	43.42
NUMBER OF INMATES RECEIVED	119	100	19
NUMBER OF INMATES RELEASED	114	93	21
HIGHEST COUNT	292-20 th	249-20 th	46-6 th
LOWEST COUNT	270-9 th	227-9 th	38-25 th
NUMBER OF UNSENTENCED INMATES	90	79	11
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	24	--	--
NUMBER OF STATE SENTENCED INMATES	15	15	0
NUMBER TRANSFERRED TO STATE PRISON	12	10	2
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	48	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	29	--	--
PROBATION VIOLATION	10	--	--
PAROLE VIOLATION	27	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	0		
FINES & COSTS BENCH WARRANT/SENTENCE	4	--	--
OTHER LEBANON BENCH WARRANTS	17	--	--
OUT OF COUNTY BENCH WARRANTS	1	--	--
D.J. SENTENCE	5	--	--
SENTENCED BY COURT OF COMMON PLEAS	17	--	--
WRITS FROM OTHER COUNTIES	0	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	9	--	--
INMATES IN OTHER COUNTIES ON WRITS	0	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	2	2	0
IN LCCF ON WRITS AND RETURNED	2	2	0

Lebanon County Correctional Facility



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CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF JANUARY 2021

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	<i>JANUARY 1, 2021</i>		53,148.10
Deposit to Savings from Inmate JBT Checking	Commissary Collected	12,493.61	
Monthly Commissary Secure Pack Commission	Keefe Commissary Secure Packs	10,403.13	
Interest Applied		2.18	
Quarterly Cost Recover	Commitment & Indigent Packs	1,471.89	
TOTAL DEPOSITS INTO SAVINGS			24,370.81
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		77,518.91
TOTAL TRANSFER TO CHECKING FROM SAVINGS			20,425.49
ENDING BALANCE AS OF:	<i>JANUARY 31, 2021</i>		57,093.42
ENDING BALANCE ON: 1/31/2020	Comparison of Last Years Ending Balance		35,511.55
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	<i>JANUARY 1, 2021</i>		200.00
TOTAL DEPOSITS INTO CHECKING			20,425.49
TOTAL FUNDS AVAILABLE			20,625.49
DISBURSMENTS:	NON-STORE		
Goods Store	Inmate beanies	1,270.75	
JDM Outlet	Binders, banker boxes	167.22	
Thomson Reuters	Subscription	2,235.49	
Bob Barker	Inmate Clothing	294.18	
KAPP Advertising	2021 Coupons	375.00	
Robert Karnes Reimbursement	Retirement Plaque (Sgt Foltin)	136.20	
Crazy for Daisies	Officer funeral floral arrangement	295.40	
Language Line Services	Translators	105.17	
Tina Litz Reimbursement	Postage	7.05	
TOTAL NON STORE DISBURSEMENTS			4,886.46
DISBURSMENTS:	STORE		
KEEFE Commissary	DEC 2020 Commissary Invoice	15,539.03	
TOTAL STORE DISBURSEMENTS			15,539.03
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		20,425.49
ENDING BALANCE AS OF:	<i>JANUARY 30, 2021</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Technician

