

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, March 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
Robert M. Mettley, Controller

The following Board Members were absent

Pier Hess Graff, District Attorney

The following guests attended today's meeting:

Tina Litz, Warden
Jamie Wolgemuth, County Administrator
Laura Hlavaty, Forever Media
Ann Gruber
Carl Bright-Walck

Public Comment (s): Ann Gruber of Myerstown asked what has been done to help inmates during the past year, other than the safety of COVID. Warden Tina Litz stated they are providing education from Prime Care Medical, offering 3 free 5 minutes phone calls, GED & schooling via teachers dropping off packets and the Chaplain is providing Bibles and other religious materials. Gruber asked if there is anything that could be added, for instance face timing family members. Warden Litz, said there is currently no contract for devices, but it is something they are looking into. Gruber asked if inmates are getting things like clothing and blankets have been improved.

Laura Hlavaty, asked if Warden Litz could give the latest COVID case numbers. Warden Tina Litz stated there are no active COVID cases at the LCCF, but said they do have approximately 37-38 new inmates in COVID quarantine until cleared for general population.

Carl Bright-Walck of Annville asked for the purpose of the Prison Board. County Administrator Jamie Wolgemuth stated that it's the operation of policy and procedure at the jail. Each county has a prison board or jail oversight committee, where staff will provide reports and activities for the last month and propose any changes. The committee is made up of 3 Commissioners, Controller, Sheriff, District Attorney and President Judge, which in our case has chosen not to participate. Carl asked if we could provide him the reports to that are presented to the Commissioners.



Robert M. Mettley, County Controller
Secretary

Next meeting: April 21, 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 APRIL 21, 2021	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF MARCH 31, 2021	313	266	47
AVERAGE DAILY POPULATION MARCH	306.00	260.35	45.65
NUMBER OF INMATES RECEIVED	165	138	27
NUMBER OF INMATES RELEASED	131	107	24
HIGHEST COUNT	313-31 ST	266-18 TH	49-21 ST
LOWEST COUNT	283-1 ST	243-1 ST	40-1 ST
NUMBER OF UNSENTENCED INMATES	105	90	15
NUMBER OF INMATES ON WORK RELEASE	0	--	--
NUMBER OF INMATES ON DETAIL	27	--	--
NUMBER OF STATE SENTENCED INMATES	17	16	1
NUMBER TRANSFERRED TO STATE PRISON	1	0	1
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	0	0	0
NUMBER OF PAROLE/PROBATION VIOLATORS	75	--	--
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	31	--	--
PROBATION VIOLATION	17	--	--
PAROLE VIOLATION	41	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	5		
FINES & COSTS BENCH WARRANT/SENTENCE	12	--	--
OTHER LEBANON BENCH WARRANTS	37	--	--
OUT OF COUNTY BENCH WARRANTS	0	--	--
D.J. SENTENCE	4	--	--
SENTENCED BY COURT OF COMMON PLEAS	19	--	--
WRITS FROM OTHER COUNTIES	0	--	--
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	0	0	0

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 Deputy Warden of Operations

Ray Arnold,
 Director of Work Release

Deputy Warden of Treatment

Captain of Security

CANTEEN – SAVINGS/CHECKING ACCOUNT MONTH OF MARCH 2021

<i>SAVINGS ACCOUNT:</i>	<i>DESCRIPTION:</i>	<i>AMOUNT</i>	<i>TOTAL</i>
BEGINNING BALANCE AS OF:	<i>MARCH 1, 2021</i>		54,632.43
Deposit to Savings from Inmate JBT Checking	Commissary Collected	23,165.62	
Monthly Commissary Secure Pack Commission	Keefe Commissary Secure Packs	9,719.61	
Interest Applied		1.92	
TOTAL DEPOSITS INTO SAVINGS			32,887.15
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		87,519.58
TOTAL TRANSFER TO CHECKING FROM SAVINGS			24,348.41
ENDING BALANCE AS OF:	<i>MARCH 31, 2021</i>		63,171.17
ENDING BALANCE ON: 3/31/2020	Comparison of Last Years Ending Balance		34,918.93
<i>CHECKING ACCOUNT:</i>			
BEGINNING BALANCE AS OF:	<i>MARCH 1, 2021</i>		200.00
TOTAL DEPOSITS INTO CHECKING			24,348.41
TOTAL FUNDS AVAILABLE			24,548.41
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Georgia Hoke	Inmate Haircuts	384.00	
JDM Outlet	Ribbon ink	329.98	
Thomson Reuters	Law library subscription	2,524.15	
Bob Barker	Inmate Clothing	159.84	
Lebanon County Firefighters Association	Donation	250.00	
Lebanon County Police Combat Pistol Club	Range fees, memberships	970.00	
Charm-Tex	Inmate clothing	655.32	
Language Line Services	Translators	100.10	
Tina Litz Reimbursement	Floral Arrangement	79.50	
Jessica Medina	Inmate handbook Spanish translation	5,671.05	
Kwik Quality Press	Business cards	65.00	
Midatlantic Media	Recruitment	4,293.00	
Scott Richmond Reimbursement	Servsafe Testing	36.00	
TOTAL NON STORE DISBURSEMENTS			15,517.94
<u>DISBURSMENTS:</u>	<u>STORE</u>		
KEEFE Commissary	FEB 2021 Commissary Invoice	8,830.47	
TOTAL STORE DISBURSEMENTS			8,830.47
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		24,348.41
ENDING BALANCE AS OF:	<i>MARCH 31, 2021</i>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Technician

Lebanon County Correctional Facility



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Rebecca A. Davis
Deputy Warden of Treatment

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

COMMISSARY REPORT

MONTH OF MARCH 2021

	<u>MARCH 2021</u>	<u>MARCH 2020</u>
OPERATING DAYS:	5	4
NUMBER OF ORDERS:	629	477
AVERAGE DAILY ORDERS:	126	119
SALES:	\$ 25,097.57	\$ 17,647.85
LESS EXPENSES (CREDITS):	\$ -1,931.95	\$ -161.01
TOTAL SALES:	\$ 23,165.62	\$ 17,486.84
AVERAGE DAILY SALES:	\$ 4,633.12	\$ 4,371.71
COMMISSION <u>MARCH</u>:	\$ 5,816.54	\$ 6,261.30

Respectfully Submitted,

Rebekah Bowsman, Fiscal Technician

**LEBANON COUNTY
CORRECTIONAL
FACILITY**

Tina M. Litz, Warden
 Michael L. Ott, Deputy Warden - Operations
 _____, Deputy Warden - Treatment
 Raymond H. Arnold, Director of Work Release
 _____, Capitan of Security

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

MONTHLY PRISON BOARD REPORT

DATE: 4/7/21

REPORT FROM: 3/1/21 TO 3/31/21

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 1,706.34	\$ 7,455.72
MEATS	\$ -	\$ 5,613.60
DAIRY PRODUCTS	\$ 3,361.68	\$ 8,357.54
BAKED PRODUCTS	\$ 1,348.65	\$ 3,612.32
GROCERIES	\$ 7,074.94	\$ 20,605.16
FRESH FRUITS & VEGETABLES	\$ 2,101.50	\$ 4,843.85
TOTAL	\$ 15,593.11	\$ 50,488.19
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ 215.52	\$ 901.50

BREAK DOWN OF COSTS
MEALS SERVED

STAFF	2,200	6,290
INMATE POPULATION	27,927	77,619
GUESTS	-	-
CENTRAL BOOKING LUNCHES	162	462
TOTAL MEALS SERVED	30,289	84,371
COST PER PERSON PER MEAL	\$ 0.51	\$ 0.60
COST PER PERSON PER DAY	\$ 1.54	\$ 1.80

DATE

DONATED BY:

3/2/21 Lebanon valley cold storage donated 2 skids of assorted baked goods.
3/12/21 Gemmas angels donated assorted bagels
3/23/21 Lebanon Rescue Mission donated 70 lbs ground venison and 200 lbs deer balogna
3/25/21 Christian Ministries donated 4 skids of cereal and 1 skid dry goods
3/25/21 Fresh Express donated 6 skids assorted lettuce
3/30/21 Lebanon valley cold storage donated 2 skids assorted baked goods.
3/31/21 Fresh Express donated 4 skids assorted lettuce

Respectfully submitted

A handwritten signature in black ink, appearing to read "Eric Foltin", is written over a horizontal line. A large, hand-drawn circle is drawn around the right side of the signature.

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

To: Lebanon County Prison Board
From: Tina M. Litz, Warden/Deputy Warden of Treatment
Re: March 2021 Prison Board
03-1-21 through 03-31-21

03-01-21: Completed DW of Treatment tasks, parole applications and grievances, met with Prime care to discuss operations, turned the GIR (General Information Report) form to the DOC, met with Commissioner Phillips to discuss transition into position.

03-02-21: Completed DW of Treatment tasks, toured out mate upper and lower, completed parole applications, met with the interview panel as they conducted interviews for the Captain of Security position.

03-03-21: Completed DW of Treatment tasks, attended an administrative meeting, toured block 5 and block 6 housing units, handled grievances.

03-04-21: completed DW of Treatment, conducted follow up Captain of security interviews and completed parole applications.

03-05-21: Created DW of Treatment interview packets, completed a second interview for the Captain of Security position, networked with Human resources, allowed Keefe commissary staff to return to hand out commissary,

03-08-21: Attended the guardian roll call training class, networked with human resources and worked on union correspondence.

03-09-21: LCCF had covid spray cleaning completed handled in house, conducted Deputy Warden of Treatment interviews with Executive Secretary Tammy Ferguson and DW Ott. We had five qualified candidates

03-10-21: Attended an administrative meeting this date, completed parole applications and networked with Jaime Wolgemuth, county administrator.

03-11-21: Continued touring facility, completed parole applications, forwarded information to human resources regarding promotions

03-12-21: Networked with Jay from ITI and Mike from maintenance in regards to computers for the facility, completed/reviewed grievances, networked with Attorney Clayberger regarding litigations.

03-15-21: Toured facility, completed parole applications

03-16-21: Attended a CTC zoom meeting, handled grievances

03-17-21: Met with Sgt Hocker and an inmate, handled grievances and networked with Jared Stoltzfus in regards to a new chaplain from Jubilee by the name of Ben Dunlap and attended prison board

03-18-21: Attended an administrative meeting, met with DW Ott and two staff members, networked regarding the Deputy Warden of Treatment and Captain Positions

03-19-21: vacation day

03-22-21: Networked with Human Resources regarding unfilled administrative positions, networked with county administrator.

03-23-21: Attended a Prime Care meeting, handled grievances, and attended a CJAB meeting.

03-24-21: Attended the Professionalism and Ethics training class, attended an administrative meeting, handled grievances and met with Michele Edris for my new administrator boot camp.

03-25-21: Completed parole applications, forwarded the MOU to the DOC, attended the American Woman Executives in Corrections Zoom training

03-26-21: Toured male out mate and block six units, DOT Richmond has all of the kitchen officers serve safe certified, met with Commissioner Phillips regarding operations and programming.

03-29-21: Attended a Sgt Meeting, networked with Iu 13 and GED teachers regarding operations, met with Commissioner Phillips.

03-30-21: Completed parole applications, met with the Canteen representative to work out operational snags due to covid, handled grievances and reviewed operational items with DW Ott.

03-31-21: Attended a CQI meeting with Prime Care , DW Ott and Becky Davis. Met with Jed Pool from CEIA, and networked in regards to the workforce act/program.

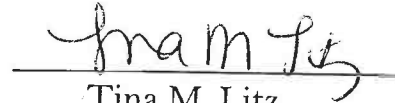
March 2021: Counselors continued to set up phone conferences with Children and Youth, Attorneys, Drug/Alcohol facilities and agencies that are providing services for the inmate population, they have inmates sign MDJ's pleas, notarize legal guardianship and power of attorney paperwork for inmate, hand 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: 1074, Intakes: 65, PD applications: 31, Attorney calls: 106, Children/Youth/Domestic Relations: 7 Indigent kits handed out: 126

*Programming put on hold due to the COVID -19 epidemic. 5 DNA's completed this month. Approx. 8 Grievances

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Tina M. Litz", is written over a horizontal line.

Tina M. Litz

Warden /Deputy Warden of Treatment

Lebanon County Correctional Facility

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



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

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

April 13, 2021

To: Lebanon County Prison Board
Fr: Michael L. Ott,
Deputy Warden of Operations
Re: April Prison Board Report
3-1-21 thru 3-31-21

3-1-21: Attended an unemployment compensation hearing as a witness for the County of Lebanon.

3-2-21: Reviewed inmate files for eligibility for work on institutional work crews. Conducted oral interviews for the position of Captain of Security.

3-3-21: Attended the Administrative Staff meeting and took minutes for said meeting. Typed and handed out minutes from meeting.

3-4-21: Submitted the monthly Extraordinary Occurrence Report to the Pennsylvania Department of Corrections. Submitted the monthly juvenile in custody report to the Pennsylvania Council on Crime and Delinquency. Sent a name of a correctional officer to be removed from payroll.

3-5-21: Completed the annual vacation schedule for correctional officers.

3-9-21: Assisted with oral interviews for the position of Deputy Warden of Treatment.

3-10-21: Attended the Administrative Staff meeting and took minutes for said meeting.

3-11-21: Conducted housing unit walkthroughs of the Male general population areas as well as the control stations. Typed and handed out minutes from meeting.

3-12-21: Conducted housing unit walkthroughs of the Female housing units as well as the control stations. Reviewed inmate files for eligibility for work on institutional work crews. Completed an accident report regarding an officer who fell in the prison parking lot.

3-16-21: Assisted Director of training Richmond with pre-employment interviews for correctional officer.

3-18-21: Assisted Director Richmond with pre-employment interviews for the position of correctional officer. Attended the Administrative Staff meeting and took minutes for said meeting.

3-19-21: Conducted disciplinary boards with Counselor Becky Davis. Typed and handed out minutes from the previously mentioned Administrative meeting.

3-22-21: Posted an announcement for the upcoming promotional testing for the position of Corporal.

3-23-21: Submitted names of hire to Human Resources for the position of correctional officer.

3-24-21: Attended the Administrative Staff meeting and took minutes for said meeting.

3-29-21: Attended the monthly meeting of the Safety Committee via zoom. Conducted a Sergeant meeting and took minutes for said meeting.

3-30-21: Typed and handed out Sergeant meeting minutes. Conducted housing unit inspections as well as control stations during the 4pm-12am shift.

3-31-21: Attended the C.Q.I. meeting with Prime Care and L.C.C.F. Administration.

Respectfully,



Michael L. Ott,
Deputy Warden of Operations

Lebanon County Correctional Facility



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Telephone: 717 274-5451
Fax: 717 274-1338

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

April 17, 2021

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

RE: 03/01/2021 – 03/28/2021

BOARD MEMBERS:

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

PARTICIPANTS

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

REQUEST SLIPS / COUNSELING

	March 2021	March 2020
Request Slips:	97	517
Intakes:	03	37

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	March 2021	March 2020
Inmates Seeking Employment:	0	23
Total Number of Travel Passes (TP):	0	71
Travel Passes for Employment:	0	70
Travel Passes for Work Related Items:	0	0
Travel Passes for Medical Apps.:	0	01
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of February	
	2021	YEAR TO DATE 2021
AMOUNT RECEIVED	\$25.00	\$282.74
COST RECOVERY - Room & Board RP	\$25.00	\$282.74
ROOM AND BOARD	\$0.00	\$0.00
FINES AND COSTS	\$0.00	\$0.00
DISTRICT JUSTICES	\$0.00	\$0.00
PROCESSING FEE	\$0.00	\$0.00
DRUG TESTING	\$0.00	\$0.00
SUPERVISION FEE	\$0.00	\$0.00
MONEY DEDUCTED	\$25.00	\$282.74
INMATE BALANCE	\$0.00	\$0.00

VIDEO CORT

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

DISCIPLINARY BOARDS

Assisted with 03 Disciplinary Boards for this month.

SOAPS AND MASKS

On 03/01/2021 issued new soap and mask to the following housing areas: Out mate and Block 6.

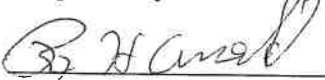
OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: 03/05/2021, 03/12/2021, 03/19/2021, 03/22/2021 and 03/30/2021.

ASSISTED WITH INTERVIEWS ON NEW HIRES:

Assisted with Interviews of new applicants on 03/17/2021..

Respectfully submitted,



Ray H. Arnold

Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY

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

730 E. Walnut Street
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4/14/2021

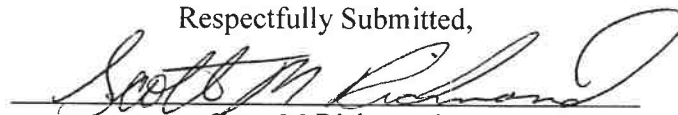
To: Lebanon County Prison Board

From: Scott M Richmond (Director of Training)

RE: February Prison Board Report
 March 1 – March 31, 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Proctor ServSafe Exam	2 Captains Interview	3 Admin Meeting	4 3.5 hours sick for Dr. Appointment	5 Second Captains Interview	6 Off	7 Off
8 Guardian Training A&B Squad	9 Proctor ServSafe Test	10 Guardian Training Admin, Non- shift Security	11	12 Guardian Training C&D Squad	13 Off	14 Off
15 Guardian Training Make-up Day	16 New Officer Interviews	17 New Officer Interviews	18 New Officer Interviews	19 Proctor Correctional Officer Ergometric Testing	20 Off	21 Off
22 Sexual Harassment and Diversity Training B&D Squad	23 Used 1 hour of earned comp time	24 Sexual Harassment and Diversity Training A&C Squad	25 Sick Day 7.0 Hours used	26 Sexual Harassment and Diversity Training Make-up	27 Off	28 Off
29 SGT Meeting	30 Conduct DB Hearings	31 New Officer Physicals, Control Room Inventory and OIC Checks				

Respectfully Submitted,



Scott M Richmond
 Director of Training

**LEBANON
COUNTY
CORRECTIONAL
FACILITY**

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

730 E. Walnut St.
Lebanon, Pa 17042
Phone (717) 274-5451
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PRISON BOARD MEETING
MAINTENANCE SECTION

THIS REPORT COVERS: March 1, 2021 to March 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 # : 195 various jobs performed during the month of: March **2021**

Maintenance Prison Board

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Item:	Repairs Made:	
1	59	Plumbing Items Repaired: Water valve adjustments , water valve replacements, floor drain clogs, sewer traps, sink repairs, replace piping, etc.
2	7	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	17	Kitchen Equipment Repaired: Refrigerant equipment, all small cooking items, hoses, shelving, carts, etc.
4	31	Heating & Cooling Equipment: Cleaned coils and filters, replace filters, lubrication, minor adjustments, change belts, boilers rotated, boiler chemicals added, fuel oil testing, etc.
5	14	Prison Equipment: Including gates, doors, cell furnishings, outside fencing work, caulking windows, etc.
6	1	Household Items: Including walls, floors, cell mattresses cleaned and repaired, recovered, etc.
7	24	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	4	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	195	



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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April 21 2021
APRIL PRISON BOARD MEETING
DETAIL SECTION

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

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (17) different male inmates.

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

FEMALE: Consists of (05) different female inmates.

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

0 : Pretrial Detainee inmates working on Inside Detail crew.

101 : 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 properties

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

Total Detail hours worked from March 1, 2021 through March 31, 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

March, 2021

Total **Avg Att.**

Worship Services (English/Male)

Worship Services (English/Female)

Worship Services (Spanish/Male)

Bible Study Classes (English/Male)

Bible Study Classes (English/Female)

Bible Study Classes (Spanish/Male)

All Other Classes/Groups (English/Male)

All Other Classes/Groups (English/Female)

One-on-One Counseling Sessions*

Request Slips Answered

156

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