

# ***LEBANON COUNTY PRISON BOARD***

## ***MINUTES***

***Wednesday, June 21, 2023***

***11:30 A.M.***

The Lebanon County Prison Board was called to order at 11:30 a.m. by Commissioner Phillips.

The following Board Members were present:

Robert J. Phillips, County Commissioner  
Michael J. Kuhn, County Commissioner  
Jo Ellen Litz, County Commissioner  
Robert M. Mettley, Controller  
Pier Hess Graff, District Attorney  
Jeffrie Marley, Sheriff

The following guests attended today's meeting:

Tina Litz, Warden  
Jamie Wolgemuth  
Scott Richmond, Deputy Warden of Operations  
Ray Arnold, Deputy of Work Release  
Dan Waltz, Captain of Security  
Rebecca Davis, Deputy Warden of Treatment

Public Comment (s): Joseph Duke, Lebanon, from Celebrate Recovery at Good Shepherd Church recommended the program to the LCCF. In addition, he expressed concern that Jubilee is no longer allowing their clients to participate in the Celebrate Recovery Program.

It was moved by Commissioner Kuhn, seconded by Commissioner Litz, to approve the minutes of the May 17, 2023 meeting. Vote unanimous.

Tina Litz, Warden, submitted written reports of her activities for the month of May 2023. The Board reviewed this report.

Tina Litz, Warden, reported the average daily inmate population for May was 273.13. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary average weekly sales for a five (5) week operating period, during the month of May, 2023 were \$2,679.45, commission amount from April was \$3,548.14.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of May, 2023. The Board reviewed this report.

Capt. Daniel Waltz, Director of Security, submitted a written report giving his activities for the month of May, 2023. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of May, 2023. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,330 hours during the month of May, 2023. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of May, 2023 giving a breakdown of cost of meals served and items donated.

Ray Arnold, Director of Work Release, submitted a written report for the month of May, 2023. Mr. Arnold reported that there are 10 inmates employed within the community on the work release program and 6 inmates seeking employment. A total of 24 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 May, 2023. The Board reviewed this report.

A 2023 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of May, 2023. CGL completed three hundred ten (310) work orders during this period. The Board reviewed this report.

Meeting Adjourned.

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*Robert M. Mettley, County Controller  
Secretary*

*Next meeting: July 19, 2023*