

Lebanon County Criminal Justice Advisory Board

Minutes of the Meeting of December 8, 2025

Time: 9:00 a.m.

Place: Second Floor Conference Room, MH/ID/EI, 220 East Lehman St., Lebanon, PA, 17046

Present

Holly Leahy, MH/ID/EI Administrator and CJAB Chair; Honorable John C. Tylwalk, President Judge; James Donmoyer, Director of Drug and Alcohol Commission and CJAB Vice-Chair; Robert J. Phillips, County Commissioner; Jamie Wolgemuth, County Administrator; Tina Litz, LCCF Warden; Audrey Fortna, Director of Probation Services; Daniel Lyons, Director, Housing Authority; Glenda Folsom, Offender Reentry Coordinator; Briana Reigel, County Coroner's Office; LeAnne Burchik, Executive Director, Domestic Violence Intervention; Stephanie Hamersky, Domestic Relations; Alissa Perrotto, Executive Director, SARCC; Lori Burrus, Lebanon County Branch 26AA of the NAACP; and, John P. Shott, CJAB Planner.

Absent

Stephanie Axarlis, Court Administrator; Megan Tidwell, Chief Public Defender; Jonathan Hess, Chief County Detective, Police Chiefs Representative; Jeffrie Marley, Jr., Sheriff; Erin Moyer, Director, Children and Youth; Carla Cyr, Veterans Justice Outreach; and, Kim Mackey, CJAB Regional Representative.

Guests

Joseph Duke, NAACP.

Voting proxies entered for the record: Briana Reigel, Deputy Coroner, for Dr. Jeffrey Yocum, County Coroner; Stephanie Hamersky, Case Manager, for Michael Anderson, Director, Domestic Relations.

CJAB Chair Holly Leahy called the meeting to order at 9:03 a.m. Presence of a quorum noted.

Minutes of Meeting of October 13, 2025—Approved on a motion by Warden Litz, seconded by Ms. Fortna.

REPORTS OF STANDING COMMITTEES

D.U.I. Court—At present, 21 offenders are participating in the program, with two individuals to be placed into the program on Dec. 17. One applicant under consideration.

Prison Reduction—The Average Daily Population (ADP) at the end of November was 281, with an average length of stay of 22 days. The average length of stay from January-November was 55 days. LCCF is looking for more businesses willing to hire inmates eligible for work release.

LCCF is sending letters to prospective employers asking them to consider participating in this program.

Mental Health—Team MISA meets monthly to review and coordinate care of those with Serious Mental Illness (SMI) who are involved in the forensic system, whether residing in the community or at LCCF. These meetings play a critical role in strengthening collaboration among county and provider agencies, all working toward a shared goal of ensuring timely access to appropriate services and support. Such a partnership has resulted in the development of individualized home plans, increased access to community-based resources, and placement in appropriate care settings. Team MISA has also fostered stronger interagency communication and coordination focused on enhancing continuity of care.

The County has reported 17 suicides as of 12-5-25. Statistical breakdown: 16 males, one female; average age 56, with the youngest being 19 and the oldest being 89; 10 by firearm, four by asphyxiation, two by deliberate overdose, and one by carbon monoxide; three veterans; all county residents; nine had a known mental health history, four had known substance-abuse history, one known to MH/IDEI; 16 Caucasian, one unknown.

The County-owned cottage has two residents currently; one applicant is under review.

Veterans' Court--At present, 11 offenders are active participants in the program, with two applications under consideration.

Drug Court—27 offenders are currently participating, with one offender to be accepted into the program on Dec. 17. One application pending.

The President Judge and review teams continue to work with the Administrative Office of PA Courts (AOPC) to attain accreditation for the Veterans' and Drug Courts. AOPC is using a statewide template for accreditation that does not consider counties' approaches to operating treatment courts.

CJAB DEPARTMENTS: REPORTS AND ISSUES OF INTEREST

Heroin Task Force Report—County has confirmed 11 overdose deaths as so far this year. Statistical breakdown: nine county residents; eight males, two females; average age of 53 (with an age range of 34 to 76); two involved fentanyl. No events coming up.

Offender Reentry—Ms. Folsom is working on the new Strategic Plan, with an advance draft of the document to be sent to Coalition members for their review. Ms Folsom is also leaving her position with P.R.O.B.E.

ITEMS FROM PREVIOUS MEETINGS—

- **Strategic Planning: Revisions to Mission Statement and Role of CJAB Members**—The first step in the process of developing an updated plan for 2026-2027 is to review the CJAB Mission Statement and “Your Role as a CJAB Member.” Board members had an opportunity to offer suggestions for revisions to either document. Michael Schroeder, representing the NAACP on the Board, had contacted Mr. Shott after the meeting and

proposed adding “humane” to the Mission Statement. On a motion by President Judge Tylwalk, seconded by Ms. Folsom, the members voted to accept that change. Mission Statement will now read as follows:

“The ongoing mission of the Lebanon County Criminal Justice Advisory Board is to identify the strengths, weaknesses, and needs of the local criminal justice system, and by means of communication, cooperation, and collaboration, enhance and improve the system and services in the most humane, effective, efficient, and cost-effective manner possible.”

At the October meeting, former member Brian Deiderick had suggested that the words “and/or systemically” be added to one of the lines in “Your Role as a CJAB Member”: ***“Remain aware of trends that commonly present themselves as matters of concern within your department or agency, and/or systemically.*** Professor Schroeder had also suggested revisions to this document. On a motion by President Judge Tylwalk, seconded by Ms. Folsom, the Board voted to approve a revised version of “Your Role as a CJAB Member,” incorporating Professor Schroeder’s suggestions while eliminating the words “and/or systemically” from the new version (attached to the minutes).

Priorities for Strategic Plan—Members should identify priorities for the new plan. President Judge Tylwalk noted that establishment of a mental-health treatment court is a definite priority for next year. Another priority suggested by some members: conducting a Sequential Intercept Model (SIM) Mapping Workshop. Such a workshop focuses on identifying and responding to the needs of adults with mental health conditions and substance use disorders who are involved in or risk getting involved in the criminal justice system. The GAINS Center is now soliciting applications from communities interested in a SIM Mapping Workshop. GAINS will provide the workshop free of charge to selected applicants between April and August 2026. Applications must be completed and submitted by January 12, 2026. The most recent mapping workshop held by the County took place in 2011.

FY 2025-2026 IP Grant Announcement and Authorization--PCCD released the IP funding announcement shortly after the passage of a new State Budget for FY 2025-2026. Deadline for submitting grant applications is Dec. 18. The County Commissioner authorized the submission of the application for Lebanon County at their Dec. 4 meeting. On a motion by President Judge Tylwalk, seconded by Commissioner Phillips, the members endorsed the application, authorizing Mr. Shott to continue work on the budget and required narratives before submitting a final version to PCCD.

Intermediate Punishment Plan for 2025-2026—A new plan must be attached to the IP grant application. On a motion by President Judge Tylwalk, seconded by Warden Litz, the Board approved the plan with the understanding that Mr. Shott will continue to update and revise the statistics and narratives between now and the Dec. 18 submission date. DVI and SARCC will be added to the last page of the plan listing community agencies that are available to assist IP offenders.

Letter of Support from CJAB Officers—The IP grant application must also include a letter of support from the officers. On a motion by Commissioner Phillips, seconded by Warden Litz, the Board authorized Mr. Shott to draft a letter of support to be signed by the officers and submitted with the grant application.

CJAB Technical Grant—We have not yet applied for any projects funded by this grant, which caps the grant award to a local CJAB at \$2,000. Mr. Shott will ask PCCD if funds are still available.

NEW BUSINESS

Election of Officers for 2026—On a motion by President Judge Tylwalk, seconded by Ms. Fortuna, the Board voted to elect Holly Leahy and James Donmoyer as Chair and Vice Chair, respectively, of the CJAB for 2026.

Approval of 2026 CJAB Meeting Schedule—On a motion by Warden Litz, seconded by Ms. Fortna, the Board voted to adopt the following meeting dates for 2026: February 9, April 13, June 8, August 10, October 12, and December 7.

ADJOURNMENT—With no further business to conduct, the Chair declared the meeting adjourned at 9:45 a.m.

NEXT CJAB MEETING—Monday, February 9, 2026, 9:00 a.m., MH/ID/EI.

YOUR ROLE AS A CJAB MEMBER

As a member of the Criminal Justice Advisory Board, you should follow these guidelines:

- Be willing, able, and prepared to participate in free and open discussions with your colleagues.
- Remain aware of trends that commonly present themselves as matters of concern within your department, agency, or organization.
- Understand that collaboration and communication are critical to the success and effectiveness of criminal justice departments and agencies in Lebanon County.
- Know that you, as a leader of your department, agency, or organization are in charge of how anything the Board discusses will ultimately be implemented (or not) in your office.
- Know that there are moments when negotiations and compromise will have to take place. Consensus, however, is always the preferred solution.
- Attend the CJAB meetings regularly so that you stay informed of the issues presented and can represent your department, agency, or organization more appropriately.
- Have read the CJAB Bylaws at least one time.
- Submit questions or concerns about the Board to the CJAB Planner so that the CJAB Planner has an opportunity to discuss such matters with the Board Officers.
- Participate, when necessary, in electronic voting about initiatives under consideration by the Board.
- Know that members may express concerns without threat or retaliation. Our Board demands decent, non-hostile conduct during meetings.