

# ***LEBANON COUNTY PRISON BOARD***

## ***MINUTES***

***Wednesday, May 17, 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

The following Board Members were absent:

Pier Hess Graff, District Attorney  
Jeffrie Marley, Sheriff

The following guests attended today's meeting:

Tina Litz, Warden  
Jamie Wolgemuth  
Ray Arnold  
Hocker  
Rebecca Davis, Deputy Warden of Treatment

Public Comment (s): None

It was moved by Commissioner Kuhn, seconded by Commissioner Litz, to approve the minutes of the April 19, 2023 meeting. Vote unanimous.

Warden Litz reported that they received a Proclamation from Governor Shapiro recognizing Correctional Officers Week May 8-14. Food trucks were brought to the LCCF grounds on different day for staff to enjoy.

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

Tina Litz, Warden, reported the average daily inmate population for April was 276.87. 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 March, 2023 were \$2,452.07, commission amount was \$5,795.79.

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

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

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,290 hours during the month of April, 2023. The Board reviewed this report.

Scott Richmond, Deputy Warden of Operations submitted a written report giving his activities for the month of April, 2023. The Board reviewed this report.

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

Ray Arnold, Director of Work Release, submitted a written report for the month of April, 2023. Mr. Arnold reported that there are 12 inmates employed within the community on the work release program and 3 inmates seeking employment. A total of 6 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 April, 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 April, 2023. CGL completed two hundred sixty-five (265) work orders during this period. The Board reviewed this report.

Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for April, 2023. Total student enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was four (4) students. The Board reviewed this report.

Meeting Adjourned.

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*Robert M. Mettley, County Controller  
Secretary*

*Next meeting: June 21, 2023*