

# ***LEBANON COUNTY PRISON BOARD***

## ***MINUTES***

***Wednesday, February 15, 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  
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess Graff, District Attorney

The following guests attended today's meeting:

Tina Litz, Warden  
Ray Arnold, Director of Work Release  
Rebecca Davis, Deputy Warden of Treatment  
Tom Weber, CEO PrimeCare Medical  
Marilyn Nolte, Chaplin Manager  
TJ Kelly, CGL  
Michael Zadroga, CGL Facility Supervisor  
Beth Aminov  
John Rose, NAACP

Public Comment (s): John Rose from the NAACP mentioned the Norway project and how that engages the incarcerated population. Mr. Rose expressed that he would like to schedule a meeting with Warden Litz and Deputy Warden of Treatment Davis in regards to how to assist with education on voting for the current incarcerated individuals at the LCCF.

It was moved by Commissioner Kuhn, seconded by Commissioner Litz, to approve the minutes of the January 18, 2023 meeting. Vote unanimous.

Warden Litz reported that they are working with the Lancaster-Lebanon Intermediate IU13 as they need a GED Educator for the facility.

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

Tina Litz, Warden, reported the average daily inmate population for January was 251. 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 December, 2022 were \$2,466.08, commission amount was \$4,468.37

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

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

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,235 hours during the month of January, 2023. The Board reviewed this report.

Scott Richmond, Director of Training, submitted a written report giving his activities for the month of January, 2023. The Board reviewed this report.

Sgt. Edward Bartashus, submitted a written report for the month of January, 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 January, 2023. Mr. Arnold reported that there are 8 inmates employed within the community on the work release program and 16 inmates are seeking employment. A total 20 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, 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 January, 2023. CGL completed thirty-nine (39) 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 January, 2023. Total student enrolled in the Emotional Support (E.S.) Program was one (1) and the Alternative Education Program was six (6) students. The Board reviewed this report.

Beth Aminov, Lebanon asked what does the LCCF for inmates with different religious views. Warden Litz responded that the LCCF is willing to accommodate needs, but most religion facilitators don't want to go through the background check process to be admitted into the facility.

It was moved by Commissioner Kuhn and duly seconded to adjourn the meeting.

Meeting Adjourned.

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*Robert M. Mettley, County Controller*  
*Secretary*

*Next meeting: March 16, 2023*