

Minutes

MEETING OF BOARD OF INSPECTORS FOR THE POTTER COUNTY JAIL January 16, 2024, Gunzburger Building

CALL TO ORDER - Paul Heimel, Chair

ROLL CALL – Members Stephen Minor, Andy Watson, Nancy Grupp, Kevin Siska, Robert Rossman, Paul Heimel all present. Administrator Jessica Giebel, present. Warden Angela Milford, present. Solicitor Daniel Glassmire, Present.

Chair Heimel welcomed new members Kevin Siska and Robert Rossman. He also advised that the jail's Mission Statement will be reviewed for possible revisions.

PUBLIC COMMENTS - none

MINUTES – November 17, 2023; N. Grupp moved to approve; A. Watson seconded; all in favor. S. Minor, abstained.

OLD BUSINESS-

-Policy for use of Encartele fees. N. Grupp noted that the board had requested monthly reports on the fees collected from inmate for use of tablet/data serviced but had not received them. Warden Milford said he will contact the company to request the reports. At this time, the board has no set policy for how the county's portion of the revenue can be expended. Warden Milford that a portion of it was used to pay for the jail's video surveillance system.

NEW BUSINESS-

-2024 Meeting Schedule draft was presented. A. Watson moved to approve; R. Rossman seconded; all in favor.

-Kayla Wright & Thomas Patterson, Potter County Human Services, requested that the jail's Beacon Software system be programmed to provide data that the agency can use to direct mental health, addiction and other services to inmates and detainees and to measures need and the effectiveness of services.

REPORT FROM WARDEN-

Warden Milford reported that the jail population is 24, with two serving on weekends, and four county females being held in other counties' jails. Staffing is nine full-time officers and five part-time officers. The cook and secretary positions remain empty. Church services being are held on Sunday and a Bible Study is offered on

Mondays. The Encartele tablets are frequently being used. Plans are being explored to bring adult education/GED courses and a parenting group meets weekly. AA meetings are held weekly drug/alcohol counseling is provided weekly. Narcotics Anonymous meetings are not being held due to lack of participation. The warden also responded to questions raised about the COVID-19 coronavirus protocol in the jail.

GENERAL DISCUSSION- none

EXECUTIVE SESSION-

Public meeting was temporarily adjourned at 12:38 pm to discuss personnel/litigation.

PUBLIC MEETING REOPENED AT 1:30 PM.

ADJOURNMENT – R. Rossman moved to adjourn; K. Siska seconded; all in favor.

NEXT MEETING – February 2, 2024 - noon