

Minutes

MEETING OF BOARD OF INSPECTORS FOR THE POTTER COUNTY JAIL November 17, 2023, Gunzburger Building

CALL TO ORDER - Paul Heimel, Chair

ROLL CALL – Members Andy Watson, Nancy Grupp, Barry Hayman, Paul Heimel, all present. Administrator Jessica Giebel, present. Warden Angela Milford, present. Stephen Minor and Glenn Drake, absent.

PUBLIC COMMENTS - none

MINUTES – July 11, 2023; A. Watson moved to approve; B. Hayman seconded; all in favor.

OLD BUSINESS.

In response to a request for information on the disbursement of revenue derived inmates' use of phone and data services from the Encartele contract, Warden Milford noted that the fund was tapped to help pay for the new video surveillance and jail management system software. Board members reiterated their request for regular updates on the fund management and a policy on how the money is to be used.

NEW BUSINESS.

-*2024 Meeting Schedule.* An initial draft reflected a semimonthly meeting schedule. Comm. Hayman said he believes meetings should be held monthly, based on the number of topics and issues related to jail operation and risk management. D.A. Watson concurred. He moved that general business meetings be held semimonthly on the first Friday; and brief meetings, workshops and/or committee meetings be held semimonthly on the alternate first Friday of each month. Comm Grupp, seconded; all in favor.

-*Guest Speaker.* Kayla Wright, Mental Health Services Director with Potter County Human Services, introduced herself to the board. She discussed the agency's desire to obtain data from the jail in order to tailor its services to meet inmates' needs and to measure effectiveness.

-*Personnel Committee Report.* Comm. Hayman issued a summary on the recruitment process for filling the deputy warden vacancy. Six applications were received before the deadline and three of the applicants were interviewed. Discussion of the committee's recommendations was deferred for an executive session.

-Facilities Committee Report.

--Comm. Grupp reported that Maintenance Director Joe Kurtz detailed capital projects at the jail as part of the commissioners' 2024 budget preparation.

--Director Kurtz summarized recent projects completed at the jail, including new HVAC equipment, fire testing equipment, a handicapped accessibility ramp and a video surveillance system. He also discussed structural issues that need to be addressed.

REPORT FROM WARDEN.

Warden Milford reported there are 25 inmates, three serving on weekends, and four county females being held in other counties' jails. Church and bible study groups have been meeting at the jail and a Galeton church has inquired about helping inmates with clothing or other needs. Alcoholics Anonymous meetings are being held. Narcotics Anonymous meetings have been postponed due to lack of participation. The warden also said she has concerns about the high proportion of telepsychiatry clients who have been prescribed medications. She reported that the jail secretary has resigned and a successor will be recruited.

GENERAL DISCUSSION.

D.A. Watson drew the board's attention to his previous recommendations that the county consider establishing a daily reporting center for men who are engaged at various stages of the criminal justice system, including those who have recently been released from incarceration subject to certain conditions and restrictions. Comm. Heibel suggested that a study committee be formed to investigate options and best practices from other counties.

EXECUTIVE SESSION.

Public meeting was temporarily adjourned at 12:55 pm to discuss personnel.

PUBLIC MEETING REOPENED AT 1:18 PM.

Comm. Hayman moved that the Jail Board authorize its Personnel Committee to present its deputy warden recommendation to the commissioners as the full board's selection. DA Watson seconded; all in favor.

ADJOURNMENT – Comm. Grupp moved to adjourn; Comm. Heibel seconded; all in favor.

NEXT MEETING – January 5, 2024 - noon