

Minutes
MEETING OF BOARD OF INSPECTORS FOR THE POTTER COUNTY JAIL
January 3, 2025, Gunzburger Building

CALL TO ORDER - Paul Heimel, Chair

ROLL CALL –Members Robert Rossman, Kevin Siska, Stephen Minor, Andy Watson (arrived at 12:19 pm), Paul Heimel, Nancy Grupp, all present. Warden Angela Milford and Administrator Jessica Giebel, both present.

PUBLIC COMMENTS - none

MINUTES – November 1, 2024; N. Grupp moved to approve; R. Rossman seconded; all in favor. S. Minor abstained due to absence at the last meeting.

GUEST SPEAKERS – none

REPORT FROM WARDEN –

--There are currently 32 inmates, 2 serving on weekends, 4 on work release and 4 females in other facilities. Some 24 inmates are on psychotropic medication.

--The Technology Fund from Encartele has funded the new water heater and convection oven. Remaining balance in the fund is \$29,288.70.

--Discussion was held on a proposed amendment to the Encartele contract to increase the number of computer tablets available to inmates from 10 to 30. Warden Milford recommends approval to ensure there are enough tablets to meet inmates' needs. She noted that the Technology Fund could pay Encartele's fee for tablets that are not in use.

--Several donations have been received. Galeton Ministerium continues to make monetary donations. Some of the money was recently used to pay for an individual to attend a treatment facility in New York State and to transport another to a shelter. Christmas House provided fruit baskets and the jail purchased Christmas bags from the commissary. The jail counselor provided Christmas cards for the inmates to send home for loved ones, as well as soups and candies. Park United Methodist Church donated money used to purchase colored pencils, games and puzzles for the inmates.

COMMITTEE REPORTS –

Personnel Committee: no updates

Facilities Committee: no updates

Operations/Policies & Procedures: P. Heimel noted that a proposed new Mission Statement will be discussed by committee members and Warden Milford.

OLD BUSINESS – none

NEW BUSINESS –

County Solicitor -- The new county solicitor, Stephanie Fera of Gabriel Fera PC, introduced herself and provided background in the firm.

Encartele Contract Amendment -- Board members discussed whether to approve the Encartele contract amendment increasing the number of computer tablets in service. R. Rossman suggested the board seek input from the county solicitor as to how recent federal legislation might affect the county's current fee structure. N. Grupp questioned how indigent inmates are paying for use of the devices. Warden Milford said donations from the Galeton Ministerium are being used. R. Rossman moved to table; S. Minor seconded; all in favor.

2025 Meeting Schedule - N. Grupp moved to approve; K. Siska seconded; all in favor.

GENERAL DISCUSSION – none

EXECUTIVE SESSION – To discuss Personnel and Litigation; return to public session at 1:05pm

NEXT MEETING – February 7, 2025 – noon

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