

# **Minutes**

## **MEETING OF BOARD OF INSPECTORS FOR THE POTTER COUNTY JAIL January 9, 2026; noon; Gunzburger Building – Front Conference Room**

CALL TO ORDER - Paul Heimel, Chair at 12:01pm

### MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Members Stephen Minor, Paul Heimel, Kevin Siska, Nancy Grupp, Robert Rossman, Administrator Jessica Giebel; Recording Secretary Paige Barroqueiro, Deputy Warden Ricky Hurler, and Jail Nurse Rachel Baker; present. Member Andy Watson; Absent

### PUBLIC COMMENT ON AGENDA ITEMS - (limited to 3 minutes per person)

MINUTES – 11/7/2025; K. Siska moved to approve; N. Grupp seconded; all in favor; S. Minor abstain due to absence. Motion carried.

GUESTS – Jen Geyer, Wayne County Prison Programs Director, presented on the IGNITE program in Wayne County and how it is helping to break the stigma in the community often associated with jails. The program launched with a community and media event hosted by the National Sheriffs’ Association inside the facility. Following the kickoff, volunteers were recruited to lead a variety of programs, including gardening, art, yoga, banking education, and OCEA workshops. Another component of IGNITE is a structured, school-like program in which inmates with good behavior may participate. Participants are required to complete three programs within 30 days, after which successful completion is recognized with a graduation pizza party.

Laura Cope, Pa. CareerLink, and Kayla Wright, Potter County Human Services Mental Health Re-Entry Program, noted that many of the initiatives described are already being offered to inmates at the Potter County Jail. Cope noted that Pa. CareerLink could expand its offerings through use of computer tablets now available to inmates and detainees at the jail. Geyer clarified that IGNITE does not provide additional funding opportunities but rather serves as a framework to encourage community involvement within correctional facilities.

### REPORT FROM WARDEN/DEPUTY

- There are currently 34 inmates, 1 weekend, and 4 females in other facilities.
- Some 27 inmates are on medication. 2 are receiving Medication-Assisted Treatment and 14 are seeing the psychotherapist
- Officers completed training on booking/release and threats.

- The inmates had a good Christmas including additional data, gift bags from Christmas House, gift bags from retired Warden Milford, and additional visitation on Christmas Eve.
- Discussion was held regarding strategies to encourage greater inmate use of Pa. CareerLink resources available through computer tablets. Judge Minor suggested that jail administration, service providers and other stakeholders confer to explore better coordination and potential expansion of services.

## COMMITTEE REPORTS

Personnel – N. Grupp reported that there was one full-time officer resignation due to relocation. She asked Deputy Warden Hurler about morale among the officers, and he stated that morale has significantly improved in recent months.

Facilities – R. Rossman reported on his continued work with Zito to get the TVs in the jail and having to run fiber.

Operations/Policies & Procedures – None

## OLD BUSINESS – None

## NEW BUSINESS

- 2026 Jail Board meeting schedule; S. Minor moved to approved; K. Siska seconded; all in favor. Motion carried
- Jail Pharmaceutical Services – Coudersport Pharmacy. R. Rossman moved to submit a contract to the Commissioners for approval; S. Minor seconded; all in favor. Motion carried.

## GENERAL DISCUSSION

- R. Rossman stated that the Commissioners are looking into a loan for capital projects and the roof on the jail and the sallyport are to be included
- J. Giebel noted that at the November 2025 Commissioners meeting, the Commissioners approved a contract with Tioga County to house inmates at a rate of \$85 per day. She questioned whether the County should review its own housing rates. K. Siska responded that Potter County currently swaps inmates with McKean County, and if McKean were to increase its per-day rate, that may be a more appropriate time to consider raising Potter County's rates as well.
- K. Siska recognized Deputy Warden Hurler for his outstanding work and dedication to the jail.

EXECUTIVE SESSION – At 1:11PM the board went into an executive session to discuss a personnel matter. At 1:43PM the executive session ended and the regular meeting reconvened.

NEXT MEETING – February 6, 2026

ADJOURNMENT -- S. Minor moved to adjourn; K. Siska seconded; all in favor.