

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

FEBRUARY 16, 2017

Caso & Harris EPN111130

**CALL TO ORDER** Commissioner Morley called the meeting to order at 11:07 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot, and Recording Secretary Dawn Wooster; all present.

**PUBLIC COMMENT** Glenn Dunn spoke to the board on the first responder/homeland security training being proposed by the Essential Emergency Services Training (EEST) Board. Municipalities and school districts in the region have been contacted for support. Students in grades 10-12 will be eligible to participate in the program through the Seneca Highlands Career & Technical Center in Port Allegany. A meeting is being held February 28<sup>th</sup> in the Gunzburger Building.

**MINUTES** – February 2, 2017 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**NEW BUSINESS**

Resolution #4 of 2017 – Support of the Stepping Up Initiative  
– PCHS Administrator Jim Kockler briefly described the initiative to help recognize the gaps in Potter County’s addressing of mental health issues with those who are involved in the criminal justice system. He and Commissioner Heimel are engaged with the national Stepping Up Initiatives to improve outcomes related to these individuals. One requirement of the initiative is a county resolution to support the principles of the program with no funding commitment. Overall goals are to enhance public safety, reduce recidivism and strengthen families. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Reappointments of John Wright, Douglas Morley and William Hunt to the Comprehensive Economic Development Strategy (CEDS) Committee of the Northcentral Pa. Regional Planning & Development Commission. Terms of Jan. 1, 2017 to Jan. 1, 2019. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Reappointment of Bill Grandin to the Potter County Farmland Preservation Board of Directors for the term Jan. 1, 2017 to Dec. 31, 2019. Also, reappointment of Sara Gilliland as Chair of the Potter County Farmland Preservation Board of Directors for 2017. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CONTRACTS AND AGREEMENTS**

Agreement with KOS Inc. for maintenance service for the copier in the District Judge/Coudersport office, \$265/year. Term Feb. 1, 2017 to Feb.1, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with KOS Inc. for maintenance service for the copier in the Potter County Jail, \$265/year. Term Feb. 10, 2017 to Feb. 10, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Services Contract with AMP Global Strategies for 9-1-1 Coordinator professional services for the term of Jan. 1, 2017 through Dec. 31, 2017. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PCHS CONTRACTS AND AGREEMENTS**

<b>■ CHILDREN AND YOUTH</b>	<b>15/16</b>	<b>16/17</b>
<i>Oswayo Valley School District</i>		
Per School/Per Intensive Case Manager	\$6,000	No Change
7/1/16 to 6/30/17		
<i>Bethesda Children's Home</i>		
Residential Treatment for Dep. /Del. Youth Group Home	\$148.06	\$161.44

ISU	\$197.34	\$197.90
ISU Shelter	\$163.88	\$181.15
Transitional Living 7/1/16 to 6/30/17	N/A	\$137.46

**■ COORDINATED SERVICES**

Cole Memorial Hospital

Transportation for Skilled Nursing/Rehab.	\$2.34	\$2.15
Transportation to Cancer Center 7/1/16 to 6/30/17	\$5.00	No Change

~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes. Kefover yes; Heimel yes; Morley yes.

**TRAINING REQUESTS**

--Joy Glassmire – PCHS – PCYA Quarterly Meeting, State College, Pa. Registration and lodging.  
~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Colleen Wilber – PCHS – PACDAA Membership Meeting, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Sherry Hoffman – PCHS – PDA/P4A Quarterly Meeting, Gettysburg, Pa. Registration and lodging.  
~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Barbara Busch & Sue Weber – PCHS – Annual Apprise Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**PERSONNEL**

Retirement notice received from Shane Wilson, part-time Corrections Officer at the Potter County Jail, effective February 22, 2017. ~Action~ Comm. Heimel moved to accept. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Hire of Tyler Lawrence as a part-time Corrections Officer at the Potter County Jail, effective February 13, 2017. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

**CHIEF CLERK REPORT**

Chief Clerk Kathleen Majot reported that the 2017 Liquid Fuels Tax allocations have been set and letters were sent out to municipalities so they may begin to apply.

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

**COMMISSIONERS' REPORTS**

Commissioner Morley provided an update on the Potter County Visitors Association/Tioga County Visitors Bureau merger. Information has been sent to municipalities to approve resolutions of their own in support of the merger. Fifty-percent of the total population is required.

An Early Childhood Expo will be held April 8 at the Coudersport Elementary School, presented by the Potter County Education Council.

Commissioner Kefover pointed out that local school districts are engaging in revitalization efforts and efforts that are ongoing to build local communities. She also reported that fundraising for the Galeton Dam feasibility study is continuing, with discussion expanding the potential to develop trail systems and other improvements around the lake.

Commissioner Morley said interviews for presidency of the new Rural Community College of Northern Pennsylvania will be held Feb. 23-24. He also announced that work is beginning on a comprehensive updating of the Potter County Comprehensive Plan, spearheaded by the Planning Department, for compliance with Pa. Act 247, the Pennsylvania Municipal Planning Code.

**BILLS**

**Potter County Human Services Fiscal Summary**

PAYROLL CHECKS - Check #483	1,747.00
PAYROLL AUTOMATIC DEPOSITS	48,583.50
PAYROLL CHRISTMAS CLUB DEPOSITS	1,358.00
PAYROLL TAX TRANSFERS (EFTPS)	18,860.93
STATE TAX WITHHOLDINGS (ETIDES)	2,365.92
ACCOUNTS PAYABLE CHECKS - Check #56021-56130 2/16	134,837.79
Check #56020 2/13	982.80
<b>Total Checks Written</b>	<b>208,735.94</b>

~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

**Potter County Courthouse Fiscal Summary - 2/17/2017**

Fund #	Fund Description	Check #'s	Voided Check #'s	Voided Check Amt	Total
10	Payroll-Checks	84043-84046			2,295.40
10	Payroll-Direct Deposit	9021787-9021884			89,433.67
10	General Fund - Accounts Payable	120839-120923			166,024.04
10	General Fund - A/P Manual Checks	902171716-902171720			132,273.82
11	LEPC	2326-2330			5,352.16
16	911	2502-2507			133,038.41
18	Automation Civil Fund	120925			890.00
28	Domestic Relations IV-D	738			360.00
32	Specialty Courts	120926			75.00
34	V.O.J.O.	120927			610.05
35	Victim Services	120928			649.05
55	PHARE Grant	120929			15,000.00
60	Hotel Excise Tax Fund	120930-120931			17,186.02

~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

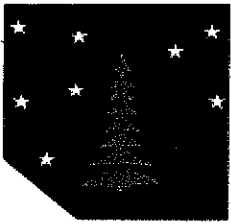
**NEXT MEETING:** March 2, 2017

**ADJOURNMENT** Commissioner Kefover moved to adjourn. Commissioner Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Prepared by Dawn Wooster

  
Potter County Executive Secretary

March 2, 2017  
Approval Date



*Established  
1804*

## **County of Potter Board of Commissioners**

*One North Main Street, Suite 207  
Coudersport, Pennsylvania 16915  
Telephone: (814) 274-8290 Fax: 814-274-8284  
[www.pottercountypa.net](http://www.pottercountypa.net)*

Douglas C. Morley, Chairman  
Paul W. Heimel  
Susan S. Kefover  
Commissioners

### **RESOLUTION #4 OF 2017** County of Potter, Pennsylvania

Kathleen H. Majot  
Chief Clerk  
Thomas R. Shaffer  
Solicitor

### **STEPPING UP INITIATIVE RESOLUTION Pledging Support for an Initiative to Reduce the Number of People with Mental Illnesses in Jails**

**WHEREAS**, counties have been forced into the position of having to provide treatment services to people with serious mental illnesses booked in county jails; and

**WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

**WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

**WHEREAS**, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

**WHEREAS**, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

**WHEREAS**, without the appropriate treatment and services, many people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

**WHEREAS**, Potter County takes pride in its responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

**WHEREAS**, Potter County has developed a DUI Treatment Court, Drug Treatment Court and a pilot Pre-Trial Diversion Program which helps people stay out of jail by offering alcohol/substance use disorder treatment and related services; and

**WHEREAS**, a large proportion of men and women engaged in these programs have co-occurring mental health disorders; and

**WHEREAS**, through Stepping Up, the National Association of Counties, Council of State Governments Justice Center and American Psychiatric Association Foundation are encouraging public, private and non-profit partners to reduce the number of people with mental illnesses in jails;

Caslo, H. E. 111130


**NOW, THEREFORE, LET IT BE RESOLVED, THAT** the Board of Potter County Commissioners, does pledge support for the Stepping Up initiative, specifically agreeing to pursue strategies designed to reduce the number of people with mental illnesses in our county jail, and to encourage county officials, employees and residents to participate in Stepping Up.

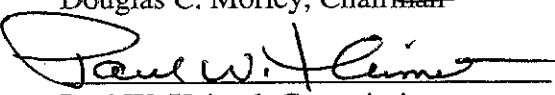
**WE FURTHER RESOLVE,** to utilize the comprehensive resources available through Stepping Up to:

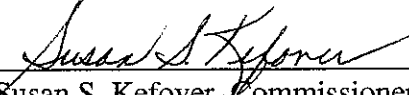
- Convene or draw on a diverse team of leaders and decision-makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision-making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimize contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

**DULY ADOPTED** at the regular meeting of Potter County this 16 day of FEBRUARY, 2017.

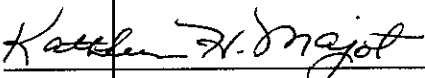
POTTER COUNTY COMMISSIONERS

  
Douglas C. Morley, Chairman

  
Paul W. Heimel, Commissioner

  
Susan S. Kefover, Commissioner

Attest:

  
Kathleen H. Majot, Chief Clerk