

**MINUTES**  
**ORGANIZATIONAL MEETING OF BOARD OF INSPECTORS**  
**FOR POTTER COUNTY JAIL (“Jail Board”)**  
**Aug. 6, 2021, 1 pm, Gunzburger Building**

**Call to Order** – Nancy Grupp, Chair, Board of Commissioners, welcomed attendees and issue the roll call: Judge Stephen Minor – present; Sheriff Glenn Drake – present; District Attorney Andy Watson – present; Commissioner Barry Hayman – present; Commissioner Paul Heimel – present; Commissioner Nancy Grupp – present; Potter County Treasurer – not in attendance.

**Nominations for position of Chair.** Motion made by Barry Hayman and second by Glenn Drake that Commissioner Heimel serve as chair. All in favor.

**Nominations for position of Vice Chair.** Motion made by Stephen Minor and second by Paul Heimel that Sheriff Drake serve as Vice Chair. All in favor.

**Nominations for position of Secretary.** Motion made by Barry Hayman and second by Stephen Minor that Commissioner Grupp serve as Secretary. All in favor.

Commissioner Grupp turned over the meeting to Board Chair Heimel.

Motion made and seconded directing the secretary to place a copy of the Resolution of the Potter County Commissioners creating the Board of Inspectors in the minutes. Motion made by Stephen Minor and second by Barry Hayman. All in favor.

Motion made by Barry Hayman and second by Nancy Grupp to confirm that the board shall have seven members, namely the office holders of president judge, district attorney, sheriff, treasurer; and the three county commissioners; and confirming the board position of the treasurer shall remain vacant until such time the current holder of such office or her successor agrees to accept a position as the current treasurer has, thus far, refused to accept a position on the board. All in favor.

Motion made by Nancy Grupp and second by Glenn Drake to conduct meetings in accordance with Roberts Rule of Order and that at least four board members are required for a quorum and that the vote of at least four board members shall be required for the board to take any action. All in favor.

Motion made by Barry Hayman and second by Paul Heimel to hold public business meetings of the Jail Board at noon on the first Friday of each month in the Gunzburger Building Conference Room. All in favor.

Motion made by Glenn Drake and second by Barry Hayman to appoint Angela Milford as warden of the Potter County Jail at an annual salary of \$58,365.98, subject to approval by the Potter County Salary Board. All in favor.

Motion made by Nancy Grupp and second by Barry Hayman to accept all current deputies, assistants or corrections officers (all employees) and to be bound by the existing collective bargaining agreement. All in favor.

Motion made by Nancy Grupp and second by Stephen Minor to appoint Commissioner Hayman to perform the role of a controller regarding the certification of expenses. All in favor.

Motion made by Nancy Grupp and second by Stephen Minor to establish the position of Chief Clerk of Potter County as administrator for Board of Inspectors (non-voting), subject to concurrence by the Board of Commissioners. All in favor

Motion made by Andy Watson and second by Barry Hayman to authorize the warden to approve payment for routine maintenance expenses with a cost of \$5,000 or less, and to require that expenses of more than \$5,000 be subject to approval by the Jail Board, with the lone exception of emergency expenses that might be incurred, which would be subject to retroactive approval by the Jail Board. All in favor

### **Report of Outgoing Warden Glenn Drake**

--COVID-19 coronavirus restrictions from the Pa. Dept. of Corrections are being followed to protect health and safety at the jail.

--Inmate count is 48 along with two who are service their time on weekends. Five are participating in work release and one is engaged in community service. Female inmates are being held in other counties with whom Potter contracts – McKean, Tioga, Clinton, Jefferson and Centre.

--Progress is being made in providing psychiatric services through a polycom connection.

--Corrections Officer staff consists of nine full-time and seven part-time officers.

--Sheriff Drake suggested that a body scanner be acquired to detect contraband that might be coming into the jail.

### **Report of Deputy Warden Angela Milford**

--Confirmed inmate count and agreed with Glenn's report/update

### **Other New Business**

--Commissioner Heimel advised that nurse Julia Alday from Cost Management Plus will attend a future Jail Board meeting to discuss that agency's services as well as answer any questions on the current proposed contract, including cost, with Telemental Health Services Agreement, who has changed names from the previous "InSight Medical Group".

### **Public Comment**

--Lillian Cowburn from FreePA and Roy Hunt shared opinions and observations

--Jon Martin, a Potter County resident, introduced himself to the group

**Executive Session**

--Commissioner Heimel called an executive session at the request of Vice Chair Drake to discuss potential litigation and personnel matters beginning at 1:55pm and ending at 2:10 pm

**Public Session Reconvenes at 2:12pm**

--Commissioner Heimel reported that there would be no action taken as a result of discussion during the executive session.

Motion for adjournment was made at 2:15pm by Barry Hayman and seconded by Glenn Drake. All in favor.

Next Meeting: September 3, 2021, at noon