

**Prison Board Meeting Minutes**  
**February 16, 2021 2:30 p.m.**  
**Virtual by GoToMeeting**

Board Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin

Staff Present: Pamela Matve, Chief Clerk, Kim Exley, Human Resource Administrator, and Kaylan Miller

Citizens Present: Josh Cotton (WTO)

Meeting called to order by Commissioner Benjamin Kafferlin at 2:30 p.m.

Commissioner Benjamin Kafferlin stated that District Attorney Robert Greene, Warden Jon Collins, and Sheriff Brian Zeybel have all been called into a meeting with the President Judge. Therefore, we will call a recess until 3:00 p.m.

Meeting was called to order at 3:12 p.m.

Board Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Dennis Munksgard, Treasurer, and District Attorney Robert Greene

Staff Present: Pamela Matve, Chief Clerk, Kim Exley, Human Resource Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, Sheriff Brian Zeybel, and Warden Jon Collins

Citizens Present: Josh Cotton (WTO)

**Announcements:** Commissioner Benjamin Kafferlin announced that the meeting is being recorded.

**Public Comments/Special Presentations** - None

**Executive Session** – None

**Approval of Minutes**

Dennis Munksgard, Treasurer commented that the minutes reflect Lonnie Heeter as Dr., he is only a NP, and asked that this correction be made.

Motion was made by District Attorney Robert Greene, seconded by Dennis Munksgard, Treasurer to approve the minutes from December 14, 2020 with the correction mentioned. Motion carried unanimously.

**Finance Report:** Commissioner Benjamin Kafferlin stated that in the future Warden Jon Collins will be presenting the monthly finance report.

Commissioner Tricia Durbin stated that as we move forward, many finance reports will have a new look.

Motion was made by Dennis Munksgard, Treasurer, seconded by Commissioner Tricia Durbin to approve the finance report as presented by email. Motion carried unanimously.

**Old Business** - None

**Sheriff/Warden's Report**

Commissioner Benjamin Kafferlin stated that this section in the future will be the Warden's Report. He then stated that if the Sheriff has anything to report he may do so at any time.

Warden Jon Collins emailed the stats for December 2020 and January 2021:

	Total Inmates Male	Total Inmates Female	Average Population	Work Release	Housed for other facilities	Housed by other facilities	Sentenced Inmates County	Sentenced Inmates State	Total Community Service Hours
December	85	13	98	0	4	2	35	12	3
January	73	14	87	0	4	2	34	16	42.75

Warden Jon Collins stated that they are down one full time staff due to quarantine.

Motion was made by District Attorney Robert Greene, seconded by Dennis Munksgard, Treasurer to approve the Warden report as presented. Motion carried unanimously.

**Capital Projects - None**

While there are no capital projects, there was a capital purchase made. Warden Jon Collins stated that a dryer has been purchased and will be delivered in March.

**New Business:**

**Announcements and/or Comments**

Commissioner Benjamin Kafferlin stated that the Prison Board meetings have been moved to quarterly.

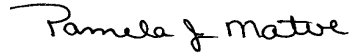
**Next Meeting Date:** June 15, 2021 at 2:30 p.m.

**Adjournment**

With nothing further motion was made by District Attorney Robert Greene, seconded by Dennis Munksgard, Treasurer to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 3:20 p.m.

Respectfully Submitted,



Pamela J. Matve  
Chief Clerk

