

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Friday, June 11, 2021**  
**Days Inn Penn State and Zoom**

**Chief POs in attendance in person or Zoom:** Kristi Fields-proxy (Adams), Frank Scherer (Allegheny), Regina Himes (Armstrong), Robert Williams (Berks), Amanda Moore (Blair), Christine Shenk (Bucks), Rick Parsons (Carbon), Ryan Smeltzer (Centre), Chris Murphy (Chester), Jayne Smail (Clarion), Jason Foltz (Clinton), Trevor Oates (Crawford), Chad Libby (Dauphin), Danielle Hibberd (Delaware), Jen Quagliani (Elk), Len Hahn-proxy (Erie), James Caccimelio (Fayette), Steven Barnett (Forest), Doug Wilburne (Franklin), Dan Miller (Fulton), Craig Wise (Greene), Len Hahn (Huntingdon), Jim Yarowski (Indiana), Paul Ruffner (Jefferson), Michelle Beaver (Juniata), Gene Eiden (Lackawanna), Mark Wilson (Lancaster), James Jendrysik (Lawrence), Audrey Rakow (Lebanon), Pamela Sheffer-proxy (Lehigh), Ed McCoy (Lycoming), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Mile Gordon (Montgomery), Marie Bartosh (Northampton), Tim Heitzman (Northumberland), Roger Miller (Perry), Jeff Angradi (Pike), CJ Begansky (Schuylkill), Dave Roman (Somerset), Krystle Kowalczyk (Sullivan/Wyoming), Dave Stager (Tioga), Carl McKee (Warren), Jim Chapman (Wayne), Sharon Bold (Westmoreland) and April Billet (York).

**Others in attendance (in person):** Chris Pawlowski (Chester), Andrew Cooper (Dauphin), Gretchen Anderson (Dauphin), Christy Woolf (Dauphin), Geoffrey Willett (Franklin), Colton Spade (Mifflin), Michelle Orris (Perry), Don Overmoyer (York), Holly Wise (York), Rhys Kershaw (York), Mike Stough (York), Kelly Ross (York), Michelle Hair (PPB), Margaret Thompson (PPB), Tom Dougherty (PPB), Todd Sacket (JNET), Ryan Meyers (PCS), Helene Placey (CCAPPOAP).  
*Note: there were associate members and other guests participating via Zoom.*

**Meeting called to order:** by President April Billet at 9:00 am

Secretary Len Hahn and Helene Placey took roll call of all county chiefs. It was determined a quorum had been established.

**President's Welcome:**

April Billet welcomed all those attending the meeting.

**OFFICER'S REPORTS**

**President**

April reported that she and Rick Parsons have been holding meeting monthly with PCCD (Mike Pennington, Executive Director and Sally Barry, Director). April stated that communication and collaboration has vastly improved, as both parties want the partnership to work. As a result great discussions are being held.

## **Vice President**

Rick Parson echoed April's sentiments about the recent meetings with PCCD. Rick discussed the progress of EBP implementation that was incurring through CAPPAC and its subcommittees.

Rick raised the question if the Chiefs felt that they were getting the information from the meetings with PCCD/CAPPAC relayed back to them in a timely manner. A short discussion was held on if more meetings were needed to get the information from these meetings to the Chiefs sooner instead of waiting until to the quarterly General Membership meetings. Most of the Chiefs in attendance felt that they were being kept up to date adequately. However, in the future regional Chief meetings may be needed and/or utilized like JCJC does.

Lastly, Rick informed the association that he doesn't plan to run for a second term as Vice-President when his first term expires. Therefore, if any Chief wishes and/or aspires to run for Vice President, and eventually President of the Association, he would step down now so that that individual could take over the rest of his term to succeed April as the next President.

## **Secretary**

Len Hahn reported that a draft of the minutes from the March 12, 2021 General Membership meeting were disseminated by Helene via email on 4/15/2021. A motion was made by Rick Parsons to approve the minutes. Pam Sheffer 2<sup>nd</sup> the motion. A vote was taken and the motion passed unanimously.

## **Treasurer**

Christine Shenk reviewed the 2nd quarter Treasurer's report for 2021 showing an ending balance of \$208,333.96 after all expenses were paid.

## **Executive Director:**

Helene Placey reported the following:

- Information on 2021 Membership dues as of 6/1/2021 was provided (deadline was 3/1/21); So far 60 Chiefs have paid their membership dues, while 5 have not (Bedford, Berks, Montour, Susquehanna and Venango) and there were 116 Associate memberships paid; 3<sup>rd</sup> notices will be sent.
- Information on 2021 County Assessments as of 6/1/2021 was provided (deadline was 3/1/21); So far 56 counties have paid their assessments, 3 counties have made a partial payment, and 7 counties (Bedford, Berks, Clearfield, Elk, Greene, Montour, and Venango) have not paid; 3<sup>rd</sup> notices will be sent.
- April encouraged counties to pay their assessments so the association can continue to be fully funded
- MI training updates- approximately 765 adult POs completed MI training; attempting to schedule and complete MI training by end of 2021 for all APOs; Booster sessions were held for all MI Trainers; counties can request training through Helene; Once departments are trained MI-20 license will be issued for each APO.

## **CAPPAC & SUBCOMMITTEE UPDATES**

**County Adult Probation & Parole Advisory Committee Update** – April Billet reported that the last quarter meeting was held on 5/20/21. A presentation on risk/needs assessments and racial bias was held on 5/24/21.

Helene indicated that she will get out to the Chiefs the dates and times of the remaining CAPPAC meetings so that they can attend if they are interested.

**Funding Subcommittee** – Chair Rick Parson, reported the CAPPAC Funding Subcommittee is tasked to determine how GIA funds, IP funds and JRI-2 funds should be distributed to counties under Act 114. Rick reported that the funding subcommittee was not only looking at data elements listed in Act 114 of 2019 to be considered for funding (ARD, probation, parole, specialty courts, pretrial, transfer of supervision, discharge rates, OGS/PRS, use of risk needs assessment and validity), but was also considering staff complements (# of APOs and job duties not related to direct supervision), and how JCJC does their GIA based on EBP implementation. Rick further stated that the funding subcommittee is also considering which data should not be used in determining funding county Adult Probation Departments. It was determined that county adult probation/parole departments were underfunded. Recommendations on a funding formula have been recommended to CAPPAC. And whatever funding formula that is approved needs to be rolled out slowly because some counties will be either be impacted positively (get more funding than previously before) or negatively (get less funding than previously before). The funding subcommittee made the recommendation to CAPPAC to keep the funding for FY 21-22 the same as the previous fiscal year. Lastly, the data that was submitted through the e-grants system for GIA needs cleaned up.

**Standards Subcommittee** – Vice-chair Todd Bergman reported that 81 standards were submitted to CAPPAC for approval. The standards subcommittee is now working on creating standards for EBP. EBP standards developed and/or created by the Chiefs Association will be presented to the subcommittee for approval. The subcommittee recommended to CAPPAC that the “monitoring sessions” cover half of the standards every two years.

**Training Subcommittee** - Chair Dan Heydt reported BTA curriculum was approved by CAPPAC chairs and moving through PCCD’s delegation of authority process. PCCD has contracts with facility for next two BTAs. BTAs have been scheduled for 7/26/21 - 8/6/21 and 9/13/21 - 9/24/21. PCCD will be sending out an email to set up a pre-registration process to determine wait list/priority. Another BTA for December 6-17, 2021 is pending approval. In 2022, BTAs will be held in March, June, September and December. The training subcommittee is now focusing on defensive tactics (establishing a curriculum, length, etc.).

**Firearms Subcommittee** – Michelle Beaver reported that the firearms subcommittee meetings have been short thus far as CAPPAC is still setting up policies and procedures for the subcommittee. Joe MacLaughlin has been given the authority to grant extensions for recertification without approval from the entire CAPPAC Firearm Subcommittee. The firearms subcommittee is developing new courses (Course #9).

## COMMITTEE REPORTS

### **EBP Committee**

Report from April Billet, Chair

- The EBP coordinator grant has been approved by PCCD and CCAP & the Chiefs Association contracted with The Carey Group.
- Priorities (development of bench card, EBP 101 presentation, videos for new officers, case planning and white paper) was established for the associations EBP Consultant, the Carey Group
- Stakeholder forums will be held virtually this fall
- Regional EBP planning workshops will be held this upcoming spring (2022) in person
- A BJA smart grant was submitted to set up research sites in three counties (York, Dauphin and Berks). These counties were chosen due to the violent incidents per residents, use of the ORAS (risk assessment) and that each county has rural, urban and suburban residents. Twenty counties would be chosen as learning sites to be implemented. If selected, the grant would be for three years (\$715,000)
- EBP training provided by the Carey Group (track A) has been released for Chiefs to have staff sign up; and the University of Cincinnati trainings (track B) will be released next week
- The strategic plan to implement EBP will be revisited, as some of the goal teams are not taking off as planned (partially due to lack of help); so Chiefs were contacted to see if they had Deputy Chiefs or Supervisors that could help the EBP committee; 52 individuals volunteered; flow chart will be developed to try and eliminate overlap
- New branding of the EBP implantation project has been determined: PPCJI (Pennsylvania Partnership for Criminal Justice Improvement)

Goal Team 1- Risk Assessments; Report from Chad Libby

- No report

Goal Team 2- Implementation Blueprint; Report from Bob Williams

- Bob indicated that he received new members to help. A meeting will be scheduled next week. Trainings are being scheduled and rolling out using grant money from PCCD, and he hopes that PCCD will continue funding the trainings

Goal Team 4- Dashboard; Report from Rick Parson

- JNET recidivism pilot project began with 6 counties; fixing data issues
- Developing cost benefit analysis of EBP

Goal Team 5- Victims; Report from Frank Scherer

- Just created/started
- Goals are to change officer's mindset from not involving victims to getting victims involved in the supervision of their offenders
- Reviewing victim rights laws; how to obtain PFAs; restitution; victim impact panels
- Frank is looking for volunteers to join his team; first meeting will be in July

## **Inter-County Affairs Committee**

Report from Pam Sheffer, Chair

- Reminder for Chiefs to contact her or Helene to update the status of their temporary transfer restrictions due to COVID; the temporary restrictions are posted at [www.ccappoap.com/member-information](http://www.ccappoap.com/member-information) and was last updated on 6/1/21.
- The committee is working on developing standard intercountry guidelines and policies in order to have consistency in transferring cases. A final draft is hoped to be done by the September meeting

## **Communications Committee**

Report from Doug Wilburne, Chair

- Upcoming meeting with PCCD to discuss Grant in Aid (GIA); defining data factors to be considered; defining active offender, developing verbiage for risk needs assessments.
- Coming soon will be a survey on salaries and personnel information.
- CCAPPOAP website is in the process of being moved to Go Daddy and the members only section will be password protected.

## **Policy & Legislative Committee**

Report from Todd Bergman, Chair

- The policy & legislative committee last met on 4/7/2021 and 5/8/2021.
- Began review of EBP standards; requested feedback from Mark Carey on the 9 EBP standards that were sent to him.
- Developed by-law amendments (PCCD staff will be invited to our meetings with no limit on staff) due to ACT 114 of 2019 for consideration; approved by Executive Committee.
- *Action item* - approval of By-Law amendments; Rick Parsons made the motion to approve the By-Law amendments, and the motion was passed.
- Bills introduced to watch in new legislation session (2021-2022):
  - SB 708- victims bill that includes 100 % supervision fee remain with counties

## **Training & Education Committee**

Report from Dan Heydt, Chair

- BTA curriculum developed by the committee has been submitted to CAPPAC and was approved; Next focus is Defensive tactics training to provide recommendations to CAPPAC Training Subcommittee
- Possible legislative discussion to make BTA mandatory; no confirmation if true
- Committee identified continuing education topics (survey results); (1) officer wellness, (2) preparation/communications, and (3) diversity/implicit bias
- Coordinating virtual sessions over lunch (approx. 60-90 minutes); announcement coming soon

## **Racial Diversity Committee**

Report from Renawn Harris, Chair

- Resource document (comprising of trainings, webinars, videos, books, reviews, web links and costs) was emailed to all members & posted on website.
- Document will continue to be updated to include upcoming trainings
- Next focus- diversity and employment issues (recruitment, promotions and sustainability).

## **STATE AGENCY UPDATES**

### **AOPC**

Report from Attorneys David Price and Geri St. Joseph

- Act 57 as applied to the judiciary; each agency has to decide if participating or not but President Judge makes the final decision to opt in or not
- Forms must be filed out if they have one of the ten (10) charges on their criminal record
- Employment personnel file must be maintained and shared
- If an employee (probation officer) leaves a reason must be given
- Hiring process must include criminal background check and credit history check
- Mike Gordon asked if the legislatures mandate BTA would AOPC get involved. Attorneys Price and St. Joseph indicated that it would be taken under advisement
- CPCMS situation is still the same, but legislature is getting pressure to restore funding; if funding is not restored AOPC will take steps to remedy the situation

### **DOC-Reentry**

No update

### **JNET**

Report from Todd Sackett

- JNET was working on three or four major projects during the COVID pandemic; stopped working on the CIP project but looking forward to starting up again
- User provisioning training to be offered; trainings will be offered virtually
- JNET Conference will be held virtually
- Recidivism Project (dashboard) analytics; JNET electronic reporting service used to get data
- A meta-analysis will be done on this data to clean it up
- Carl McKee asked if the data didn't match or was inaccurate how you go about fixing it. Todd indicated JNET is working on updating data through its vendors.

### **PCCD**

Report from Sally Barry

- PCCD's strategic plan framework was approved; PCCD's home page on its website lists the six goals of the plan
- Sally gave an update on the BTAs that were scheduled (virtual/in person); deadline of 6/15/21 was given for officers to be registered; she also provided the dates that BTA will be held; priority will be given to officers with the earliest start date; next week an email will be sent to the Chiefs letting them know what BTA their officers got into that was registered
- IP funding- approval was given to counties requesting funds that were not expended; voluntary reductions have been approved; Sixty-one (61) county IP applications were approved
- ACT 114 mandates a funding formula for Grant In Aid. For FY 20-21 GIA, stats, staff compilation and salaries was used as the funding formula; 65 counties applied and was approved for GIA in FY 20-21
- PCCD staff will review the stats obtained from GIA FY 20-21 and develop a report
- GIA for FY 21-22 has been already approved and the funding level from the previous fiscal year will remain the same for each county until a new funding formula is created and approved; FY 21-22 GIA funding announcement will be released from PCCD middle of July
- PCCD is working with the Chiefs Association Communication committee to clean up the verbiage for GIA data elements
- Bureau of Justice Statistics (BJS) requested data and/or stats from PCCD that was obtained in the GIA application process; No surveys this year for remaining quarterly data
- Senate Bill 708 was reintroduced maintaining the same language that 100% of supervision fees collected remain with the county
- 81 operating standards were approved; document will be made and provided to the Chiefs listing these 81 operating standards that will need to be implemented
- Monitoring of how standards are implemented is still being developed
- Firearms- continuing education courses have been posted; Joe MacGlaughlin can help with requalification; instructor course has not been scheduled yet; polices from FETC will not be changed however procedures are being developed to approve stuff
- Sally mentioned some grants that were recently announced: Drug Courts/Pretrial Services, EBP grant (smart, ORAS); check PCCDs funding announcements periodically for more grants to apply for
- Sally discussed the improved collaboration with the Chiefs Association
- Finally, Sally indicated that an ACT 114 101 Webinar will be offered soon to discuss PCCDs role

## **PA Commission on Sentencing**

### Report from Ryan Myers

- The PA Commission on Sentencing's Education & Outreach is available for trainings, videos and monthly updates; remotely or in person
- Trainings are posted on the PA Commission on Sentencing's website

- Ryan indicated that amendment 6 (resentencing guidelines) went into effect for offenses that occurred on or after 1/1/2020
- Provided info on the JRI-2 (Act 114 and 115 of 2019) Reporting and Certification of Compliance sent to all CCAPPOAP members previously
- 2020 SGS compliance not required
- 2021 SGS compliance certification will be done by the Sentencing Commission
- 2020 SGS guidelines were due to the Sentencing Commission by 5/31/2021
- General Compliance will be needed for IP Funding (submission of SGS guidelines for Restrictive Probation Cases)

### **DOC/PPB Interstate Compact**

Report from Margaret Thompson

- National Emergency rule was put in place to suspend time restrictions due to COVID; on 4/1/21 that emergency rule was set aside
- National Audit will be conducted on reasons why cases were transferred
- Warrants need to be fully extraditable
- Special probation cases that request a transfer through the Interstate Compact will need to be done by counties now when eligible for parole as PBPP will no longer do the interstate transfer requests; Chiefs were previously advised of this change
- There is a national email notification
- National Interstate Meeting was held virtually; at this meeting it was voted on that for retaking an offender a warrant must be in the system within 15 business days; definition of resident was defined and probable cause hearing procedures were established
- PA Interstate Compact can provide trainings to counties
- Please contact the PA Interstate Compact office via email with any questions, as staff is still working remotely

### **DOC/PPB Court Services**

Report from Tom Daugherty

- Supervision Fee reimbursement funds to be sent out soon
- PPBB wasn't accepting Restrictive Probation Cases but will now accept them as Special Probation Cases
- There was confusion on accepting Sex Offender cases due to not having in the sentencing order to abide by the PBPP sex offender conditions

### **OLD BUSINESS**

- New chief virtual forums: Helene sent out emails to the Chiefs that have been appointed to their position in the last five years to see if they would be interested in attending monthly virtual forms for "New Chiefs". Chris Murphy has been hosting these forums; approximately 15 Newer Chiefs have been attending and other Chiefs have attended the meetings to help Chris inform the Newer Chiefs on a variety of topics

## **NEW BUSINESS**

- Commonwealth V. Koger (As a result of the Koger decision, the court must ensure the defendant is made aware of the conditions at sentencing, either orally by the judge or in written form at the time of sentencing.); Best practices might be developed
- 2021 CCAPPOAP Conference will be held in person this year; planning is under way
- Recognized the retirements of Andy Hathorn (Elk County) in April and Paul Markiewicz (Erie) effective 6/11/2021
- Recognized the new Chief appointments of CJ Beganksy (Schuylkill), Andy Hathorn (Cameron), Jen Quagliani (Elk), Anthony Aners (Philadelphia), and Jen Rager (Erie).
- Chris Murphy indicated another order for CCAPOAP shirts will be sent out to members
- Mark your calendars for the 2021 quarterly meeting dates: September 29, 2021 (annual conference September 27-28); and December 3, 2021.

Rick Parsons made motion to adjourn the membership meeting; seconded by Chad Libby.  
Motion passed unanimously.

Respectfully submitted,  
Leonard R. Hahn  
Secretary