

County Chief Adult Probation and Parole Officers Association of PA
General Business Meeting
Wednesday, September 29, 2021
Days Inn Penn State and Zoom

Chief POs in attendance in person or Zoom: Gale Kendall (Adams), Frank Scherer (Allegheny), Regina Himes (Armstrong), Donald Neal (Beaver), Robert Williams (Berks), Justin Popovich (Bradford), Christine Shenk (Bucks), Andrew Hathorn (Cameron), Rick Parsons (Carbon), Ryan Smeltzer (Centre), Chris Murphy (Chester), Jayne Smail (Clarion) Jason Fultz (Clinton), Trevor Oates (Crawford), Darby Christlieb (Cumberland) Chad Libby (Dauphin), Danielle Hibberd (Delaware), Jen Quagliani (Elk), Jen Rager (Erie), Doug Wilburne (Franklin), Dan Miller (Fulton), Len Hahn (Huntingdon), Paul Ruffner (Jefferson), Michelle Beaver (Juniata), Gene Eiden (Lackawanna), Mark Wilson (Lancaster), Audrey Fortna (Lebanon), Mark Surovy (Lehigh), Ann Marie Braskey (Luzerne), Nick Wolfkiel (Mifflin), Mike Gordon (Montgomery), James Miller (Montour), Tim Heitzman (Northumberland), Roger Miller (Perry), Anthony Aner (Philadelphia), Jeff Angradi (Pike), CJ Begansky (Schuylkill), Bo Trawitz (Snyder), Dave Roman (Somerset), Troy Freeman (Tioga), Scott Kerstetter (Union), Mike Walters (Warren), Jon Ridge (Washington), Jim Chapman (Wayne), and April Billet (York)

Others in attendance in person: Colin Johnson (Adams), Renawn Harris (Allegheny), Brian Harting (Berks), Brendan Harker (Berks), John Scolastico (Berks), Amanda Jackson (Butler), Amy Petricca (Butler), Steve Fingado (Cameron), William Mann (Chester), Chris Pawlowski (Chester), Gretchen Anderson (Dauphin), Randy Mumma (Dauphin), Tabby Spangler (Dauphin), Tina Trostle (Dauphin), Christine Katch (Delaware), William Decker (Elk), Craig Christensen (Erie), Dave Eckert (Franklin), Ellen Eckert (Franklin), Geoffrey Willett (Franklin), Kevin Zook (Franklin), Tracy Gordon (Jefferson), Abby Krepps (Juniata), Joey Gianacopoulos (Lackawanna), Meghan Osborne (Lackawanna), Pam Sheffer (Lehigh), Colton Spade (Mifflin), Todd Bergman (Montgomery), Megan Morrison (Montgomery), Brian Updegrove (Northumberland), Michelle Orris (Perry), Saira Olson (Tioga), Karen Lebar (Washington), Lisa Salak (Wayne), Susan Claytor (York), Jamie Forry (York), Katherine Gruver (York), Rhys Kershaw (York), Donald Overmoyer (York), Amy Pace (York), Kelly Ross (York), Melissa Turner (York), Laura Westover (York), Holly Wise (York)

Helene Placey (CCAPPOAP), Dennis Hoerner (DOC), Robert Reed (Office of Attorney General), Sally Barry (PCCD), Jackie Weaknecht (PCCD)

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 in attendance. 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 meeting monthly with The Carey Group about implementing Evidence Based Practices.

Vice President

Rick Parson informed the association that he doesn't want to run for President after his term expires. Therefore, if any Chief wishes and/or aspires to be the President of the Association, he or she should inform Darby Christlieb their intentions to run for Vice President now so that they can be put on the ballot for the upcoming elections. Upon becoming Vice President they can then become President of the Association. He indicated that the Vice President position requires being able to devote significant time to attend meetings in order to help the association implement EBP. Rick will continue his service on the other committees.

Secretary

Len Hahn reported that a draft of the minutes from the June 11, 2021 General Membership meeting were disseminated by Helene via email on 7/22/2021. A motion was made by Rick Parsons to approve the minutes. Mark Wilson 2nd the motion. A vote was taken and the motion passed unanimously.

Treasurer

Christine Shenk reviewed the 3rd quarter Treasurer's report for 2021 showing an ending balance of \$220,309.76 after all expenses were paid.

Executive Director:

Helene Placey reported the following:

- Helene indicated that the two (2) consultants (The Carey Group and University of Cincinnati) hired by the Association to provide EBP trainings ends in March. Check the training calendar for the schedule of courses.
- Helene indicated that those signed up for the EBP trainings should never share the link with other staff; each staff needs to be registered individually since the association is billed for the trainings. If staff signed up for an EBP training can't make it do to an emergency, the trainer needs to be advised immediately
- So far there has been over 60 classes and 800 participants in the EBP virtual trainings
- MI Updates- The MI training has been ongoing; Scheduling is ongoing and counties can still request MI training at this time; However, there is a waiting list for in-person training
- There will be a conference recap at the December membership meeting, so please fill out the feedback/evaluation forms and turn them in; Helene personally thanked all those that helped with the conference
- Since the Days Inn is being sold a RFP to all State College Hotels is going out for the 2022 meetings and conference; Location, price and size (100 to 120 guest rooms) will need to

be taken into consideration; A discussion may have to be held about moving the conference location if a hotel can't be obtained in State College.

COMMITTEE REPORTS

EBP Committee

Report from April Billet, Chair

- On 7/16/21 the Chiefs EBP Committee met to “refresh” the strategic plan; reorganized/consolidated the goal teams; there are now 4 workgroups
- Will establish regional EBP quarterly meetings
- Ongoing work with the Carey Group
- Developed the Pennsylvania Partnership for Justice Improvement (PPCJI) brand; released premier video
- Racial bias & risk assessment video will be disseminated soon
- Stakeholder forums will be held virtually this upcoming January (2022)
- Regional EBP planning workshops will be held this upcoming spring (2022) in person

Work Group #1- Risk Assessments; Report form Chad Libby

- Chad reported that their next meeting is going to be held on 10/18/21
- Specialized Assessment profiles will be developed to present to the association

Work Group #2- Implementation; April Billet

- April reported that 1st meeting will be held in a couple of weeks
- Refreshed the strategic plan
- Will be breaking into smaller subgroups
- Ongoing trainings held; Bench cards and videos will be disseminated
- Three (3) videos on EBP will be posted on the Chief's website
- We have heard concerns from counties feeling overwhelmed so maybe slow the trainings down
- Regional Adult Chiefs meetings to be held

Work Group #3- Data & Dashboard; Report from Rick Parson

- Recently restructured and obtained new members; JNET and DOC participates in the meetings
- Developing cost benefit analysis of EBP implementation
- Working on developing other dashboards
- Discussions are being held on how to capture the data needed for the dashboards and what do we want to know as Chiefs
- Work group is working on correcting the mapping issues with the Recidivism Dashboard

Work Group #4- Victims; Report from Frank Scherer

- Just created/started; next meeting 10/4/21
- Frank is looking for volunteers to join his work group
- Setting up a training on Trauma-Informed Care
- Frank is looking for volunteers to join his team; first meeting will be in July

Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Revised inter-county transfer policy
- Draft was reviewed by Executive Committee and additional feedback was given
- Pam will share proposed revisions with Chiefs
- Tentative adoption of the revised inter-county policy is to be decided at the upcoming December membership meeting

Communications Committee

Report from Doug Wilburne, Chair

- Had recent meetings with PCCD to discuss Grant in Aid (GIA); defining data factors to be considered
- A survey on salaries and personnel information was conducted; Results will be disseminated to the Chiefs
- Working to finalize new logo for Chiefs Association

Policy & Legislative Committee

Report from Todd Bergman, Chair

- Draft of EBP standards was provided to the Executive Committee for review and feedback; Executive Committee recommended approval of the EBP standards
- A motion was made by Chad Libby to change EBP Standard #13 to indicate that a case plan was to be devised within 60 days of completion of the risk assessment.
- Action item was taken. Motion of changing EBP Standard #13 was carried
- The association supported the EBP Standards created by the Policy & Legislative Committee so Todd will present them to the CAPPAC Standards Subcommittee.
- Chiefs Association provided testimony on Probation Reform at the Senate Judiciary Committee meeting held on September 20
- Likely new Senate Bill will be introduced very soon on Probation Reform

Training & Education Committee

Report from Chris Pawlowski, Vice Chair

- Just completed a BTA class; signups for the next BTA was sent out to the Chiefs
- Looking for more trainers
- Legislature may try to mandate BTA
- Looking at defensive tactics curriculums to provide recommendations to the CAPPAC Training Subcommittee

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; If chiefs could please give feedback to Renawn on the resource documents, it would be appreciated
- Document will continue to be updated to include upcoming trainings
- Began working on issues related to retention of officers, diversity and employment issues (recruitment, promotions and sustainability)
- The committee will meet in December

Nominations Committee

Report from Darby Christlieb, Chair

- Officer terms for President, Vice President, Treasurer and Secretary expire on 12/31/21, Darby will send out an email to the Chiefs for nominations
- Current At large member vacancy (3 year term)
- Elections will occur at the December membership meeting (12/3/21)

Presentation- Heal Initiative

Report from Robert Reed, Executive Deputy AG for Special Initiatives

- The criminal justice action team (CJAT) which is a subcommittee on Probation, Parole and Reentry is attempting to make PA a trauma informed state through their H.E.A.L. PA initiative
- Trauma is public health issue and not just a CJ issue
- Trying to bring a legal and health approach to treating trauma
- Main reason is that most of the individuals in the CJ system have been exposed to trauma and have a mental health diagnosis that needs treated

CAPPAC & SUBCOMMITTEE UPDATES

Funding Subcommittee – Chair Rick Parson, reported the CAPPAC Funding Subcommittee is creating a formula 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, caseloads, 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 will be 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). According to Rick the initial funding formula looks good. There are rumors of limited JRI funds.

Standards Subcommittee – Vice-chair Scott Kerstetter reported that EBP standards were submitted to CAPPAC for review and approval. The next meeting for the standards subcommittee will be held on 10/25/21. Topics of discussion for that meeting are wide open and any chief can contact him to add agenda items.

Training Subcommittee – Vice Chair Chris Pawlowski reported that Prof. Daniel Howard has joined the subcommittee. The CAPPAC training subcommittee has been focused on developing a defensive tactics/control tactics curriculum for new officers. This is independent of the BTA for those counties who don't currently hold in-house training.

Firearms Subcommittee – Chad Libby and Michelle Beaver indicated there was nothing new to report.

STATE AGENCY UPDATES

AOPC

No update

DOC-Reentry

No update

JNET

Report from Todd Sackett (via Zoom)

- Traffic Stop Ap is now available; CH user must put in reason why using the stop ap; don't indicate as a traffic stop
- JNET is correcting the data that it is receiving; specifically from AOPC Court messaging (sentencing info)
- User provisioning training to be offered; LMS courses will be offered virtually in Oct, Nov
- JNET Conference will be held virtually
- Dashboard is stagnant right now
- CIP project started again; electronic reporting systems and paging will allow POs to get alerts when their offenders have Police contact
- ER web service- counties need to get data to JNET about recidivism
- Lastly, Todd reported that JNET is looking for success stories with using their services

PCCD

Report from Jackie Weaknecht, Deputy Director

- Jackie indicated that the CAPPAC Subcommittee reports were well done
- Jackie gave an update on the BTAs that were scheduled (virtual/in person); she indicated that the BTAs recently held were successful; The upcoming BTA scheduled for December and March are full; there is a waiting list of eighteen for the June BTA class (2022)

- PCCD determined that adult probation departments are underfunded; it was also determined that training provided to adult probation departments was also underfunded
- The 81 adopted standards by CAPPAC will be sent out to the Chiefs shortly by PCCD
- Jackie reminded Chiefs that Firearm con Ed training and requalification scores need submitted soon; CFI course was approved
- GIA application for FY 21-22 was sent out on Monday (9/27/21) and is due on 11/16/21; again quarterly reports will need to be submitted with certain data elements
- Jackie mentioned current open funding application- Jail Medical Assistance Treatment and the upcoming JAG to be released in January; she encouraged Chiefs to periodically check PCCD's website for upcoming grant and/or funding opportunities

PA Commission on Sentencing

Report from Ryan Meyers (via Zoom)

- Ryan indicated that the SGS has been amended to include the 3 year mandatory probation supervision period for all sex offenders convicted of a serious sex crime who are released from prison (HB 446)
- Ryan reported that the Sentencing Commission now has a YouTube Channel
- 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)
- PA Sentencing Commission website has been revised and updated
- Reports are available on their website

PPB - Court Services

Report from Tom Daugherty (via Zoom)

- Supervision funds have been paid out to counties

PPB- Interstate Services

Report from Michelle Hair (via Zoom)

- Michelle indicated that Margret Thompson was unable to give the report today since she was attending the ICAOS 2021 Business Meeting to vote on the proposed rule

amendments; attached to the general membership meeting minutes is a copy of those rule change proposals (see attachment)

- Warrants need to be fully extraditable and issued timely
- ICOTS has been enhanced to be able to enter warrants; special status for sex offenders and cases that are victim sensitive
- 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
- National Interstate Meeting was held virtually; at this meeting it was voted on that for retaking an offender a warrant must be in the NCIC system within 15 business days; definition of resident was defined and probable cause hearing procedures were established
- If counties need training of any sort whether it be reporting instructions, transfer requests or rules, please contact Interstate. We have permission to hold very small group of training for counties to come into the office for training

OLD BUSINESS

- Team Westmoreland County won the Escape Room challenge (activity at the CCAPPOAP 2021 Conference)

NEW BUSINESS

- Frank Scherer reported the American Probation & Parole Association is currently offering a special membership campaign - two for the price of one. The offer is only good October through December 2021. If you are interested or have any questions about benefits of joining APPA, please contact Frank Scherer (Allegheny Chief), the PA delegate to APPA.
- Pretrial Services Association is having their annual conference this year virtually on 10/19/21
- Chief Paul Ruffner (Jefferson) announced that he is retiring the end of December.
- Recognized the new chief appointments of Michael Walters (Warren) in August, Troy Freeman (Tioga) in August, and Eric Leydig (Westmoreland) effective in November.

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

Respectfully submitted,
Leonard R. Hahn
Secretary