

County Chief Adult Probation and Parole Officers Association of PA
General Business Meeting
Wednesday, March 12, 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), Donald Neill (Beaver), Robert Williams (Berks), Justin Popovich (Bradford), Christine Shenk (Bucks), Mark Ledford (Cambria), Rick Parsons (Carbon), Ryan Smeltzer (Centre), Chris Murphy (Chester), Jayne Smail (Clarion), Jason Fultz (Clinton), Donald Coleman (Columbia), Trevor Oates (Crawford), Darby Christlieb (Cumberland), Chad Libby (Dauphin), Danielle Hibberd (Delaware), Andrew Hathorn (Elk), Paul Markiewicz (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), Mark Surovy (Lehigh), Nick Wolfkiel (Mifflin), Mile Gordon (Montgomery), Tim Heitzman (Northumberland), Roger Miller (Perry), Jeff Angradi (Pike), Neil Stefanisko (Schuylkill), Bo Trawitz (Snyder), Dave Roman (Somerset), Scott Kerstetter (Union), Carl McKee (Warren), Len Hahn-Proxy (Wayne), Sharon Bold (Westmoreland) and April Billet-Barclay (York)

Others in attendance by Zoom: Helene Placey (CCAPPOAP). *Note: there were associate members and other guests participating via Zoom.*

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

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

President's Welcome:

April Billet-Barclay welcomed all those attending the meeting.

OFFICER'S REPORTS

President

April reported that since the Carey Group has been contracted as our EBP consultant, statewide EBP implementation is on warp speed. April is asking Chiefs to get involved and help the EBP Committee in implementation. Any Chief interested in helping out is to contact April or Helene.

April stated that the County Adult Probation & Parole Advisory Committee last met on 2/18/21 and indicated that each CAPPAC subcommittee chair and/or vice chair will be giving updates.

CAPPAC SUBCOMMITTEE UPDATES

Funding Subcommittee – Chair Rick Parson, reported the CAPPAC Funding Subcommittee has met five times so far and that there has been good and productive dialogue. The funding subcommittee is creating a formula to determine how GIA funds should be distributed to counties under Act 114. Rick stated that Adult Grant in Aid was

established in 1965 and not really updated since then. 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 indicated that he does not yet know when the funding subcommittee's draft recommendations will be approved.

Rick mentioned that the GIA application is to be coming out soon and it will be through PCCD's EGRANTS system. This most likely will require project and fiscal reports to be submitted quarterly. It was discovered during the meeting that the GIA funding announcement had already been sent out by PCCD on 3/8/2021 and the grant application was to be submitted to PCCD by 4/5/2021. The application process for GIA was changed and each county was to include 2020 stats that are not the same as the stats the PBPP used to collect at the end of each year. Most Chiefs attending this general membership meeting were unsure if the deadline could be met or the stats needed could even be obtained.

Finally, Rick reported that the Supervision Fee Funds are still under the control of the PBPP at this time.

Standards Subcommittee – Vice-chair Scott Kerstetter reported that 81 standards were submitted to CAPPAC for approval. The standards subcommittee is now working on creating standards for EBP. At their next meeting on 3/21/21, the Carey Group will be attending this meeting to help devise EBP standards. Explanations will be reviewed on purpose of these EBP standards and why they were chosen and/or created.

Training Subcommittee -Chair Dan Heydt reported the training subcommittee is meeting on a regular basis. A BTA curriculum was presented to CAPPAC and is pending approval. The training subcommittee has now turned their attention to continuing education training.

Firearms Subcommittee –Chad Libby reported that the firearms subcommittee will be having its first meeting on 3/25/21.

Vice President

Rick Parson had nothing to report.

Secretary

Len Hahn reported that a draft of the minutes from the December 4th General Membership meeting were disseminated by Helene via email on 12/30/2020. A motion was made by Rick

Parsons to approve the minutes. Christine Shenk 2nd the motion. A vote was taken and the motion passed unanimously.

Treasurer

Christine Shenk reviewed the first quarter Treasurer's report for 2021 showing an ending balance of \$209,711.35. She noted the balance of funds is larger than normal since meeting expenses have been nominal for the past year due to meetings being conducted virtually. Also, there were no additional conference expenses since the 2020 conference was cancelled.

JNET Recidivism Dashboard Demo

Todd Sackett and Amelia Marsh from JNET's Public Safety Delivery Center gave a demo on their Recidivism Analytics Dashboard. A pilot version of the Recidivism Dashboard will be forthcoming soon and JNET plans on rolling it out into production in May of 2021. The JNET Recidivism Analytics Dashboard provides county probation and parole recidivism statistics in accordance with the County Chief Adult Probation and Parole Officers Association of Pennsylvania's definition of recidivism. Information utilized is extracted from JNET Electronic Reporting Probation and Parole Webservice and subject to information provided by each individual participating county.

April inquired if it was possible for JNET to let each county know if they are not reporting properly. Amelia responded by saying that her agency is going to develop a dashboard that shows each counties recidivism results to help provide feedback and assistance on fixing errors. However, it's important for accurate data entry from the start.

Executive Director:

Helene Placey reported the following:

- Discussions w/MPOETC & AOPC regarding Act 57 of 2020 was held; database will be in place by July (hiring and separation); Act 57 surveys were sent out to Chiefs about hiring practices; any further questions of Act 57 should be had with your President Judge
- Info on 2021 Membership dues was provided (deadline was 3/1/21); So far 49 Chiefs have paid their membership dues, while 17 have not and there were 102 Associate memberships paid
- Info on 2021 County Assessments was provided (deadline was 3/1/21); So far 47 counties have paid their assessments, 3 counties have made a partial payment, and 16 counties have not paid.
- April encouraged counties to pay their assessments so the association can continue to be fully funded
- Provided the names of the Chiefs that have reached the following milestones either last year or this year for having been a Chief for 5, 10, 15 and 35 years.

COMMITTEE REPORTS

EBP Committee

Report from April Billet-Barclay, Chair

- Chiefs EBP Committee continues to meet monthly
- Statewide EBP Leadership Team meets quarterly
- Priorities (development of bench card, EBP 101 presentation, and white paper) was established for the associations EBP Consultant, the Carey Group
- Chiefs were surveyed regarding Stakeholder forums; the EBP committee is targeting this summer/fall to hold these stakeholders forums
- April will be sending out to all of the Chiefs the results of the survey that was conducted on stakeholders forums
- Regional EBP planning workshops are to be held later in 2021 (or early 2022)
- The EBP committee is looking for champions of EBP in your counties. If you know of someone that might be interested and you have their permission to provide their contact info to the committee please do so. A list is going to be created to utilize their expertise

Goal Team 1- Risk Assessments; Report from Chad Libby

- Goal Team 1 last met in late 2020. Chad will be setting up another meeting soon. The team is still working on creating specialized assessments for MH, D&A, Domestic Violence and Sex Offender cases. Chad asked for some Chiefs or other members of the association to join his team as they need help.

Goal Team 2- Implementation Blueprint; Bob Williams

- Bob indicated that the Carey Group is working at warp speed in implementing. He *is also asking for* Chiefs interested in volunteer to join Goal Team #2. Bob want his team to start meeting monthly. Bob also reported that the Carey Group is putting out a training catalogue in April. Virtual EBP training will start in May.

Goal Team 4- Dashboard; Report from Rick Parson

- Since JNET gave a demo on the Recidivism dashboard, Rick had nothing else to report.

Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Pam reported that her committee has updated the temporary transfer restriction info due to COVID on CCAPPAOP's website (www.ccappoap.com/members-information/) as of 2/25/21.
- Chiefs are to continue contacting Helene with updates regarding temporary transfer restrictions.
- The committee is working on developing standard intercountry guidelines and policies in order to have consistency in transferring cases (3rd draft).

Communications Committee

Report from Doug Wilburne, Chair

- Doug was working with the website host company, Network Solutions, to resolve the password protected “Members Only” section since it wasn’t working properly. However, Network Solutions wasn’t offering solutions to fix not being able to log in the “Members Only” section with a secure password.
- Since the web host company hasn’t resolved the issue, it was recommended to go to another website provider. The Executive Committee decided to contract with GO Daddy to host the association’s website and ultimately fix the protection issue of the “Members Only” section.
- There has been discussion in expanding the members’ only tab with resources for members to review legislation (pending and enacted), and appellate court decisions by topic.
- Doug indicated that there will be continual updates to the association’s website and reminded Chiefs to access the “Members Only” with the separate link (www.ccappoap.com/member-informaion/) until the switch

Policy & Legislative Committee

Report from Todd Bergman, Chair

- The policy & legislative committee last met on 1/26/2021.
- Draft recommendations of standards was shared with CAPPAC Standards Subcommittee and is now pending review by CAPPAC.
- The committee will be reviewing by-laws next for amendments. This will be done in early 2021.
- Bills introduced and watching:
 - HB 204, SB 107- small amount of marijuana; misdemeanor to summary
 - HB 248, SB 254- end incarceration for those unable to pay fines and costs
 - HB 693- cap fines at \$300 for probation w/out verdict

Training & Education Committee

Report from Dan Heydt, Chair

- BTA curriculum developed by the committee has been submitted to the CAPPAC; awaiting on status of approval
- Dan’s committee is working with CAPPAC to plan four BTAs in 2021
- Working on establishing a location to have the BTAs (most likely in State College)
- Identifying instructors to teach the various courses
- The committee is tentatively going to meet in March to discuss continuing education courses and review survey results; Reminder responses to the continuing education surveys sent out to the Chiefs is due on 3/15/21

Racial Diversity Committee

Report from Renawn Harris, Chair

- Resource document (comprising of trainings, webinars, videos, books, reviews, web links and costs) was reviewed by the Executive Committee.
- The Resource Document will be shared with members as soon as its finalized
- The Resource Document will be continually updated to include new/upcoming trainings
- The committee will start looking at diversity and employment issues (recruitment, promotions and sustainability).

STATE AGENCY UPDATES

The state agency that submitted written updates in lieu of a live update will be sent with the meeting minutes.

See Addendum for: AOPC, DOC-Reentry, PCCD, Parole Board Interstate Services updates.

PA Commission on Sentencing

Report from Ryan Myers

- The PA Commission on Sentencing's Education & Outreach is available for trainings, videos and monthly updates
- Provided a power point presentation on the JRI-2 (Act 114 and 115 of 2019) Reporting and Certification of Compliance (sent to all CCAPPOAP members)

OLD BUSINESS

None

NEW 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.
- Recognized the retirements of Bob Daugherty (Venango County) and Darlene Miller (Philadelphia)
- Recognized the new Chief appointment of Gene Eiden (Lackawanna County)
- Mark your calendars for the 2021 quarterly meeting dates: June 11, 2021; 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