

County Chief Adult Probation and Parole Officers Association of Pennsylvania

General Membership Meeting

October 1, 2008

Welcome and Introductions:

Michael Potteiger called the meeting to order at 9:05. Rich Mertz was presented a plaque for his years of service with the Association and wished well in his retirement.

Agency Updates:

AOPC: No Report**CCAP:**

Brinda Penyak handed out an analysis of the House Bills 4, 5, 6 and 7 which are now "Acts 81, 82, 83 and 84. There was consensus that because these Acts have several effective dates and will include many new ways of doing business, there should be training on these new acts, keep an eye out for this training. Brinda also discussed the Prison Overcrowding Task Force Report and a new initiative dealing with mentally ill inmates. She ended with an update on the Data Quality Project.

JNET:

Conway gave a brief summary of how to access JNET information. If a chief has any questions on JNET issues contact Eric Webb or Jim Miller.

PCCD: No report**Sentencing Commission:**

Carrie Peters reported that there will be some minor revisions to the 6th edition of the guidelines and there will be some changes due to the new Acts.

PBPP:

William McDevitt handed out the following report: Bill discussed the new proposed standards and the importance for each class county providing input to the Board.

Gary Holland reported on how the budget cuts may effect training.

Margaret Thompson reported on ICOTS with 14 counties going live on the 6th of October.

Linda Laub updated the Chief's on the "Right to Know Law" and said she will provide to Conway a link for more information.



TO: Chief Adult Probation Officers/Directors

FROM: William J. McDevitt, Jr., Director /s/ William J. McDevitt, Jr.
Bureau of Probation Services

DATE: October 1, 2008

RE: PBPP Bureau of Probation Services Report to the County Chief Adult Probation and Parole Officers' Association of Pennsylvania

DIVISION OF GRANTS AND STANDARDS

Thomas J. Dougherty, Director
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- **Graduate Level Course Tuition Reimbursement**
PBPP Point of Contact: Thomas J. Dougherty, Director, Division of Grants & Standards

- **FY2007-08 Grant-In-Aid Appropriation:**
\$19,279,000 = Total State Appropriation for Grant-In-Aid
\$19,107,000 = G-I-A Award - The FY2007-08 funding percentage was 41.9%
($\$19,107,000 / \$45,579,316 = 41.9\%$)
\$ 102,000 = Operational/Training
\$ 70,000 = Graduate Level Course Tuition Reimbursement

\$15,910,484 = FY2007-08 Supervision Funds remittances
\$35,017,484 = Total PBPP disbursement

The FY2007-08 funding percentage for the 1,014 eligible funded positions was 76.8%.

- **FY2008-09 Grant-In-Aid Appropriation:**
\$ = Total State Appropriation for Grant-In-Aid
\$ = G-I-A Award - The FY2008-09 funding percentage is %
($\$ \text{ G-I-A Award} / \$46,926,152 = \text{funding \%}$)
\$ 78,000 = Operational/Training
\$ 50,000 = Graduate Level Course Tuition Reimbursement

\$15,698,000 = Projected Supervision Funds Augmentation

G-I-A payments will be disbursed on or about November 1, 2008 and March 1, 2009.

Supervision Funds will be disbursed in 4 payments per quarterly receipts:
1st (05/08 - 07/08); 2nd (08/08 - 10/08); 3rd (11/08 - 01/09); 4th (02/09 - 04/09).

Firearms Commission:

Todd Burns reported that Chiefs should be reminded of the mandates of the continuing education requirements for officers and also to try to keep the officer profiles up to date.

OFFICER REPORTS:

Presidents Report:

Mike thanked Rich Mertz again for his mentoring and looked forward to take the Association into the future. Several new chiefs or county representatives introduced themselves and were welcomed by Mike to the Association. Mike and Conway testified at a Senate Judiciary Committee Public Hearing in Philadelphia. Conway will send their testimony to all Chiefs in an email. Mike stated that there are a few vacancies within the Association and members wishing to serve on the Executive Board of the Association should let him know in the very near future so that vacancies can be filled.

Vice Presidents Report: Vacant

Secretary's Report:

Dave Stager reported that the minutes of the last General Membership meeting should be available on the Chief's Website. The minutes of that meeting will be included with these minutes and sent to all Chiefs through email. We will then approve both minutes at the next membership meeting. Dave thanked Rob Repard and Conway for preparing the June 20, 2008 General membership meeting minutes in his absence.

Treasurer's Report:

Jayne Smail gave the following report:



**Income
(as of September, 2008)**

Income	Year-to-Date	Budget	Balance
Assessments	\$59,235.00	\$58,000.00	\$1,235.00
Kroll Contribution	7,937.75	12,000.00	4,062.25
Medtox Contribution	306.25	0	306.25
Membership Dues	4,450.00	4,100.00	350.00
Miscellaneous	429.60	0	429.60
Conference/Vendor	23,620.00	25,000.00	1,380.00
Interest Income	309.58	300.00	9.58
Total	\$96,288.18	\$99,400.00	\$3,111.82

Income (as of September, 2008)

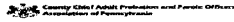
Income	Year-to-Date	Budget	Balance
Assessments	\$59,235.00	\$58,000.00	\$1,235.00
Kroll Contribution	7,937.75	12,000.00	4,062.25
Medtox Contribution	306.25	0	306.25
Membership Dues	4,450.00	4,100.00	350.00
Miscellaneous	429.60	0	429.60
Conference/Vendor	23,620.00	25,000.00	1,380.00
Interest Income	309.58	300.00	9.58
Total	\$96,288.18	\$99,400.00	\$3,111.82 10

Expenses (as of September, 2008)

Expenses	Year-to-Date	Budget	Balance
Cell Phone	\$1,029.96	1,200.00	\$170.04
Liability Insurance	105.00	355.00	250.00
Conference	201.06	25,000.00	24,798.94
Meeting Expenses	1,628.78	3,000.00	1,371.22
Miscellaneous	882.84	1,000.00	117.16
National Conference	4,549.73	3,000.00	1,549.73
Office Supplies	280.41	1,200.00	919.59
Postage	83.00	200.00	117.00
Accounting	750.00	1,500.00	750.00
Legal Fees	3,000.50	7,500.00	4,499.50
Web Site	1,151.10	1,500.00	348.90
Travel	0	500.00	500.00
Salary (Ex. Dir)	37,499.94	50,000.00	12,500.06
Total	\$51,162.32	\$96,955.00	\$44,792.68 11

Northwest Business Insurance Money Fund	\$40,296.44
Northwest Checking	37,756.14
Total cash	\$78,054.58

09 Proposed
Budget:

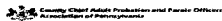


2008 Budget Proposal

Income	Proposal	Expenses	Proposal
Assessments	\$58,000.00	Cell Phone	\$1,200.00
Kroll Contribution	12,000.00	Liability Insurance	355.00
Membership Dues	4,100.00	Meeting Expense	3,000.00
Conference	25,000.00	Conference	25,000.00
Interest	300.00	Miscellaneous	1,000.00
		National Conferences	3,000.00
		Office Supplies	1,200.00
		Postage	200.00
		Accounting	1,500.00
		Legal Fees	7,500.00
		Travel	500.00
		Web Site	1,500.00
		Salary (Ex. Dir.)	50,000.00
Total	\$99,400.00	Total	95,955.00

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Executive Director's Report:



Executive Director Activities

- Attended CCAP Data Quality Project Steering Committee meetings.
- Participated in bi-weekly Data Quality Project conference calls.
- Participated in CCAP Criminal Justice Steering Committee conference call.
- Attended Advisory Committee on Probation meetings.
- Attended PAPPC Executive Committee meetings.
- Attended Firearm Education and Training Commission meetings, including Policy Committee meetings.
- Met with Bill McDevitt and staff to discuss the Revised 4th Edition of the County Adult Probation and Parole Field Service Standards.
- Attended JNET County Integration meeting.
- Met with Toftrees Sales Manager to finalize conference details.
- Attended the 33rd Annual Training Institute of the American Probation and parole Association (APPA) in Las Vegas, NV.
- Attended the National Association of Probation Executives meeting.
- Presented, with Michael Potteiger, testimony on "Funding of County Adult Probation and Parole Departments" at a Senate Judiciary Committee Public Hearing in Philadelphia.

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Committee Reports:

Firearms Committee:

Larry Straitiff gave his last report as a member of the Firearms Commission having been the Commissions Chair since its inception. The Association thanked Larry for his many years of service on this very important Commission. Larry repeated what Todd Burns reported to remind staff of the certification requirements.

Training: No report

Legislation:

Carl McKee reported that he is trying to get up to speed on the new "Acts" and very likely will schedule a training on these new acts in the future.

Inter County:

Gary Cenna reported that eight counties in his area met on September 25th to discuss inter county transfer issues. Their next meeting will be in Montgomery County and anyone wishing to attend are welcome. Counties are requested to use the inter county transfer forms and any county that has not sent in their data sheet please do so.

Program: Vacant

Information Technology:

Bob McCullough reported that DSI is trying to come up with the funds to convert the case management system to a web version but efforts have not been satisfactory to date. Counties will just have to decide if they want to renew the maintenance agreements as we have in the past. It appears that no new contract will be done until movement on the funding issue is resolved.

Unfinished Business:

Mike said he wants to form a Committee on salary disparity between PO's and Supervisors. Anyone wishing to be on this committee let Mike know.

A motion was made by Bob McCullough and seconded by Carl McKee to adjourn the meeting. The motion passed unanimously. Respectfully submitted : Dave Stager