

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Friday, December 2, 2022**  
**Hyatt Place, State College and Zoom**

**Chief POs in attendance in person:** April Billet-proxy (Adams), Regina Himes (Armstrong), Brendan Harker-proxy (Berks), Amanda Moore (Blair), Cody Young- proxy (Centre), Chris Pawlowski (Chester), Mike Blum (Clarion), Jason Fultz (Clinton), Trevor Oates (Crawford), Darby Christlieb (Cumberland), Chad Libby (Dauphin), Chris Kessler (Erie), Doug Wilburne (Franklin), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Mark Wilson (Lancaster), Mark Surovy (Lehigh), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), Tim Heitzman (Northumberland), Roger Miller (Perry), Jeff Angradi (Pike), Michelle Beaver-proxy (Snyder), and April Billet (York)

**Chief POs in attendance via Zoom:** Ian Thomson (Beaver), Christine Shenk (Bucks), Matthew Kimmel (Carbon), James Caccimelio (Fayette), Dan Miller (Fulton), Craig Wise (Greene), Gene Eiden (Lackawanna), James Jendrysik (Lawrence), Audrey Fortna (Lebanon), Marie Bartosh (Northampton), Anthony Aner (Philadelphia), CJ Begansky (Schuylkill), Dave Roman (Somerset), Scott Kerstetter (Union), Mike Walters (Warren), Jim Chapman (Wayne), Eric Leydig (Westmoreland)

**Others in attendance in person:** Renawn Harris (Allegheny), Ashley Lynn (Allegheny), Alan Pelton (Allegheny), Brendan Harker (Berks), Kristine Shaffer (Clarion), Gretchen Anderson (Dauphin), Christy Woolf (Dauphin), Jennifer Nissley (Lancaster), Pam Sheffer (Lehigh), Todd Bergman (Montgomery), Steph Landes (Montgomery), Megan Morrison (Montgomery), Renee Ficzkko (Montgomery), Brian Updegrove (Northumberland), Michelle Orris (Perry), Don Overmoyer (York)

Helene Placey (CCAPPOAP), Tom Backenstoe (PA Sentencing Commission), Nevin Warner (APOC), Frank Scherer (PCCD CJAB rep)

**Others in attendance via Zoom:** Joe Berke (Carbon), Steven Fingado (Cameron), Geoffrey Willet (Franklin), Dave Eckert (Franklin), Jim Decker (Indiana), Amanda Yurky (Indiana), Megan Osborne (Lackawanna), Matt Haines (Lancaster), Chris Frye (Lebanon), Paul Singley (Northampton), Saira Olson (Tioga)

Matt Reed (DOC-Interstate Services), Michelle Hair (DOC -Interstate Services), Amelia Marsh (JNET), Kathy Clarke (PCCD), Tom Dougherty (DOC- Court Services), Rick Parsons (Carey Group)

*Note: There were other individuals on zoom that were not able to be identified.*

**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 relayed that after the 11/3/22 CAPPAC meeting she had Helene forward an email to all of the Chiefs letting them know of the status of Grant in Aid (GIA). At that CAPPAC meeting DOC informed CAPPAC members that the JRI-2 savings that was to be used to supplement the newly implemented GIA formula was not there. As a result, PCCD is sticking with the GIA old formula and will be sending out the GIA applications (now called Continuing County Adult Probation & Parole Grant) through their E-grants system soon. Since PCCD had to revert back to the old funding formula, this resulted in GIA applications to be delayed. According to DOC, they project there will be \$2.5 million in JRI-2 funds available next year, but only \$1.85 million of that can be used for county adult probation & parole if the savings are actually there. (Note: the legislation requires the first \$250,000 goes to Crime Victim's Compensation and \$400,000 goes to the Sentencing Commission). April asked the Chiefs and any stakeholders to attend the next public meeting of CAPPAC and speak out about the lack of funding.

### **Vice President**

No report (position vacant)

### **Secretary**

Len Hahn reported that a draft of the minutes from the September 14, 2022 General Membership meeting were disseminated by Helene via email. A motion was made by the secretary to approve the minutes. Mark Wilson seconded the motion. A vote was taken and the motion passed unanimously. Helene reminded the Chiefs that all of the general business meeting minutes are posted on the Chiefs Association website for review under the members only section.

### **Treasurer**

Christine Shenk reviewed the 4<sup>th</sup> quarter Treasurer's report for 2022 showing an ending balance of \$164,757.64 after all expenses (Helene's 3<sup>rd</sup> quarter salary & expenses, East/West EBP Workshops, Conference expenses, MINT scholarship) were paid and revenue from conference was deposited. However, Helene's 4<sup>th</sup> quarter salary and expenses still needed to be paid and deducted. These expenses will be deducted in the 1<sup>st</sup> quarter of next year.

Christine mentioned that she and Helene will prepare a 2023 budget to be proposed to the executive committee. Once the 2023 proposed budget is approved by the executive committee, it will then be emailed to all of the Chiefs to vote on for approval before the end of the year.

## **Executive Director Report:**

Helene Placey reported the following:

- EBP Virtual Trainings updates; grant funds almost depleted
- Final training is a virtual 8-week Implementation Leadership Academy; class is full
- 2023 membership dues & annual assessment invoices will be emailed out by the end of December (no increases)
- Reminder to provide feedback on Hyatt Place accommodations today
- 2023 General Membership Meeting locations, times and dates to be finalized; once finalized Helene will notify the Chiefs by email and details will be posted on the Chiefs website under 'upcoming events'

## **COMMITTEE REPORTS**

### **Nominations Committee**

Report from Darby Christlieb, Chair

- Election for Vice President (term ends 12/31/23), nominee Doug Wilburne, Franklin County
- Election for At Large Member (term ends 12/31/24); nominees Tim Heitzman, Northumberland County and Dan Heydt, Berks County
- Darby asked if there any nominations from the floor for both the Vice President and At Large Member; none were given
- Voting was for Chiefs (full members) only or their proxy
- Chiefs were able to vote in person and by Zoom (text or email Darby); Chiefs were to cast votes for both Vice President and for the At Large Member
- Darby would tabulate the results and let the Chiefs know the results later in the meeting
- April Billet encouraged Chiefs to run for office. She indicated that it is a great experience but it is hard work

### **Chiefs EBP Committee**

Report from April Billet, Chair

- Two Regional Planning Workshops were recently held (Harrisburg & Cranberry); 280 attendees from 42 different counties attended
- Association paid \$21,000 for food & beverages for the regional planning workshops (had approved up to \$25,000)
- 15 counties applied for planning grant (13 were awarded; and the other 2 are being further reviewed to resolve outstanding issues before approval)
- Stakeholder resources posted on chiefs' website (various EBP briefs, EBP Spotlight, Voices from the Field, etc.); Copies of all were placed in the back of the room for Chiefs to take to distribute to stakeholders
- April wanted to remind the Chiefs to check their email for the monthly emails being sent out on behalf of PPCJI; The emails are coming from the Carey Group under the email address of [communications@thecareygroup.com](mailto:communications@thecareygroup.com); the 1<sup>st</sup> one was sent in November; may have to check your SPAM folder and have county IT fix so it doesn't go into SPAM and ensure receiving them
- On 12/14/22 the next monthly email from PPCJI will be sent; It will contain a Communication Toolkit that was developed by Rick Parson of the Carey Group and Chris Pawlowski; the

Communication Toolkit will give suggestions and/or tips on how to talk about EBP to stakeholders

- As part of the communication plan on behalf of PPCJI, Helene will be collecting a list of emails from each county to include your deputies, supervisors, upper management and any stakeholders who would benefit from receiving a monthly email message focusing on a different theme which include links to resources and highlights activities of PPCJI and the association
- April indicated the committee is coming up with new goals for the EBP Strategic Plan since the previous goals have been completed

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

- Specialized assessments guide has been completed and available; will be getting out electronically and in hard copies; this guide will be beneficial as a resource
- It's a sixty-six (66) page document that covers CBI assessments, Trauma assessments, Static-99 R and other specialized assessments
- It will also include a checklist for best practices for RR (relative risk or risk ratio)
- Chad informed the Chiefs that very little training is needed to do the assessments

#### Work Group #2- Implementation; Report from April Billet

- Draft of a statewide case plan, guide and policy to be distributed; it will be sent out after this meeting; statewide uniformity is the goal
- At the March general membership meeting there will be a presentation on the new case planning
- In May a webinar for case planning implantation will be held
- The list of EBP Trainers is going to be updated; trainers to be used statewide
- Goal is still to have Regional Adult Chief Meetings like JCJC has

#### Work Group #3- Infrastructure, Data & Dashboard; Report from Chris Pawlowski

- Performance Measurement Document is done; PCCD was hoping to use JRI-2 funds for performance measures
- Chris encouraged Chiefs to use the Communication Toolkit

#### Work Group #4- Victims; Report from Ashley Lynn

- Four documents were given to the Executive Committee for review and approval- Trauma informed training curriculum, victims' rights (one page brief), and sample victim related policy and template; these were approved and are available on the Chief's website (posted under EBP Stakeholder Resources)
- Victim Rights guide was created for probation departments
- Working on PO's responsibilities document
- If any Chief has a victim policy and is willing to share, please send it to Ashley or Helene
- Putting together contact info for local victim services
- Any ideas or feedback for the victims workgroup please let Ashley know
- Looking for members to join the work group

## **Communications Committee**

Report from Doug Wilburne, Chair

- Looking for ideas on data or survey projects (smaller disciplines); contact Doug if there are any surveys needed
- Upcoming survey projects- Fees on EM/HA equipment (GPS, Alcohol Sensory, Remote Breath); Paid trainers; Gagnon Process; and EBP initiatives (supervision levels and case load sizes)

## **Inter-County Affairs Committee**

Report from Pam Sheffer, Chair

- Committee met recently
- Reviewed the transfer guidelines; no changes were recommended
- Posted the intercounty transfer guidelines on the Chiefs website
- Updating the intercounty transfer contact person info for each county
- Chiefs can post special instructions or needed documents specific to their county on the chiefs website pertaining to transfer cases
- Pam reminded the Chiefs that many probation departments are having staff shortages so please be patient on transfer cases being accepted
- County rules project is ongoing

## **Policy & Legislative Committee**

Report from Todd Bergman, Chair

- No updates regarding operating standards
- Helene will send out by email a list of enacted legislation during the 2021-2022 session that impacts county adult probation
- CPCMS Bulletin was sent on 9/9/22 indicating that Act 77 of 2022 (change to have 100% of SF remain with the county) was determined based on offense date and not the date of the passage of the legislation
- Helene made numerous contacts to get this revised since the Association believes it should be based on the date of the passing of the legislation that Courts are to get 100% of all monies paid towards their supervision fee
- On 11/30/22 Helene received an email from AOPC indicating that it was their interpretation that the distribution of supervision fees under Act 77 was not to be retroactive but instead based on the offense date. Therefore, the Dept. of Revenue (DOR) will continue to distribute Supervision Fees like it did pre-Act 77 for offenders that were sentenced prior to the passing of Act 77
- PA Department of Revenue agrees with AOPC
- Since the association has exhausted all resources to argue their position, Helene recommends discussing with your PJ, commissioners, county solicitor, and they may want to contact AOPC if they disagree with the AOPC interpretation of the legislation

## **Training & Education Committee**

Report from Chris Pawlowski, Chair

- Several virtual “lunch & learn” sessions were held during the fall
- Coordinating and setting up trainings for 2023 (SGS, Interstate Compact, Victim issues)
- Looking for free or low-cost trainers; Chiefs please reach out to Chris if you have any trainers to spare

## **Racial Diversity Committee**

Report from Renawn Harris, Chair

- Expanded committee membership
- Formed 3 new workgroups (Resources, Job Fairs and Mission Statements)
- Resource workgroup is continuing to add resources and updates to the resource document on the chief’s website
- Job Fairs workgroup is working on strategies to increase minority hiring (recruitment), promoting and retaining once hired
- Missions Statement workgroup is working on developing mission statements and policies that emphasize diversity and inclusion

## **Nominations Committee**

Report from Darby Christlieb, Chair

- Doug Wilburne (Franklin Co.) was elected Vice President of the association
- Dan Heydt (Berks Co.) was elected to the at Large Member position on the Executive Committee

## **CAPPAC & CAPPAC SUBCOMMITTEE UPDATES**

April informed the Chiefs that Helene sent out the dates and times for the CAPPAC meetings. She encouraged the Chiefs to let their Judges know the importance of attending these meetings so that they can speak up/out during the public portions of the meeting. Chris Pawlowski indicated that he’s not sure that those on CAPPAC know what probation & parole departments do. We as an association should use the public portion of these CAPPAC meetings to express our concerns and get our position on parole & probation matters heard.

**Funding Subcommittee** – April Billet, vice chair reported that the funding subcommittee hasn’t met since the last general membership meeting was held. But the next priority of the funding subcommittee is devising an IP Funding formula. The funding subcommittee reviewed history of how CIP, drug & alcohol and restrictive probation funding is spent. Data elements were gathered in the review process. All of this info will be used in creating the IP Funding formula. Rick Parson of the Carey Group and Chris Pawloski chairman of workgroup # 3 of the EBP Committee are assisting in analyzing the IP data to assist in developing the funding formula.

**Standards Subcommittee** – Chairman Scott Kerstetter indicated that their next meeting will be on January 23, 2023. Right now just making sure that the existing standards are not unrealistic.

**Firearms Subcommittee** – Member Tim Heitzman had nothing to report other than get your Con Ed trainings submitted and that the Con Ed contractors have been obtained for next year.

**Training Subcommittee** – Vice Chair Chris Pawlowski reported that the training subcommittee last met in August. Curriculum developer is being obtained by PCCD. A contract has been drawn up and submitted to the State Comptroller. The contracted curriculum developer will develop a statewide Defensive Tactics training course. DT training is needed since not having any for a while which created a backlog. Chris indicated that he personally knows that a few counties in the southeast portion of the state are in need of DT training and recertification. Unfortunately, PCCD had to cancel DT training in the western portion of the state due to lack of attendees. Chris reported that due to the backlog for BTA, PCCD is increasing the class size from 28 to 56 students per BTA but only for the virtual week. All 58 students will take the online portion together. They will then be split into two groups of 28 for the in-person portion to be held back-to-back weeks.

## **STATE AGENCY UPDATES**

### **AOPC**

No update

### **DOC - Court Services**

No update

### **DOC-Field Services**

No update

### **DOC-Reentry**

No update

### **DOC - Interstate Services**

Report from Matt Reed, Deputy Director

Matt informed the Chiefs that he had been appointed acting director since Margret Thomson's retirement. He indicated that PA Interstate Services passed its recent national audit. PA sent out over 4000 interstate transfer requests to other states. 93% of those transfer requests were accepted by the other states. 88% discretionary transfer requests were accepted by the other states. PA had a case closer rate of 89% and responded to 91% of their violation reports which was passing for the audit. Compliance and/or passing has to be above 80%. ICOTS has integrated four (4) key categories (Demographics, Photo, Received cases withdrawn and Offender Retaking) for the audit. PA was in compliance and/or passed all of these requirements.

Matt indicated that the National Interstate Compact office wants states to put in ICOTS correct addresses, phone numbers, a proper home plan when transferring supervision. When an offender is to be retaken due to violations a fully extraditable warrant needs to be entered into NCIC. PA failed the audit for “junk offenders”, which are transfer requests that are entered into the ICOTS system but never finished or deleted per the compact rules. PA is now in good standing on “junk offenders” as Interstate Services cleaned them up and deleted those transfer requests out of the system. PA Interstate Services is conducting an internal audit and will be making recommendations based on the results of that audit.

## **JNET**

Report from Amelia Marsh

- RMS Vendors are going to be able to input data for Specialty Courts
- When you change RMS vendors you need to get them hooked up to JNET
- PennDot search for drivers and vehicles is going live
- Next phase will be a person search which will provide all info under one search
- New software for Training, testing and Recertification will be developed and going live
- If Chiefs need JNET training for their staff, they can email Amelia and Todd to get it set up
- ACT 158 mandates overdose mapping and tracking the use of Narcan by Law Enforcement
- Recidivism Project will be updated for access roles and getting live feed from AOPC for data
- JNET Conference will be held on June 15<sup>th</sup> and 16<sup>th</sup>, 2023
- Chris Pawlowski will follow up with Jnet to assure all RMS vendors are engaged in the discussions with JNET on the data integration project with CIPP and PAJCIS.

## **PACM**

No update

## **PCCD**

Report from Kathy Clarke

- Kathy wanted to advise the chiefs of some staffing changes at PCCD. Dan Hoover is now the training coordinator; Theresa Wilcox was hired to be a CJAB Specialist for the western region and Fran Scherer was hired to be a CJAB Specialist for the Central Region.
- Due to the backlog for BTA, PCCD will be doubling up the amount of participants
- So far 190 officers have participated in BTA since PCCD took over running them
- Next BTA is scheduled for 12/4-12/16/2022; pooling is in process for the next BTA
- PCCD intends on running 6 BTAs in 2023
- Curriculum Developer/Vendor for training was submitted to the State Comptroller; once contract is signed PCCD will execute the contract
- PCCD is working on setting up a case management training system
- Federally there was 258 million state crisis intervention funds released; PA was awarded 8 million dollars in reducing gun violence
- Current funding being offered- \$250,000 for Racial Ethnic Disparity (RED)

- ORAS being validated
- Due to no additional funds from JRI-2 savings, PCCD will not be able to use the new funding formula and instead will provide grant-in-aid that was previously offered in prior years for FY 22-23; GIA funding announcement will be coming out soon
- IP Programming Data was submitted so a funding formula for Restrictive Probation Funding is being created
- The 2023 CJAB Conference will be held on 3/21-22/23 at the Penn Stater Hotel; Registration will be coming out soon

## **PA Commission on Sentencing**

Report from Tom Backenstoe

- Formal approval of 8<sup>th</sup> edition of the guidelines to occur in December; will be adopted in 2024
- SGS is being overhauled to include the 8<sup>th</sup> edition of the sentencing guidelines
- At the next policy meeting the 8<sup>th</sup> edition sentencing guideline matrix will be discussed
- Tom reminded the Chiefs that the Sentencing Commission will be certifying compliance of SGS submissions in 2022; must be at 85% compliance in order to get certified
- Not being certified by the Sentencing Commission will affect IP funding
- Final SGS guidelines for 2022 will need to be submitted by the end of January 2023 for verification
- 2021 sentencing data will be released; if any questions please contact PCS
- The next public meeting will discuss the 8<sup>th</sup> edition sentencing guidelines; It will be available via Zoom or YouTube
- Right now there is no way for the Sentencing Commission to check compliance for the resentencing guideline recommendations; but it's coming
- Tom wanted the Chiefs to know that the officers attending BTA were engaged and he believes quality officers

## **OLD BUSINESS**

- Recap of Annual Conference
- Revenue vs. Expenses (revenue generated from conference- \$57,830 and the cost was \$63,385; so a loss of \$5,555)
- Revenue vs. Expenses from prior years was discussed; as previously discussed the 2022 conference was more expense than previous years due to the location (Penn Stater Hotel)
- Sessions/Speaker evaluations was presented-all scored average to good
- Conference Activities were rated (vendor reception, dinner banquet, Axemann Brewery, Golf, Tour of Beaver Stadium, and Tour of Arboretum); Most were rated as Excellent or Good.
- The Penn State Hotel & Conference Center was rated (breakfast, lunches and overall); lunches and overall rating were mostly good to excellent while the breakfast was mostly rated as good to average

- For the 2023 Conference the executive committee met to discuss all feedback from the attendees of the most recent conference. Consensus from the meeting was that the conference: (1) remain in State College; (2) must have adequate lodging and meeting space room; (3) keep registration fees the same. Decision was made to have the 2023 Conference at the Penn State Hotel and Conference Center again.

### **NEW BUSINESS**

- Recognized the new chief appointments
  - Chris Kessler, Erie County (September)
  - Mike Blum, Clarion County (October)
- 2023 Quarterly membership meetings dates and locations to be determined
- American Society of Criminology 2023 Annual Meeting is being held in Philadelphia in November 15-18<sup>th</sup>; if interested check their website
- Executive pay raise was discussed; April spoke of how well of job Helene does and how critical she is to the association; works more hours than she gets paid; always goes above and beyond; Mark Wilson echoed April's comments; Christine Shenk informed the Chiefs that the pay increase being recommended by the executive committee is not only deserving but would only be a \$2,900 increase; Chris Pawlowski made the motion to increase the Helene's salary by 5%; Len Hahn 2<sup>nd</sup> the motion; a vote was taken and the motion passed unanimously
- April reminded the association that all of the officers terms are up then end of 2023 so consider running

Meeting adjourned

Respectfully submitted,  
Leonard R. Hahn  
Secretary