

County Chief Adult Probation and Parole Officers Association of PA
General Business Meeting
Friday, June 17, 2022
Wyndam Garden Hotel, Boalsburg and Zoom

Chief POs in attendance in person: Gale Kendall (Adams), Frank Scherer (Allegheny), Regina Himes (Armstrong), Dan Heydt (Berks), Andrew Hathorn (Cameron), Ryan Smeltzer (Centre), Chris Murphy (Chester), Jayne Smail (Clarion), Trevor Oates (Crawford), Darby Christlieb (Cumberland), Jen Rager (Erie), Doug Wilburne (Franklin), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Mark Wilson (Lancaster), Mark Surovy (Lehigh), Ann Marie Braskey (Luzerne), Edward McCoy (Lycoming), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), Tim Heitzman (Northumberland), Roger Miller (Perry), Anthony Aner (Philadelphia), Jeff Angradi (Pike), Dave Roman (Somerset), Scott Kerstetter (Union), and April Billet (York)

Chief POs in attendance via Zoom: Ian Thomson (Beaver), Justin Popovich (Bradford), Christine Shenk (Bucks), Douglas Ritson (Butler), Mathew Kimmel (Carbon), Danielle Hibberd (Delaware), Jen Quagliani (Elk), Dan Miller (Fulton), Jim Yarowski (Indiana), Gene Eiden (Lackawanna), James Jendrysik (Lawrence), Audrey Fortna (Lebanon), Paul Singley-proxy (Northampton), Julie Bullard (Venango), Mike Walters (Warren), Eric Leydig (Westmoreland)

Others in attendance in person

Nicholas Volo (Berks), Steve Fingado (Cameron), Chris Pawlowski (Chester), Sandra Larson (Chester), William Mann (Chester), Rick Marinari (Chester), William Decker (Elk), Nick Monocello (Erie), Geoffrey Willett (Franklin), Amber Snedeker (Huntingdon), Adam Oakes (Jefferson), Abby Krepps (Juniata), Brett Cole (Lancaster), Jennifer Nissley (Lancaster), Pam Sheffer (Lehigh), Erick Fortin (Lycoming), Colton Spade (Mifflin), Todd Bergman (Montgomery), Megan Morrison (Montgomery), Steph Landes (Montgomery), Michelle Orris (Perry), Carol Mullen (Somerset)

Helene Placey (CCAPPOAP), Tom Backenstoe (PA Sentencing Commission)

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 informed the Chiefs she had nothing to report at this time.

Vice President

Frank Scherer informed the Chiefs that he had nothing to report at this time.

Secretary

Len Hahn reported that a draft of the minutes from the March 11, 2022 General Membership meeting were disseminated by Helene via email. A motion was made by Mark Wilson to approve the minutes. Doug Wilburne 2nd 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 association's website for review.

Treasurer

Christine Shenk reviewed the 2nd quarter Treasurer's report for 2022 showing an ending balance of \$227,965.71 after all expenses were paid. However, Helene's 2nd quarter salary and expenses still needed to be paid. These expenses will be reported in the 3rd quarter.

Executive Director:

Helene Placey reported the following:

- The status of Memberships and Assessments for 2022; so far 64 Full Chief memberships have been paid (98%), leaving 1 unpaid; 63 counties have paid in full their assessments (95%), 3 counties have yet to pay. This is the highest collection rate for memberships and assessments. The assessments pay for most of the association's expenses.
- EBP Virtual Trainings updates; So far 64 EBP Training sessions have been held with 1200 plus registrants taking part in those trainings; grant was extended beyond 3/31 so new classes will be posted soon as vendors can get instructors set up; Chiefs to contact Helene if you have specific courses needed
- Reminder to use the Group Code for rooms booked for the General Membership Meeting as the association gets charged for unused rooms
- Discussed needing to properly notify cancellation of trainings and meetings when unable to attend after previously signing up; please notify of unable to attend even if it's the day of the training or meeting; also, please remember to RVSP that you plan on attending a General Membership meeting so that Helene can give the hotel an accurate total head count
- Reminder to complete the feedback forms for the meeting location. This feedback will be used by the Executive Committee to decide which location to use in 2023 for our quarterly General Membership meetings.
- 2022 Conference Announcement/Registration info was posted on website and sent to all members.

CAPPAC & SUBCOMMITTEE UPDATES

- April was recently reappointed to serve a 4-year term on CAPPAC.
- April reported that the Continuing Adult Probation & Parole Grant new funding formula was approved at the June 8th PCCD meeting (formerly GIA)

- April indicated that there will be a tweak in the application process and that PCCD will be releasing the announcement and guidelines soon

Funding Subcommittee – April Billet, vice chair reported two new members were added to the funding subcommittee, Jason Foltz (Clinton) and Doug Ritson (Butler). 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.

Standards Subcommittee – Chairman Scott Kerstetter indicated there was no update to report.

Firearms Subcommittee –Co-Chair Michelle Beaver reported that a Certified Firearms Instructor (CFI) course will be held in July and hopefully a second one will be offered by the end of the year. PCCD is developing a firearms training management system to replace the existing one currently being used.

Training Subcommittee –Chair Dan Heydt reported that the training subcommittee is finalizing the job task analysis that Dr. Howard started. Will be finding out what duties probation officers do most frequently on a daily basis and which of those is important. The job task analysis will be given to a selected vendor to develop curriculums. PCCD is looking at outsourcing training. BTA curriculum to be developed. DT recommended and turned over to PCCD. PCCD is waiting on selected vendor to develop formal DT training curriculum. PCCD will determine timeframes of DT trainings. Finally, working on language relating to training in operating standards.

COMMITTEE REPORTS

Chiefs EBP Committee

Report from April Billet, Chair

- April reported that there are currently two vacant positions on the EBP committee. She asked that if any Chief is interested on being on the committee, please email Helene to let her know of their interest
- PPCJI EBP Expansion grant (Smart Probation) approved in May; grant will be used to implement graduated responses, case planning and continuing quality assurance of EBP treatment
- 3 demonstration sites & 20 learning sties (w/TA funds)
- Regional planning workshops scheduled; Helene encouraged all counties to attend day one to work on their implementation plan of EBP
- Eastern region: September 29-30 in Harrisburg
- Western region: October 13-14 in Cranberry
- Gather county teams (stakeholders) and submit registrations/applications by June 30
- Day 2 will discuss the learning sites diversity needed for the learning sites so that there is a wide range of levels of implementing
- \$14,000 mini grants will be given to the counties that are approved for learning sites; framework of how the grant can be spend to implement EBP will be provided; after the training the completed grant application for the mini grant will need to be submitted
- Speakers will be covering different topics of implementation

- A data collection plan will be discussed
- Rick Parsons of the Carey Group indicated that this is a great opportunity for counties to obtain support in implementing EBP and was looking forward to working with all of the Chiefs
- The workshop agenda will be very packed and there is a tight timeline for breaks and lunch. Since federal grant funds cannot be used to provide refreshment breaks or a lunch, it was suggested the chiefs association use their funds to pay for any food or beverages.
- A motion to was made by Len Hahn for approval from the association to use no more than \$25,000 of funds to provide food & beverage at the regional EBP planning workshops. April Billet 2nd the motion. A vote was taken; there were no negative votes; the motion passed.
- Applications to be a mentor site were sent out; those counties that apply to be a mentor county will mentor those counties not as advanced in implementing EBP (share polices, provide training in MI, ORAS, and Case Planning)

Work Group #1- Risk Assessments; Report from April Billet (in Chad Libby's absence)

- Ongoing work on creating specialized assessments guide

Work Group #2- Implementation; Report from April Billet

- Working on new EBP Briefs and videos to be distributed
- Creating companion discussion guides
- Creating a fidelity assessment tool

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

- Goals- Ability to report key data and outcomes; define data elements and definitions that every county should be collecting to measure EBP implementation; work with JNET and PCCD to insure we are collecting required data; create automated system for collecting the data; and ability for Chiefs to measure performance of staff
- Objectives- Gain more funding; ability to identify trends, measure impact and show what it is that we do; acquire stable and adequate funding, but to do so we must have good data to back up our need; strengthen confidence and funding for EBP's; use data gathered to demonstrate the need for increased funding from County Commissioners and grant justification; and measure effectiveness of programming
- Four phase process
- Phase #1-(staffing & caseload) Rollout, communication and funding; these stats are already collected for PCCD (JNET and case managements systems willing to help)
- Proposed using JRI-2 monies for case management systems
- Phase #2- Focus groups will be needed (email will be sent out)
- Phase #3- Roll out, then monitor progress and make adjustments
- Phase #4- Breakdown of staffing, caseloads, lengths of sentence, staff interventions, performance while under supervision, recidivism and quality assurance

Work Group #4- Victims; Report from Ashlee Lynn

- Draft documents were given to the Executive Committee for review- Trauma informed training curriculum, victims' rights (one page brief), and sample victim related policy and template

- Next tasks- PFA standardization for notifications to probation agencies and expanded outline on EBP related work and victims' brief

Communications Committee

Report from Doug Wilburne, Chair

- Want to complete a survey on pay scale for in house instructors
- Looking for data or survey projects, contact Doug if any surveys they want conducted

Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Had a meeting recently
- Transfer Guidelines went out and will be updated yearly; posted on the Chief's association website
- Guidelines for transferring of low-risk offenders is in alignment with EBP but if there is a need for supervision then it is recommended contacting the receiving county and explain reasoning
- Will next be starting on their County Rules project next; this will require gathering counties rules and conditions so a database can be created

Policy & Legislative Committee

Report from Todd Bergman, Chair

- Committee met on May 3rd
- Discussed 2021 accomplishments & 2022 goals
- Looking for volunteers to serve on committee (contact Todd or Helene)
- No movement on probation reform (SB 913)
- Package of juvenile justice reform bills introduced in May (SB 1226, 1228, 1233, 1240 and 1241)
- New Clean Slate bill introduced (HB 1926)
- Other priorities: election related, gun violence and budget
- Legislators are contacting Helene to get the associations position on various bills

Training & Education Committee

Report from Chris Pawlowski, Chair

- DT recommendations went to Training & Education committee in December
- Forwarded to the CAPPAC training subcommittee; on hold at PCCD
- PCCD is in the process of looking for a curriculum developing company to develop a DT curriculum
- DT Survey was sent out to all of the Chiefs- responses are due 6/16/22

- Survey will determine each counties need for initial DT training and recertification; Chief Frank Scherer inquired if the DT trainers could travel to the counties to provide training
- In the meantime, PCCD is exploring hiring an entity to run DT trainings. Looking into Penn State's Justice & Safety Institute or Temple
- The conference planning workgroup is working on the 2022 conference; agenda topics and speakers identified, invited and pending; some logistical changes (no corn hole at the hotel, no hospitality suite due to Penn Stater staffing issues); check chiefs' website for up-to-date info (upcoming events page); group trying to come up with solutions to keep the social aspects of prior conferences; looking into other options

Racial Diversity Committee

Report from Frank Scherer (on behalf of Renawn Harris, Chair)

- Problem with committee members not responding to tasks or showing up for meetings; as a result, looking for volunteers to serve on the committee who are and eager and passionate (contact Renawn & Kathy Subbio)
- Working on reprioritizing goals: short and long term
- Currently working on recruitment, promotions and retention
- Developing resource document for job/career fairs statewide

Nominations Committee

Report from Darby Christlieb, Chair

- Current at Large Member position on Executive Committee needs filled (vacated by Rick Parsons); seeking nomination to replace through Dec 2024 term; 100 days to fill position; has to be a Chief
- At Large Member nominations due by July 3; Email Darby at dchristlieb@ccpa.net
- Special election to be held in August via email

STATE AGENCY UPDATES

AOPC

No update

DOC - Court Services

Report from Tom Dougherty

- Tom reported that each counties Supervision Fee reimbursement will be sent out in the near future. He will be sending out the renewal contracts and financial statements to be signed and returned soon.
- If any Chief is curious of the amount of their reimbursement, they can contact him and he will let them know; If any Chief recently emailed him, he was out of the office and just got back, and is just now catching up on his emails
- Someone asked why DOC needs to know how counties spend their supervision fee funds; he indicated that it was an accountability requirement

- Unsure if PCCD will require financial statements once Supervision Fees are their responsibility

DOC-Field Services

No update

DOC-Reentry

No update

DOC - Interstate Services

Report from Margret Thompson (see addendum)

JNET

Report from Todd Sackett (see addendum)

PACM

No update

PCCD

Report from Jackie Weaknecht, Deputy Director

- Jackie indicated that the CAPPAC funding committee did a phenomenal job in looking at the data points under ACT 114 to create the funding formula for the Continuing Adult Probation & Parole Grant (former grant in aid).
- Funding announcement for Continuing Adult Probation & Parole Grant based on the new funding formula to be released soon; communication on the changes will be sent out to the Chiefs soon
- Will use JRI-2 funds to make counties harmless that are getting a reduction in their Continuing Adult Probation & Parole grant
- PCCD is hiring a training coordinator and then will hire a company to deliver the trainings
- PCCD is hiring a company to develop curriculums for BTA, DT, and Continuing Ed courses
- BTA has a wait list; wait list is based on hire dates; BTAs for June and September are full but December has openings; email will be sent out soon to Chiefs to preregister their newest hires for BTA
- Jackie informed the Chiefs that a draft on how PCCD plans on monitoring county adult probation department's compliance with the operating standards has been completed. PCCD hopes to communicate to the Chiefs the "monitoring process" soon.
- A training management system is being developed by their business analysis
- According to Jackie some operating standards may need changed; PCCD will let the Chiefs know if this happens

PA Commission on Sentencing

Report from Tom Backenstoe

- Tom thanked the Chiefs for sharing their ER2 data (VUFA convictions) collected by JNET with the sentencing commission so House Resolution 111 could be met
- These VUFA conviction sentencing info will be provided in in the 2021 sentencing report that will be released in late June
- The PA Commission on Sentencing's Education & Outreach is available for trainings, videos and monthly updates; remotely or in person for trainings, seminars and SGS overview; Schedule of seminars has been posted on their website
- Since Linda Bell retired, the Commission has created an SGS Web help desk portal; submit a ticket and staff will respond to your questions
- Tom reminded the Chiefs that the Sentencing Commission will not be certifying compliance of SGS submissions in 2021 but will be in 2022; must be at 85% compliance in order to get certified
- Not being Certified by the Sentencing Commission will affect IP funding
- Tom was asked why Chiefs can't run their own county's sentencing report to check their SGS submission compliance and he indicated that the reports are too detailed to run regularly
- Chief Andy Hathorn asked how his county could process a SGS for welfare fraud cases that the investigator never fingerprinted the offender. Tom indicated in those rare occasions contact the sentencing commission for assistance

OLD BUSINESS

- None

NEW BUSINESS

- Resignation: Rick Parsons, Carbon County (May 31)
- Retirements: Ed McCoy, Lycoming County (June 30); Chris Murphy, Chester County (August 5)
- Recognized the new chief appointments of Kathy Subbio, Montgomery County (May); Julie Bullard, Venango County (May 11); Matt Kimmel, Carbon County (June 2)
- 2022 Chiefs Conference (September 12th-13th) at the Penn State
- 2022 Quarterly meeting dates; 9/14/22 at the Penn State Conference Center & Hotel, and 12/2/22 at the Hyatt Place, State College
- Chief Frank Scherer announced that the APPA was having their Summer Conference in Chicago, Illinois this August. He encouraged the Chiefs to attend this worthy conference. APPA conference details are posted at <https://www.appa-net.org/eweb/>

Meeting adjourned at 11:07 am.

Respectfully submitted,
Leonard R. Hahn
Secretary