

COUNTY CHIEF ADULT PROBATION AND PAROLE
OFFICERS' ASSOCIATION OF PENNSYLVANIA

Business Meeting Minutes

December 12, 2008

Toftrees Golf Resort and Conference Center

I. Introduction

The December 12, 2008, Business Meeting of the County Chief Adult Probation and Parole Officers' Association of Pennsylvania was called to order at 9:07 a.m. by Acting President Michael Potteiger.

II. Presentation

Andy Keyser, CEO of e-Data Experts, Inc., presented "Probation Kiosks." This is a system for "low risk" offenders to report to a probation department by biometrically signing in at a machine and answering pre-programmed questions. The discussion was modeled after an open source system currently in place in New York City.

The hardware, integration and maintenance costs range between \$5,000 and \$10,000 but there are no upfront costs to the counties should they choose to purchase the system. E-data Experts will install the product and integrate it with other systems. The county commitment includes using the system for a minimum of one year, maintaining a minimum of 150 offenders per month in the system, collecting a minimum of \$5.00 per month from each offender and training offenders in the use of the system.

III. Agency Updates

- AOPC – Andy Keyser reported that video conferencing equipment will be placed in all Magisterial District Justice offices by March, 2009. The next phase is to place equipment in all Common Pleas Courts (25 county Common Pleas Courts currently do not have video conferencing equipment). Andy suggested that county probation departments may want to secure the old equipment when the replacements are installed.
- CCAP – the County Commissioners Association has filed a motion with the Pennsylvania Supreme Court, asking the court to enforce a 1996 order that set the parameters for Commonwealth assumption of funding and administration of the minor judiciary. The transfer of approximately 200 court administrators and deputy administrators was accomplished in 1999 but transfer and funding of other judicial functions such as support staff for common pleas judges and magisterial district justices, court-related row offices, domestic relations and juvenile and adult probation and parole are among the issues to be addressed.
- PCCD – no report

- Sentencing Commission – no report
- PBPP – Probation Services ~ Bill McDevitt reported the following:
 - \$18,647,000 – total 2008-2009 Grant-in-Aid Appropriation;
 - \$18,519,000 – Grant-in-Aid Award (decrease of \$632,000 or 3.3% from the previous year); represents 39.5 % funding of eligible funded staff;
 - \$78,000 – Operational/Training;
 - \$50,000 – graduate Level Course Tuition Reimbursement;
 - 2008-2009 standards to be audited (67 standards);
 - *2008 County Adult Probation and Parole Annual Statistical Survey* has been distributed to all chief probation officers and includes new data requests for BJS and 4th Edition Standards outcome measures;
 - 43 counties are using JNET Electronic Reporting County Adult Offender to PBPP and three additional counties are in the planning stages; PBPP-308E forms are being used by seven counties with seven more anticipated in this reporting format;
 - “Standards” and “Disposition of Confiscated of Items” Committees are being formed and meetings will take place in the next few months.
- PBPP – Training – no report
- PBPP – Interstate - no report
- PBPP – Legal – no report
- Firearms Commission – Michelle Beaver, Chairperson of the Firearms Committee, reported the following:
 - “In-house trainings’ need only be approved by the Executive Director, not the full Commission;
 - CFI’s can receive in-service credit for conducting a training program;
 - Officers who are not re-qualifying or getting in-service courses in the required time frames should contact Commission members for resolution;
 - Costs of ammunition for re-qualifying will not be reimbursed effective January, 2010; reimbursement for lodging at Basic Training will be discontinued at a future date;
 - The Commission receives no funds for training juvenile probation officers; use of training funds received as part of the juvenile grant was suggested;
 - **John Holt, supported by Jim Gunderman, suggested that officers be allowed to repeat courses as rote learning is a very effective way of learning.**

IV. Officers Reports

- President – no report
- Vice President – no report
- Secretary – minutes of the October 1, 2008 Business Meeting were distributed by email on December 8, 2008, by the Executive Director.
- Treasurer – the Association has a total of \$48,012.08 in the account, including \$40,430.85 with Northwest Business Insurance Money Fund and \$7,581.23 in the checking account.

- Executive Director – Conway Bushey reported that the 2008 Annual Conference had income of \$25,092 and expenses of \$21,168.62 for a net profit of \$3,923.38. The biggest expense is food. A total of 84 participants attended of which 71 were from 41 counties. Additional people came from US Probation, PBPP and the Sentencing Commission. He also reported that Senate Bills 1334 and 1335 did not get out of Senate Appropriations and must be reintroduced next year. Marie Bartosh was recognized as the new Chief Adult Probation Officer in Northampton County as well as 33 chiefs with 10 or more years as a chief probation officer.

John Roller, Chief Adult Probation Officer in Cumberland County and a Member-at-Large, was recognized for his many years in probation and parole and for his contributions to the Association. He has announced his retirement, effective January 16, 2009.

V. Committee Reports

- Firearms – Michelle Beaver (see Firearms Commission under “Agency Updates);
- Training – Rich Kipp reported, through Conway, that he will be surveying the chiefs for ideas for the 2009 Annual Conference;
- Legislative – Carl McKee reported on Act 81 of 2008, including reentry, work release, RRRI, place of confinement, parole guidelines and guidelines for financial obligations. He also discussed the CCAP Criminal Justice Steering Committee and issues regarding error reports, fingerprinting, and lack of SID’s and OTN’s.
- Intercounty – no report
- Program – no report
- Information Technology – no report
- By Laws – Conway Bushey proposed the following addition to the By Laws:

7.4 Vacancies: When a vacancy occurs in the Office of the President, the Vice President shall automatically act in the capacity of the President of the Association for the balance of the term.

When a vacancy occurs in the offices of the Vice President, Secretary, Treasurer or any of the three Members-at-Large, a special election will be held within 100 days of written notification to the President that the Vice President, Secretary, Treasurer or any Member-at-Large will be unable to serve in the position. If a regularly scheduled election is scheduled and a resignation occurs within 100 days or less of the regularly scheduled election, then the filling of the vacated position(s) will be part of the regularly scheduled election.

Adoption of the By Laws addition was moved, seconded and unanimously approved.

VI. Unfinished Business

None

VII. New Business

A. Election of Officers – the following members were nominated:

- President - Michael Potteiger (Dauphin County) – term expires December 31, 2009;
- Vice President - David Stager (Tioga County) – term expires December 31, 2009;
- Secretary – Michael Raith (Delaware County) – term expires December 31, 2009
- Member-at-Large – Larry Straitiff (Jefferson County) – term expires December 31, 2009;
- Member-at-Large – John Sikora (Lehigh County) – term expires December 31, 2010;
- Member-at-large – Chris Boyd (Adams County) – term expires December 31, 2011.

It was moved, seconded and approved for nominations to be closed. It was also moved, seconded and approved for the Secretary to cast a unanimous ballot for the nominated slate of officers.

B. 2009 Budget – the following budget was presented for 2009:

Income	Proposed	Expenses	Proposed
Assessments	\$58,000	Cell Phone	\$1,400
Kroll Contribution	12,000	Liability Insurance	500
Medtox Contribution	1,000	Meeting Expenses	3,000
Membership Dues	4,100	Conference	25,000
Conferences	25,000	Miscellaneous	1,000
		National Conferences	5,000
		Office Supplies	1,200
		Postage	200
		Accounting	1,500
		Legal Fees	7,500
		Travel	500
		Web Site	1,500
		Salary (Ex. Dir.)	50,000
Total	\$100,100	Total	\$98,300

Motion was made, seconded and approved for the adoption of the 2009 Budget.

C. Retirement – Al Sabol, York County, announced that Theresa Reichard, Deputy Chief Adult Probation Officer, will retire at the end of 2008.

D. License Plate – Mark Murray requested researching the feasibility of an Association license plate. Conway will look into it.

VIII. Adjourn

The meeting was adjourned at 12:00 noon.

Attendance Roster (38)

Name	County/Agency	Name	County/Agency
Dave Wondoloski	Northumberland	Michael Raith	Delaware
Mike Yasenchak	Northumberland	Mark Murray	Delaware
Nick Loiacona	Crawford	John Sikora	Lehigh
John Holt	Crawford	Dan Blahusch	US Probation
Deon Roth	PBPP	Ron Seyko	Allegheny
Rick Parsons	Montgomery	Al Sabol	York
Chris Murphy	Chester	Theresa Reichard	York
John Roller	Cumberland	Jeff Shaw	Erie
Chris Boyd	Adams	Michael Potteiger	Dauphin
Vicki Rascona-Saylor	Somerset	Jim Gunderman	Dauphin
William McDevitt, Jr.	PBPP	Larry Straitiff	Jefferson
Leslee Magulick	PBPP	Michelle Beaver	Juniata
Cory Seymour	Blair	John Richmond	Schuylkill
Doug Weaver	Blair	Joe Szeliga	Schuylkill
Thomas Shea	Blair	Nancy Xavios	Berks
Craig Williams	PBPP	James Sweitzer	Berks
Tom Dougherty	PBPP	Carl McKee	Warren
Luann Yohn	Lycoming	Lisa Redden	Clearfield
Regina Himes	Armstrong	Conway Bushey	CCAPPOAP