

County Chief Adult Probation and Parole Officers Association of PA
General Business Meeting
Wednesday, September 14, 2022
Penn Stater Hotel & Conference Center, State College and Zoom

Chief POs in attendance in person: Frank Scherer (Allegheny), Regina Himes (Armstrong), Dan Heydt (Berks), Amanda Moore (Blair), Justin Popovich (Bradford), Andrew Hathorn (Cameron), Matthew Kimmel (Carbon), Ryan Smeltzer (Centre), Chris Pawlowski (Chester), Jayne Smail (Clarion), Trevor Oates (Crawford), Chad Libby (Dauphin), Danielle Hibberd (Delaware), Jen Quagliani (Elk), Chris Kessler (Erie), James Caccimelio (Fayette), Doug Wilburne (Franklin), Dan Miller (Fulton), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Gene Eiden (Lackawanna), Mark Wilson (Lancaster), James Jendrysik (Lawrence), Audrey Fortna (Lebanon), Mark Surovy (Lehigh), Ann Marie Braskey (Luzerne), John Stahl-interim (Lycoming), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), James Miller (Montour), Paul Singley - proxy (Northampton), Roger Miller (Perry), Jeff Angradi (Pike), Colin Devanney (Snyder), Dave Roman (Somerset), Scott Kerstetter (Union), Jon Ridge (Washington), Jim Chapman (Wayne), Eric Leydig (Westmoreland) and April Billet (York)

Chief POs in attendance via Zoom: Gale Kendall (Adams), Ian Thomson (Beaver), Christine Shenk (Bucks), Douglas Ritson (Butler), Darby Christlieb (Cumberland), Anthony Aner (Philadelphia)

Others in attendance in person

Tim Duff (Adams), Renawn Harris (Allegheny), Brendan Harker (Berks), Nick Volo (Berks), Brian Harting (Berks), John Scolastico (Berks), Scott Bailey (Blair), Amanda Jackson (Butler), Amy Petricca (Butler), Steven Fingado (Cameron), Sandi Larson (Chester), Joseph Zangrilli (Chester), Andrew Cooper (Dauphin), Meredith Zurin (Dauphin), Gretchen Anderson (Dauphin), Christine Katch (Delaware), Jeff Roney (Delaware), Bill Decker (Elk), Geoffrey Willett (Franklin), Dave Eckert (Franklin), Amber Snedeker (Huntington), Abby Krepps (Juniata), Meghan Osborne (Lackawanna), Joey Giannopoulos (Lackawanna), Brett Cole (Lancaster), Chris Frye (Lebanon), John Correll (Lebanon), James Doty (Lebanon), Pam Sheffer (Lehigh), Carmen Loperesto (Luzerne), Claudia Fisher (Luzerne), Colton Spade (Mifflin), Todd Bergman (Montgomery), Amy Moss (Northampton), Robert Wolff (Pike), Steve Daugherty (Tioga), Naaman Morris (Union), Karen Lebar (Washington), Jonathan Caranese (Westmoreland), Terry Barnot (Westmoreland), Pat Nuzzo (Westmoreland), Dawna Miletics (Westmoreland), Michelle Caesar (Westmoreland), Christy Scott (Westmoreland), Mike Stough (York), Don Overmoyer (York), Katherine Gruver (York), Holly Wise (York), Melissa Turner (York), Susan Claytor (York), Seth Forry (York), Rhys Kershaw (York), Kelly Ross (York), Laura Westover (York)

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

Note: there were associate members and other guests participating via Zoom.

Joe Berke (Carbon), Jen Nissley (Lancaster), Carol Mullen (Somerset), Roger Vought (Somerset), Nancy Morris (Warren), Margaret Thompson (DOC-Interstate Services), Kathy Clarke (PCCD)

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.

VP Frank Scherer expressed his grief in the passing of Chief Steve Barnett (Forest County).

OFFICER'S REPORTS

President

April informed the Chiefs that she is looking for a Chief in the Central Region to replace her on the DOC Homicide Review committee. She is currently serving on too many other committees and is getting overwhelmed. Any Chief in the central region interested in replacing her on the committee is asked to contact her.

Vice President

Frank Scherer had nothing official to report but encouraged members to join the associations committees and work groups. Fresh ideas are always needed so if anyone is interested, please ask questions about the committees and work groups.

Secretary

Len Hahn reported that a draft of the minutes from the June 17, 2022 General Membership meeting were disseminated by Helene via email. A motion was made by Gene Eiden to approve the minutes. Chris Pawlowski second 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 3rd quarter Treasurer's report for 2022 showing an ending balance of \$255,651.23 after all expenses were paid. However, Helene's 3rd quarter salary and expenses still needed to be paid, deducted. These expenses will be reported in the 4th quarter.

Executive Director:

Helene Placey reported the following:

- The status of Memberships and Assessments for 2022; all 65 Full Chief memberships have been paid (100%); 64 counties have paid in full their assessments (97%), 2 counties have yet to pay. 140 Associate members (non-chiefs) have joined the association. This is the highest number of memberships, assessments and collection rates. The assessments pay for most of the association's expenses.
- EBP Virtual Trainings updates; grant funds almost depleted
- Gauging interest in a virtual Implementation Leadership Academy

- Reminded attendees of the conference and general membership meeting to fill out the feedback forms
- 2023 General Membership Meeting locations, times and dates to be determined
- Helene gave a shout out to the conference planning workgroup for helping with the conference (Chris Pawlowski, John Scolastico, Katherine Gruver, Scott Kerstetter)

CAPPAC & CAPPAC SUBCOMMITTEE UPDATES

Funding Subcommittee – April Billet, vice chair reported 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.

Standards Subcommittee – Chairman Scott Kerstetter indicated that their next meeting will be in October. Working on having training and education align with the standards. Judge Ehrlich is emphasizing Philadelphia’s risk assessment. Scott encouraged rural counties to reach out to larger counties for assistance.

Firearms Subcommittee – Member Michelle Beaver reported their last meeting was cancelled.

Training Subcommittee – Chair Dan Heydt reported that the training subcommittee finalized the job task analysis that Dr. Howard started. Determined what duties probation officers do most frequently on a daily basis and which of those was the most important. The job task analysis will be given to a selected vendor to develop curriculums. Dan Hoover (PCCD-Office of Justice Programs) recently sent out an email to Chiefs indicating PCCD is partnering with DOC/PBPP to provide an initial defensive tactics training for county adult probation and parole officers. Chiefs were to schedule officers that needed initial DT or had not been recertified in over a year. PCCD is looking at outsourcing training. BTA curriculum to be developed. PCCD is waiting on selected vendor to develop formal training curriculum. PCCD will determine timeframes of DT, BTA and other trainings. Finally, working on language relating to training in operating standards.

Chief Andy Hathorn inquired about funding to pay for future EBP trainings since PCCD is only providing DT and BTA right now. Dan indicated that the EBP committee is devising a list of trainers for Chiefs to utilize. In other words, counties that have trainers certified to train their staff in EBP are being asked to help train other counties that do not have trainers or the means to pay for EBP trainings.

COMMITTEE REPORTS

Chiefs EBP Committee

Report from April Billet, Chair

- 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) will be identified

- Regional planning workshops scheduled; Helene encouraged all counties to attend day one to work on their EBP implementation plan
- Eastern region: September 29-30 in Harrisburg
- Western region: October 13-14 in Cranberry
- Day 2 is targeted only for demonstration and learning sites. The learning sites will represent a wide range of levels of implementation
- \$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; so far only 11 or 12 counties have expressed interest in being a learning site
- Speakers will be covering different topics of implementation
- A data collection plan will be discussed
- Volunteers to be moderators needed for the Regional Planning Workshops

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

- Ongoing work on creating specialized assessments guide has been completed and available; will be getting out electronic and hard copies
- Working with Rick Parsons for the last 3 or 4 months on a specialized risk assessment report; going to the editor

Work Group #2- Implementation; Report from April Billet

- EBP briefs at editor and will be distributed soon
- List of trainers across the state will be compiled and distributed
- A statewide case planning guide will be distributed
- Creating a fidelity assessment tool to be used for service providers
- Creating a Victim brief

Work Group #3- Infrastructure, 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
 - o 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
 - o Phase #2- Focus groups will be needed (email will be sent out)
 - o 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
- All of the above was covered at the Conference in a plenary session titled “Performance Measures: Why & What is in it for Me?” so Chris had nothing else to add.
- Chris indicated as a result of yesterday’s plenary session they gained two new members to the workgroup

Work Group #4- Victims; Report from Frank

- Draft 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; once approved will be distributed to the general membership
- Mark Carrey helped create the curriculum
- Victim Rights guide was created for probation departments
- Creating a Victim Trauma training
- Creating a training to be held at BTA
- Creating a Policy Bulletin template
- Creating a template for victim services

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; and Gagnon Process

Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Transfer Guidelines went out and will be updated yearly; posted on the Chief’s association website
- Will next be starting on their County Rules project next; this will require gathering counties rules and conditions so a database can be created; so, any counties that have rules please get them to Pam

Policy & Legislative Committee

Report from Helene Placey, Executive Director (on behalf of Todd Bergman, Chair)

- CPCMS Bulletin was sent last Friday (9/9/22) indicating that ACT 77 (100 % of SF) was to be determined based on offense date and not the date of the passing of the legislation
- Helene made calls to get this corrected as it should be the date of the passing of the legislation that Courts are to get 100% of all monies paid towards their supervision fee
- Chiefs are encouraged to have their President Judges contact AOPC about this issue

Training & Education Committee

Report from Chris Pawlowski, Chair

- DT Survey was sent out to all of the Chiefs- responses were due 6/16/22; based on that survey 207 APOs needed DT (included initial and yearly recertification) which is in violation of the standards
- Virtual continuing education sessions on Interstate Services and Officer Wellness were offered
- More scheduled throughout end of 2022; some sessions will repeat in 2023
- The committee is taking recommendations for more virtual trainings to offer in the future
- Also looking for free or low-cost presenters

Racial Diversity Committee

Report from Renawn Harris, Chair

- Had issues with committee members not responding to tasks or showing up for meetings; as a result, the committee rebooted and got some more recruits and/or new members. Still 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
- Election to be at December membership meeting

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 Margret Thompson

Margret informed the association that she is retiring effective next Friday (9/23/22). She indicated that Matthew Reed will be the acting Director of Interstate Services until her replacement is hired. Michelle Hair will continue to be your contact for Outgoing County Cases. She will be sending by email an updated directory next week showing the changes in the unit. At the recent annual business meeting there were no changes in the rules. However, an increase of 5.5% in dues was approved as well as 3% increase the following year. Effective starting this December. If the Chiefs have any training needs for interstate services, please contact her unit. Her unit will continue to provide Interstate 101 at BTA.

JNET

Report from Todd Sackett (see addendum)

PACM

No update

PCCD

Report from Kathy Clarke

- Grant was obtained to validate the ORAS

PA Commission on Sentencing

Report from Tom Backenstoe

- Last week Commission met to finalize 8th edition of guidelines; formal approval of 8th edition of the guidelines to occur in December; will be adopted in 2024
- SGS is being overhauled to include the 8th edition of the sentencing guidelines
- 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 in early part of 2023 for verification

OLD BUSINESS

- None

NEW BUSINESS

- Dauphin County Outreach Coordinator, Tanessa Moten, gave a presentation of their outreach program; any questions she can be contacted at (717)780-7132 or by email at tmoten@dauphincounty.gov
- Jayne Smail reported that she will be retiring at the end of the month (9/30/22); her Deputy Chief, Mike Blum, has been appointed to become the next Chief of Clarion County

- Recognized the new chief appointments
 - Matt Kimmel, Carbon County (June);
 - Colin Devanney, Snyder County (July);
 - Chris Pawlowski, Chester County (August)
- Next Quarterly membership meeting 12/2/22 at the Hyatt Place, State College

Motion made by Chris Pawlowski to adjourn; 2nd by Jamie Jendrysik

Meeting adjourned

Respectfully submitted,
Leonard R. Hahn
Secretary

Addendum: JNET agency update

(September 14, 2022 CCAPPOAP membership meeting)

- PFA notifications – We verified all probation departments are set up with PFA notifications and should be receiving them accordingly. The notifications provide the original ordering through updates, violations, and expiration. If anyone needs further information or training please contact myself and or Amelia.
- County Intermediate Punishment Project – (Reduces data entry for officers and shares problem court information with PCCD and AOPC) work has been completed on our end, but need county adult probation vendors to make the necessary changes on their end to implement. Respectfully request counties reach out to their vendors and make sure they are working on implementing the service. Vendors can obtain the service requirements by reaching out to myself, Amelia, or Craig Barnhart.
- The recidivism dashboard effort to consume AOPC court information automatically via court case event messages has been completed. We are planning on performing one more data dump from AOPC to make the dashboard information accurate prior to turning it on live. The dashboard will remain available to the current group until our governance/Steering committee reviews your associations recommendations for access. Access will not be opened up prior to informing the APO association.
- Application Consolidation – we are ironing out some issues and hope to roll out the new PennDOT Search application in the next couple of months. Communications will be provided along with updated user guides. The data and navigation will be very similar just all in one application.
 - The next phase of App Consolidation will kick off in the fall of this year. This will encompass merging related person searches into one location. We will be looking for interested parties willing to participate in a work group and or assist in input.
- Mid Atlantic Sharing (MARIS) out of state data continues to be down and is not sharing with JNET. MARIS is working on fixing the problem. Until it is resolved out of state arrest notifications from the following states will not be processing:
 - DC & Delaware / Maryland is the only state returning out of state arrest notifications.
- Reminder - Trainings are available for in person and video conference. Trainings can be customized as needed (how to use JNET apps, Notifications, etc.) Contact myself (tsackett@pa.gov) or Amelia Marsh (ammarsh@pa.gov) if interested.

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