

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Thursday, March 28, 2024**  
**The Graduate Hotel, State College and Zoom**

**Chief POs in attendance in person:** Krisiti Fields (Adams), Alan Pelton (Allegheny), Regina Himes (Armstrong), Ian Thompson (Beaver), Dan Heydt (Berks), Scott Bailey (Blair), Douglas Ritson (Butler), Andrew Hathorn (Cameron), Chris Pawlowski (Chester), Jason Foltz (Clinton), Trevor Oates (Crawford), Chad Libby (Dauphin), Jen Quagliani (Elk), Chris Kessler (Erie), Mark Rhoads (Forest), Doug Wilburne (Franklin), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Audrey Fortna (Lebanon), Dave Goodwin (Lycoming), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Tim Heitzman (Northumberland), Roger Miller (Perry), Jeffery Angradi (Pike), and April Billet (York)

**Chief POs in attendance via Zoom:** Christine Shenk (Bucks), Toni White (Cambria), Joe Berke (Carbon – Interim), Mike Blum (Clarion), Donald Coleman (Columbia/Montour), Darby Christlieb (Cumberland), Danielle Hibberd (Delaware), Dan Miller (Fulton), Craig Wise (Greene), Gene Eiden (Lackawanna), Mark Wilson (Lancaster), James Jendrysik (Lawrence), Mark Surovy (Lehigh), Kevin Perlucke (Luzerne), Kathy Subbio (Montgomery), CJ Begansky (Schuylkill), Colin Devaney (Snyder), Scott Kerstetter (Union), Keith Shaffer (Wayne), and Eric Leydig (Westmorland)

**Others in attendance in person:** Ashlee Lynn (Allegheny), Briyanna Davis (Berks), Nick Voles (Berks), Amanda Jackson (Butler), Amy Petricca (Butler), Steve Fingado (Cameron), Gretchen Anderson (Dauphin), Andrew Cooper (Dauphin), Derick Morey (Elk), Kayla Stoner (Franklin), Adam Oakes (Jefferson), Abby Krepps (Juniata), Alfredo Pisa (PROXY – Lackawanna), Pam Sheffer (Lehigh), Colton Spade (Mifflin), Brian Updegrove (Northumberland), Michelle Orris (Perry), Don Overmoyer (York), Mike Stough (York), Holly Wise (York), Laura Westover (York), Rhys Kershaw (York)

Helene Placey (CCAPPOAP), Rick Parsons (Carey Group), Nevin Warner (AOPC), Abbey Geffken (Pa Assoc Treatment Court Professionals), Brent Lawson (JNET)

**Others in attendance via Zoom:** Renawn Harris (Allegheny), Bill Mann (Chester), Jennifer Wright (Chester), Jessica Vanderzille (Chester), Kristine Shaffer (Clarion), Geoffrey Willet (Franklin), Dave Eckert (Franklin), Jim Decker (Indiana), Jen Nissley (Lancaster), Katelyn Wildberger (Lancaster), Kristin Berke (Lehigh), Mike Zagorski (Lehigh), Renee Ficzeko (Montgomery), Jen Tamblyn (Pike), Roger Voight (Somerset), Saira Olson (Tioga), Steve Daugherty (Tioga)

Brian Stuehl (CDI BTM), Jim Beck (CDI BTM), Kevin Griffin (Connectrex), Tristan Gardner (ezJustice), Nancy Heisler (PCCD), Dan Hoover (PCCD), Joe MacLaughlin (PCCD), Frank Scherer (PCCD), Leo Hegarty (PA DUI Assoc), Robert Sisock (PA Commission on Sentencing)

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

**Meeting called to order:** by President Doug Wilburne at 9:00 am

Secretary Toni White and Helene Placey took roll call of all county chiefs in attendance. It was determined a quorum had been established.

**President's Welcome:**

Doug Wilburne welcomed all those attending the meeting.

**OFFICER'S REPORTS**

**President**

Doug introduced the new officers.

Letters were sent to House & Senate Appropriations chairs (majority & minority) from the Association in support of the Governors request of \$4 million for county adult probation.

**Vice President**

Chris Pawlowski reminded everyone that PSS (defensive tactics vendor) is going out of business. The Chiefs Assoc. has been in communication with PCCD regarding their roll out of DT end user training and train-the-trainer. He will keep everyone posted.

**Secretary**

Toni White asked for approval of December 8, 2023 meeting minutes.

A motion to approve the minutes was made by Chris Pawlowski. A second was made by April Billet. 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 member's only section.

**Treasurer**

Len Hahn reviewed the 1<sup>st</sup> quarter Treasurer's report for 2024 showing an ending balance of \$221,631.44 (as of 3/1/24).

**Executive Director Report:**

Helene Placey reported the following:

2024 membership dues and annual assessments payments were due March 1<sup>st</sup>

- In 2023, 98% of chiefs paid memberships; however, in 2024 only 89% had paid so far.
- In 2023, 98% of counties paid assessments; but 2024 assessment payments are down (85%). Helene reminded Chiefs about the importance of paying memberships and assessments.

Chief Milestones:

- 1 year: Toni White (Cambria), Paul Singley (Northampton), Alan Pelton (Allegheny), Bernie Smith (Bedford), Keith Shaffer (Wayne)

- 5 years: Christine Shenk (Bucks), Jodi Tanner (McKean), Shawn Burkhart (Clearfield), Mark Surovy (Lehigh), Doug Wilburne (Franklin), Scott Kerstetter (Union)
- 10 years: Regina Himes (Armstrong), Krystle Kowalczyk (Wyoming & Sullivan)
- 15 years: Jason Foltz (Clinton)
- 20 years: Darby Christlieb (Cumberland)

MI-1 & MI-2 training will be held in Lancaster (in person only). If you have staff interested, contact Helene and she can provide dates and registration information.

## **COMMITTEE REPORTS**

### **EBP Committee Report**

Report from Doug Wilburne, Chair

- We are still accepting TTT nominees for all the EBP related curriculums
- Scheduling MI booster & ORAS booster for certified trainers
- EBP Strategic Plan's five 5 workgroups meeting monthly since 11/2023

### **Implementation Workgroup**

Co-chairs: Doug Ritson & Ashlee Lynn

- Held a webinar on 3/1/2024 on *Conducting an Organizational Readiness Survey*. The feedback was very positive. Approximately 20 counties participated. The recording is posted on EBP Stakeholder Resources webpage
- Currently coordinating another webinar in April on Caseload Size and will be announced soon.

### **Training Workgroup**

Co-Chairs: Scott Kerstetter & Jessica Vanderzille

- Still requesting and accepting nominations for TTT
- An EBP Overview eLearning Course has been completed; It's being piloted in 3 counties and then will be available statewide (hopefully in April) at no cost to counties for all probation staff to take the course.

### **Effective Interventions Workgroup**

Co- Chairs: April Billet & Jenn Wright

- Continue to work on a curriculum for Success plan (case plan). A corresponding video is being created
- Working with George Mason University to pilot a RNR tool in three counties that will be used by providers

### **Communications Workgroup**

Co-Chairs: Doug Wilburne & Darby Christlieb

- PPCJI email distribution continues to increase. Anyone can sign up to receive the monthly emails at: [www.ccappopa.com/ebpstakeholderresources/newsletter-archive](http://www.ccappopa.com/ebpstakeholderresources/newsletter-archive)

- Chiefs are encouraged to sign up all their staff (deputies, supervisors, line staff, support) as well as outside stakeholders
- An archive of all monthly newsletters is posted beginning in January 2023
- Caseload survey is complete. Chiefs will be asked to review their data before the results are analyzed.
- Everyone is strongly encouraged to visit the EBP Stakeholder Resources webpages on the Chiefs Assoc. website to view: new briefs, new Voices from the Field, and other valuable resources.

### **Data & Quality Assurance Workgroup**

Co-Chair: Chris Pawlowski & Pam Sheffer

- Workgroup continues to identify uniform data definitions and format

### **Communications Committee Report**

Report from Doug Wilburne, Chair

- The 2024 salary survey was sent out and has been completed. It was great to have 100% completion.

### **Inter-County Affairs Committee Report**

Report from Pam Sheffer, Chair

- Current intercounty transfer guidelines became effective 1/1/2024
- New recommendations for early termination and probation status report for intercounty cases will become effective 6/11/2024
- Continue to send updates regarding county point of contacts to Pam and Helene

### **Policy & Legislative Committee Report**

Report from Todd Bergman, Chair and Helene Placey

- Recently enacted legislation:
  - Act 34 of 2023- supervision fees; fixes Act 77 of 2022; 100% stays with county
  - Act 36 of 2023- expands Clean Slate; amends criminal history, expungement
  - Act 41 of 2023- creates theft of mail (porch pirating); summary, M2, M1, F3
  - Act 42 of 2023-created organized retail theft
  - Act 44 of 2023-probation reform; early termination of supervision
  - Act 58 of 2023-add judges in certain counties
  - Act 60 of 2023-Heart & Lung Act expansion; includes county probation
- Reminder, there will be a part 2 webinar on Act 44 of 2023 on Tuesday, April 16.

### **Racial Diversity Committee Report**

Report from Renawn Harris, Chair

- Completed a Mission Statement project; making suggestions for each county related to language regarding Diversity, Equity and Inclusion. Also suggest using person first language.

## **Training & Education Committee Report**

Report from Chris Pawlowski, Chair

- Continuing Education workgroup
  - Lunch & Learn webinars continue: medical THC, interstate series, plus more
  - If unable to attend, please cancel in advance
- Conference planning workgroup
  - Various plenary and breakout sessions, topics are being planned
  - Will continue member social off site at brewery in Bellefonte
  - Hope to have conference announcement & registration out by June

## **CAPPAC & SUBCOMMITTEE UPDATES**

### **Funding Subcommittee**

Chair, April Billet & Vice chair, Jason Foltz

- Continue to struggle with recommendation for IP funding

### **Standards Subcommittee**

Vice Chair, Scott Kerstetter - No updates

### **Firearms Subcommittee**

Members Tim Heitzman, Michelle Beaver or Chad Libby – no updates

### **Training Subcommittee**

Chair, Dan Heydt & vice chair – Chris Pawlowski

- PCCD indicates they continue to finalize DT training for end users

## **STATE AGENCY UPDATES**

### **PCCD**

Dan Hoover

- BTA is being held on March 4<sup>th</sup> – 15<sup>th</sup>; We are running a double BTA Class in May / June of 2024. My 2025 goal is to be able to get Officers into the BTA within the first 90 days of employment.
- We are looking at the PCCD Defensive Tactics course, and the future of the PSS System. We plan on having a webinar in the near future to discuss this matter. Chad Libby is coordinating this.
- PCCD hopes to have regional trainings held for the DT course, and is the process of contracting out with an entity to deliver this course.
- PCCD is looking to develop a Train the Trainer Course for our DT Course. We plan on working with Temple University to develop this.
- PCCD Continues to work on and develop the CAPPs (County Adult Probation and Parole System) which Counties can use to enroll in and track training hours. This will also be used for the Firearms FETC.

Joe MacLaughlin

The following are the remaining basics for the upcoming months

- Classroom 114 5/28-5/31 -10 Spots open
  - Range 114 A 6/3-6/7 -2 “
  - Range 114 A 6/3-6/7 -8 “
- Classroom 115 9/3-9/6 -23 Spots open
  - Range 115 A 9/9-9/13 -8 “
  - Range 115 A 9/16-9/20 -15 “
- Classroom 116 9/24-9/27 -14 Spots open
  - Range 116 A 9/30-10/4 -3 “
  - Range 116 B 10/7-10/11 -11 “
- Continuing Educations courses are running and have openings; counties are free to Email me for active list
- Jen Moore is now with FET (jemoore@pa.gov)
- Contract is out for BID and now closed
- CAPP system is still under construction and will open to Adult Probation Training Program first (they don't currently have a training management system)
- Judge Ridge resigned his FET Subcommittee membership so we are looking for a Judge from a carrying county. Also act 120 school director and County Commissioner.

#### **AOPC**

No updates

#### **DOC - Court Services**

No update

#### **DOC-Field Services**

No updates

#### **DOC - Interstate Services**

No updates

#### **JNET**

Brent Lawson reported the JNET annual conference will be held June 20-21 in State College. Details and registration will be announced soon.

#### **PA Commission on Sentencing**

Bobbi Sisock reported the Education & Outreach staff have been busy conducting training on the new 8<sup>th</sup> edition guidelines. All PCS seminars are posted on their website. There are webinars for Prior Record Score, Offense Gravity Score, SGS Web updates, and Introduction to Sentencing. The training calendar and registration can be found on their website.

#### **PA Association of Court Management**

No updates

### **PA Association of Treatment Court Professionals**

Abbey Geffken announced the PATCP annual conference will be October 9-11, 2024 at the Penn Stater Hotel, State College. Planning is underway. Visit their website for more information.

### **PA DUI Association**

Leo Hegarty announced the PA DUI Association's annual meeting will take place November 20-22, 2024 at Seven Spring Resort. Check their website for more information.

### **OLD BUSINESS**

Chief PO Departures:            Matt Kimmel (Carbon County)  
   Ann Marie Braskey (Luzerne County)  
   Amanda Moore (Blair County)  
   Anthony Aner (Philadelphia County)

### **NEW BUSINESS**

New Chief Appointments:    Kristi Fields (Adams County)  
   Scott Bailey (Blair County)  
   Jeannette Palmer-Briscoe (Philadelphia County)  
   Joe Barry (Susquehanna County)

Chad Libby announced the members of the join safety committee (juvenile & adult): Keith Shaffer (Wayne), Kayla Stoner (Franklin), Jamie Forry (York), Stephen Phillips (Luzerne) and Robert Wolff (Pike).

### **OTHER BUSINESS**

2024 Quarterly membership meetings:    June 21 at Graduate Hotel  
   September 17 at Penn Stater Hotel  
   December 6 at Hyatt Place

Chiefs only meetings (June & December) 5:00 p.m. prior to membership meeting

2024 conference: September 16-17 at Penn Stater

Meeting adjourned

Respectfully submitted,  
Toni White, Secretary