

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Friday, December 8, 2023**  
**The Graduate Hotel, State College and Zoom**

**Chief POs in attendance in person:** Alan Pelton (Allegheny), Regina Himes (Armstrong), Bernard Smith (Bedford), Dan Heydt (Berks), Christine Shenk (Bucks), Ryan Smeltzer (Centre), Trevor Oates (Crawford), Darby Christlieb (Cumberland), Chad Libby (Dauphin), Chris Kessler (Erie), Doug Wilburne (Franklin), Dan Miller (Fulton), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Mark Wilson (Lancaster), Audrey Fortna (Lebanon), Mark Surovy (Lehigh), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), Tim Heitzman (Northumberland), Roger Miller (Perry), Dave Roman (Somerset), Keith Shaffer (Wayne), Eric Leydig (Westmoreland) and April Billet (York)

**Chief POs in attendance via Zoom:** Carly Sterner (Adams-proxy), Ian Thomson (Beaver), Toni White (Cambria), Andrew Hathorn (Cameron), Matthew Kimmel (Carbon), Chris Pawlowski (Chester), Mike Blum (Clarion), Shwan Burkhart (Clearfield), Jason Foltz (Clinton), Donald Coleman (Columbia/Montour), Jen Quagliani (Elk), James Caccimelio (Fayette), Mark Rhoads (Forest), Amanda Yurky (Indiana), Gene Eiden (Lackawanna), James Jendrysik (Lawrence), Dave Goodwin (Lycoming), Paul Singley (Northampton), Anthony Aner (Philadelphia), Jeffrey Angradi (Pike), CJ Begansky (Schuylkill), Colin Devanney (Snyder), Julie Barnard (Venango), and Mike Walters (Warren)

**Others in attendance in person:** Ashlee Lynn (Allegheny), Brendan Harker (Berks), Nicholas Volo (Berks), Meredith Zurin (Dauphin), Gretchen Anderson (Dauphin), Adam Oakes (Jefferson), Abby Krepps (Juniata), Pam Sheffer (Lehigh), Colton Spade (Mifflin), Brian Updegrove (Northumberland), Michelle Orris (Perry), Lisa Salak (Wayne), Christy Scott (Westmoreland), Rhys Kershaw (York), Don Overmoyer (York), Laura Westover (York), Holly Wise (York)

Helene Placey (CCAPPOAP), Amelia Marsh (JNET), Nevin Warner (AOPC), Amelia Marsh, (JNET), Brent Lawson (JNET), Tom Backenstoe (PA Sentencing Commission), Kathy Clarke (PCCD), Jackie Weaknecht (PCCD), Abbey Geffken (PATCP), Rick Parsons (Carey Group), Tristan Gardner (ezJustice)

**Others in attendance via Zoom:** Renawn Harris (Allegheny), Steven Fingado (Cameron), Joe Berke (Carbon), Bill Mann (Chester), Sandy Larson (Chester), Rebecca Showers (Chester), Kristine Shaffer (Clarion), Jim Kovacs (Fayette), Geoffrey Willet (Franklin), Kayla Stoner (Franklin), Jim Decker (Indiana), Jen Luciano (Lancaster), Megan Osborne (Lackawanna), Todd Bergman (Montgomery), Roger Voight (Somerset), Kelly Ross (York)

Matt Reed (PA DOC / Interstate), Leo Hegarty (PA DUI Association), Frank Scherer (PCCD), Nancy Heisler (PCCD), Robert Sisco (PA Sentencing Commission), Kevin Griffin (Connectrex), Brian Stuehl (CDI BTM), Lauren Thompson (ezJustice)

*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 indicated that she had no formal report but noted a special presentation later in the meeting by Dr. Robert Orth regarding the history of GIA and the new funding formula.

**Vice President**

Doug Wilburne indicated that the State Parole Homicide Review Team has created a new Special Probation workgroup. The goal of the Special Probation workgroup is to align field supervision with DOC's conditions of supervision and the special conditions that are being imposed by the Court of Common Pleas in special probation cases. DOC is requesting Court of Common Plea Judges to impose DOC's sex offender conditions for sex offenders that are being referred for special probation. James Stover is the chairman of the Special Probation workgroup and is encouraging any chief that wants to join to contact him.

**Secretary**

Len Hahn reported that a draft of the minutes from the September 20, 2023 General Membership meeting were disseminated by Helene via email.

Action Item: Len asked for a motion to be made to approve the minutes. Dan Heydt made the motion and 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 member's only section.

**Treasurer**

Christine Shenk reviewed the 4<sup>th</sup> quarter Treasurer's report for 2023 showing an ending balance (as of 12/1/23) of \$169,023.98 after all expenses (Helene's 3rd quarter salary & expenses, Penn Stater –annual conference, annual conference expenses, Erie Co. Conference refund) were paid and revenue from conference registrations, activities & exhibitors and Premier Biotech 3Q dividend 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 2024.

Christine reported that preparation of the 2024 budget with the newly elected Treasurer will commence. Once the 2024 proposed budget is approved by the Executive Committee, chiefs will be emailed it for review and approval.

**Nominations Committee Report**

Report from Darby Christlieb, Chair

- Darby stated the election of officers would be held during this meeting
- He recognized the past officers
- Darby provided the list of nominees (Doug Wilburne-President; Chris Pawlowski-Vice President; Toni White-Secretary; Len Hahn-Treasurer; Scott Kerstetter-at large member; Trevor Oates-at large member)
- He requested if there were any additional nominations from the floor; none was given
- Voice Vote was held instead of written ballots; vote was taken and hearing no opposition all nominees were elected

### **Presentation: Grant in Aid**

Presentation from Dr. Robert Orth, Ph. D., Research Specialist Consultant, PCCD

- Dr. Orth gave a history of GIA Funding and the prior formula used to determine GIA
- The new legislation (Act 114 of 2019) replaced GIA with the Continuing County Adult Probation and Parole Grant (CCAPPG) and replaced GIA's former position/salary-based formula with CCAPPG's volume/workload-based formula. Important to note that counties could only use GIA funds for salaries, while CCAPPG funds can be used on a much broader array of items (e.g. salaries, case management system, electronic monitoring equipment, etc.).
- Dr. Orth gave a plug for a research opportunity for counties to learn their supervision recidivism rates; Work with PCCD on baselining your county's supervision recidivism rate.
- Helene will email the Chiefs Dr. Orth's presentation slides

### **Executive Director Report**

Helene Placey reported the following:

- Invoices for 2024 membership dues & annual assessments will be sent out early January
- Reminder that the 2024 assessments will be increased by 10%; assessments haven't been increased since 2008; due to increase in costs the association had to raise the assessment fee
- New grant: EBP Coordination and Implementation grant was awarded this past spring; it provides funds for continuing implementation of EBP with the help of the Carey Group, various train the trainer courses (ORAS, MI, CCP, EPICS, T4C, WRNA), EBP trainer workshops and the Data dashboard project
- Helene and Chris Pawlowski provided a 2023 conference recap
  - Conference income vs. expenses resulted in a \$12,541 loss so as a result the executive committee made the difficult decision to increase conference registration fee by \$75 and cut some activities
  - Contact Chris Pawlowski if you want to join the conference planning workgroup

## **COMMITTEE REPORTS**

### **Chiefs EBP Committee Report**

Report from April Billet, Chair

- BJA Smart probation grant; 14 planning grants are closing out their projects

- EBP Strategic Plan was adopted on September 20, 2023
- 5 New workgroups (Implementation, Training, Effective Interventions, Communications, Data & quality assurance) were established; holding monthly meetings
- April asked each co-chair of the workgroups to give an update on their particular workgroups goals, progress and/or accomplishments

### **Implementation Workgroup**

Report from Ashlee Lynn, co-chair

- Goals/Accomplishments:
  - The Carey Group (Rick Parsons) is assisting the workgroup
  - Implementation “road map” being developed for all four stages
  - Making the EBP blue print more user friendly
  - Developing an organizational readiness survey fact sheet
  - Implementing Adult Chief regional meetings
  - Developing a quality assurance check list and action plan for CQI
  - Developing a Cost Benefit Analysis document
  - Webinars will be released
  - The workgroup will give a larger presentation at the 3/2024 meeting

### **Training Workgroup**

Report from April Billet on behalf of the co-chairs (Scott Kerstetter & Jessica Vanderzille)

- Goals/Accomplishments:
  - Grant dollars to be used for EBP Interventions
  - “Train the Trainer” (TTT) trainings to be held in 2024
  - Want counties to partner with other counties regionally for CQI help
  - A chief’s survey was sent out to determine training needs
  - Survey results indicated that over 400 officers needed EBP training
  - Chiefs were to identify staff interested in taking TTT
  - Due to low response, another email for TTT will be coming in Feb/March
  - TTT will be offered for MI, ORAS, CBI, CQI, Tools & CCP
  - The Train the Trainer trainings will be ongoing for a year plus
  - Using JPOs to assist in training APOs will be considered

### **Effective Interventions Workgroup**

Report from April Billet, co-chair

- Goals/Accomplishments:
  - George Mason University devising an infidelity tool for service providers
  - The Carey Group (PA) helped in developing success plan
  - Surveying Chiefs for examples of success plan goals and activities
  - Developing Effective Community document

## **Communications Workgroup**

Report from Doug Wilburne, co-chair

- Goals/Accomplishments:
  - Expanded the workgroup's membership
  - Developing a Communications Calendar and Plan
  - Evaluating the Chief's website to reboot
  - Highlight the work Chiefs are doing in PA
  - Archive PPCJI emails on the Chief's website
  - Expanding the email list of stakeholders for the PPCJI monthly emails
  - Brainstorming for future Spotlights and Briefs

## **Data & Quality Assurance Workgroup**

Report from Pam Sheffer, co-chair

- Goals/Accomplishments:
  - Expanded the workgroup's membership
  - Updating new members on the work done so far
  - Defining data measures
  - Determining end goals
  - Developing partnerships with outside agencies for assistance

## **Communications Committee Report**

Report from Doug Wilburne, Chair

- Doug indicated that he plans on conducting another salaries survey in 2024; this survey will include salaries for Chiefs, Deputy Chiefs, Supervisors, POs, support staff and support staff supervisors, county's class size, merged department or not, trainer stipends, number of hours worked, education level, EM/HA fees, supervision fees, etc.
- Newest survey results posted on members only page (Specialized Risk Assessment by County and Caseload Size & Structure by County)
- Doug informed Chiefs to email him or Helene for the member's only link if they didn't have it

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

Report from Pam Sheffer, Chair

- Updates to current transfer guidelines; email was sent to Chiefs on 12/1/23 about the changes; changes will be effective 1/1/24
- Updates include changing "defendant" to "individual" throughout the document
- In Sending County, #5 added – j. Copy of completed risk assessment (CSST, CST, LSI-R, etc.)
- Added Sending County, #8 to address problem-solving courts
- In Receiving County, #7, a – removed "special conditions imposed by the Sending County", and replaced with "the order of the court".

- In Receiving County, #15, added a, b and c to address early terminations
- Risk assessments are to be included in the transfer requests
- Intercountry affairs committee updated all info in the Intercountry Transfer information section; including specific policies/information for some county's transfer criteria
- if chiefs have any changes for the point of contacts in their department, please let her know and she will make the change on the website
- her committee only has four members including herself so they are looking for more members to join; only meet two or three times a year; if anyone is interested in joining, please contact Pam

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

Report from Todd Bergman, Chair

- Todd indicated that there was a consensus from the Chiefs on recommending changing Standard C.1 (An entry level probation or parole officer possesses a minimum of a bachelor's degree or has completed a career development program that includes work related experience training or college credits providing a level of achievement that is equivalent to a bachelor's degree) from its current language to simply stating that "an entry level probation/parole officer shall possess a minimum of a bachelor's degree
- The above mentioned recommended changes to Standard C.1 was given to the CAPPACC Standards Subcommittee
- Helene indicated that any pending bills from 2023 will carryover in 2024
- Probation Reform (SB 838) was passed in the Senate on 6/27/23; pending in the House
- HB 1531-Penalties for noncompliance with MPOETC database (Act 57) is pending; AOPC is pushing for President Judges to have probation & parole departments to participate and comply
- DUI reform (SB 453) fixing Chickin and Com. V. Eid is pending
- HB 689 will expand the Heart & Lung Act; passed in the Senate, pending in the House
- HB 716 amends inability to pay fines & costs and allows community service in lieu of payment of fines & costs (up to 50%)

### **Racial Diversity Committee Report**

Report from Renawn Harris, Chair

- No update

### **Training & Education Committee Report**

Report from Chris Pawlowski, Chair

- Continuing Education workgroup
  - o 2023 "lunch & learn" webinars are ending
  - o 2023 virtual "lunch & learns" completed in (Jan-June) were Interstate 101-104 and Sovereign Citizens; Completed in (July-Aug) were Suicide Intervention, JNET,

MH/Depression; Completed in (Sept-Dec) was Street Gangs & Outlaw Motorcycle Gangs (101 & 102)

- o 2024 Future Webinars – Interstate (series), Medical THC Dispensaries
- o Due to the amount of “no shows”, Chris asked the Chiefs to stress attendance to their staff/Training Supervisors if signed up; If unable to attend, Helene needs to be notified immediately so that she can contact those on the waiting list

## **CAPPAC & CAPPAC SUBCOMMITTEE UPDATES**

**Funding Subcommittee** – Chair, April Billet, reported the funding subcommittee is still working on updating the IP funding formula. The revised IP funding formula will be incorporating the 8<sup>th</sup> edition of the sentencing guidelines.

**Standards Subcommittee** – Vice Chair, Scott Kerstetter, indicated that the standards subcommittee pulled the latest standards to be released due to needing to change the language.

**Firearms Subcommittee** – Members Tim Heitzman, Michelle Beaver or Chad Libby had anything to report.

**Training Subcommittee** – Chair, Dan Heydt, indicated that there was nothing new to report from the training subcommittee.

## **STATE AGENCY UPDATES**

### **PCCD**

Report from Kathy Clark, Criminal Justice Specialist Manager

- PCCD has been recommending increasing the Adult Grant in Aid
- Chris Murphy was recently appointed as the Central Region CJAB Specialist
- 2023-24 IP Program grants 2<sup>nd</sup> quarter project and fiscal reports will be due by 1/10/24
- Contact PCCD to verify what IP treatment funds can be used for
- In January an email will be sent out for IP Project Modifications
- Justice Assistance Grant (JAG) will be announced in Jan or Feb; \$250,000 for 2 yrs.
- JAG grants are usually used to help fund County Strategic Plans
- On 9/18/23, PCCD announced the availability of up to \$1,000,000 dollars in Federal SCIP funds to support “new resources for Gun Violence and Victims Needs Assessment & Technical Assistance”; currently ongoing
- Basic Training Academy (BTA) class is currently being held; virtual session just ended and in person starting next week
  - o PCCD will hold 6 BTA classes in 2024; Dan Hoover is looking for additional instructors for next year’s BTAs
  - o PCCD may contract out BTAs
  - o Please contact Dan Hoover with any BTA questions
- Update on behalf of County Firearms and Education Program, Joe MacLaughlin

- Officers certified to carry need to be updated in the FETC system; all requalification scores and proof of completion of continuing education courses need to be in FETC
- So far about 28% of the officers carrying are not updated in the FETC system
- Firearm training curriculums are being developed
- A Certified Firearms Instructor course will be coming out in 2024; will be provided by HACC
- There will be four Firearms BTA courses in 2024 starting in April
- The 2024 CJAB Conference is scheduled to be held on April 9-10, 2024; planning underway now
- PCCD will hold a Crisis Intervention Team Symposium and Mental Health Summit in 2024
- 2022 CAPP data report was just released on PCCD's website
- Jackie Weaknecht mentioned the Racial, Ethnical Disparity, and Diversity (RED) Assessment project that is being done by Temple University
- The PA Pretrial Services Association is looking for success stories from any county willing to share
- A pretrial services work group is being developed

## **AOPC**

Report from Nevin Warner, Problem Solving Courts Analyst

- A problem solving courts workgroup is being developed to create guidelines for transferring problem solving court cases
- Trainings for next year are being developed
- Chiefs are to check with their Treatment Court Coordinators to see if they are getting their emails from AOPC

## **DOC - Interstate Services**

Report from Matt Reed, Director & Deputy Compact Administrator

- The term "offender" will now be replaced with "supervised individual" in the commissions publications, rules, and on its official website
- Rule 5.108(f)- Probable Cause Hearing in Receiving State – Amended to "If the hearing officer determines that there is probable cause to believe that the offender has committed the alleged violations of conditions of supervision that would result in the pursuance of revocation of supervision, the receiving state shall **may** hold the offender in custody, and the sending state shall, within 15 business days of receipt of the hearing officer's report, notify the receiving state of the decision to retake or other action to be taken". (amended from "shall" to may); going in effect 3/1/24
- In the recent audit, Matt indicated that PA was in compliance (80% or better) in 2 key areas in outgoing cases; (1) Case Closer Notice within 10 business days (88%) and (2) response to a Report of Violation within 10 business days (91%)
- Matt indicated that his agency will hold four Interstate 101 luncheon webinars in 2024; 2/13, 3/12, 4/9 and 5/14/24 from 11 am to 12 pm



- If Chiefs would like the any in person or virtual training on the Interstate Compact for their staff please contact Matt

## **JNET**

Report from Amelia Marsh

- Amelia informed the association that Todd Sackett took a new position with JNET and that Brent Lawson (Communications Manager) was hired as his replacement
- JNET will have their conference on December 14<sup>th</sup> and 15<sup>th</sup>; PA Sentencing Commission will be giving a training at their conference; JNET will also be having a conference in 6/2024
- Amelia indicated that due to Federal guidelines the way to access JNET will be changing from the “one-time passcode” that is currently being used
- She indicated that accessing JNET on personal cellphones is prohibited and that agencies should have a JNET cellphone policy; all devices used to access JNET (work cellphones, computers) will need to be “tagged” or registered
- JNET continues to work on the integration issues of the RMS’s and PAJCIS/CIPP
- Lastly Amelia informed the Chiefs that 4 counties are using CCN routers that JNET will no longer support so those counties will lose messaging services if not updated; Amelia will send an email to the Chiefs of those four counties to discuss updating their routers

## **Commission on Sentencing**

Report from Tom Backenstoe

- The Sentencing Commission is finishing up their 8<sup>th</sup> edition sentencing guidelines seminars with the counties; 10 counties have seminars scheduled in January
- Sentencing Commission will be presenting at the JNET conference in December; two breakout sessions covering SGS (8<sup>th</sup> edition)
- E-learning sessions are available on the Sentencing Commissions website
- Starting in January, trainings will be listed on their website
- Tom informed the Chiefs that he will be retiring in early January

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

Report from Abbey Geffken

- PATCP’s Website was updated; going live this upcoming week
- 24<sup>th</sup> Annual PATCP Conference was held on 10/11/2023; 540 attended
- 25<sup>th</sup> Annual PATCP Conference will be held on 10/9-11/2024
- A rally at the Capital will be held in May
- Updating their strategic plan, By-Laws and best practice standards

## **PA DUI Association**

No update

## **DOC - Court Services**

No update

## **DOC-Field Services**

No update

## **DOC-Reentry**

No update

## **PA Association of Case Management**

No update

## **OLD BUSINESS**

- Chief Mark Wilson will continue to host the New Chief monthly forums; he asked for those Chiefs that were attending to continue attending
- The New Chief monthly forms are held over the lunch period (12 pm to 1 pm); Helene emails to the new Chiefs the topics that will be discussed

## **NEW BUSINESS**

- President April Billet informed the association that a discussion on Helene's salary for 2024 would be held; April made points of discussion; a 5.5 % increase in her salary was being recommended by the executive committee; Treasurer Christine Shenk informed the Chiefs that a 5.5 % pay increase would equate to increasing Helene's salary by \$3,363.00
- Chief Chris Pawlowski made a motion to increase Helene's salary in 2024 by 5.5%; Chief Dan Heydt 2<sup>nd</sup> the motion; a vote was taken and the motion was passed as no Chiefs opposed
- Results of elections for officers & members at large was again announced
  - Doug Wilburne-President;
  - Chris Pawlowski-Vice President;
  - Toni White-Secretary; Len Hahn-Treasurer;
  - Scott Kerstetter-at large;
  - Trevor Oates-at large
- New Chief appointment- Amanda Yurky, Indiana County (October)

## **OTHER BUSINESS**

- Member Comments- Helene on behalf of Chad Libby stated that he is interviewing eight candidates that volunteered to be on the combined Adult/Juvenile Safety Committee
- 2024 Quarterly membership meetings:
  - March, June, September, December- dates and locations pending
  - Chiefs only meetings (Mar, Jun, Dec) evening prior to membership meeting
  - September Conference- dates and location pending

Meeting adjourned

Respectfully submitted,  
Leonard R. Hahn, Secretary