

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Friday, March 3, 2023**  
**Hyatt Place, State College and Zoom**

**Chief POs in attendance in person:** Gale Kendall (Adams), Ian Thomson (Beaver), Dan Heydt (Berks), Justin Popovich (Bradford), Ryan Smeltzer (Centre), Chris Pawlowski (Chester), Trevor Oates (Crawford), Chad Libby (Dauphin), Chris Kessler (Erie), Mark Rhoads (Forest), Doug Wilburne (Franklin), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Mark Wilson (Lancaster), Dave Goodwin (Lycoming), Nick Wolfkiel (Mifflin), Tim Heitzman (Northumberland), Roger Miller (Perry), and April Billet (York)

**Chief POs in attendance via Zoom:** Christopher Franceschi- Proxy (Armstrong), Amanda Moore (Blair), Christine Shenk (Bucks), Toni White (Cambria), Andrew Hathorn (Cameron), Matthew Kimmel (Carbon), Mike Blum (Clarion), Donald Coleman (Columbia), Darby Christlieb (Cumberland), Danielle Hibberd (Delaware), Jen Quagliani (Elk), James Caccimelio (Fayette), Dan Miller (Fulton), Craig Wise (Greene), Jim Decker - Proxy (Indiana), Gene Eiden (Lackawanna), James Jendrysik (Lawrence), Audrey Fortna (Lebanon), Mark Surovy (Lehigh), Ann Marie Braskey (Luzerne), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), Paul Singley – Interim Chief (Northumberland), Anthony Aner (Philadelphia), Jeff Angradi (Pike), Brian Abel (Potter), CJ Begansky (Schuylkill), Colin Devanney (Snyder), Dave Roman (Somerset), Scott Kerstetter (Union), Jim Chapman (Wayne), Eric Leydig (Westmoreland)

**Others in attendance in person:** Renawn Harris (Allegheny), Alan Pelton (Allegheny), Brendan Harker (Berks), Geoffrey Willett (Franklin), Adam Oakes (Jefferson), Jennifer Nissley (Lancaster), Brett Cole (Lancaster), Pam Sheffer (Lehigh), Colton Spade (Mifflin), Brian Updegrove (Northumberland), Michelle Orris (Perry), Don Overmoyer (York), Mike Stough (York), Rhys Kershaw (York), Kelly Ross (York)

Helene Placey (CCAPPOAP), Amelia Marsh (JNET), Tom Backenstoe (PA Sentencing Commission)

**Others in attendance via Zoom:** Ashley Lynn (Allegheny), Joe Berke (Carbon), Steven Fingado (Cameron), Rebecca Showers (Chester), Kristine Shaffer (Clarion), Gretchen Anderson (Dauphin), Bill Decker (Elk), Megan Osborne (Lackawanna), Chris Frye (Lebanon), Kristin Berke (Lehigh), Todd Bergman (Montgomery), Renee Fizco (Montgomery), Rob Wolff (Pike), Roger Vought (Somerset)

Matt Reed (DOC-Interstate Services), Michelle Hair (DOC -Interstate Services), Sally Barry (PCCD), Jackie Weaknecht (PCCD), Rick Parsons (Carey Group)

*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 reported that she, Doug and Helene had a meeting with House Judiciary Staff and Representative Briggs on 1/30/23 to discuss the association's priorities. It is anticipated that probation reform bills will be reintroduced. Ideas were provided on how to streamline the early termination process. April and Doug emphasized the lack of funding (no increase in GIA & no JRI-2 savings from DOC). EBP is key to probation reform and funds are needed by county probation departments to implement. A request was made for a legislative fix to the supervision fee distribution issue in Act 77 of 2022.

April and Doug also attended a collaboration meeting with PCCD (Sally Barry and Jackie Weaknecht). PCCD will have a "monitoring process" (formerly known as audits) in place for the standards. The first monitoring visit will be a meet and greet to gauge how each county is doing on meeting the standards. PCCD will offer assistance in getting into compliance with the standards. At the last CAPPAC meeting there was discussion of counties struggling to meet the standards due to a lack of funding and/or decreased GIA. PCCD is aware of this issue. Court controlled accounts (ACT 35 and 77) for supervision fee funds must be a separate restrictive receipts account. However, ACT 35 and 77 supervision fees can be deposited into the same court controlled account. Supervision Fee funds have to supplement county funding, not supplant. And expenses must be attributed to what is outlined in the legislation (training costs, funding for consultants, operational costs, salaries and benefits, enhancement in community safety and standards, etc.) An audit of Act 35 and 77 supervision fee accounts will be done by the Auditor General every 3 years. Must have proper banking policies in place. The President Judge of each county will have to submit to PCCD every August a letter detailing and/or verifying how they spent the Act 35 and 77 supervision fee funds.

### **Vice President**

Doug's vice president report was a collaboration with April on the information provided in the president's report.

### **Secretary**

Len Hahn reported that a draft of the minutes from the December 2, 2022 General Membership meeting were disseminated by Helene via email. Len asked for a motion to be made to approve the minutes.

A motion was made by Tracy Gordon; seconded by Mark Wilson. 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 members only section.

## **Treasurer**

Christine Shenk reported that the 2023 operating budget was approved. An email was sent to all the Chiefs on 12/14/22 asking for a motion to approve the 2023 operating budget as presented. A motion was made by Mark Wilson (via email) to approve the 2023 operating budget; seconded by Chris Pawlowski. The Chiefs voted and the motion was passed (43 approved-0 opposed).

Christine Shenk reviewed the 1<sup>st</sup> quarter Treasurer's report for 2023 showing an ending balance of \$209,632.31 after all expenses (Helene's 4<sup>th</sup> quarter salary & expenses, Hyatt Place State College-December Meeting, SKS Accounting LLC-2022 tax preparation) were paid and revenue from county assessments and membership dues was deposited. However, Helene's 1<sup>st</sup> quarter salary and expenses still needed to be paid and deducted. These expenses will be deducted in the 2<sup>nd</sup> quarter.

When comparing the annual income versus annual expenses the association had a negative balance of \$15,756.71 for 2022. This was due to the increase costs of the conference, extra costs that weren't in the initial operating budget (meals for the EBP planning retreats) and other expenses going up. As a result the executive committee decided to increase assessments by 10% in 2024. This would increase revenue by \$8,852. Mark Wilson made comments supporting the need for the increase in assessments. Helene reminded the Chiefs what the assessments are used for in the annual operating budget from the association and why the increase in revenue is needed. She indicated that the association's accountant and lawyer recommended having one year's worth of operating budget in reserve as a non-profit.

## **Executive Director Report:**

Helene Placey reported the following:

- EBP implementation grant update; grant training funds has been depleted
- Final training was a virtual 8-week Implementation Leadership Academy which concluded in January; 30 county attendees completed the course
- An email was sent out recently to the Chiefs to assess the need for MI training, MI-20 web licenses needed for new staff, and interest in MINT scholarships for MI trainers
- MI licenses expire so any APOs that need licenses are to contact Helene
- 2023 membership dues & annual assessment invoices was sent out by email; payments were due by 3/1/23
- Memberships-40 chiefs paid; 15 chiefs didn't pay yet; 143 associate memberships paid
- Assessments- 50 counties paid, 16 counties didn't pay yet
- Helene will be reaching out to nonpayment counties in effort to collect
- Milestones were celebrated for chiefs having a 1-, 5- and 10-year anniversaries
- Dan Heydt (Berks) and Ian Thompson (Beaver) 1 yr.; Roger Miller (Perry), Bernie Sikora (Monroe) and Gale Kendall (Adams) 5 yrs.; April Billet (York) 10 yrs.
- Helene will be sending out an email on how to access the members only section of the associations website
- Associations Tax documents for 2022 were filed
- CCAP's UCM sold and termination of services to be effective 12/22/23

## **COMMITTEE REPORTS**

### **Chiefs EBP Committee**

Report from April Billet, Chair

- The EBP Strategic Planning Retreat will be held Thursday, May 25, 2023 at the Sheraton Harrisburg-Hershey
- BJA Smart Probation grant activities; planning grant awarded to 14 counties
- The 14 counties awarded the Planning Grant are reporting monthly to the Carrey Group
- PCCD obtained a grant to validate the ORAS; data to be obtained from York, Berks, and Dauphin counties
- The Care Group (communications@thecaregroup.com) is sending the PPCJI Monthly Newsletter to the Chiefs; next newsletter titled "Caseload Management Practices that Support Positive Change" will be sent out via email on 3/15/23

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

- Specialized risk assessment user manual was published and available on the association's website
- An upcoming survey on specialized risk assessment tools used will be coming out from the Communications committee
- A recording of the webinar held February 28 entitled "*Improving our Efficiency and Effectiveness Through the Use of Risk/Needs Assessments*" has been posted on the Chiefs Association website under [EBP Stakeholder Resources](#)
- Next assignment will be PSIs and responsivity

Work Group #2- Implementation; Report from April Billet

- More EBP briefs were created (stakeholder resources); posted on the association's website under the [EBP Stakeholder Resources](#) tab
- Had their 1<sup>st</sup> meeting on creating an infidelity assessment tool to be used to check service providers effectiveness; similar to the SPEP process
- Holly Wise, Deputy Director, York County gave presentation on case planning; indicated the work group's goals and/or objectives: (1) obtain examples of case plans, (2) develop a case plan template, (3) get case plan approved, (4) develop a webinar on how to use case plans
- Holly indicated during the presentation that smart goals are to be used and that the offender should be working on 2 to 3 goals at a time addressing their criminogenic risks/needs; responsivity needs to be taken into consideration; and strengths should be utilized; goal is risk reduction
- The work group wants to develop a list of departments willing to mentor departments that are in need of assistance in case planning
- Draft of a statewide case plan, guide and policy to be distributed; it will be sent out after this meeting; statewide uniformity is the goal
- Webinar for case planning implantation will be held in May
- Any questions contact any work group #2 committee member

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

- Chris indicated that a caseload alignment document is being developed; needs smaller counties from the western part of the state to contact him on how they reduced their caseloads
- Meeting with the CAPPAC Funding Subcommittee to provide data on Performance Measurements

### Communications Committee

Report from Doug Wilburne, Chair

- Newest survey results posted on members only page (EM/HA, Paid Trainers, Gagnon Hearing process)
- Next survey being conducted will be inquiring about supervision levels and case load sizes; then specialized assessments
- Any ideas for surveys to be conducted please contact Doug

### Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Intercounty affairs committee is planning on a comprehensive update of the Intercounty Transfer information section
- An email will be sent out to the Chiefs to review their county's intercounty transfer info and if changes need to be made contact Pam
- In addition, if the Chiefs would like to include specific information regarding their county's transfer criteria they should notify Pam
- County rules project is ongoing

### Policy & Legislative Committee

Report from Todd Bergman, Chair

- Tracking legislation being proposed in the new legislation session (2023-2024); this will be ongoing
- Meeting soon on standard changes being proposed

### Training & Education Committee

Report from Chris Pawlowski, Chair

- Continuing Education workgroup
  - Several virtual "lunch & learn" webinars scheduled (March-June)
  - Four interstate compact trainings (101-104) will be offered
  - JNET training on Federated search will be offered
  - Trainings on mental health and gangs will be offered
  - Coordinating sessions for 2<sup>nd</sup> half of 2023; looking for new topics that are free or from low-cost presenters/trainers

- Conference Planning workgroup is looking for speakers/presenters and topics; will be at the Penn Stater, dates and costs of conference have been set
  - Trying to offset costs of conference through vendors
  - Looking for ideas for activities
  - May still have to deal with hotel staff shortages

### **Racial Diversity Committee**

Report from Renawn Harris, Chair

- Expanded committee membership
- Formed 3 new workgroups (Resources, Job Fairs and Mission Statements)
- Resource workgroup is continuing to add resources and updates to the resource document on the chief's website
- Job Fairs workgroup is working on strategies to increase minority hiring (recruitment), promoting and retaining once hired
- Missions Statement workgroup is working on developing mission statements and policies that emphasize diversity and inclusion

### **CAPPAC & CAPPAC SUBCOMMITTEE UPDATES**

**Funding Subcommittee** – April Billet, vice chair reported that at the next funding subcommittee meeting, Chris Pawlowski and Rick Parsons will be presenting their data report. The funding subcommittee will be using this data in their GIA and IP funding formula. IP data is being collected to devise an IP funding formula.

**Standards Subcommittee** – Chairman Scott Kerstetter indicated that there was a motion made to suspend the monitoring visits until 2025, but that motion was withdrawn. PCCD will start the monitoring process this year. The initial meeting is to be a “meet and greet” to gauge where each county is in the process of meeting the standards and to learn more about each county’s departmental operations.

**Firearms Subcommittee** – Member Michelle Beaver had nothing to report.

**Training Subcommittee** – Chair Dan Heydt reported that the training subcommittee last met in February. Temple University is developing a DT and BTA curriculum.

### **STATE AGENCY UPDATES**

#### **JNET**

Report from Amelia Marsh

- Amelia gave a special presentation; the presentation was based on getting input and or feedback on how JNET is doing in customer service, their portal and services?
- A survey will be sent to the Chiefs inquiring what JNET is doing right and inquiring what they are doing wrong; Helene to send out the survey on JNETs behalf

- Recidivism Project will be updated for access roles and getting live feed from AOPC for data
- JNET Conference will be held at the Scholar Hotel in State College on 6/15 – 6/16/23; looking for topics
- PFAD; access it through JNET?
- If Chiefs need JNET training for their staff, they can email Amelia and Todd to get it set up; can be in person on site or virtual

### **AOPC**

No update

### **DOC - Court Services**

No update

### **DOC-Field Services**

No update

### **DOC-Reentry**

No update

### **DOC - Interstate Services**

Report from Matt Reed, Deputy Director

Matt informed the Chiefs that he has now been appointed director since Margret Thomson's retirement. He indicated that PA Interstate Services had an internal data audit. PA currently has over 4000 interstate transfer requests to other states. Need to clean up data in ICOTS, specifically wrong DOBs and Social Security Numbers. Unfortunately, the internal data audit revealed that PA had 42 cases marked as "Tolling". The cleaning up of these "Tolling" cases has started and there are only 6 left. The goal is to get down to 1 "Tolling" case. On how to improve, Matt indicated that PA needs to stress compliance of the National standards. Passing the National Audit needs an 80% compliance rate. Case Closure Notice has to be at 88% for passing. Response to Violation Reports has to be at 83% (10 business days to respond). Matt indicated that his agency will provide 4 ICOT trainings (101-104) this year. Registrations for the trainings will be coming out soon.

### **PACM**

No update

### **PCCD**

Report from Sally Barry, Director Office of Justice Programs

- Sally provided an update on GIA; 22/23 grant applications are currently under review and PCCD is awaiting the Governor's Budget to be released before posting GIA grant applications for 23/24
- PCCD is seeking to increase in the budget funds available for county probation & parole
- A funding formula has been approved for GIA
- JRI-2 savings didn't occur so the new GIA funding formula couldn't be implemented yet
- Initial monitoring visit will be an introduction; an email was recently sent to the Chiefs, President Judges and Court Administrators informing them of the upcoming visit; If the email was not received by those individuals, please get Sally their email addresses
- 82 standards have been approved that counties are to be in compliance with; PCCD will offer technical support and assistance to be compliant
- Chris Pawlowski asked what PCCD would consider as being compliant; she indicated that no threshold was set and that it could be different from county to county; She compared it to the JCJC Court visits where each county submits a plan to JCJC and works on meeting the EBP goals/objectives of their submitted plan
- PCCD's goal is to see where counties are at in implementing the standards, EBP and how they can assist
- Sally indicated that PCCD found that the data being entered into the CIPP system is often not up to date or not being entered; She wanted to give fair warning that current and future IP funding will be cut for counties not in compliance
- Bobby Juip (CCAP Criminal Justice Advisory Board Specialist) is a good resource to contact if any Chief has questions about the CIPP system
- Sally indicated that if PCCD funding is being used to support supervision of any IP offender, that offender need to be entered into the CIPP system along with the required info
- CAPPAC recommended the DT and BTA curriculum that was developed by its training subcommittee to Temple University; Temple University is now tasked with developing these recommended curriculums into training modalities
- A job task analysis of Probation Officers was completed so that continuing Ed courses could be developed
- 2023 BTAs will be held at the Scholar Hotel in State College
- Act 77 established regulations on how President Judges could spend supervision fee funds (allowable expenses-salaries, benefits, operational expenses, enhancement or improvements of county probation services); it also requires setting up proper accounting procedural practices and reporting; these funds must supplement versus support
- President Judges will be required to submit to PCCD every August a detailed report on how they spent their ACT 77 and Act 35 supervision fee funds the previous year
- Audrey Fortna asked Sally if PCCD would be developing a standardized form for the President Judges to utilize when submitting their ACT 77 and 35 expenditures; she indicated that this could be a possibility
- Chris Pawlowski asked if the integration of CIPP, JNET, and the case management systems (CDI BTM & Connectrex) was progressing; Sally informed Chris that the Chiefs



should direct this question to Amelia Marsh at JNET to see if their counties data was being collected and/or being provided from their vendor

- PCCD is meeting with a consultant to develop a case management system for trainings; similar to JCJC's JEMS system
- The 2023 CJAB Conference will be held on 3/21-22/23 at the Penn Stater Hotel

## **PA Commission on Sentencing**

Report from Tom Backenstoe

- All sentences are to be reported by January 31, 2023. PCS is currently completing a preliminary analysis and a report will be going to the President Judge, CPO and Court Administrator sometime in April. Final analysis and formal certification by the Commission will occur in June of 2023, during the Commission monthly meeting.
- Commission trainings are underway, SGS web over, Commission update, and sentencing and sentencing guideline fundamentals all monthly; registration is on our web site under the calendar section.
- Commission to consider approval of the 8th edition guidelines during the March Commission meeting to be held March 9, 2023, in Harrisburg. Six public hearings will conclude on March 8, 2023 in Harrisburg.

## **OLD BUSINESS**

- None

## **NEW BUSINESS**

- Opioid Settlement Funds- Harm reduction training; April to send out info on this training
- Recognized the new chief appointments
  - Dave Goodwin, Lycoming County (December)
  - Toni White, Cambria County (February)
  - Current Vacancies: Allegheny and Northampton
- 2023 Quarterly membership meetings:
  - June 23 @ The Graduate Hotel, State College
  - September 20 @ Penn Stater Conference & Hotel
  - December 8 @ The Graduate Hotel, State College
- 2023 Conference: September 18-19 @ Penn Stater

Meeting adjourned

Respectfully submitted,  
Leonard R. Hahn  
Secretary