

**County Chief Adult Probation and Parole Officers Association of PA**  
**General Business Meeting**  
**Friday December 6, 2024**  
**The Hyatt, State College & Zoom**

**Chief POs in attendance in person:** Ashlee Lynn (Allegheny Proxy), Ian Thompson (Beaver), Dan Heydt (Berks), Scott Bailey (Blair), Todd Bergman (Bucks Proxy), Toni White (Cambria), Janene Holter (Carbon), Ryan Smeltzer (Centre), Chris Pawlowski (Chester), Ryan Smeltzer (Clinton Proxy), Darby Christlieb (Cumberland), Chad Libby (Dauphin), James Caccimelio (Fayette), Mark Rhoads (Forest), Len Hahn (Huntingdon), Tracy Gordon (Jefferson), Michelle Beaver (Juniata), Pam Sheffer (Lehigh), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Michelle Orris (Perry), Jeffery Angradi (Pike), Keith Shaffer (Wayne), and April Billet (York)

**Chief POs in attendance via Zoom:** Kristi Fields (Adams), Regina Himes (Armstrong), Steve Fingado (Cameron), Kristine Shaffer (Clarion Proxy), Trevor Oates (Crawford), Danielle Hibberd (Delaware), Chris Kessler (Erie), Doug Wilburne (Franklin), Daniel Miller (Fulton), Craig Wise (Greene), Gene Eiden (Lackawanna), Jen Luciano (Lancaster), James Jendrysik (Lawrence), Kevin Perluk (Luzerne), Krick Fortin (Lycoming Proxy), Kathy Subbio (Montgomery), Paul Singley (Northampton), CJ Begansky (Schuylkill), Colin Devanney (Snyder), Dave Roman (Somerset), Scott Kerstetter (Union), Julie Bullard (Venango), Mike Walters (Warren), and Eric Leydig (Westmorland)

**Others in attendance in person:** Renawn Harris (Allegheny), Brendan Harker (Berks), Kelly Kersch (Blair), William Mann (Chester), Gretchen Anderson (Dauphin), Andrew Cooper (Dauphin), Meredith Zurin (Dauphin), Adam Oakes (Jefferson), Abby Krepps (Juniata), Colton Spade (Mifflin), Todd Bergman (Montgomery), Brian Weidow (Perry), Saira Olson (Tioga), Don Overmoyer (York)

Helene Placey (CCAPPOAP), Rick Parsons (Carey Group), Nevin Warner (AOPC), Abbey Geffken (PA Assoc Treatment Court Professionals), Frank Scherer (PCCD)

**Others in attendance via Zoom:** Joe Berke (Carbon), Sandi Larson (Chester), Rebecca Showers (Chester), Dave Eckert (Franklin), Jim Decker (Indiana), Meghan Osborne (Lackawanna), Alfredo Pisa (Lackawanna), Chris Frye (Lebanon), Kristin Berke (Lehigh), Jen Tamblyn (Pike), Roger Vought (Somerset), Carol Mullen (Somerset)

Nancy Heisler (PCCD), Robert Sisock (PA Commission on Sentencing), Wendy Cole (PA DUI Association), Leo Hegarty (PA DUI Association), Tristan Gardner (ezJustice), Kevin Griffin (Connectrex), Jim Beck (CDI BTM)

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

**Meeting called to order:** by Vice President Chris Pawlowski 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 joined meeting via zoom and welcomed all those attending the meeting.

### **OFFICER'S REPORTS**

#### **President**

Doug Wilburne met with PCCD. Defensive tactics to be held in January 2025

Traveled to Washington D.C. to represent the Chiefs Association at a BJA convening meeting.

Considering nominations in 2025 for Supervisor and PO of the year.

#### **Vice President**

Chris Pawlowski informed everyone the Chiefs Association is celebrating its 60<sup>th</sup> year anniversary in 2025. Mission statement and history were reviewed.

Book shipped to all Chiefs on Writing for Clarity in Probation and Parole

#### **Secretary**

Toni White asked for approval of September 17, 2024 meeting minutes

A motion to approve minutes was made by Leonard Hahn and second by Chad Libby. A vote was taken and the motion passed unanimously.

#### **Treasurer**

Len Hahn said the 2025 operating budget was being prepared. All chiefs would be sent a draft for review and approval prior to the March 2025 meeting.

He reviewed the 4<sup>th</sup> quarter Treasurer's report for 2024 showing an ending balance of (as of 12/6/2024) \$187,000.70

### **Executive Director Report:**

Helene Placey reported the following:

- 2025 assessments and membership dues invoices will be emailed the end of December
- All dates and hotels have been finalized for 2025 quarterly meetings and conference
- ORAS - 18 newly certified trainers. There will be another new class of candidates in 2025
- Motivational Interviewing- 16 candidates will become certified trainers in early 2025
- BJA grant ended 9/30/24

### **COMMITTEE REPORTS**

#### **Nominations Committee**

Darby Christlieb informed members that Dan Heydt (Berks) was the only nominee received for Member at Large position. He requested any additional nominees from the floor. There were none. Paper ballots were distributed to all voting members.

## **Communications Committee Report**

Doug Wilburne, Chair - no updates to report

## **EBP Committee Report**

### **Implementation Workgroup**

Co-chairs: Doug Ritson & Ashlee Lynn

- Quarterly regional meetings are being coordinated in conjunction with Juvenile chiefs' quarterly meetings
- Completed 2024 EBP Implementation survey
  - 62 counties completed the survey (95%)
  - 97% of responses have started implementing EBP in their departments
  - 60% are still providing training
- Top Needs identified
  - Training
  - Staff buy-in (line staff and management)
  - Stakeholder buy-in
  - Staffing/turnover
  - Funding
  - Time
- Next Steps
  - Further data analysis
  - Use data to drive future deliverables

### **Training Workgroup**

Co-Chairs: Scott Kerstetter & Jessica Vanderzille

- Working on developing an EBP Overview for stakeholders eLearning course. The current 3-hour course is too long for stakeholders to complete. Hope to have the Stakeholder eLearning course available by June 2025.
- Recognized workgroup members – Completion of new document on website "Trainer Fidelity Recommended Guidelines"

### **Effective Interventions Workgroup**

Co- Chairs: April Billet & Jenn Wright

- Two new videos & discussion guides added to website
  - Skills and Four-Step Check in (with worksheet and discussion points)
  - Case Planning (with worksheet and discussion points)
- Success plan (case plan) curriculum completed
  - Train the trainer scheduled spring 2025
  - Additional end user training
- Coaching toolkit webinar being held February 4, 2025 (registration coming soon)

### **Communications Workgroup**

Co-Chairs: Doug Wilbure & Darby Christleib

- Two new documents posted on the website:
  - ORAS bench card from UCCI
  - ORAS spotlight – Using Assessments to Determine Focus

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

Co-Chair: Chris Pawlowski & Pam Sheffer

- New caseload size survey
  - Working on new survey for 2025. Will use survey monkey
  - Data collected will only used for CCAPPOAP members
- Jnet recidivism dashboard
  - Working with Connetrex on the recidivism dashboard

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

Report from Pam Sheffer, Chair

- Draft revised intercounty transfer guidelines (sent 11/26/24)
  - Not returning cases for a technical violation
  - Keeping case until violation is resolved
  - New arrest may not be reason to send case back to original county
- Discussion regarding transfer cases
  - Set up Zoom (if possible) for all contacts of transfer cases to see each other and work out issues
- Continue to send updates regarding ICT point of contacts to Pam and Helene

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

Report from Todd Bergman, Chair

- End of 2023-24 legislative session summary sent to Chiefs 11/22/2024
- Helene reported Heart and Lung Act to include county probation (Act 60 of 2023)
- Workers Compensation (PTSD) for Peace Officers (Act 121 of 2024)

### **Racial Diversity Committee Report**

Report from Renawn Harris, Chair

- Survey created and will be sent out to Chiefs in 2025 asking for information related to mission statements, DEI training, and other issues.

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

Report from Chris Pawlowski, Chair

- Continuing Education workgroup coordinated and hosted 11 webinars in 2024; with 594 participants; no shows have decreased
- BTA recommendations provided to PCCD based on feedback from Chiefs
  - What can be done to do better?
  - Updates to be implemented in 2025

## **CAPPAC & CAPPAC SUBCOMMITTEE UPDATES**

### **Funding Subcommittee – Vice Chair, April Billet**

- Met in September; approved revised Grant and Aid formula; plan to meet in early 2025 to discuss Grant and Aid funding

### **Standards Subcommittee – Chair, Scott Kerstetter**

- Meeting in 2025; Discussion on “Utilizing the tools we have”

### **Firearms Subcommittee – Members Tim Heitzman, Michelle Beaver, Chad Libby**

- Firearms- Training update will be announced

### **Training Subcommittee –Chair, Chris Pawlowski**

- PCCD has announced Defensive tactics scheduled in 2025

## **STATE AGENCY UPDATES**

### **PCCD**

#### **Report from Frank Scherer**

- Defensive Tactics
  - First DT course scheduled January 6-10, 2025; announcement sent to all chiefs
  - BTA site Wyndham Garden- State College, 310 Elks Club Road, Boalsburg
  - Additional DT training dates in the west: at Westmoreland Community College - Public Safety Training Center, 65 Public Safety Drive, Smithton, PA:
    - March 10th-14th – Scheduled
    - August 18th-22nd-Scheduled
- Defensive Tactics Train the Trainer
  - PCCD has begun work with Temple and (SME’s) Subject Matter Experts to develop the Train the Trainer course. The hope is it will be an expedient process, as the Defensive Tactics course is already developed.
  - DT Train the trainer course coming in 2025
- CAPPS System: Continue to make headway with the development of the CAPPS system. Currently putting data into the test environment. Goal to bring a few counties on board to “Beta Test” the system, and work out any bugs before the full roll-out
- BTA: recently finished their 15<sup>th</sup> BTA; gearing up for the 2025 classes
  - PCCD working with the Chief’s Association’s Training Committee to look at the current BTA curriculum to see where it may need updated, changed, or modified. PCCD wants to make sure they are meeting the needs of county probation, and are delivering the best academy possible.
  - Chiefs are encouraged to email Dan Hoover with their new officer information so they can be placed on the enrollment list.

### **AOPC**

No Updates

### **DOC - Interstate Services**

No Updates

## **JNET**

No updates

## **Commission on Sentencing**

Report from Robert Siscok

- Finalizing training schedule for 2025; check website for dates and registration
- Will be sending survey to counties in 2025; survey to take less than 5 minutes

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

Report from Abbey Geffeken

- Following Senate Bill 453 DUI Reform
- PATCP conference was held Oct 9 – Oct 11 with a very large attendance
- Planning October 2025 annual conference (dates to come)
- Continuing to advocate for treatment courts

## **PA DUI Association**

Report from Wendy Cole

- Meeting will be held for DUI Coordinators in May 2025
- Counties should not use online training for DUI School. Prerecorded cases are not certified or up-to-date

## **DOC - Court Services**

No update

## **DOC-Field Services**

No update

## **DOC-Reentry**

No update

## **DOC - Interstate Services**

No update

## **PA Association of Case Management**

No update

## **OLD BUSINESS**

- 2024 Conference feedback and evaluations
  - Conference Income \$59,050 vs. Conference Expenses \$58,416
- General Feedback
  - Overall Conference- 50% excellent, 48% good
- 2025 Conference Planning
  - Remain in State college for 2025
  - Return to 2 full days + half day (for member meeting)
  - Increase registration fee (\$100)
  - 2025 Conference at Penn Stater & Conference Center

### **NEW BUSINESS**

- Member At Large Election Results. Nominations Committee chair Darby Christlieb reported the voting results (paper ballots) from earlier in the meeting. Dan Heydt (Berks County) was elected to a second term, expiring 12/31/2027.
- Amanda Leonard, Chief, Indiana County (formerly Amanda Yurky) was recently married. Congratulations on the nuptials
- Vice President Chris Pawlowski informed members of wanting to increase Helene Placey salary by 6%
  - Motion made by Chad Libby; Second by Toni White; Vote passed
- Member Comments
  - Chad Libby, Dauphin County announced his department will unmerge adult and juvenile probation in January 2025. He will no longer be the Chief of Adult Probation. He will remain Chief of Juvenile Probation.

### **OTHER BUSINESS**

- 2025 quarterly membership meeting
  - March 28 at Hyatt (March 27-Chiefs only meeting)
  - June 13 at Graduate (June 12- Chiefs only meeting)
  - September 24 at Penn Stater (no Chiefs only meeting)
  - December 5 at Hyatt (December 4 Chiefs only meeting)
- 2025 conference
  - September 22-23 at Penn Stater
- Adjournment
  - Motion to adjourn by Jeffery Angradi (Pike); 2<sup>nd</sup> by Day Heydt (Berks)
  - Meeting adjourned

Respectfully submitted,  
Len Han, Acting Secretary