

County Chief Adult Probation and Parole Officers Association of PA
General Business Meeting
Friday, December 5, 2025
The Hyatt Place, State College and Zoom

Chief POs in attendance in person: Regina Himes (Armstrong), Ian Thomson (Beaver), Dan Heydt (Berks), Scott Bailey (Blair), Alane Policicchio (Carbon), Chris Pawlowski (Chester), Trevor Oates (Crawford), Darby Christlieb (Cumberland), Gretchen Anderson (Dauphin - Proxy), Trevor Oates (Forest – Proxy), Doug Wilburne (Franklin), Len Hahn (Huntingdon), Michelle Beaver (Juniata), Pam Sheffer (Lehigh), Nick Wolfkiel (Mifflin), Bernie Sikora (Monroe), Kathy Subbio (Montgomery), Michelle Orris (Perry), Jeff Angradi (Pike), Isaac Hastings (Venango), and April Billet (York)

Chief POs in attendance via Zoom: Kristi Fields (Adams), Christine Shenk (Bucks), Doug Ritson (Butler), Ryan Smeltzer (Centre), Kristine Shaffer (Clarion - Proxy), Danielle Hibberd (Delaware), Chris Kessler (Erie), Dan Miller (Fulton), Craig Wise (Greene), Tracy Gordon (Jefferson), Gene Eiden (Lackawanna), Jen Luciano (Lancaster), Jamie Jendrysik (Lawrence), Chris Frye (Lebanon-Proxy), Claudia Fisher (Luzerne – Proxy), Erick Fortin (Lycoming – Proxy), CJ Begansky (Schuylkill), Colin Devanney (Snyder), Christine Shaffer (Somerset - Proxy), Scott Kerstetter (Union), Keith Shaffer (Wayne), Christy Scott (Westmoreland – Proxy)

Others in attendance in person: Nicholas Volo (Berks), John Scolastico (Berks), Jennifer Walters (Blair), Tabatha Spangler (Dauphin), Abby Krepps (Juniata), Kristin Berke (Lehigh), Colton Spade (Mifflin), Mike Stough (York), Donald Overmoyer (York), Rhys Kershaw (York)

Helene Placey (CCAPPOAP), Michael Leister (PCCD), Angi Crater (PCCD)

Others in attendance via Zoom: Kim Smith (Adams), Renawn Harris (Allegheny), Michael Harrison (Bucks), Kimberly Cooper (Carbon), Craig Geisel (Chester), Ashley Lupro (Franklin), Adam Oakes (Jefferson), Alfredo Pisa (Lackawanna), Katlyn Wildberger (Lancaster), Jen Tamblyn (Pike), Carol Mullen (Somerset), Roger Vought (Somerset), Jared Sechrist (York), Melissa Plotkin (York)

Kevin Griffin (Connectrex), Tristan Gardner (ezJustice), Brian Steuhl (CDI BTM), Nancy Heisler (PCCD), Frank Scherer (PCCD), Nevin Warner (AOPC), Amelia Marsh (JNET), Michael Barvitski (DOC – Parole Field Services), Tien Ho (DOC-Interstate Services), Matt Reed (DOC-Interstate Services), Rober Sisock (PA Commission on Sentencing), Pat Nuzzo (Penn State JASI)

Note: There may have been other individuals on Zoom that were not able to be identified.

Meeting called to order: by President Doug Wilburne at 9:00 a.m. with the Pledge of Allegiance. Acting Secretary April Billet and Helene Placey took roll call of all county chiefs in attendance. It was determined a quorum had been established.

OFFICER REPORTS

President

Doug Wilburne welcomed everyone and thanked them for attending the meeting. He reported the following:

- PCCD invited the association to provide updates at the November 13 CAPPAC meeting. Doug gave background on the association - purpose, function goals, and history. Judge Shurtleff acknowledged the improved positive relationship with PCCD.

Vice President

Chris Pawlowski reported the following:

- Judge Butts is retiring at the end of this year. She has a strong advocate for the association. We wish her well in her retirement.
- Dr. Bryanna Davis (Berks County) published her first book! Redeeming Justice: How Faith Transforms Our Work and Purpose. The book is available on Amazon. Congratulations Bryanna!
- Chiefs only meetings are a great opportunity to network and brainstorm solutions to struggles. He strongly encourages counties to consider coming up the day before the general membership meeting to participate.

Secretary

Action item: April Billet (interim Secretary) asked for approval of the September 24, 2025 membership meeting minutes. Motion to approve the minutes by Dan Heydt (Berks) and seconded by Len Hahn (Huntingdon). All voted in favor. Motion passed. Minutes approved.

Treasurer

Len Hahn reported the following:

- Expressed concerns regarding fraudulent emails to get funds. But reassured the association has good checks and balances system in place to prevent fraud.
- Beginning Balance \$280,533.82 with several expenses this quarter but we did have some revenue. Ending balance \$204,154.96
- Draft 2026 Operating budget will be completed by the new treasurer and Helene Placey. It will be sent to all voting members before March 2026 for approval

A huge thank you to Len for all his work with the association serving as the secretary for several years then as the treasurer!

Executive Director Report

Helene Placey reporting the following:

- PA Budget passed, no change in state funding for GIA or IP (county allocations for GIA may increase or decrease based on the revised funding formula)
- We are still accepting TTT nominations – ORAS, MI, Case Planning, WRNA, etc. We are struggling to get enough people to schedule a class. This is a wonderful opportunity to get in-house trainers at no cost to the county.
- MI 2 training scheduled in Lancaster and State College in February 2026 – Priority registration goes to BTA graduates; a follow up announcement will be sent to all counties since there are still open seats
- 20+ New Chiefs have been invited to our monthly new chiefs' forums facilitated by April Billet and Chris Pawlowski. New Chiefs monthly forum schedule for 2026 will be sent soon
- 2026 Memberships and assessments will be mailed late December or early January

COMMITTEE REPORTS

Nominations Committee

Report from Darby Christlieb, Chair

- Election of officers; two-year terms begin 1/1/2026 and will expire 12/31/2027
- Candidates: Doug Wilburne – President; Chris Pawlowski – Vice President; Scott Bailey – Secretary; Audrey Fortna – Treasurer.
- No additional nominations were received from the floor
- Shout out to Len Hahn for all his work on the executive committee!

Action item: Motion to accept the candidates by April Billet (York) and seconded by Len Hahn (Huntingdon). All voted in favor. Motion passed. New officers elected to begin their terms 1/1/2026. Congratulations!

Communications Committee

Report from Doug Wilburne, Chair

- Biannual salary survey will be sent in January 2026; to include: starting officer wages, supervisor wages, administrative staff, chiefs' salary, union information, etc.
- Caseload Survey likely February 2026
- EBP Stakeholder Survey early 2026 (after caseload survey). Plan to send to Judges, DA's, Defense Attorneys, Commissioners and Court Administrators

Racial Diversity Committee

Report from Renawn Harris, Chair

- Committee met in October. Discussed the results of the survey. A goal for 2026 is to get resources out to chiefs. Also educating the chiefs on the work of the committee including bench cards and an ethnicity calendar to celebrate events and recognize groups.

EBP Committee

Report from Doug Wilburne, Chair

- Panel Presentation at PATCP Conference in October (several chief PO's and judge)
- Presentation submitted to PCCD for 2026 CJAB Conference
- Strategic Plan Refresh completed, and new committees were established

EBP Committee's Data and Quality Assurance Workgroup

Report from Pam Sheffer, Co-chair

- JNET is still working on the Recidivism Dashboard
- Uniform Data Definitions document is about finalized for distribution in early 2026. Possibly engage with the case management vendors to see if it is possible for them to create the report. Once complete, schedule a webinar to educate the chiefs on how they can use the data.
- Looking for new members
- Center for Effective Public Policy held a webinar (Dec 3) on data collection. Trend nationwide is to present data in a more strength-based way.

Inter-County Affairs Committee

Report from Pam Sheffer, Chair

- Statewide meeting held October 22nd. The meeting went very well with excellent attendance.
- Encourage regional meetings with the regional points of contact. There is a facilitator for every region except the northeast. Hope to initiate regional meetings in early 2026.
- Members Only webpage has all the intercounty transfer contacts for the state. A lot of people that need this information did not have access. Helene was able to send the link to all county points of contact so they could access the information.
- Intercounty Transfer Guidelines were reviewed and will be updated early 2026.

Policy and Legislative Committee

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

- Committee met on September 10th
- Current Legislative session continues into next year. Todd and committee are tracking a lot of bills. Nothing has really moved though
- Submitted position statement on HB 1671 on Restorative Justice to House Judiciary Committee. We support the concept but not the bill. Restorative Justice is not a sentence. The bill was tabled at this point.

- Compiling list of issues related to Act 44 of 2023. Helene will maintain and create a draft letter to legislators. No discussion about possible amendments yet. Still no published appellate/superior court decisions related to Act 44.

Training and Education Committee

Report from Chris Pawlowski, Chair

- 2025 Webinars – held 6 with 500-600 attendees and 66 no shows
- Developing a list of webinars for 2026 - Will repeat popular topics such as search & seizure and credit time
- Recap of the Conference:
 - Conference income vs. expenses – came out slightly ahead (+\$1995)
 - Shout out to Helene for being fiscally responsible with the association funds and making sure the committee keeps this in mind when planning the conference
 - Overall speaker ratings were good. Social events overall ranked good. General feedback was good as well.
 - Conference will be on September 21 & 22 with the Member meeting on September 23rd at the Penn Stater
 - Will keep the same structure for the conference in 2026 (two and half days)
 - Registration fees will remain the same in 2026

CAPPAC AND CAPPAC SUBCOMMITTEE UPDATES

Funding Subcommittee – April Billet, Chair

- Subcommittee has not met recently due to the budget impasse. Will be working with PCCD to schedule a meeting soon to discuss a funding plan for the \$27 million in JRI II funds that were released

Standards Subcommittee – Scott Kerstetter, Vice chair

- No Updates – Next meeting 2/13/2026

Training Subcommittee – Chris Pawlowski, Chair

- Working on the revised BTA curriculum. This will go before the CAPPAC for a vote at the next meeting. Some of the changes will include some prework to allow for more sessions at the actual BTA
- Shout out to all county trainers that teach at BTA and to the counties that allow their staff to teach (Berks, Chester, Clinton, Dauphin, Delaware, Franklin, York)
- Shout out to Dan Hoover for his management of the BTA

Firearms Subcommittee – Michelle Beaver, member

- No update

STATE AGENCY UPDATES

PCCD

Report from Michael Leister

- The new state budget did not include a block grant combining IP, GIA and Act 80 (which supports non-narcotic medication treatment in county jails), but it will likely be on the table again next year.
- Shout out to PCCD staff who had the IP and GIA grants announced immediately after the budget passed. If you have any questions, please reach out to your assigned CAPPAC (County Adult Probation & Parole Analyst). The grants are retroactive back to July 1, 2025
- Annual deposit into JRI fund increased significantly to an estimated \$27 million. Based on the uncertainty if the allocation is one time appropriation, PCCD will take a conservative multi-year strategy. PCCD will work with the CAPPAC Funding Subcommittee to develop a funding plan for this money.
- With the passing of the budget, the CAPPAs will once again be on the road visiting counties doing a more in-depth review of policies and procedures in compliance with the operating standards (3rd edition revised)
- CIT Conference held in October at Nittany Lion Inn with over 200 attendees. Launched the PA CIT Technical Assistance Center in partnership with the Council of State Governments and CIT international.
- 2026 CJAB conference April 21 & 22 at Penn Stater Hotel & Conference Center. The structure will be three track training: 1) gun violence/violence prevention, 2) reentry and 3) behavioral health & justice. Registration will open in early 2026
- BTA – held 4 academies this year. So far 50 officers on the list for 2026 needing BTA. Looking at revising the BTA curriculum and modernizing the structure. Added modules include enhanced officer safety, verbal de-escalation and courtroom performance. There will also be prework required beginning in 2026
In September & November BTAs, all officers registered and completed the EBP eLearning course provide through the chiefs association. Feedback was very positive.
- Defensive Tactics offered through PSU JASI. Five DT classes were held, with 82 officers.
- DT TTT curriculum is finalized and will be announced soon
- CAPS training management system. 3 counties are beta testing the system. Statewide rollout is set for early 2026. FET will be included in this as a part of phase II.
- Firearms training schedule has been established and will be released January 2026
- New CAPPAC quarterly meetings will feature a county probation program highlight

AOPC

No Update

DOC – Interstate Services

Report from Tien Ho

- Annual Business Meeting – 20 New amendments were passed in November including the one submitted by PA on probable cause hearings.
- Training will be provided on the new amendments for the county staff
- Will coordinate with Helene to schedule Interstate webinars in 2026

DOC – Probation & Field Services

No Updates

JNET

Report from Amelia Marsh

- JNET 2026 Conference March 5th and 6th at the Penn Stater
- Starting regional trainings – looking for host counties
- Still working on recidivism dashboard and are making good progress
- Shout out to Amelia for all her help to counties working through JNET recent technological issues

PA Association of Cour Management

No Updates

PA Association of Treatment Court Professionals

No Update

PA Commission on Sentencing

Report from Robert Sistock, Education and Outreach Manager

- January 31st is deadline for reporting sentences and resentences. If any problems, please reach out to their SGS Web help desk. There is also a webinar available.
- 2026 training schedule will be released shortly – adding a course related to compliance for reporting

PA DUI Association

No Update

OLD BUSINESS

None

NEW BUSINESS

- Alane Policicchio – appointed Carbon County Chief in October. Congratulations Alane!!!
- Chief vacancy in Cambria County
- Executive Director compensation – Recommend 6% increase.

Action item: Motion made by Doug Wilburne for the increase; Seconded by Dan Heydt. All voted in favor of the salary increase.

- Christine Shenk, Bucks County Chief, announced her retirement effective December 31, 2025. Congratulations Christine!!! Christine previously served as treasurer of the Association and served on the EBP Committee. She commended the work of the association, its leadership and especially Helene

- 2026 general membership meetings: March 27, June 26, September 23, December 4. All meetings will be held at the Hyatt except for the September meeting which will coincide with the conference at the Penn Stater
- 2026 Conference September 21 & 22 at the Penn Stater

Action item: Motion to adjourn by Chris Pawlowski (Chester) and seconded by Len Hahn (Huntingdon). All voted in favor to adjourn.

Meeting adjourned

Respectfully submitted,
April Billet, Acting Secretary