

MEMO

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: February 11, 2015

RE: Minutes-Board Meeting
January 14, 2015

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel has made notification to the public of the scheduled meeting on January 14, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:02 AM with Acting Chairman John Tuttle presiding.

Board Members Edward Burke, Leslie Grey, Esq., Michael Green, Michael Potteiger, Jeffrey Imboden and Craig McKay were in attendance. Also in attendance were Charles Fox, Chief Parole Hearing Officer; Fred Klunk, Office of Statistical Analysis; Megan Dade, Executive Director of SOAB; Richard Dash, Director of the Office of Administrative Services; Barbara Christie, Office of Chief Counsel; Jennifer Storm, Office of Victim Advocate, Sherry Tate office of Communications, Leo Dunn Director of Policy and Planning

All reports referenced in Public Session were previously disseminated to Board Members and Senior Staff for review and will be made available upon request.

I. APPROVAL OF BOARD MINUTES OF ~~January 14, 2015~~ ^{December 16, 2014} 

Motion was made by Board Member Imboden, seconded by Board Member Potteiger, and carried unanimously to approve the minutes.

**ACTION
ITEM**

II. OFFICE OF THE VICTIM ADVOCATE

Ms. Storm had nothing to report; however is available to the Board as needed.

III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade had nothing to report; however is available to the Board as needed.

IV. OFFICE OF CHIEF COUNSEL

Ms. Christie had nothing to report; however is available to the Board as needed.

V. OFFICE OF BOARD SECRETARY

Ms. Barkley had nothing to report; however, is available to the Board as needed.
Ms. Barkley made the Board aware that Elaine Dougan is retiring January 23, 2015.

VI. HEARING EXAMINER OFFICE

Mr. Fox had nothing to report; however is available to the Board as needed.
Mr. Fox made the Board aware that Mr. Parker is retiring February 6, 2015.

VII. OFFICE OF STATISTICAL REPORTING AND EVIDENCE-BASED PROGRAM EVALUATION

Mr. Klunk had nothing to report; however is available to the Board as needed.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Mr. Dash, please update all personal information in ESS such as emergency contact information and your beneficiary information is current and correct.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. McIntyre had nothing to report, however is available to the Board as needed.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Ms. Daub wanted to make Board aware that Mr. Lauer will be retiring January 23, 2015, with 19+ years of Commonwealth service, a plaque was presented to him by Mr. Tuttle and Ms. Daub.

XI. OFFICE OF COMMUNICATIONS'

Ms. Tate had nothing to report, however, is available to the Board as needed.

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Dunn had nothing to report, however, is available to Board as needed.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

NEW BUSINESS: A Re-Entry memorial award was suggested by the board members in honor of the late Mr. Lloyd A. White. Mr. Green made a motion to approve and focus the award on Re-Entry, since Mr. White was so involved in the York Re-Entry Program.

Ms. Storm from OVA also would like to have a plaque made in Mr. White's memory. She will bring to the board for approval when everything is finalized.

The meeting was adjourned at 09:12 a.m.

FMC