

**TO:** Board Members

**FROM:** Farrah M. Conjar  
Executive Secretary

**DATE:** August 18, 2015

**RE:** Minutes-Board Meeting  
July 15, 2015

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel provided notification to the public of the scheduled meeting on July 15, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:05 AM with Acting Chairman Tuttle presiding.

Board Members Michael Potteiger, Jeffrey Imboden and Craig McKay were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Meghan Dade, Executive Director of SOAB; Richard Dash, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Sherry Tate Office of Communications, Leo Dunn Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary and Penny Hockenberry, Office of Victim Advocate.

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 June 17, 2015

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

*ACTION  
ITEM*

#### II. OFFICE OF THE VICTIM ADVOCATE

III. SEXUAL OFFENDERS' ASSESSMENT BOARD

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

IV. OFFICE OF CHIEF COUNSEL

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

V. OFFICE OF BOARD SECRETARY

Ms. Barkley reported that the August Board Meeting would be at the Radison Hotel in Camp Hill, PA.

VI. HEARING EXAMINER OFFICE

Mr. Fox reported that the Hearing Examiner position at Greensburg will be moved to Laurel Highlands. Interviews were conducted for the traveling Hearing Examiner position.

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 reported Defensive Tactics class will be held week of August 3<sup>rd</sup> before the BTA class starts. Travel Expenses will not be reimbursed until the budget is finalized.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

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

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

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

XI. OFFICE OF COMMUNICATIONS'

Ms. Tate reported that the tree dedication in memory of Board Member White will be held at 12:15 p.m. today.

**XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS**

Mr. Koch reported for Leo Dunn. SB 859 expected to be considered by the Senate in September (Merger Bill). Mr. Tuttle requested Mr. Koch to prepare a summary for the Board Members.

**XIII. OLD BUSINESS or NEW BUSINESS**

**OLD BUSINESS:**

Static 99 R training is progressing. Go Live date for the Static 99 R will be the week of August 17, 2015. Board Members will see the new form on the October Docket.

**NEW BUSINESS:**

Mr. Tuttle presented pins for years of service to Sherry Tate – 20 years and Alan Robinson- 15 years.

Chairman will be doing District Office and Institution visits to discuss pending merger status.

The meeting was adjourned at 10:17 a.m.

FMC