

**TO:** Board Members

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

**DATE:** June 17, 2015

**RE:** Minutes-Board Meeting  
May 13, 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 May 13, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:00 AM with Acting Chairman Tuttle presiding.

Board Members Edward Burke, Michael Green, Michael Potteiger, Leslie Grey, 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, 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 April 15, 2015

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

*ACTION  
ITEM*

#### II. OFFICE OF THE VICTIM ADVOCATE

Ms. Hockenberry reported that Jennifer Storm is working today with Senator Baker at the Capitol for Missing Person's Day if anyone would like to stop in.

A thank you to Mr. Costa for his great deal of service as he worked with victims for video conferencing in the Philadelphia office yesterday.

### III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade updated on the Static 99 R Training. Her office is working with closely with Greg Young and Cyndi Daub to get that information together. We had a conference call with Department of Corrections, waiting on information from them on numbers and people they want to have trained. SOAB Members are all lined up to conduct the training. Greg and his shop are working on locations throughout the state, looking at rolling it out through summer and finishing at the end of August, which is when IT's part will be completed and will go live by September.

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

### VI. HEARING EXAMINER OFFICE

Mr. Fox had nothing to report.

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

### IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. McIntyre reported that Mr. Brian Helfrich was promoted to Deputy District Director in the Pittsburgh DO. Citizens Advisory Committee meeting will be held in Central Office on May 14, 2015, with Acting Chairman Tuttle speaking. OPPS training will be June 23, and 24, 2015. Administrative caseload. Numbers have been declining over the past several months. Ryan Smith and regional directors have been working to resolve that trend. Fred Klunk reported that over the past two weeks we had a significant increase which is a change in the right direction. Coleman pilot program on absconder population is ready to go. The final memo was agreed on yesterday. Mr. Fox and legal begin training hearing regarding preparation tomorrow in Erie.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Ms. Daub announced the promotion of Luis Rosa to Institutional Parole Manger for the Central Region effective Monday 18, 2015.

XI. OFFICE OF COMMUNCATIONS'

Ms. Tate had nothing to report.

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Dunn announced that Senator Greenleaf's merger bill will be introduced by the end of this month. He also announced Governor Wolf's nominations for the two vacant seats on the board; Leo Dunn and Lydia Kirkland.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

Public session for next month's meeting will be from 9:00 a.m. to 10:15 a.m. here at Central Office. Everyone will move to the DOC training academy in Elizabethtown for the annual employee awards ceremony.

NEW BUSINESS:

Mr. Ryan Smith provided an Absconder information update, along with handouts.

Mr. Fred Klunk discussed the latest data regarding Specialized Community Corrections Centers.

The meeting was adjourned at 9:40 a.m.

FMC