TO: Board Members

FROM: John J. Talaber, Esq.
      Board Secretary

DATE: January 26, 2017

RE: Minutes-Board Meeting
    December 14, 2016

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 December 14, 2016, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:06 AM with Chairman Dunn presiding.

Board members Craig McKay, Linda Rosenberg, Ted Johnson, Mark Koch, Michael Potteiger, Ed Burke, Everett Gillison were present, and Leslie Grey attended the meeting through video conference. Also in attendance were Edie Letherby, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Laura Treaster, Director, Office of Communications, Victor Wills Director of Policy and Legislative Affairs, John J. Talaber, Board Secretary, Office of Board Secretary, Director Christian Stephens, Probation and Parole Services. Attending from the general public was Diane Shoop, Pennsylvania Commission on Sentencing.

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 NOVEMBER 16, 2016

Motion was made by BM Johnson, seconded by BM Burke. No discussion. Minutes were unanimously approved by acclamation.

II. OFFICE OF THE VICTIM ADVOCATE

Victim Advocate Jennifer Storm was not able to attend the meeting. Victim Assistance Coordinators Tara Gross and Kathleen Murphy from OVA attended the beginning of the meeting, had nothing to report, and were available to the Board as needed. BM Johnson asked OVA is there was anything that they did
or were proud of to share with the Board. Ms. Gross and Ms. Murphy reported that they appreciated the Board's support.

III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Executive Director Dade was not available for the meeting; however, through the Chairman's Executive Secretary, Ms. Conjar, it was relayed that SOAB had nothing to report.

IV. OFFICE OF CHIEF COUNSEL

Chief Counsel Robinson had nothing to report, however, was available to the board as needed.

V. OFFICE OF BOARD SECRETARY

Board Secretary Talaber had nothing to report, was available to the board as needed.

VI. HEARING EXAMINER OFFICE

Chief Hearing Examiner Allensworth reported a change on his submitted report. There was a change in the numbers of hearings and waivers processed, in the amount of 200 more than what was previously reported.

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

Director Heister reported that Mr. Powers was no longer with the Office. The Office was down to three employees. Director Heister reported that caseload changes last year were 1 to 60, and now are down to 1 to 52. Director Heister reported that they are putting aside a lot of their research work and are focusing on the metrics, and when they get more staff they will be able to conduct research again.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Director Letherby reported that costs for SUVs were not within the budget, and 19 of the 27 state vehicles in Erie have snow tires (with two agents having studded tires). Director Letherby reported that while there is a level of vehicle accidents for the Board, it is not really weather related and that purchasing rather than leasing vehicles is not advantageous.

Director Wolf stated that the board recently upgraded to OnBase 2016, and it is working better, faster and quicker. Director Wolf recently returned from
Pittsburgh where he was training field staff on Case Notes. Director Wolf noted that BM can indeed connect up to 6 people on their iPads, and it acts the same way as a bridge, and also working on something called GIS decision making technology.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES AND OFFICE OF REENTRY AND QUALITY ASSURANCE

Chairman Dunn noted that Director Stephens was reporting for his and Director Rosa’s Office because Director Rosa was representing the board at a meeting at PCCD.

Director Stephens reported that Director Rosa is working with the DOC to reduce the cases that are not seen each month. Director Stephens’s reported for his Office that he selected Fred Riccio for the Allentown District Director position. Director Stephens selected as Deputy District Director in Pittsburgh Supervisor Charta of the Mon Valley Office. Director Stephens noted some staff changes in the eastern part of the state with the retirement of Tom Costa, and Deputy Director Bonnietta Ferguson is the Acting Regional Director for the East.

Director Stephens reported that some agents in the Chester District were removed from employment, and that Tracy Hill is acting District Director in Chester District. Director Stephens noted that 15 agents were 100% compliant with contact audits for three months and they will be receiving certificates. Director Stephens indicated that as an agency we are 96% compliant with all contacts (offender and collateral), 97% compliant with all AOD testing, and 97% compliant with timely entry. Director Stephens reported that the TPV numbers continue to go down, and that training continues with the field on OnBase and Case Notes. Director Stephen’s staff created a video tutorial on how to use tablets and IPHones.

X. OFFICE OF COMMUNICATIONS

Director Treaster reported that the annual report is in the approval process downtown.

XI. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Director Wills had nothing to report, however is available to board as needed.

XII. NEW BUSINESS

The Chairman presented a draft resolution to make the Board’s 361 Vote Sheet a public record. BM Gillison moved that the resolution be table, which was seconded by BM Rosenberg. There was discussion and BM Rosenberg called the question. It was 5 to 4 decision to not table the resolution.
BM Koch made a motion to proceed with the resolution as written and that the 361 become public. BM Potteiger seconded the motion so that it could proceed to discussion. Discussion occurred, BM Koch called for the question on the resolution on whether the Board’s 361 Vote Sheet should become a public document. The Board voted 3 in favor and 6 against and the resolution failed.

The Chairman moved to the Most Restrictive Condition & Parole Majority resolution that came from the Board Secretary’s Office. Discussion ensued, and it was decided that the resolution would be revised and presented at the January 2017 Board Meeting.

BM McKay made a motion for reconsideration on resolution to make the Board’s 361 Vote Sheet a public document. BM Johnson seconded the motion. A vote approving the motion for reconsideration occurred.

BM McKay made a motion to table the resolution on the 361 until the completion of the Robina Study and a new 361. BM Burke seconded the motion. There was no discussion. The Board voted to table the resolution until completion of the Robina study and a new 361.

BM Koch talked about the enhanced re-entry program at SCI-Waymart forensic unit for the seriously mentally ill, with the goal of getting this population paroled before they max out. BM Koch noted that he has 6 people to place and get services. BM Koch attends the meetings and works with staff to find services for this unique population (if it is not Allegheny or Philadelphia County) it is hard. BM Koch will bring them to the Board. Chairman Dunn would like to handle like the juvenile lifer for the 361 to be circulated during board week. The Board affirmed that this process was acceptable.

There was a motion to adjourn and a second. The meeting was adjourned at 12:01 p.m.