

**TO:** Board Members

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

**DATE:** November 16, 2016

**RE:** Minutes-Board Meeting  
October 19, 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 June 28, 2016, of the Pennsylvania Board of Probation and Parole.

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

Board members Craig McKay, Ed Burke, Linda Rosenberg, Ted Johnson, Leslie Grey, Mark Koch, were in attendance. 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, George Koontz, Acting Board Secretary, Office of Board Secretary and Jennifer Storm, Office of Victim Advocate, Director Christian Stephens, Probation and Parole Services, Director Luis Rosa, Re-entry and Quality Assurance, Mark Bergstrom, Executive Director, 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 October 19, 2016**

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

*ACTION  
ITEM*

**II. OFFICE OF THE VICTIM ADVOCATE**

Ms. Storm had nothing formal to report. Victim Rally will be Monday April 3, 2017 in the capitol rotunda. Ms. Storm will be attending the DA's conference in State College on 10/28/2016 to speak about victim rights. Board member McKay and

board member Grey want to attend the DA's conference to help with OVA victims.

### III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade reported that one of the quarterly SOAB trainings will be in Pittsburgh on 5/19/2017.

### IV. OFFICE OF CHIEF COUNSEL

Mr. Robinson presented his reports:

- Commonwealth Attorneys Act
- Office of Attorney General
- Office of General Counsel
- Defense of suits against commonwealth employees
- Office of chief counsel primary practice areas

### V. OFFICE OF BOARD SECRETARY

Mr. Koontz presented his reports:

- General overview of the office of board secretary
- Board secretary's office
- Case implementation and resolution
- On base conversation

### VI. HEARING EXAMINER OFFICE

Mr. Allensworth presented his reports:

- Overview of hearing division
- Staff overview
- Ongoing projects

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

Ms. Heister presented her reports

- Implementation of EPICS and change
- Five hour trainings for board members and staff part I and part II

### VIII. OFFICE OF ADMINISTRATIVE SERVICES

Ms. Letherby presented her reports

- January BTA

- Position Description review and update for all staff
- Parole agent position descriptions
- Time reporting and electronic leave slips –parole agents only
- Union update
- Inventory tracking
- Office of the future – space management
- Statewide radio system

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. Stephens will present at the November board meeting

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Mr. Rosa will present at the November board meeting

XI. OFFICE OF COMMUNICATIONS

Ms. Treaster presented her reports:

- Handed out communications plan

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Wills presented his report:

- Policy
- Legislative affairs

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS NEW BUSINESS

The meeting was adjourned at 11:00 a.m.

FMC