



## MEMO

**TO:** Board Members

**FROM:** Scott Woolf  
Acting Board Secretary

**DATE:** February 10, 2020

**RE:** Minutes – Board Meeting  
January 15, 2020.

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Board Secretary provided notification to the public of the scheduled meeting on January 15, 2020, of the Pennsylvania Board of Probation and Parole.

The public meeting convened at 9:01 a.m. at Riverfront Office Center in Harrisburg, PA with Chairman Ted Johnson presiding. A quorum of Board Members was established.

In attendance were Chairman Johnson (V/C), Board Members Maureen Barden, Linda Rosenberg, Anthony Moscato, Leo Dunn and Mark Koch (V/C)

Also in attendance were Chad Allensworth, Chief Hearing Examiner, Hearing Division; Alan Robinson, Chief Counsel; Jennifer Storm, Victim Advocate, Office of Victim Advocate (OVA); Tanner Widdowson, OVA; Pennie Hockenberry, Policy Director, OVA; Meghan Dade, Executive Director, PA Sexual Offenders Assessment Board (SOAB); Stacy Jennison, Clinical Director, SOAB; Deb Carpenter, Special Assistant to the Chairman; Laura Treaster, Special Assistant to the Chairman (Board Communications/Press); Scott Woolf, Acting Board Secretary, Office of Board Secretary (OBS); Neil Malady, Legislative and Policy Director; Farrah Conjar, Executive Secretary to the Chairman; Jim Fox and Everett Gillison (V/C)

The Chairman recognized public guests Diane Shoop, Executive and Policy Support Manager of the Pennsylvania Sentencing Commission, Eric Webb and Kat Sabulsky from the IT Public Safety Delivery Center (PSDC)

### **I. APPROVAL OF DECEMBER 11, 2019 BOARD MEETING MINUTES**

Board Member Barden moved to approve the Board minutes, and Board Member Moscato second the motion. The board unanimously approved the minutes.

### **II. IT PSDC UPDATE**

- Eric Web advised they want to ensure they are updating the Board on a regular basis and keeping the Board engaged on the status of the CAPTOR project.

- Kat reported out on the various phases of CAPTOR; CAPTOR is business process oriented. They need to build the system on the front end to ensure the Board has what they need when making decisions.
  - 1<sup>st</sup> phase was the Secretary priorities which are in production.
  - 2<sup>nd</sup> phase is currently in process; it is called the building blocks. This phase includes reception creation process and their status changes from intake to release, inmate/parolee movements, Judge/DA directories, location management.
  - 3<sup>rd</sup> phase is sentencing and all of phase 3 due to the complexity of this process. They have contracted with a vendor for sentence calculation to assist with the duplication work of both Parole and DOC staff. It will also include the parole violator calculations.
  - 4<sup>th</sup> phase is the classification process which includes the assessment, currently there is a request for proposal for new assessment.
  - Phase 2, 3 and 4 are being worked on concurrently. Board processes are later due to the need for the assessment and classification information. If the Board's processes would have been in earlier phases there would be constant update to processes and less consistency for Parole. The new assessment is to be selected by May and the implementation plan has the new assessment in use by September.
  - 5<sup>th</sup> phase is retiring legacy applications including the parole process. All assessment and classification work would have been completed in phase 4 which will allow the transition into the Board decision process, i.e. 361 and board action. The hope is the decision making process will feed into the board action process to create a more streamlined approach. Staff will only have to review the information not take the information from the 361 and input into another program.
  - 6<sup>th</sup> phase are the remaining applications in DOCinfo.
  - Medical assistance process – the automated process between DOC/Parole and Department of Human Services is currently in production.
- Dashboard – Data analyst are currently working with Deb and Laura on requirements gathering.

### **III. STAFF REPORTS**

#### **A. Office of Victim Advocate (OVA)**

- Jennifer Storm reported her reappointment is underway. On track for swearing in on February 7<sup>th</sup>.
- House Judiciary Committee will not run SB 502; the House will run their own version which adds some clarifying language on victim's compensation fund and removed some duplicative language from the merger bill.
- Opening the Allegheny satellite office on February 3<sup>rd</sup>; Mandy Goddard will be located in the Center for Victims and is the primary contact for regional in person testimony.
- In the process of interviewing for their attorney position. A candidate has been identified, anticipated start date is in February.

**B. Sexual Offenders Assessment Board (SOAB)**

- Meghan Dade stated the next training will be March 6<sup>th</sup> in Harrisburg. Liam Marshall will be presenting on strength and evidence based approaches to sex offender treatment.

**C. Communication Update (Laura Treaster)**

- Laura Treaster reported out she is helping other senior staff members with projects as needed.
- Updating the navigation structure for the intranet.
- Chairman advised he is doing Safe Return in Pittsburgh, he would like Laura to be there at the next planning meeting in February.
  - Tentative date for event June/July
  - Will be held at the old Allegheny jail

**D. Special Assistant to the Chairman (Deb Carpenter)**

- No update to budget, Budget hearings will be in February.
- Parole Dashboard – We met with the IT team and their demonstration was very impressive. We finally have the right people at the table to get this project moving. Regular meeting will be occurring to ensure the project stays on track.
- Commutation Cases – Met with Kelly Evans staff to develop a business process on processing commutation cases. These cases need reviewed like any other cases. The Board's needs will be represented on the subcommittee created to develop the process.
- Recommitted Juvenile Lifer – To be treated as a regular majority vote case. Does not need interviewed by two Board Members.
- 2020 Goals – Put together a format to capture the goals; will circulate the document once completed for input.
- Office of Vocational Rehabilitation - The field is seeing board imposed conditions regarding the need for OVR evaluation. Field services wanted the decision makers to be aware that OVR cannot assist the person if no disability was defined.

**E. Hearing Division**

- Chief Hearing Examiner Allensworth advised they are working with HR to finalize the work simulation for the hearing examiner positions. They are hoping to have the positions posted in April/May.

**F. Policy and Legislative Affairs**

- Governor's budget address is Tuesday February 4<sup>th</sup>. The Board's budget hearing is February 19<sup>th</sup> and 20<sup>th</sup> in conjunction with Department of Corrections.
- No news on Board Member vacancies.
- JRI2 implementation is coming along. Several member of senior staff are part of the implementation team.
- Final drafting of the merger bill will most likely run with the budget.

**G. Office of Chief Counsel**

- There is no decision in the Young case, sentencing calculation Supreme court case.
- A verdict was received in the Hill case where the public defenders were arguing for the right to represent inmates in parole interviews, Chief Counsel Robinson argued they had no jurisdiction. The appeal was quashed.

**H. Office of the Board Secretary**

- 361/Memo process – There are changes being made to the current memo format to allow for easy implementation into the new electronic process, Onbase workflow. The memos seem to be missing consistency and we are working on creating a format that is easier to read and quicker to make a decision on. All memos and 361's will be inside VDI in Onbase with the roll out of E361/Memo.
- Jim Fox is spearheading the board action language project. The goal is to create a board action that is simpler to read for all involved parties.
- Internally in OBS we are updating performance standards to realign the office in a manner that is conducive to the year 2020 to supervise the electronic processes. We want to encourage employees to initiate the work that needs to be done.

Chairman Johnson has concerns with the lapse between decision maker's signatures. Is this causing a delay in releases? Scott advised the average circulation time for a majority vote cases is 4 weeks. This will decrease when we start routing these electronically which will address the concern with lag time. Also, the new process will have a timer so if a decision maker doesn't act on a case it will send out an alert you have cases that need your attention.

At this time there are no hiccups in the recommit process with delays in decision. Staff will reach out if there are cases that need immediate attention.

Jim Fox advised he is working on a training manual for new Board Members. He will circulate to the Board for feedback.

Everett Gillison will be moderating two public discussions with the judges and the criminal justice section of the Philadelphia Court of Common Pleas.

At 9:47 a.m. Board Member Moscato made a motion to adjourn the public session. The motion was seconded by Board Member Barden. The Board voted unanimously to adjourn public session.

SAW