



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II to the Chairman

DATE: May 5, 2021

RE: Board Meeting Minutes
March 17, 2021

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 March 17, 2021, of the Pennsylvania Parole Board.

The public meeting convened at 9:00 AM at Riverfront Office Center in Harrisburg, PA with Chairman Theodore Johnson presiding. A quorum of Board Members was present.

Attendance

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Chairman Ted Johnson | <input checked="" type="checkbox"/> BD Member Leo Dunn | <input checked="" type="checkbox"/> BD Member Tony Moscato |
| <input checked="" type="checkbox"/> BD Member Maureen Barden | <input checked="" type="checkbox"/> BD Member Jim Fox | <input checked="" type="checkbox"/> BD Member Linda Rosenberg |
| <input checked="" type="checkbox"/> BD Member Khadija Diggs | <input checked="" type="checkbox"/> BD Member Mark Koch | |
| <input checked="" type="checkbox"/> Alan Robinson, Chief Counsel | <input checked="" type="checkbox"/> Deb Carpenter, Board Secretary | |
| <input checked="" type="checkbox"/> Chad Allensworth, Chief Hearing Officer | <input checked="" type="checkbox"/> Scott Woolf, Director – Office of Board Secretary | |
| <input checked="" type="checkbox"/> Neil Malady, Policy/Legislative Affairs | <input checked="" type="checkbox"/> Laura Treaster, Special Assistant | |
| <input checked="" type="checkbox"/> Morgan Davis, Assistant Chief Counsel | <input checked="" type="checkbox"/> Meghan Dade, SOAB Executive Director | |
| <input checked="" type="checkbox"/> Janaki Theivakumaran, SOAB | <input checked="" type="checkbox"/> Farrah Conjar, Executive Secretary | |
| | <input type="checkbox"/> Stacey Ginesin, SOAB | |

The Chairman recognized public guests:
Mark Bergstrom, Pennsylvania Sentencing Commission
Four new Hearing Examiners were present

1. Adina-William-Jones
2. Tiffany Clark
3. Kirk Loos
4. Javier Cintron

APPROVAL OF MARCH BOARD MEETING MINUTES

Board Member Fox motioned to approve the Parole Board minutes. Board Member Moscato seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA) Report

There was no report from the Office of Victim Advocate.

Sexual Offenders Assessment Board (SOAB)

Sexual Offenders Assessment Board Executive Director Meghan Dade

- SOAB has two open SOAB Investigator positions. If anyone has any candidates in mind, please contact herself or Janaki Theivakumaran.

Communications/Media Report

Special Assistant Laura Treaster

- Stats dashboard contractors continue to work on adding new data. Currently looking at the statistics that are on the PCCD website as they are trying to determine who has that data internally within the DOC Statistics and Research office. They have encountered some difficulties, but are working from old reports.
- Assisting Deb and Scott with OBS business process project. Several weeks away from that project being completed.
- New project will be working with the SharePoint contractor at DOC to work on new templates on the INTRANET for the SCIs and individual bureaus/offices section.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director Neil Malady

- Merger bill was reintroduced and was reported out of committee this week. Most likely this legislation will be part of the budget process. Under this proposal, the Board of Pardons is to be included under the Department of Corrections.
- House and Senate are in session next week.
- Two vacancies on the Board but there has been no movement with nominations.

Office of Chief Counsel Report

Chief Counsel Alan Robinson

- Nothing new to report on litigation.
- *Scott* case is still pending with preliminary objections. The *Scott* case is the one around parole for those convicted of felony murder.
- Remind everyone who is required to submit a financial disclosure to do so before the deadline.
- New legal office administrator is Jack Shope. He is starting March 27, 2021.

Office of Hearing Examiners Report

Chief Hearing Examiner Chad Allensworth

- Public acknowledge the hearing examiners doing a great job with keeping up with reports and other responsibilities until we were able to hire the four, new hearing examiners.
- Additional appreciation for the work and effort the clerical staff has been doing. Chad said his office is currently down two positions and three people are doing everything for the whole state.
- Chad also Commended Maria Hower with handling many, many responsibilities while staff have retired or were promoted.

Board Secretary Report

Board Secretary Deb Carpenter

- Conditions on the 361: Board will look at the 361 conditions and should update all at once. Put together a small work group to update conditions. BM Diggs and BM Fox will participate in the update of the conditions.
- Commutation cases: ICSAs cannot be generated if the person is not inside the jail because its generated by the DOC counselor. Staff looked at the Pardon's Board package which is a special field report, almost like the ICSA but more detailed. She said she proposed using that in lieu of the ICSA. Then, using an institutional summarization sheet, which would cover the last year of the life of the inmate while he/she is at the CCC or in the community or where ever they are located at that point. If the Board is agreeable to this, Deb said she would have Marci compare the ICSA with the special field report to make sure everything is covered in there We can move forward with that.
- No updates from HR on Budget for the year: Senate Budget hearing is Monday March 22, 2021. This year it looks we will have a surplus of \$500,000. She said she did not know if that will impact our 2021-2022 final number, or they will put in budgetary reserve.
- Misconduct memos: implemented a change as staff is seeing memos coming back to the Board if the offender had a Class 1 misconduct that resulted in a parole rescission and then that misconduct was subsequently reduced or dismissed. Previously, if an inmate received a Class 1 misconduct during the parole release process, the institution sent around a memo and a lot of times we rescinded that Board Action. There was never any follow up if that conduct was reduced or dismissed, so now there should be.

Office of Board Secretary Report

Office of Board Secretary Director Scott Woolf

- IT has hired an OnBase developer who brings to the table some of the tools that will enable the Board to push forward with projects that have been on hold, such as web-based OnBase, and maybe completing the vote sheet along with other enhancements that are long overdue.

OLD BUSINESS

Nothing to report.

ADDITIONAL REPORTS/PRESENTATIONS

Nothing to report.

ADJOURNMENT

At 10:30 AM Board Member Fox made a motion to adjourn the public session. The motion was seconded by Board Member Moscato. The Board Members voted unanimously to adjourn the public session.

SAW/FC