



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II to the Chairman

DATE: September 9, 2021

RE: Board Meeting Minutes
July 21, 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 July 21, 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 Marcus Brown | <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 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 type="checkbox"/> Meghan Dade, SOAB Executive Director | |
| <input checked="" type="checkbox"/> Marianne Garner, Legal Intern | <input type="checkbox"/> Suzanne Estrella, Office of Victim Advocate | |

The Chairman recognized public guests:
Mark Bergstrom, Pennsylvania Sentencing Commission

APPROVAL OF JUNE AND MAY (AMENDED) BOARD MEETING MINUTES

Board Member Moscato motioned to approve the June 2021 Parole Board minutes. Board Member Fox seconded the motion. The Parole Board unanimously approved the minutes.

Board Member Moscato motioned to approved the adoption of the amended May 2021 Parole Board minutes. Board Member Fox seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA) Report

No representation due to statewide symposium.

Sexual Offenders Assessment Board (SOAB)

No representation due to statewide symposium.

Communications/Media Report

Special Assistant Laura Treaster

- Continuing to work on projects.
- Board Member Fox and Chairman Johnson gave Laura a job well done on the new Board Member training manual she updated.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director Neil Malady

- Legislature is on recess for summer. Senate will return 09/20/2021 and House on 09/27/2021.
- Act 59 merger bill has passed. Staff working through to see how these mandated changes affect day-to-day operations from the merger between DOC and Parole Board.

Office of Chief Counsel Report

Chief Counsel Alan Robinson

- Alan sent out the changes that occurred with Act 59 merger bill and the impact on the Parole Board.
- No major cases since last meeting.
- Board Member Dunn made a motion to repeal 2016-02 and put in place Resolution 2021-01. Seconded by Board Member Moscato. The Parole Board unanimously approved the motion.

Office of Hearing Examiners Report

Chief Hearing Examiner Chad Allensworth

- Thomas Williams from Interstate Parole will be the Administrative Assistant with the Hearing Division. He will be taking over the Board's scheduling.
- CHE Allensworth ensured the Board Members the work load has been spread out evenly between all of the Hearing Examiners. Hearing Examiners have an office day right after their Smithfield day (main hearing facility) to allow time for required paperwork to be completed.
- Trainings are being done along with the Parole Hearing Agents to come up with more effective ways to conduct hearings.

Board Secretary Report

Board Secretary Deb Carpenter

- 2021/22 Budget passed with a 12.1 million total for the Parole Board.
- Actively working with human resources on getting employee coding correct before compliment moves for to DOC for Field Services, Reentry Services and Institutional staff.
- Prior to COVID-19, the Mental Health Committee meetings were held monthly. Those will resume. They are looking for volunteers for the Mental Health and Autism committees. Typically, representatives are from DOC, DHS and the Parole Board. If interested in volunteering on the committee, volunteers should email Deb.
- Sent around new vote sheet that DOC created. It did not go live until end of June. Decision Makers will probably not see them for a couple months. If you have any concerns or feedback on the new form, please let Deb know.
- Telework became effective July 6, 2021. Some staff is in 2-3 days a week while management staff are 50 percent telework.

Board Secretary Office Report

Board Secretary Office Director Scott Woolf (update provided by Deb Carpenter)

- Administrative Assistant starting the first week in August as the Parole Board reclassified a clerical position to provide administrative support to the office.
- Management staff will conduct trainings to train parole staff techs on calculating sentences generated by Act 59 of 2021.
- Board Member Dunn motioned to have the Board go from the current voting of violent offenders by a panel to having all violent offenders done by a majority. There was no second, the Chairman tabled that motion until data could be collected.
 - Board Member Dunn asked Deb, Scott and staff to gather stats for the September Board meeting.

ADJOURNMENT

At 09:50 AM Board Member Moscato made a motion to adjourn the public session. The motion was seconded by Board Member Diggs. The Board Members voted unanimously to adjourn the public session.

SAW/FC