



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II

DATE: March 10, 2023

RE: Board Meeting Minutes
January 18, 2023

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Pennsylvania Parole Board provided notification to the public of the scheduled meeting on November 14, 2022.

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

Attendance

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Chairperson 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 Jack Daneri | <input checked="" type="checkbox"/> BD Member Elizabeth Bolton-Penna |
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- | | |
|---|---|
| <input checked="" type="checkbox"/> Alan Robinson, Chief Counsel | <input checked="" type="checkbox"/> Deb Carpenter, Board Secretary |
| <input checked="" type="checkbox"/> Neil Malady, Policy/Legislative Affairs | <input checked="" type="checkbox"/> Scott Woolf, Director – Office of Board Secretary |
| <input checked="" type="checkbox"/> Michael Potteiger, Chief Hearing Examiner | <input checked="" type="checkbox"/> Janaki Theivakumaran, Special Assistant |
| <input checked="" type="checkbox"/> Morgan Davis, Assistant Counsel | <input checked="" type="checkbox"/> Suzanne Estrella, Victim Advocate |
| <input checked="" type="checkbox"/> Meghan Dade, SOAB Executive Director | <input checked="" type="checkbox"/> Alayna Thomas, SOAB Administrative Officer |
| <input checked="" type="checkbox"/> Allison Patrick, SOAB Executive Assistant | |

Chairperson Johnson recognized public guests:

John Manning, Deputy Chief Counsel Department of Corrections (DOC)
Mark Bergstrom, Executive Director, Pennsylvania Commission on Sentencing (PCS)

APPROVAL OF DECEMBER BOARD MEETING MINUTES

Board Member Moscato motioned to approve the December 14, 2022 Parole Board minutes. Board Member Brown seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA)

Victim Advocate Suzanne Estrella

- A service dog is now coming to the in-person victim testimony to provide support to the survivors who are giving testimony.
 - The dog should not cause any disruption during testimony.
- Our office does have a social worker on site who is available to any decision maker.
- Our office holds a Monday night meet up on Facebook live which is later uploaded to OVA's YouTube channel. In March, OVA will conduct a session with the Parole Board on victim testimony/comment process.
- Our office is still searching for a permanent location for the Philadelphia regional victim testimony site.

Sexual Offenders Assessment Board (SOAB)

Executive Director Meghan Dade

- Introduced her new Administrative Officer Alayna Thomas

Board Secretary Office Report

Board Secretary Office Director, Scott Woolf

- The enhanced notification for the Judge and prosecuting attorney process has started with the January docket.
 - Notice is sent for every parole interview.
- Updated on new E361 and the various testing that is being done. Tentative GoLive date is scheduled for February 2023.

Communications/Media Report

Special Assistant Janaki Theivakumaran

- Actively working on planning the 2023 Spring retreat.
- Finalizing the presentation for the Pennsylvania Judges conference in February.

Board Secretary Report

Board Secretary Deb Carpenter

- Provided an update on the multi factor authentication for Evidence.com
- Reminder to ALL of the new misconduct process; DOC is now sending ALL misconducts to the Board for review. Scott's staff has tweaked the memo to ensure all information is readily available for your review.
- Follow up was requested on cases being placed on the docket for individuals who requested to serve the maximum expiration of their sentence; as of today, our records indicate no cases has been placed on the docket since the change in process.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director Neil Malady

- The Senate Chairpersons will remain the same; the House is still not known.
- Governor's office is currently updating the gift ban policy.

Office of Chief Counsel Report

Chief Counsel Alan Robinson

- Reminder that financial disclosures will be due this year on May 1, 2023. Electronic completion is a requirement.
 - Attorney Morgan Davis is available to assist if needed.

Office of Hearing Examiners Report

Chief Hearing Examiner Michael Potteiger

- A new Hearing Examiner will be starting with the Board in February, he will specialize in second level hearings.
- Our office is hoping to fill the Deputy Chief position in the upcoming months.
- The new waiver policy, which went into effect on November 1, 2022 is working out well.
 - Initially there was an uptick in rejected packets and hearings but it appears to have leveled out. My office will continue to monitor the new process and address any issues.
- Chairman had discussions on how to evaluate the Hearing Examiners, there has been discussion on recording the panel days.
 - Board Members addressed some concern – as long as there is a process to follow there should be no legal issues.
 - Looking at all options to ensure staff can be properly evaluated.

Comment from Mark Bergstrom, Executive Director – PCS:

- The recommitment ranges were published in the Pennsylvania Bulletin on January 7, 2023. Six (6) public hearings are scheduled in February and March in anticipation of being adopted by the Commission at the March quarterly meeting.
 - Some updates are needed on the technical parole violator language; encourage the Board to provide a public comment.
 - Implementation is tentatively set for January 1, 2024

Comment from John Manning, Deputy Counsel – DOC

- Working with Board Chief Counsel Robinson on updating the Board's regulations; mainly technical amendments.

ADJOURNMENT

At 9:56 AM Board Member Diggs made a motion to adjourn the public session. The motion was seconded by Board Member Rosenberg. The Board Members voted unanimously to adjourn the public session.