



**MEMO**

**TO:** Board Members

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

**DATE:** May 13, 2015

**RE:** Minutes-Board Meeting  
April 15, 2015

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel has made notification to the public of the scheduled meeting on April 15, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:05 AM with Acting Chairman Tuttle Presiding.

Board Members Jeffrey Imboden, Edward Burke, Michael Green, Michael Potteiger, Leslie Grey, and Craig McKay were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Meghan Dade, Executive Director of SOAB; Richard Dash, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Sherry Tate office of Communications, Leo Dunn Director of Policy and Planning, Kim Barkley, office of Board Secretary, Penny Hockenberry, Office of Victim Advocate.

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 March 18, 2015**

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

*ACTION  
ITEM*

**II. OFFICE OF THE VICTIM ADVOCATE**

Ms. Hockenberry reported there will be a Victim Rally at the capitol on April 20, 2015. There will also be two guest speakers on April 21 and April 27, 2015, and the attendance list is full.

III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade had nothing to report; however is available to the Board as needed.

IV. OFFICE OF CHIEF COUNSEL

Mr. Robinson had nothing to report; however is available to the Board as needed.

V. OFFICE OF BOARD SECRETARY

Kim Barkley reported that Elaine Dugan retired January 23, 2015 and Jen Shurock supervisor at SCI Coal Township has been promoted to the position and will be here at the end of the month full time.

VI. HEARING EXAMINER OFFICE

Brian Brooks is retiring after 20 years of service at the end of this month. Mr. Fox will be shifting assignments around. Mr. Brooks' area is of interest to Mr. Smith and potentially we will shift him to that role. If this change occurs, this will open up the traveling hearing examiner's position and we will be posting that vacancy to be filled.

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

Mr. Klunk had nothing to report, however is available to the Board as needed.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Mr. Dash had nothing to report; however is available to the Board as needed.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. McIntyre reported that a large group of county officers were not able to get into BTA. The board set up additional BTA's just for county officers. Currently we are using the National Guard Armory at no cost to the agency. We have 60 officers going through academy. We will start our BTA county/state in the beginning of May. We will add another in the September/October time frame.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Mr. Podguski had nothing to report, however is available to the Board as needed.

XI. OFFICE OF COMMUNICATIONS'

Ms. Tate had nothing to report, however is available to the Board as needed.

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Dunn had nothing to report, however, is available to the Board as needed.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

Updates on the static 99 assessment were discussed by Fred Klunk, Meghan Dade and Cyndi Daub. Changes will take effect by July 1, 2015. A one day training will be conducted for all who use the tool. Meghan and Greg will be reaching out to SOAB Members who are great trainers and combine 3 institutions and 30 staff members to conduct the first training. A recent BTA class already received the new static 99 training. Trainers will cover a refresher on the scoring part of the static 99 form.

Board Member Grey and Alan Robinson from legal will conduct trainings for agents, starting in Erie, PA, covering violation hearings. A powerpoint will be part of the presentation. Danny McInyre will determine when agents will attend this mandatory training. Legal is going to contact the Training Division to get this moving along.

NEW BUSINESS:

Public session for next month's meeting will be from 9:00 a.m. to 10:15 a.m. here at Central Office. Everyone will move to the DOC training academy in Elizabethtown for the annual employee awards ceremony.

The meeting was adjourned at 9:15 a.m.

FMC