

**TO:** Board Members

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

**DATE:** April 15, 2015

**RE:** Minutes-Board Meeting  
March 18, 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 March 18, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:05 AM with Board Member Green Presiding. .

Board Members Jeffrey Imboden, Edward Burke, Michael Green, Michael Potteiger, and Craig McKay were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Megan 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, John Koontz, office of Board Secretary.

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 February 11, 2015

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

*ACTION  
ITEM*

#### II. OFFICE OF THE VICTIM ADVOCATE

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

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

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

VI. HEARING EXAMINER OFFICE

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

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 Ryan Smith has been promoted to Director of Bureau of Central Services, replacing Ms. Coleen Fickel who retired March 20, 2015.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Ms. Daub reported that Terry Smith was promoted to Hearing Examiner, and his Parole Manager II position is posted.

XI. OFFICE OF COMMUNICATIONS'

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:

NEW 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.

qa

The meeting was adjourned at 9:50 a.m.

FMC