

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: December 16, 2015

RE: Minutes-Board Meeting
November 18, 2015

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel provided notification to the public of the scheduled meeting on September 16, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:03 AM with Chairman Green presiding.

Board Members Michael Potteiger, Craig McKay, Leslie Grey, Jeffrey Imboden, John Tuttle, and Ed Burke were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Richard Dash, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Laura Treaster Office of Communications, Leo Dunn Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary and Jennifer Storm, 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 November 18, 2015

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

*ACTION
ITEM*

II. OFFICE OF THE VICTIM ADVOCATE

Ms. Storm reported on December 14, 2015 the OVA staff from DOC will be relocating to Central Office. They will be moving into OVA's office for now, and then in January they will all be relocating to the Training area.

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

Ms. Barkley reported that John Janis is now the acting director for Case Analysis on a temporary basis, until they can fill that position.

VI. HEARING EXAMINER OFFICE

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

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

Mr. Klunk reported on the violence forecast model grant that was in your packet there was analysis on grant rate. We will be submitting a no cost extension to extend through June of 2016. We are working on the finishing touches for the reports to provide that to the Board.

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 the BTA graduation was two weeks ago and 20 agents graduated and are currently being trained out in the field. We have updated OJT packets both Cyndi and I and staff.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

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

XI. OFFICE OF COMMUNICATIONS'

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

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Dunn reported budget bills are starting to move and included in that is the merger bill.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

NEW BUSINESS:

Two agents, Agent Milliron, and Agent Constantine, did an amazing job of saving the life of one of our parolees, this individual was in the process of committing suicide at one our half way houses, had the razor blade to her left arm and blood was spurting out on the agents and all over. The agents stepped in and saved that women's life talked her down intervened get her the appropriate medical help as well as the mental health treatment she needed.

The meeting was adjourned at 10:17 a.m.

FMC