



MEMO

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: September 16, 2016

RE: Minutes-Board Meeting
August 17, 2016

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 June 28, 2016, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:02 AM with Board Member Potteiger presiding.

Board members Craig McKay, Ed Burke, Linda Rosenberg, Ted Johnson, Everett Gillison, Leslie Grey, Mark Koch, were in attendance. Also in attendance were Edie Letherby, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Laura Treaster, Director, Office of Communications, Victor Wills Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary and Jennifer Storm, Office of Victim Advocate, Director Christian Stephens, Probation and Parole Services, Director Luis Rosa, Re-entry and Quality Assurance Chairman Dunn joined by VC.

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 August 17, 2016

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

*ACTION
ITEM*

II. OFFICE OF THE VICTIM ADVOCATE

F2F will be moved in September to Thursday 9/22/16

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 wanted to publically thank John Manning and John Talaber for all their hard work during the time of having so many vacancies in the office of chief counsel.

V. OFFICE OF BOARD SECRETARY

Ms. Barkley had nothing to report, however, is available to the board as needed.

VI. HEARING EXAMINER OFFICE

Mr. Allensworth had nothing to report, however, is available to the board as needed.

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

Ms. Hiester had nothing to report, however, is available to the board as needed.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Ms. Letherby had nothing to report, however, is available to the board as needed.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. Stephens had nothing to report, however is available to the board as needed.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Mr. Rosa reported that he made a selection for the western regional director but it has not made public yet.

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. Wills reported that the budget passed and our budget is 150 million dollars.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS NEW BUSINESS

1. BM Rosenberg asked Laura if her office has a legislative or communication strategy or communication policy she could review? BM Potteiger advised that we worked on strategic planning with Richard Stroker. All of the board member's asked for a recap of that plan.
2. The new board member's asked for training. Mostly they want to know about DOC programs and how to do the assessments. Kim told them we have had a 2 day board meeting in the past where the DOC brings staff to talk about all of the programs. They are asking for this in October.
3. We were talking about future board meetings. The board wants to have a board meeting this December prior to the holiday luncheon as well as have a meeting every month. I told them that you are planning a 2-3 day retreat next January and want to have speakers come in at other meetings. They want to meet as a group every month since they have to come to Harrisburg every month for F2F.
4. The board member's want to be able to plan and give input on the January retreat as to what training they need.
5. RRRI: The board made a motion to designate the RIPD's to do a checklist for certain RRRI cases. Luis Rosa is to create the policy and take back to the board next month. Alan will create a resolution for the decision also for next month.
6. SIP: The board is willing to allow PV's into the SIP program and approved Chad's addition to the hearing report. Chad will need to advise the HE's of the change.
7. Resolution was signed to allow the HE's votes count on 2 vote violent cases.
8. The board made a motion to now allow staff to release offenders 7 days a week. We need to advise the offenders to report within 24 hours or the next business day.
9. SOP Repeat: Some of the board member's want to go with chain to discuss with EDS. They feel there are issues with the program that so many offenders are not interviewing well.
10. Vision of the board/philosophy: Each of the board member's went around and discussed what they look for during the interview.
11. Chad was asked to address the hearing examiner's writing. If the board member is the first one reviewing the file, they cannot read the notes to know what happened at the interview.
12. The board would like to have a joint meeting with the HE's to discuss conducting interviews and how the HE's should conduct themselves.

The meeting was adjourned at 10:09 a.m.

FMC