



**TO:** Board Members

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

**DATE:** March 14, 2016

**RE:** Minutes-Board Meeting  
February 10, 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 September 16, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:04 AM with Chairman Green presiding.

Board Members Leo Dunn Michael Potteiger, Craig McKay, Leslie Grey, 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; Sherry Tate Office of Communications, Mark Koch 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 February 10, 2016**

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

**ACTION  
ITEM**

**II. OFFICE OF THE VICTIM ADVOCATE**

Ms. Storm F2F in March will need more than one day.

**III. SEXUAL OFFENDERS' ASSESSMENT BOARD**

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

IV. OFFICE OF CHIEF COUNSEL

Mr. Robinson reported that the Financial Disclosure season is here and to get your forms completed. Gift Ban analysis will be done by Office of Chief Counsel. Kara Haggerty will leave PBPP on February 12, 2016.

V. OFFICE OF BOARD SECRETARY

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

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 will be providing performance measures during Executive Session.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Mr. Dash reported that his office will send out criteria for Excellence in Leadership Award. Budget was approved – we got 29 positions. OVA will be moving to training area. No decision on management raises until after the 2015-2016 budget is approved for the State.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. McIntyre that OPPS will be 2/24/2016 and 2/25/2016. Payments of Restitution are up to 81%.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Ms. Daub reported on 3/2/2016 and 3/3/2016 the Intuitional Parole Meetings will be held in State College.

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

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

Bring Board Members and others up to date with regards to votes required policy initiative that Board wanted have move forward regarding Hearing Examiner votes, and it was recommended to move forward with that. We have met with the Governor's office and also the leadership in the Legislature both senate and house with regards to the judiciary committee's.

NEW BUSINESS:

Board Member Tuttle asked the Chairman to put out a message to staff about the merger.

The meeting was adjourned at 9:16 a.m.

FMC