

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: May 28, 2016

RE: Minutes-Board Meeting
May 18, 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 May 18, 2016, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:01 AM with Chairman Dunn presiding.

Board members Michael Potteiger and Craig McKay (via vc), Ed Burke were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Edie Letherby, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Laura Treaster, Director, Office of Communications, Mark Koch Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary and Jennifer Storm, Office of Victim Advocate, Acting Director Kelly Evans, Probation and Parole Services, Acting Director Rich Podguski, Re-entry and Quality Assurance.

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 May 18, 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

June may be two days for F2F.

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 reported Chad Allensworth is now the chief hearing examiner as of 5-16-2016. He was the longest serving attorney (12 years) in legal office.

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

Mr. Klunk 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

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

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. Treaster introduced Maria Finn to board she is our new press secretary, she came to us from PSP. Maria will be working on history project of PBPP celebrating 75 years this July. Mr. Burke would like to help out with history project.

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Koch reported that Victor Wills came to us from Senator Bruster's Office to work with Mark. 40 of the 50 visits completed with the Senate. Last 10 visits scheduled in June for the new board members. Two are in judiciary looks like will be done in June. Mark Koch is the 4th BM nominee.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

The board signed a resolution #2016-01 panel hearings can now be held in via video conference by the board members.

RRRI/Rebuttable –having these cases no longer interviews by HE and check list...discussion. Chairman- Chad, Jen Storm, Robinson and Podguski- they are to draft a proposal of how this looks a guide line for the June docket.

NEW BUSINESS:

Juvenile Lifers: 503 offenders eligible to be re-sentenced. BM Potteiger requested board meet in person last week of July to do the first few Juvenile Lifer cases together. Other board member's agreed.

Laura, Alan, and Scott met with Dustin and Amy to discuss 361 and use a fillable form for juvenile lifers and send it electronically.

Kim B. is to verify we can see all 3 juvenile lifers in one day. Chairman wants the full board to come in end of July to sit together to see all 3 cases via vc on same day.

OVA testimony in July and August may be two days each. All board member's and hearing examiner's should note this in their planning.

Alan is going to circulate the electronic 361 for them to practice.

The meeting was adjourned at 10:05 a.m.

FMC