



MEMO

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: December 14, 2016

RE: Minutes-Board Meeting
November 16, 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 9:06 AM with Chairman Dunn presiding.

Board members Craig McKay, Linda Rosenberg, Ted Johnson, 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, George Koontz, Acting Board Secretary, 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, Mark Bergstrom, Executive Director, Pennsylvania Commission on Sentencing.

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 16, 2016

Motion was made by board member McKay, seconded by board member Johnson, 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 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

Mr. Allensworth reported interviewed last candidate for hearing examiner. Will keep board posted as soon as the candidate has been chosen.

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

Ms. Heister reported Stacy O'Neil last day will be November 23, 2016. She had nothing else to report, however, is available to the board as needed. Mr. Potteiger asked if a report could be done on savings for triple RI cases.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Ms. Letherby reported the continuity of Governor's exercise to evacuate closely with senior staff in case of emergency- OA Penn Dot was very pleased with the outcome.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. Stephens's presentation including the following information

- Philadelphia Neighborhood Services
- Project Safe Neighborhood Call-in Program
- Truancy Programs
- Criminal Justice Advisory Board (CJABs)
- Reentry Coalition
- Parole Education classes conducted at SCI's
- Naloxone Law Enforcement Advisory Group
- Successful Ex-Offender Mentoring Support Program
- Performance Standards

- Mobile and Office Schematics Footprint Project

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Mr. Rosa presentation including the following information

- Reviewed case management process
- Sentence entry
- Legacy scan order
- File Room
- Inmate Inquiry Unit
- Case re-entry reviews
- Communications
- On base committee
- Go Time
- Set up board member training and BTA committee meetings

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 houses had no changes. Status on merger as of 11-30-2016 will be off table no guidance on merger.

XIII. OLD BUSINESS or NEW BUSINESS

- Memos forward to board after board member made disposition
- Memos will be done by district directors
- District directors revising policy
- Luis and Christian will do in house rather than board
- Mr. Robinson will do resolution motion made by McKay 2nd by Johnson
- Ms. Grey suggested to chairman that thank you letters go out for all the candidates that applied for the board secretary position
- Mr. Talaber was nominated for the board secretary position motion by board member Koch, 2nd motion by board member Potteiger
- BTA expanding up to 6 months in class and out in field
- Review of TPV's standout question how are we handling agents and how are agents handling issues
- Safe surrender program outstanding warrants keep data on recidivism
- JRI- less crime less sentencing- less interviews

The meeting was adjourned at 11:30 a.m.
FMC