

12/12/2014

General Business Meeting
December 12, 2014
Toftrees Conference Center
State College, PA

Attendance: Bob McCullough, Sally Barry, Mark Wilson, Richard Carr, Paul Ruffner, Doug Ritson, Bob Daugherty, Carl S. McKee, Michael Gordon, Ann Marie Egizio, Jayne Smail, Michelle Beaver, Jason Foltz, Jeff Shaw, Cory Seymour, Tom Daugherty, Darby Christlieb, Paul Turcotte, Kate Hooven, Lisa Redden, Kim McLaughlin, Pam Scoran, Grey Young, Sean Ryan, Chris Murphy, Kerri Nkeisley, Ed McCoy, Scott Metzger, Ron Seyko, Matt Reed, Audrey Rakow, Todd Harpster, Robert Merwine, Gretchen Anderson, Michael Shrauder, Robert Williams, Tim Heitzman, Andrew Charnosky, Steve Barnett, Carrie Peters, Larry Straitiff.

Meeting called to order by President Sally Barry at 9:03 a.m.

Sally reported that Chad Libby has resigned from the Treasurer's position with 1 year left on term of office. Bob McCullough made a motion to accept resignation, second by Paul Ruffner, motion passed.

Ballots were distributed for vacancies on the Executive Board and procedures and results are as follows:

Cory Seymour nominated Chris Murphy for Treasurer's position, Michael Gordon second. Motion passed.

Michael Gordon moved to have Chris Murphy resign from Member-at-Large position effective December, 2014. Jayne Smail second. Motion passed.

Tom Shea retired, Member-at-Large until December 2017 now open. Michael Gordon made a motion to remove Tom from Executive Committee, Jayne Smail second. Motion passed.

Michael Gordon and Dan Hooven are interested in Member-At-Large positions. Jayne Smail made a motion to close nominations. Cory Seymour second. Motion passed. Mike's term will run through 2017.

President's Report: Sally Barry reported on her and Bob McCullough's meeting with PBPP Chairman Lloyd White and Sherry Tait, a legislative liaison. Conversation included discussion on risk-needs assessments and Grant-in-Aid issues. In legislative statute is the Grant-in-Aid and

staff training mandates that are part of the obligations of the PBPP. McCullough stated that education is the key as County Probation Departments continue to be linked under PBPP in the state budget and equally important in the Legislatures' mind-set. There is continued higher expectations in additional duties mandated by the PBPP audits with recognized financial and personnel limitations from County Probation Departments in implementing Evidence-Based Programming. The EBP standards are not even being met by the State Parole Board. The Chief's Association has made this a priority to bring EBP to county probation departments, but in reality money needs to be available to bring this initiative to fruition.

Vice-President Report: Mark Wilson reported on 19 responses from the Chief's survey regarding the Conference in September.

Secretary's Report: Paul Ruffner presented minutes from General Business Meeting on September 19, 2014. Motion made by Cory Seymour, second by Todd Harpster to accept the minutes. Motion passed.

Budget: Sally presented budget outlining the collected 2014 assessment fees, membership fees and 2014 Conference fees. **See attached budget.** There is a current balance of \$72,671.15. Mike Gordon made a motion to accept the budget, Cory Seymour seconded. Motion passed.

Proposed 2015 budget includes \$146,900 in income and \$134,200 in expenses. Mike Gordon made a motion to accept the proposed budget, Carl McKee seconded. Motion passed. **See attached proposed 2015 budget.**

Executive Director Report: Bob McCullough reported on the CCAPPOAP accomplishments in 2014. That detailed information is also attached to these minutes.

Committee Reports

- **EBP** Sally stated that there is a meeting with this committee at 1:00 PM today.
- **Grant-In-Aid:** no report.
- **Legislative:** Ignition Interlock bills stalled at the end of the year and thus would need to be reintroduced. Legislation passed concerning management of prescription medications which would allow medical doctors to obtain information on other prescriptions that patient is taking at the time of the office visit.
- **Program:** no report.
- **Technology:** no report.
- **Training:** no report
- **Firearms:** Michelle Beaver reported on the change in qualification scoring and the proposed development of a Course #9 precision marksmanship. Pamela Whitmer was hired at AO 1 position. **See report attached to these minutes.**

- **Bylaws:** No report given and committee has a chair position open if interested.
- **Inter-county Transfer:** no report.

Guest Speaker: Michael Shrauder, Bob Paul and Desiree Swartz presented an interesting report on the Ignition Interlock Program administered by the Dauphin County Probation Department. This program was approved by Judge Hoover in accordance with Act 63 of 2000 and all 2nd offense DUI's are court ordered to use the Dauphin Probation Department interlock system.

- System is installed, serviced monthly and uninstalled in accordance with PennDot regulations.
- Average of 150 devices serviced at one time
- 700 devices installed in the past year
- Recommend that counties interested in implementation must allow at least a two-week start up.
- 10 vendors currently in PA
- Vendors approved by PA DUI Association
- If/when ignition interlock bill passes, they will be very busy

Guest Speaker: Vinnie Happ presented on Drug Trends and Detection. **See his presentation attached to these minutes.**

Guest Speaker: Kate Hooven and Paul Turcotte from ASERT presented information on Autism Spectrum Disorders. Information can be found at ASERT @ Drexel.edu.

AGENCY UPDATES

PBPP –Probation Services: Tom Dougherty reported that Grant-in-Aid invoices will arrive in May/June, 2015.

PBPP –Training: Greg Young announced that 30 attendees are scheduled for BTA training on January 5, 2015 with May 4th as the next date. There will be four BTA classes this year. Four counties are interested in EPICS initiative, and LSIR train-the-trainer course proposed for Spring, 2015. BTA is interested in anyone interested to instruct in classes for Pre-Sentence Investigations and Probation Law overview. Please contact Greg if interested.

PBPP- Interstate Services: Matt Reed reported that staff will be present for BTA training in January. ICOTS has changes in quicker time-out; Federal Standards for security questions. Annual report shows 3,700 offenders supervised in other states. There are Web-Ex trainings on the horizon.

PA SENTENCING COMMISSION: Carrie Peters reported on DUI changes in sentencing. 10/27/14 for 2nd or subsequent refusal, charge is graded as M1 with 5 year max. Also, effective 12/26/14, Act 189 allows for “stacking” of DUI offenses with look-back of ten years. Changes

will be found on SGS Web. The sentencing commission's work on risk assessment is ongoing, with help from AOPC.

J-NET: no report.

Unfinished Business: none

New Business: Retired Chief's recognized for hard work and dedication to Probation and Parole were John Sikora, Lehigh County, Tom Shea, Blair County and Gary Elliott, Butler County. New Chiefs- Anne Marie Egizio, Lehigh County, Edward McCoy, Lycoming County, Cory Seymour, Blair County, Krystle Kowaczyk, Wyoming/Sullivan Counties, and Darby Christlieb, Cumberland County.

Election to Firearms Committee: Bios were distributed on Scott Schlechter, Lehigh County and Bradley Hatley, Bucks County. Motion made by Mike Gordon, second by Sean Ryan, motion passed. Ballots were distributed, elected is Scott Schlechter. Motion made by Mike Gordon, seconded by Dan Hoover, motion passed.

Sally discussed options for Executive Director and direction that CCAPPOAP wants to take. The hiring of a lobbyist would cost between \$30,000- \$60, 000 per year depending on time allotted, with a proposed budget balance of \$12, 000 at end of 2015.

- PCCD funds
- Increase assessment fees/increase collections from counties that have not paid
- Move Executive Director to part-time
- Move \$ to lobbyist with CCAP
- Contact Sally and/or Bob with thoughts, suggestions.

Motion made to adjourn meeting by Sean Ryan, second by Mike Gordon, motion passed. Meeting adjourned by President Sally Barry at 12:09p.m.

Sincerely,

Paul L. Ruffner
Secretary Extraordinaire

attachments

Michelle Beaver

From: Michelle Beaver <mbeaver@juniataco.org>
Sent: Thursday, December 11, 2014 11:59 AM
To: Graybill, Keith (kgraybill@pa.gov)
Subject: Adult Chiefs meeting

Importance: High

Just want to make sure I have this correct to present at tomorrow's Adult Chief's meeting

Change in Qualification Scoring in order to come in line with Sheriff/Constable and Act 122 certifications:

Same minimum of 225, but Phases will be scored separately and require 75% in each Phase to pass

135/180 – Phase 1

90/120 - Phase 2

2015 – Release. 2 day CFI Development Course will be held

2016- CFIs in house to work with POs

2017- Will be enforced

Working on a Course 9 – Precision Marksmanship

Anything else I should mention, other than there is still only a staff of 1?

New Hire - Pamela Whitmer - AO-1

Michelle Beaver
Chief Probation Officer
Juniata Co. Probation
Mifflintown, PA 17059
717-436-7716
mbeaver@juniataco.org

	2012 Actuals	2013 Actuals	2014 Budget	Total as of December 2014	Estimated Dec 2014	Total 2014
INCOME/EXPENSE						
Income						
Assessments	64,515.00	62,045.00	60,000.00	58,325.00	58,325.00	
Administrative Fees	1,850.00	1,325.00	1,300.00	2,640.00	2,800.00	
Grants	0.00	0.00	0.00	13,668.00	30,000.00	
Membership Dues	3,600.00	4,770.00	4,500.00	4,760.00	4,760.00	
Miscellaneous Income	10,146.00	5,900.00	4,500.00	2,850.00	3,000.00	
Conference/Vender Fees	29,000.00	38,200.00	34,000.00	28,450.00	28,450.00	
Total Income	109,111.00	112,240.00	104,300.00	110,693.00	127,335.00	0.00
Expense						
Cell Phone/Internet	\$1,200.00	\$1,200.00	1,400.00	1,200.00	1,200.00	
Liability Insurance	\$390.00	\$390.00	400.00	659.00	659.00	
Conference (September)	\$32,207.00	\$36,672.00	33,000.00	27,218.00	27,218.00	
Grant	\$0.00	\$0.00	0.00	13,668.00	30,000.00	
Meeting Expense	\$6,357.00	\$7,269.00	6,200.00	3,851.00	5,500.00	
Miscellaneous	\$9,046.00	\$1,677.00	1,600.00	1,870.00	2,050.00	
National Conference	\$4,123.00	\$0.00	3,000.00	2,051.00	2,051.00	
Office Supplies & Expenses	\$836.00	\$546.00	700.00	495.00	495.00	
Postage	\$275.00	\$185.00	200.00	250.00	250.00	
Accounting	\$575.00	\$575.00	1,000.00	475.00	475.00	
Legal Fees	\$4,519.00	\$4,500.00	6,000.00	6,000.00	6,000.00	
Travel	\$0.00	\$343.00	500.00	714.00	800.00	
Web-site	\$608.00	\$0.00	500.00	0.00	0.00	
Salary-Executive Director	\$50,000.00	\$50,000.00	50,000.00	50,000.00	50,000.00	
Total Expenses	110,136.00	103,357.00	104,500.00	108,451.00	126,698.00	0.00
Net Ordinary Income	(1,025.00)	8,883.00	(200.00)	2,242.00	637.00	0.00
Interest Income				0.00	0.00	0.00
Total Other Income				2,242.00	637.00	0.00
Net Income				2,242.00	637.00	0.00

2014 Proposed vs Estimated	2014 Proposed vs Actual	Proposed 2015 Budget
(1,675.00)	(60,000.00)	59,000.00
1,500.00	(1,300.00)	2,300.00
30,000.00	0.00	50,000.00
260.00	(4,500.00)	4,600.00
(1,500.00)	(4,500.00)	3,000.00
(5,550.00)	(34,000.00)	28,000.00
23,035.00	(104,300.00)	146,900.00
(200.00)	(1,400.00)	1,200.00
259.00	(400.00)	675.00
(5,782.00)	(33,000.00)	33,000.00
30,000.00	0.00	30,000.00
(700.00)	(6,200.00)	6,000.00
450.00	(1,600.00)	1,800.00
(949.00)	(3,000.00)	3,000.00
(205.00)	(700.00)	625.00
50.00	(200.00)	200.00
(525.00)	(1,000.00)	500.00
0.00	(6,000.00)	6,000.00
300.00	(500.00)	1,000.00
(500.00)	(500.00)	200.00
0.00	(50,000.00)	50,000.00
22,198.00	(104,500.00)	134,200.00

2014 CCAPPOAP Budget Report
General Membership Meeting
(December 12, 2014)

The below 2014 CCAPPOAP Budget Report as of December 11th, 2014:

1. **2014 CCAPPOAP Assessment Fees**
 - a. 48 Counties paid their assessment fee
 - b. Total 2014 assessment fees received = \$58,325*

* This total also reflects 2014 assessment fees paid in December 2013.

2. **2014 CCAPPOAP Membership Fees**
 - a. 58 Counties paid for Full Membership = \$2,900
 - b. 93 Associate Memberships = \$1,860
 - c. Total Membership Fees collected = \$4,760

3. **2014 Conference Fees**
 - a. 92 Registered for the Conference = \$14,350
 - b. 83 County Chiefs, Directors, Deputies and Supervisors
 - c. 9 State Associate Members
 - d. 16 Vendors Registered = \$14,100
 - e. Total Conference Fees Collected = \$28,450

*Note: 2013 Conference Totals = 131 Chiefs, Deputies, Supervisors and Associate Members
24 Vendors
Total Revenue = \$37,600*

4. **Total Revenue Received**
 - a. \$110,658.47

5. **Total Expenditures**
 - a. \$108,452.24

6. **Total Net Income**
 - a. +\$2,206.23

7. **Current Budget Balance**
 - a. \$72,671.15