

**General Business Meeting  
December 9, 2011  
Toftrees Golf Resort and Conference Center  
State College, PA**

**I. Introduction**

The December 9, 2011 Business Meeting of the County Chief Adult Probation and Parole Officer's Association of Pennsylvania was called to order by Michael Potteiger, President. Mike made some welcoming remarks and introductions. Sally Barry made a presentation of a plaque to Mike. Mike thanked everyone for their support. Friday, December 16, 2011 he will step down as President of the association and there will be a formal hearing on Tuesday, December 13<sup>th</sup> for his confirmation to the Parole Board.

There were nominations and election of new officers for a two (2) year period. The following individuals were unanimously elected: Sally Barry, President, Mark Wilson, Vice President, Nancy Xavious, Treasurer, Michael Raith, Secretary, Tom Shea, Member at Large and Jayne Smail, Member at Large.

Mike discussed the selection/process of the new executive directors position. There were over forty (40) resumes and nine (9) interviews. The Executive Board recommended Bob McCullough for the position. Bob's motion was unanimously approved by the general membership.

Chris Murphy, Rick Parsons and Steve Houlouse presented on the 4<sup>th</sup> Edition Standards. There is a committee of twenty (20) members. They broke down and examined all 173 standards. They have a final rough draft. Rick wants to move to submit a final version to the Governors Advisory Committee. Conway will forward an updated version. A motion was made and unanimously approved by the general membership.

**II. Presentations**

Kelly Burdge presented on behalf of Intrinsic Interventions. They are presently in about 20-25 adult/juvenile probation offices in Pennsylvania. He discussed their instant drug test. As part of the purchase they provide free Motivational Interviewing and Evidence Base Practices Training. They handed out some samples to try.

Rob Schwab presented on behalf of Loryx Systems. They provide Monitor and Monitor Connect Automated Reporting. These are totally web based and are on Philadelphia, Becks, Montgomery, Blair and are signing a contract in Delaware County.

Brian Streuhl and Dan Onofer presented on behalf of Computer Aid, Inc. They discussed their product and how it will assist agencies. Al Sabol, York County spoke on behalf of them as to how well it has worked in his county. PCCD supports them in regards to (IPIC) Intermediate Punishment information collection system.

### **III. Agency Updates**

**CCAP** – Amy Rehmeyer provided an update on the Criminal Justice Technology Project. The AP year end Chrystal reports are available on the website. She thanked Beaver, Blair, Montgomery, Lebanon Counties for the pilots. She discussed the Chrystal repository/reports support. Amy announced the Data Quality reports. She discussed why participation is important. Presently there are, five (5) Pilot Counties: Beaver, Lebanon, Wayne, Westmoreland and Northampton. Amy announced Boot Camp dates are February 14 & 15, 2012.

**Pennsylvania Commission on Sentencing** – Helene Placey stated that they released new updates on the SGS website on November 30<sup>th</sup>. They are now requiring OTN for advance search. The Commission is testing on Revocation/Resentencing Module for future guidelines. They are posting annual reports on Monday December 5<sup>th</sup> on their website for 2010 information. The commission will be publishing new guidelines next spring.

**FETC** – Todd Burns announced that the C.F.I. Conference will be March 13 & 14, 2012. There will be changes to the Basic Training class curriculum in 2013. There will be four (4) Basic Trainings in 2012. The safety committee recommended CPR and First Aid. They have posted new staff contact information.

**JNET** – Eric Webb announced that they are currently testing ER 2P with DSI in Cambria County from Probation to Jail. There are changes on JNET Secure Site. On Monday MDJ Link is going away. Now access is through U.J.S Portal in court section. Also, Law Enforcement Portal will go to U.J.S. Portal. Eric requested to hear success stories to help support JNET. There is a large push to use JNET in field. Presently unavailable but will eventually use extranet. The user Provisioner System Interface will be upgraded by January 2012.

**PCCD** – No Report

**PBPP – Probation Services** – Bill McDevitt discussed Grant-In-Aid. First payment will be invoiced and checks sent out by January 2012. The collection for first six (6) months was \$8,316,000.00 which is up \$170,000.00 or 2%. The 2010 State Report was published and sent out. The 2011 State Survey will be out in 1-2 weeks. There will be some changes but they will be prospective.

**PBPP – Training – No Report**

**PBPP – Legal – No Report**

**PBPP – Interstate** -- Margaret Thompson stated that now they have all Board Offices and Agents on ICOTS. She requested that all ICOTS users in each county sign up for notification for emergencies, updates and trainings. Please notify Interstate when ICOT user in no longer employed with the county. Margaret announced that Interstate has new contact information. Judicial Trainings are currently underway. Colleen Fickel stated that DPW will begin drug testing for Welfare recipients who have a felony drug offense. Megan's Law Bill H.B. 1958 making technical changes requiring probation offices to register defendants for Megan's Law.

**IV. Officer's Report**

- **President** – No Report
- **Vice President** – Sally Barry introduced elected Executive Board.
- **Secretary** – Michael Raith asked for a motion to accept minutes from the September meeting. A motion was made, seconded and unanimously approved.
- **Treasurer** – Jayne Smail referred to Conway. He reported on the Association's finances, Budget, Etc. There is presently \$98, 696.38 cash on hand. Conway has already drafted invoices for Assessment Fees for 2012. Conway asked for a vote on the 2012 proposed budget. A motion was made, seconded and unanimously approved.
- **Executive Director** – Conway reported on his activities for 2011 and will share his information with Bob McCullough. He discussed the 2011 Annual Conference. There was almost five (5) a thousand dollars profit. There are two Amendments to the BY Laws: 1) change objectives to mission statement, 2) allow for Proxy voting. Motions were made, seconded and unanimously approved. Conway recognized achievement. Mentioned calendar of events for 2012. Conway thanked Association for everything over past six (6) years.

**V. Committee Reports**

**Interstate** – Sally brought up a reminder that six (6) months or more is required to transfer a case to another county. Discussed DNA conducted for other counties when transferring. Cases transferred to other Counties and risk/needs say low risk please do not send back. Sally reported false positives for defendants using bath salts. A discussion ensued.

**Firearms** – No Report

**Training** – No Report

**Legislation** – No Report

**Program – No Report**  
**Standard – Please see earlier minutes**  
**By Laws – Please see earlier minutes**

**Adjournment**

**Attendance Roster**

**Respectfully Submitted**

**Michael W. Raith, Esq.**  
**Secretary**

**County Chief Adult Probation & Parole Officers'**

**Association of Pennsylvania**

**Roster**

Date: Dec. 9, 2011

Name	Agency
JOSEPH MECCA	LACKAWANNA County P/P
Pam Scran	Cambria County
Michelle Beaver	Juniata County
Neil Burkholder	Adams County
Daniel Miller	Fulton County
Dan Hoover	Franklin County
Lyle Herr	Cumberland Co.
Vincent Fiorentino	Phila. Co.
PAUL RUPPER	Jefferson
LISA Redden	Clarke Co.
Joe Sikora	Lehigh
Ann Marie Egizio	Lehigh
Jim Miller	Montour
STEVE Hancock	MONTGOMERY
JEFF Angiano	Pike
Jason Foltz	Clinton Co.
John Richmond	Schuylkill County
FRED KUSHWARA	Schuylkill County
DANNY McTigue	DAVIDSON County
JEFF SHAW	ERIE
Luana M. Johns	Lycoming County
James J. Jones	Lancaster County
BRUNO Mediate	Westmoreland County
Tom McCLARY	Allegheny County
Helene Pacey	PA Com. on Sentencing
SEAN R RYAN	BUCKS CO
Chris Murphy	CHESTER

Name	Agency
MP Gordon	Montgomery County
Rick Parsons	Montgomery County
Steve Barnett	Forest
Gil McKee Coal Mkr.	WARREN
Mark Wilson	Lancaster County
Jayne Smail	Clarion Co
Kimberly A. McLaughlin	Somerset CO
<del>Tom</del>	Blair
NANCY XAVIOS	BERKS
Michael Raith	Delaware
CHRIS Paulowski	Delaware
<del>Sally</del>	Lebanon County APO
Judrey Kalkou	Lebanon Co. APO (for Rich)
<del>James</del>	CCAPPOA
Mike Potteiger	Dauphin Co
Michael Vecchi	Luzerne County
Dave Wondolaski	New Cumberland County APO
Ronald S. Kokiinda	CARBON County
ANTHONY HARVILLA	U.S. PROBATION MIDDLE DISTRICT / PA
Thomas / Dousharty	P B P P
Al Sabal	York
Jim Gunderman	Dauphin