

**General Business Meeting
December 14, 2012
Toftrees Golf Resort and Conference Center
State College, PA**

I. Introduction

The December 14, 2012 Business Meeting of the County Chief Adult Probation and Parole Officer's Association of Pennsylvania was called to order at 9:05 am by Sally Barry, President. All attendees stood and recited the Pledge of Allegiance before the American Flag.

Sally Barry recognized Al Sabol, York County, who is retiring December 31st.

II. Agency Updates

CCAP – Rita Reynolds announced that the Unified Case Management System for Adult Probation will be going live in January. They have twelve counties committed to the system with fourteen pending. A contract for 2000 Microsoft licenses has been purchased. Cost is cheaper than initially anticipated. Heather Hiester will be the Program Administer with CCAP. The Web Portal has been developed as a stand alone system (do not have to have the UCM System) and will be available the first part of 2013. The AOPC Drug System will be a separate system; however, information can be downloaded from the UCM System.

III. Officer's Report

- **President** – Sally Barry reported that Linda Rosenberg, PCCD, attended the Executive Committee Meeting to discuss the Justice Reinvestment Act that was recently signed into Law. She wanted the Executive Committee's input on identifying primary need areas.
- **Vice President** – Mark Wilson reviewed the survey that was sent out in regards to the 2012 Conference. It was sent to 75 individuals from 25 separate entities. 29 individuals responded. Overall, everyone was satisfied with the Conference. Contract with Toftrees has been signed for September 16th and 17th of 2013. General Membership Meeting will be September 18th. 80 rooms have been reserved, up from 60 last year. Anyone with suggestions or comments should email Bob.
-- The Governor's Advisory Boards is putting together a work group to review the Annual Report. Focus will be on the length of the report, number of questions, performance measures, and redefining the purpose.
- **Secretary** – Sally Barry asked for a motion to accept the Minutes from the General Business Meeting held on September 19, 2012. A motion was made by Carl McKee, seconded by Bob Williams and unanimously approved.
- **Treasurer** – Chad Libby reported a current \$9,000 deficit for 2012. However, there is a \$9,000 check from CCAP and approximately \$5,000 in 2013 Assessments and Dues to deposit. See attached 2013 proposed budget and Profit & Loss 2008-2011 Summary. A motion was made by

Tom Shea to accept the proposed budget and seconded by Al Sabol; unanimously approved.



Profit Loss - 2013
Budget.pdf

-- Chad reviewed the status of the Adam Walsh registration. Captain Price is expecting the system to go live December 20th. Paper registration is possible if the system crashes or counties cannot get connected. LiveScan machines have been back ordered and will not be available until March. There is nothing in the ordinance to prevent counties from charging a processing fee. Chad will share Dauphin County's letters on duty to inform.

- **Executive Director** – Bob McCullough reviewed the accomplishments of the Associations, see attached slides.
 - Probation is to receive 26% of the money saved through the Justice Reinvestment Act through Prison Reform. Money is coming from the savings DOC has by releasing approximately 600 inmates. They expect to save \$15.00 per inmate. A similar act in Texas saw all the money going to drug and alcohol treatment.
 - Committees and Chairs are as follows: Program – Cory Seymour; Legislative – Carl McKee; Standards – Chris Murphy; Training – Tom Schuster; Inter-County Transfer – Nick Hunyara; Firearms – Michelle Beaver; By-Laws – Dave Hartman and Technology – Bruno Mediate. If anyone is interested in serving on a committee please contact the Chairs.



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General Membership :

IV. Committee Reports

Firearms – No Report

Legislation – No Report

Standards – No Report

Training – No Report

Inter-county – No Report

Program – No Report

By Laws – No Report

Technology – The user name to access the Website is “chiefs”. The password is “Chief11”. Website has been updated to include a current member directory, by-laws, 2013 meetings and conference schedule. A map with names and numbers of the Counties as also been added, including transfer officers for each county. Future additions may include, number of hits page receives, resource directory with links, sponsor page, and types of cases each county accepts. An idea is to have questions go out to members and the answers be posted on the website, and possibly a message blog. Questions and ideas should be directed to cseymour@blairco.org or egarlena@blairco.org.

Strategic Planning – No report

V. Agency Updates

FETC – Todd Burns reported that the Basic Training will be one day longer starting this year. Range will be the same. Officers will be permitted to wear their gear to the classroom. Schedule for June, July and October is on the website. Schedule for in-services will be available in February for classes to start in April. No new in-services this year. Two new classes are possible for 2014. Results of the survey regarding back-up firearms will be discussed at the next Commission meeting on January 17th. Long guns will also be discussed. The Commission currently does not have a secretary. Inquiries should be directed to Nick at 717-787-5699 ext 1522.

JNET – Eric Webb reported that passwords for JNET will now require a special character. As they expire user will need to include a special character because of the internet migration. PennDot and CNET is now available on the web version. Notifications will be by the second week of January. Maryland will be providing out of state notifications by the end of January.

-- Eric has been in contact with Rita Reynolds in regards to the UCM System. Electronic reporting to the Board and notifications will eventually be done over the internet. They are planning on getting away from a closed network. It's a big project and will not happen right away.

-- PSP Clean Portal is a new and dedicated clean channel through JNET. JTAC's will be required to set up the users. Eric has developed directions on how to set it up. He will provide them as soon as PSP approves them.

PCCD – No Report

Pennsylvania Commission on Sentencing – Carrie Peters announced that the 7th Edition Guidelines have been posted on their website. They become effective December 28, 2012. The Commission will provide printed manuals to Judges, DAs and PDs. Updates to SGS Web will be made by mid-January. When determining which guidelines to use, it goes by date of offense.

-- They will be reaching out to counties to test the Risk Assessment for court to use prior to sentencing. Assessment does not address need. It addresses fourteen factors and only target level 3 and 4 offenders. The Assessment will be available in SGS web.

-- Changes for eligibility for Boot Camp, RRRRI and SIP is posted on the website.

-- Commission has two contracted positions for data collection available. Target is Allegheny and Philadelphia Counties. A 3rd position will be posted for the rest of the State.

-- If any county is utilizing the HOPE Program, please contact Carrie, they would like more information on it.

PBPP – Probation Services – Bill McDevitt announced that GIA Agreements were mailed. 1st quarter payments will be mailed out in a few weeks. A revised copy of the 325 Request for Special Probation Supervision has been email to the Counties. As mentioned, the annual report is being reviewed. The purpose is to measure effective supervision. Board is to review it by December 19th.

PBPP – Interstate – Margaret Thompson has been invited to be a national trainer ICOTS. Trainings for officers are available in January. In regards to Adam Walsh, letters have gone out to offenders that were transferred out. They must register if they return. The Commission to revamping the violation process. Margaret has created a cheat sheet that she will make available to counties.

PBPP – Legal – No Report

PBPP – Training – No Report

VI. Presentation – Avertest by Jason Herzug

VII. Unfinished Business – None

VIII. New Business – Sally stated that the Member-At-Large filled by Jayne Smail expires on December 31st. She filled in for Larry Straitiff after his retirement this year. Motion for Jayne to continue as a Member-At-Large was made by Tom Shea and seconded by John Sikora, Unanimous Approval.

-- General Membership Meeting for 2013 are scheduled for March 15, June22, September 18, and December 13, 2013.

-- A decision has been made to have counties present at future meetings on new initiatives they have developed within their counties. Bob will be sending out an email for volunteers

-- Sally stated that she has taken on the Chief Juvenile's Position in Lebanon. She asked for more counties to participate with presenting the legal portion and county overview at the BTA. It would be great to be able to create a poole of instructors.

Adjournment – 3:00 pm

Attendance Roster – See attached.


Sign-Up Sheet.pdf