

3/11/2016

**County Chief Adult Probation and Parole Officers Association of Pennsylvania**  
General Business Meeting  
March 11, 2016  
Toftrees Conference Center  
State College, PA

**Attendance:** Bob McCullough, Sally Barry, Mark Wilson, Cory Seymour, April Billet-Barclay, Mike Gordon, Donald Overmoyer, Sue Claytor, Laura Rowland, Geoffrey Willett, Carrie Peters, Margaret Thompson, Chris Murphy, Darby Shristlieb, Sean Ryan, Chad Libby, Michelle Beaver, Carl McKee, Ryan Myers, Bob Dougherty, Amanda Moore, Frank Scherer, Dave Stager, Lisa Redden, Tracy Gordon, Ann Marie Egizio, Tom Bergman, Dan Miller, Bill Hoover, Jamie Jendrysik, Ryan Meyers, Todd Harpster, Carol Braceland, Kim McLaughlin, Pam Scoran, Nick Ioiacona, Trevor Oates, Paul Markiewicz, Jason Foltz, Gary Seefeldt, Jason something from Fayette County, Regina Himes, Michael Vecchio, Sharon Bold, Don Coleman, Jim Miller, David Wendel, Michelle Hair, Todd Bergman, Michael Gordon, Michelle Orris, Tom Radel, Dan Miller, and Dan Hoover

**Meeting Called to Order:** President Mark Wilson called the meeting to order at 9:04 AM with the Pledge of Allegiance.

**President's Report:** The following Chiefs have retired and plaques will be sent to them:

- Ron Kokinda, Carbon County
- John Moshier, Potter County
- John Moschetta, Washington County

Additionally, Northumberland County Chief Jim Cortelyou is no longer with the County. Tim Heizleman is currently the acting Chief.

Jon Ridge was recently appointed the new Chief of Washington County Probation.

Bob and Mark attended the Senate Appropriations Committee meeting last week. Though a significant number of questions were directed to Secretary Wetzel and Senator John Eichelberger, County Probation issues were brought to the table and the fact that County Probation/Parole supervises significantly more offenders was acknowledged.

**Vice President's Report:** Chris Murphy acknowledged Sally Barry and Mark Wilson for all of their hard work and perseverance last year. Chris admitted to being an "old timer" and tried to include Mark in this category. Mark remains in denial though. Chris encouraged new chiefs to reach out to those in the room for advice, guidance or as mentors. Chris is always available to provide assistance to new chiefs. Chris is looking forward to continuing to move the association forward. He will be attending the American Probation Parole Association Conference in Cleveland in August of this year.

**Secretary's Report:** The December meeting minutes were distributed by Bob McCullough via email. Carl McKee made a motion to approve the minutes, someone seconded it and all were in favor of approving the minutes. April Billet-Barclay is the new secretary.

**Treasurer's Report:** Cory Seymour presented the budget with a balance of \$120,062.51. The association just switched from First Citizen's Bank to First National Bank. \$82,970.61 was transferred from the old bank to the new bank. Chris Murphy, Mark Wilson and Cory have access to the new account. \$52,080.55 was deposited. This included Membership dues. 40 Counties have paid in full. 48 Chiefs have paid in full and 56 Associate members have paid in full. It is important that dues be paid prior to the conference as Chiefs will not receive the conference member's rate if they are unpaid. Cory indicated we had income from Premier Biotech in the amount of \$520.55. Since the Chief's Association has negotiated rates with Premier Biotech, any county that uses their services, a portion of the profit goes to the association. Expenses this period included a \$14.00 account transfer fee. Cory thanked Chad Libby and Chris Murphy for their excellent work and detailed record keeping. Sean Ryan made a motion to approve the Treasurer's report was approved. Carl McKee seconded the motion. Motion passed.

**Executive Director's Report:** Bob McCullough has been busy in February and March. As stated previously, he and Mark Wilson attending the Senate Appropriations Committee. Although there has been no formal announcement of the merger between PBBP and DOC, everyone at the meeting referenced the agency as the Department of Corrections and Rehabilitation. Senator Eichelberger is very supportive of County Probation. Bob is scheduling a meeting with him to discuss establishing a Criminal Court Judges Commission similar to the Juvenile Court Judges Commission. Establishing a CCJC would require legislation.

The Association's Solicitor, Bill Smith, switched to the Spilman Law Firm in Pittsburgh. The association had previously voted to retain his services despite the change. The association pays him \$1,500 a quarter.

Bob Participated in the Department of Drug and Alcohol Programs police recognition of lives saved with Naloxone in the Capitol rotunda on March 1, 2016. The program has reversed nearly 600 deaths with naloxone.

Bob is a member of the DUI Treatment Compliance Oversight Committee. This committee is currently reviewing current DUI laws and the CRN with a plan to make suggestions for changes to both. Judge Barrasse chairs the committee.

The association has retained Mark Carey for the annual conference. He will present all day on Monday. The association will also have speakers on Search and Seizure and Boundaries on Monday for half day sessions. Day two will include a presentation by the Council of State Government on JRI II. Planned activities currently under consideration include horseback riding, sip and paint, a tour of the Bryce Jordan Center and the Stadium and roller skating. The giveaway this year will be an umbrella.

Bob attended the House Appropriations Committee Meeting also. The committee was upset to learn that the DOC spent money without approval of the committee. By statute the DOC was provide services despite the committee not approving the funds. DOC pensions increased 770%. The DOC spent \$100 million in overtime expenses due to the Governor's hiring freeze. The DOC had 800+ vacancies.

Harrisburg/DDAP are encouraging the use of Naloxone. However, the budget impasse has stalled grant funding for this initiative from being released. There is no current update on when this will be resolved. Chad Libby was able to obtain funding through his SCA. \$39.00 was his cost per nasal spray. Some DA's Associations will also fund Naloxone for County Probation.

## COMMITTEE REPORTS

**Statewide EBP Committee:** (Update by Sally Barry) The statewide EPB Implementation Team is working with Mark Carey to develop an EBP template for County Adult Probation Offices similar to what was developed for juvenile probation. This will include six action steps for implementation of EBP. Mark is also developing a pamphlet explaining EBPs that can be distributed to our local stakeholders. In the future, GIA may be tied to EBP. As a result of this team's work, the EBP Position through CCAP was announced. This position will work specifically with the Chiefs Association and is funded for a period of three years by PCCD, CCAP and the DOC. A number of individuals have applied. They are hoping to have the position filled and in place by April of this year. The committee added a victim advocate to their complement. PCCD is also applying for federal grant money to assist counties with implementation of EBP. Grant is due April 11<sup>th</sup>.

**Firearms:** (Michelle Beaver) The final employee of the Firearms Commission resigned. Greg Young is now the point of contact. Additionally, the Commission itself is short staffed and the Governor is not currently making any appointments. There are two vacancies for County Probation. The Governor requested at least five recommendations. The Association submitted nine names to the Governor for consideration. The New Qualification Course of Fire was rescinded. However, the Commission would still like to improve the scoring standards. They plan to reach out to counties for feedback. The contract with HACC has expired for continuing education credits. The curriculum committee is reworking the bid, which should be completed soon and announced. Bid process is lengthy though. The commission may have to waive continuing education credits for 2016. New officer school will continue though as this is staffed by County firearms instructors. No new instructor school is scheduled. The NRA and State Police are two possible sources for this level of training.

**Training:** (Dave Stager) Sally requested he contact state regarding the level of training on EBP included at BTA. Very little is actually covered and should probably be expanded. Greg Young is working with Penn State University to develop three statewide leadership trainings for supervisors, Deputy Directors, Chiefs and those identified as leaders within County Probation. The first of these is scheduled for May 2 through 4 in Montgomery County. There will be 40 slots in each region. The training will be free, but Counties will have to cover the cost of travel and food.

Chris Murphy also indicated University of Cincinnati will have another round of grants for EPIX training. He found it to be very helpful and encourages other Counties to apply.

**Legislative Committee:** (Carl McKee) Senate Bill 166 gives limited access to criminal records 10 years from date of last period of supervision. Records will still be available for criminal justice agencies. The purpose is to limit information potential employers can access.

**GIA Committee:** (Sean Ryan/Chris Murphy) Governor Wolfe is proposing an increase to GIA for the 16-17 fiscal year of 20.3%. The current fiscal years proposed increase was cut and the amount remained flat. Bob McCullough has a copy of the Budget Packet submission if anyone is interested in seeing it. Chris feels it is more important that the agency focus on other priorities at this time such as creation of CCJC and JRI II. Discussed a potential outcome of JRI II would be another agency such as PCCD providing oversight of GIA. Sally made a motion to send a letter in support of the proposed increase to GIA. Motion was seconded and approved.

**Inter-County Committee:** No update.

**Program Committee:** (Cory Seymour) Conference Registration fee increased from \$150 to \$175. Other information covered previously on the agenda.

**Technology Committee:** (Cory Seymour) Anyone interested in participating on this committee or chairing it, please notify Cory Seymour. Counties using Loryx can now transfer cases electronically.

**By-Laws Committee:** This committee needs a chair and members. If interested, please notify Mark Wilson.

## **AGENCY UPDATES**

**CCAP:** INSERT Rita's updates here

**PBPP – Probation Services:** Bill McDevitt was not in attendance.

**PBPP – Training Division:** Greg Young not in attendance. The new Board training calendar went out to Chiefs. BTA scheduled on April 11<sup>th</sup> – 43 officers set to attend. BTA scheduled on May 2<sup>nd</sup> – 25 officers set to attend so far.

**PBPP – Interstate Services:** (Margaret Thompson) New rules effective March 1, 2016 addresses reporting instructions for sending and returning states. Counties have 2 days to approve accepting returning offenders and send reporting instructions. If transfer to the other state is denied, sending County must send reporting instructions for returning offenders even if they will be homeless. If the County does not respond, Margaret's office will send the reporting instructions for the offender to report to the County probation office. New rules also allow for electronic processing of violations in the other state if both facilities have the ability to do video or phone violations rather than waiting until the offender serves sentence in receiving County then returning to sending County for violation action. Margaret indicated Counties can send other officers to her Interstate training at the Basic Training Academy. The Interstate Council will be meeting soon. They only have 4 of the 9 members and are waiting for appointments from the Governor. They will vote on a new application fee. It will most likely stay the same.

**Sentencing Commission:** (Carrie Peters) Risk Round Table (Allegheny, Blair, Westmoreland and Philadelphia) still piloting the new presentence risk tool. The Commission is meeting with AOPC to work toward pulling data from CPCMS to populate SGS Web risk tool. Beta Counties will pilot these changes. The Commission's website contains reports on their research behind the

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## County Chief Adult Probation and Parole Officers General Business Session – March 11, 2016 UCM Update

### Implementations

- The UCM Adult Probation (AP) module has been rolled out to 28 counties, with Lycoming and Fayette Adult Probation being the newest departments to utilize UCM. A total of 35 are live in some fashion with UCM.
- The schedule for the next three months includes two more adult probation departments, two district attorney and two jails going live on UCM.
- The bi-weekly implementation team continues to hold conference calls and includes Bob McCullough, Chiefs Association Executive Director and Rich Long, the DA Association Executive Director. Implementation status and various UCM issues are discussed.
- A conference call with JNET is scheduled for the end of March to discuss developing the interface for inter-county transfers.

### Meetings and Training

- The Quarterly UCM Governance and Steering Committee meetings will be held on March 17, with the Governance meeting from 10-12:30 pm and the Steering Committee meeting from 1:00–3:00 pm.
- UCM Toolkit and report writing training was held on February 9 – 11. There were 15 in attendance from seven different counties. Attendees were mainly from the county IT departments and gained a better understanding with writing custom county reports. A report requirements form was distributed to help with gathering requirements.
- The upcoming webinar on Primary and Secondary Alerts in UCM, is scheduled for Mar. 25 1–2 pm.

### Other UCM Solutions

#### Juvenile Detention Center UCM

- In 2014 a UCM like solution was created for Juvenile Detention Centers. The development is completed by an outsourced developer and helpdesk is handled by other CCAP staff that work with detention centers. Currently four county detention centers are live on the solution and new features are being added to the JUV-UCM, as it is called.

#### Bureau of Juvenile Justice UCM

- This UCM based system was developed in 2015 using an outsourced development resource. State Bureau of Juvenile Justice staff worked closely with Wayne Bear, Juvenile Detention Center Association of Pennsylvania director. This system has replaced the state-wide Youth Detention Center software. It is now in maintenance and new work orders will expand the system to provide an interface with Youth Performance Based Standards.

#### Public Defender UCM

- A UCM solution has been created that is a stand-alone installation from the main UCM for a county. This instance receives public data from an automatic interface with AOPC. Two Public Defender offices are live on UCM Core. Specific public defender customizations have been completed. The AOPC interface is in testing and several counties have been approved to receive the message. The next quarter includes two more Public Defenders coming on to the system.
- It is important to note that the “other UCM solutions (Juv-UCM, BJJS-UCM and PubDef-UCM) are handled by other staff at CCAP (that do not work on UCM) and outsourced developers.

Submitted by: Rita Reynolds, CIO

risk tool. Spring training calendar is set and available on the website. Two hour update trainings and six hour basic sentencing trainings. Effective April 2016, the Commission is removing Social Security information from SGS Web. They are also moving toward the correct docket numbers as listed in CPCMS (CP-67-CR-00001234). If Counties are not entering them correctly they will receive error messages and will have to fix the docket number. Beginning the January, all revocation data for individuals resentenced by the Court is required in SGS Web. This is mandatory; however, there is no sanction for not entering the information. If the case was sentenced by an MDJ, County staff will need to enter the original sentence in SGS Web in order to enter the revocation.

**PCCD:** No report.

**JNET:** (Joe Centurione) JNET is eliminating digital certificates. They are moving toward a second factor authentication system, a onetime six digit password good for 12 hours as long as you do not close the browser. A valid email address must be attached to the users JNET account. Run user detail report to make sure everyone has an email address on file. This role out should be complete by June 17<sup>th</sup>. JNET Federated Access Model: This will allow JNET to grant additional data to users. This includes MARIS (multistate regional access information sharing), LEEP (Federal arrest records), Gang Information (RISS Gang Information), and NPLEX (National Precursor Log Exchange – This data base tracks information for over the counter medications where users are required to show ID.). JNET will act as a pass through to these data basis. Due to breeches with Penn Dot, they will be adding a disclaimer to their website. JNET will know by the end of March if they are having a conference this year in June.

#### **OLD BUSINESS**

There was no old business.

#### **NEW BUSINESS**

Statute limits association assessment fees to \$10.00 per officers. Some County's Controller's Office are reluctant to pay assessment fees if they exceed this amount. The County Code establishing this amount has not been revised since the 1940's. If Controller refuses to pay, Counties with access to their supervision fees can pay the assessment out of these fees. Mark is seeking to establish another committee to research this subject and make recommendations to the association for changes. No one volunteered. If you are interested, please email Bob McCullough. The timing for proposed changes to the code should be January 2017 since bills are on a two year cycle.

Sally provided an update to JRI II. Call Sally if you have any questions or would like to see the PowerPoint slides. An email update was sent to the Chiefs with the slides though. BJA and the Pew Center are funding the Council of State Governments work on JRI II. All three branches of government are involved in a nonpartisan effort to improve criminal justice outcomes. The first meeting was held at the Governor's mansion. Sally took a selfie in the bathroom!! The meeting began by reviewing the first JRI Initiative. County Probation was not involved in the first initiative. Two goals of the first initiative failed (needs of low level offenders and offenders with short term minimum dates) primarily due to the lack of involvement/engagement of County

Probation. JRI II will be a comprehensive review of the front end of the CJ system. Resource limitations identified included: lack of / decreased funding, varying policies by County, GIA calculations are senseless, Over 58% of probation departments are funded by the County, over 80% of sentences served are at the County level, PA has the 4<sup>th</sup> highest incarceration rate and has the highest rate of individuals under parole supervision (county and state) and finally, statewide the only crime to reduce was drug crimes. Next steps include continuing to gather information. This includes information/feedback from the Counties. It is vital that we give our feedback. This is a once in a lifetime opportunity. The stars have aligned with the number of projects under way and the recognition of the huge impact the Counties can make if funded properly. Sally requested feedback on the best way to get our concerns/information to CSG.....small regional meetings or surveys. WE MUST PARTICPATE. Sally will obtain the list of regional groups used by JPO and set up similar regional groups for APO and reach out to an individual in each region to initiate a meeting and volunteer a location to meet with CSG. CSG will be at our September conference. Sally did admit to being an "old timer" as well.

With merger of DOC and the Board, current Board positions utilized for County oversight could be repurposed to create CCJC. The Association needs to keep the creation of a CCJC in the forefront of everyone's mind. A motion was made to send a letter to John Wetzel and Senators Eichelberger and Greenleaf encouraging them to initiate legislation to create this oversight agency. Motion was seconded and approved. Another Committee was created to begin the research into what this would look like for County Adult Probation. Sally volunteered to chair the committee.

Meeting adjourned at 12:00 PM.

Respectfully Submitted,

*April*

April J. Billet-Barclay

17 MARCH 11, 2016 CHIEFS MEETING

Chris Murphy	-	Chester County
Jane Kover	-	Fayette County
Regina Himes	-	Armstrong Co.
Carl McKen	-	Warren County
Dave Stager	-	Tioga County
Michael Vecchio	-	Luzerne County
LOA Redden		Clearfield Co
Tracy Gordon		Jefferson Co.
Carrie Peters		PCS
Sharon Bold		Westmoreland County
Don Coleman		Columbia County
Jim Miller		Montour Co.
Ann Marie Egizio		Lehigh County
David Wendel		Lebanon County
Sally Barry		Lebanon Co.
Michelle Hair		PBPP Interstate Probation
Margaret Thompson		PBPP Interstate Probation
Sean R Ryan		Bucks Co. Adult P/A
Todd Belmont		MONTGOMERY COUNTY
MICHAEL GORDON		MONTGOMERY COUNTY
Michelle Orris		Perry Co. Deputy Chief
Tom Radel		Perry Co. <del>Chief</del>
Dan Miller		Fulton Co.
Dan Hoove		Franklin Co.



3. 11.16 General Membership

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