

**General Business Meeting
September 18, 2013
Toftrees Golf Resort and Conference Center
State College, PA**

I. Introduction

The September 18, 2013 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 recognized new Chiefs: Charlie Hoyt, Michael Barvitskie, John Yarnell and William McCarthy. Sally made presentations to retiring Chief's Robert Malvestuto, John Wondoloski, Joe Mecca and Chris Ciprich.

II. Officer's Report

- **President** – Sally stated that the executive board is trying to shorten up the general meetings. There would be a Chiefs only meeting on Thursday evening from 6:30 – 8:30 and then 9:00 am to noon Friday. Sean Ryan asked about teleconferencing capabilities. They will check it out. There were other various conversations regarding this change. Since meetings start on Thursday night, some counties may be able to justify overnight accommodations. A motion was made, seconded and approved. We are working to reestablish the Standards Committee and add Grant-In-Aid. Sean Ryan and Chris Murphy will co-chair this committee. Sally asked for any feedback on conference. Working to establish an Evidence based Practices Committee. Chad Libby volunteered to Chair the Committee. A motion was made, seconded and approved.
- **Vice President** – Mark Wilson stated that he attended the APPA semi-annual conference July 28-31st on behalf of the association. Mark recognized Sara Rankin for all of the work that she performed for the EBP survey. Sara is now with CCAP. Marked asked if there were any questions on the survey/results – there were none.
- **Secretary** – Michael Raith asked for a motion to accept the Minutes as circulated from the June 21, 2013 General Meeting. A motion was made, seconded and approved.
- **Treasurer** – Chad Libby stated that 53 counties paid their annual assessment fees, totaling \$63,215.00. There are 119 registered for the conference totaling \$14,200.00. There were 23 vendors totaling \$19,150.00. Total revenue \$94,352.50, total expenditures \$62,841.10. The Net Profit is \$31,511.45. The association has a budget balance of \$109,439.99. A motion was made, seconded and approved.
[Raith\Treasure Report September 15 2013.pdf](#)
- **Executive Director** – Bob McCullough asked for ideas for next year's conference. December there will be elections for officers of the associations. Terms will be expiring. Any interests please notify Bob.

III. Presentation

CCAP, Rita Reynolds discussed the MOU for the case management system. There next meeting is October 7, 2013. The 2014 dates will be sent out in October. Rita discussed the schedule. Six counties are scheduled to “go live.” She also discussed the jail module. Rita displayed the dashboard & mentioned security issues for the UCM. Rita stated that there have been various collaboration efforts with other agencies and branches of government. Jayne Smail asked about costs. Rita will send out an e-mail. Dave Stager asked about a continuation grant. Rita said that it’s a tough question to answer.

Redwood Toxicology Laboratory, Inc., Vinnie Happ, the topic of the presentation was synthetic drug updates and opiate concerns. Vinnie discussed the current state of synthetic drugs and testing for these substances as well as the increased use of opiates/pain killers. Many drugs are coming in from Asia and Mexico. Synthetic marijuana seems to be the biggest issue. They change structures to avoid detection. Synthetic drugs are more dangerous and have significant health impact. Vinnie compared differences between onsite testing and laboratories. Vinnie stated that erowid.org is a great resource for information. Heroin is making a comeback in the middle of the state. Vinnie Discussed opiates and buprenorphine.

ACCI Lifeskills, Arbinger Institute, Trevor Lloyd discussed his program. It was established in the 1970’s by his father. They are a cognitive curriculum provider for schools and offender corrections. They have self-directed materials (home study program) and web based systems. They help increase intrinsic motivation. “We need to build relationships to help people better learn behavior, need to treat people as people – not objects.” He should start presentation of a cop using the pyramid to work through a situation showed.

Fred Klunk and Chris Snyder, Statistic on Reporting and Evidence-Based Programs Evaluation of the PBPP discussed the results from the 2012 CAPP Annual Statistical Report, the changes that were put in place and the possibilities for the CAPP Survey and report for 2013. They discussed questions that were removed from the survey report. They asked if the Chief’s used the information compiled. There has been a 16% offender population increase in 10 years. There has been an 11% increase in staffing over the same time period. They discussed using the report to help show benefits toward securing more from end funding through Justice Reinvestment.

IV. Committee Reports

Program – Cory Seymour asked for any ideas for next year’s conference. He is already working with vendors. If anyone knows of other vendors, please contact him.

Training – Dave Stager has been speaking with Greg Young, PBPP. They are working on report for Supervisor Training. He received e-mails from Chief's regarding topics. He contacted the N.I.C. They have a 38 hour course free of charge titled "Supervisor Training".

Inter-county – Nick Honyara stated that SORNA/Adam Walsh act must be completed prior to transfer. Also, updates must be done by sending counties. Discussed Corruption of Minors issue. UCM Transfers – not enough on system yet. Must have 6 months or longer to transfer.

By Laws – Dave Harmon stated that we do not need to change By-Laws for new Thursday night meetings.

Technology – Bruno Mediate mentioned the UCM and MOU startup processes. They have standard contract giving access to counties to source sites for future issues. They will be conduit with state police. Bruno said JNET rap sheet is very user friendly. The Chief's website is not being used much. The specialty court CMS (PAJCIS) is time Consuming. Ed Garlina reviewed how to access CJAB dashboards on the PCCD website and the stated that it's available. Corey Seymour discussed the association website with access gained to the member's only section by the username chiefs and the password Chiefs11. He mentioned that the website is not being used to its fullest potential and asked those in attendance to contact him with suggestions on how it can be better utilized. One suggestion was to include questions posed by chiefs through Bob's email, in an alert which says something to the affect "A new questions has been posted to the website". Sally thanked Corey and Tom Shea for their support of the association.

V. Agency Reports

FETC – Todd Burns discussed revenue/expenditures comparisons fund history since 95/96. The highest revenue was \$438,000.00 in 11/12. The highest expenditure was \$529,000.00 in 12/13. The budget balance in 05/06 was 1.23 million dollars now \$960,000.00. Operating in the red. The trainings have remained the same. Many have taken all. May eliminate some training as a cost measure. Todd mentioned that there has been an issue getting ammunition in a timely fashion.

JNET – Eric Webb discussed working with 4 to 5 counties who are moving to UCM on their notifications. Developed Labor and Industry Justice Data which includes the last 16 quarters an offender worked and how much they earned. Deceased notifications have been offline for about 18 months, hoping to publish within the next 2-3 weeks. JNET Conference is scheduled at the PennStater for October 8th thru October 9th. Reminder that all Adult Probation Departments must transition to the PSP portal.

PCCD – Bob Merwine mentioned the CJAB conference at the Days Inn – Penn State from October 28th thru October 29th. Topics will include Re-Entry, Evidence-Based Practices, PCCD Dashboard and IP Programs. Lapsed D&A RIP

funds will be rolled out within the next month so that some participating counties may be able to restore the cuts in the 13/14 FY. PCCD has applied for federal funds to enhance SORT and for related training.

Sentencing Commission – Carrie Peters stated that 7th Edition Guideline kick in on September 27, 2013. The 2012 Annual Report is posted on the Commission’s website. Training opportunities are also posted on the website (Sentencing Guidelines and Sentencing in PA – 6 hours and Sentencing Updates – 2 hours). SGS Questionnaire also posted to the website. Carrie introduced the two new sentencing specialist; East – Nancy Xavios and West – Ryan Myers.

PBPP – Probation Services - Bill McDevitt reported that 65 Grant-In-Aid Applications are being reviewed for FY 2013/2014. Total for Grant-In-Aid is 31.3% and Supervision Fees are 34.4%. Total funding is 65.7% of eligible positions, 1% less than FY 12/13.

Interstate – Margaret Thompson informed the association the Misdemeanor rule was voted down. The definition for “violent offender” was eliminated. Training on Amendments will start in January or February of 2014. The Eastern Regional Chairman of the Compact Administration is not Mike Potteiger.

VI. Old Business – None

VII. New Business – None

Adjournment

Attendance Roster – See attached.

2013 CCAPPOAP Budget Report
General Membership Meeting
(September 15, 2013)

The below 2013 CCAPPOAP Budget Report as of September 15, 2013:

1. 2013 CCAPPOAP Assessment Fees

- a. 53 Counties paid their assessment fee
- b. Total 2013 assessment fees received = \$60,215*

* This total also reflects 2013 assessment fees paid in December 2012.

2. 2013 CCAPPOAP Membership Fees

- a. 61 Counties paid for Full Membership = \$3,010
- b. 88 Associate Memberships = \$1,760
- c. Total Membership Fees collected = \$4,770

3. 2013 Conference Fees

- a. 114 Registered for the Conference = \$14,200
- b. 101 County Chiefs, Directors, Deputies and Supervisors
- c. 13 State Associate Members
- d. 23 Vendors Registered * = \$19,150
- e. Total Conference Fees Collected = \$33,350*

* There are a few registrants and vendors who have not paid as of 9/13/13

4. Total Revenue Received

- a. \$94,352.50

5. Total Expenditures

- a. \$62,841.10

6. Total Net Income

- a. +\$31,511.40

7. Current Budget Balance

- a. \$109,439.99

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