

General Business Meeting
June 27, 2014
Toftrees Conference Center
State College, PA

Attendance: Bob McCullough, Sally Barry, Mark Wilson, Chad Libby, Paul Ruffner, Regina Himes, Rita Reynolds, Heather Hiester, David Stager, Carrie Peters, Michelle Beaver, Todd Harpster, Laura Rowland, Jeff Shaw, Tom Dougherty, Chris Murphy, Michael Gordon, Luann Yohn, Ron Seyko, Jayne Smail, Cory Semour, Tom Shea, Kerri Kneisley, Carl McKee, William McDevitte, Jr., Steve Barnett, James Kovacs, Michael Clines, Dawn Blaska, Pam Scoran, Kim McLaughlin, Elsworth Havens, Geoff Perselay, Nicholas Klimowicz, Paul Singley, Marie Bartosh, Danielle Hibburd, Michael Raith, Michael Stough, Tim Guisler, Thomas Young, Ryan Meyers, Jim Chapman, April Billet-Barclay, Lisa Redden, Dan Miller, Nick Loiacoma, Trevor Oates.

There was a presentation by Rita Reynolds and Heather Hiester on the Unified Case Management System at 8:00 a.m. that preceded the General Membership meeting.

- **Security Best Practices**- Purpose is to protect the County, protect offender information and protect employees. Staff needs to know rules involved.
- **Mobile Device Management (MDM)** – Capability to “wipe” device if lost. Twenty counties in UCM now; also access during non-routine work hours.
- **Data Quality Lessons**- Clean-up “unknown” charge codes. Codes need to be up-to-date to convert to new system. Dates/charges are key components.
 - 1) How to manage Business Process Change- old system in “read only” mode
 - 2) Expungements- Standard approach used by DA, Jail, Probation and Parole
 - 3) Standard Transfer Data- minimum set of data
 - 4) Contract Best Practices- scope of services and terms of agreement
 - 5) JNET messaging
 - 6) UCM update: 15 counties “live” in portal; 15 live in Adult Probation, 1 live in DA, 2 beta testing in Allegheny County, total 20 live in some form.

Invoicing 50% implementation fee, Counties advised to check Policy for online Case Management Systems.

Meeting called to order by President Sally Barry at 9:07 a.m.

Motion made and seconded to *approve minutes* of March 14, 2014 meeting. Motion passed.

Budget: Chad Libby reports that 47 counties paid their assessment fees, total of \$57,060.00. The 2014 CCAPPOAP Membership fees include 58 counties Full Membership for \$2,900 and 93

Associate Memberships for \$1,860 for a total of \$4,760. Revenue received is \$54,691.19, Total Expenditures is \$44,797.51 for Net gain of \$9,893.68. Current Balance of \$91,088.19 through June 27, 2014.

Executive Director Report: Bob McCullough reported that there are five (5) House Bills in the Judiciary Committee regarding restitution committee recommendations for the collection of fines, costs and restitution.

Annual Conference information will be going out in July, 2014. Presentations include Trauma Informed Care, Workload Analysis and Evidence-Based Practices.

Committee Reports

- **EBP** report from Chad Libby that the Request for Proposal (RFP) has been awarded to the Jerry Lee Center at the University of Pennsylvania for Evidence-Based Practices and Workload Analysis. Proposal calls for \$15,000 for EBP Consultant/Planner and \$15,000 for Workload Analysis. Plan is to start work on this project on July 1, 2014 for six (6) months. There will be pilot counties and focus groups to develop a Strategic Plan.
- **Grant-In-Aid:** report from Chris Murphy. Surveys have been sent to each County Probation Department concerning supervision fees. Please complete these surveys as it is a great opportunity for influence and change within the Legislative Finance and Budget Committee at the state level. Bob McCullough reported that he spent over 16 hours with senate representatives, mostly in Harrisburg. There is currently no budget line-item for the Grant-in-Aid. Another significant issue is that the cap in probation funding was set in 1991 at 1,600 probation officers and there are currently over 2,000 probation officers in Pennsylvania. Also, Bob noted the current process of sending supervision fees “down and back” to Harrisburg only to be returned later to the individual counties.
- **Legislative:** Carl McKee reported on HB 56 defines “assault by bodily fluids (urine, spit) with communicable disease is F1; is classified as F2 with no bodily fluid. Referred to Senate Judiciary.

HB 355- Cannot release sex offender from county jail at minimum date until Adam Walsh address requirements are updated. Also, requires that sex offender cannot be released at max date until Adam Walsh address update and provides the county jail a 10 day limit to accomplish updated registration.

HB 768- DOC and PABPP will assist to get address updates on sex offenders.

HB 1976- GPS requirements for parole violators and Domestic Violence cases. Court may use GPS with costs to defendant.

HB 2185- Correction Officers working in county jails will be notified of inmate HIV/Hep B.

- **Program:** Cory Seymour reported that Chief's Conference pig roast has been sponsored. New vendors are being contacted; three additional vendors paid. Sizes for shirts must be reported as soon as possible.
- **Technology:** No additional report. UCM had updated this morning. Also, electronic transfers of cases and automation of data issues and core demographics being addressed.
- **Training:** Cory Seymour attended the Executive Excellence Training at Sam Houston University and reports it was excellent. Dave Stager is looking at grants to address some training opportunities for new chiefs, deputy chiefs, leadership skills training. Dave noted the DOC has free trainings available as well.
- **Firearms:** No Report.
- **Bylaws:** No report given and committee has a chair position open if interested.
- **Inter county Transfer:** No report.

Guest Speaker: Health Management Information Group staff Geoff Perselay and Ellsworth Havens led discussion on HMI "re-entry" issues. 92% of inmates return to community and need continuity of care, enhanced coordination of resources and improved communication across systems. HMI connect met with success in New Jersey with a re-entry process that includes a management platform and clinical platform that provides management, monitoring and treatment. Drug Court and Reentry Platforms that improve services, reduce recidivism and reduce costs to both healthcare and correctional systems with such tools as tele-health and tele-medicine geared to disease management resulted in lower visits to ER and built-in medication protocols.

Agency Updates:

PBPP –Probation Services: Bill McDevitt reported Supervision Fees of \$17, 504,639 which represents a decrease of 37,090 or 0.2 %.

116 of the 173 standards have been audited to date; remaining standards will be audited this year. 63 audited counties in compliance at 90% or above.

Special Probation Cases: Eighteen (18%) percent of cases supervised by the Parole Board (includes Venango/Mercer Counties).

See *Commonwealth v Elliott, 50 A.3d 1284 (Pa.2012)* Regarding Special Probation, the decision provides that the trial court may impose conditions of probation and the Board or its agents may

impose conditions of supervision that are relevant to, elaborate on or interpret any conditions of probation imposed by the trial court. The court recognizes that while the Sentencing Code empowers the courts to impose “conditions of probation,” the Prisons and Parole code empowers the Board and its agents to impose “conditions of supervision.” Based on the *Elliott* decision, the Condition Governing Special Probation/Parole (PBPP-235) will be revised to include the following: **“In addition to the above conditions, you shall follow all conditions of supervision established by the Board, as directed by your supervising agent, in furtherance of the special conditions imposed by the Court.**

PBPP-Interstate Services: Dawn Blaska reports that Margaret Thompson is doing trainings nationwide and is currently in Iowa. The annual business meeting is in August. Kansas has issued corrective action regarding extraditions. The audit will be done in July; the county report seems to be in good compliance.

PBPP –Firearms Commission: Nick Klimowicz reports that several counties are now certified to carry firearms (55/67 counties). Next Firearms Commission meeting is July 24, 2014 in State College. The Commission will be looking at expenses for Course 8. Practice ammunition is allowable due to expense of training, but some areas experience a one-year wait period for orders. A survey for scheduling in 2015 is forthcoming, and Course 9-Force-on-Force is in development; it should be less costly than other courses offered covering this subject matter.

PA Sentencing Commission: Carrie Peters reports that Amendments have been adopted this month that will be published July 28, 2014. There is a ninety day (90) wait before amendments become law. Look for Criminal Gang enhancements, assaults with victims under age 13 enhancements. Sex offense of children enhancements based on the number of images downloaded and the nature and character of the images. Also, Aggravated Arson may have increase in OGS by 1 point.

Data Quality Project: Compares sentencing information in AOPC with SGS web and sentencing orders.

Fall seminars announced in August, and registration can be accomplished on-line.

Risk assessment tool beta testing will be conducted this fall in Allegheny, Westmoreland, Blair and Philadelphia.

JNET : Joseph Centurione introduced himself as Communications Manager for Justice Network. Looking to improve upon Reliability (minimize outages); Performance (faster, building new services); Customer Service (exceptional); JNET Policy (update user agreements, clean-up user roles for former employees); County Adult Probation Transfer Cases as possibility; and finally the JNET website redesign.

Unfinished Business: Bob, Sally and Mark met with Shirley Smeal from DOC and DOC is coming to CCAP meeting in August. Mark and Sally will give presentation at Executive Board Meeting.

New Business: Probation and Parole Week is July 14-July 18, 2014.

Executive Director Proposal: Proposal presented to reduce Bob's role, hours and salary, rewrite the job description for the Executive Director Position and have the Executive Board redesign the job duties to include the hiring of an educator/ lobbyist to focus on work done in the legislature that impacts the continued financial security of county probation and parole officers. A motion was made by Michael Gordon and seconded by Carl McGee to examine this proposal. Motion passed.

Meeting adjourned by Present Sally Barry at noon; Bar-B-Q Luncheon provided.

Respectfully submitted,

Paul Ruffner
Jefferson County