



**MEMO**

**TO:** Board Members

**FROM:** Farrah M. Conjar  
Executive Secretary

**DATE:** August 17, 2016

**RE:** Minutes-Board Meeting  
June 28, 2016

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel provided notification to the public of the scheduled meeting on June 28, 2016, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:04 AM with Chairman Dunn presiding.

Board members Michael Potteiger, Craig McKay, Ed Burke, Linda Rosenberg, Ted Johnson, Everett Gillison, Leslie Grey, Mark Koch, were in attendance. Also in attendance were Edie Letherby, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Laura Treaster, Director, Office of Communications, Victor Wills Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary and Jennifer Storm, Office of Victim Advocate, Director Christian Stephens, Probation and Parole Services, Director Luis Rosa, Re-entry and Quality Assurance.

All reports referenced in public Session were previously disseminated to board members and senior staff for review and will be made available upon request.

#### I. APPROVAL OF BOARD MINUTES OF June 28, 2016

Motion was made by Board Member Potteiger, seconded by Board Member Johnson, and carried unanimously to approve the minutes.

**ACTION ITEM**

#### II. OFFICE OF THE VICTIM ADVOCATE

F2F will be moved in September to Thursday 9/22/16

#### III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade had nothing to report, however, is available to the board as needed.

#### IV. OFFICE OF CHIEF COUNSEL

Mr. Robinson reported effective 7/25/2016 Tim Kieting will be starting as assistant council.

#### V. OFFICE OF BOARD SECRETARY

Ms. Barkley had nothing to report, however, is available to the board as needed.

#### VI. HEARING EXAMINER OFFICE

Mr. Allensworth had nothing to report, however, is available to the board as needed.

#### VII. OFFICE OF STATISTICAL REPORTING AND EVIDENCE-BASED PROGRAM EVALUATION

#### VIII. OFFICE OF ADMINISTRATIVE SERVICES

Ms. Letherby had nothing to report, however, is available to the board as needed.

#### IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. Stephens reported he has conducted interviews for the western deputy district director position and has made a selection.

#### X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Mr. Rosa reported he is conducting interviews for institutional regional parole directors.

#### XI. OFFICE OF COMMUNICATIONS'

Ms. Treaster had nothing to report, however, is available to the board as needed.

#### XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Wills reported that the budget passed and our budget is 150 million dollars.

**XIII. OLD BUSINESS or NEW BUSINESS**

**OLD BUSINESS:**

**NEW BUSINESS:**

Chairman stated for board members traveling to conferences each board member can choose one national conference and one state conference per year.

Misconducts in on base scan in one at a time, if they are over a year old go to a legacy folder. Board member Grey suggested two years. Kim and Luis are to work on misconducts for on base. Most recent misconducts on top.

The meeting was adjourned at 10:09 a.m.

FMC