

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

Minutes of the July 23, 2024 Meeting

Members Present

Barry Howe
Stephanie Jirard
Jody S. Smith
Ed Walker
Eric Weaknecht

Members Absent

Angelinel Brown
David Glass
Michael J. Koury Jr.
Brandon Neuman

Commission Staff Present

Sally Barry
Theresa Ford
Heather Hewitt
Doug Hummel
Dorthey Jacobelli
John Pfau
Ekaterina Shull
Michael Vaughn
Deb Williams

Others Present

Penn State University
Steve Shelow
David White

Temple University
Anthony Luongo

Others
Sheriff Daniel Zeigler

The July 23, 2024 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Eric Weaknecht, at 2:00 p.m. The meeting was being held at the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA 17110 and via Teams video conference call. Chairman Weaknecht, Mr. Barry Howe, and Deputy Ed Walker attended at the PCCD. Ms. Stephanie Jirard and Vice-Chairwoman Jody S. Smith were in attendance via video conferencing. Chairman Weaknecht informed everyone that the meeting was being recorded.

Mr. Hummel, PCCD, informed the Board that a quorum of members was present, but Vice-Chairwoman Smith had a pending court hearing at 2:30 p.m. and suggested that all action items be addressed prior to any other agenda items. Chairman Weaknecht agreed.

Chairman Weaknecht asked if everyone had an opportunity to review the minutes from the April 23, 2024 Board meeting. He stated that if there was no discussion, then he would entertain a motion to approve the minutes.

Deputy Walker made a motion to approve the meeting minutes from April 23, 2024. Mr. Howe seconded the motion. Chairman Weaknecht asked if there was any Board discussion or public comment regarding the minutes. No discussion ensued and the motion passed with the following votes:

Voting Aye: Board Members Howe, Jirard, Smith, Walker, and Weaknecht

Voting Nay: None

Ms. Shull, PCCD, reviewed the year end fiscal report for state fiscal year 2023-2024, period ending June 30, 2024. The balance from the previous year was \$4,523,319.63. The fee collections as of June 30, 2024 was \$5,750,258.73. The total available funds were \$10,273,578.36. The total expenditures as of June 30, 2024 was \$5,445,403.80 which included \$2,338,867.20 in reimbursements to counties. The total expenditures and commitments were \$12,297,072.08 which included \$884,534.94 in administrative expenses. The details of the administrative expenses were included on page 16 of the meeting packet. The uncommitted balance as of June 30, 2024 was negative \$2,023,493.72.

Chairman Weaknecht asked if there were any questions regarding the fiscal report. He stated that if there was no discussion, then he would entertain a motion to approve the fiscal report.

Vice-Chairwoman Smith asked why the fiscal report included expenses for purchase order number 4300701304, for Penn State University, for the Basic Training Contract period of July 1, 2021 through December 31, 2022. She also asked why the report included expenses and commitments for purchase order number 4300706760, for Temple University, for the Continuing Education Contract period of September 1, 2021 through October 31, 2023. Vice-Chairwoman Smith expressed concern regarding these contracts being older and if any unspent funds would be returned to the training account. Ms. Shull stated that the contract with Penn State University had a remaining balance that was

authorized and paid during the last quarter of state fiscal year 2023-2024 and it would not appear on the next fiscal report because that contract period was closed and reconciled. She explained that there were no remaining expenditures and commitments for that contract. Mr. Pfau, PCCD, explained that the contracts did not have a time limitation on the submission of invoices for contracted expenditures. He stated that Temple University's process for submitting invoices has always been lengthy. Mr. Pfau stated that he has expressed his concern to Mr. Luongo, Temple University, regarding the need to expedite the submission process. Mr. Pfau explained that all invoices go through Temple's Central Finance Office, which is the part of the process that is most time consuming. The invoices are reviewed by PCCD program and fiscal staff and at times need to be revised by Temple prior to being approved for payment.

Deputy Walker made a motion to approve the final fiscal report for state fiscal year 2023-2024, period ending June 30, 2024. Mr. Howe seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the fiscal report. No further discussion occurred and the motion passed with the following votes:

Voting Aye: Board Members Howe, Jirard, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the time extension request submitted by Sheriff Daniel Zeigler, Carbon County. Sheriff Zeigler requested that Deputy Mark Shoemaker be granted an extension to continue working in limited capacity, performing the following duties: court security, facility entry security, and prisoner transports. On June 26, 2024, Deputy Shoemaker failed the academy physical fitness entrance test for class B-24-02. Mr. Hummel stated that the request did not comply with Board Policy. Sheriff Zeigler submitted a letter of support for the request that was included in the meeting packet. Sheriff Zeigler was also in attendance via conference call.

Sheriff Zeigler stated that his request was based on the training that Deputy Shoemaker completed while on the job. Deputy Shoemaker completed the Field Training Officer Program administered by the sheriff's office. Sheriff Zeigler reported that Deputy Shoemaker was also certified in first aid, cpr, firearms, defensive tactics, and other less lethal weapons systems authorized for use in his office. Sheriff Zeigler stated that he is experiencing staff shortages and it would be a hardship to have Deputy Shoemaker serve in only an administrative capacity.

Ms. Jirard recognized that Carbon County is not the only county experiencing staffing issues. She stated that it is the Board's role to enforce compliance to policy. Sheriff Zeigler stated that he would respect any decision made by the board. Sheriff Zeigler stated that he did not want to lose a good deputy because he failed the fitness test by one sit-up. Sheriff Zeigler reported that he was part of the "work group" that was formed to review the current policies for potential updates. He said that suggested revisions were made to allow deputies time extensions to perform duties as identified and supported by the sheriff. Ms. Jirard stated that despite the efforts of the work-group, the current policy does not support the request being considered. Ms. Jirard stated that she did not want to

have a person fired as a result of failing by one sit-up, however, she stated that Deputy Shoemaker would have been in the class if he had passed the test. If he had passed the test, he would not need a time extension.

Vice-Chairwoman Smith asked Sheriff Zeigler if he attempted to enroll Deputy Shoemaker in the January 2024 class. Sheriff Zeigler stated that the January 2024 class was full. Vice-Chairwoman Smith stated that the Board has recently granted time extensions that did not comply with policy. She stated that the policy needed to be updated and that we have not offered enough classes, which created a back-log of those needing basic training. She stated that she would support the time extension request.

Ms. Jirard acknowledged that the Board has approved time extensions that did not comply with policy, but stated that Deputy Shoemaker failed the fitness test, which prevented him from attending training. Sheriff Zeigler stated that his office tested Deputy Shoemaker on four separate occasions and that he passed each fitness test. He stated that he does not know why he failed the test administered by the academy. Ms. Jirard stated that the request creates a liability issue.

Chairman Weaknecht asked if there were any additional comments. Deputy Walker asked Sheriff Zeigler how many deputies were on his staff. Sheriff Zeigler reported that his staff compliment was 14 and that he had four vacancies. He explained that one deputy was assigned administrative duties to cover an administrative vacancy and that he had two part-time deputies. Chairman Weaknecht asked if anyone wanted to propose a motion.

Deputy Walker made a motion to approve the time extension request for Deputy Mark Shoemaker. The request was to permit him to serve in a limited capacity performing the following duties: court security, facility entry security, and prisoner transports. Mr. Howe seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred and the motion passed with the following votes:

Voting Aye: Board Members Howe, Smith, Walker, and Weaknecht

Voting Nay: Jirard

Mr. Hummel reviewed the time extension request submitted by Sheriff Chris Campanelli, Erie County. Sheriff Campanelli requested a time extension for Deputy Joshua Agresti. The request was for Deputy Agresti to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Agresti was currently attending the academy with class B-24-02, with graduation on November 15, 2024.

Mr. Hummel reviewed the time extension request submitted by Sheriff Jeffrey Leonard, Huntingdon County. Sheriff Leonard requested a time extension for Deputy Luke Brown. The request was for Deputy Brown to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required

training for certification. Deputy Brown was currently attending the academy with class B-24-02, with graduation on November 15, 2024.

Mr. Hummel reviewed the time extension request submitted by Sheriff Richard Keuerleber, York County. Sheriff Keuerleber requested a time extension for Deputy Hailey Johnson. The request was for Deputy Johnson to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until she completes the required training for certification. Deputy Johnson failed that academy entrance physical fitness test on June 26, 2024, for class B-24-02. Sheriff Keuerleber will schedule Deputy Johnson to attend class B-25-01, beginning January 6, 2025.

Ms. Jirard made a motion to approve the time extension requests for Deputy Joshua Agresti, Luke Brown, and Hailey Johnson. Deputy Walker seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred and the motion passed with the following votes:

Voting Aye: Board Members Howe, Jirard, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the partial training waiver request submitted by Sheriff Bryan Sampsel, Centre County. Sheriff Sampsel requested a partial training waiver for Deputy Sheriff Bryan E. Overdorf. Deputy Overdorf completed the Travis County, Texas, Sheriff's Academy and was certified as a peace officer on August 23, 2026. Deputy Overdorf served as a peace officer from September 8, 2006 to December 31, 2023, retiring at the rank of corporal. Based on his training and experience, staff recommended that he be waived from training for the following subjects: Module 2, Professional Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 6, Security/Rapid Deployment; Module 7, Deputy Safety; Module 8, Investigations; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Garis would be required to complete Module 1, Law and Module 6, Security.

Ms. Jirard made a motion to approve the partial training waiver request for Deputy Bryan E. Overdorf. Vice-Chairwoman Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the request. No further discussion occurred and the motion passed with the following votes:

Voting Aye: Board Members Howe, Jirard, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the instructor applications for Mr. Allan Bassler, Mr. Christopher Kaniecki, Mr. Cody Miller, and Ms. Jennifer Stover, submitted by Penn State University. The request was to certify Mr. Bassler to instruct Law, Professional Development, Physical Conditioning, Deputy Safety, Investigations, Supervisory, and Emergency Medical Services. The request was to certify Mr. Kaniecki to instruct Firearms and Security. The request was to certify Mr. Miller to instruct Law, Professional

Development, Physical Conditioning, Security, Deputy Safety, Investigations, and Supervisory. The request was to certify Ms. Stover to instruct Law, Professional Development, Security, Deputy Safety, and Investigations.

Deputy Walker made a motion to certify Mr. Bassler, Mr. Kaniecki, Mr. Miller and Ms. Stover as instructors for the subjects requested. Ms. Jirard seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the requests. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Howe, Jirard, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel provided the training supervisor's report as included on the meeting agenda. Mr. Hummel stated that approximately 5.2 million dollars has been paid to date for county reimbursements. He explained that 2.5 million was originally approved and processed for payment. An additional 2.7 million was issued to the counties. To date, all submitted invoices from July 2017 through April 15, 2021, have been paid. Mr. Hummel stated that PCCD fiscal and program staff will continue to review the ability to issue more payments. The plan is to issue reimbursements of 2.5 million during state fiscal year 2024-2025, with a potential increase if revenue permits. Mr. Hummel stated that the next payments will cover invoices submitted from April 15, 2021 through May 31, 2022.

Mr. Hummel stated that fee collections have been trending upward since fiscal year 2020-2021. Fee collections for fiscal year 2023-2024 was just over 5.75 million, which was slightly higher than the original projected 5.7 million. Mr. Hummel stated that the collections were approximately \$800,000.00 more than the previous fiscal year.

Mr. Hummel reported that Basic Training class B-24-01 had 35 deputies graduate on May 17, 2024. Class B-24-02 began on July 8, 2024 and has 40 deputies attending. The waitlist was increased from 20 to 40 to allow sheriffs to enroll more deputies and to not have to continually monitor the system for openings on the wait list. As deputies are removed from the class or wait list, the system automatically manages the enrollment order based on the date of enrollment for each deputy. Mr. Hummel stated that 60 deputies were expected to attempt the academy entrance physical fitness test on June 26, 2024. He stated that one deputy did not show and staff were not informed of the "no-show." Mr. Hummel stated that six deputies from the wait list passed the entrance test and were not admitted to the class. These six deputies and Sheriff Houck, Sullivan County were automatically enrolled in the January 2025 class. Mr. Hummel stated that three basic training classes would be held in 2025, provided that the classes reach the minimum enrollment of 27 deputies.

Mr. Hummel reported that 45 deputies completed the April 2024 Waiver Training class and 19 completed the June 2024 Waiver Training class. The final waiver class will be held in October 2024 and two deputies were currently enrolled.

Mr. Hummel reported that 1,924 deputies were enrolled in the on-line continuing education training for 2024. He stated that 1,209 deputies completed the continuing education training. Mr. Hummel reported that 11 deputies completed the Firearms Instructor Certification class and six deputies completed the Patrol Rifle Instructor Certification class. He reported that 16 deputies were enrolled in the Firearms and Patrol Rifle Instructor Re-Certification class scheduled for August 13th through August 15th, 2024.

Mr. Hummel provided an update regarding the Job Task Analysis that is being conducted by the Dering Corporation in conjunction with Temple University. Staff recently received a draft report summarizing the results of the analysis. Staff will be meeting with the job task analysis team to discuss the report. The goal is to finalize the analysis prior to the end of the 2024.

Mr. Hummel reported that the Policy Work Group met and provided input for possible changes. On July 11, 2024, Mr. Numer sent the group a draft policy for review and further comments. Mr. Hummel stated that changes were proposed regarding time extensions and providing provisions to allow deputies to continue serving in full-duty or limited identified capacity. He stated that Board members Lt. Brown, Vice-Chairwoman Smith, and Deputy Walker serve on the Work Group. Additional members included sheriffs, chief deputies and training officers. Mr. Hummel stated that the plan is to present the policy at the October meeting for the first review. The board would have a second review at the January 2025 meeting and if approved, the policy would be reviewed by the PCCD.

Mr. Hummel reviewed the time extension requests that were approved by the program supervisor. This was for informational purposes and did not require Board action.

Mr. Hummel reviewed the Partial Training Waiver Applications that were approved by the training supervisor. These waivers were in accordance with the Training Policy. This was for informational purposes and did not require Board action.

Mr. Dave White, Penn State University, provided the basic training delivery report. He reported that the academy is being conducted at our new location, Suite 201, Lubert Building, Innovation Park, University Park, PA. He stated that the facility is two buildings away from the Penn Stater Hotel and Conference Center. He welcomed everyone to visit our new classroom and offices.

Mr. Tony Luongo, Temple University, provided the report on continuing education training and curriculum development. He reported that 63 percent of deputies completed the continuing education training, which is ahead of the pace of completion from 2023. Subjects included Legal Updates, Preparation for Service, and Judicial Security. The training period will close on November 15, 2024.

Mr. Luongo reported that Temple is pleased with the 63 percent completion rate with the on-line continuing education training. He reported that his staff has responded to 173 requests for assistance regarding on-line training. Mr. Luongo stated that his staff have been developing the curriculum for the 2025 continuing education training and revising

the Tactical First Aid module for Basic Training. He reported that the job task analysis project was in the final stages. A draft report was prepared for review. He stated that a final report will be created and a briefing will be done prior to the end of 2024.

Chairman Weaknecht asked if there was any other board discussion or public comment. He announced that the next Board meeting was scheduled for 2:00 p.m., Tuesday, October 22, 2024, at the PCCD and via Teams video conferencing.

Chairman Weaknecht asked for a motion to adjourn the meeting. Deputy Walker made a motion to adjourn the meeting. Mr. Howe seconded the motion and the meeting was adjourned with the following votes:

Voting Aye: Board Members Howe, Jirard, Walker, and Weaknecht

Voting Nay: None