

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

Minutes of the October 24, 2023 Meeting

Members Present

Angelinel Brown
Stephanie Jirard
Barry Howe
Michael J. Koury Jr.
Brandon P. Neuman
Jody S. Smith
Ed Walker
Eric Weaknecht

Members Absent

David Glass

Commission Staff Present

Sally Barry
Stephen Ekema
Theresa Ford
Doug Hummel
Dorthey Jacobelli
Don Numer
John Pfau
Ekaterina Shull
Deb Williams

Others Present

Penn State University
Steve Shelow
David White

Temple University
Anthony Luongo

The October 24, 2023 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Eric Weaknecht, at 2:02 p.m. The meeting was being held at the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA 17110 and via Teams conference call. Chairman Weaknecht informed everyone that the meeting was being audio recorded.

Mr. Don Numer, PCCD, confirmed the attendance of Board members: Chairman Weaknecht, Vice Chairwoman Jody Smith, Deputy Chief Angelinel Brown, Mr. Barry Howe, Ms. Stephanie Jirard, Judge Michael Koury Jr., Judge Brandon Neuman, and Deputy Ed Walker. He stated that a quorum of members was present.

Mr. Numer acknowledged the attendance of PCCD staff members: Ms. Sally Barry, Ms. Dorthey Jacobelli, Ms. Theresa Ford, Ms. Ekaterina Shull, Ms. Deb Williams, Mr. Stephen Ekema-Agbaw, Mr. Douglas Hummel, and Mr. John Pfau.

Others in attendance included, Mr. David White and Mr. Steve Shelow, Penn State Justice and Safety Institute; and Mr. Anthony Luongo, Temple University.

Chairman Weaknecht asked Mr. Numer to conduct the nominations and election of Board Chair and Vice-Chair for 2024. Mr. Numer asked for nominations for the position of Board Chair. Vice Chairwoman Smith made a motion to nominate Chairman Weaknecht for the position of Board Chair for 2024. Deputy Walker seconded the nomination. Mr. Numer asked if there were any other nominations for Board Chair. No other nominations were made and Chairman Weaknecht was elected Board Chairman for 2024, with the following votes:

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

Voting Nay: None

Mr. Numer asked for nominations for the position of Board Vice Chair. Board Chairman Weaknecht made a motion to nominate Vice Chairwoman Smith for the position of Vice Chair for 2024. Deputy Walker seconded the nomination. Mr. Numer asked if there were any other nominations for Board Vice Chair. No other nominations were made and Vice Chairwoman Smith was elected Board Vice Chairwoman for 2024, with the following votes:

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

Voting Nay: None

Chairman Weaknecht asked if everyone had an opportunity to review the minutes from the July 25, 2023 Board meeting. He stated that if there was no discussion, then he would entertain a motion to approve the minutes.

Sheriff Smith made a motion to approve the meeting minutes from July 25, 2023. Deputy Walker 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 Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Ms. Shull, PCCD, reviewed the first quarter fiscal report for state fiscal year 2023-2024, period ending September 30, 2023. The balance from the previous year was \$4,523,319.63. The fee collections as of September 30, 2023 was \$2,505,280.72. The total available funds were \$7,028,600.35. The total expenditures as of September 30, 2023 was \$1,646,298.26 which included \$1,091,362.66 in reimbursements to counties. The total expenditures and commitments were \$10,252,252.72 which included \$302,185.99 in administrative expenses. The details of the administrative expenses were included on page 11 of the meeting packet. The uncommitted balance as of September 30, 2023 was negative \$3,223,652.37.

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.

Deputy Walker made a motion to approve the first quarter fiscal report for state fiscal year 2023-2024, period ending September 30, 2023. 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 Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Chairman Weaknecht asked Mr. Numer to provide his training supervisor's report as included on the meeting agenda.

Mr. Numer referred to the Fee Collection Report on page 10 of the meeting packet. Mr. Numer reported that since PCCD began collecting the fees, the fee collections were increasing. He thanked the fiscal staff for ensuring that all counties were collecting and remitting the correct rate of twenty dollars. The Board previously approved issuing up to 2.5 million dollars in reimbursements to counties. Due to the status of the training account, the PCCD began issuing reimbursements up to 1 million dollars. PCCD has processed and paid 540 reimbursement invoices for the period of April 1, 2019 through December 31, 2019. The payments were just over 1 million dollars. Based on the current financial status, PCCD will begin to process another 1 million dollars in reimbursements. Mr. Numer stated that the additional 1 million in reimbursements will

cover invoices submitted from January 1, 2020 through December 31, 2020 and total 1,099 reimbursement requests. Mr. Numer stated that the goal is to pay 2.5 million per year or we will continue to incur more debt.

Mr. Numer reported that Basic Training Class B-23-03 was in session and at the half-way point toward graduation. He stated that the class began with 37 deputies and is now at 36 deputies. One deputy was removed by the employing sheriff after failing the first physical fitness test and other issues. Mr. Numer reported that we have had issues with the class and that Academy staff and PCCD staff have had conversations with the class. Specific issues with individual deputies were addressed with their employing sheriffs. The sheriffs supported the Academy.

Mr. Numer reported that Waiver Training Class W-23-04 was in session and had 35 deputies attending. Class will end on Friday, October 27, 2023. He reported that the 2023 on-line continuing education training will end on November 17, 2023. Notices were sent to all sheriffs. He stated that 85 percent of the deputies completed the training and that 280 still needed to complete the training. He acknowledged the following counties for having everyone completed the continuing education training: Armstrong, Butler, Forest, Fulton, Indiana, Juniata, Lancaster, Lycoming, McKean, Montgomery, Northampton, Sullivan, Tioga, and Venango.

Mr. Numer reported that after the first Basic Training class in 2024, which graduates in May, we will no longer have class at the HUB. Penn State is renovating the building and we will not be able to maintain our training in that facility. Staff is working with the Academy staff to secure a new classroom training facility for the Academy. None of the current options are perfect or cheap. We are working to secure an appropriate training facility, while being fiscally responsible. Mr. Numer assured the Board that we have options that will allow us to maintain the Academy in State College.

Mr. Numer reported that staff had discussions with Sheriff Weaknecht and Sheriff Smith regarding changes to the enrollment process for basic training. He stated that one of the biggest expenses for the Board is conducting basic training classes. We decided to offer two classes for 2024 since we have not been able to fill all the slots in prior basic training classes. The waitlist is usually full and then within two weeks of class, the enrollment drops and staff scrambles to get deputies to attend the class. Also, people fail the entrance physical fitness test and that results in having less than the maximum attending the Academy. Beginning in 2024, we will be conducting the entrance physical fitness test a few weeks prior to the start of the Academy. We also increased the waiting list to 20 deputies. The goal is to maximize attendance. The entrance physical fitness test will be held on December 20, 2023. Mr. Numer explained that if any deputy passes the entrance test but does not gain entry to the class because of our maximum attendance of 40 deputies, those deputies will automatically be enrolled in the next Academy class. Once those deputies are enrolled into the next class, the enrollment process will be open for the sheriffs to fill the remaining slots. Mr. Numer stated that sheriffs will be notified of the date the July 2024 class will be available for enrollment. He stated that approximately six deputies enrolled in the January basic class previously failed the entrance physical fitness test and the waitlist was full with 20 deputies. We are trying to

maximize class enrollment and save money. Mr. Numer stated that having two basic classes in 2024 may contribute to an increase in time extension requests.

Mr. Numer reported that the 2024 online continuing education training subjects include: Legal Updates, Preparation for Service, and Judicial Security. The subjects to be developed for 2025 include: Legal Updates, Ethics and Liability, Use of Force.

Mr. Numer stated that Temple University and the Dering Corporation are in the process of conducting the Job Task Analysis. Two focus group meetings were held in the central region and the eastern region. The western focus group meeting was cancelled due to low enrollment. The goal is to develop a “state-wide” generic job description of a deputy sheriff. The next step in the process is to conduct a survey. Mr. Numer said the project should be completed in the spring of 2024.

Chairman Weaknecht asked Mr. Hummel, PCCD, to review the time extension requests.

Mr. Hummel reviewed the time extension request submitted by Sheriff James Ott, Blair County. The request was for Deputy George Ralston to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Ralston was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Daniel Zeigler, Carbon County. The request was for Deputy Willie Streisel to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Streisel was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Michael Churner, Clearfield County. The request was for Deputy Ryan Perrin to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Perrin is on the waiting list for the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Jerry Sanders, Delaware County. The request was for Deputy Carmen Maniaci to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Maniaci was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy William Heerwagen to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Heerwagen is enrolled

in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Ian Lembo to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Lembo is enrolled in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Samuel Orsini to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Orsini was previously approved for a partial training waiver and was completing his required training with Basic Training class B-23-03. He will become certified on December 13, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Evan Rizzo to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Rizzo is enrolled in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Brian Szumski, Luzerne County. The request was for Deputy Brian Horst to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Horst was attending Waiver Training class W-23-04, which will graduate on October 27, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Ernest Ritter, Union County. The request was for Deputy Tyler Strawser to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Strawser was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Robert Roberts, Wyoming County. The request was for Deputy Alissa McMickens to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until she completes basic training for certification. Deputy McMickens was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Deputy Walker made a motion to approve the time extension requests for deputies, George Ralston, Willie Streisel, Ryan Perin, Carmen Maniaci, William Heerwagen, Ian

Lembo, Samuel Orsini, Evan Rizzo, Brian Horst, Tyler Strawser, and Alissa McMickens. Sheriff Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the time extension requests. No further discussion occurred, and the motion was approved with the following votes:

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

Voting Nay: None

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. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff James Ott, Blair County. The request was for Deputy Vicente Teano. Deputy Teano completed the State of Oklahoma Council on Law Enforcement Education and Training, Basic Law Enforcement Academy on December 8, 2017. He was employed as police officer with the Citizen Potawatomi Tribal Police from August 8, 2017 through May 16, 2021. 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 7, Deputy Safety; Module 8, Investigations; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Teano would be required to complete Module 1, Law and Module 6, Security.

Mr. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff Brian Szumski, Luzerne County. The request was for Deputy Dalton Hastings. Deputy Hastings completed the United States Army Military Police Training Program on June 24, 2021 and was released from active duty on February 28, 2023, having served as a military police officer. Based on his training and experience, staff recommends 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 7, Deputy Safety – Table Top Exercise; Module 8, Investigations – Role of First Responder; Module 9, Emergency Services; and Module 10, Competency Training Days 1 – 5. Deputy Hastings would be required to complete Module 1, Law; Module 6, Security; Module 7, Deputy Safety – Patrol Operations and Crisis Management; Module 8, Investigations – SFST/DUI; and Module 10, Competency Day – Mock Hearings.

Mr. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff Richard Keuerleber, York County. The request was for Deputy David Tutuska. Deputy Tutuska graduated from the Baltimore City Police Academy on March 2, 2020. He was employed as a police officer with the Westminster Maryland Police Department from January 19, 2021 to September 1, 2023. 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 7, Deputy Safety; Module 8, Investigations; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Teano would be required to complete Module 1, Law and Module 6, Security.

Deputy Walker made a motion to approve the partial training waiver requests for Deputy Vicente Teano, Dalton Hastings, and David Tutuska. Mr. Howe 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 Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the instructor applications for Mr. Lucas Bingman, Mr. Jason Buczak, Mr. Adrian Cann, Mr. Adam Hartswick, Mr. Zigmund Jendrzewski, and Mr. Sean Thornton, submitted by Penn State University. The request is to certify Mr. Bingman to instruct Firearms; Mr. Buczak to instruct Law, Professional Development, Security, and Deputy Safety; Mr. Cann to instruct Professional Development, Physical Conditioning, Deputy Safety, and Defensive Tactics; Mr. Hartswick to instruct Emergency Medical Services; Mr. Jendrzewski to instruct Firearms, Deputy Safety, Emergency Services, and EVOC; and Mr. Thornton to instruct Law, Professional Development, Security, and Deputy Safety.

Mr. Howe made a motion to certify Mr. Bingman, Mr. Buczak, Mr. Cann, Mr. Hartswick, Mr. Jendrzewski, and Mr. Thornton as instructors for the subjects requested. Deputy Walker 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 Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Dave White, Penn State University, provided the basic training delivery report. He reported that basic training class B-23-03 was in week 10 of training and currently at firearms training. Mr. White announced that graduation will be held in Heritage Hall, HUB, beginning at 11:00 a.m., on December 15, 2023. He stated that the last waiver training for 2023 began October 23, 2023 and will finish on October 27, 2023.

Mr. Tony Luongo, Temple University, provided the report on continuing education training and curriculum development. He reported that the 2023 on-line continuing education training will conclude on November 17, 2023. The majority of scores range from 80 percent to 100 percent. He stated that his staff continue to assist sheriffs and deputies with issues accessing and navigating the Canvas Learning Management System.

Mr. Luongo reported that staff met with PCCD staff recently to review the 2024 curriculum and begin the curriculum development process for online training for 2025 and updates to basic training. He stated that the 2024 online training will consist of the following subjects: Legal Updates, Preparation of Service, and Judicial Security. He provided an update on the Job Task Analysis project that Temple is conducting. He thanked those that attended the focus groups.

Mr. Pfau, PCCD, informed the Board that Ms. Deb Williams re-joined the staff as the curriculum manager for the PCCD training programs. She replaced Ms. Megan Staub who had resigned her position. Mr. Pfau stated that Ms. Williams previously served as the curriculum manager from 2012 through 2019 and is a welcome addition to the program.

Chairman Weaknecht asked if there were any additional matters to be discussed or any public comment.

Chairman Weaknecht announced that the next Board meeting was scheduled for 2:00 p.m., January 23, 2024, at the PCCD.

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 at 2:50 p.m. with the following votes:

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

Voting Nay: None