



MEGHAN M. DADE, ESQUIRE
EXECUTIVE DIRECTOR

PENNSYLVANIA BOARD OF PROBATION AND PAROLE
SEXUAL OFFENDERS ASSESSMENT BOARD
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To: SOAB Members
From: Meghan M. Dade, Executive Director
Date: September 5, 2019
Subject: Board Meeting Minutes—April 30, 2019

In compliance with Act 175, known as the Sunshine Act, effective September 17, 1976, Janaki Theivakumaran, Executive Assistant, provided notification on April 15, 2019 to the public of the scheduled meeting of the Pennsylvania Sexual Offenders Assessment Board (SOAB). In accordance with the Sunshine Act, a notice announcing this meeting was placed in the Patriot News on Sunday April 28, 2019. A notice was also placed outside the SOAB administrative office at 1101 South Front Street, Harrisburg, PA.

The public meeting of the SOAB convened at 5:05pm on Tuesday, April 30, 2019 at the Sheraton Harrisburg-Hershey Hotel with Stacey Z. Ginesin, Chairperson, presiding.

There was a total of 36 Board Members present at the meeting. The following Board Members attended the meeting in person.

Board Member William Allenbaugh
Board Member Jennifer Bayer
Board Member Beth Bliss
Board Member Charles Carson
Board Member Cathy Clover
Board Member Bob Coufal
Board Member Karen Daigneault
Board Member Kristen Dudley
Board Member Dana Evangelista
Board Member Francis Fox
Board Member Roberta Fratzola
Board Member Francine Gibson
Board Member Stacey Ginesin
Board Member Edward Haberman
Board Member Heidi Holloway
Board Member Carol Hughes
Board Member Andrea Karlunas
Board Member Julia Lindemuth
Board Member Rita Lukas

Board Member Bruce Mapes
Board Member Mark Metz
Board Member Bridget Mickere
Board Member Mary Muscari
Board Member Tracey Petrarco
Board Member Stephen Pflugfelder
Board Member Camilla Richesson
Board Member J. Richard Ruby
Board Member Corrine Scheuneman
Board Member John Siegler
Board Member Sharon Silberman
Board Member Dawn Smitley
Board Member Robert Stein
Board Member Brandi Stewart
Board Member Johnette West
Board Member Erica Williams
Board Member Jane Yeatter

Also in attendance: Meghan Dade, Executive Director, Diane Dombach, Clinical Director, Janaki Theivakumaran, Executive Assistant, and Alison Patrick, Administrative Assistant.

1. Announcements
 - Meeting Minutes are being transcribed by Executive Assistant Theivakumaran and Administrative Assistant Patrick.
 - Pursuant to the Sunshine Act, the minutes of this meeting will be public.
 - As a reminder, all oaths of office must be submitted to the Department of State and a copy must be provided to Executive Assistant Theivakumaran.
2. Board Member Dudley made a motion to approve the November 29, 2018 minutes. Board Member Pflugfelder seconded the motion. The Board unanimously passed the motion.
3. Chairperson Ginesin thanked Board Member Mapes and Board Member Muscari for their work on drafting the SOAB Bylaws. Chairperson read over the Bylaws. Board Member Haberman asked how often the SOAB will hold public meetings. Executive Director Dade stated that the meetings will occur once per calendar year. Meetings can be conducted by phone or video conference. Board Member Stein made a motion to pass the Bylaws. Board Member Yeatter seconded the motion. The Board unanimously passed the motion.
4. Chairperson Ginesin asked if any additional Members wanted to join a subcommittee. The subcommittees are
 - Bylaws for the Board
 - Act 21 Standards
 - Re-assessment Standards
 - Board Member Standards

- SVP Assessment Standards
 - Parole Board Assessment Standards
 - Treatment Provider Standards
5. Chairperson Ginesin sought volunteers for the subcommittee on updating the Bylaws. No additional Members volunteered.
 6. Chairperson Ginesin sought volunteers for the subcommittee on creating Act 21 standards. No additional Members volunteered.
 7. Chairperson Ginesin sought volunteers for the subcommittee on creating re-assessment standards. No additional Members volunteered.
 8. Chairperson Ginesin sought volunteers for the subcommittee on updating Board Member Standards. The following Board Members volunteered:
 - Board Member Tracey Boyle
 - Board Member Bobbie Fratzola
 - Board Member Bob Cofual
 - Board Member Rita Lukas
 - Board Member Julia Lindemuth
 9. Chairperson Ginesin sought volunteers for the subcommittee on updating SVP Assessment standards. The following Board Members volunteered:
 - Board Member Andrea Karlunas
 - Board Member Kristen Dudley
 10. Chairperson Ginesin sought volunteers for the subcommittee on creating Parole Board assessment standards. The following Board Members volunteered:
 - Board Member Heidi Holloway
 11. Chairperson Ginesin sought volunteers for the subcommittee on creating Treatment Provider Standards. The following Board Members volunteered:
 - Board Member Jennifer Bayer
 - Board Member Julia Lindemuth
 12. Executive Director Dade announced that Clinical Director Diane Dombach will be retiring on June 21, 2019. Board Member and Chairperson Dr. Stacey Ginesin would be her replacement and will start on June 24, 2019.
 13. Executive Director Dade reminded the Board Members to use the SOAB resource accounts for sending in assessments. Executive Director Dade also noted that (1) all Financial Disclosures are due on May 1, 2019 and (2) the next quarterly trainings are on September 6, 2019 and November 22, 2019.

14. Executive Director Dade stated that we are still awaiting the decision from the Supreme Court in *Commonwealth v. Butler*. The Superior Court has scheduled an *en banc* hearing on May 29, 2019 in Philadelphia for *In re JC*.
15. Board Member Stein asked if we should delay updating the SVP assessment standards until the court decisions are finalized. Executive Director Dade stated the Board should still continue to work on the standards.
16. Executive Director Dade stated that once Chairperson Ginesin starts her position as Clinical Director, she will relinquish her duties as Chairperson. Board Member Stein will assume the duties as Chairperson until the Board reconvenes to elect a new Chairperson.
17. Chairperson Ginesin acknowledged any Members of the public. Kevin Snell was the only Member of the public in attendance. Mr. Snell had no comments for the Board.
18. Board Member Haberman made a motion to adjourn the meeting at 5:37pm. Board Member Fratzola seconded the motion. The Board unanimously voted to adjourn the public session. No Executive Session was required.