



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II

DATE: June 13, 2023

RE: Board Meeting Minutes
May 17, 2023

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Pennsylvania Parole Board provided notification to the public of the scheduled meeting on November 14, 2022.

The public meeting convened at 9:00 AM at Riverfront Office Center in Harrisburg, PA with Chairperson Theodore Johnson presiding. A quorum of Board Members was present.

Attendance

- | | | |
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| <input checked="" type="checkbox"/> Chairperson Ted Johnson | <input checked="" type="checkbox"/> BD Member Leo Dunn | <input checked="" type="checkbox"/> BD Member Tony Moscato |
| <input checked="" type="checkbox"/> BD Member Marcus Brown | <input checked="" type="checkbox"/> BD Member Jim Fox | <input checked="" type="checkbox"/> BD Member Linda Rosenberg |
| <input checked="" type="checkbox"/> BD Member Khadija Diggs | <input checked="" type="checkbox"/> BD Member Jack Daneri | <input checked="" type="checkbox"/> BD Member Elizabeth Bolton
Penna |
| <input checked="" type="checkbox"/> Alan Robinson, Chief Counsel | <input checked="" type="checkbox"/> Deb Carpenter, Board Secretary | |
| <input checked="" type="checkbox"/> Neil Malady, Policy/Legislative Affairs | <input checked="" type="checkbox"/> Scott Woolf, Director – Office of Board Secretary | |
| <input checked="" type="checkbox"/> Michael Potteiger, Chief Hearing Examiner | <input checked="" type="checkbox"/> Janaki Theivakumaran, Special Assistant | |
| <input checked="" type="checkbox"/> Meghan Dade, SOAB Executive Director | <input checked="" type="checkbox"/> Suzanne Estrella, Victim Advocate | |
| <input checked="" type="checkbox"/> Jason Lambrino, Assistant Counsel | <input checked="" type="checkbox"/> Morgan Davis, Assistant Counsel | |

Chairperson Johnson recognized public guests:

Mark Bergstrom, Executive Director, Pennsylvania Sentencing Commission
Kelly Evans, Executive Deputy Secretary, Department of Corrections
Michael Carrington, Statewide Veterans Coordinator, Department of Corrections
Melissa Repsher, Director, Department of Corrections
Tracy Smith, Chief of Treatment Services, Department of Corrections
Taneisha Spall, Staff Assistant, Department of Corrections

APPROVAL OF MARCH BOARD MEETING MINUTES

Board Member Fox motioned to approve the March 15, 2023 Parole Board minutes. Board Member Bolton Penna seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA)

Victim Advocate Suzanne Estrella

- Nothing to report.

Sexual Offenders Assessment Board (SOAB)

Executive Director Meghan Dade

- Thank you to the Parole Board for allowing SOAB to present at the Retreat at Camelback.
- A training will take place on May 19, 2023, in Pittsburgh. Kim Spence will speak on impact of autism on offending and offending behaviors.

Board Secretary Office Report

Board Secretary Office Director, Scott Woolf

- Introduced his management staff.
 - Lacey Crane, Supervisor, oversees the technicians who record the Board's paroling decisions.
 - Cara Sheffield, Chief Case Analysis, oversees technicians and supervisors.
 - Sam Kerwin, Supervisor, oversees technicians on recording technical and criminal parole violator decisions.
 - Jessica Roush, Supervisor oversees technicians on recording technical and criminal parole violator decisions.
 - Michael Klochak, Supervisor oversees technicians on recording technical and criminal parole violator decisions.
- An update was provided on the new Parole Decisional Instrument (PDI) E361.

Communications/Media Report

Special Assistant Janaki Theivakumaran

- Fall retreat will take place in Pittsburgh at the Sheraton Station Square. Dates will be sent out to Board Members once finalized.

Board Secretary Report

Board Secretary Deb Carpenter

- Board Member Rosenberg proposed questions on implementing the calendar in Microsoft office. Due to a Zoom security setting any Board Member who wants their own Zoom account will need to be responsible for maintaining that account. Board Member Rosenberg requested that the hearings be listed on the interview list. Deb will work with SCI's to ensure hearings are being placed on the list for that day.
- Psychological updates on cases are not always completed, please email if you are not seeing updates and the issue will be raised with DOC. The ICSA project was worked on in 2017, when the MOU went into effect, and Parole Board and DOC established committees. Mr. Talaber and Mr. Allensworth worked on this project and it was finalized in 2019.
- Scott and I are working with IT on gathering requirements for the prep notes. Please provide feedback to Scott and I to ensure we are capturing everything you need to work on cases.
- Council of State Government has reached out to us and would like to partner with Parole Board, DOC and another state about our decision-making process. I will pass along the summary to the Board and will request feedback on participation.
- Chairman touched base on starting the previous Parole 101 program in the Institutions. Looking for volunteers to help with that program.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director Neil Malady

- June 5, 2023 will start the budget season.

Office of Chief Counsel Report

Chief Counsel Alan Robinson

- Announced the hiring of Legal Office Administrator, Abby Geiger, who will be starting May 22, 2023.
- A new Legal Extern, Molly Sanders, will be starting May 30, 2023.
- Cindy Watson, Legal Office Administrator, is retiring June 30, 2023.
- Meeting is scheduled to discuss Reentry supervision that was part of JRI. Alan will report back to the Board.

Office of Hearing Examiners Report

Chief Hearing Examiner Michael Potteiger

- Announced the promotion of Carrie Everett as Deputy Hearing Examiner effective May 8, 2023.
- Gina Davis was hired as the Clerical Assistant III effective May 20, 2023.
- The vacant Hearing Examiner Position will be posted until May 27, 2023.

Comment from Mark Bergstrom, Executive Director – PCS

- There is delay on submitting the new recommitment guidelines to the General Assembly because they went through a redrafting of the new sentencing and resentencing guidelines to ensure any wording or definition was applied to all of the guidelines consistently.
- The Commission is reviewing the final draft at the June 8, 2023, meeting. It is the same timeline just a delay in publication.
- Communicated with the Board's counsel about drafting the data exchange with the Board regarding parole guidelines and recommitment ranges.

Presentation from Department of Corrections

- Executive Deputy Secretary Kelly Evans and her staff presented on various programs and housing units. Mike Carrington, DOC Veteran's Coordinator presented on the Veteran's housing unit. Taneisha Spall, Staff Assistant presented on the Little Scandinavian unit. Melissa Repsher, Reentry Operations Director, presented on the Reentry Services Offices. Tracy Smith, Treatment Services Chief, presented on various programming and their auditing process.

ADJOURNMENT

At 11:45 a.m. Board Member Moscato made a motion to adjourn the public session. The motion was seconded by Board Member Brown. The Board Members voted unanimously to adjourn the public session.