



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II

DATE: October 30, 2023

RE: Board Meeting Minutes
September 15, 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 Charles Fox presiding. A quorum of Board Members was present.

Attendance

- | | | |
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| <input checked="" type="checkbox"/> Chairperson Jim Fox | <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 type="checkbox"/> BD Member Ted Johnson | <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 – RAO | |
| <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"/> Tara Gross, Executive Assistant | |
| <input checked="" type="checkbox"/> Jason Lambrino, Assistant Counsel | <input checked="" type="checkbox"/> Morgan Davis, Assistant Counsel | |

Chairperson Fox recognized public guests:

Mark Bergstrom, Executive Director, Pennsylvania Sentencing Commission
John Manning, Deputy Chief Counsel, Department of Corrections (DOC)

APPROVAL OF AUGUST BOARD MEETING MINUTES

Board Member Anthony Moscato motioned to approve the August 2023 Parole Board minutes. Board Member Khadija Diggs seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA)

Executive Assistant, Tara Gross

- Introduced Danielle Martin as the new Victim Assistance Coordinator Director.
- This year we are celebrating 10 years of in person victim commenting.

Sexual Offenders Assessment Board (SOAB)

Executive Director, Meghan Dade

- Introduced Rachel Rigel, the new intern currently a senior at East Stroudsburg, with a double major in Psychology and Criminal Justice.
- Robin Wilson will be conducting a training on the Static 99 on November 17, 2023.
- The SOAB is now fully staffed.
- Chairman Fox commended SOAB on the Cyber Crime and Teams training he attended, very informative.
- Executive Director Dade reminded the Board, updated assessments are done every five years, but if you need one done prior please advise.

Communications/Media Report

Special Assistant, Janaki Theivakumaran

- Working on the Fall Retreat in October at the Sheraton Station Square in Pittsburgh. Invitations went out to Public Defenders, Judges, District Attorney's etc.
 - Finalized agenda will be sent out in a week or two.
- DOC and myself will be doing a new website content migration. New Administration has been working with all agencies to update websites. This will be a 15 week project.
- On Tuesday November 14, 2023 CMS will be coming in to take an official group Board Photo. A reminder email/invitation will be sent out.
- Meeting with Christian Stephens about his presentation at the Fall Retreat, if anyone has anything they want Mr. Stephens to touch base on please advise.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director, Neil Malady

- The House will remain in Democratic Control.

Office of Chief Counsel Report

Chief Counsel, Alan Robinson

- Introduced new attorney Seth Bortner, who will handle ligation and Hearing Examiner issues.
- Legal Training will be held at the upcoming retreat, we solicited information from Hearing Examiners but not the Board, if there is anything you would like us to touch base on please email me.

Office of Hearing Examiners Report

Chief Hearing Examiner, Michael Potteiger

- Chief Hearing Examiner Potteiger will be on vacation next week, with limited access to email, if anything is needed please reach out to Dave Ciafre or Carrie Everett.
- Conducted interviews for the Specialized Hearing Examiner. The background investigation is taking place.
- Hearing Examiner workgroup met in reference to hearing reports last month and started process in moving hearing reports from OnBase Workflow to Workview.

Records and Administration Office Report

Records and Administration Office Director, Scott Woolf

- PDI 361 update - PDF's that have been generated with some flaws and inaccuracies. will be corrected tonight.
- OnBase and the Board is looking to simplify the recirculation process and enhancing the return to technician feature.
- Decision are being generated faster because the computer is doing the routing.

Board Secretary Report

Board Secretary, Deb Carpenter

- Reviewed the process regarding when Decision Makers identify inaccurate pre-interview factors from the SCI parole offices. That process was circulated to all decision makers.
 - We are able to update the information quickly. This allows for accurate information to be transmitted to the sentencing commission.
- If Board Members or Hearing Examiners are having issues, delays or lack of communication with SCI Parole on interview/hearing days then please advise so we can resolve the issues.
- A new employee orientation program (NEOP) is under development.
 - Supervisors will have a new employee checklist.
 - A half day NEOP with a Board Member and Senior Staff explaining what the Board does.
- Introduced Mark Orlando as the new Parole Manager in the Administrative Remedies unit.

Action Items

- 2024 Board Meeting Dates, BM Bolton Penna made a motion to approve the dates and Board Member Moscato seconded the motion. The Board Members voted unanimously to approve the meeting dates.

PA Sentencing Commission

Mark Bergstrom announced that the Commission quarterly meeting was last week, we welcomed Chairman Fox and recognized Ted Johnson. Commission approved the Data transfer agreement that was developed in conjunction with Chief Counsel Alan Robinson and Assistant Counsel Morgan Davis, the Commission signed off and it was sent to the Office of General Counsel. Once fully executed will work with the Board Secretary and others to finalize the data transfer process.

ADJOURNMENT

At 11:05 a.m. Board Member Moscato made a motion to adjourn the public session. The motion was seconded by Board Member Bolton-Penna. The Board Members voted unanimously to adjourn the public session.