



TO: Pennsylvania Parole Board Members

FROM: Farrah Conjar
Executive Secretary II

DATE: September 15, 2023

RE: Board Meeting Minutes
August 16, 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

- | | | |
|---|---|---|
| <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 checked="" 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"/> Alison Patrick, SOAB Executive Assistant | <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 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 Marcus Brown motioned to approve the August 2023 Parole Board minutes. Board Member Theodore Johnson seconded the motion. The Parole Board unanimously approved the minutes.

OFFICE AND STAFF REPORTS

Office of Victim Advocate (OVA)

Victim Advocate, Suzanne Estrella

- OVA held their first trauma recovery conference in July.
- Danielle Martin was hired as a new Victim Assistance Coordinator Director
- In October OVA will release a training on human trafficking with Department of Corrections.
- Updated curriculum to the Impact of Crime course which will be rolled out hopefully in September. Next update is the Victim Awareness curriculum targeted for October.
- STOP grant is ongoing for training and services to field office and community corrections center. The vicarious trauma module is receiving a lot of positive feedback and the need for it.

Sexual Offenders Assessment Board (SOAB)

Executive Assistant, Alison Patrick

- Paul Everett was hired as the Investigator Supervisor Manager. Paul was a long-term supervisor within SOAB.
- SOAB will be hosting upcoming trainings at the Eden Resort, Lancaster, PA
 - Alex Rodriguez will be presenting on Teens and Technology on September 8, 2023.
 - Robin Wilson will be presenting on the Static 99 on November 17, 2023.

Communications/Media Report

Special Assistant, Janaki Theivakumaran

- Working on the Fall Retreat in October at the Sheraton Station Square in Pittsburgh. The invitations will be going out to local universities, public defenders, judges, etc.

Policy and Legislative Affairs Report

Policy and Legislative Affairs Director, Neil Malady

- The Budget for FY 2023 was passed, certain code bills are still outstanding.
- Senate will be back in session on September 18, 2023 and the House is September 25, 2023.
- Special election will be held for Allegheny County House Member.

Office of Chief Counsel Report

Chief Counsel, Alan Robinson

- There is no significant litigation to update on. There is an oral argument on September 11, 2023 in Commonwealth Court that Chief Counsel will be doing.

Office of Hearing Examiners Report

Chief Hearing Examiner, Michael Potteiger

- Established a work group to start working on hearing report updates.
 - 340A was the first report in the project
- Val Phan was hired as a Hearing Coordinator who will start on August 25, 2023.
- Hearing division will be finalizing all their business processes by the end of the year.

Records and Administration Office Report

Records and Administration Office Director, Scott Woolf

- Reviewed the update to a system bug that has a resolution date for early September that is impacting the final PDI 361 report.
- Suganya Sureshkumr was hired as the Clerical Assistant to replace Gina Davis who now is part of the Hearing Division.

Board Secretary Report

Board Secretary, Deb Carpenter

- Please make sure your laptops are updated using the instructions previously provided by IT.
- Provided a reminder that Judge and DA letters are going out for all parole interviews. If you are referencing an older input letter, this should be stated somewhere to avoid any confusion when communicating to the inmate in the Board's decision.
 - Presented to the DA on our notification process and how important their response is to the Board.
- Working with Department of Correction on updating the pre-parole curriculum to align better with new processes and the new parole guidelines. Please note this class is strictly voluntary.
- Chairman Fox updated on the parole information session for inmates. The first step is to create a video with Commonwealth Media Services for the inmate channel. Then 1st quarter of 2024 start conducting some session inside the facilities.
- CalcRite is a new sentence computation application that is to go live in September. This will eliminate redundancy between DOC records and Parole Board sentence entry staff.
- Hearing Reports are currently being updated. We will be seeking Board Member input as we move through that process.
- Reminder, a DOC vote sheet is good for six months, if Decision Makers are seeing inaccurate vote sheets then please bring them to our attention.

Action Items

- Assigning violent offender indicator to all Board designated majority vote offenses – Currently not all Board designated offense are assigned the violent offender indicator on the newly adopted parole guidelines. **No action taken.**
- Parole Board Code of Conduct – The Board’s code of conduct was updated to reflect current structure and operation. **Motion to approve new code of conduct, vote was unanimous.**
- Rescission of resolution 2021-02 and adoption of resolution 2023-01 – Voting on paroling decisions in cases involving a person convicted of Board Designated Majority Vote Cases. **Motion to rescind resolution 2021-02 and adopt 2023-01, vote was unanimous.**

Chair Update

Chairman provided an update on the listing other deviation reasons on the new parole guidelines. The following will be added to the other items:

1. Strong R
2. Individual interviewer impressions differ from the guideline matrix
3. Positive adjustment, program completion and positive recommendation from the Department of Corrections.

PA Sentencing Commission

Board had an open discussion on the new parole guidelines with Mark Bergstrom on some items that may need to be considered when moving from the interim to final guidelines. Along with options for other deviation reasons.

ADJOURNMENT

At 11:05 a.m. Board Member Johnson 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.