



December 17, 2014

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 10:00am. on December 17, 2014 at PBPP 1101 S. Front Street, Harrisburg, PA 17104. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner P. Beth Dombrowsky*	Mr. Robert McCullough, Advisor
Commissioner Erik Christensen	Ms. Shannon Bennett, Secretary
Commissioner R. Scott Schlechter*	
Commissioner Chad Libby*	

Commissioner Christensen and Advisor McCullough attended via conference call.

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

- ✓ Chairman Graybill announced that this was a Special Commission meeting. This meeting was called because there were officers listed on the November agenda for renewals, who we believed did not have all their paperwork submitted. However, upon further review it was determined that their paperwork was submitted. This meeting was necessary because those officers' current certification would expire or has expired before the January 2015 Commission meeting.

2. ANNOUNCEMENTS and REPORTS:

- **Chairman**

- ✓ Chairman Graybill announced the County Chiefs' Adult Probation Officers' Association of Pennsylvania met December 12, 2014 and voted to have Commissioner Scott Schlechter as their representative on the Firearm Commission. Commissioner Schlechter has been on the Commission. His term expired October 2, 2014. However, there is a grace period of 6 months. Hopefully, he will be able to be renewed within that time. Chairman Graybill spoke with Leo Dunn on December 16, 2014. He requested a resume and Curriculum vitae from Commissioner Schlechter. Commissioner Schlechter supplied those items and were submitted by Chairman Graybill.

- ✓ Chairman Graybill reported that Pamela Witwer has accepted the Administrative Officer 1 position. She will begin on December 22, 2014. Ms. Witwer has had prior State employment as a training specialist.
- ✓ Chairman Graybill worked with Laura Treaster to update the website to reflect the name of the new Commissioner. Ms. Treaster also added the Minutes from September. The dates for the 2015 Commission meetings was also added to the website. The Days Inn did not have the May 21 date available for the Commission meeting. The date available for the May Commission meeting would be changed to May 14. Commissioner Christensen asked if the Curriculum Committee meeting would be changed to May 13, 2015. Chairman Graybill stated that that was correct.

6.UNFINISHED (OLD) BUSINESS:

- **Request for the Renewal of CFI Status**

- ✓ Scott T. Kerstetter, Union County Adult and Juvenile Probation
- ✓ Naaman Morris, Union County Adult and Juvenile Probation
- ✓ Adam L. Oakes, Jefferson County Adult and Juvenile Probation
- ✓ Shawn M. Rowe, Dauphin County Adult and Juvenile Probation

MOTION 1412.01: Commissioner Schlechter made a motion to approve the renewal of CFI status for Scott Kerstetter, Naaman Morris, Adam Oakes and Shawn Rowe. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. Commissioner Libby abstained.

- **Request for the Renewal MI Status**

- ✓ Ronald Seyko, Allegheny County Adult Probation

MOTION 1412.02: Commissioner Schlechter made a motion to approve the renewal of MI status for Ronald Seyko. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Petition for Extension**

- ✓ Geoffrey F. Harris, Franklin County Adult Probation

MOTION 1412.03: Commissioner Schlechter made a motion to accept and approve the extension for requalification for Geoffrey Harris until November 27, 2015. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote

- ✓ Commissioner Dombrowsky inquired about the Executive Directors' position. Chairman Graybill stated that since our last meeting, changes were made and Advisor Manning received those changes. Advisor Manning stated that the information is being sent back to Office of Administration (OA). The intent is to have it completed before the next administration. The OA has to approve it and then it will go to the Civil Service Commission. Commissioner Dombrowsky questioned that it just needs to go through the formality. Advisor Manning responded in agreement and stated that this is a long process.

10. ADJOURNMENT:

MOTION 1412.04: Commissioner Shurtleff made a motion to adjourn at 10:34a.m. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Shannon Bennett

Secretary