



A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC) convened at 1:07 p.m. on September 23, 2015 at Toftrees Resort located at One Country Club Drive, State College, PA 16803. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Greg Young, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Tom Dougherty, Advisor (PBPP)
Commissioner P. Beth Dombrowsky*	Mr. Eric Burkholder, Berks County
Commissioner Mark Hamilton*	Mr. Craig Christensen, Erie County
Commissioner Russell D. Shurtleff*	Mr. Sean Hayes, Erie County
	Ms. Pam Witwer, Admin. Officer (FETC)

1. CALL to ORDER and PLEDGE of ALLEGIANCE

2. REVIEW and APPROVAL of the MINUTES of the PREVIOUS MEETING

Chairman Graybill stated that approval of the minutes will be moved to the end of the meeting to give everyone a chance to review them.

3. ANNOUNCEMENTS:

- **Chairman Keith Graybill**

- ✓ Chairman Graybill shared that Eric Burkholder, Chairman of the Curriculum Committee, gave a presentation this morning at the County Chief Adult Probation and Parole Officers Association of Pennsylvania (CCAPPOA) conference on the new qualification standards. Mr. Burkholder, along with Commissioner Christensen and Master Instructor Ron Millward from Centre County Adult & Juvenile Probation, entertained many questions from those in attendance. Chairman Graybill stated that the CCAPPOA voted unanimously to postpone implementation of the new qualification standards. Chairman Graybill will postpone further discussion on this matter until we get to the Reports of Standing Committees portion of the meeting
- ✓ Chairman Graybill reported that, unfortunately, we still have not hired an Executive Director. The Commission selected an individual, who successfully passed a background investigation, and he's been vetted through HR. The paperwork is now at the Governor's Office awaiting approval. Chairman Graybill believes the Commission has done everything possible to move the process forward; we are simply in a waiting situation.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Chairman**

- ✓ Chairman Graybill stated that there has been no action from the Office of Public Liaison to fill former Commissioner Scott Schlechter's position, which has been vacant for some time now. His name is still on the paperwork as a recommended candidate by the CCAPPOA. Advisor Greg Young shared that he spoke with Pennsylvania Board of Probation & Parole (PBPP) Member Leo Dunn about how position on this Commission and other entities are going to be handled by the Governor's Office going forward. In the past, the CCAPPOA would just submit the name of the person it wanted to fill the position. The Governor's Office will now require at least five recommendations. From those recommendations, the Governor's Office will decide who gets appointed. This goes for new appointments and re-appointments.

- **Policy Committee**

- ✓ No report; did not meet.

- **Curriculum Committee**

- ✓ Chairman Eric Burkholder reported that at yesterday's (September 22, 2015) meeting, Commissioner Christensen and Master Instructor Ron Millward ran a Train-the-Trainer for 11 officers to become certified instructors for Course 6, LaserShot – Deadly Force Response and Decision-Making. For the six other Curriculum Committee members who did not participate in the Train-the-Trainer session, Mr. Burkholder stated that a lengthy discussion focused on the presentation that was given at the CCAPPOA conference this morning, as well as some changes in the range drills that are part of the Basic Training Academy (BTA) curriculum. The changes in the range drills will, hopefully, help officers get to the level that is the new qualification standard starting at the basic training level.
- ✓ Mr. Burkholder affirmed what Chairman Graybill said earlier, that he did give a presentation at the CCAPPOA conference this morning. He said he gave the same presentation at the Pennsylvania Counsel of Chief Juvenile Probation Officers (PCCJPO) in May and that it went over much better there than with the CCAPPOA. There wasn't as much pushback and a lot more agreement and understanding once the new standards were brown down and explained. The presentation contained targets from FETC, Pennsylvania State Police, the Municipal Police Officers Education and Training Commission (MPOETC), the Sherriff's Academy, the Constable's Academy and PBPP. Mr. Burkholder explained each overseeing law enforcement entity's qualification course and scoring system, and how it's the Commission's opinion that our qualification standard is below that of other agencies in the Commonwealth, based on the size of the target and the number of rounds that are fired from the benchmark distance for marksmanship, which is 25 yards. The targets weren't displayed on the wall; rather, they were mounted on cardboard backers and lined up across the front of the room so they were able to see the differences in the targets.
- ✓ Commissioner Christensen said there was quite a bit of pushback from this morning's presentation, and we knew there would be. He hopes that from this morning's presentation and reaching out to some of the counties, with more

education and more communication, it will become easier for the counties to understand why the Commission wants to implement the changes. Commissioner Christensen said there's still some disagreement as to why the Commission wants to change the standards, but he feels there is a definite need to look at our minimum standard; if not now, then at some point. There are some counties that aren't pleased with that, and that's understandable. But what we're doing is coming from a good place and we're attempting to help out as much as we can. Commissioner Christensen said he would like more opportunities to share why the Commission is going what it's doing. He said, "It would have been great to have 4-5 hours to really get to the nitty gritty." He said that there's always going to be differences of opinion but if educated men and women can come to an agreement to disagree, that's better than fighting back and forth trying to figure stuff out. He said we've started some of that dialog and it will continue. He said if he was on the outside looking in, he would say "Why are you guys doing what you're doing? Tell me why this is happening." He said sometimes it's a sell; sometimes it's easy. He's talked to some chiefs who said, "It makes perfect sense. Why are we spending time on this?" And then he's talked to other chiefs who are pretty set in the way they want to do business. I understand that, but we're trying to implement an institute change that will better their officers and better their departments. There is nothing else to it other than that. Once that dialog is open and we continue to talk about these things; maybe it will become clear, maybe it won't.

- ✓ Commissioner Beaver said someone should probably come to the chiefs' (PCCJPO) meeting in December.
- ✓ Chairman Graybill praised Mr. Burkholder how he engaged with some of the naysayers who clearly aren't on board with the direction the Commission is going in regards to raising the qualification standards. He said it helps people to understand in what direction we're headed and provide an opportunity for us to listen to their concerns. There seems to be some perception out that that these standards that we have opted to implement fully and actively in 2017 actually go above and beyond anybody else's standards. Chairman Graybill said he was able to address a question thanks to Advisor Manning's help. Last Friday, Chairman Graybill (and Mr. Burkholder) attended the PCCJPO meeting. Chairman Graybill said there was at least one county that thought they can just do their own thing and is it really mandatory that counties that decide to carry firearms have to participate in our program and have their officers certified. Advisor Manning gave Chairman Graybill an opinion on that and he was able to share that with the chiefs this morning because it did come up as a question. He stated that the wording is "they shall participate."
- ✓ Chairman Graybill shared that he got an email this morning from Chad Libby stating that, apparently, Northumberland County is proposing that they withdraw from participation. He doesn't know if that's completely accurate, but they are going to have to talk to the insurance company that indemnifies employees of the county, the district attorney, their President Judge.
- ✓ Commissioner Beaver stated that as a chief and looking at the big picture, this is one more thing that the chiefs feel is being forced upon them and one more thing they have to comply with.
- ✓ Commissioner Christen replied that being a supervisor in his home county, he hears his boss saying that they state tells us we've got to do this and we've got to do that, but we've got no money and we've got no time. And in fact, he said, he mentioned it

to the chiefs in the back of the room this morning. He said, "We recognize this, but look what we're going to do. We want to train the instructors as well as the students. The Commission is really putting forth an effort, not just saying we're going to stuff this down the counties' throats whether they like it or not." Commissioner Christensen said one of the reasons he wanted to seek out those guys this morning and have a conversation with them is he's heard from several people, "We're not police officers, so why are we doing these qualification standards and gauging them against State Police and other law enforcement?" He said one of the chiefs brought it up to him personally, and Commissioner Christensen told him the difficulty is (1) we don't have a lot of officers engaged in deadly force situations and (2) we have to go by what the Use of Force laws tell us so regardless if we're police officers or not, we're judged the same. Commissioner Christensen said there's a nationally recognized standard to gauge somebody's marksmanship skills. We have to train people to that standard; that's what we're trying to do.

- ✓ Chairman Graybill questioned whether it makes sense to the Commission to have a forum available for people to come together to talk about this issue. Representatives from the Commission and the Curriculum Committee would be there, as well as the Adult Chiefs and the Juvenile Chiefs, representing the constituencies that supervise and oversee county probation departments. Commissioner Christensen agreed, saying that the Commission and the Curriculum Committee wants to be there to try to share with everyone what we're doing and why. Chairman Graybill stated that he hasn't heard active verbalization from chiefs or others who support the revised qualification standards, although he said a few have talked to him privately and said they are on board. There was discussion about some representatives from the Commission and the Curriculum Committee attending a chiefs meeting. Chairman Graybill agreed and said he would be willing to attend. It was suggested that a motion be passed whereby the FETC would reimburse Commissioners and/or Curriculum Committee members for expenses related to attending the PCCJPO meeting.

MOTION 1509.01: Commissioner Shurtleff made a motion that any Commission and/or Curriculum Committee members wishing to attend either the CCAPPOA meeting or the PCCJPO meeting with respect to discussing the new qualification standards be reimbursed for lodging, subsistence and mileage. Commissioner Beaver seconded the motion. Commissioner Christensen abstained. The motion was approved by a unanimous voice vote.

5. REPORTS OF SPECIAL COMMITTEES:

- **Officer Safety Research Committee**

- ✓ No report; did not meet.
- ✓ Chairman Graybill stated that the Officer Safety Research Committee is somewhat depleted, but that Mr. Millward indicated earlier this morning at the adult chief's conference that he needs some people to serve on that committee. The committee lost at least two people through transfer or retirement. Commissioner Graybill told Mr. Millward that he can appoint people or ask who wants to serve or who is available to serve or otherwise get representation for that committee. Chairman Graybill said that Mr. Millward seemed to indicate that he might get back to him with some names.

- **Committee on Budget Alignment**

- ✓ Judge Shurtleff, Chairman of this committee, stated that Administrative Officer Witwer emailed a proposed budget prior to today's meeting and also included it in today's agenda packet, as well as the department's statement. Judge Shurtleff stated that, based on the numbers, the FETC is expecting an operational budget of \$564,000. He stated that last year's income was approximately \$391,000. If that's accurate, or even close, he said for our next fiscal year, that puts the FETC \$173,000 in the red. Chairman Graybill said we need to submit something because the deadline is quickly approaching; without an Executive Director, we'll have to just submit a basic budget that will pretty much look like last year's budget but it does take into account filling all three staff positions. He explained that up to this point, it was decided that we would not fill the clerical staff position until we had an Executive Director, then that person, along with Ms. Witwer, would decide if there is a need to fill it.

6. UNFINISHED (OLD) BUSINESS:

- ✓ No unfinished (old) business.

7. NEW BUSINESS:

- **Fiscal Year 2016-17 Budget Approval**

- ✓ Chairman Graybill said he believes submission of the 2016-17 budget is due before the next Commission meeting in November, so we might have to have a special meeting to give it final approval, or we can approve a tentative budget with the understanding that there could be some changes that would have to be made before final submission. Judge Shurtleff agreed and Chairman Graybill asked for a motion seeking approval of a tentative budget, with the understanding that there may be some work that needs to be done before final submission.

MOTION 1509.02: Commissioner Christensen made a motion that the Commission approve the budget for the 2016-17 fiscal year, with the understanding that this is tentative until final figures are developed. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **New In-Service Training Contract**

Chairman Graybill asked Ms. Witwer to speak on this. Ms. Witwer stated that the FETC's contract with HACC expires at the end of the 2015 calendar year and that there are no further options to renew, which means we're going to have to go through the process of developing a new RFP and put it out for bid. Ms. Witwer stated that she plans to schedule a meeting in the very near future with Chairman Graybill and Advisor Young so the three of them can discuss how they want to write the proposal and how to otherwise proceed with getting a new contract in place for the spring of 2016. Chairman Graybill suggested that Mr. Burkholder, as chairman of the Curriculum Committee, be involved in some capacity. Ms. Witwer also suggested Commissioner Christensen if he would be willing to participate in a conference call to offer some suggestions about what classes and how many to offer in the different regions. Commissioner Christensen said he would.

Chairman Graybill asked Ms. Witwer to share with the Commission the stats she prepared and presented at the adult chief's meeting earlier this morning. Ms. Witwer said she called it "FETC at-a-glance for 2015," wherein she broke down some facts about in-service trainings, basic training academies (BTA), FETC certified instructors, and in-house trainings. Ms. Witwer shared the following:

- ✓ In-service Training: HACC, on behalf of the FETC, ran the following continuing education (con ed) courses: two Course 2, four Course 3, four Course 4, four Course 5, six Course 6, five Course 7, and 24 Course 8.
- ✓ BTA: By the end of calendar year 2015, there will have been four Commission-run BTAs with a total of 60 students over a total of 236 hours.
- ✓ Firearm Instructors: Advisor Young's trainers ran two Certified Firearms Instructor (CFI) courses for the FETC, with 25 officers completing these courses. So far this calendar year, the Commission has granted certifications to 11 new CFIs and three new Master Instructors (MI). There are four officers currently working toward their MI certification. Currently there are 188 CFIs; 34 of them are MIs.
- ✓ In-house training: During 2015, counties held 11 in-house BTAs and 27 con ed courses were either held or scheduled to be held.

Commission Graybill acknowledged that there's been a lot happening in the Firearm Commission, that it will continue that way, and we definitely need to get an Executive Director in there very soon to give Ms. Witwer some relief, as she is and has been working under considerably difficult circumstances.

- **2016 Meeting Schedule**

Chairman Graybill indicated that there is a blank calendar in the agenda packets and that he would like to establish the Commission meeting dates for 2016. He stated he would also like to talk about where to meet as well. Chairman Graybill indicated that he went through the calendar and every other month, starting in January, circled the third Thursday. Meeting dates for 2016 will be January 21, March 17, May 19, July 21, September 21 (which isn't a Thursday, but is a Wednesday and also the last day of the adult chief's conference). And the last meeting would be November 17.

Chairman Graybill proposed moving 2016 meetings from the Days Inn on Pugh Street to Toftrees, then opened it up for discussion. Ms. Witwer stated that this was her first visit to Toftrees. She indicated that she arrived early to set up in the meeting room and get some work done. While working, she said the banquet manager stuck his head in no less than five times to see if she needed anything and if everything was okay. On one of those occasions, Ms. Witwer told him that she forgot to request an American flag in the meeting room. She said he returned in minutes. She also said that the girl at the front desk made all of the copies of the minutes for her, and that she also gave her batteries for the digital recorder. Ms. Witwer said all of the staff she encountered just for today's Commission meeting have been great. She also said she thinks the parking situation is much more convenient for her, as she always has a lot of materials to bring for the meetings. She can park right outside the door that leads directly to the meeting room and just wheel her cart in. Parking at the Days Inn was very much a nuisance for her. Advisor Young said he prefers the Days Inn just because it's downtown and close to everything. He can just park his car and walk to pretty much anywhere he needs or

wants to go. Ms. Witwer added that both the Days Inn and Toftrees are under state contract so either one would be completely acceptable from a budget standpoint. No one else offered any opinions so Chairman Graybill said if there are no objections, he's going to recommend we move to Toftrees for 2016. Ms. Witwer suggested perhaps alternating between the Days Inn and Toftrees every other year. Chairman Graybill asked Ms. Witwer to prepare a purchase order and get a contract in place with Toftrees.

- **Report from Vice Chairman Search Committee**

Chairman Graybill stated that after talking to Advisor Young, this really should have been listed on the agenda as "Election of Vice Chairman" because the Search Committee didn't really go searching. He said we can entertain motions from the floor at this time for Vice Chairman or if anyone wants to serve in that capacity, they can indicate such. He also added that Scott Schlechter had been Vice Chairman, but that it doesn't look like he's going to get reappointed in the near future. Commissioner Christensen asked who received the second highest number of votes after Mr. Schlechter. Chairman Graybill said it was Commissioner Hamilton and asked if somebody would like to make a motion to nominate Commissioner Hamilton. Discussion ensued regarding whether the Vice Chairman is to be appointed or voted on by ballot. Advisor Manning stated that the last election was done by ballot and that Commissioner Hamilton was the runner-up for Vice Chairman. Now, based on the unavailability of the Vice Chairman (Scott Schlechter), you can suspend the bylaw pertaining to election by ballot and decide to do a voice vote. Chairman Graybill asked if there were any other nominations, which there were not, then opened the floor for a motion to suspend the bylaws requiring a ballot vote for the purposes of this special election.

MOTION 1509.03: Commissioner Shurtleff made a motion to suspend the bylaws requiring a ballot vote for the purposes of this special election. Commissioner Dombrowsky seconded the motion. Commissioner Hamilton abstained. The motion was passed by a unanimous voice vote.

MOTION 1509.04: Commissioner Shurtleff made a motion that Commissioner Hamilton be voted Vice Chairman of the Commission for the remainder of the calendar year. Commissioner Dombrowsky seconded the motion. Commissioner Hamilton abstained. The motion was passed by a unanimous voice vote.

Commissioner Graybill thanked Vice Chairman Hamilton for his willingness to serve as Vice Chairman of the Commission.

- Request for Waiver

- ✓ Jeffrey Stone, Berks County Adult & Juvenile Probation

Mr. Burkholder supports the Commission's requirement that Officer Stone attend the classroom portion of a BTA, but is seeking a waiver of the range portion. Officer Stone was recently in charge of firearms training for over 150 officers from the Reading Police Department. Mr. Burkholder is also requesting approval that Officer Stone need only qualify on the Commission's course of fire with him in Berks County. Ms. Witwer

recommends approval of this request for waiver, but stated that Mr. Burkholder wishes to weigh in on this request.

Mr. Burkholder stated that Officer Stone retired as a sergeant out of the Reading Police Department. He's a MPOETC instructor at the Reading Police Academy. He was lead firearms instructor for the Reading Police Department, supervising the firearms training of 150+ sworn law enforcement officers. He holds numerous instructor-level certifications from the NRA and various other disciplines, which were provided to the Commission, all of which are in good standing through 2016. Mr. Burkholder acknowledges the differences between sworn police officers and probation & parole officers, and he does not expect that he should be exempt from attending the classroom portion of a BTA. He stated that there are legal differences in the designation between police officers and peach officers, i.e. different rules and responsibilities that Officer Stone would benefit from knowing. However, with his level of ability as an instructor and his oversight for many years in the Reading Police Department, Mr. Burkholder requests that Officer Stone only be required to qualify with him back in Berks County after he successfully completed the classroom portion of a BTA.

Commissioner Christensen added that, from a historical perspective, the Commission has seen many instructors over the years that have come from the police end of things and been hired by counties, and we've never waived them out of the academy. He just wanted to make everyone aware that we've never waived people that get hired as officers. Chairman Graybill asked if it's correct that what's saying is that this vote is not following precedent. Commissioner Christensen said they've been waived for their instructor status, but not new officers right out of the academy. He's not saying we shouldn't; he's just saying we haven't. He stated that the argument then and may be now is that they might have the experience on paper, but we need to see it firsthand. He believes that was discussed in the past for another officer coming in. Advisor Manning asked in respect to Officer Stone, is the waiver solely because of his extensive experience? Does he have any issues at all going to the BTA, i.e. cost? Mr. Burkholder answered that cost isn't the issue. It's the amount of time. He's going to be attending PBPP's basic training academy for two weeks then another week for the classroom portion of the BTA and a fourth week for the range portion. Mr. Burkholder just doesn't believe the Commission's course of fire would be of any benefit to him.

Chairman Graybill asked Ms. Witwer is any of the other three Request for Waiver were similar to Jeffrey Stone's. Ms. Witwer said they are not. Chairman Graybill asked for discussion.

Commissioner Christensen said that the difficulty has always been that many times over the years, new officers come in that have a ton of previous experience and how do we treat those officers? How do we take a look at their previous experience? He said it's just his opinion that if we start to say certain people don't have to do to basics and other people do, there can be that argument open for many, many officers. He understands the dilemma and Mr. Stone's level of ability, but that's not necessarily what we're talking about. He said we're talking about following what we need to have them go through. He said it's just his opinion that if we don't, we're going to be opening up the floodgates with future incoming officers.

Commissioner Dombrowsky made a motion to approve the Request for Waiver for Jeffrey Stone, Berks County Adult & Juvenile Probation, as stated by Eric Burkholder, but further discussion on that Request for Waiver continued, as well as discussion regarding the Request for Waiver for Officers Dunsinger, Altemier and McGraw.

- ✓ Jonathan Dunsinger, Wayne County Adult Probation
- ✓ Ryan Altemier, Wayne County Adult Probation
- ✓ Sean McGraw, Wayne County Adult Probation

Ms. Witwer stated that Officer Dunsinger's CFI certification is up for renewal today. Officer Altemier's and Officer McGraw's certifications will be up for renewal at the November meeting. All three officers were scheduled to serve as line instructors at the 81st BTA last week. However, due to low student enrollment, that week of range instruction was cancelled. All three of them requested to be moved to one of the two remaining range weeks for the 82nd BTA. Ms. Witwer stated that not only did she not have any open slots for line instructors, but she also had to cancel one of those two weeks of range instruction, again due to low student enrollment. On behalf of himself and the other two officers, Officer Dunsinger is requesting that the range instruction requirement needed to renew their CFI certification be waived.

Section 79.61(c)(1) of the Regulations states, regarding CFI certification renewal, that a minimum of 12 hours of relevant academic and range instruction to county probation personnel in the preceding 36 months, including at least one basic training; the requirement to conduct one basic training during the preceding 36-month period for CFI renewal may be waived by the Commission. Based on this, Ms. Witwer recommends the approval of the three Requests for Waiver.

Commissioner Shurtleff stated that we've done this before. Commissioner Graybill stated that this was due to no fault of their own that they were unable to complete this requirement, and Ms. Witwer affirmed that statement.

Commissioner Christensen stated that these are officers who have already been hired and have gone through basic training, and that is the difference between the Request for Waiver that is being requested for Jeffrey Stone. He said he doesn't personally know Mr. Stone---he obviously appears to be credentialed enough---but we need to recognize that approving his Request for Waiver could make some issues going forward.

Chairman Graybill called for a vote on the Request for Waiver from Mr. Burkholder regarding Jeffrey Stone.

MOTION 1509.05: Commissioner Dombrowsky made a motion to approve the Request for Waiver for Jeffrey Stone, Berks County Adult & Juvenile Probation, as stated by Eric Burkholder. Vice Chairman Hamilton seconded the motion. Commissioner Christensen, Commissioner Shurtleff opposed the motion and it was passed by a majority of three to two voice vote.

Chairman Graybill called for a vote on the Request for Waiver for Officers Dunsinger, Altemier and McGraw.

MOTION 1509.06: Commissioner Dombrowsky made a motion to approve the Request for Waiver for Officers Dunsinger, Altemier and McGraw, as stated by Ms. Witwer. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

- **Petition for Extension**

- ✓ Kaitlyn Jefferson, Philadelphia County Juvenile Probation
- ✓ Brent Welton, Philadelphia County Juvenile Probation

Officer Jefferson sustained a work-related injury. Ms. Witwer stated that she received all of the medical documentation from the physicians, as well as the petition that was done in FCTMS. She said everything is in order and recommends approval of the extension.

MOTION 1509.07: Commissioner Shurtleff made a motion to approve the Petition for Extension for Kaitlyn Jefferson, Philadelphia County Juvenile Probation, as stated by Ms. Witwer. Vice Chairman Hamilton seconded the motion and it was passed by unanimous voice vote.

A Petition for Extension for Officer Brent Welton was submitted due to his military deployment. Ms. Witwer stated that she has a copy of his orders from the Department of the Army as well as the petition that was done in FCTMS. She said everything is in order and recommends approval of the extension.

MOTION 1509.08: Commissioner Shurtleff made a motion to approve the Petition for Extension for Brent Welton, Philadelphia County Juvenile Probation, as stated by Ms. Witwer. Commissioner Christensen seconded the motion and it was passed by unanimous voice vote.

- **Request for Approval of Initial CFI Status**

- ✓ Clayton McKim, Adams County Adult and Juvenile Probation

MOTION 1509.09: Commissioner Christensen made a motion to approve the Petition for Extension for Clayton McKim, Adams County Juvenile Probation, as stated by Ms. Witwer. Commissioner Dombrowsky seconded the motion and it was passed by unanimous voice vote.

- **Request for Renewal of CFI Status**

- ✓ John Bucher, Adams County Adult & Juvenile Probation
- ✓ Timothy Duff, Adams County Adult & Juvenile Probation
- ✓ Jonathan Dunsinger, Wayne County Adult Probation
- ✓ James Gregan, Greene County Adult & Juvenile Probation
- ✓ Westmoreland County Adult Probation
- ✓ Wyoming County Adult & Juvenile Probation
- ✓ Abigail Krepps, Juniata County Adult & Juvenile Probation
- ✓ Bernard Sikora III, Monroe County Combined Probation
- ✓ Mark Stonbraker, Highspire Police Department
- ✓ Keith Torrance, Westmoreland County Juvenile Probation

MOTION 1509.10: Commissioner Dombrowsky made a motion to approve the Request for Renewal of CFI Status for John Bucher, Timothy Duff, Jonathan Dunsinger, James Gregan, Kevin Hood, Bernard Sikora, Mark Stonbraker, and Keith Torrance. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

MOTION 1509.11: Commissioner Christensen made a motion to approve the Request for Renewal of CFI Status for David Jones. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. Commissioner Shurtleff abstained.

MOTION 1509.12: Commissioner Dombrowsky made a motion to approve the Request for Renewal of CFI Status for Abigail Krepps. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote. Commissioner Beaver abstained.

- **Request for Renewal of MI Status**

- ✓ Troy Smith, Dauphin County Adult & Juvenile Probation
- ✓ Gregory Willig, Allegheny County Juvenile Probation

MOTION 1509.13: Commissioner Shurtleff made a motion to approve the Request for Renewal of MI Status for Troy Smith and Gregory Willig. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

- **REVIEW and APPROVAL of the MINUTES of the PREVIOUS MEETING**

Commissioner Beaver requested a correction to the minutes. Under "Curriculum Committee," the first paragraph mentions Commissioner Beaver speaking at the Juvenile Chief's meeting. She said there are two places it says "Juvenile" and that was actually the Adult Chief's meeting.

MOTION 1509.14: Commissioner Hamilton made a motion to approve the minutes from the July 8, 2015 meeting as corrected. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

8. EXECUTIVE SESSION

Commissioner Graybill stated that time, the Commission would go into Executive Session to discuss personnel matters.

**BREAK FOR EXECUTIVE SESSION
FOR DISCUSSION OF PERSONNEL MATTERS
Chairman Graybill, Commissioners, Advisors Manning and Young
Off the record at 2:31 p.m.
Back in session at 2:58 p.m.**

MOTION 1509.15: Vice Chairman Hamilton made a motion to give Chairman Graybill discretion to determine the time when our chosen candidate for Executive Director may no longer be a viable candidate and, at that point in time, we would go with our second option, Ed Marsh, giving him an offer of employment for the Executive Director position. Commissioner Beaver seconded the motion. The motion was passed by a unanimous voice vote. Commissioner Dombrowsky abstained.

9. PUBLIC COMMENT AND QUESTIONS

None.

10. ADJOURNMENT

MOTION 1509.16: Commissioner Shurtleff made a motion to adjourn the meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

The meeting adjourned at 3:01 p.m.

Respectfully submitted,

Pamela Witwer