



March 19, 2015

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC) convened at 9:03 a.m. on March 19, 2015 at the Days Inn, 240 S. Pugh Street, State College, PA 16801. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBBP)
Commissioner Michelle Beaver*	Mr. Greg Young, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Robert McCullough, Advisor
Commissioner P. Beth Dombrowsky*	Mr. Craig Christensen, Erie County
Commissioner Russell D. Shurtleff*	Ms. Pam Witwer, Admin. Officer (PBPP)
Commissioner Chad Libby*	Ms. Shannon Bennett, Secretary
Commissioner R. Scott Schlechter*	

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

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

MOTION 1503.01: Commissioner Shurtleff made a motion to approve the minutes from the January 15, 2015 meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS and REPORTS:

• **Chairman**

- ✓ Advisor Manning questioned how the minutes reflected the election from the January Commission meeting. He asked if Chairman Graybill was nominated or just elected. Commissioner Shurtleff stated that he would amend his Motion to approve the Minutes and just add that Keith Graybill was nominated and elected as Chairman of the Commission. Chairman Graybill announced that the Minutes are approved as amended.
- ✓ Chairman Graybill announced that things are running smoothly with the Commission even though there is still no Executive Director, but the process is moving forward. The open time to receive applications has closed, and over 40 applicants were received. The PBPP is in the process of screening those applicants for conformance with the stated requirements for employment.
- ✓ Chairman Graybill stated that the 2013-14 annual report has been completed and posted to the website.

- ✓ Administrative Officer Witwer announced that she continues to schedule officers and instructors for the four (4) upcoming BTA classes.
- ✓ Administrative Officer Witwer stated that she receives many emails and phone calls from AA's requesting help with maneuvering around FCTMS, and they comment regularly about the difficulty of working within FCTMS. Administrative Officer Witwer inquired of Laura Treaster on the status of the request made to make some enhancements/changes to FCTMS, who stated there has not been any further discussion on the matter.
- ✓ Administrative Officer Witwer announced that HACC released the 2015 schedule of In-Service trainings, which includes Courses 2-7. The first course is scheduled for April 13, with classes running through September. Enrollment will begin next week.
- ✓ Administrative Officer Witwer stated that the mergers of Butler County Adult and Juvenile and Wyoming County Adult and Juvenile were complete and went live in FCTMS on March 18. Beaver County recently became a carrying county and this change is also reflected in FCTMS.
- ✓ Administrative Officer Witwer said she worked with Mr. Ken Smith to schedule two (2) CFI courses for this year: June 1-5 and October 5-9. Both courses will be held at the Palmyra Sportsman Association.
- ✓ Chairman Graybill reminded Commissioners they are required to complete the 'State Ethics Commission Financial Statement of Interest' and submit it to the appropriate entity by the May 1 deadline.
- ✓ Chairman Graybill announced Executive Order 2015-01, which implements a ban on the acceptance of gifts by state employees under the Governor's jurisdiction.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Chairman Keith Graybill**

- ✓ Chairman Graybill has nothing to report at this time.

- **POLICY COMMITTEE:**

- ✓ Nothing to report; did not meet.

- **CURRICULUM COMMITTEE:**

- ✓ Curriculum Committee Chairman Burkholder was not in attendance during the Commission meeting. Commissioner Christensen reported that the Curriculum Committee met on March 18.
- ✓ Commissioner Christensen said the Curriculum Committee recommended that the curriculum for Course 9 be approved by the Commission.

- ✓ Commissioner Christensen stated that the BTA manual was discussed during the meeting. It was determined that there is no concealed carry segment. This portion of the manual will be added.
- ✓ Commissioner Christensen stated that since the minimum qualification standard is being raised, there should be more range time added and the BTA curriculum will need to be updated as such.
- ✓ Commissioner Christensen said the Curriculum Committee recommended the approval of optics for pistols during the BTA and In-House trainings. Chairman Graybill asked if optics were allowed but not required. Commissioner Christensen said that would be correct. Chairman Graybill asked if optics are prohibited. Commissioner Christensen stated that there is no prohibition against optics, and that state regulations require fixed sights. Commissioner Libby asked what type of requirements or procedures are needed for optic sights. Commissioner Christensen said they would recommend (if counties choose to do it) qualifying with both the fixed and optic sights. Commissioner Libby asked if there are any armor or certifications requirements. Commissioner Christensen stated there are none.
- ✓ Commissioner Christensen shared that Administrative Officer Witwer emailed all CFIs asking what Train-the-Trainer classes (for Courses 2-8) they would like to see offered. Approximately 35 CFIs responded with an interest in being certified. Eric Burkholder and Neil Stefanisko want to run the Train-the-Trainer classes. There would be no cost to the Commission.
- ✓ Commissioner Christensen shared that Administrative Officer Witwer sent an email to the Commissioners about Course 9 and included an attachment of Course 9 for their review. Commissioner Libby commented that he thought Course 9 was well done and asked what the expectations are for the new instructors. Commissioner Christensen stated that there were no expectations for new instructors other than the requirement of going through the Train-the-Trainer class.

Commissioner Libby would like all CFIs to attend the Train-the-Trainer for Course 9. He acknowledged that it would be a lot of work, but the Commission has heard about the lack of skill sets and this course could be beneficial in correcting that. Commissioner Schlechter asked how many CFIs would attend the Train-the-Trainer class. Commissioner Christensen replied that approximately 24 CFIs would attend the training initially. Commissioner Schlechter asked if Course 9 was an instructor development course. Commissioner Christensen replied that it is. Commissioner Libby commented that as 2017 nears, he would like to see all CFIs throughout the Commonwealth attend Course 9. This would help them prepare their counties for the upcoming higher standards. Commissioner Christensen shared that Course 9 would hold a max of 12 students so there would be one (1) instructor per four (4) students. There would be a Master Instructor and three (3) assistant instructors. Commissioner Libby is concerned about having enough instructors to run these courses.

Commissioner Libby asked if the Curriculum Committee would need to make adjustments to the course or if they were confident with the course as presented. Commissioner Christensen replied that they are confident with the course as presented.

Chairman Graybill voiced concern about there being enough time to complete the process of putting Course 9 out for bid, selecting a vendor and putting a contract in

place and have the first class run in May or June. Administrative Officer Witwer clarified that Train-the-Trainer classes are scheduled for May and June, not the actual Course 9 itself. Administrative Officer Witwer stated that she will work with Purchasing staff to begin the bid process for the contract once approval to move forward is granted. Commissioner Libby asked how many Course 9 classes we anticipated offering in 2015. Administrative Officer Witwer answered there would be 10 classes initially, but the contract could be written that would allow an amending it later to add more. Advisor Young said the only thing that could delay the purchasing process is dependent on the overall cost that could be projected on Courses 8 and 9. He stated that any delays would be caused by RFQs requiring Governor's Office for approval, and that anything \$50,000 or over is being scrutinized and is taking longer to process.

Commissioner Christensen stated that at the March 18 Curriculum Committee meeting, an application for the CFIs who are interested in attending the Train-the-Trainer course was developed, as well as the composition of an email addressed to the CFIs; the application would be included as an attachment.

Commissioner Schlechter inquired if Courses 8 and 9 were developed because officers aren't receiving good training during basic training and people aren't practicing good marksmanship. The Curriculum Committee is concentrating on the point that there isn't good marksmanship, which could affect scores because of the update to the scoring. Commissioner Schlechter stated that it seems like Course 9 is a supplement to Basic Training. Therefore, if this is an instructor development course, anyone who wants to teach Basic Training should go through this course. Commissioner Christensen said that Course 9 drills are not currently included in Basic Training, but could be at some point.

Commissioner Schlecher stated that he looks at Course 9 as more of an instructor development course as opposed to a course that is for the average officer. It seems as though it's a marksmanship course – teaching people to shoot at the top level. It seems like all instructors should take this course and not even offer this to line officers. Commissioner Christensen agreed that this was not a bad idea, and added that the curriculum was designed to accomplish two things: (1) the ability to teach the instructor, and (2) test the instructors on their ability to teach the class.

Commissioner Libby asked where the Commission has stood on instructor development. Commissioner Schlechter stated that whenever a new course is developed, a Train-the-Trainer course is developed. Everyone who attends a Train-the-Trainer course is then able to teach the class. The issue is that as new instructors come on board, Train-the-Trainer classes are not always offered. Commissioner Libby asked what kind of continuing education is offered to new CFIs. Commissioner Schlechter indicated that a 2–3 day conference was held a few years ago. During the conference, the BTA training was updated and the CFIs did a teach back. This conference should be held more often, but the cost of doing so is too high. Commissioner Libby realizes that cost is an issue, but perhaps in the next few years we could revisit it.

Commissioner Schlechter said the reason Courses 8 and 9 were developed was because there seemed to be a problem with getting certain skills across during basic training, which is a problem because basic training is when the officers receive their first introduction to their firearm. The officers are qualifying at basic training then going out in the street the very next week carrying that gun. The most important place to get this training is during basic training. That is the reason he believes Course 9 should be an instructor course and all instructors who want to teach basic training

should go through this course. Commissioner Libby agreed. He believes it would be very beneficial. Chairman Graybill said he understood that instructors who teach basic training should go through Course 9. He's concerned about the term 'requirement,' which equates to the Commission having to implement this and officers would have to attend. He does not know how long it would take. Regardless, in order for us to move forward, there needs to be an approval of the Course 9 curriculum by way of a motion.

Commissioner Libby stated that he would like to see all CFIs attend Course 9 and he doesn't believe that would be a problem in the next 18 months.

MOTION 1503.02: Commissioner Libby made a motion to approve the Course 9 Train-the-Trainer instructor development course with amended changes to the curriculum development on page two (2) regarding the safety of the instructors concerning kneeling and standing on the line. **** Motion died due to lack of a second.**

- ✓ Commissioner Schlechter asked if Course 9 needed to be approved as is and then make the amendments. Chairman Graybill said we previously approved the concept and then asked the Curriculum Committee to develop a curriculum. Advisor Manning stated that any Commissioner can make a motion as is.

MOTION 1503.03: Commissioner Schlechter made a motion to approve the Course 9 curriculum as presented. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote. Commissioner Dombrowsky abstained.

- ✓ Commissioner Shurtleff recognized that a lot of great work went into development of Course 9 and it may be something that can be done in the future, but he doesn't believe the Commission can afford to proceed at this time. Commissioner Schlechter said the reason he made a Motion was because a great deal of work that went into developing the course, that we can accept the course and offer it at a later date. Commissioner Shurtleff said that was reasonable.

Chairman Graybill stated that when the Fiscal Committee met, they were unable to come up with a solution to pay for the costs of running Course 9. Commissioner Libby asked what the expected cost would be to offer Course 9. Administrative Officer Witwer stated that during the Fiscal Committee meeting, it was determined that the cost to run Course 9 would be the same as the cost to run Course 8, which would be approximately \$4,000 per class.

Administrative Officer Witwer said the cost would be approximately \$60,000 per year for 15 offerings of Course 9 if HACC was the selected vendor. Regarding Train-the-Trainer courses, there would be no instructor costs other than hotel, mileage and food. Commissioner Christensen said he doesn't believe that Train-the-Trainer courses should be held unless we are prepared to move forward with running the classes. Commissioner Libby agreed.

5. REPORTS of SPECIAL COMMITTEES:

- **OFFICER SAFETY RESEARCH:**

- ✓ Nothing to report; did not meet.

Break at 10:17am. Back in session 10:36am.

- **FISCAL COMMITTEE:**

- ✓ Chairman Graybill announced that the Fiscal Committee held a conference call on March 16.
- ✓ Chairman Graybill stated that the Committee discussed ways they could improve the Commission's financial issues better. He referred to the most recent financial report, of which everyone had a copy. Our balance has lowered in the amount of \$100,000 every year for the past several years. The reports from Mr. Jeff Cushey stated that the year end balance for 2011-2012 was \$1,074,876. In the fiscal year 2012-2013, the balance was \$963,037 and at the end of fiscal year 2013-2014, the balance was \$850,559. If the Commission expends the money we were estimating going through the 4th quarter June 30, 2015, the projection would be \$786,612. Chairman Graybill said the Commission is very close to its \$750,000 threshold that was established in by a 2009 Motion which indicated that the Commission would take measures to research available revenue sources and assessments of county supervision fees and other sources that are available.

The Commission discussed implementing a number of measures designed to increase revenue, decrease expenses or a combination of the two. Chairman Graybill stated that there have been a few things implemented such as actions to not reimburse for travel expenses and ammunition. There were some projections run back in 2013. The distribution of expenses during 2012-2013 was Training 51.7%; Staff Salaries 35.4%; Travel 5.3% and General 3.3% (office supplies and printing). By comparison, similar financial reports in 2006 showed that Training costs comprised only 15% of the budget.

Advisor Manning asked if there was a cost realization from not having the Executive Director position filled since April 2014. Chairman Graybill stated there was, but it was offset by other expenses.

Commissioner Shurtleff stated that the Commission has operated in a deficit for the past several years. In 2012, the Commission was \$115,000 in the red. In 2013, that dropped to \$109,000. It dropped again in 2014 to \$64,000. The projected deficit for 2015 is \$199,000. Commissioner Shurtleff stated that some money was saved when it Ms. Bennett was the only salary being paid.

Chairman Graybill said since he has been on the Commission, there has been an effort to enhance training with many courses being added. We've been in a growth period. We're seeing a lot of turnover with officers; many are retiring. We've seen a lot more probation officers come online. Commissioner Schlechter stated that many more counties have armed their officers. At one point, he remembers that only 37 counties were armed; now there are over 50 counties that are armed.

Chairman Graybill would like the record to reflect that the Fiscal Committee has been looking at the Commission's bottom line, and they are exploring ways to save money and still enhance training. Another suggestion was to postpone the hiring of the Executive Director. Commissioner Shurtleff said that the renewal of Course 8 was discussed and only running it every other year.

Commissioner Shurtleff stated that we have the potential to have a \$199,000 deficit for this year. Based on the Executive Director's salary and benefits, that's an annual salary of approximately \$100,000. If we were to postpone the hiring of the Executive Director, the deficit would drop to to \$99,000. Then if we adjust some other things through assessing fees, then perhaps we can cut costs. Commissioner Schlechter said we need to look at other options to increase revenue. He would hate to see us cut down on training; that is what the Commission has been tasked with doing. Back when we started, there were only a few officers; now there are over 1,300. The number of officers who need training has doubled or tripled since Commissioner Schlechter started. Commissioner Libby agreed that training should not be compromised. He suggested a participation fee. Administrative Officer Witwer said there was a discussion by the Finance Committee about an across the board assessment fee for each course per officer.

Advisor Young believed this is a multifaceted problem. The Commission needs to be more creative how training is offered. Maybe offer training courses every other year as Commissioner Schlechter suggested. Advisor Young also stated that the Commission has to look at the population of the officers who attend the courses and those officers who take the same courses every year. It would be beneficial for the instructors to go to Train-the-Trainer classes so that more in-house training could be conducted and the Commission may not have to offer as many training classes. This would be much more cost effective, but it would require a stronger instructor base in addition to raising revenue. Commissioner Schlechter said that even if the Commission offers Courses 2, 4, 6 and 8, we would still need to offer more of them. Advisor Young said that if more counties offered in-house training, we wouldn't have to offer as much training. Commissioner Schlechter said that instead of training the officers themselves, we would train the instructors. The instructors would go back to their counties and train their officers, but do they have facilities or ranges to conduct training? If not, the Commission could provide that.

Chairman Graybill said there is a shift in the way probation officers are getting their re-certification and their credits. In-house training could make more sense where there is more creativity or you can partner with another county to rent a facility. If it wasn't for all the in-house training taking place, we would not be able to provide enough trainings for the officers to receive their required hours. Advisor Young said that this will add pressure to the Curriculum Committee. They will have to be more critical of the instructors. Commissioner Christensen said the Curriculum Committee discussed how comfortable they were in turning down an instructor to teach. There are more avenues and ways to be more efficient. You can cut instructor costs by reducing instructors. You can offer only Course 2, which is the biggest course we have and the cheapest course we have because you can offer it to 40 officers at a time. It gets tricky when it comes to gun training because the classes just can't get that big. Commissioner Christensen said he has attended conferences where there were 700 people in attendance at a cost of \$100 per person. We can't offer that with live fire training. He asked if the contract for Courses 2-7 have been signed. Administrative Officer Witwer said yes.

Commissioner Schlechter said it may be possible to cut down from eight (8) hours a year to make it four (4) hours per year. We could still run classes every year but instead of training 1,300 officers this year, we train 650 officers this year and 650 officers next year. It would cut down on the number of classes each year and cut costs overall. Commissioner Libby agreed to make the training four (4) hours a year. Chairman Graybill doesn't believe it requires changing the Regulations; we could just make an across the board exception. Commissioner Schlechter asked if the Commission is able to change the policy from eight (8) hours per year to eight (8) hours every other year. Commissioner Schlechter stated that officers get four (4) hours of credit for requalification and eight (8) hours for an in-service course. Advisor Manning said the Regulations state that officers have at least four (4) hours of In-Service training. Commissioner Schlechter said we are tasked with providing the minimal amount of training requirements. He doesn't believe in cutting training because he is a trainer. Advisor Manning stated that it takes about a year to change the Regulations. However, we can provide waivers but that would be meaningless for the Commission to change something that was already placed in the Regulations and already approved by IRCC and the House Judiciary Committee. Commissioner Christensen stated that in-house trainings allow counties to submit credit for hours they've done elsewhere. This could be done with zero cost and we would be able to build the instructor levels where we want them to be. Commissioner Schlechter stated that instead of training 1,300 probation officers, we would be training 120 instructors. Commissioner Christensen agreed. Commissioner Schlechter said only an MI can run an in-house training. Chief would be please if they all had an MI in their county to conduct training. Commissioner Christensen said he doesn't want to give everything over to the counties because we want the officers to come in and learn more, but if our focus on the instructors and we pay attention to them, it could really be a cost savings. Commissioner Libby stated that Dauphin County does 30 hours of in-house training alone. He recommended forming a committee to look at all the options and make recommendations to the Commission. Commissioner Shurtleff said the committee would need to be familiar with training, and Commissioner Libby agreed.

Chairman Graybill stated that the Commission recognizes that there are more in-house training taking place and that's one of the reasons the Commission attempted to re-work the Executive Director's position description to include visiting counties and providing assistance such as ideas as to how to reinvent themselves and be creative with training. If we give back some training resources to the counties, we may get more "bang for our buck." Chairman Graybill mentioned the possibility of the Commission covering the expense of the counties' training sites and perhaps assist with lining up instructors.

Commissioner Libby said departments can do an in-house course, making sure every certified officer goes through each course before they get Continuing Education credit for a new curriculum. He believes that this is a big task and there should be a committee established to oversee it.

Commissioner Schlechter requested to revisit Commissioner Shurtleff suggestion of delaying the hiring of the new Executive Director. He wanted to know how much of a burden it would be on Administrative Officer Witwer if there was a postponement of hiring a new Executive Director, and specifically asked if she could handle it until the end of this year. Advisor Manning questioned this decision because the process of changing the Executive Director's position description took so long and while he understands the cost concern, we have to be sure there isn't going to be an issue with filling the position if we delay the process. Advisor Manning said that, eventually, we must fill the Executive Director position because the Regulations require it. Advisor

Manning stated that the Commission could decide on a candidate for the Executive Director position, delay the actual hiring until July 1.

Commissioner Shurtleff said the Commission must take a good look at its financial state. He doesn't want the Commission to go to the counties and assess a fee for training unless we can show the counties that we reduced our expenses but now we need their help. He suggested postponing the hiring of the Executive Director until the beginning of the next fiscal year (July 1, 2015). The extra time will enable the Commission to come up with a consolidated plan. Advisor Manning said that even after the Commission chooses a candidate for the position, the individual won't be able to start employment until completion of a background check and that process would probably push us into July anyway. Commissioner Shurtleff stated that in April, it will be one year that the Commission will have gone without an Executive Director and operations have continued. Commissioner Shurtleff believed it was in poor taste that the request to grant Ms. Bennett out-of-class pay for the time she ran the office alone was denied. He said she was thrust into this job and asked to do a lot more than was required of her. He apologized and said unfortunately, the Commissioners had no control over the decision. Ms. Bennett accepted the apology and said she appreciated their acknowledgement.

Commissioner Libby asked if the Commission will allow in-house training assessments per size of the county as extra revenue for the Commission. He said the smaller counties don't have the funds to run in-house training and thinks if the Commission looks at some kind of assessment, it should be per county based on class size. Commissioner Libby believes that the steps the Commission is taking in regards to in-house training can be justified.

Commissioner Christensen said the Commission has already set a precedence by approving outside courses as credit for continuing education in the past. The Commission could communicate this to the counties in some fashion. For example, if a county wants to bring in an instructor to teach a gun class, that could be submitted for credit.

Chairman Graybill said that if the Commission had to operate as every other state agency operates, training would be suspended and people would be laid-off. We need to turn this around. If there is support for it, he is willing to appoint a Strategic Action Committee to work on this issue. They would need to look both long-term and at trends. He asked the Commissioners would they would like this committee to report on at the next meeting.

Commissioner Schlechter said the Commission needs to look at increasing revenue, a topic which hasn't been visited in quite awhile. The Commission has been operating on the same income for years, but there is a bigger demand now for training than there ever was and we're still trying to do it with the same kind of income. He said we need to look at how the Commission can increase its revenue to meet the needs of the probation officers in Pennsylvania. Commissioner Christensen agreed but he also believed the Commission could do something today, which is telling counties they could submit other training for credit.

MOTION 1503.04: Commissioner Shurtleff made a motion to postpone the hiring of the Executive Director until the start date of July 1, 2015. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Administrative Officer Witwer asked if this started the process as far as interviewing and background checks. Commissioner Shurtleff said that the process was still moving forward. Chairman Graybill said it doesn't change anything that has happened so far. Commissioner Shurtleff stated that the Strategic Planning Committee is tasked with figuring out where the Commission will come up with the \$100,000 to pay this person.

MOTION 1503.05: Commissioner Shurtleff made a motion to delay the implementation at this time of the course curriculum for Course 9. **** Motion died due to lack of a second.**

Commissioner Shurtleff said that Course 8 cost \$60,000 and it was tempting to him to suggest delaying as well. He stated that he doesn't like to cut training because he believes our training saves lives and he doesn't want any officers to be hurt.

Commissioner Christensen said if the counties want credit for in-house training, they need to submit the training information to the Commission and if it is a nationally recognized training, there wouldn't be a problem approving it. Commissioner Beaver agreed that any training needs to be submitted to the Commission. Advisor Manning stated that according to Regulations, training outside the Commission needs to be submitted for approval 90 days before the first day of training. Commissioner Shurtleff said that that has always been the case, but the Commission has not pushed the issue. Commissioner Christensen said the issue was never pushed. Commissioner Beaver asked if the Regulations state 90 days for in-house training or 90 days if training is elsewhere. Advisor Manning read the Regulations: "counties seeking approval for In-Service training course developed by an entity other than the Commission or Commission approved school or vendor shall submit for approval to the Executive Director 90 days prior to the first proposed day of training. It shall be submitted in writing and the Commission may waive the 90 days requirement on a case by case basis if the course is put on by the FBI, PSP or the NRA." Commissioner Schlechter said this could cause problems if a county attends a course, requests constructive credit for it, and the Commission denies the request but then another county attends the same course, requests constructive credit and the Commission approve the request. Commissioner Libby stated that the Commission would need to be consistent.

Commissioner Shurtleff brought up Course 8 again. Should we still put it out for bid? Do we cut down the number of classes and still offer it? Commissioner Christensen asked if we haven't started the process yet, why do it? Chairman Graybill asked how many offerings of Course 8 there are. Administrative Officer Witwer stated there are none scheduled because there is no contract in place. She asked if there are enough offerings of Course 2-7 to ensure all officers meet the Con Ed requirement. This training year, we are offering 25 classes. Administrative Officer Witwer stated that Course 2 holds 40 students, Course 3 holds 20 students, Courses 4 holds 24 students, Course 5 holds 24 students, Course 6 holds 12 students, and Course 7 holds 18 students. If the average class has 20 students in attendance, that would be 500 students. Commissioner Libby stated that some officers have already taken every course and are just there to receive their Con Ed credits. Commissioner Schlechter stated that an officer can't take the same course three (3) years in a row. Commissioner Dombrowsky asked if someone was monitoring that.

MOTION 1503.06: Commissioner Shurtleff made a motion with respect to Course 9 we will not implement it at this time. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. Commissioner Dombrowsky abstained.

- ✓ Chairman Graybill asked for clarification when Commission Shurtleff said that Course 8 would not be re-bid. Commissioner Shurtleff stated it would not be put out for bid. It still exists and the course can be put out for bid next year, just not at this time.
- ✓ Commissioner Christensen asked about the current contract for Courses 2-7 and can classes be added. Commissioner Dombrowsky stated that the PO was already sent. Administrative Officer Witwer said that there would need to be an amendment to the PO. Advisor Young stated Fiscal and Purchasing would have to decide if an amendment could be made. Commissioner Shurtleff stated that if we have to do an amendment to add classes, the Commission is still spending money.
- ✓ Administrative Officer Witwer wanted to know, since the contract doesn't offer enough seats for all officers, can they offer in-house training? Advisor Young stated that if a county wants to offer in-house training, of course they can. Commissioner Schlechter stated that at the end of the training year, we're going to be getting a lot of waivers. Advisor Young agreed but added, "...unless word gets out that if the counties want to do an in-house training. The counties would need to submit their training outlines ahead of time to obtain the Commission's approval." Commissioner Schlechter said if that doesn't happen, Administrative Officer Witwer will be inundated with phone calls from Chiefs saying, "All the courses are booked...what am I supposed to do with my people this year?" And we're supposed to tell them that's all we can afford this year? Commissioner Shurtleff stated that the counties would need to be reminded that to save money, they can hold in-house training.
- ✓ Commissioner Schlechter stated that Course 9 is out this year. And Commissioner Shurtleff said Course 8 was going out to bid this year anyway. We made last year with this many classes and Course 8. That will bring us close to 500. Commissioner Schlechter stated that the Commission wouldn't have to do all those classes if the counties would hold In-House classes. Administrative Officer Witwer asked who the Commission would get the word out to the counties that classes are limited and they should schedule In-House classes. Chairman Graybill suggested email.
- ✓ Chairman Graybill asked if anyone would like to serve on the new Strategic Action Committee and clarified that this is not the official name for this committee. Commissioner Shurtleff offered to sit on the committee. Chairman Graybill asked Commissioner Shurtleff if he would like to chair the committee. Commissioner Shurtleff said he would think about it and added that Chairman Graybill could not chair it if the committee looks into accessing juveniles. Chairman Graybill said that if we have this committee, the Fiscal Committee would be dissolved and this new committee would take over. Commissioner Shurtleff said he would chair; however, he is not up to speed on training requirements and hours. He would need assistance. Chairman Graybill said Administrative Officer Witwer should be on the committee along with someone from the Curriculum Committee. It was discussed that meetings and discussions of the committee would be conducted via conference call. Chairman Graybill said he would speak to Curriculum Committee Chairman Burkholder about sitting the committee. Advisor Young would be apart of it as well. Commissioner Shurtleff asked if Chairman Graybill could speak to Mr. Jeff Cushey about obtaining a revised budget that does not include Course 9 and updated to the Commissions revenue. This is so the committee can move forward with updated numbers for the 2015-2016 fiscal year. Chairman Graybill needs to come up with a name for the committee. NOTE: Post-meeting, Chairman Graybill decided to call it the "Committee on Budget Alignment."

6.UNFINISHED (OLD) BUSINESS:

7. NEW BUSINESS

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

- ✓ Justin Calisti, Westmoreland County Adult Probation

MOTION 1503.07: Commissioner Schlechter made a motion to approve the Request for Initial CFI Status for Justin Calisti. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

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

- ✓ Thomas Baer, Berks County Adult and Juvenile Probation
- ✓ Carlo DeAngelo, Berks County Adult and Juvenile Probation
- ✓ Nicole Anne Gutshall, Cumberland County Adult Probation

MOTION 1503.08: Commissioner Schlechter made a motion to grant the Renewal of CFI Status for Thomas Baer, Carlo DeAngelo and Nicole Anne Gutshall. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

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

- ✓ Erik Christensen, Erie County Adult Probation
- ✓ David Christian, Dauphin County Adult and Juvenile Probation
- ✓ Jonathan Flynn, Dauphin County Adult and Juvenile Probation
- ✓ Paul Foltz, Erie County Adult Probation
- ✓ Michael Shrauder, Dauphin County Adult and Juvenile Probation

MOTION 1503.09: Commissioner Schlechter made a motion to grant the Renewal of MI status for Erik Christensen, David Christian Jonathan Flynn, Paul Foltz and Michael Shrauder. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. Commissioner Libby was not present for the vote.

- **Petition for Extension**

- ✓ Lisa Fabus, Allegheny County Juvenile Probation

MOTION 1503.10: Commissioner Schlechter made a motion to approve the Petition for Extension for Lisa Fabus until April 3, 2015. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Petition for Request to Reinstate Carry Privileges**

- ✓ Colin Kilkenny, Philadelphia County Juvenile Probation
- ✓ Brent Welton, Philadelphia County Juvenile Probation

MOTION 1503.11: Commissioner Schlechter made a motion to grant reinstatement of carry privileges for Colin Kilkenny and Brent Welton. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

8. LEGAL ISSUES AND COMMENTS / EXECUTIVE SESSION

- ✓ Recessed for Executive Session at 12:08 and resumed at 12:33. This session will include the Commissioners and Advisor Manning.

9. PUBLIC COMMENT AND QUESTIONS.

- ✓ No Public Comment
- ✓ Chairman Graybill stated that he is appointing Commissioner Libby to the Search Committee for Executive Director. Commissioner Dombrowsky is removed from the Search Committee.
- ✓ Commissioner Christensen said that the state is offering CFI training at Palmyra on June 1- 4, 2015. Administrative Witwer stated that that class was full. Commissioner Christensen was aware of that. Ken Smith asked if Commissioner Christensen and Mr. Craig Christensen could help with the training. They will already be at the Palmyra range for department training from May 30 – 31. However, there would be a cost for the room. He is asking the Commission to reimburse the expense. Chairman Graybill said he didn't have a problem with it. Commissioner Christensen stated that they can help and observe to make sure everything is on point. Advisor Young said Mr. Smith wants to make sure the training is correct and to make sure it is what the Commission wants. Commissioner Shurtleff asked if the Board had that in their budget. Chairman Graybill stated that the Commission has received a lot of things from the Board for free and he didn't have a problem with covering the hotel expenses.

MOTION 1503.12: Commissioner Schlechter made a motion that the Commission pays for the hotel room for two (2) members of the Curriculum Committee for one (1) room for three (3) nights to assist with the CFI instructor school in June. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote. Commissioner Christensen abstained.

10. ADJOURNMENT:

MOTION 1503.13: Commissioner Schlechter made a motion to adjourn at 12:39 p.m. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Shannon Bennett

Secretary