



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

SPECIAL COMMISSION MEETING MINUTES

July 27, 2016, 9:00 am

PBPP Central Office, 1101 South Front Street
Harrisburg, PA 17104

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Erik Christensen
Commissioner Russell Shurtleff
Chairman Proxy Christian Stephens

John Manning, Legal Advisor (PBPP)
Greg Young, Advisor (PBPP)
Ian Rowles, Recorder (PBPP)

1. Call to Order

- Chairman Graybill announced that both Commissioner Christensen and Commissioner Shurtleff will be joining via telephone conference.
- Chairman Graybill also announced that Chairman Leo Dunn could not attend so Chairman Dunn named Christian Stephens his proxy.

2. Executive Session

- Chairman Graybill announced they will be going into an executive session for an interview for the executive director position and to discuss personnel matters. Chairman Graybill, Commissioners Beaver, Christensen, Shurtleff and Stephens attended. Legal Advisor John Manning and Advisor Young also attended. The executive session ran from 9:09am – 9:53am.

3. An Appointment of a Bid Review Committee

- With no objection noted, Chairman Graybill appointed a bid review committee, in anticipation of the bids closing in the near future. Chairman Graybill's intent is to appoint Chad Libby, Michelle Beaver, and himself to the committee.

4. Executive Session

- Chairman Graybill announced they will be going into an executive session for an interview for the executive director position and to discuss personnel matters. Chairman Graybill, Commissioners Beaver, Christensen, Shurtleff and Stephens attended. Legal Advisor John Manning and Advisor Young also attended. The executive session ran from 9:55am – 11:14am.

5. Vote to appoint a new Executive Director

MOTION: 1607:16

Commissioner Shurtleff made a motion that the position of executive director be offered to Joseph MacLaughlin pending appropriate review of all of the background checks.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

MOTION: 1607:17

Chairman Proxy Stephens made a motion that Benjamin Sites is to be considered the runner up candidate for the position for the firearms executive director.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

MOTION: 1607:18

Commissioner Shurtleff made a motion that the offered starting salary will be at \$59,000.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

6. Public Comment and Questions

No public attendance.

7. Adjournment

Meeting adjourned at 11:20 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in The Patriot News on July 26, 2016.

Minutes submitted by Ian Rowles, Recorder, PBPP