



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

REGULAR COMMISSION MEETING MINUTES

March 17, 2016, 9:00 am

Toftress Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill	John Manning, Legal Advisor (PBPP)
Comissioner Michelle Beaver	Greg Young Advisor (PBPP)
Comissioner P. Beth Dombrowsky	Janet Collins Recorder (PBPP)
Commissioner Chad Libby	
Comissioner Russell D. Shurtleff	

1. Call to Order and the Pledge of Allegiance.

2. Review and approval of the Minutes of the previous meeting.

MOTION: 1603:01 Commissioner Dombrowsky made a motion to approve the January 21, 2016 Commission Meeting Minutes, and Commissioner Beaver seconded and motion passed by unanimous voice vote.

3. Announcements.

Chairman Keith Graybill

- Welcomed Janet Collins, PBPP Training Division, assisting with note taking today.
- Pam Witwer, Administrative Officer (FETC), it has been reported Pam is retiring as of today.
- Offered Congratulations to PBPP Chairman Michael Green on his retirement as of March 15, 2016.
- Offered Congratulations to the new PBPP Chairman Leo L. Dunn, appointed March 16, 2016.
 - Announced that he sent a congratulations email to PBPP Chairman Dunn on behalf of the Commission.
 - Reported that he will be making arrangements to meet with Chairman Dunn in the near future.
 - **NOTE:** Please remove Michael Green from all correspondence and add new Chairman Dunn to your email listing.
- Announced that Commissioner Erik Christensen is not able to attend today due to illness. He is scheduled for an upcoming medical procedure and will be unaviliable for the next couple of months.

- Offered a very special “thank you” to Greg Young and his staff for their efforts to fill the void in Pam Witwer’s absence.

Advisor Greg Young

- Greg provided information regarding Administrative Officer Pam Witwer’s duties and her retirement. Pam informed Greg on Wednesday, March 16 she will retire on March 17, 2016.
- Greg immediately evaluated the situation, and executed a plan to ensure the FETC will continue to operate without any delays.
- Greg requested additional instructors for the upcoming 83rd Basic scheduled to begin March 29th.
- Requested training for Janet and himself on the FCTMS program.

4. Reports of Officers and Standing Committees

Status of the new Fiscal Contract

A committee consisting of the following members; Chairman Graybill, Commissioner Libby, Advisor Erik Burkholder, and Advisor Greg Young; revised and updated the fiscal contract purposal and submitted to the PBPP Legal Department. Upon approval the information will be submitted to Janet Collins to prepare for the bidding process.

Chairman Graybill

- Announced that currently, we have two vacant positions, the Executive Director position, and the Clerk Typist III position.
NOTE: The Clerk Typist Three position announcement closed, interviews in the very near future.
- We requested a temporary clerical person however; there are no temps available due to the demand during tax season.
- Commissioner P. Beth Dombrowsky reported this may be her last meeting. Her time period to serve is expiring.

Curriculum Committee

Chairman Graybill gave a brief report on the March 16, 2016 Curriculum Committee meeting.

- Committee discussed new requal standards.
- Request a representative from a juvenile probation department to participate in the committee.
- Continue to move forward on the new requal standards.
- Plan as normal for continuing education.
Greg Young reported looking for creative ways to add inservice trainings.
- Should be spend more time on educating the instructors to ensure staff are available to deliver trainings?

5. Special Committees Report

The Committee on Budget Alignment, Officer Safety Research Committee, and Policy Committee, did not meet since the previous Commission Meeting.

6. Unfinished (Old) Business – No unfinished or old business to report.

7. New Business

Statements of Financial Interests – Chairman Graybill reminded the commissioners their Statements must be completed and submitted to Greg Young by May 1, 2016. This is required by the Governors Office, and the Ethics Commission. Please contact John Manning if you have any questions.

Budget – Commissioner Shurtleff commended the provided financial report. Requested adding a 3-year view of the Commissions working balances.

Petition for Extension/Waiver

Stacey Snyder – Dauphin County Work Release. Stacey was an adult probation officer at Dauphin County. Her last day on the job was a Friday, and she started on Monday at the Dauphin County Work Release. Stacy qualified to carry but did not complete any continuing education classes by the deadline of December 31, 2015. She is asking for an extension to complete a continuing education class.

MOTION: 1603:02

Commissioner Beaver made a motion to approve until a continuing education class is completed.

Motion dies – no second. Discussion as to why Stacey did not request an extension until February 1, 2016, should have been requested by December 31, 2015. If granted, should a time period be placed on the request such as completed by end of June or July.

Commissioner Dombrowsky made a motion to approve the extension until Stacy completes a continuing education class.

Commissioner Shurtleff denied extension until she requalifies.

Advisor Young reported she did qualify, however; she did not complete any continuing education classes prior to December 31, 2015.

Commission Shurtleff amended the motion to approve extension until a continuing education class is completed.

Commissioner Dombrowsky seconded the motion.

Motion passed by unanimous voice vote to approve extension until Stacey completes a continuing education class.

Commissioner Libby abstained.

Nicholas Sanseverino – Wayne County Juvenile Probation

MOTION: 1603:03

Commissioner Libby motion to approve petition for waiver until qualified by BFI on the range. Must submit copy of certificate.

Commissioner Dombrowsky seconded.

Motion approved to waiver until qualified by BFI and submit a copy of the certificate passed by unanimous voice vote.

Request for Initial CFI Status

Douglas Wilburne – Franklin County Adult Probation

Ryan Gingrich – Lehigh County Adult Probation

MOTION: 1603:04

Comissioner Dombrowsky made a motion to approve.

Comissioner Shurtleff seconded.

Motion passed by unanimous voice vote.

Donald Fahringer – Fayette County Adult Probation

Robert McDonald Jr. – Wayne County Juvenile Probation

MOTION: 1603:05

Comissioner Libby made a motion to approve, pending receipt of their certificate within 30 days, or petition will be carried until the next meeting.

Commissioner Dombrowsky seconded.

Motion approved by unanimous voice vote.

Request for Renewal of CFI Status

Patrick Michaels – Westmoreland County Adult Probation

Thomas Shepherd – Somerset County Adult Probation

MOTION: 1603:06

Comissioner Dombrowsky made a motion to approve Patrick Michaels and Thomas Shepherd, contingent upon receipt of the trainings they conducted, to Advisor Young.

Comissioner Beaver seconded.

Motion approved upon required information received by Advisor Young, passed by unanimous voice vote.

Request for Renewal of MI Status

Scott Schlechter – Leigh County Adult Probation

Shawn Morgan – Butler County Adult Probation

MOTION: 1603:07

Comissioner Dombrowsky made a motion to approve.

Comissioner Beaver seconded.

Motion approved, passed by unanimous voice vote.

BREAK - Ten minute break (10:10 – 10:20 am)

8. Executive Session

Off the record at 10:21 am. Back in session at 10:58 am

Chairman Graybill, Comissioners, Advisors went into an Executive Session to discuss personnel matters.

9. Public Comment and Questions

No public attendance.

10. Adjournment

MOTION: 1603:08

Comissioner Dombrowsky made a motion to adjourn.

Comissioner Libby seconded.

Motion passed by unanimous voice vote.

Meeting adjourned at 10:59 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on March 13, 2016.

Minutes submitted by Janet Collins, Recorder, PBPP