

**SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD**

**Minutes of the September 16, 2014 Meeting**

Members Present

Carmen Deluca  
Linda Dale Hoffa  
David M. Godfrey  
Mark Kellam  
Todd A. Martin  
Wayne E. Nothstein  
Eric Weaknecht  
Amy S. Withrow

Members Absent

Ronald C. Nagle

Commission Staff Present

Norma Harman  
Doug Hummel  
Bob Merwine  
Derin Myers  
Don Numer  
John Pfau  
Linda Rosenberg  
Steve Turner  
Deborah Williams

Others Present

Pennsylvania State University  
Michael Ecker  
Robert Stonis  
Don Zettlemyer

Pennsylvania State University – Fayette  
Kirk Hessler  
Ted Mellors

Temple University  
Anthony Luongo  
Christie Willard  
PA Sheriffs' Association  
Beth Appleby  
Robert Wollyung  
Cumberland County Sheriff's Office  
Sheriff Ron Anderson  
Jody Smith

The September 16, 2014 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Carmen DeLuca, at 9:13 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, Pennsylvania 17110.

Mr. Don Numer, PCCD, informed the SDSETB that Judge Margherita Patti-Worthington resigned her appointment to the Board. Mr. Numer introduced newly appointed SDSETB member, Ms. Amy S. Withrow. She was appointed to fill the vacancy of the educator position. Ms. Withrow is employed by the Harrisburg Area Community College.

Chairman DeLuca asked if there were any questions concerning the minutes from the May 21, 2014 meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Vice-Chairman, Sheriff Todd A. Martin made a motion to approve the minutes from the May 21, 2014 meeting. Deputy Mark Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Chairman DeLuca asked Ms. Norma Hartman, PCCD, to provide the SDSETB fiscal report. Ms. Hartman reviewed the year end fiscal report for the state fiscal year 2013-2014, ending June 30, 2014. The balance from the previous year was \$14,131,838.61. Fee collections for the fiscal year was \$4,028,430.94. The total funds available as of June 30, 2014 was \$18,160,269.55. The total expenditures was \$9,542,765.68 which included \$1,158,454.31 in reimbursements to counties. The total expenditures and commitments was \$21,082,851.47 which included \$1,230,917.62 in administrative costs and \$5,000,000.00 that was transferred to the Commonwealth's general fund. The fund balance as of June 30, 2014 was negative \$2,922,581.92. The actual carry forward balance on July 1, 2014 for the 2014-2015 state fiscal year was \$8,617,503.87. The carry forward balance includes the fund balance at June 30, 2014 in addition to all future years commitments.

Chairman DeLuca asked if anyone had any questions regarding the fiscal report. He stated that he would entertain a motion to approve the fiscal report.

Deputy Kellam made a motion to approve the year end fiscal report for the state fiscal year 2013-2014, ending June 30, 2014. Lieutenant David Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Chairman DeLuca referred to Mr. Robert Merwine, Director, Office of Criminal Justice System Improvements, PCCD, to address the status of the training fund. Mr. Merwine stated that the financial report was a topic of discussion at the previous Board meeting. He stated that the negative fund balance created a worry-some situation when looking at the negative 2.9 million dollar deficit. He explained that we need to consider how that number was generated. The fiscal report included the future commitments of the Board, but did not account for future revenue. Mr. Merwine stated that he was hoping to have a detailed report indicating the account status for each fiscal year, by including both expenditures and revenue. This would illustrate the rolling balance of the account. Mr. Merwine stated that he completed the report, but is still fine-tuning it and he hopes to have this report for the next Board meeting.

An addendum to the Board packet was electronically sent yesterday. This is the same document that Mr. Doug Hummel, PCCD, distributed prior to the meeting. The front side had discussion points and the back side illustrated the actual trend of the Training Account over the last eight to ten years. Mr. Merwine stated that four of the last five years, revenues exceeded expenditures. The fund balance increased. Last year was the first year in which expenditures exceeded revenues. The trend showed that the gap between revenue and expenditures narrowed. If you do not factor in the transfer of funds from the account, we have approximately \$500,000.00 more in expenditures than revenue. You could see that trend in Appendix A, beginning in the 2009-2010 fiscal year. The projections for the next four fiscal years indicated that expenditures would exceed revenue. The projections assumed that business would be conducted as usual. It took into account increases in expenditures to include: ammunition costs, higher attendance numbers, and the creation of the new training information system that was being developed. Mr. Merwine stated that the projected trend was not healthy. We could not sustain this trend-long term. Mr. Merwine stated that staff have been reviewing existing programs for long-term planning. Some programs are required and others are optional. Mr. Merwine stated that Mr. Numer would provide more information regarding existing programs. We are preparing for the next continuing education training contract and for the next fiscal year for basic training. Mr. Merwine stated that this is the appropriate time to discuss potential changes in programs to bring our expenditures in line with our revenue for long-term planning. He stated that staff needs to continue to monitor the situation. Mr. Merwine stated that the account is not bankrupt. He stated that the negative balance on the fiscal report is a little misleading in that it does not account for future revenue. He stated that it is an appropriate time to review our existing programs. Mr. Merwine asked Mr. Numer to provide more detail.

Ms. Linda Dale Hoffa, Board member, arrived at 9:20 a.m.

Mr. Numer informed the Board that it was not staff's intent to recommend drastic cuts or to eliminate existing programs at the present time. Mr. Numer stated that the Board could consider reducing spending. He advised the Board that in considering reductions, there are required programs and optional programs. By law, the Board is required to provide Basic Training, Waiver Training, and Continuing Education Training. These programs are identified in the Training Act and provide for the initial certification and re-certification of all sheriffs and deputy sheriffs. At the present time, we have some unique opportunities. We are closing out the last fiscal year for Basic Training. This is the time when we determine the amount of funds not spent during the contract period, which would be returned to the Training Account. Some of the funds could be rolled-over into the next fiscal year. In addition, in determining the budget for the next fiscal year the Board could consider reducing spending which would be an immediate savings to the Training Account. Once the new budget is implemented, all money would be committed to the contract. Mr. Numer explained that the Board could only project the amount of committed funds that would not be spent and returned to the Training Account.

Mr. Numer provided an overview of the required training programs and optional programs. He provided a spreadsheet on the Board's programs with recommendations. Mr. Numer stated that costs are projected to exceed revenues.

Mr. Numer stated that one solution could be to ask the Legislature to amend the Training Act to increase the fee amount. In considering this, the Legislature would review how the Board managed the Training Account and any actions that were implemented to reduce spending. Showing reductions in optional training would support the Board's efforts in being fiscally responsible. Mr. Numer stated that there is no wasteful spending. When there was excess funds, the Board had the opportunity to improve the quality of training. One method was to provide optional training that was identified by the sheriffs. Mr. Numer stated that the Board needs to review the programs that are required and the programs that are optional.

Mr. Numer reviewed the spreadsheet that detailed the training programs. He explained that all items listed above the shaded line were required by the Training Act. These programs included: Basic Training, Waiver Training, and Continuing Education Training. The spreadsheet illustrated the frequency of training, class size, cost, and staff recommendations. The Board has some flexibility to consider reducing spending within the contracts for providing these mandated trainings. Mr. Numer stated that staff does not recommend any changes to Basic Training.

Mr. John Pfau, PCCD, stated that the dollar amounts listed are based on the training costs to include: curriculum development, training delivery, and reimbursements. The costs were based on the maximum student attendance. Mr. Pfau stated that these were current costs. The costs did not include projected yearly increases to provide the training. The costs assumed that all reimbursement requests were submitted. Mr. Pfau stated that not all counties submit reimbursement requests. As of yesterday, there were over 500

outstanding expense vouchers that were issued but not submitted. Mr. Pfau stated that these costs were the projected maximum liability.

Mr. Numer explained that the Waiver Training Program was listed twice, in the current format and the updated curriculum. The curriculum update was almost complete. The updated program includes more “hands-on” training, thus there would be an increase in delivery costs. More instructors would be required to provide the training. Mr. Numer recommended approving the implementation of the updated Waiver Training Program. Mr. Numer stated that the Board should maintain the quality of the mandated training programs. It is a safety issue for the deputies and our communities. The new Waiver Training Program is scheduled to be implemented in January 2015. Mr. Numer stated that the cost to provide five Waiver Training classes with the old curriculum would equal providing three classes with the new curriculum.

Mr. Numer informed the Board that the Continuing Education Program consists of line-officer training, basic supervisory training, and advanced supervisory training. The line-officer training is the program attended by most deputies. Mr. Numer recommended that no change be made to the line-officer training. He recommended eliminating the basic supervisory training and reducing the advanced supervisors course to one class per year. The reduction in advanced training was based on low attendance. However, with the new requirements of the Training Act, we are not sure which training the sheriffs would attend.

Mr. Numer explained the on-line training program. He stated that some courses are required as part of the Basic Training Program. Flying While Armed is a required course. Other courses are optional. The costs associated with the on-line training represented the costs to host the classes. Comprehensive Legal Updates would be required to support the proposed changes to the Board Policy that will be discussed later in the meeting. Legal Updates is not required but is well used. Weapons of Mass Destruction is an on-line course that is required for Basic Training. It is currently offered through Texas Extension University. In recent years, availability of that course has been intermittent often due to federal funding constraints. Penn State Fayette was tasked with creating our own program to host. Staff recommended that we develop and host this course. All other on-line training courses are optional. Some courses have already been developed and could be archived for use at a later date. Human Trafficking and Dealing with the Mentally Ill are courses that have not been developed and are scheduled for 2016. Staff recommended to host the required on-line trainings and postpone hosting the optional courses.

Mr. Numer reviewed the curriculum development portion of the report. If we recognize the need for this in a mandatory program then we should support the development. The first item listed is Legal Updates. We continually review all legal subjects in Basic Training to incorporate any changes to the law. Mr. Numer stated that we need to provide the most accurate training. This includes any legal changes that affect other subjects such as Use of Force.

Comprehensive Legal Updates is an on-line course. This course would need updated every year. Staff recommends the continued development of the on-line Legal Updates. Legal Updates is also part of each continuing education class and would need to be developed. Mr. Numer stated that all the continuing education classes would need to be developed because this is a mandated program. If the Board decided to eliminate the advanced supervisors training then the Board could eliminate the development of the courses: Problem Employees and Integrity in Law Enforcement. Mr. Numer recommended the Board develop and provide these trainings because it would be beneficial to the sheriffs that are now required to attend training.

Mr. Numer recommended to continue finishing the curriculum updates to the firearms course for Basic Training. Mr. Numer recommended archiving the following on-line courses: Surviving Critical Incidents, Issuing Traffic Tickets, and Drug Identification. In addition, Mr. Numer recommended to eliminate the development of the following on-line courses: Human Trafficking, and Dealing with the Mentally Ill.

The Laser-Shot operator course is a “nice-to-have.” The Board has access to several portable Laser-Shot systems that could be available to loan to sheriffs offices to use for training. Mr. Numer explained that this course would need to be developed. Staff recommended to postpone this program.

Mr. Numer stated that the Merit Training Program is optional. The Active Shooter course has been well attended. Four courses are scheduled for 2015 and the Board could consider reducing the number of classes offered. Mr. Numer stated that by reducing the number of classes may result in an increase in reimbursement costs due to some deputies needing to travel further for the classes.

Mr. Pfau informed the Board that they need to consider our obligation to train. Some training programs are costly, but we do not want to be liable for a “failure to train” issue.

Mr. Numer explained that the Board previously supported providing the Police Supervisory In-Service Training (POSIT) and the Police Executive Development Training (POLEX). These programs were budgeted for but have not been hosted. The funding could be “rolled-over” into the next budget. These programs are not mandated and staff wanted the Board to discuss whether or not to host these programs.

Mr. Numer reviewed the Train-the-Trainer Program. These trainings are not mandated. Mr. Numer recommended that if the Board chose to eliminate this program, that they maintain the Firearms Instructor Re-Certification Course and the Patrol Rifle Instructor Re-Certification Course. These courses would provide for the re-certification of the existing instructors.

Mr. Numer reviewed the list of other programs. He recommended that we eliminate the problem based learning training and development of academy staff. Mr. Numer recommended to proceed with implementing a learning management system for deputies. This was the Board’s plan to eliminate the costs associated with printing student course

materials. All course materials would be provided electronically on some form of electronic note book or lap top computer. This was for the Basic Training Program.

Mr. Numer explained the Laser-Shot phase two and phase three. Phase two would be for the installation of three systems that we currently have. Installation costs were approximately \$10,000.00. Staff recommended continuing with the plan to install the systems. Phase three would be to add additional software for more judgemental shooting. This would require purchasing more equipment. Mr. Numer recommended that the Board eliminate phase three and the Laser-Shot Loaner Program.

Mr. Numer asked the Board how they wanted to proceed. He stated that the Board could approve the spreadsheet as provided. Also, the Board could review each line item. Mr. Merwine asked Mr. Numer to provide an update on the attendance of the courses considered for reduction or elimination. Mr. Numer stated that one Continuing Education Basic Supervisory course is held each year and the average attendance is approximately 15 deputies. The class maximum is 40 deputies. This course is designed for new supervisors. Three Advanced Supervisor courses are held each two-year training cycle. Two of the classes average approximately 15 deputies per class. The third class had six attendees. Now that sheriffs are required to attend training, attendance in this course may rise.

Mr. Numer asked representatives from Temple University to address the enrollment in the optional on-line training. Ms. Christine Willard stated that Legal Updates is the most popular on-line course. Mr. Tony Loungo, Temple University, stated that approximately 40 to 60 deputies enroll in any on-line training per year.

Mr. Numer stated that the Basic Instructor Development Training usually reaches the maximum enrollment of 20 deputies. This is the required pre-requisite course for the Train-the-Trainer Program. If the content specific courses, such as the Firearms Instructor course was eliminated then you would not need to provide the instructor development class.

Mr. Hummel explained that the Firearms Instructor Course was introduced in 2010 and the maximum allowable enrollment was 20. Class attendance has been between six deputies and 12 deputies. The enrollment for the Patrol Rifle Instructor courses were similar to the Firearms Instructor courses. Mr. Numer stated that one Court Security Instructor training was held and it had the maximum attendance of 20. Mr. Numer stated that these programs are beneficial but the Board needs to consider if they are cost-effective. Mr. Hummel stated that not all sheriffs offices utilize the Train-the-Trainer Program, but that participation has increased since 2010.

Mr. Merwine asked if there were any plans to develop training specifically for sheriffs. Mr. Pfau stated the initial plan was for sheriffs to attend either the advanced supervisory training or the regular continuing education training. Mr. Pfau explained that the courses for the 2015-2017 continuing education were previously determined and were being developed prior to the passing of the new Training Act. Mr. Pfau stated that staff have

discussed developing training specifically for sheriffs for the 2017-2019 continuing education training cycle. Mr. Numer stated that staff had some discussion with the PA Sheriffs' Association (PSA) regarding the possibility of providing training in conjunction with their quarterly meetings or conferences.

Mr. Merwine stated that if the Board decided to eliminate the development of the on-line Human Trafficking course, that the PCCD has made an investment in that program through the PA Chiefs' of Police Association. Mr. Merwine stated that we may be able to leverage this program and make it available to sheriffs and deputies.

Lieutenant Godfrey asked if the Board could be provided with a per student cost for the various trainings. Mr. Pfau stated that Penn State budgets for fixed costs and per student costs. Some costs are administrative and do not change no matter how many classes are conducted. The number of students would affect the per student cost. Mr. Donald Zettlemoyer, Penn State University, stated that billing is charged for services provided. If a course has less than maximum attendance the Board is charged for each person. Mr. Pfau stated that when a merit course is eliminated, you would also not incur reimbursement costs. If you consolidate some of the continuing education classes, you would reduce class costs but not reimbursement costs. Mr. Pfau stated that all deputies must attend continuing education training regardless if enrollment is 20 deputies or 50. Mr. Numer stated the Board needs to consider reductions in spending because the trend of the Training Account indicates that yearly expenditures exceed yearly revenue.

Commissioner Wayne Nothstein suggested an alternative for obtaining training relating to working with the Mentally Ill. Commissioner Nothstein stated that deputies could possibly obtain similar training through their county mental health office.

Ms. Withrow asked about the costs associated with the three on-line trainings listed under curriculum development, marked as staff recommending the courses be archived. Mr. Pfau explained that the costs were paid already for the development, but the savings would occur if the Board chose not to host the classes. Approximately \$13,000.00 would be saved by not hosting the following on-line courses: Surviving Critical Incidents, Issuing Traffic Tickets, and Drug Identification.

Mr. Numer asked the Board if they wanted to continue providing the current Waiver Training Program or to provide the updated Waiver Training Program.

Commissioner Nothstein made a motion to implement the updated Waiver Training Program, beginning January 2015. Lieutenant Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer asked the Board if they wanted to continue to provide the continuing education supervisory training. Chairman DeLuca stated that the Board could eliminate the basic supervisor training and provide the advanced supervisor course. Lieutenant Godfrey asked if the basic supervisors course could be converted to an on-line course. Mr. Pfau stated that you would have development costs and costs to host the class. The Board would not have costs associated with instructors and reimbursements. Mr. Ted Mellors, Penn State Fayette, stated that it would not require a lot of work to convert the course to an on-line course. Chief Deputy Jody Smith, Cumberland County, recommended to eliminate the basic supervisors course. She stated that when a person is promoted to a supervisory position, that person often has noticeable skills to warrant the promotion. Ms. Dale Hoffa expressed her support to maintain the basic supervisors course. She stated that this course is important to develop necessary supervisory skills. She stated that promotions are often awarded based on work performance and not always based on existing supervisory skills. Deputy Kellam stated that everyone needs the opportunity to obtain the necessary experience. Sheriff Ron Anderson, Cumberland County, stated that all newly elected sheriffs are able to attend a sheriff introductory course through the National Sheriffs' Association. He stated that this training is free of charge. He stated that he likes to attend the line-officer continuing education training, to experience the training his deputies receive.

Sheriff Anderson stated that many sheriffs and deputies maintain their Act 120 certification through attending annual update training. He stated that the Board might want to consider accepting the Act 120 update training for meeting the requirements for our continuing education training. The Board could create a shorter update course for those who are also certified as a municipal police officer. Sheriff Anderson stated that this could be a cost savings measure. Sheriff Eric Weaknecht asked if the Board could accept the Act 120 updates and if that would require a change in the Training Act. Mr. Numer was not sure if this would be possible. He stated that the Board determines the training requirements. He stated that he was not prepared to address this issue at this time. Many questions would need to be answered. Verification of training would be one issue to address. Ms. Linda Rosenberg, Executive Director, PCCD, suggested that more research could be compiled regarding the usage and costs of the continuing education supervisors courses and any courses considered for elimination. Current figures illustrate maximum costs and staff could historically review actual costs per person based on past attendance. More information could be provided at the December meeting. Ms. Rosenberg stated that the Board could continue to move forward with the existing contract, which could be changed at a future date. Mr. Numer explained the purpose of addressing these issues at this meeting was that any decisions to reduce programs would be an immediate savings to the program. The funding would not be committed to the new budget. Delaying reductions would require committing the funds in the new budget. The Board could commit the funding for programs and later determine to reduce certain items. Mr. Merwine stated that the Board did not have to make any decisions at this time. He explained that contracts could be amended at a later date if changes are needed. Mr. Merwine stated that staff will continue to monitor the Training Account.

Mr. Numer stated that he would like the Board's guidance on some of the programs that have been discussed, such as the POSIT, POLEX, and the on-line courses. Commissioner Nothstein asked if anyone had any discussion or objection if he made a motion to accept the recommendations that staff proposed under the curriculum development section of the report. Ms. Withrow stated that the three on-line courses that were developed should be offered. She explained that identifying and developing the curriculum for an on-line course is the more difficult part of creating an on-line course. She recommended that since the on-line courses were already developed, that it would be best to offer the classes. These courses included: Surviving Critical Incidents, Issuing Traffic Tickets, and Drug Identification. Mr. Numer agreed that courses should be offered.

Mr. Numer informed the Board that a decision on the continuing education supervisory courses could be delayed because the next training cycle does not begin until October 2015 and the contract would not begin until July 2015.

Commissioner Nothstein made a motion to host the following on-line courses: Surviving Critical Incidents, Issuing Traffic Tickets, and Drug Identification. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer recommended that the Board postpone approving the development and implementation of the Laser-Shot Operator program. He stated that this is not a required program.

Lieutenant Godfrey made a motion to deny the development and implementation of the Laser-Shot Operator program. Sheriff Martin seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Lieutenant Godfrey made a motion to continue hosting the Active Shooter courses scheduled for 2015. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer recommended eliminating hosting the POSIT and POLEX trainings since the courses were not required and they have not been scheduled. These are merit trainings that were in the budget from the previous year but were not hosted. This funding could be rolled into the new budget or if eliminated would be an immediate savings. Mr. Zettlemoyer explained that the POSIT course is an entry level supervisory course. POLEX is an advanced program for supervisors. He stated that the money was budgeted based on cost per person. Mr. Pfau stated that the report only reflects the money budgeted for attendance. He stated that reimbursements for salary, lodging, meals, and travel are not part of the contractors budget. Mr. Numer stated that the PA Sheriffs' Association supported the implementation of this program and the Board approved this at a previous meeting. Lieutenant Godfrey stated that these programs are good programs, but costly. Lieutenant Godfrey stated that the POLEX course has been offered for free through the Northeast Counter Drug Training Center, at Fort Indiantown Gap. This is based on federal funding. Mr. Merwine recommended that the Board refrain from any action on the POSIT and POLEX trainings. Since the Training Act was amended, these programs may be beneficial to consider as trainings for the sheriffs. The Board did not object to Mr. Merwine's recommendation.

Mr. Numer asked the Board if they wanted to maintain the current level of programs for the Train-the-Trainer program. He stated the Board could proceed at the current level, eliminate all classes, or reduce the number of classes offered. Mr. Numer recommended at a minimum, the Board should continue to host the Firearms Instructor Re-Certification and Patrol Rifle Instructor Re-Certification courses. He explained that sheriffs made a commitment to these programs. Keeping the re-certification programs would continue to provide trainers for the sheriffs. Mr. Numer stated that reducing the number of classes offered would be sustainable. Prior course enrollments were below the maximum.

Commissioner Nothstein recommended that we consider setting class enrollment minimums in which courses would be cancelled if enrollment was low. Mr. Numer agreed. Sheriff Weaknecht asked what would happen if a deputy was unable to attend the only scheduled re-certification course offered in that year. Mr. Numer stated that the Board could consider extending a time waiver to attend the training at a later date.

Commissioner Nothstein made a motion to only host one Firearms Instructor Course, one Patrol Rifle Instructor Course, one Firearms Instructor Re-Certification Course, and one Patrol Rifle Instructor Re-Certification Course during 2015. Sheriff Weaknecht seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Lieutenant Godfrey made a motion to approve the staff recommendations for the other programs listed in the report. Specifically, eliminate the Problem Based Learning training and development, eliminate the Laser-Shot phase three, eliminate the Laser-Shot

Loaner program, approve implementing the Laser-Shot phase two, and approve the Basic Training Learning Management System. Commissioner Nothstein seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer stated that the Board could address the next agenda item, which was the Board Policy. The recommended changes to the existing policy were included in the meeting packet. Mr. Numer stated that since the Training Act was amended, the term sheriff needed to be inserted in numerous sections of the policy. The new proposed policy was reviewed by the PCCD legal and legislative personnel. Also, the executive committee of the PA Sheriffs' Association reviewed the policy. Mr. Numer explained that the policy incorporated language regarding the expiration of training expense vouchers for reimbursements. Reimbursement forms are required to be submitted within 18 months from the completion of training. Mr. Numer referred to Section VI. D. which includes language regarding training waivers. Training waivers will not be considered for deputy sheriffs if the period between either the qualifying training or experience and the employment date exceeds five years. Mr. Numer explained that this section would require a deputy to attend the entire 19 week basic training. This section does not address sheriffs, only deputy sheriffs. This language was based on a previous survey that was conducted. Mr. Numer referred to Section VIII. which incorporates language regarding training requirements for the re-employment of a Board certified deputy sheriff. Mr. Numer explained that a deputy sheriff that returns to employment as a deputy sheriff after his certification has expired and prior to five years from previous employment, the deputy would need to complete the on-line comprehensive legal updates course prior to reactivation as a deputy sheriff. Any deputy that returns to duty after five years from previous service would need to attend the 19 week basic training academy. Mr. Numer stated that if the policy was approved, it would need the approval of the PCCD. Mr. Numer stated that other changes will need to be reviewed in the future.

Sheriff Martin asked what authority the Board had regarding the policy language that addresses a sheriff not being eligible to be placed on a future election ballot should the sheriff not complete the required training. Mr. Numer stated that the Training Act 114 provided that authority.

Lieutenant Godfrey made a motion to approve the Board Policy. Sheriff Martin seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer informed the Board that staff is in the process of registering all sheriffs in the Deputy Sheriffs' Information System (DSIS). This will allow sheriffs to register for training and provide for issuing expense vouchers for reimbursements for their attendance. All sheriffs are being issued a certification number. Mr. Numer stated that all current sheriffs are only required to attend continuing education within two years from the implementation of Act 114. Mr. Numer asked the Board if they would support allowing sheriffs to attend other non-required Board trainings, such as the waiver training program and provide for reimbursement. Several sheriffs expressed interest in attending the waiver program.

Sheriff Weaknecht made a motion to approve providing reimbursement for sheriffs that attend Board trainings that are not required for certification and/or recertification. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer requested the Board to approve the creation of a policy workgroup to assist in the implementation of the requirements of Act 114. Mr. Numer stated that the workgroup would consist of staff members, Board members, sheriffs, and deputies. Several issues needed to be addressed. Policy needs to be implemented which addresses the requirement regarding the revocation of certification. The goal of the workgroup would be to provide guidance in the formulation of policy that addresses the requirements of Act 114. Mr. Numer stated that any proposed policies would be reviewed by the PCCD legal staff.

Lieutenant Godfrey made a motion to approve the creation of a policy workgroup to assist in the implementation of Act 114. Ms. Withrow seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer informed the Board that a new logo was proposed. The logo was on the provided hand-out. He explained that the proposed logo is the same with the exception of "sheriff" being added. Mr. Merwine stated that the logo was being reviewed by the appropriate commonwealth agency.

Mr. Hummel reviewed the Time Waiver Request from Delaware County, for Deputy Silvio DeAngelo, IV. Deputy DeAngelo is currently attending the waiver training and will complete his training on September 19, 2014.

Commissioner Nothstein made a motion to approve the time waiver request for Deputy DeAngelo. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Hummel reviewed the list of Time Waivers approved by the Training Supervisor. Time extensions were approved for Deputy Michael Smith, Butler County; Deputy Christopher Rinaldi, Lackawanna County; Deputy Cherron Long, Philadelphia County; Deputy Timothy Prout Jr., Philadelphia County; Deputy Sarah Haas, York County; and Deputy Tyrone Sneeringer, York County. This was for informational purposes and did not require DSETB action.

Mr. Hummel reviewed the training waiver requests included on pages 10-13 of the meeting packet and page 3 of the addendum. These requests were for deputies that have prior law enforcement training and/or experience from agencies outside the commonwealth. Deputy Marvin Hewitt, Jr., Adams County, is a retired police officer from the Sykesville Police Department, Maryland. Deputy Bryant Semenza, Berks County, served as a U.S. Marshall. Deputy Kevin Dent, Columbia County, received his law enforcement training through the Federal Law Enforcement Training Center and the U.S. Marine Corps Police Academy. Deputy Benjamin Koch, Juniata County, served as a municipal police officer in Franklin Township, New Jersey. Deputy Tyler Clayton, York County, completed his law enforcement training in the state of Louisiana. Staff recommended that Deputy Hewitt, Deputy Dent, Deputy Koch, and Deputy Clayton be granted training waivers and require them to complete the Law Module and Security Module to become certified as a deputy sheriff. Staff recommended that Deputy Semenza be granted a training waiver and require him to complete the Law Module to become certified as a deputy sheriff.

Lieutenant Godfrey made a motion to approve the training waiver requests for Deputy Hewitt, Deputy Semenza, Deputy Dent, Deputy Koch, and Deputy Clayton. Sheriff Martin seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Hummel reviewed the list of Partial Training Waiver Applications approved by the Training Supervisor. This was for informational purposes and did not require DSETB action. Mr. Hummel explained that these waivers are in accordance with the Training Policy.

Mr. Hummel reviewed the instructor applications submitted by the Pennsylvania State University for Ms. Kristen Althouse, Physical Conditioning; Mr. Dante Austin, Officer Safety and Cultural Diversity; Ms. Michelle Beckenbaugh, Emergency Medical Services; Mr. Robert Glenny Jr., Criminal Law, Motor Vehicle Code, Officer Safety, Crisis Intervention, Professional Development, and Investigations; Bradley Seyfert, Firearms; and Ms. Jamie DiMartile, Firearms. He stated that the contractor was present to answer any questions.

Deputy Kellam made a motion to approve the instructor applications. Commissioner Nothstein seconded the motion and it passed with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None

Mr. Numer informed the Board regarding an incident that occurred with four deputies attending the waiver training. The incident involved the deputies being asked to leave a tavern for being intoxicated. The sheriffs of the deputies involved in the incident were contacted.

Chairman DeLuca asked for the report on Basic Training. Mr. Numer informed the Board that Mr. Zettlemoyer would be retiring at the end of October 2014 and this would be his last meeting. He thanked Mr. Zettlemoyer for his dedication to the training program. Mr. Zettlemoyer introduced Mr. Michael Ecker. Mr. Ecker was hired to replace Mr. Paul Banach. Mr. Zettlemoyer thanked the Board and staff for their support. Mr. Robert Stonis, Penn State University, stated that a large class just graduated on September 5, 2014. The current class was completing week six. Mr. Stonis informed the Board that a Firearms Instructor Course finished last week. He stated that the Berks County Sheriff's Office recently brought their Explorer Program to the academy for a visit.

Chairman DeLuca asked for the report on the Continuing Education Delivery Contract. Mr. Luongo stated that Continuing Education is currently being offered in Williamsport, Pennsylvania. Classes will continue in Philadelphia prior to the end of the year. Mr. Luongo informed the Board that an Instructor Development course and an Active Shooter course recently finished. Ms. Willard informed the Board that one of the classes in Tioga County was cancelled due to low enrollment. Those deputies attended class in Williamsport.

Chairman DeLuca asked for the report on the Curriculum Development Contract. Mr. Mellors stated that the 2015 on-line courses were complete. He stated that his staff had been developing the continuing education training modules for the 2015-2017 training cycle. He reported that the curriculum was approximately 95 percent complete. Also, the updates to the waiver training were almost complete.

Chairman DeLuca announced that the next Board meeting was scheduled for Thursday, December 4, 2014, at 9:00 a.m., at the Pennsylvania Commission on Crime and Delinquency, Harrisburg, Pennsylvania.

Mr. Robert Wollyung, Executive Director of the Pennsylvania Sheriffs' Association, addressed the Board. He stated that he did not appreciate that the Governor's Office removed five million dollars from the Training Account. He questioned why the revenue would be decreasing since the economy was getting better. Mr. Numer explained that the possibility would be that less levies and foreclosures were being conducted because the economy has been better. Mr. Pfau stated that the Office of Pennsylvania Courts has automated the payment process for warrants that constables serve. Defendants are now able to pay with a credit card, thus there has been a decrease in revenue at that level. Mr. Pfau was unsure if the county system was automated. Mr. Wollyung asked if the removal of funds from the Training Account would have any effect on entering into future contracts. Mr. Merwine stated that PCCD fiscal staff anticipated no issues with future contracts. Mr. Merwine stated that Mr. Derin Myers, the PCCD Director of Finance, who left the meeting earlier, spoke with the Comptroller's Office and was assured that we would have no issues with the current contracts or in entering into the next continuing education contract.

Chairman DeLuca adjourned the meeting at 11:21 a.m. to enter into an executive session.

Chairman DeLuca reconvened the meeting at 11:30 a.m. All agenda items were previously discussed prior to the executive session.

Ms. Withrow made a motion to adjourn the meeting. Commissioner Nothstein seconded the motion and the meeting was adjourned at 11:31 a.m. with the following votes:

Voting Aye: Board Members Dale Hoffa, DeLuca, Godfrey, Kellam, Martin, Nothstein, Weaknecht, and Withrow

Voting Nay: None