

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

**Minutes of the December 3, 2015 Meeting**

Members Present

Carmen Deluca (via phone)  
Mark Kellam  
Todd A. Martin  
Wayne E. Nothstein  
Eric Weaknecht  
Amy Withrow

Commission Staff Present

Kathy Clarke  
Carolyn DeLaurentis  
Norma Hartman  
Doug Hummel  
Bob Merwine  
Derin Myers  
Don Numer  
John Pfau  
Deborah Williams

Members Absent

David M. Godfrey  
Kevin Wevodau

Others Present

Penn State University  
Stephen Shelow  
Robert Stonis

Penn State University – Fayette Campus  
Ted Mellors  
Kirk Hessler

Temple University  
Anthony Luongo  
Christie Willard

PA Sheriffs' Association  
Beth Appleby  
Robert Wollyung

Sheriffs

Ronny Anderson, Cumberland Co.  
Nick Hoke, Crawford Co.  
Michael Slupe, Butler Co.  
Anthony Harvilla, Carbon Co.

The December 3, 2015 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Vice-Chairman, Sheriff Todd A. Martin, at 9:00 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, PA 17110. Vice-Chairman Martin conducted the meeting because Chairman Carmen DeLuca was attending via conference call.

Mr. Donald Numer, PCCD, informed the SDSETB of the need to elect Board officers for 2016. Vice-Chairman Martin asked for nominations for the position of Board Chairman. Commissioner Wayne E. Nothstein nominated Mr. DeLuca for Chairman. Sheriff Martin seconded the nomination. No other nominations for the position of Board Chairman were made and nominations were closed.

Commissioner Nothstein made a motion to elect Mr. DeLuca to the position of SDSETB Board Chairman for 2016. Vice-Chairman Martin seconded the motion. Mr. DeLuca was approved to serve as the SDSETB Board Chairman for 2016 with the following votes:

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

Voting Nay: None

Abstained: DeLuca

Commissioner Nothstein nominated Vice-Chairman Martin to remain as the Vice-Chairman for 2016. Deputy Sheriff Mark Kellam seconded the nomination. No other nominations for the position of Vice-Chairman were made and nominations were closed.

Commissioner Nothstein made a motion to re-elect Vice-Chairman Martin for 2016. Deputy Kellam seconded the motion. Vice-Chairman Martin was approved to serve as the SDSETB Vice-Chairman for 2016 with the following votes:

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

Voting Nay: None

Abstained: Martin

Vice-Chairman Martin asked if everyone had an opportunity to review the minutes from the September 15, 2015 Board meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Ms. Amy S. Withrow made a motion to approve the minutes from the September 15, 2015 meeting. Sheriff Eric Weaknecht seconded the motion and it passed with the following votes:

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

Voting Nay: None

Vice-Chairman Martin asked Ms. Norma Hartman, PCCD, to provide the SDSETB fiscal report. Ms. Hartman reviewed the first quarter fiscal report for the state fiscal year 2015-2016, period ending September 30, 2015. The balance from the previous year was \$6,847,613.59. Fee collections as of September 30, 2015 were \$1,366,240.00. The total estimated funds available as of June 30, 2016 were \$11,501,382.59. The total expenditures were \$1,463,630.49 which included \$348,252.88 in reimbursements to counties. The total expenditures and commitments were \$8,586,948.95 which included \$254,507.29 in administrative costs. The uncommitted fund balance as of September 30, 2015 was \$2,914,433.64.

Ms. Hartman provided a report containing prior year's revenues and expenditures, beginning with state fiscal year 2004-2005. Also, the report provided revenue and expenditure projections through state fiscal year 2019-2020. The report was illustrated on page 13 of the meeting packet. Ms. Hartman provided a report detailing expenditures and liquidations for all the SDSETB contracts and a report regarding the Sheriff and Deputy Sheriff Fees Collections. Ms. Hartman explained that the costs associated with the contract with Alutiiq Diversified Services LLC was shared by both the SDSETB and the Constables' Education and Training Board (CETB). The contract provided funding for a curriculum manager. Ms. Hartman stated that the shared expenses changed from a 50% split per program to a 45% cost for the CETB and a 55% cost for the SDSETB. This was the result of an increase in time needed to support the SDSETB curriculum development process.

Ms. Hartman provided a report on the administrative expenses associated to the SDSETB for the period ending September 30, 2015. The report was included on page 16 of the meeting packet. The expenses totaled \$198,437.11. The majority of expenses for the first quarter were associated to the three full-time staff that are dedicated the SDSETB (\$81,320.16) and information technology consulting costs (\$111,626.86). The technology costs were associated to the development and support of the new Sheriff and Deputy Sheriff Information System (SDSIS). Sheriff Weaknecht asked if the administrative costs remain constant. Ms. Hartman explained that all staff submit time sheets that include the number of hours dedicated to each program they serve.

Deputy Kellam made a motion to approve the SDSETB fiscal report for state fiscal year 2015-2016, period ending September 30, 2015. Commissioner Nothstein seconded the motion and it passed with the following votes:

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

Voting Nay: None

Mr. Numer stated that page 17 of the meeting packet was a report detailing the expenses associated to all PCCD staff that supported the program during the last three fiscal years. Mr. Robert Merwine, Director of the Office of Criminal Justice System Improvements, PCCD, provided a presentation, explaining the organizational structure of PCCD and the support provided to the SDSETB. Mr. Merwine stated that the core staff assigned to the SDSETB are Mr. Numer, Mr. Doug Hummel, and Ms. Kathy Clarke.

Mr. Merwine explained that other PCCD staff support the program in different ways and at different levels. Many staff support multiple programs within PCCD and their time sheets reflect actual time spent within each program. Secretarial support is provided to the program. Fiscal staff manage contracts, reimbursement invoices, and purchase orders. The PCCD Office of Administration provides human resource support to include training and development and mail support. The General Counsel provides legal support. Administrative support costs have increased from past fiscal years. Mr. Merwine stated that some of major contributing factors included the development and implementation of the SDSIS, the migration of information to the new web site, and the increased time devoted to the training request from the Philadelphia Office of the Sheriff. Sheriff Weaknecht asked if the SDSETB had voted regarding the request from Philadelphia. Mr. Merwine stated that the SDSETB directed staff to research the request. Mr. Merwine stated that the Board needs to respond to all requests. Sheriff Weaknecht stated that the Board should vote on researching requests if expenses are to be incurred. Vice-Chairman Martin agreed that the Board should consider costs associated to requests.

Mr. Numer informed the SDSETB that the new SDSIS has been functioning well. He stated that four requests for certification revocation were submitted electronically, through the new information system. He informed the SDSETB that a vote would not occur until the deputies are contacted and given the opportunity to represent themselves. Staff does not maintain individual addresses for each deputy sheriff. All correspondence is handled through the sheriff. Staff has requested the mailing addresses from the respective sheriffs. Mr. Numer stated that three of the revocation requests involve convictions for criminal offenses prohibited by the Training Act. The fourth request requires more information from the requesting sheriff. Sheriff Martin asked if the county human resource offices should be contacted. Mr. Numer stated that the four deputies have had their employment terminated. He explained that employment termination and certification revocation are different. Certification revocation would result in the deputy not being able to serve as a deputy in another county. Mr. Numer stated that all four

deputies had their certification suspended pending final revocation. Commissioner Nothstein asked if our counsel contacted any of the counties. Mr. Numer stated that at this time, our counsel did not contact any county. Mr. Numer stated that he would be meeting with counsel to discuss the revocation process. Commissioner Nothstein asked if the county commissioners should be contacted. Mr. Numer stated that the county commissioners did not need contacted because revocation concerns certification, not employment.

Mr. Numer informed the SDSETB that 15 new sheriffs were elected and will take office in 2016. A few new sheriffs are eligible to attend the Waiver Training and one sheriff will request his training records be considered for a partial waiver. Mr. Numer stated that sheriffs have their whole term to complete training. Mr. Numer stated that an academy tour for all newly elected sheriffs will be held on February 26, 2016. Vice-Chairman Martin stated that sheriffs need to set a positive example for their deputies. Mr. Numer stated that the SDSETB may need to consider developing a merit training specifically for sheriffs. He said that staff will be visiting all the new sheriffs after the new-year. Sheriff Nick Hoke stated that the Pennsylvania Sheriffs' Association could help promote the training and the academy tour through their news letter.

Ms. Clarke, PCCD, reviewed the time extension requests submitted by Sheriff Joseph Groody, Schuylkill County. The requests were for Deputy William Allar, Deputy Shawn Butler, Deputy Robert Phillips, and Deputy Leo Securda to be able to attend continuing education training when held in Grantville, PA, from April 3, 2016 to April 5, 2016. The requests complied with the SDSETB Policy.

Deputy Kellam made a motion to approve the time extensions for Deputy Allar, Deputy Butler, Deputy Phillips, and Deputy Securda. Sheriff Weaknecht seconded the motion and it passed with the following votes:

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

Voting Nay: None

Ms. Clarke reviewed the time extension request submitted by Sheriff Thomas Young, Tioga County. The request was for Deputy Matthew James to be able to attend basic training beginning January 11, 2016. Deputy James was undecided on whether he would leave employment for another job and Sheriff Young did not want to enroll him in class unless he had a commitment from Deputy James. Sheriff Young stated that he would employ Deputy James in an administrative capacity until he attends the academy. The request did not comply with the SDSETB Policy.

Commissioner Nothstein made a motion to deny the time extension request for Deputy James. Sheriff Weaknecht seconded the motion and it passed with the following votes.

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

Voting Nay: None

Mr. Numer asked the SDSETB if they preferred that staff list options for the Board to consider regarding time extensions. The Board agreed to have staff list options for time extensions that do not comply with policy.

Ms. Clarke reviewed the time extension request submitted by Sheriff Samuel Romano, Washington County. The request was for Deputy Devin Cameron to be able to attend continuing education training class C-16-33, beginning June 1, 2016, which is a more convenient training location. The request did not comply with the SDSETB Policy. Ms. Clarke stated that a class was scheduled in Washington County, in May 2016 that would be within the time limits of the policy.

Deputy Kellam made a motion to approve a time extension for Deputy Cameron until May 15, 2016. Commissioner Nothstein seconded the motion and it passed with the following votes:

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

Voting Nay: None

Ms. Clarke reviewed the time extension request submitted by Sheriff Thomas Young, Tioga County. The request was for Deputy Zachary Kisner to be able to attend continuing education training in September 2016 when offered in Williamsport, PA, which is a more convenient training location. The request complied with the SDSETB Policy.

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

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

Voting Nay: None

Mr. Numer reviewed the list of Time Extensions approved by the Training Supervisor. Time extensions were approved for Deputy Anthony Blevins, York County; Deputy Robert Blisard, Carbon County; Deputy Lori Neff, Northampton County; and Deputy

Richard Bailey, Delaware County. This was for informational purposes and did not require SDSETB action.

Mr. Numer reviewed the Partial Training Waiver Applications that were approved by the Training Supervisor. This was for informational purposes and did not require SDSETB action.

Mr. Hummel reviewed the instructor applications submitted by the Pennsylvania State University for Mr. Dan Miltenberger, for Law; Mr. Jason Schmidt, for Defensive Tactics and Security; Mr. Jonathan Caranese, for Defensive Tactics and Security; Mr. Joseph Cigich, for Law, Deputy Safety, and Investigations; Ms. Nancy Clemens, for Law; and Mr. Jason Kinsler, for Defensive Tactics and Security. Mr. Hummel reviewed the instructor application submitted by Temple University for Mr. Rocco Mazza, for Law, Security, Officer Safety, Crisis Intervention, Firearms, Defensive Tactics, Professional Development, Investigations, and Physical Conditioning.

Sheriff Weaknecht made a motion to approve the instructor applications. Ms. Withrow seconded the motion and it passed with the following votes:

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

Voting Nay: None

Vice-Chairman Martin asked Mr. Robert Stonis to provide a report on Basic Training. Mr. Stonis informed the Board that graduation was scheduled for December 18, 2015, at 11:00 a.m. Mr. Stonis stated that the enrollment for the January 11, 2016 basic training class was at capacity with 40 deputies.

Chairman DeLuca asked Mr. Anthony Luongo, Temple University, for the report on Continuing Education. Mr. Luongo stated that the 2015 – 2017 Continuing Education Training Cycle began in October 2015 in Bethlehem, PA and currently classes were being held in Montgomery County. Classes will resume in 2016 in Montgomery County and Chester County. Mr. Luongo stated that an Active Shooter class was recently held in Ambler, PA. He reported that a Train-the-Trainer Instructor Development Class was scheduled for January 2016. The 2016 on-line training classes will be available in January. Ms. Christie Willard, Temple University, stated that the Active Shooter class scheduled in March 2016, in Philadelphia was moved to Lancaster County. She reported that the continuing education program has been receiving positive evaluations.

Chairman DeLuca asked for the report on Curriculum Development. Mr. Ted Mellors, Penn State Fayette, informed the SDSETB that the updated basic training curriculum for 2016 was delivered to staff and Penn State. The 2016 merit training curriculum is in the final review process. He reported that the 2017-2019 continuing education curriculum was being developed. The classes that will be offered include: Legal Updates, Human

Trafficking, Special Needs, Infectious Disease Prevention, and Deputy Sheriff involved Use of Force.

Vice-Chairman Martin announced that the next SDSETB meeting was scheduled for March 1, 2016, 9 a.m., at the PCCD. He asked if anyone had any public comments.

Deputy Kellam made a motion to adjourn the meeting. Commissioner Nothstein seconded the motion and the meeting was adjourned at 10:07 a.m. with the following votes:

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

Voting Nay: None