

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

**Minutes of the December 7, 2016 Meeting**

Members Present

Carmen DeLuca (via phone)  
David Godfrey  
Todd A. Martin  
Wayne E. Nothstein  
Eric Weaknecht  
Kevin Wevodau  
Amy Withrow

Members Absent

None

Commission Staff Present

Doug Hummel  
Bob Merwine  
Don Numer  
John Pfau  
Beth Romero  
Deb Sandifer  
Deb Williams

Others Present

Penn State University  
Michael Ecker  
Steve Shelow

Penn State University – Fayette Campus  
Ted Mellors  
Tony Mucha

Temple University  
Christie Willard

PA Sheriffs' Association  
Beth Appleby

Sheriffs  
Anthony Harvilla, Carbon Co.  
Nick Hoke, Crawford Co.  
Mark Lusk, Lycoming Co.  
Michael Slupe, Butler Co.

Philadelphia Office of the Sheriff  
Angelinel Brown  
Paris Washington

The December 7, 2016 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Vice-Chairman Todd Martin, at 9:05 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, PA 17110. Vice-Chairman Martin conducted the meeting due to Chairman Carmen DeLuca participating in the meeting via telephone conference call.

Vice-Chairman Martin asked if everyone had an opportunity to review the minutes from the August 30, 2016 Board meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Commissioner Wayne E. Nothstein made a motion to approve the minutes from the August 30, 2016 meeting. Lieutenant David Godfrey seconded the motion. Vice-Chairman Martin asked if there was any Board discussion or public comment regarding the minutes. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Ms. Beth Romero, PCCD, reviewed the SDSETB first quarter fiscal report for state fiscal year 2016-2017, period ending September 30, 2016.

The balance carried forward from the previous fiscal year was \$4,142,258.97. Fee collections for the first quarter were \$1,312,082.00. Estimated fee collections for the remainder of the fiscal year were \$2,882,537.00. The total available funds as of June 30, 2017 were \$8,336,877.97. This total included both actual and the estimated fee collections for the fiscal year, through June 30, 2017.

The total expenditures as of September 30, 2016 were \$1,261,147.13. The total cumulative expenditures and commitments as of September 30, 2016 were \$6,404,196.78. That included \$223,395.66 of administrative expenditures and commitments. The break-down of the administrative costs were reported on page 13 of the meeting packet. The total uncommitted fund balance as of September 30, 2016 was \$1,932,681.19.

Lieutenant Godfrey made a motion to approve the SDSETB first quarter fiscal report for state fiscal year 2016-2017, period ending September 30, 2016. Ms. Amy Withrow seconded the motion. Vice-Chairman Martin asked if there was any Board discussion or public comment regarding the fiscal report. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Mr. Don Numer, PCCD, reviewed the SDSETB Training Fund Projection Report found on page 11 on the meeting packet. In addition, Mr. Numer reviewed the Fee Collection Report, Administrative Expenses Report, and the Training Contract Purchase Order Report. He explained that the reports were provided as information for discussion and did not require approval.

Mr. Numer stated that a few weeks prior to the SDSETB meeting, the PCCD executive staff conducted their pre-Board meeting packet review meeting to discuss the SDSETB meeting agenda. The fund projections provided at the previous meetings indicated that the Training Account was projected to have approximately \$3 million dollars available through fiscal year 2018-2019. In addition, projections indicated that sufficient funds would be available through 2020-2021. Mr. Numer stated that for a number of reasons, the PCCD fiscal staff reviewed the program trends and revised the projection report. Current projections anticipated the fund would have a negative balance of approximately \$1 million dollars beginning with the 2018-2019 fiscal year. With a negative balance, we may not be able to enter into contracts to provide training.

Mr. Numer recommended the SDSETB consider options on managing the Training Account. Mr. Numer referred to the handout he provided. The handout included a problem statement and provided possible actions to consider. We have had a significant increase in class enrollments which caused an increase in reimbursements to counties. In addition, the new Sheriff and Deputy Sheriff Information System (SDSIS) made requesting reimbursements a much easier process. Reimbursements doubled since the SDSIS was implemented. We went from \$ 1 million dollars in reimbursements to \$2 million dollars. Reimbursements increased due to the electronic submission process and the ease in ability to monitor the process by both the program staff and the sheriffs' offices. The SDSETB currently has a liability of approximately \$1 million dollars in pending reimbursements. This includes the basic training class that will be graduating on December 16, 2016. We reimburse approximately \$15,000 per deputy in salary and transportation for their attendance at basic training. Ideally, we are in need of a fee increase. Fees can only be increased through enacting legislation. Mr. Numer stated that until the fees are increased, the SDSETB needed to consider cost saving measures.

Mr. Numer provided options for the SDSETB to consider. He cautioned the members in that the projected savings are only estimates. Many variables affect spending and potential savings. Mr. Numer stated that the training contracts have both fixed costs and variable costs. Also, hiring practices affect course enrollments, which affect costs.

The PCCD did not fill the staff vacancy of Ms. Kathy Clarke. Mr. Numer stated that he would like to fill the position. Considering the current funding situation, not filling the position is a savings.

The Basic Training Delivery Contract with Penn State needs implemented prior to January 1, 2017. Our goal is to not reduce the quality of training. Penn State's initial budget proposal was for less money than the previous contract period. Staff and Penn

State had identified and negotiated additional reductions of approximately \$230,000.00. Mr. Numer stated that any money not spent during the contract period would also return to the Training Account.

Mr. Numer reviewed Option A, which was cancelling all optional training for 2017, to include: Active Shooter Training, Basic Instructor Development, Court Security Instructor Training, Firearms Instructor Training, Patrol Rifle Instructor Training, and the Instructor Re-Certification Instructor Trainings.

There are three Active Shooter trainings scheduled for 2017. One of the classes is close to maximum enrollment. The Basic Instructor Development course enrollment is close to being full. Mr. Numer explained that the Instructor Development course is the prerequisite to attending all other instructor courses. The SDSETB had previously reduced the number of Firearm and Patrol Rifle Instructor Re-Certification classes from two to one per year. To coincide with the reduction in classes, the Board also began to grant one year time extensions for those instructor certification programs. Mr. Numer stated that canceling all the optional trainings would result in an estimated savings of approximately \$200,000.00. He recommended that if the SDSETB wanted to cancel all the optional training that they vote on this decision now. He stated that waiting until the February 2017 meeting would be too close to the course dates. Mr. Numer stated that the actual savings would occur at the end of the contract, when the unspent funds are returned to the Training Account. He explained that the savings is not immediate because the funds are committed by contract.

Mr. Numer reviewed an additional option in which the SDSETB could cancel all optional training except the Firearms and Patrol Rifle Instructor Re-Certification classes. This option would continue the instructor program for existing instructors. The estimated savings would be approximately \$140,000.00. Mr. Numer informed the SDSETB that time extensions for instructor certifications could be considered if the training is canceled. He cautioned that granting time extensions may create an increase in liability due to the increase in time lapse between instructors training attendance.

Mr. Numer reviewed Option B, which was to reduce the number of Basic Training classes, Waiver Training classes, and Continuing Education classes offered. Three Basic Training classes and five Waiver Training classes are currently planned for 2017. The current Continuing Education Training cycle will end in June 2017. The next cycle will begin in September 2017.

We host classes to make it more convenient for Sheriffs. Mr. Numer stated that we have four continuing education classes in Altoona, PA. We could eliminate two classes and increase the enrollment for the remaining two classes. This would create a hardship in that the sheriffs that use the Altoona classes would need to split their staff between two classes instead of four. Reducing classes creates staffing issues within sheriffs' offices.

Based on current enrollment trends, if we cancel one Basic Training class, we would need to allow for an enrollment increase to 45 deputies for the remaining two classes.

Increasing student enrollment in two classes would increase some costs, including the need for more instructors to maintain the appropriate level of student and instructor ratio. The per student cost would still exist. The savings would occur by not having to rent some of the facilities. By canceling a class, we would have a reduction in some instructor costs. Since three Basic Training classes were approved in the 2017 contract, the savings would occur at the end of 2017 when the unspent funds would be returned. He stated the funds are already committed. Mr. Numer stated that the estimated savings for canceling one Basic Training class would be between \$350,000.00 and \$500,000.00. Eliminating one Waiver Training class would save approximately \$50,000.00.

Mr. Numer stated that based on enrollment statistics, we could eliminate ten of the 67 continuing education classes from the next training cycle. Estimated savings for eliminating ten classes was \$150,000.00. Mr. Numer stated that eliminating classes does not reduce reimbursements. Deputies still need to complete training. There will be more students in a fewer number of classes. Nineteen classes remained in the current cycle and Mr. Numer did not recommend canceling any of those classes. Enrollments are averaging 28 deputies per class and sheriffs have been planning ahead for these trainings.

Mr. Numer reviewed Option C. Option C would authorize suspending one Basic Training class and one Waiver Class in 2017. We would inform all sheriffs that the suspended classes would not be considered for reinstatement until all other classes are at maximum enrollment. This would allow the possibility to offer the classes should the need and the financial situation allow. Mr. Numer stated that we could also schedule and suspend classes in the next continuing education cycle. Mr. Numer stated that if the SDSETB was to consider any options, that he would recommend Option C, to schedule and suspend classes. It provides flexibility. He stated that it would be difficult to add classes to an existing contract because the need to allocate additional funds. It would be easier to plan and schedule classes and suspend them based on need and funding.

Mr. Numer reviewed Option D. Option D would freeze training reimbursements. He explained that postponing reimbursements is a temporary action. The Training Act requires reimbursements. The SDSETB provides approximately \$2 million a year in training reimbursements. The Executive Director of the PCCD authorized freezing reimbursements in the mid 1990's when the Training Account was low. The Training Act was amended, which included an increase in the fee collections and the percentage of reimbursements. The PCCD recommended process to freeze reimbursements would be for the SDSETB to vote to freeze reimbursements. This decision would be reviewed and considered for authorization and implementation by the Commission. The SDSETB's current Policy limits the time eligible for the submission of reimbursement requests to 18 months. Sheriffs can not request reimbursement past that period. The reimbursement forms expire. Sheriffs would be required to submit the reimbursement requests within the 18 months, but staff would refrain from processing for payment.

Mr. Numer informed the SDSETB that if they approved freezing reimbursements, there would be no guarantee that the decision would be brought before the Commission at their next meeting. Mr. Numer stated that the next Commission meeting was next week. Mr.

Bob Merwine, PCCD, stated that any decision would not be able to be considered until the Commission's March 2017 meeting. Mr. Numer stated that decisions made today concerning reimbursements or at the February 28, 2017 meeting would be considered at the March 2017 Commission meeting.

Mr. Numer stated that the PA Sheriffs' Association is attempting to have legislation proposed to increase the fees for the Training Account. Mr. Numer stated that the last time reimbursements were postponed, there was increased attention by the "stakeholders" to amend the Training Act, to increase the fee collections. In the 1990's, we provided reimbursed at 50 percent and Basic Training was only 160 hours. Currently the Training Act provides for 100 percent reimbursement and Basic Training is 760 hours.

Commissioner Nothstein stated that he would not like to freeze reimbursements, but doing so would garner the attention of the county commissioners. County commissioners would most likely contact their legislators to encourage enacting legislation to increase the fee collection amounts. Mr. John Pfau, PCCD, stated that the last time reimbursements were frozen, staff and the Board reduced training costs as much as possible without jeopardizing the safety and quality of training. When it came time to authorize freezing reimbursements, the PCCD was able to convey that appropriate measures were taken prior to considering freezing the reimbursements.

Lieutenant Godfrey expressed that he would refrain from freezing reimbursement at this time. He stated that his agency is much larger than most sheriffs' offices. He understands that smaller agencies rely on the reimbursements. Lieutenant Godfrey recommended that Board consider Option A, to eliminate all optional training except the Firearms and Patrol Rifle Re-Certification classes for existing instructors and Option C, suspending one Basic Training class and one Waiver Training class in 2017. The other choices can be considered at a later date. Commissioner Nothstein stated that the current projections indicate that funding is available through fiscal year 2017-2018. We don't have a lot of time to get the fees increased. Mr. Numer stated that if a new fee bill is enacted, it may not go into effect for 60 to 90 days. Also, it will take approximately six months until we begin to receive the increased amounts. Mr. Numer stated that if reimbursements are frozen, we would still need to play "catch-up" in providing reimbursements once reinstated. Mr. Pfau stated that it took approximately two and a half years to get caught up on reimbursement payments the last time reimbursements were frozen. Commissioner Nothstein asked if the estimates considered the increased manpower within the sheriffs offices. Mr. Numer stated that the estimates are based on the enrollment trends from 2014 and 2015. Class enrollments were high during that time period. Mr. Merwine stated that the fiscal projections forecast funds to be available into the 2018-2019 fiscal year which ends June 30, 2019. Mr. Merwine explained that the projections do not account for the proposed cuts and any decrease in class enrollments.

Ms. Withrow asked for clarification regarding why the fiscal projection report provided at the last meeting as compared to the report for this meeting has a \$4 million dollar reduction swing. She stated that the last report illustrated a \$3 million dollar overage in 2018-2019 and the new report shows a \$1 million dollar deficit for 2018-2019.

Ms. Withrow stated that she understood that our reimbursements doubled from \$1 million dollars to \$2 million dollars and that costs increased due to increased class enrollments. She stated that the math just did not add up to account for the difference between the reports. Mr. Numer stated that part of the reason is that our training delivery contracts are based on maximum numbers of enrollment. In the past, when enrollments were low, we would have much more unspent money returning to the account at the completion of a contract period. Mr. Numer stated that the increased enrollments caused an increase in costs and less unspent money being returned.

Mr. Merwine explained that the difference in the projection reports is attributed to the trend data used in the projections. He stated that the previous report used enrollment and cost trends from years prior to the spike in hiring and increased class enrollments. The current projection report used the recent trend with the higher enrollment numbers and costs to project available funds for future fiscal years.

Mr. Numer explained that our training delivery contracts contain fixed costs that do not fluctuate based on enrollment numbers. Variable costs also exist, which includes per student costs. Higher enrollments resulted in increased costs. We have received less funds being returned to the account at the completion of contracts, due to the increased enrollments.

Mr. Merwine explained the projection report on page 11 of the meeting packet. Actual expenditures for fiscal year 2013-2014 and prior years was approximately \$4 million dollars. Fiscal year 2013-2014 included the \$5 million dollars that the budget office transferred to the Commonwealth's general fund. Expenditures for fiscal years 2014-2015 and 2015-2016 were over \$6 million each year. This report forecasted future expenditures of \$6 million per fiscal year.

Ms. Withrow asked for confirmation that the projections were based on the percentage increase going back to 2010-2011. Mr. Merwine confirmed that the average change was used in calculating the projections. Ms. Withrow stated that the report shows future expenditures estimated at \$6 million each fiscal year. She stated that she was struggling to understand the cause of the \$4 million dollar swing. She asked if it was based on forecasting for a "worst case scenario."

Mr. Numer stated that revenue through fee collections tend to be higher when the economy is weak. From 2008 through 2011 revenue was over \$5 million dollars per fiscal year. When the economy improves fee collections decrease. Recent fee collections have been approximately \$4 million dollars per fiscal year. Revenue has been decreasing as expenditures have been increasing.

Mr. Merwine stated that fiscal staff calculated projection reports each year. He said that fiscal year 2014-2015 was an anomaly at that time. Fiscal year 2015-2016 provided staff with data similar to the previous year. Fiscal staff adjusted the projection report to account for the increases.

Mr. Numer stated that it has been reported at previous meetings, since 2008, that staff was predicting that by 2013 we would be spending more each year than revenue collections. Mr. Numer stated that the reimbursement procedures are easier and account for the higher number of submissions.

Mr. Numer stated that we need to make sure we have sufficient funding for the next continuing education contract which will begin October 2017. This contract is estimated at \$1 million dollars. In addition, a new contract will be needed for basic training delivery, beginning January 2018. This contract is estimated at \$3.1 million dollars. The curriculum development contract will need to be renewed beginning July 2018 and is estimated at \$940,000.00.

Mr. Pfau stated that those contracts could be lower if the Board decides to eliminate any classes or the development of any new curriculum. Mr. Numer stated that the projected contract amounts were based on current costs without eliminating anything. Mr. Numer recommended that this would be the time to consider suspending one basic training class and one wavier training class for 2017 as discussed in Option C. He stated that we don't want to wait because sheriffs will start to enroll deputies in the classes. Lieutenant Godfrey stated that it is hard to "cry poor" if you can not show measures the Board has taken to control spending and managing the account.

Mr. Numer asked the Board if they wanted to consider approving the modified Option A and Option C. He said the Board could wait to consider freezing reimbursements at the February 2017 meeting. Mr. Numer mentioned that the PA Sheriffs' Association is planning to have a bill introduced to increase the amount of fee collections. Freezing the reimbursements could aid in the need and urgency to enact legislation. Chairman DeLuca stated that he had no issues with considering any of the options. He recommended approval of any of the options to include freezing the reimbursements. He stated that freezing reimbursements would add the needed pressure to enact a fee increase. He stated that we should have addressed the need for a fee increase the day the \$5 million dollars was removed from the account. That put the Board in a tough situation. Chairman DeLuca stated that freezing reimbursements would get the attention needed for the passage of legislation to increase the fees.

Sheriff Michael Slupe, Butler County, and President of the PA Sheriffs' Association, stated that Senator Alloway plans on re-introducing the proposed fee bill in January 2017. He was a prime sponsor of the last bill. Sheriff Slupe stated that the last bill was close to being passed. He stated that other issues arose within the Legislature and the fee bill was not voted upon. Sheriff Slupe stated that he is confident the fee bill will pass during the next session. He stated that many sheriffs have prepared their budgets for 2017 including accounting for training reimbursements. He recommended the Board not freeze reimbursements due to the hardship it would place on the sheriffs and counties. Sheriff Slupe stated that Mr. Doug Hill, Executive Director of the County Commissioners' Association, stated that they are in support of the fee bill.



Sheriff Slupe stated that the Chairman of the PCCD was in support of the fee bill. He asked if the SDSETB was able to write a letter of support for the fee bill. He stated that he did not get answer the last time he asked, so he was asking again. He stated that freezing reimbursements would not get the support of the sheriffs, but they would be more apt at supporting cutting classes.

Mr. Numer stated that if the SDSETB chose to freeze reimbursements, it would not be addressed by the PCCD until their March 2017 meeting. This would be a measure to inform the sheriffs of the pending action, which would probably increase the submission of reimbursement requests.

Mr. Pfau suggested that instead of the SDSETB writing a letter in support of the fee bill, the Board could write a letter to the stake holders of the actions the Board has taken and any potential actions to be considered.

Sheriff Slupe stated that if the legislators got the information from the SDSETB or the PCCD, then it would lend greater support for the need for the increase in fees. It would be best to have this information submitted along with the bill. Mr. Merwine stated he was not able to provide an answer regarding the ability of the SDESTB and the agency to submit a letter of support because he needed to address the issue with the agency legal office. He stated that the SDSETB could write a letter of support, but the letter would need to be approved by the PCCD and the Governor's Policy Office. Mr. Merwine stated that apart from their affiliation with the Board, members could write letters of support.

Mr. Numer asked if it mattered if the SDSETB wrote a letter providing an explanation of the situation and not taking an official stance. Commissioner Nothstein recommended the Board provide a fact sheet for the County Commissioners' Association. Commissioner Nothstein stated that he could speak with the Association regarding the situation. Lieutenant Godfrey stated that the information should not be "sugar coated." Lieutenant Godfrey stated that if no action is taken regarding an increase in fees by the May 2017 meeting, the SDESTB should consider freezing reimbursements. Mr. Numer stated that the PCCD would need to approve the work he is asked to perform. Vice-Chairman Martin asked if any member wanted to make a motion. He stated that he believed the SDSETB needs to take a stance.

Commissioner Nothstein made a motion for the SDSETB to prepare a written letter of support of the need for a fee increase to be signed by Chairman DeLuca. Ms. Withrow seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Mr. Numer asked the SDSETB if they wanted to consider approving any of the options provided earlier in the meeting. Mr. Kevin Wevodau recommended that the SDSETB suspend one basic training class and one waiver training class in 2017. He said, if needed we could always re-open the classes. Vice-Chairman Martin stated that suspending the classes could potentially save \$550,000 or more.

Lieutenant Godfrey made a motion to approve suspending one basic training class and one waiver training class during 2017. Mr. Wevodau seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Mr. Numer asked if the SDSETB wanted to consider any other options. Sheriff Slupe stated that the PA Sheriffs' Association will notify the sheriffs of the reduction in basic and waiver training classes. Mr. Numer stated he would be sending a notification to all sheriff offices.

Vice-Chairman Martin stated that he did not want to eliminate any of the instructor trainings at this time. He stated that the PA Deputy Sheriffs' Association has hosted many Active Shooter Courses. Mr. Paris Washington, President of the PA Deputy Sheriffs' Association, stated that his association has provided many Active Shooter Courses. He stated that the association will continue to host optional trainings in support of deputies. Mr. Washington did not want the SDSETB to eliminate any instructor classes. Lieutenant Godfrey recommended eliminating the Active Shooter classes. Mr. Numer suggested hosting the first Active Shooter class of 2017 since it had high enrollment numbers. He recommended the SDSETB eliminate the remaining two classes. This would be an approximate savings of \$50,000. Lieutenant Godfrey stated that Option A included all the optional training. Commissioner Nothstein stated that the instructor classes were important and safety is an issue. Mr. Pfau stated that the SDSETB should not sacrifice the quality and safety of the trainings.

Ms. Withrow stated that Option C is an efficiency measure and Option A is an actual cut. She stated that she would defer to the subject matter experts. She explained that she was still unclear regarding the \$4 million dollar swing. She acknowledged having a written fiscal projection report and a verbal explanation and that she appreciated the explanation. Ms. Withrow said that there is the potential for a fee increase. She stated that she agrees with Option C but is concerned regarding Option A because it is a program elimination.

Sheriff Weaknecht made a motion to eliminate two Active Shooter classes for 2017. Lieutenant Godfrey seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Mr. Numer informed that SDSETB of two pending certification revocation requests submitted. The requests were from Beaver County and York County. Notification letters were sent to the deputies. A update report will be provided at the February 2017 meeting.

Mr. Numer reviewed the complaint submitted regarding a deputy and his inability to pass the physical fitness standards at basic training. He stated that all information was received and evaluated. It was determined that the complaint had no merit and the deputy failed to meet the standard. The deputy was dismissed from the academy. His employment was not yet terminated. The sheriff may decide to ask the SDSETB to grant the deputy an additional physical fitness test. Staff will continue to monitor the employment status.

Mr. Numer informed the SDSETB regarding a recent report of bed bugs at the Ramada Inn. The deputy followed the appropriate procedures for the reporting the issue. The Ramada resolved the issue.

Mr. Numer stated that the SDSETB Annual Report for 2015 was distributed last month.

Mr. Numer informed the SDSETB regarding the recent instructor development training for implementation of Cognitive Command at the basic training academy. In March 2017, instructors will be reviewing the curriculum for the 2017-2019 continuing education training. The Instructor Policy is currently being reviewed by the contractors. Once finalized, the Policy will be submitted for legal review and then SDSETB approval.

Mr. Douglas Hummel, PCCD, reviewed the Time Extension Requests.

Sheriff Mitch Cooper, Blair County, requested a time extension for Deputy April Wise. Deputy Wise's training due date was March 31, 2017. The request was for additional time to allow Deputy Wise to attend continuing education training in Altoona, PA with class C-17-55 from March 13, 2017 through March 15, 2017. This time extension request complied with the SDSETB Policy.

Sheriff Mark Lusk, Lycoming County, requested a time extension for himself. His training due date was September 9, 2016. The request was for additional time so he can attend the supervisor's training in class C-17-51, in Grantville, PA from February 22, 2017 through February 24, 2017. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Jacob Yackovich. Deputy Yackovich's training due date is September 11, 2017. The request was for him to attend continuing education training by March 11, 2018, in

Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Melissa Saxton. Deputy Saxton's training due date is September 11, 2017. The request was for her to attend continuing education training by March 11, 2018, in Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Caitlyn Kralovic. Deputy Kralovic's training due date is December 18, 2017. The request was for her to attend continuing education training by May 18, 2018, in Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Bradey Jackson. Deputy Jackson's training due date is December 18, 2017. The request was for him to attend continuing education training by May 18, 2018, in Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Casey Cameron. Deputy Cameron's training due date is September 5, 2016. The request was for her to attend continuing education training in Altoona, PA with class C-17-52, from March 1, 2017 through March 3, 2017. This is the most convenient training location to Westmoreland County. This time extension request complied with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Jonathon Sutton. Deputy Sutton's training due date is September 25, 2017. The request was for him to attend continuing education training by May 25, 2018, in Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request did not comply with the SDSETB Policy.

Sheriff Jonathan Held, Westmoreland County, requested a time extension for Deputy Eugene Cavaliere. Deputy Cavaliere's training due date is September 25, 2017. The request was for him to attend continuing education training by May 25, 2018, in Monroeville, PA. This is the most convenient training location to Westmoreland County. This time extension request did not comply with the SDSETB Policy.

Lieutenant Godfrey made a motion to approved the time extension requests for Deputy Wise, Sheriff Lusk, Deputy Yackovich, Deputy Saxton, Deputy Kralovic, Deputy Jackson, and Deputy Cameron. Commissioner Nothstein seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Lieutenant Godfrey made a motion to approve time extensions for Deputy Sutton and Deputy Cavaliere. The extensions were to require the completion of continuing education training by March 25, 2018. Commissioner Nothstein seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Sheriff Richard Keuerleber, York County, requested a time extension for Deputy Brendan Bortell. Deputy Bortell's training due date was November 30, 2016. This time extension was for him to attend the Waiver Training Program. There was difficulty obtaining his police officer training records from the New York City Police Department. He is currently scheduled to attend the waiver training beginning January 23, 2017. This request did not comply with the SDSETB Policy. Lieutenant Godfrey stated that he was going to abstain from the vote. He confirmed that the sheriff's office had extreme difficulty obtaining his training records and that Deputy Bortell's training was recently approved by the Municipal Police Officers' Education and Training Commission. He reported that Deputy Bortell was assigned to the Central Booking Center.

Commissioner Nothstein made a motion to approve the time extension request for Deputy Bortell. Sheriff Weaknecht seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Abstained: Godfrey

Mr. Numer reviewed the list of Time Extensions approved by the Training Supervisor. Time extensions were approved for deputies: Curtis Ulmer, Lycoming County; Zachary Kisner, Tioga County; Shane Becker, York County; James Ring, York County; John Smith, York County; and Sarah Welsh, York 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. These waivers were in accordance with the Training Policy. This was for informational purposes and did not require SDSETB action.

Mr. Numer reviewed the Partial Training Waiver Request submitted by Sheriff Richard Keuerleber, York County. The request was for the approval of a partial training waiver for Deputy Richard Snyder. He was a former United States Deputy Marshal. He retired on June 11, 2016. Staff recommended that Deputy Snyder be granted a partial training waiver and be required to complete the Law Module and Investigations Module for certification as a Deputy Sheriff.

Sheriff Weaknecht made a motion to approved the partial training waiver for Deputy Richard Snyder, requiring him to complete the Law Module and Investigations Module. Commissioner Nothstein seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Abstained: Godfrey

Mr. Hummel reviewed the instructor applications submitted by the Pennsylvania State University for Mr. Anthony Fritz for Law, Firearms, Sheriff/Deputy Sheriff Safety, and Investigations; and Mr. Ronald Warren for Firearms and Emergency Medical Services.

Lieutenant Godfrey made a motion to approve the instructor applications for Mr. Anthony Fritz and Mr. Ronald Warren. Sheriff Weaknecht seconded the motion. Vice-Chairman Martin asked if there was any additional Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

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

Voting Nay: None

Mr. Steve Shelow, Penn State University, provided the report on Basic Training. He reminded everyone that the graduation ceremony for Basic Training class B-16-03 was December 16, 2016, at 11:00 a.m., in the Hetzel Union Building (HUB). Mr. Shelow introduced Mr. Michael Ecker as the new Academy Director. He was hire to replace Bob Stonis, who retired in July 2016.

Ms. Christie Willard, Temple University, provided the report on Continuing Education. She stated that continuing education training was being held in Philadelphia and will

complete in January 2017. She stated that with the assistance of Mr. Washington, they may be able to cancel two of the classes which would result in a savings for the SDSETB.

Mr. Ted Mellors, Penn State Fayette, informed the SDSETB that they finalized the curriculum for the 2017-2019 continuing education training cycle. Instructor development training will be held in March 2017 to review the curriculum. His staff was working on revisions to the Defensive Tactics curriculum for Basic Training, Security curriculum for the Waiver Training Program, and Security curriculum for the Train-the-Trainer Program. The 2019-2021 continuing education topics were chosen and include: Legal Updates, Tactical 1<sup>st</sup> Aid, Organized Threats, Social Media.

Mr. Numer stated that the next meeting is February 28, 2017, at 9:00 a.m., at the PCCD, Harrisburg, Pennsylvania.

Commissioner Nothstein made a motion to adjourn the meeting. Lieutenant Godfrey seconded the motion and the meeting was adjourned with the following votes:

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

Voting Nay: None