

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

Minutes of the October 12, 2021 Meeting

Members Present

Stephanie Jirard
Michael J. Koury Jr.
Brandon Neuman
Jody S. Smith
Ed Walker
Eric Weaknecht

Members Absent

Isaac Caraway
Wayne E. Nothstein

Commission Staff Present

Sally Barry
Doug Hummel
Don Numer
Diane Morgan
Michael Pennington
John Pfau
Beth Romero
Megan Staub

Present

Penn State University
Mike Ecker
Steve Shelow

Temple University
Tony Luongo
Vanessa Williams

PA Sheriffs' Association
Beth Appleby
Tom Maioli

Cumberland County Sheriff's Office
Sheriff Ronny Anderson

Philadelphia Sheriff's Office
Sheriff Rochelle Bilal
Captain Willette Furtick

Indiana County Sheriff's Office
Sheriff Robert Fyock

Westmoreland County Sheriff's Office
Captain Jen Shipley

The October 12, 2021 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Eric Weaknecht, at 9:00 a.m. The meeting was being held at the Pennsylvania Commission on Crime and Delinquency (PCCD) and via Teams conference call. Chairman Weaknecht informed everyone that the meeting was being audio recorded.

Mr. Donald Numer, PCCD, confirmed the attendance of Board members: Chairman Weaknecht, Chief Deputy Jody Smith, Ms. Stephanie Jirard, Deputy Sheriff Ed Walker, and Judge Michael J. Koury Jr. He stated that a quorum of members was present. Board member, Judge Brandon Neuman joined the meeting at 9:10 a.m.

Mr. Numer acknowledged the attendance of PCCD staff members: Ms. Sally Barry, Ms. Elizabeth Romero, Ms. Diane Morgan, Ms. Megan Staub, Mr. Michael Pennington, Mr. John Pfau, and Mr. Douglas Hummel.

Others in attendance included: Mr. Michael Ecker and Mr. Steve Shelow, Penn State Justice and Safety Institute; Mr. Tony Luongo, Temple University; Mr. Thomas Maioli and Ms. Beth Appleby, PA Sheriffs' Association (PSA); Sheriff Rochelle Bilal and Captain Willette Furtick, Philadelphia Office of the Sheriff; Captain Jen Shipley, Westmoreland County Sheriff's Office; Sheriff Ronny Anderson, Cumberland County Sheriff's Office; and Sheriff Robert Fyock, Indiana County Sheriff's Office.

Chairman Weaknecht asked if everyone had an opportunity to review the minutes from the July 20, 2021 Board meeting. He stated that if there was no discussion, then he would entertain a motion to approve the minutes.

Chief Deputy Smith made a motion to approve the meeting minutes from July 20, 2021. Deputy Walker seconded the motion. Chairman Weaknecht 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 Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Ms. Romero, PCCD, reviewed the first quarter fiscal report for state fiscal year 2021-2022, period ending September 30, 2021. The balance from the previous year was \$4,439,405.55. The fee collections as of September 30, 2021 was \$2,018,400.00. The total available funds were \$6,457,805.55. The total expenditures as of September 30, 2021 was \$1,327,334.39. The total expenditures and commitments were \$8,742,971.28 which included \$191,096.13 in administrative expenses. The details of the administrative expenses were included on page 16 of the meeting packet. The uncommitted balance as of September 30, 2021 was negative \$2,285,165.73.

Chairman Weaknecht asked if anyone had any questions or concerns regarding the fiscal report. He asked for a motion to approve the fiscal report.

Chief Deputy Smith made a motion to approve the first quarter fiscal report for state fiscal year 2021-2022, period ending September 30, 2021. Deputy Walker seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the fiscal report. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Chairman Weaknecht asked Mr. Numer to provide the training supervisor's report. Mr. Numer asked if there were any questions regarding the Budget Projection Report, Fee Collection Report, Administrative Expense Report, or the Purchase Order Analysis included in the meeting packet on pages 14 through 17 respectively. Mr. Numer commended Ms. Romero for her work on preparing the Budget Projection Report. This report will be used in the decision process regarding reinstating the reimbursement process. Mr. Numer stressed that the report included projections.

Mr. Numer stated that approximately 5.6 million dollars is owed to the counties for reimbursements submitted through September 30, 2021. He stated that the SDSETB will be asked to consider to start paying past reimbursement obligations. This will be addressed later in the meeting.

Mr. Numer stated that \$613,592.04 was returned to the Training Account as a result of closing out the contract with Penn State – Fayette. In addition, \$187,840.12 was returned from the closure of the 2020 calendar year contract with Penn State – Main Campus.

Mr. Numer stated that approximately 80 percent of sheriffs and deputies completed the required on-line continuing education training for 2021. The training has been available since early February 2021. Mr. Numer sent an email reminder to all sheriffs and deputies regarding the need to complete the required training for re-certification. The email was sent on July 19, 2021. Delinquent training rosters were also sent on September 16, 2021. The training deadline is November 19, 2021.

Mr. Numer reported that Basic Training class B-21-02 graduated 29 deputies on September 3, 2021. Graduation was held "live" and was streamed on the internet. Mr. Numer thanked Mr. Maioli, PSA, for live-streaming graduation. Class B-21-03 has 27 deputies attending and graduation will be held at the Ramada Inn, State College, on December 17, 2021.

Mr. Numer reported that 51 sheriffs and deputies completed Waiver Training class W-21-03, on September 24, 2021. Class W-21-04 was cancelled due to low enrollment. Mr. Numer stated that 130 sheriffs and deputies completed the Waiver Training Program in 2021. Mr. Numer stated that he is hopeful that the new on-line portion (pre-requisite) of the new Waiver Training Program for 2022 will be available by November 1, 2021.

Mr. Numer stated that the curriculum development for the 2022 on-line continuing education training is being finalized. The subjects include: Legal Updates, Courthouse Security, and Domestic Violence Risk Assessment. Training will be available beginning January 24, 2022.

Mr. Numer stated that two Basic Training classes have been scheduled for 2022 and three Waiver Training classes will be scheduled. A fourth Waiver Training class could be added if needed. Mr. Numer stated that waiver training enrollment statistics may support the possibility of hosting a class in the Philadelphia area. Staff will continue to monitor the enrollment numbers.

Mr. Numer reported that double room occupancy will resume for basic and waiver training in 2022. Basic training will be held at the HUB. We also plan to reduce our instructor to student ratio to our ratio prior to COVID-19. Staff continue to monitor the COVID requirements and recommendations. Mr. Numer stated that plans can change.

Mr. Numer reported that the Workgroup had a meeting on September 9, 2021. The Workgroup discussed curriculum development for 2023 continuing education training and recommended the following subjects for curriculum development: Legal Updates, Preparation for Service, De-escalation Skills, Judicial Security, and Addictions. Mr. Numer stated the sheriffs and deputies will have a choice of which subjects to complete, but everyone will need to complete the Legal Updates module.

Mr. Numer reported the dismissal of a Northampton County deputy sheriff from Basic Training class B-21-03. The deputy's employment was subsequently terminated by the County.

Mr. Numer informed the SDSETB that in accordance with Board Policy, staff approved one additional opportunity for Deputy Sheriff Tyreek Cooper, Philadelphia, to attempt the academy physical fitness test. Deputy Cooper will take the test on October 18, 2021. If he passes the fitness test, he will be re-admitted to the academy to complete the remainder of his training for certification.

Mr. Maioli stated that it appears the physical fitness test failure rate is increasing. He asked if the PSA could provide any guidance to the sheriffs regarding this issue. Mr. Numer stated that sheriffs should pre-test their deputies and not send those that can not pass the test. He said that hiring shortages may cause sheriffs to "hope" some of the new hires pass. Mr. Numer stated that the January Basic Training class has 40 enrolled and 1 on the waiting list.

Mr. Numer introduced the next Action Item regarding the County Training Reimbursements. A summary of the issue was included on page 18 of the meeting packet. Mr. Numer reported that since the reimbursement process was suspended for trainings beginning after July 1, 2017, 4,864 reimbursements have been submitted. The total obligation for those reimbursements is \$5,627,428. Mr. Numer stated that Act 134 of 2020 increased the training fees collected by the counties. With the most recent report of fee submissions, PCCD staff projects that there are sufficient funds available to reimburse two million dollars during fiscal year 2021-2022 and still maintain sufficient funds to continue training.

Mr. Numer stated that if the SDSETB approved the processing and paying two million dollars in reimbursements, PCCD would process reimbursements in the order of submission. Staff would process 1,656 reimbursement invoices that were submitted from July 1, 2017 through March 31, 2019. Mr. Numer stated that in October 2022, the SDSETB would review the funding levels and determine reimbursements to be paid during fiscal year 2022-2023. Mr. Numer stated that Board approval of the recommendation would be reported to the PCCD at its next meeting.

Chairman Weaknecht asked if we reinstated prior trainings that were previous halted. Mr. Numer stated that most of the Train the Trainer Firearms Instructor courses have been reinstated. Mr. Numer explained that the PCCD fiscal staff are being conservative in estimating the financial status of providing reimbursements.

Deputy Walker made a motion to pay reimbursements owed to the counties as recommended by PCCD Staff, limiting payments at a total of two million dollars and to pay reimbursements submitted from July 1, 2017 through March 31, 2019, based on the first claims submitted. Chief Deputy Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the motion. Chief Deputy Smith thanked Ms. Romero and the PCCD fiscal staff for providing a thorough report. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the time extension request submitted by Sheriff Richard Keuerleber, York County. Sheriff Keuerleber requested a time extension for Deputy Tony Tran. Deputy Tran is currently attending basic training with class B-21-03 and is expected to graduate on December 17, 2021. The request is for Deputy Tran to serve in an administrative capacity and continue attending training until his graduation and certification on December 17, 2021.

Chief Deputy Smith made a motion to approve the time extension request for Deputy Tran, provided he serves in an administrative capacity. Deputy Walker seconded the

motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the request. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the time extension requests that were approved by the program supervisor. This was for informational purposes and did not require SDSETB action.

Mr. Hummel 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. Hummel reviewed the training request submitted by Sheriff Bilal, Philadelphia Office of the Sheriff. The request was for a partial training waiver for Deputy Sheriff Ayesha Waller. Deputy Waller was a Deputy Sheriff in Alexandria, Virginia and is a certified Law Enforcement Officer and Deputy Sheriff in Virginia. Based on a review of her training and experience, staff recommended that Deputy Waller be required to complete the Law Module (160 hours) for certification as a Deputy Sheriff in the Commonwealth of Pennsylvania.

Deputy Walker made a motion to approve the training request and require Deputy Sheriff Ayesha Waller to complete the Law Module for certification as a Deputy Sheriff in the Commonwealth of Pennsylvania. Chief Deputy Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the request. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the instructor application for Mr. John Miles submitted by Penn State University. The request is to certify Mr. Miles to instruct the Law module and the Emergency Medical Services module. Mr. Miles is a police officer with the Mifflin County Regional Police Department and a certified Paramedic with the Centre Life Link Emergency Medical Services.

Deputy Walker made a motion to approve the instructor application for Mr. John Miles. Chief Deputy Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Tony Luongo, Temple University, provided the report on continuing education training and curriculum development for Temple University. He reported that approximately eighty percent of the sheriffs and deputies completed the 2021 on-line continuing education training. The training subjects include: Deputy Wellness, Transports, and Legal Updates. The deadline to complete the continuing education training is November 19, 2021. Mr. Luongo thanked the sheriffs for their support in having the deputies complete the training. He stated that Temple received 732 “help desk” requests and have resolved over ninety-nine percent of the issues. Most of the issues involved resetting passwords and creating access to Temple’s Canvas learning management system.

Mr. Luongo stated that curriculum for the 2022 on-line continuing education training was being developed for the topics: Legal Updates, Courthouse Security, and Domestic Violence Risk Assessment. He reported that curriculum for the new Waiver Training Program was being developed. The Waiver Training is being converted to one week of on-line training and one week of classroom training. Mr. Luongo stated that his staff have been collaborating with the Basic Training Academy staff to update the basic training subjects: Civil Law, Crimes and Offenses, and Criminal Procedure.

Mr. Luongo stated that sheriffs and deputies will have options for choosing subjects during the 2023 Continuing Education Training cycle. Multiple subjects will be offered. He stated that a job task analysis will be conducted during 2022/2023. The goal is to establish a plan that includes an analysis of job functions and training needs.

Mr. Michael Ecker, Penn State University, provided the basic training delivery report. He stated that Basic Training Class B-21-02 graduated on September 3, 2021. He thanked the PSA and the Deputy Sheriffs’ Association. Mr. Ecker stated that class B-21-03 was in training week nine. He stated that B-22-01 had forty deputies enrolled and two on the waiting list. Mr. Ecker stated that 53 deputies completed waiver training on September 24, 2021. He reported that seventeen deputies attended the Firearms Instructor and Patrol Rifle Instructor Re-Certification Course that was held in August 2021. Mr. Ecker reported that academy staff member, Mr. Paul Banach, resigned his position with the academy and will begin working for the Penn State Justice and Safety Institute’s fee for service law enforcement training program. He stated that Mr. Banach will continue to assist in revising the Use of Force curriculum for our basic training.

Chairman Weaknecht asked if there was any further Board discussion or public comments. He announced that the next Board meeting is January 25, 2022, at 9:00 a.m. The meeting will be conducted in a hybrid format. The PCCD will be open and staff will be present to conduct the meeting. Board members and the public are welcome to attend but may also attend via video conference call.

Deputy Walker made a motion to adjourn the meeting. Chief Deputy Smith seconded the motion and the meeting was adjourned with the following votes:

Voting Aye: Board Members Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None