

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

**Minutes of the February 25, 2020 Meeting**

Members Present

James P. Goodman  
Eric Weaknecht  
Wayne Nothstein  
Ed Walker  
Kenneth L. Klakamp Jr.

Members Absent

Jody S. Smith  
Isaac Caraway  
Stephanie Jirard

Commission Staff Present

Doug Hummel  
Don Numer  
Mike Pennington  
John Pfau  
Beth Romero  
Megan Staub  
Sally Barry  
Yvonne Murray

Others Present

Penn State University  
Mike Ecker

Temple University  
Anthony Luongo

PA Sheriffs' Association  
Tom Maioli

Sheriffs  
Anthony Harvilla, Carbon Co.

Philadelphia Office of the Sheriff  
Angelinel Brown  
Wendell Reed

Prior to the meeting being called to order, Mr. Don Numer, of the Pennsylvania Commission on Crime and Delinquency (PCCD), informed everyone that the meeting was going to be audio recorded. This was per the direction of the Commonwealth's Office of Administration.

The February 25, 2020 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., at the PCCD, 3101 North Front Street, Harrisburg, Pennsylvania 17110.

Mr. Don Numer reported that Sheriff Kenneth Klakamp, Warren County, was appointed to the SDSETB. He replaced Sheriff Todd Martin. Mr. Isaac Caraway was appointed to the Board, as the designated representative of the PA Attorney General, Josh Shapiro. He replaced Mr. Anthony Sassano. Judge Farley Toothman and Deputy Sheriff Jon McEnroe resigned from the Board.

Mr. Numer introduced Ms. Sally Barry. Ms. Barry was recently hired as the Director of the Office of Justice Programs. Ms. Barry was the Director/Chief of the Lebanon County Adult and Juvenile Probation Department. The Office of Justice Programs was recently created to replace the Office of Criminal Justice System Improvements. This was part of a reorganization of programs and personnel within the PCCD. The Sheriff and Deputy Sheriff Training Program is part of the Office of Justice Programs.

Chairman Weaknecht asked if everyone had an opportunity to review the minutes from the November 19, 2019 Board meeting. He stated that if there was no discussion, then he would entertain a motion to approve the minutes.

Commissioner Wayne Nothstein made a motion to approve the meeting minutes from November 19, 2019. Judge James Goodman 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 Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None

Ms. Beth Romero, PCCD, reviewed the fiscal report for state fiscal year 2019-2020, as of December 31, 2019. The balance from the previous year was \$1,933,049.59. The fee collections as of December 31, 2019 was \$1,801,756.96. The total available funds were \$3,734,806.55. The total expenditures as of December 31, 2019 was \$1,124,055.20. The total expenditures and commitments were \$5,446,513.78 which included \$301,251.68 in administrative expenses. The details of the administrative expenses were included on page 13 of the meeting packet. The uncommitted balance as of December 31, 2019 was negative \$1,711,707.23.

Mr. John Pfau, PCCD, stated that the some of the contracts listed on the fiscal report ended on December 31, 2019 and are in the process of closing, which would result in unspent funds being returned to the training account.

Mr. Numer stated that Chief Deputy Jody Smith had previously requested that the financial obligations for reimbursements to the counties be included in the fiscal report. Mr. Numer explained that the fiscal report was an actual “snap-shot” from the fiscal accounting system. The reimbursements are not included in that system, thus the financial obligation is reported on the Fiscal Projection Report on page 11. Mr. Numer said that if anyone needed to discuss the fiscal situation in another forum, they should refer to both the Fiscal Report and the Fiscal Projection Report.

Ms. Romero introduced Ms. Yvonne Murray. Ms. Murray is a fiscal staff member that supports the Board.

Chairman Weaknecht asked for a motion to approve the fiscal report. Deputy Ed Walker made a motion to approve the fiscal report for state fiscal year 2019-2020, ending December 31, 2019. Commissioner Nothstein seconded the motion and the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the fiscal report. Judge Goodman asked why this report reflected a negative balance and the last fiscal report had a positive balance.

Ms. Romero explained that during internal discussions regarding the fiscal report, it was decided that since the Commonwealth accounting system does not include the reimbursement obligations, those obligations would not appear on the fiscal report. The accounting system also does not include projected revenue. To accurately reflect the Commonwealth’s accounting system, it was decided to not include any projected revenue. Mr. Numer stated that previous fiscal reports included both the actual fee collections for the reporting period and the projected fees collections for the remaining months of the fiscal year.

Judge Goodman stated that at the previous meeting there was discussion about the possibility of paying some of the reimbursement obligations because the account had a positive balance. Mr. Numer stated that the negative balance is attributed not including the projected revenue through June 30, 2020. He explained that the projection report illustrates the possibility to have a positive balance of approximately 2.7 million at June 30, 2020.

Chairman Weaknecht stated that there was a motion to approve the fiscal report and asked for a vote. The fiscal report was approved by the following votes:

Voting Aye: Board Members Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None

Mr. Numer reported that as of February 24, 2020, reimbursements owed to the counties totaled \$3,226,987.00. The projected amount owed through March 2020 is \$3,710,076.00. This projection includes all the reimbursement invoices that have been issued but not submitted and those that will be issued for training that will be completed through March 2020. The projected amount owed for reimbursements through the end of the fiscal year on June 30, 2020 will be between 4 million and 4.2 million. This includes the current basic training class that will graduate on May 22, 2020.

Mr. Numer reported that staff continues to work with the sheriff's offices to have every sheriff and deputy create a Keystone Login Account to access the Sheriff and Deputy Sheriff Information System (SDSIS). Everyone must create an access account to be granted the ability to access the required on-line training. This will allow the deputies to ability to view their training status and training records. It allows us to obtain individual email addresses so the we can communicate that information to Temple University. Sheriffs and deputies will not be granted access to the on-line training without gaining access to the SDSIS. To ensure that only active sheriffs and deputies will be permitted access to the training, we will share information with Temple to authorize and verify the people that need access.

Mr. Numer reported that over 1,500 of the 2,300 sheriffs and deputies have created an access account. This registration process began in December 2019. He stated that a Training Bulletin and Keystone Access User Guide was distributed to all sheriff's offices. He stated that the "help desk" is Doug and himself. He stated that approximately ten percent of the deputies have need assistance. Mr. Numer expressed his appreciation to all the training officers within numerous sheriff's offices. These individuals have served as mini help desks within their offices. They have been able help many deputies through the process without having to call staff.

Mr. Numer explained that Temple University will receive every email address for the sheriffs and deputies that created their Keystone Access Accounts and registered with the SDSIS. Staff sends Temple the necessary information on a weekly basis. Temple will generate emails to the sheriffs and deputies with instructions to activate their Temple University Accounts to access the training through Canvas. Canvas is the learning management system that Temple uses to host the on-line training. Mr. Numer stated that 1,430 activation emails were sent by Temple. He reported that 650 sheriffs and deputies activated their Temple accounts, 293 view a portion of the training, and 100 completed the continuing education training. Mr. Pfau stated that Temple continues to send emails every seven days to those individuals that do not activate their accounts.

Mr. Numer stated that a Canvas User Guide was distributed to all sheriff's offices. In addition, Temple has a help desk to assist with problems associated with Temple account access and Canvas issues. Initial issues with the training where actually attributed to issues at the user end. Many sheriff's offices have old, antiquated computer hardware and software. Also, many counties have a high level of security features that prohibit accessing the training and/or some of the features built into the training, such as viewing

video clips. The Canvas User Guide included the recommended computer equipment and software needed to access and complete the on-line training.

Mr. Numer reported that forty-five deputies attended the Basic Training Academy entrance physical fitness test on January 13, 2020. Ten deputies failed the entrance test and 36 deputies began the academy. One deputy quit the academy, which now has 34 deputies attending training. Graduation is scheduled for May 22, 2020. That is also the date for our next Board meeting.

The workgroup met on February 3, 2020. Mr. Numer stated that Mr. Tom Maoili would inform everyone regarding the potential for legislation to increase the fees for the training account. Mr. Maoili said it is expected that Senator Brown will issue a Co-Sponsorship Memo to garner support for legislation that would address an increase in the surcharge to support the training account. He is hopeful the memo would be issued this week. Sheriffs will be notified of the release of the memo and encouraged to contact their senators for their support. Mr. Maoili is not sure of which legislative committee would receive the proposed Bill. He stated that he spoke with Ms. Lisa Shaffer, Executive Director of the County Commissioners' Association (CCAP) and their government affairs personnel regarding the legislation. He stated that he would also keep the PCCD informed of the situation. Mr. Maoili stated that the proposed Bill is the language that he and Mr. Numer had created. It addresses three incremental increases to the surcharge. He stated that he is confident in the proposed language.

Mr. Maoili stated that House Bill 466 that was introduced by Representative Shemmel is in the House Judiciary Committee. This is the Bill that addresses multiple county fees. He was told that by the chairman of the committee that the Bill had little to no chance of being approved by the committee.

Mr. Numer reported that a workgroup meeting will be scheduled for April 2020. There are issues that still need to be reviewed and discussed prior to providing any recommendations to the Board. The workgroup had discussions on conducting the Waiver Training regionally. He stated that this may be an option especially when the training is changed to one week on-line and one week in the classroom. The goal is to not limit the availability of classes for the sheriffs. It was determined that we need to have a minimum of thirty deputies in a region as to not affect the availability for counties outside a region. Training attendance statistics were reviewed from 2019. Mr. Numer stated that the only area that potentially has the attendance numbers to host a class is the Montgomery County area. It would be anticipated that Montgomery County and the adjacent counties would be able to support one class per year. He explained that most of the cost savings comes from not providing lodging and meals. The cost savings for hosting a class regionally would be approximately \$12,000.00. Mr. Numer stated that any county could send deputies to the class, but the lodging and meal expense would be the county's responsibility. Despite the 2019 statistics supporting a potential need in the southeastern region, Mr. Numer stated that we have no control over the training population. This includes the hiring needs and process and the potential number of deputies that would need Basic Training or Waiver Training. As an example, Mr. Numer

stated that Philadelphia had ten deputies attend Waiver Training in 2019, but only one is schedule to attend Waiver Training in the first two classes of this year. Mr. Numer stated that the workgroup will discuss this issue further and he anticipates a recommendation would be made to support hosting a class regionally.

The workgroup had a discussion regarding the instructor pay rate for the academy. Mr. Numer stated that the current starting instructor pay rate is \$44.00 per hour. He stated that many of the municipal police academies pay rates range from \$25.00 to \$35.00 per hour. Mr. Numer stated that there was discussion regarding our pay rate being too high. He stated that Dr. Jirard expressed concern regarding adjusting pay rates for existing instructors. Mr. Numer stated that he spoke with the academy staff regarding the pay rate. The discussion was about lowering the starting pay rate to \$35.00 per hour and if an instructor teaches at least 20 hours per year for five years, their rate would increase to \$44.00 per hour. Mr. stated that the academy averages about eight new instructors per year. The estimated savings would be between \$1,500.00 and \$3,000.00 per year. Mr. Pfau stated that the academy has two full time salaried staff that teach many of the subjects. He stated that multiple instructors are used in firearms and defensive tactics.

Mr. Numer reported on the Firearms Instructor Train the Trainer Program. He explained that the program was very robust when first implemented. Mr. Numer stated that the program is optional training and not mandated by the Training Act. He stated the program has been very beneficial to the sheriff's offices. Due to revenue issues, the Board has taken several measures to reduce costs. We have reduced the number of classes, restricted attendance requirements, and extended the length of the certification period. Mr. Numer stated that many ideas have been discussed regarding the program. He stated that the workgroup will discuss the available options regarding the program at the next workgroup meeting and potentially provide the Board with a recommendation at the May Board meeting.

The workgroup also had a discussion regarding having empty slots in the Basic Training Academy. There is concern that with only conducting two Basic Trainings per year that we need to maximize the available training slots. Mr. Numer stated that the current class is not at capacity due to the failures of the entrance physical fitness test. Mr. Numer stated that the staff and Board have no control over the training population. He said hiring practices vary across the sheriff's offices. Some sheriffs have a physical fitness hiring standard, while others do not. The hiring tests also vary. Another factor is how much time elapses from the date of a physical fitness test for hiring and when the deputy reports for training. Some deputies are not maintaining the level of fitness required to pass the academy entrance physical fitness test.

Mr. Numer stated that the July 2020 Basic Training Academy has 40 deputies enrolled, which is the maximum per class. There are four deputies on the waiting list. Staff decided to increase the waiting list number from 10 to 15. The goal is to have 40 deputies pass the entrance physical fitness test to start an academy class at the maximum number. Mr. Numer noted that Philadelphia enrolled 25 deputies in the July class and York enrolled 6. Enrollments are on a "first come" basis. The July 2020 class was

available for enrollment in the summer of 2019 and no deputies were enrolled until December. Mr. Numer stated that since the implementation of the academy entrance physical fitness test in July of 2018, we have never had full class. All the deputies that were on the waiting list that passed the entrance test were admitted in the academy. We have never sent home a deputy from the waiting list that passed the entrance test.

Mr. Numer stated that some concern was expressed at the workgroup meeting regarding counties that have had multiple failures of the entrance physical fitness test. Mr. Numer stated that it is the Board's decision on how to address these concerns. He stated that he believed it would be inappropriate to "single-out" any office. Mr. Numer expressed concern by providing a hypothetical example of a large county such as Philadelphia could have a few failures, but based on the large number of attendees, it is not a fair issue. The Board does not control the hiring standards and practices of the sheriff's offices. The Board could direct staff to issue letters to sheriffs regarding this issue. Mr. Numer stated that he would want guidance on any action of this nature. Mr. Numer stated that the PA Sheriffs' Association may decide to offer encouragement to their members. Mr. Maoili stated that he would be working with Sheriff Klakamp to address this issue with their membership at their upcoming winter conference. Sheriff Klakamp has a policy that he uses regarding hiring and the physical fitness standards that will be shared at their conference.

Mr. Numer stated that the workgroup also discussed the potential use of available training funds, that may be deemed in excess. Due to not paying reimbursements and cost savings measures taken by the Board and staff, the account will potentially have funds available to consider paying some of the reimbursement obligation. Mr. Numer stated that it is projected that the account could have 2.7 million available at the end of the current fiscal year, which ends June 30, 2020. Mr. Numer suggested the first concern should be to identify the amount of funds needed to maintain the required training programs and to cover any potential training issues that may occur. After that figure is determined, then discussion could focus on how to allocate the remaining funds. He stated that an option could be to pay some of the reimbursement obligations. The reimbursements are prioritized in the SDSIS based on the submission dates. Another option could be to expand the Train the Trainer Program. Mr. Numer stated that program is optional training. Mr. Numer met with the newly elected sheriff of Philadelphia. Their office is planning on a major hiring expansion of approximately 150 new deputies over the next year or two. The Board could add a third Basic Training Class for 2021. Mr. Numer stated that if the Board wanted to add an additional class, that decision would need to be made soon, possibly at the May Board meeting. Adding a class would require increasing the contract with Penn State and allowing time for implementing the contract. Deciding to pay reimbursements would be a decision to be made after the fiscal year ends. The Board will have more accurate fiscal numbers to determine the course of action.

Mr. Maoili stated that the consensus of the workgroup was to not pay reimbursements at this time and to re-invest the funds into the training programs. The amount available for paying some of the reimbursements would not be that significant to many of the counties.

Mr. Maoili suggested that if Philadelphia has a mass hiring, then maybe the Board could consider hosting a Basic Training Academy in Philadelphia. This may reduce costs associated with lodging, meals, and travel. He said it may be more cost effective to have the instructors travel. Mr. Numer stated that during his recent meeting with the Philadelphia Sheriff, she asked about having a class in Philadelphia.

Mr. Numer stated that these discussions occurred with the previous administration within the Philadelphia Office of the Sheriff. This was a few years ago. Mr. Numer stated that there were several unanswered questions regarding hosting an academy in Philadelphia. The sheriff could not commit to the number of deputies to be hired and the when they would be hired. Chairman Weaknecht stated that this issue was reviewed in the past and wanted confirmation if it included sending our instructors to teach or using the Philadelphia Police Academy instructors. Mr. Pfau stated that the police academy could not commit to dates and times for training nor to the availability of the training facilities. He said the academy wanted our curriculum and but were non-committed to using or allowing our instructors access to teach. Mr. Numer stated that there were too many unanswered questions to make it a viable option at that time. Mr. Maoili asked if this would be discussed at the workgroup. Mr. Numer stated that he needed to obtain more information from the Sheriff prior to decisions and recommendations being made by the workgroup. Mr. Numer stated the Board could decide to host a third basic training class and later determine the location. The decision to have a third class should be made at the next Board meeting, to allow time to include this in the next contract.

Commissioner Nothstein stated that he is not representing the County Commissioners' Association with his comments, but he supports not reimbursing the counties at this time. He supports assuring there is enough funding to maintain the quality training programs we are required to offer. Mr. Numer stated this issue was discussed because it is public record that we may have 2.7 million available in the account and someone may ask when the Board will authorize paying reimbursements. Commissioner Nothstein asked if anyone has inquired about when reimbursements would be paid. Mr. Numer stated that nobody mentioned the issue. Mr. Numer stated that reimbursing counties for money owed from a previous county fiscal year could be like receiving money they may not have anticipated. He stated that counties close out budgets each year and may be considered a loss by the counties.

Mr. Numer informed the Board that staff have been visiting the newly elected sheriffs. Six office visits were conducted. He stated that he needs to visit Chester County and Doug needs to visit Crawford, Mercer, and Montour Counties. Mr. Numer stated that Sheriff Bilal, Philadelphia, asked if we would consider accepting POLEX and POSIT supervisory training for credit for recertification. In addition, she asked if we would consider paying for the training to offset the reimbursements owed to Philadelphia. Mr. Numer stated that it would need to be a discussion for the Board, especially since reimbursement are owed to all the counties. He informed Sheriff Bilal that she would need to make a formal request to the Board.

Mr. Doug Hummel, PCCD, presented the time extension requests submitted by Sheriff Richard Keuerleber, York County. Sheriff Keuerleber requested time extensions for Deputy Matthew Czaplicki and Deputy Thafany Minguez. York County has six deputies enrolled in Basic Training Class B-20-02, beginning July 14, 2020. Due to the class enrollment being full and staffing shortages, Sheriff Keuerleber requested the extensions so both deputies could attend class B-21-01, beginning in January 2021.

Judge Goodman made a motion to approve the time extension request for Deputy Czaplicki. Deputy Walker seconded the motion. Chairman Weaknecht asked if there was any Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

Voting Aye: Board Members Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None

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

Voting Aye: Board Members Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the list of time extensions that were approved by the Training Supervisor. Extensions were approved for: Deputy Wanda Babula and Deputy Glenn Murchison, Luzerne County; Deputy Vance Robinson, Philadelphia County; Deputy Tyler Duck, Westmoreland County; and Deputy Michael Espin, Deputy Kaitlin, Deputy Paula Tallarico, and Deputy Joshua Sharp, York County. 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 instructor applications submitted by Penn State University. Applications submitted included: Mr. Mark Ledford, Defensive Tactics; Mr. Matthew Mazzara, Defensive Tactics and Firearms; Mr. Mark Rusnak, Defensive Tactics; and Mr. Charles Shoemaker, Firearms.

Deputy Walker made a motion to approve the instructor applications. Judge Goodman seconded the motion. Chairman Weaknecht asked if there was any Board discussion or public comment. No discussion ensued and the motion passed with the following votes:

Voting Aye: Board Members Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None

Mr. Mike Ecker, Penn State University, provided the basic training delivery report. Mr. Ecker stated that Basic Training Class B-20-01 began with 45 deputies attempting the entrance physical fitness test. Ten deputies failed and one deputy resigned his employment. The class currently has 34 deputies in attendance. The January 2020 Waiver Training class graduated 30 deputies. The July 2020 Basic Training class enrollment is full at 40 deputies and 4 deputies on the waiting list. The next Waiver Training has 35 deputies enrolled.

Mr. Anthony Luongo, Temple University, provided the report on continuing education training. Mr. Luongo reported that the “go live” process for the on-line continuing education training was completed on January 23, 2020. The training consists of three subjects, to include: Social Media for Law Enforcement, Officer Safety, and Legal Updates.

Mr. Luongo stated to date, 290 deputies accessed the training and 100 complete the training. He reported that the Temple help desk received 147 requests for assistance. This number included both requests from deputy sheriffs and constables. Temple is working on the ability to separate the reporting process to be able to provide specific statistics for both programs. Mr. Luongo stated that 88% of the requests have been resolved and the remaining requests are being pending. The majority of the requests for assistance involved receiving the activation emails and creating an access account to enter the site. Other requests included training navigation and re-activating previous Temple accounts.

Mr. Pfau thanked Mr. Luongo and his staff for their efforts in launching the on-line training. He stated staff are working to integrate the learning management system with the SDSIS. At some point in the future deputies will be able to access the SDSIS system and have a link to access the training. This will eliminate many of the technical issues we are experiencing. Mr. Pfau stated the integration of both systems did not occur due to time constraints and funding.

Chairman Weaknecht asked if anyone had any comments for the good of the order. He stated the Board was going to temporarily adjourn the meeting for an Executive Session. The meeting would reconvene to allow for any further discussion. He noted that other agenda items existed.

Deputy Wendell Reed, Philadelphia Office of the Sheriff, thanked Mr. Numer for meeting with Sheriff Bilal and her staff. He expressed his appreciation of the Board’s mission to provide professional training.

Chairman Weaknecht adjourned the meeting for an Executive Session at 9:55 a.m. The meeting was reconvened by Chairman Weaknecht at 10:10 a.m.

Chairman Weaknecht announced that the next Board meeting was scheduled for May 22, 2020, at the Days Inn, State College. The meeting will begin at 8:00 a.m. He reminded everyone that the graduation ceremony for basic training will follow the meeting at 11:00 a.m., at the Ramada Inn, State College.

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

Voting Aye: Board Members Goodman, Klakamp, Nothstein, Walker, and Weaknecht

Voting Nay: None