



MEGHAN M. DADE, ESQUIRE  
EXECUTIVE DIRECTOR

PENNSYLVANIA BOARD OF PROBATION AND PAROLE  
**SEXUAL OFFENDERS ASSESSMENT BOARD**  
1101 SOUTH FRONT STREET, SUITE 5700  
HARRISBURG, PA 17104-2533  
TELEPHONE (717) 787-5430  
FAX: (717) 705-2618

To: Board Members  
From: Meghan Dade, Executive Director  
Date: April 30, 2019  
Subject: Board Meeting Minutes--November 29, 2018

In compliance with Act 175, known as the Sunshine Law, effective September 17, 1976, Janaki Theivakumaran, Executive Assistant, provided notification on November 14, 2018 to the public of the scheduled meeting of the Pennsylvania Sexual Offenders Assessment Board.

The first public meeting of the Pennsylvania Sexual Offenders Assessment Board convened at 7:08pm on Thursday, November 29, 2018 at the Sheraton Harrisburg-Hershey Hotel with Meghan Dade, Executive Director, presiding.

There was a total of 37 Board Members present at the meeting. The following Board Members attended the meeting in person.

Board Member William Allenbaugh  
Board Member Stacie Barnes  
Board Member Jennifer Bayer  
Board Member Paula Brust  
Board Member Charles Carson  
Board Member Paulette Day  
Board Member Nancy Einsel  
Board Member Dana Evangelista  
Board Member Lindsey Fleishman  
Board Member Roberta Fratzola  
Board Member Francine Gibson  
Board Member Stacey Ginesin  
Board Member Edward Haberman  
Board Member Carol Haupt  
Board Member Carol Hughes  
Board Member Cynthia King  
Board Member Julia Lindemuth  
Board Member Bruce Mapes  
Board Member Mark Metz  
Board Member Bridget Mickere  
Board Member Mary Muscari

Board Member Tracey Petrarco  
Board Member Camilla Richesson  
Board Member Corrine Scheuneman  
Board Member Nancy Schuyler  
Board Member Aimee Senott  
Board Member John Siegler  
Board Member Sharon Silberman  
Board Member Molly Simmons  
Board Member Dawn Smitley  
Board Member Robert Stein  
Board Member Brandi Stewart  
Board Member Veronique Valliere  
Board Member Molly Wagner  
Board Member Johnette West  
Board Member Erica Williams  
Board Member Jane Yeatter

Also in attendance: Diane Dombach, Clinical Director, Janaki Theivakumaran, Executive Assistant, Alison Patrick, Administrative Assistant, John Manning, Deputy Chief Counsel for the Sexual Offenders Assessment Board.

1. Announcements
  - Meeting Minutes are being transcribed by Executive Assistant Theivakumaran and Administrative Assistant Patrick.
  - Pursuant to the Sunshine Law, the minutes of this meeting will be public.
  - As a reminder, all oaths of office must be submitted to the Department of State and a copy must be provided to Executive Assistant Theivakumaran.
2. Board Member Barnes made a motion to adopt the Robert's Rules of Order for Board meetings. Board Member Stein seconded the motion. The Board unanimously passed the motion.
3. Board Member Williams made a motion to set the term of years for the Chairperson of the Board at 2 years. Board Member Barnes seconded the motion. The Board unanimously passed the motion.
4. Executive Director Dade asked for nominations for the Chairperson of the Board. The Chairperson will be compensated \$500 annually, preside over future Board meetings, and oversee the subcommittees. Board Member Valliere asked how many public meetings will be held per year. Executive Director Dade stated that it might be up to 4 in the first year and anywhere from 2-4 meetings per year after that. Executive Director Dade stated that based on Robert's Rules of Order you can nominate yourself and vote for yourself. Executive Assistant Theivakumaran handed out ballots. Board Member Valliere asked if anyone was interested in becoming a Chairperson. Board Member Ginesin stated she was interested. Executive Director Dade asked for nominations. Board Member Williams nominated Board Member Ginesin. Board Member Ginesin accepted the nomination.

Board Member Valliere asked if we still need to have a secret ballot. Executive Director Dade stated that votes must still be cast for Chairperson.

- Board Member Ginesin received 34 votes and was appointed Chairperson of the Board. She received a copy of Robert's Rules of Order.
- Chairperson Ginesin thanked the Board for the support and stated she looked forward to working with everyone.

5. Executive Director Dade asked for nominations for Alternate Chairperson. This person would fill in if Chairperson Ginesin was unavailable. The Alternate Chairperson would not receive any compensation. The vote was as follows:

- Board Member Stein received 37 votes and was appointed Alternate Chairperson of the Board. Board Member Stein received a copy of Robert's Rules of Order.

6. Executive Director Dade stated that subcommittees were needed for the following:

- Create Bylaws for the Board
- Create Act 21 Standards
- Create Re-assessment Standards
- Update Board Member Standards
- Update Assessment Standards
- Update Parole Board Assessment Standards
- Update Treatment Provider Standards

7. Executive Director Dade sought volunteers for the subcommittee on developing bylaws. Board Member Muscari and Board Member Mapes volunteered.

8. Board Member Silberman made a motion to ratify the current Board Member standards. Board Member Einsel seconded the motion. The Board unanimously passed the motion.

9. Board Member Siegler made a motion to ratify the current assessment standards. Board Member Stewart seconded the motion. The Board unanimously passed the motion.

10. Board Member Mapes made a motion to ratify the treatment provider standards. Board Member Muscari seconded the motion. Executive Director Dade recommended that any Board Member who is also a treatment provider should abstain from voting. The Board unanimously passed the motion. The following Board Members abstained:

- Board Member Bayer
- Board Member Brust
- Board Member Einsel
- Board Member Fleishman
- Board Member Gibson
- Board Member Haupt
- Board Member Hughes
- Board Member King
- Board Member Lindemuth
- Board Member Richesson

- Board Member Schuyler
- Board Member Simmons
- Board Member Stewart
- Board Member Valliere
- Board Member Wagner
- Board Member West
- Board Member Williams
- Board Member Yeatter

11. Executive Director Dade sought volunteers for the subcommittee on developing Act 21 assessment standards. Board Member Siegler, Board Member Muscari, Board Member Stewart, Board Member Mickere, and Board Member Metz volunteered.
12. Executive Director Dade explained that under Act 29 of 2018 individuals convicted of a sexually violent offense may petition the court to be removed from the registry after 25 years. Pursuant to statute, the Board will receive a court order to do an assessment on an individual to determine if the individual poses a threat to the safety of any other persons. Executive Director Dade sought volunteers for the subcommittee on developing reassessment standards. Board Member Stein, Board Member Petrarco, Board Member Wagner, Board Member Scheuneman, Board Member Gibson, Board Member Lindemuth volunteered.
13. Executive Director Dade sought volunteers for the subcommittee on updating Board Member standards. Board Member Williams volunteered.
14. Executive Director Dade sought volunteers for the subcommittee on updating SVP assessment standards. Board Member Stewart and Board Member Williams volunteered.
15. Executive Director Dade sought volunteers for the subcommittee on updating Parole Board assessment standards. Board Member West and Board Member Lindemuth volunteered.
16. Executive Director Dade sought volunteers for the subcommittee on updating the SOAB's treatment provider standards. Board Member Barnes, Board Member Petrarco, Board Member Stewart and Board Member Wagner volunteered.
17. Board Member Scheuneman motioned for the Board meetings to be held the night before the quarterly trainings. Board Member Wagner seconded the motion. The Board unanimously passed the motion.
18. Executive Director Dade asked for any questions from the Board Members.
19. Board Member Valliere questioned the need for public meetings. Deputy Chief Counsel Manning stated the Board has statutory duties to have public meetings. The meetings must be made public in adherence to the Sunshine Law.

20. Board Member Siegler made a motion to amend the bylaws to allow Board Members to attend meetings via phone. Executive Director Dade informed him that we cannot amend bylaws at this time as they do not exist.
21. Executive Director Dade acknowledged any members of the public. Jeff Boyles was the only member of the public in attendance. Mr. Boyles had no comments for the Board.
22. Board Member Mapes made a motion to adjourn the meeting at 7:50pm. Board Member Muscari seconded the motion. The Board unanimously voted to adjourn the public session. No Executive Session was required.