



PRIVATE PROBATION SERVICE COUNCIL
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1166
615-741-1831

Meeting Minutes
November 1st, 2019
First Floor Conference Room (1-B)
Davy Crockett Tower

The Private Probation Services Council met on November 1st, 2019 in Nashville, Tennessee, at the Davy Crockett Tower in the first floor conference room 1-B. Director Kopchak called the meeting to order at 10:00 a.m. and the following business was transacted:

COUNCIL MEMBERS PRESENT: Judge Larry Logan (via teleconference), Judge Lynn E. Alexander (via teleconference), Stancil Ford (via teleconference), Judge Gary Starnes (via teleconference), Judge Brody Kane (via teleconference), and Michael Wright

COUNCIL MEMBERS ABSENT: None

STAFF MEMBERS PRESENT:
Glenn Kopchak, Roxana Gumucio, Hugh Cross

CALL TO ORDER/ROLL CALL

Director Kopchak called the meeting to order and completed roll call, noting that a quorum had been established.

NOTICE OF MEETING

Director Kopchak read the notice of meeting into the record as follows: "Notice of the November 1st, 2019 meeting of the Private Probation Service Council was posted to the Private Probation Service Council website on October 14th, 2019."

STATEMENT OF NECESSITY

Recognizing the absence of a physical quorum, Director Kopchak read the Statement of Necessity into the record. Judge Logan put forward a motion to accept it as written, which Judge Alexander seconded. The motion passed unanimously by roll call vote.

ADOPT AGENDA

Judge Kane made a motion to adopt the agenda as written, which Mr. Ford seconded. The motion passed unanimously by roll call vote.

MINUTES

Upon review of the minutes from the previous meeting, Judge Kane motioned to approve the minutes as written. This was seconded by Judge Starnes. The motion passed unanimously by roll call vote.

DIRECTORS REPORT

Budget

Prior to launching the discussion of the budget, Director Kopchak took a moment to introduce the newest member, Mr. Michael Wright, to the rest of the council. Director Kopchak briefly reviewed the budget, providing a breakdown of each of the line items. Director Kopchak also highlighted two (2) expenses for the council. These included the costs for CORE enhancements due to the recent law changes and an investigation expense that was incorrectly attributed to the council. Director Kopchak concluded that the budget is trending normally.

2020 Meeting Dates

Director Kopchak provided the council with the scheduled meeting dates for 2020. Judge Logan made a motion to accept the scheduled dates, which was seconded by Mr. Ford. The motion passed unanimously by roll call vote.

Company Audit Update

Director Gumucio updated the council regarding the actions that have been taken as a result of the new rule changes. Director Gumucio briefly explained the new "Get Notified" program, which allows all interested parties to sign up to receive information about any of the boards via email. Director Gumucio stated that administrative staff utilized this tool, along with company directed emails and telephone calls to ensure that all licensed companies were aware of the recent rule changes, which included FBI fingerprinting for each private probation officer, the reduction in required continuing education hours, and the introduction of a penalty of twenty-five percent (25%) of the registration fee for late renewals. Director Gumucio confirmed that they have spoken to all but two (2) of the companies. In addition to this audit, Director Gumucio also noted that three (3) of the companies will be closing and that there will be twenty-eight (28) active companies by the end of the year. Director Gumucio concluded by encouraging the council members to sign up for the "Get Notified" program.

LEGAL

Legislative Updates

Director Kopchak stated that there are no current legislative updates at this time, however there were a few items to be presented for discussion by the council.

Director Kopchak turned the conversation over to the Judge Starnes to discuss his attendance at the Judicial Conference in September. Judge Starnes stated that a topic of discussion was the definition of "Private Entity" being updated and/or expanded, and that it will be addressed in the next legislative session.

Director Kopchak moved the discussion to the issue of further defining what will qualify as initial training and continuing education, specifically related to the topic of ethics and rules. Judge Logan inquired if there was currently any standardization for ethics training and Director Kopchak confirmed that there was not and the rule is very broad. Director Kopchak suggested that the council members could draft language to amend the rules which would further clarify what is meant by ethics and rules training.

Director Kopchak asked the council to also provide examples and ideas for instituting uniformed /standardized reporting from companies to judges.

Director Gumucio let the council know that in speaking with the companies about the change in continuing education hours, most seemed to agree that twenty (20) hours was a good number and they intend to continue providing those hours although the minimum was reduced to eight (8) hours. Judge Alexander asked if the council could be involved in providing education and training to officers as a means for standardization. Director Gumucio explained that this is a topic that could be explored if the council was interested. Director Kopchak added that the cost of providing such training would need to be balanced against the potential for a reduction in the reserve balance due to a recent board realignment which will result in more administrative costs being allocated in the payroll and operational budget which is projected to eliminate any additional funds being added to the reserve balance and a possible further incremental depletion of the reserves. Director Kopchak assured the council that administration would continue monitoring and provide regular status updates.

NEW BUSINESS/ADJOURNMENT

There being no new business, Judge Logan made a motion to adjourn the meeting, which was seconded by Mr. Ford. The motion passed unanimously by roll call vote. Director Kopchak adjourned the meeting at 10:50 a.m.