

**TENNESSEE
PRIVATE PROBATION SERVICES COUNCIL
MINUTES**

DATE: March 4, 2011

PLACE: 3rd Floor Conference Room- Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee

PRESENT: Board Members –
Judge Chris Craft, Chairman
Judge J. Klyne Lauderback
Judge Hugh Harvey
Judge John Hudson
Sidney Chism
Dena McCollough

ABSENT: Veronica Thornton

PRESENT: Staff Members -
Donna Hancock, Executive Director
Susan Lockhart, Executive Administrative Assistant
Dan Syriac, Administrative Regulatory Board Manager
Benton McDonough, Assistant General Counsel

Call to Order - Chairman Craft called the meeting to order at 10:00 a.m. and the following business was transacted:

Ms. Hancock called the roll. Six (6) council members were present and one (1) was absent.

Agenda - The agenda was adopted.

Minutes – Judge Hudson made a motion to approve the minutes of December 3, 2010 as amended, seconded by Judge Lauderback. **MOTION CARRIED.**

LEGAL REPORT – BENTON MCDONOUGH, ASSISTANT GENERAL COUNCIL

Mr. McDonough advised only one (1) complaint is pending and it is scheduled for a formal hearing at the Council's next meeting in June 2011.

ADMINISTRATIVE REPORT - DONNA HANCOCK, DIRECTOR

Complaint Statistics & Comparison Report – Ms. Hancock presented a report of the complaints open at this time last year compared to the ones currently open.

Budget Report for Fiscal Years 2007-2010 – Ms. Hancock presented a copy of the budget summary for fiscal years 2007 – 2010 for the Council’s review. She gave an oral report of the expenditures and revenues for fiscal year 2009/2010 and advised that the year closed with a positive balance of \$96,164.

Quarterly Provider Fee Report – Per the Council’s request at the December 2010 meeting, Ms. Hancock presented examples of quarterly reports received for various probation firms for comparison. The smaller firm reported 435 probationers; the medium size firm reported 705 probationers; and the larger firm reported 2859 probationers for the same quarter.

NEW BUSINESS / UNFINISHED BUSINESS:

It was agreed at Chairman Craft’s request that he submit a copy of the fiscal report Ms. Hancock presented to the oversight committee for their reference.

In response to an inquiry from Chairman Craft, Ms. Hancock advised that she is not aware of the outcome of the Council’s request for proposed legislation to allow them to cancel meetings at their discretion.

ADJOURN:

Being no further business, Judge Hudson made a motion to adjourn, seconded by Mr. Chism. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Judge Chris Craft, Chairman



J. Klyne Lauderback, Vice Chairman