

**TENNESSEE  
PRIVATE PROBATION SERVICES COUNCIL  
MINUTES**

**DATE:** March 2, 2012

**PLACE:** 2<sup>nd</sup> Floor Conference Room- Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee

**PRESENT:** Board Members –  
Judge J. Klyne Lauderback, Vice-Chairman  
Judge Hugh Harvey  
Judge John Hudson  
Dena McCollough  
Veronica Thornton

**ABSENT:** Judge Chris Craft, Chairman  
Sidney Chism

**PRESENT:** Staff Members -  
Donna Hancock, Executive Director  
Susan Lockhart, Executive Assistant  
Benton McDonough, Assistant General Counsel

**Call to Order** –Vice Chairman Lauderback called the meeting to order at 10:02 a.m. and the following business was transacted:

Ms. Hancock called the roll. Five (5) council members were present and two (2) were absent (Judge Craft and Mr. Chism).

**Agenda** – Judge Hudson made a motion to adopt the agenda, seconded by Judge Harvey. **MOTION CARRIED.**

**Minutes** – Judge Harvey made a motion to approve the minutes of December 2, 2011 as amended, seconded by Ms. McCollough. **MOTION CARRIED.**

**LEGAL REPORT – BENTON MCDONOUGH, ASSISTANT GENERAL COUNCIL**

Mr. McDonough advised there were no complaints to report on at this time.

**ADMINISTRATIVE REPORT - DONNA HANCOCK, DIRECTOR**

**Out of State Agencies** – Ms. Hancock advised she researched the actively licensed out-of-state private probation entities as per the Council's request. She reported there are currently two (2) companies registered with out of state addresses; both located in Georgia, one with an office, (a

physical location) in Memphis, TN and the other is not yet offering private probation services in Tennessee.

**Agency & District List** – As requested at the last meeting, Ms. Hancock presented a list of the private probation agencies registered with the Council including the judicial districts they each serve. She advised the Council that the report is available on the Council’s website under “Downloadable Reports” but you must register online for a free account before the report is accessible for tracking purposes.

**Financial Report (History & Projections)** – Ms. Hancock presented a report detailing the revenues received in previous years as requested at the 12/2/11 Council meeting. The report also included revenue projections based on the historical data; a copy of the final budget reports for the last four (4) fiscal years was enclosed; and estimated revenue projections if the Council reduces the quarterly provider fees in .25 cent increments.

Ms. McCollough advised she had recently been asked about “exorbitant fees” such as charging probationers for drug testing even though they are not actually tested. Judge Lauderback asked Mr. McDonough to research whether or not the Council has the authority to regulate the fees a private probation entity charges a probationer and to report his findings at the next meeting.

Concerns were raised as to whether or not agencies are filing their quarterly reports to the courts as required by law. Judge Lauderback asked Ms. Hancock to send letters to each registered agency reminding them of the requirement to file quarterly reports to the courts. He further requested the county clerks be advised as to the agencies registered in their jurisdictions and for Ms. Hancock to ask the clerks to report to her on whether or not the quarterly reports are being filed by those agencies as required.

Judge Lauderback asked if the agency applications could be changed to include a field requesting each applicant’s email address. Ms. Hancock advised she would add a space on each application for the email address.

After further discussion, the Council advised they would review the reports presented and discuss the quarterly provider fees at the next meeting.

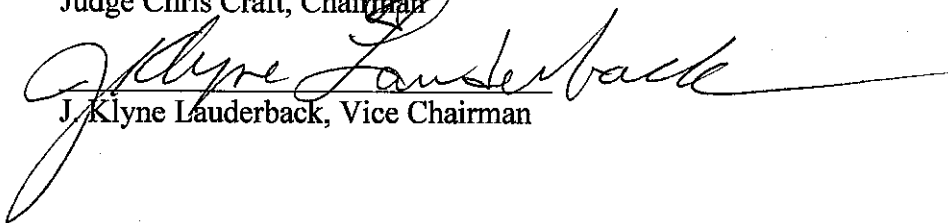
**House Bill 2830** – Ms. Hancock presented a copy of House Bill 2830 for the Council’s reference. If passed, certain private probation entities could supervise Class E felony offenders.

**UNFINISHED / NEW BUSINESS** – Judge Lauderback inquired as to whether or not the Council’s request for legislation to change the statute regarding the frequency of meetings was presented to the legislature. Ms. Hancock and Mr. McDonough both advised they were unaware of the outcome of the request and would look into it.

**ADJOURN -**

Being no further business, the meeting adjourned at 11:10 a.m.

  
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Judge Chris Craft, Chairman

  
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J. Klyne Lauderback, Vice Chairman