

HOUSE OF REPRESENTATIVES
COMMITTEE TO INVESTIGATE THE ADMINISTRATION OF JUSTICE
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania

MEMORANDUM

By Dale S. Thompson

Date April 17, 1974

FILE: Governor's Justice Commission

Miss BETTY PROCIK was interviewed at staff headquarters on April 5, 1974. She is presently the Administrative Officer for the Governor's Council on Drug and Alcohol Abuse (independent agency), with offices at 2023 North Second Street, Harrisburg, telephone No. 787-9763. She has a room in Harrisburg, but still considers her home as 230 Oak Street, Taylor, Pennsylvania (just below Scranton). Miss Procik has a master's in business administration from the University of Scranton. She was employed by the Governor's Justice Commission in about November 1970 where she remained until January 1974 when she went to her present employment. She was first employed as an Accountant II at about \$9100. She now receives approximately \$15,000.

When Miss Procik first went to the Commission as an accountant, she processed grant payments after such payments were properly approved. She reviewed fiscal reports from the grantees as a part of the payment schedules. She reported directly to BERARD. Normally, when a grant was approved, a 1/4 "draw" would be paid to the grantee, and subsequent 1/4 payments were made depending upon the need for cash. In connection with such payments, she would initiate an invoice which would be reviewed and approved by Berard, and then by the Executive Director of the Commission. It was then sent to the comptroller of the Justice Department and then to the State Treasurer for the issuance of checks. The Commission itself could not issue any checks on its own. After the check was issued by the State Treasurer, it would be returned to the Commission where the Grants Unit would send the check, along with a letter, to the grantee indicating approval of the grant.

She later reviewed budget modification requests from grantees. She would also review the grants from a fiscal standpoint and send her comments to the Grants Management Unit. Such comments might pertain to the lack of equipment or travel funds when such were needed or some other fiscal matter. Grants Management would also obtain comments from the Legal and Program Planning Unit and then act as coordinator for the total application.

Governor's Justice Commission - 2
April 17, 1974

In regard to fiscal matters, Miss Procik maintained accounting control over all subgrants approved. She maintained a hand system of journals, ledgers and other necessary records. This pertained only to subgrants. The regular accounting system for the Commission was handled by the Comptroller's Office, Department of Justice. She maintained a ledger on the subgrants which reflected the subgrantee, total amount of the grant and payments as processed. She also maintained a payment journal listing each grant and payments thereon. These payments would have to balance with the grant subsidiary ledger. She also maintained a funding level journal which reported all amounts authorized by LEAA and thereafter authorized by the Commission. All of this information was by funding category. This was also divided into regional funding.

She advised that fiscal report forms and instructions were sent by the fiscal office of the Commission to the subgrantee. These instructions were to be followed in connection with fiscal matters. A copy of such transmittal letter should be in each grant file.

The fiscal office had a file on each subgrantee and in it should be copies of all correspondence related to that grant initiated in writing. Miss Procik prepared monthly financial reports from the subledger she maintained and they were sent to approximately 100 people throughout the State.

About May or June 1971 was the time she started to review grant applications for fiscal matters. This would be a general overall to see that costs were in accordance with BOB A87 and financial guidelines of LEAA and State regulations. She continued to do other work. In connection with this review, if she had any questions from a fiscal standpoint, she would call them to the attention of Mr. Berard and/or the regional people to try to get them resolved.

Mr. ELWOOD "Woody" RICE and Miss Procik did the same type of accounting work when she first went with the Commission. Mr. Rice also reported to Mr. Berard. In addition, he handled grants to state institutions and expenditures for travel, procurement and payment therefor. He was also responsible for the State budget for the Commission and planning grant applications sent to LEAA. He also was involved in the allocation of available funds. He is still employed there and is doing the same general type of work.

Governor's Justice Commission - 3
April 17, 1974

In December 1971 or January 1972, the Grants Management Unit was taken away from Mr. ROBERT SAYLOR and combined with the work of the Director of Administration, Mr. Berard. Miss Procik was made Chief of this Grants Management Unit. She does not know why this transfer was made. Mr. Saylor then worked directly for Mr. Godfrey and later transferred to the Bureau of Correction.

This Grants Management Unit handled all coordination of subgrants. The unit was not responsible for program review of the subgrants, but it did insure that the grants were reviewed for program, legal and other purposes. Miss Procik also kept all prior accounting work, except the processing of payments on grants went to Mr. Rice.

She continued to do this last described work until she left in January 1974. Her transfer to the Governor's Council was initiated by a call from outside the Justice Commission. She did not resign and then look for a job. She was promised about \$1500 more per year in this new job. She felt that she had too much work at the Commission, but now sometimes thinks she should have stayed there.

She did have some differences with Berard, but mostly they were a difference of opinion. As an example, she might interpret a regulation or guideline differently than he did. He was always more liberal in his interpretations than she was.

Occasionally, the Commission would receive a check from a subgrantee. She did not handle many of these as most of them were handled by Mr. Rice. When such a check was received, it would be reported to the comptroller and sent to him for deposit for credit to the Commission.

The Bureau of Program Planning and Research was established in early 1972. She thinks that Karl BOYES was made the Bureau Director at that time. PETER ROMPLER was in charge of the Bureau of Planning under Boyes. Rompler is still there, but Boyes has left.

Discretionary grants were made directly by LEAA to applicants. The Commission was responsible for reviewing and commenting upon these grants prior to the time LEAA made the award. After the award was made by LEAA, the Governor's Justice Commission handled all phases of the grant administration in the same way that they handled all subgrants.

Governor's Justice Commission - 4
April 17, 1974

The Governor's Justice Commission could make discretionary grants in an amount up to 25% of total funds available. These could be awarded to State components and private enterprise.

In regard to the Easton building project, she knows there was a funding problem in that there was not enough funds in that program category to cover the project. It was necessary to get LEAA to change the plan for that year in order to fund the project. She recalls that there was no environmental impact statement as required by LEAA at the time the project was considered. This project was tabled at one time, either by the staff review or by Governor's Justice Commission action. Staff reviews of projects were reviewed about 10 days prior to the Governor's Justice Commission meeting. It would include regional people. Various staff members within the Commission would be present, such as the Executive Director, Miss Procik, members of the planning staff who reviewed the projects from a programmatic standpoint, Mr. Berard, legal personnel, etc. Minutes may have been kept of these staff meetings.

The guidelines of BOB A21 and A87 were followed, as well as LEAA financial guidelines. Any particular State regulations were incorporated into the grants.

She does not know the details concerning BRESNAHAN's dismissal from the Commission. She was never asked by Berard to testify concerning Bresnahan's deficiencies.

PEGGY KINGSTON was at the Commission when Miss Procik was first employed there. She left about the summer of 1972. Miss Kingston handled the mechanics of procurement and would have reported either to Woody Rice or Berard. BUD SCHEIBE took her place after she left.

Miss Procik said that she knew that THORNBURGH had resigned, however, she knows no further details concerning his resignation or changes in the Allegheny Council personnel.

She was never asked to do anything illegal or improper against her better judgment.