

APAI EXECUTIVE COMMITTEE MEETING

Executive Committee Meeting Minutes for July 29, 2011

Meeting held via web with some members participating via telephone.

MEMBERS PRESENT: Charles Traughber, President; Jeffery Peterson, Vice President; Cranston Mitchell, Past President; Regional Vice Presidents: Ed Reilly, Northeastern; and Cynthia Mausser, Central. Rissie Owens, COPRA Chair.

STAFF PRESENT: Keith Hardison, CAO and Monique Keith for Natalie Payne, Secretariat.

MEMBERS ABSENT: Elizabeth Robinson, Treasurer; Jeralita Costa, Secretary; Regional Vice Presidents: Caroline Mudd, Southern; Barbara LeMaitre, Western; Renee Collette, International Section.

A quorum was present.

President Charles Traughber called the meeting to order.

I. Approval of Minutes

- a. Motion to approve the minutes for June 2011 made by Mr. Mitchell, 2nd by Mr. Peterson.

Action taken: Minutes for June 2011 approved unanimously.

- b. Mr. Hardison noted that Ms. Costa apologized and advised him she had not yet completed the April or July minutes.

II. Update on 2011 Chair's Meeting

- a. Mr. Hardison advised that 11 chairs have registered so far. The hotel rooming list also indicates a few more chairs that have not yet registered. Mr. Hardison will be sending out another reminder. Mr. Peterson asked if the EC members need to make their own hotel reservations. Mr. Hardison advised that EC members will need to make their own hotel reservations.
- b. Ms. Owens requested that Regional VPs contact members in their regions to encourage their attendance.
- c. Mr. Hardison, Ms. Owens and others in attendance at the EC meeting in September will work on a draft policy statement about who can attend the chair's meeting and other issues regarding the chair's meeting that need to be more defined. Mr. Mitchell suggested that we may want to consider being broadminded in allowing local folks to attend since they may have limited opportunities for training; i.e., Idaho is a volunteer board and have limited resources for attending the annual training conference.

III. Update on 2012 Annual Training Conference

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- a. Meeting with the folks in Florida. Ms. Costa and Ms. Collette are participating in the meetings with Mr. Hardison and the Florida representatives. There was discussion about potential keynote speakers and topics. Right now we are in the information gather phase.

IV. **Business Plan Approval** (*this was moved up on the agenda due to Hurricane Irene moving into the DC area, the quorum may dissolve at any moment.*)

ACTION: Move to adopt the business plan by Mr. Reilly, 2nd by Mr. Mitchell.

Discussion: Mr. Peterson reminded members that we need to adopt the business plan, but to remember it is dynamic in nature.

ACTION TAKEN: Business plan adopted unanimously.

Mr. Mitchell needed to leave the call at this point to prepare for the impending storm.

V. **Committee Reports**

a. **Professional Development**

1. David Smith has assigned the mentoring program development to a subcommittee of David Blumberg, Jeri Costa and Tina Pate. They have come up with a survey for chairs about the mentoring program and Ms. Costa referred them to some great resources for developing mentoring programs that they are all excited about.
2. Mr. Hardison and Mr. Smith have been in discussions about partnering with the Judicial College to do some joint training; both Mr. Smith and Mr. Hardison have worked with that agency in the past on training. There is a lot of overlap in issues, such as risk assessments. They have the resources of the University of Reno to assist in training and education as well.

b. **Standards**

1. Ms. Mausser reported that the standards committee has not met since the July EC meeting. There is a meeting scheduled next week. Mr. Serin will be on the agenda to address his work with NIC on the development of a quality assurance index and common performance measures for parole boards.

c. **Victims**

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1. Mr. Hardison has not heard from Ms. LeMaitre. He had received an out of office e-mail and has not heard anything since. He is a little concerned and hopes she is ok.
2. The survey compilation was completed and the committee is reviewing it. They have not scheduled another meeting yet.

VI. Business plan strategy 9.1 – organizational structures

Mr. Peterson reported that he, Mr. Traughber, and Mr. Hardison have met to discuss this issue and they plan to put out a survey to chairs and releasing authorities about changes in structure since the last survey in 2007. They conferenced with Patricia Biggs, formerly chair of the Kansas Board, and she had some great ideas for the survey. Ms. Biggs will review the survey questions and provide input. They are discussing development of white papers based on the survey results.

VII. Communications and Resolutions Committees

Mr. Hardison reminded that we are looking for members for these committees. They do need some particular expertise for these committees.

VIII. Membership Update

Ms. Keith reported that we currently have 420 active memberships.

IX. Financial Report / Director's Report

Mr. Hardison sent the financial report and director's report in advance. He added that he will be attending the Interstate Compact on Adult Offenders Administrator's meeting on behalf of APAI, who is an ex-officio member.

X. Additional Business

- a. Mr. Traughber suggested that we have a presentation at the 2012 ATC from ICE about what they do with people and how communication can be approved. There is a lack of communication between paroling authorities and ICE. Members agreed that this has been a very difficult issue for years.

Meeting adjourned.

Respectfully Submitted,

Jeralita "Jeri" Costa, Secretary

Minutes approved by Executive Committee on 10/28/11