

## APAI EXECUTIVE COMMITTEE MEETING

---

**DATE:** December 16, 2011

**MEMBERS PRESENT:** Charles Traughber, President; Jeffery Peterson, Vice President; Jeralita Costa, Secretary; David Blumberg, Treasurer; Regional Vice Presidents: Ed Reilly, Northeastern Region; Rissie Owens, COPRA Chair; Cynthia Mausser, Central Region; and Renee Collette, International Section Vice President

**STAFF PRESENT:** Keith Hardison, CAO; Natalie Payne, Secretariat.

**MEMBERS ABSENT:** Cranston Mitchell, Past President; Barbara LeMaitre, Western Region Vice President; Caroline Mudd, Southern Region Vice President.

A quorum was present.

**GUESTS PRESENT: Jack deRemer, Florida Parole Commission**

---

The meeting was called to order by President Charles Traughber at 9:38 Pacific Time.

**I. Approval of Minutes**

- a. Correct spelling of Mr. David Hossinritter's name.

Action Taken: Motion to adopt the minutes of November 18, 2011 as corrected, by Ms. Owens; 2<sup>nd</sup> by Mr. Riley. Motion adopted unanimously.

**II. Update on 2012 ATC**

- a. Mr. Hardison reviewed the work of the ATC 2012 planning committee and noted that Ms. Collette and Ms. Costa are on the planning committee for the EC; the Florida committee members are: Jack deRemer, Tina Pate, Sarah R., Gina J.
- b. Mr. deRemer provided an introduction about the proposed key note speaker. The EC members supported both the key note speaker and the topic.

Action Taken: Motion to approve the remaining general workshops in one vote. Moved by Mr. Blumberg, 2<sup>nd</sup> by Mr. Peterson. Unanimously approved.

- c. Mr. Hardison reviewed the proposed workshops. Members asked questions and discussed the proposals individually.

Note: Mr. Traughber had to leave the call at 10:13 a.m. and Vice President Peterson took the helm.

**Action Taken: Motion to approve to the proposed workshops with the caveats noted of more information on a couple of them. Moved by Mr. Reilly. 2<sup>nd</sup> by Ms. Collette Unanimously approved.**

### **III. Committee Reports**

#### **a. Standards: (Cyndi Mausser)**

Ms. Mausser reported that the Standards Committee met a couple of weeks ago to review and wordsmith, and are almost ready to present the core standards to the EC for approval. Ms. Mausser noted that Mr. Jim Johnson provided some very important input.

#### **b. Victims (Barbara LeMaitre)**

Mr. Hardison reported that the victims committee did meet and reviewed the survey results. The survey results have been posted on our website and there will be an article about the survey results in the next newsletter. There is a subcommittee to develop a work plan on the development of Victim Input Protocol as per the Business Plan. Mr. Hardison has been in contact with Ms. Anne Seymour to discuss potential technical assistance in this project.

#### **c. Membership**

Ms. Payne noted that we have about 435 members; there are some renewals being processed right now. Renewal notices went out to those whose memberships are expiring.

#### **d. Professional Development**

Mr. Hardison reported that the Nevada Parole Commission is proposing to engage the National Judicial College in Reno to provide some training to them. PDC Chair David Smith and the CAO are investigating the potential for these training sessions to be videotaped and made available to APAL members via the web. Ms. Payne is currently investigating the technical feasibility of doing this. In addition the CAO, Ms Payne and Doug Dretke from CMIT have had preliminary conversations about the Association's ability to provide web based training using CMIT facilities and technology. Mr. Dretke and Ms. Payne are in the process of assessing CMIT's technical capabilities in this regard.

#### **e. Communications Committee:**

Sonja de Friez is the only member currently assigned to this committee. Therefore there has been no activity.

#### **f. Resolutions Committee:**

Arnold Galet is the only member currently assigned to this committee. Therefore there has been no activity.

#### **IV. Financial Report**

- a. Mr. Hardison provided the financial report in writing prior to the EC meeting. EC members reviewed the report and commented.
- b. Mr. Hardison reported that on 12/9/11 the Financial Committee had approved an amendment to the budget that changes allotments in two categories but does not change the total amount of the budget.
  - i. **Explanation:** Up until now CMIT has, as a matter of administrative convenience, absorbed the expense APAI incurs as a result of credit card fees for processing credit card payments. However pursuant to our MOU with them we are obligated to pay those expenses. Going forward in 2012, they will now be passing those expenses along to us as provided for in our agreement.
  - ii. This will result in us over spending the amount we have budgeted for service charges and bank fees (Account # 8000). The telephone account is being under spent due to use of the GoToMeetings provided by CMIT. Therefore the Financial Committee, at the suggestion of Mr. Hardison, approved moving an additional \$600 to that account from Account #5212. This brings the amount of Account #8000 to \$650 and leaves a total in Account #5212 of \$1900.00.

Action Taken: Motion to ratify the actions of the Finance Committee as presented. Moved by Mr. Blumberg. 2<sup>nd</sup> by Mr. Reilly. Unanimous approval.

#### **VII. Directors report**

##### **Business Plan Section 9.3 Interactive website map**

The CAO has been working with Ms. Payne and her colleagues at CMIT to determine the scope of work necessary to accomplish the goal of having a “point and click” interactive website map with basic parole board/releasing authority information. It appears that a map with the basic information already contained on our website (address, name of chair, email) would be relatively easy to accomplish with current resources. A map containing additional information would require further staffing. The CAO has been in discussions with CMIT to determine the pricing for a graduate student to do this and will continue to explore additional funding opportunities for this.

##### **National Parole Resource Center**

- a. The CAO has been working with Peggy Burke, to develop an announcement about the upcoming workshop. NPRC is however still awaiting official approval from BJA for this event. In any event the announcement is expected soon.

- b. Earlier this week the CAO was informed that BJA has asked CEPP for an informal “memo” (not an official proposal) explaining what projects and initiatives NPRC would propose to engage in if the funding for NPRC was extended for an additional 12 -18 months. The CAO was asked to submit suggestion for this memo, which was due the next day.
- c. Mr. Hardison proposed the following:
  - administrative funding for the APAI mentoring project, and
  - funding for implementation of the APAI/ASCA Collaboration Principles (subject to concurrence by the other participants in that project - NIC and ASCA)He also stressed the importance of the administrative support we currently receive.  
He supplied a copy of the APAI Business Plan and advised that funding for any project included therein would be welcomed and he mentioned that building our capacity to produce training webinars would be a worthwhile initiative.
- d. Ms. Burke indicated in her response that if funding was extended for another 12-18 months, the administrative fees currently provided would continue. She indicated that she was zeroing in on four additional major areas: *strategic planning assistance; operating protocols (including a focus on collaboration); resource on special populations (women and sex offenders); and a messaging strategy*. Ms. Burke stated that under collaboration, she includes reaching out to other organizations and stakeholders—leaving open the possibility of reaching out to NIC and ASCA on the joint protocols. She stated that she was also considering building in time for the CAO to be involved in planning/executing each of the major chunks at a rate of about \$350 per day.
- e. The CAO is scheduled to participate in a status update with BJA officials Monday December 19.

### **Newsletter**

The special tribute edition of the Newsletter was distributed.

At the suggestion of the Crime Victim’s Committee the January newsletter will be devoted to the results of the APAI crime victim’s services survey and a compilation of “best practices” in this area. The CAO is in the process of compiling material for this edition.

The meeting adjourned at: 10:54 a.m. PT

Respectfully Submitted,

Jeralita Costa, Secretary

Minutes approved on January 20, 2012