

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; Regional Vice Presidents: Barbara LeMaitre, Western; Renee Collette, International Section

STAFF PRESENT: Keith Hardison, CAO and Natalie Payne, Secretariat. Monique Keith (Ms. Keith will be filling in for Ms. Payne while Ms. Payne is out on maternity leave).

MEMBERS ABSENT: Cranston Mitchell, Past President; Elizabeth Robinson, Treasurer; Jeralita Costa, Secretary; Regional Vice Presidents: Ed Reilly, Northeastern; Caroline Mudd, Southern. Rissie Owens, COPRA Chair.

Attendance Note: Ms. Owens did join the meeting for a short period.

There was not a quorum for this meeting.

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- I. **Introduction of new EC member** by President Traughber welcomed Cindy Mausser. He expressed appreciation of her representation of APAI on the ACA Accreditation Committee. Ms. Mausser will represent the Central Region. Ms. Mausser expressed her gratitude for the appointment to the EC.
 - II. **Minutes** – Approval of June minutes tabled due lack of quorum; it was noted that we missed the approval of April minutes so those will be on the next meeting as well.

III. 2011 Chairs Meeting

Mr. Hardison and Ms. Payne reported that there are five people registered as of today's date. Ms. Collette reported she would be unable to attend due to financial limitations. Mr. Peterson stated that we will continue to look into some funding options as there are others in similar circumstances. Mr. Hardison requested that the Regional Vice Presidents make contact with members in their regions to solicit their attendance. Mr. Hardison reported that based on discussions with COPRA Chair Owens, he has forwarded a draft agenda to her and although he has not yet heard back, he will continue to follow up.

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IV. 2012 Annual Training Conference

Mr. Hardison reports that the 2012 ATC committee met and discussed training topics, agenda, etc. Mr. Hardison noted that EC members Ms. Costa and Ms. Collette are also on this committee. He noted that part of the topic discussion centered on incorporating workshops for juvenile parole. There is a discussion of having a roundtable discussion as part of the opening day; women offender issues; International presentations on creative approaches; etc. If you have ideas, please forward to Mr. Hardison. Mr. Peterson suggested we think about restorative justice as one of those crossover areas that we can drill down into. Mr. Traugher talked about the federal Justice Reinvestment Act and some of the states that have followed by adopting similar legislation. He asked if Canada or other countries have done something similar. Discussion about the potential interest to our entire membership.

Mr. Hardison reported that he and Ms. Payne are working to put together the important visitor sponsorship package.

V. Committee Reports:

Professional Development: Mr. Hardison reported that David Smith, Chair of the PDC, has formed several subcommittees for tackling the components of the business plan that the PDC is responsible for. We have moved forward on working on the juvenile issue with the assistance of Patricia Biggs; sent a survey out and have received only one response so far. The Ohio juvenile board did respond and joined as an APAI member, indicating they need/want training. Mr. Hardison further advised that he received an e-mail from the New Jersey Board via Peggy Burke, asking about juvenile parole statistics. There appears to be a need for information sharing among juvenile paroling authorities.

Standards Committee: Ms. Mausser reported that they recently reconvened. The membership of the committee needed to be reconstituted due to a loss of members. Each committee member is reviewing at least one of the parole-specific papers developed on behalf of NIC and comparing them to the original standards that were proposed in 2005. The 2005 standards seem to more particular to larger concepts or philosophies. There is a strong feeling that they would prefer to not use the word "standards" and instead use terminology of "principles" or "essential elements" as more appropriate. They identified some general areas: training and education; evidence-based practices; collaboration. There are other areas such as ethics that would fit under one of those general areas. Both Ms. Mausser and Mr. Hardison have had some conversations with Mr. Ralph Serin about his current work with NIC. Mr. Serin is developing some empirically validated quality assurance indicators for parole boards.

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Mr. Serin will be invited to the next Standards Committee meeting to update on his current projects and have a discussion about collaboration. Mr. Peterson noted that the terminology “essential elements” is in our APAI By-Laws in reference to the Standards Committee.

Victims Committee: Ms. LeMaitre reported that Mr. Hardison recently compiled the data from the victims’ survey which was very informative. Ms. LeMaitre thanked Mr. Hardison for his hard work on this compilation. There will be another Victims’ Committee scheduled soon to discuss how to disseminate the information we obtained and how we want to use it to address the needs of our members. One of the areas that stood out was that very few boards have a satisfaction survey for victims.

VI. 2011- 2013 Business Plan

There were some suggested amendments sent to Ms. Costa. Due to her schedule she was not able to roll them into the business plan but offered that the EC could vote on the business plan and amendments at this meeting. Due to a lack of a quorum, the business plan and amendments were tabled. There was consensus on the amendments and it was decided that Ms. Costa will be asked to roll the amendments into the business plan for approval at the August meeting.

Mr. Peterson suggested that for Strategy 9.1, we should look for an author to draft a white paper on the competencies and essential principles of successful boards that should be considered when mergers and changes to parole board structures are considered – regardless of what those structures are. There was discussion about ensuring that the focus is not to tell governors and legislators what structure they should have, but what the important competencies and essential principles are that should be considered by appointing authorities. We would want to see if we can seek funding and a potential writer for such a document. President Traughber, Vice President Peterson, and CAO Hardison will meet to further refine this idea.

VII. Assembling of the Communications and Resolutions Committees

Mr. Hardison has sent out an e-mail with the qualifications and tasks outlined in the by-laws for these committees. Nominations for membership are requested. President Traughber suggested that we should be doing press releases, etc. We need to be more assertive in publicizing what APAI is doing. Mr. Traughber volunteered to work with some folks (asked for volunteers) to draft a press release for the upcoming Chair’s Training in September in Boise, Idaho. Mr. Hardison noted that our by-laws designate

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that these two committees are standing committees and as such committee members must be members of the association.

VIII. Financial Report

The CAO provided the financial report in writing in advance of the meeting. At year end, our revenues have exceeded our income by \$13,000.

IX. Other Business

Ms. Payne reminded everyone that she is expecting a baby any day now. Ms. Keith will be filling in for her. Mr. Hardison will be on vacation next week.

Meeting adjourned.

Respectfully submitted,

Jeralita Costa, Secretary

Minutes approved by Executive Committee on 10/28/11