

APAI EXECUTIVE COMMITTEE MEETING

Executive Committee Meeting October 28, 2011

MEMBERS PRESENT: Charles Traughber, President; Cranston Mitchell, Past President; Jeralita Costa, Secretary; Regional Vice Presidents: Ed Reilly, Northeastern; Barbara LeMaitre, Western; Caroline Mudd, Southern; and Cynthia Mausser, Central. Rissie Owens, COPRA Chair. Renee Collette, International Section Vice President.

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

MEMBERS ABSENT: Jeffery Peterson, Vice President.

A quorum was present.

The meeting was called to order by President Traughber at 9:40 a.m. Pacific Time.

I. Approval of Minutes

Action Taken: Motion to adopt the minutes of April, July, Aug, and Sept., 2011, by Ms. Mudd. 2nd by Mr. Reilly. Motion adopted unanimously.

II. Update on 2011 Chair's Meeting/Training:

Mr. Hardison reported on the 2011 Annual Chairs Meeting/Training, September 28 -29, held in Boise, Idaho. He reported that there were 19 registered participants representing active chairs/directors (or their designees) from 15 jurisdictions. The meeting incurred a net cost of \$1396.50.

Mr. Hardison distributed the report of the facilitator via e-mail to all EC members.

III. Future Chair's Meetings/Training:

Mr. Hardison and Ms. Owens reported that they asked the chair's that were present at the 2011 Chair's Meeting for their thoughts on keeping the Chair's Meeting/Training as a standalone event or combining it with the Annual Training Conference. The vast majority indicated it would make it easier for them to attend if the Chair's meeting was combined with the Annual Training Conference; perhaps on the Sunday before the ATC when the regional meetings are normally held.

Discussion ensued about the history of the Chair's Meeting/Training and the pros and cons of keeping it as a standalone meeting or combining it with the Annual Training Conference.

Mr. Hardison reported that Peggy Burke of the Parole Resource Center contacted him regarding a two day workshop they need to schedule as part of their grant to assure Boards are meeting the evidenced based practices, etc. She proposed that they could work in 35 participants (chairs) for the two day workshop. The discussion was about combining it with the 2012 ATC – perhaps on the Saturday and Sunday before the conference. PRC has funding for 20 scholarships for the workshop (airfare, lodging and meals for 3 days). The discussion included participation by providing right of first refusal to each chair/releasing authority leader then if spots open, add others. Big group work and small group work. Ms. Collette wondered if it would be open to International chairs; the answer is yes; however, the scholarships are federal dollars so cannot be used for International participants. Ms. Owens asked about the ability of the conference host committee to accommodate the changes to the Sunday agenda. Mr. Hardison felt it would not be an issue at this time, but he does need to investigate the availability of the hotel.

It was noted that this schedule would impact the executive committee meeting – we would need to look at options.

Mr. Mitchell noted that when we stopped having the Chair's Meeting in Chicago the attendance dropped off. He offered that there seems to be a need for the Chair's Meeting as a standalone meeting. Mr. Riley noted that states are impacted by the recession and resulting travel restrictions. Ms. Mudd pointed out the budgetary issues have gotten worse each year since the last time the meeting was held in Chicago. Mr. Traughber reminded us that Chicago got too expensive, the recession hit, and states put travel restrictions on; he noted that additionally some boards have been reconstituted. Ms. Costa added that NIC is now providing Chair's training and that has impacted and will impact attendance at a separate Chair's meeting in the future. Ms. Mausser asked about having PRC schedule their training as our fall Chair's training; Mr. Hardison advised that the grant ends in September and the RPC did not want to push the training out to the end of the project.

Mr. Hardison noted that the most recent historical attendance at the Chair's Meeting/Training was: 25 in Dallas; 23 in Louisville; and 15 Chairs in Idaho.

Action Taken: Motion for Mr. Hardison to move forward on working to combine the Parole Resource Center's training with the 2012 Conference. Motion made by Mr. Reilly; 2nd by Ms. Collette. Motion Approved 8-1. Mr. Mitchell was opposed.

IV. Appointment of Treasurer

President Traughber has nominated David Blumberg to fill the vacancy left by the resignation of Elizabeth Robinson.

Action Taken: Motion to approve the nomination of David Blumberg as Treasurer was made by Mr. Reilly; 2nd by Ms. Owens. Motion adopted unanimously.

V. 2012 Conference Update

Sponsorships – Mr. Hardison reported that we have contacted all sponsors from last year - only one “no” (Jpay). Correctional Health Care sponsored the banquet last year and they are considering sponsorship again this year. If you are aware of any potential exhibitors, please send information to Mr. Hardison. The keynote originally proposed has fallen through. There are several people working on other options. Mr. Hardison vetted a name with the EC. Proposals for workshops have come in. The ATC committee has met and will be meeting again shortly.

Mr. Hardison requested approval of 2012 ATC registration fees- same fees.

Ms. Owens asked if there would be a volume discount for boards bringing over 10 participants. Mr. Hardison indicated he would be willing to entertain this.

Action Taken: Motion to keep the 2012 ATC registration fees at \$360 for members / \$420 for non-members. Moved by Ms. Collette; 2nd by Mr. Reilly. Motion adopted unanimously.

VI. Committee Reports:

Professional Development: Ms. Costa gave an overview of the work of the mentoring subcommittee. Mr. Hardison reported that he had contacted the Director of the Colorado Juvenile Parole Board to determine their interest in APAI activities. This was done after an introductory contact by Dr. Anthony Young of the Colorado Parole Board (Adult). No response has been received to date. Mr. Hardison advised that further contacts will be undertaken as opportunities present themselves. He also noted that the ATC 2012 Program Committee is proceeding to consider potential sessions and workshops that may have concurrent interest for juvenile paroling authorities.

Standards: Ms. Mausser reported that since the EC meeting in Idaho, the Standards Committee met and discussed Ralph Serin’s Quality Assurance Inventory. Feedback was solicited and provided to Mr. Serin. Mr. Serin is continuing work on the Quality Assurance Inventory. Ms. Mausser reported that the Standards Committee has had more discussion about the Essential Elements and will be doing some editing in early December.

Victims Committee: Ms. LeMaitre reported that the committee has not met since the ATC. She understands that Ms. Costa is working on a victims issue presentation for the 2012 ATC.

Resolutions committee – Ms. Collette has provided Mr. Hardison with the name and contact information of a possible candidate for this committee. Mr. Hardison reminded members that we still need more people for this committee.

Communications Committee – Mr. Hardison reminded members we need nominations for this committee.

Membership: Ms. Keith reported that as of today there are 431 memberships.

VII. Financial report

Mr. Hardison sent the financial report to EC members via an e-mail earlier today and also a corrected one for last month.

VIII. Additional Business:

Ms. Mudd thanked everyone for their kind words when her mother passed.

Ms. Keith announced that Ms. Payne will be back from maternity leave on Tuesday.

Mr. Hardison noted that there is a new chair of the Army Board. (see e-mail)

Ms. Collette advised that a contact from the Congo has requested more information about APAI and involvement. She will be in Florida in November to meet with some international folks and will be talking to them about APAI.

Adjourned at 10:49 Pacific Time.

Respectfully Submitted on 11/17/2011

Jeralita Costa, Secretary

Approved on November 18, 2011