

# APAI EXECUTIVE COMMITTEE MEETING

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Executive Committee Meeting Minutes for September 27, 2011

Held at: Holiday Inn, Boise, Idaho with some members participating via telephone.

**MEMBERS PRESENT:** Jeffery Peterson, Vice President; Jeralita Costa, Secretary; Regional Vice Presidents: Ed Reilly, Northeastern; Barbara LeMaitre, Western; and Cynthia Mausser, Central. Rissie Owens, COPRA Chair. Renee Collette, International Section Vice President, joined by telephone.

**STAFF PRESENT:** Keith Hardison, CAO.

**MEMBERS ABSENT:** Charles Traugher, President; Cranston Mitchell, Past President; Elizabeth Robinson, Treasurer; Regional Vice Presidents: Caroline Mudd, Southern;

A quorum was present.

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The meeting was called to order by Vice President Peterson at 1:10 p.m. Mountain Time.

- I. **Approval of minutes** Minutes are not yet available for voting on.
- II. **Membership fees for 2012**

Mr. Hardison reported that membership fees were set in 2009 and have not changed since. These rates were set in 2009 and have not been changed since. We made a decision not to raise them last year due to budgetary constraints of states.

There was discussion about the membership fees of other organizations such as ACA, APPA and ASCA. It was noted that governmental cuts are continuing and some of our organizational memberships have reduced to individual memberships in an effort to save money. There was a consensus that we not raise our membership dues this year and revisit this issue in the future.

Mr. Hardison advised that we have had some international members request to add more than 20 members (which is currently our highest organizational membership).

Ms. Mausser suggested that for over 20 members of an organization, we give them a reduced individual membership, i.e., \$35.00. Further discussion ensued.

Motion: Ms. Mausser moved that we establish an additional charge of \$35.00 per member/staff for organizational members who want to enroll over the 20 members/staff limit. Second: Mr. Reilly.

**ACTION TAKEN: Motion adopted unanimously.**

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Mr. Hardison advised that APPA notified us that we had let our association membership lapse and APPA suggested that we just do reciprocal memberships so that no money actually has to change hands.

Mr. Peterson asked if we should also contact ACA about a similar arrangement. Mr. Hardison stated he would approach ACA about a similar organizational membership arrangement.

### III. 2012 Conference fees

Mr. Hardison recommends we maintain the same conference fee structure as 2011. \$360 for members / \$420 for non-members and bump up to \$460 for late registrants.

There was discussion about group discounts for the 2012 conference. It was noted that there are set costs that must be covered. Discussion included surveying membership, asking at the business meeting, and asking the Chairs "if they would bring more participants if there was an additional incentive." There was consensus to discuss this issue with Chairs at this Chairs Meeting.

Discussion also included considering a reduced membership fee for retirees of parole boards. This will be placed on a future agenda.

### IV. 2012 Conference update

Mr. Hardison reminded us of our decision to agree to replace our evening banquet with a luncheon. Additionally, Florida has requested that we consider a luncheon speaker on the same day of our business meeting – following the business meeting.

Ms. Collette advised that there was a year that there was a speaker at the breakfast business meeting but people did not know they could attend if there weren't a member.

Discussion about the pros and cons of having the business meeting at breakfast; the goal of the business meeting; having a speaker; doing a lunch or a brunch instead; etc. Consensus was that we are open to changing the business meeting format and time. Discussion was tabled for next EC meeting.

Mr. Hardison has sent out a call for presentations and reported that a few have come in already. There was a discussion of a round table format on day one.

Ms. Mausser advised that Mr. Ralph Serin will be sending in a presentation proposal.

Ms. Collette advised that she has sent requests for proposals to Australia and New Zealand.

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Ms. Costa has proposed a Vicarious Trauma workshop on Transforming Trauma and Building Resiliency.

### **V. 2011 Chairs meeting update**

Mr. Hardison gave an update on attendance: two cancellations due to medical issues and one additional attendee that was not listed.

Mr. Hardison also reported that costs for the Chair's meeting will be about \$1000 over the revenue for this meeting.

Mr. Hardison gave an overview of the agenda for the next two days.

### **VI. 2012 Chairs meeting**

Mr. Hardison discussed concerns about the decreasing attendance. Ms. Owens opened a discussion on some potential changes we might want to consider: combining our annual chairs meeting with the NIC parole chairs training; combine the chairs meeting with the annual training conference. Discussion included issues about regional meetings at the annual training conference and potentially using the day that has historically been set aside for regional meetings for an all day Chair's meeting. (Sunday has historically been set aside for COPRA and regional meetings.) An additional option is to add a workshop track specific to chairs.

Further discussion included: Regional meetings could be done via video conferencing or web-based meetings. Or, we could have regional meetings as part of a cocktail/hospitality time period in the evening at the ATC with regional group break outs in parts of the room and then joining as a whole

There was consensus to discuss combining the Chair's meeting with COPRA held at the annual training conference during this Chair's meeting to gather feedback.

Another component of the discussion was about the regional structure itself and that perhaps we may want to look at structuring based on similarities of duties versus geographic regions.

### **VII. Committee reports**

#### **a. Professional development ( David Smith - by phone)**

Committee Chair David Smith called in to provide an update of the work of the Professional Development Committee. The committee set up a meeting over the web to

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learn about and familiarize themselves with web based meeting software. Broke into subcommittees:

Mentoring Committee – to establish mentoring committee guidelines; first task was to develop and send out a survey to the membership and the response indicated significant interest. Next steps: use the survey results and the information obtained about structuring mentoring programs to develop draft guidelines.

Expansion to include Juvenile parole – sent out a survey and received only one response. There are six agencies identified as having some oversight of juvenile parole. New Jersey has oversight of adult and juvenile parole with a separation of voting personnel. Appears we need to dig deeper on this issue.

David sent out a request to the Judicial College to ascertain interest in joint training for judges and parole board members.

Discussion of a potential Certification Program for parole board members and staff, and releasing authority staff – still in the formative stages of looking at this issue. Have had some discussions of topics to include in a certification program. The goal would be to keep it cost effective with an outcome of a certification that could also be counted toward CEU and a higher education degree. Name of certification has not yet been determined. Doug of CMIT has offered his expertise in assisting us in the development of the certification as he has been involved with ACA on their certification program development.

Mr. Smith reported that on the goal of increasing our international participation; this subcommittee has not yet gotten off the ground due to some technical challenges with the subcommittee members.

### b. Standards Committee

Ms. Mausser reported that the Standards Committee reviewed the 2005 standards and determined that the 2005 standards were too specific. They are leaning more toward Guiding Principles or Essential Elements. There were some common themes that were identified: 1. Structure and Mission; 2. Training and Education; 3. Incorporate Evidence Based Practices; Engage System and Community Partners.

Recommendation that we endorse the Framework, Core Competencies, etc. that have been developed.

Ms. Mausser discussed a proposal for development of a *Parole Authority Standardized Quality Assurance Inventory* presented by Dr. Ralph Serin. Ms. Mausser asked for permission for the Standards Committee to continue working with Dr. Serin on this issue

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and also permission to share this information with the Chairs during this Chair's Meeting.

### c. Crime Victims

Ms. LeMaitre's voice is fading out. She has asked Mr. Hardison and Ms. Costa to facilitate the discussion of the Crime Victims Committee work with the Chairs this week.

### d. Membership

Mr. Hardison reported that Ms. Costa, Mr. Reilly and he will hold a membership meeting to discuss a draft letter to criminal justice education programs.

## **VIII. Business plan update**

Mr. Hardison updated the EC on the status of various components of the strategic business plan.

Goal 2: Newsletter – David Haasenritter will have an article on the systematic way that they share the learning they obtain at conferences and trainings.

Goal 3: Have done a letter to Juvenile programs; membership committee looking at letter development.

Goal 4: David Smith reported on this already.

Goal 5: We are utilizing web based meetings for EC meetings. Mr. Peterson asked about utilizing CMIT's web meeting program for regional meetings. Mr. Hardison suggested that when Ms. Payne returns from maternity leave we can have her assist us with setting up regional meetings utilizing the web meeting program.

Goal 6.3: We have international representation on the program committee.

Goal 6.4: Mr. Hardison sent out a link for members to observe the ICPA conference keynote over the live webcast. He wasn't able to join and evidently no one else was either.

Strategy 7.1: There has been a meeting with the funder of the Parole Resource Center and further discussion will be held with Peggy this week.

Strategy : Interactive website with map. The webmaster at CMIT is looking into what it will take to develop this for APAI.

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Sentencing information on the website is going to take some further research. Possible resources: PEW, NCSL, CSG, National Association of Sentencing Commissions, the APAI 2007 Survey of Paroling Authorities.

### **IX. Financial report**

A written financial report was provided in advance of the meeting. There were no questions.

### **X. Directors report**

A written report was provided in advance of the meeting. No questions.

Mr. Hardison reported that we are still trying to constitute the resolutions and communications committees. A description of these committees and the need for members will be provided to the Chairs at this week's meeting.

### **XI. Additional Business:**

Mr. Peterson reported that Mr. Traugher had asked him to alert the EC to the funding issues for the 2<sup>nd</sup> Chance Act.

Mr. Peterson reported that Ms. Elizabeth Robinson has resigned as the Treasurer of APAI due to personal and professional reasons. We have a vacancy to be filled and Mr. Peterson passed along President Traugher's request for suggestions of members to fill this position.

Ms. Mausser reported that the APAI representative position on ACA's Commission on Standards and Accreditation will be open as she will be stepping down from ACA. The election is in the Spring of 2012 to begin service in January of 2013. She is requesting that we provide some nominees.

12. Adjourn @ 4:54p.m. Mountain Time

Meeting adjourned.

Respectfully Submitted,

Jeralita "Jeri" Costa, Secretary

Minutes approved by the Executive Committee on 10/28/2011