

# APAI EXECUTIVE COMMITTEE MEETING

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Executive Committee Meeting Minutes for December 14th, 2012

**MEMBERS PRESENT:** Jeffrey Peterson, President; David Blumberg, Treasurer; Regional Vice Presidents: Steven Andraschko, Northeastern Region; Connie Bisbee, Western Region; and Cynthia Mausser, Central Region.

Joining during the call: Caroline Mudd, Southern Region and Charles Traugher, Past President.

**MEMBERS ABSENT:** Rissie Owens, Vice President; Jeralita Costa, Secretary; Renee Collette, International Section Vice President.

**STAFF PRESENT:** Keith Hardison, Natalie Payne

A quorum was not present until 25 minutes into the meeting; therefore no official business took place until a quorum was present. However, updates were provided based on the published agenda for the meeting.

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Mr. Jeffery Peterson called the meeting to order on Friday, December 14<sup>th</sup>, 2012 at 12:30 PM Eastern, 11:30 AM Central, 10:30 AM Mountain and 9:30 AM Pacific.

**I. Approval of Minutes – tabled**

**II. Update on Annual Training Conference 2013**

a. The CAO has continued to organize the program for the 2013 ATC. Presenters have been notified of the approval of their sessions/workshops. A letter is being prepared requesting assistance from OVC for the victim's workshop. The CAO has begun contacting potential exhibitors and sponsors.

b. There was discussion about adding Ralph Serin to the program to provide a report on structured decision making. This discussion needs to be held with NIC and Mr. Hardison will work on finding a place on the agenda if NIC will cover his costs.

c. Ms. Payne reports that we have a first registration payment – from New Zealand. There are currently 3 vendors confirmed; this isn't unusual for this time in the preparation phase. Should see more after the first of the new year.

**III. NPRC Update**

- a. The re-negotiated sub-recipient agreement has been signed with CEPP on basically the same terms and with the same obligations that previously existed. CEPP has been billed for our first quarterly payment under the new grant period.
- b. The Advisory Group for the continuation period of this project met Dec. 4 at 3PM. The report from that meeting has been distributed.
- c. Discussions continue with NPRC about sessions and workshops at the 2013 ATC. As reported, NPRC staff will be putting on a general session regarding the “lessons learned” from the 4 learning sites and a workshop on condition setting. The CAO has been engaged in discussions about the specifics of these sessions.
- d. Discussion has also continued about workshops adjacent to the ATC. Due to hotel and other limitations we were unable to schedule a workshop before the ATC but have been able to arrange a workshop entitled: *Positive Outcomes for Women Offenders: Applying the Research and Principles of Gender-Responsiveness to Parole Decision Making and Supervision*. There will be 30 scholarship spots and approximately 5 non-scholarship spots (open to federal/international members) available. Again participants can use the “scholarship” funds to gain assistance in accessing the remainder of our conference. An announcement will be out soon.
- e. Mr. Hardison sent out an announcement has been sent out to the membership about the availability of technical assistance regarding strategic planning.
- f. Mr. Hardison reported that he has also been working with CEPP to publicize the release of the Motivational Interviewing webcast and to procure a master video of the entire ATC session on the topic for distribution to APAI members.

(Ms. Caroline Mudd joined the meeting at this point and provided a quorum for the meeting.)

#### **IV. 2014 Conference**

The CAO and the secretariat’s representative have conferred with the Host Committee on a hotel for the 2014 conference. The Omni Interlocken in Denver has been agreed upon and approved by the EC via e-mail vote. We are awaiting a final draft of the contract from the hotel.

#### **V. Future of COPRA**

Mr. Hardison and Ms. Payne noted that there have been some membership votes but we need to encourage more members to vote. Mr. Hardison will send another reminder e-mail out. Ms. Mausser asked about new members and Mr. Payne requested that names of new members for agency memberships please be submitted to her.

#### **VI. 2013 Chairs Meeting**

There has been an initial meeting of the committee working on this meeting to be held the Sunday prior to the ATC in Rhode Island. This committee will be meeting directly after the EC meeting.

## **VII. Committees**

- a. Professional Development: No meeting since last report
- b. Standards: No meeting since last report.
- c. Crime Victim's Committee: No meeting since last report. The next meeting is scheduled for January 10, 2013.
- d. Communications Committee: The committee met on November 29 to assist Natalie in development and delivery of the workshop on Social Media at the ATC. Some good ideas were generated.
- e. Resolutions Committee: No meeting since last report.
- f. Memberships Committee: Mr. Hardison reported that the membership committee met on December 7. There were discussions about ways to increase incentives for joining APAI as opposed to just setting on the sidelines observing. One of the things we discussed was when a new jurisdiction joins as a member we would send out an e-blast to the membership welcoming them. We discussed about moving some of our content on the website to a Member's Only sequestered part of the website as an incentive to membership. There was also a discussion about a letter from the President to non-member jurisdictions inviting them to join APAI. Ms. Payne reported that Ms. Costa suggested we consider regularly scheduled meetings for this committee.

## **VIII. Northeast Region Meeting (Regional VP Andraschko)**

Mr. Andraschko reported that there was a good turnout on the meeting. The Rhode Island host committee solicited support and assistance from the other states in the region. There was discussion about travel restrictions in some of the states. Dr. Walker stated he would be more than happy to write a personal letter to any Governor regarding travel approval for members to attend the conference. The only states in the region that Mr. Andraschko has been unable to make direct contact with the chairs are Delaware and Massachusetts.

## **IX. Compassionate Medical Release Parole**

Mr. Hardison spoke with a student who is doing research on the extent to which this option is used in the various jurisdictions. Mr. Hardison suggested that we could poll our membership about the research components that would be helpful for them on this subject.

Ms. Bisbee noted that one of her parole board members is currently doing a dissertation on the parole decision making process and has requested travel authorization to attend the ATC in Rhode Island as part of his research.

## **X. Membership Update (Payne)**

Currently 460 members. We still need Southern, Central and International lists for the resource map.

**XI. Financial Report** (Hardison)

Provided in writing in advance of the EC meeting.

**XII. Director's Report** (Hardison)

Provided in writing in advance of the EC and much of it was covered previously in this meeting. No questions.

**XIII. Next Meeting and 2013 EC Meetings**

Meet on the 4<sup>th</sup> Fridays of the month. Mr. Hardison will send out a list of meeting dates based on the 4<sup>th</sup> Fridays of the month. The next meeting will be Friday, January 25<sup>th</sup>.

Ms. Mausser said the Fridays later in the month are getting tougher for her to attend due to their hearing schedules. She will continue to keep us posted.

**MEETING ADJOURNED @ 56 minutes**

Respectfully Submitted,

Jeralita "Jeri" Costa, Secretary

Approved January 25, 2013