

# APAI Executive Committee Minutes

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Meeting Date: July 27, 2012

Members Present: Jeffrey Peterson, President; Charles Traugher, Immediate Past President; Rissie Owens, Vice President; Jeralita Costa, Secretary; David Blumberg, Treasurer; Connie Bisbee, Western Regional VP; Ed Reilly, Northeastern Region VP; and Renee Collette, International Section VP.

(The following members arrived late and joined the conversation at the time noted: Charles Traugher @8:55a.m.PDT, Rissie Owens @ 9:00 a.m.PDT, Ed Reilly @ 9:35a.m. PDT)

Members Absent: Caroline Mudd, Southern Region VP and Cynthia Mausser, Central Region VP

Staff Present: Keith Hardison, CAO and Natalie Payne, Secretariat

Meeting called to order by President Peterson at: 8:40 a.m. PDT

- I. President Peterson and the executive committee members welcomed our new Western Regional Vice President – Ms. Connie Bisbee.
  
- II. Approval of the minutes from June 29, 2012 (Tabled due lack of a quorum; addressed when a quorum was present.)

Action Taken: Motion to approve the June 29 minutes by Mr. Traugher, 2<sup>nd</sup> by Mr. Blumberg. Motion Adopted. Minutes Approved.

- III. Wrap up - 2012 Annual Training conference (Hardison/Payne)

The CAO and Secretariat's Representative continue to monitor the receipt of outstanding registration fees. All bills have been paid. Outstanding registrations include 7 attendees and 2 no shows; mostly international attendees. There are also some late cancellation fees of \$75 outstanding.

All presentations received have been posted to the website. The evaluations have been compiled and shared with EC members and presenters.

- IV. 2013 ATC (Hardison/Payne)

The CAO has submitted a credit application to the hotel. We are in the process of assembling a program committee. There will be a meeting of this committee prior to the next EC meeting with some theme suggestions.

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2013 Program committee will consist of: Jeri Costa, Renee Collette, Keith Hardison and Natalie Payne for APAI; the Rhode Island Host committee will also assign people to the Program Committee.

At this time, Mr. Peterson announced that Jeremiah Stromberg of Oregon had been offered the position of chair of the Oregon board and at same time he was also offered the position of assistant secretary of corrections and took the later. It was noted that the Oregon board has gone through quite a turnover in recent years.

### V. Chairs Meeting Survey (Hardison)

Mr. Hardison reported on the most recent survey regarding the future of the chairs meeting and ATC. He received 13 responses. The Majority supported a conference held at any time of year; some for next Fall, and one responder preferred Spring. It was noted that if we move to a Fall conference it will impact our income in that year's budget as our membership fees are tied to the conference. Example: May 2013, October 2014. We need to check for other conferences in states as well as international: APPA, ACA, ICAA, etc. Spring is when many state's legislatures are in session. But, it is also a better time to know the budget available for training/travel.

### VI. Future of COPRA ( President Peterson)

Mr. Peterson talked about the confusion of what COPRA is, that there is a role in the constitution for COPRA but that it has still been confusing. Mr. Peterson asked the EC to consider if this is a time to discuss the continuation, reconfiguration or disbandment of COPRA. Discussion ensued about the history of COPRA in relation to the Chair's meeting and confusion about the role of COPRA. Mr. Traughber reminded us that the Chair's training used to not require APAI membership because NIC paid for the training. COPRA did require membership of APAI in order to give chairs input into the direction of APAI. Ms. Collette: COPRA was advisory to the executive committee. It has not been performing that role in recent years. Mr. Hardison reminded us that there are many questions from members about what is COPRA and who should attend. It was noted that some people are not interested in governance issues. There was a suggestion that we could consider an alternative committee that advises the EC, runs the Chair's mentoring program, sets the agenda for the Chair's meeting, etc. Mr. Peterson asked Mr. Hardison to start a discussion paper on this issue for the EC to continue the discussion.

### VII. Quinnipiac University Survey (Hardison)

Mr. Hardison discussed a survey sent out by Quinnipiac University. Mr. Hardison sent an e-blast to encourage our membership to respond to the survey as it will be very useful. Mr. Hardison had a discussion with the professor and laid the ground work for a future research relationship. The EC discussed the potential of utilizing this information in the development of an interactive website. Ms. Payne spoke with someone about assisting us in developing an interactive website.

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### VIII. Interstate Commission on Adult Offender Supervision ( Hardison)

Mr. Hardison reported The CAO and APAI President will be attending the Annual Business meeting of the Interstate Commission on Adult Offender Supervision in Madison, Wisconsin, August 29, 2012.

### IX. Committee Reports

- a. Standards (Cyndi Mausser): Mr. Hardison reported that it has not met recently.
- b. Victims (Hardison for Tena Pate): August meeting is scheduled.
- c. Professional Development (Hardison for David Smith)): Working on setting up next meeting.
- d. Resolutions (Hardison): No new information.
- e. PR/Communications (Hardison/Peterson): Meeting being scheduled.

### X. Business Plan update:

- a. 9.3 Interactive Website – Proposal to National Law Enforcement and Corrections Technology Center (Payne)
- b. Training Curriculum Development for Parole and Probation Supervision Executives – Letter of Support ( Peterson) : APPA and CMIT requested a letter of support from APAI – Mr. Peterson did this.

### XI. Membership update (Payne):

With new memberships that came in this week there are approximately 440 members. Mr. Peterson assigned to Ms. Costa as chair of the membership committee and regional vice presidents to become more proactive on increasing the membership.

### XII. Financial Report for June/Year End

Provided prior to the meeting by Mr. Hardison and reviewed by the EC. No questions.

### XIII. CAO Report July 2012

Mr. Hardison provided a written report to the EC and reviewed the highlights for the EC.

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- a. Newsletter: The July Newsletter was published. It focused on the 2012 Annual Training Conference.
  - b. National Parole Resource Center: The CAO was interviewed for the final NPRC report to BJA. CEPP has asked for a “no cost extension” of the project to the end of the year to finish work on the web based training on motivational interviewing and the “tool kit” for Parole Boards and Releasing Authorities. We are awaiting official word on the request to continue the project for an additional year. We have received our final project payment of the current grant.
- XIV. Other Business: Ms. Bisbee asked about process for determining the 2014 conference location and let the EC know that Colorado is very anxious to host. Discussion ensued.

Action Taken: Motion to have the 2014 conference in Denver, Colorado by Ms. Collette with 2<sup>nd</sup> by Mr. Reilly. Unanimous.

Meeting adjourned: 10:10 a.m. PDT

Minutes approved August 24, 2012