

# APAI EXECUTIVE COMMITTEE MEETING

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Executive Committee Meeting Minutes for March 22, 2013

**MEMBERS PRESENT:** Jeffrey Peterson, President; Rissie Owens, Vice President; Jeralita Costa, Secretary; Charles Traughber, Past President; Regional Vice Presidents: Steven Andraschko, Northeastern Region; Cynthia Mausser, Central Region; and Renee Collette, International Section Vice President.

**MEMBERS ABSENT:** David Blumberg, Treasurer; Caroline Mudd, Southern Region VP; and Connie Bisbee, Western Region VP.

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

A quorum was present.

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Mr. Jeffery Peterson called the meeting to order on Friday, March 22, 2013 at 12:30 PM Eastern, 11:30 AM Central, 10:30 AM Mountain and 9:30 AM Pacific.

**I. Approval of Minutes** – Motion to approve minutes of February 22, 2013 meeting, by Ms. Collette, 2<sup>nd</sup> by Ms. Owens.

Action: Minutes of February 22, 2013 Executive Committee meeting approved as submitted.

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

a. Mr. Hardison reported that there are regular committee meetings with the local host committee. There are 5 confirmed exhibitors and 4 promises to exhibit. There is also an additional sponsor (a law firm) that is sponsoring the afternoon break on one day \$1500. We have a couple of other sponsors as well: Smart Start is sponsoring an afternoon break and the conference bags are being sponsored as well.

b. Mr. Hardison and Ms. Payne reported that there are 55 registrations and hotel bookings are picking up. We are about \$4,000 ahead in revenue compared to this time last year.

c. There will be a strong International representation and Mr. Hardison has sent out several international letters of invitation, including 12-14 to members of the Haiti legislature. Some US agencies are also planning to bring large contingents.

d. Mr. Hardison announced that the award recipients have been selected.

e. The current conference overview and program agenda has been posted on the web and a promotional e-blast was sent out. Our conference has been publicized by APPA, ACA and several international professional organizations.

f. A prison tour has been scheduled for Sunday May 19 at 2PM for international participants. Space is limited and background checks must be done for the tour so folks are being asked to register soon.

g. Mr. Hardison will be in touch with the EC members to facilitate some of the workshops.

h. Currently, the National Parole Resource Center workshop has not yet been officially approved by BJA; Ms. Burke reported to Mr. Hardison that BJA is unofficially stating they are sure it is going to be a go. Mr. Peterson expressed concern about the challenges for states whose conference attendance is contingent on getting these scholarships for the NPRC workshop.

i. Mr. Andraschko reported that the Rhode Island Host Committee is concerned about the lack of response for auction items. If you are bringing silent auction items, please send Matt the information about what you are bringing or sending for the silent auction. Mr. Andraschko has sent an e-mail to all of us about this with Matt's contact information. He asks all Regional Vice Presidents to make contact with their regional folks to remind them. Ms. Collette expressed concern that the International folks are not always aware that they can bring auction items. She asked if staff could send some information to those International delegates who register.

j. Mr. Hardison reports that the RI Host Committee is working on scheduling a reception at the State Legislative building.

## **II. 2013 Chair's Meeting**

Mr. Hardison noted there are 16 registrations so far. He will send out another e-blast prompt fairly soon. Ms. Owens reviewed the agenda for the Chair's Meeting and advised if there are any suggested changes, please let her know. Mr. Peterson reported that Ms. Costa had sent a request for information for the last session on February 27<sup>th</sup> and he asked folks to please send information to Ms. Costa ASAP. Ms. Costa asked for folks to be sent by mid-week next week so she can compile that information for Ms. Owens and Mr. Hardison to review and assist in the development of that session.

## **III. 2013 Election**

Mr. Hardison reported there was one nomination each for the Vice President and Secretary positions. He has forwarded the names to the nomination committee.

## **IV. Community Corrections Collaboration Network (Peterson/Mausser)**

a. Mr. Peterson reported that there was a webex meeting about a week ago, the purpose was to set a next meeting date for an on-site at NIC and a call for agenda items. He reports they are being inundated

with weekly e-mails from this network so it is getting a bit challenging to balance with other duties; but there is a lot of great information. Mr. Peterson and Ms. Mausser have been tasked with developing an Associate Membership for the network. Ms. Mausser reported she was originally left off the chain of e-mails but is now getting a ton of e-mails so trying to get caught up. They are using an NIC e-mail/discussion forum that is a bit challenging to access. Mr. Peterson noted that The Affordable Care Act is one of the big components that are being looked at by the network.

b. The next meeting may be the end of August or beginning of September.

c. Mr. Peterson and Ms. Mausser will speak more about the network at the breakfast meeting at the 2013 ATC.

#### **V. Approval of the CMIT Secretariat Agreement**

Set to expire March 31<sup>st</sup> 2013. He recommends we renew the agreement. The MOU was sent to all EC members.

Action Taken: Motion to approve the proposed MOU with the Correctional Management Institute. Motion by Ms. Mausser, 2<sup>nd</sup> by Mr. Traughber. Motion approved unanimously.

Mr. Traughber noted that he was very appreciative of how responsive Ms. Payne is. His comments were supported by a number of EC members.

#### **VI. National Parole Recourse Center Update (Hardison)**

Mr. Hardison reported that there has been on-going discussion about having the NPRC develop some training via the CMIT web training facility; Robbye Braxton of NIC is supportive of this too.

#### **VII. Proposal to Realign CAO Duties (Peterson)**

a. Mr. Peterson reported that a couple of months ago, Mr. Hardison came to Mr. Peterson with a proposal to realign his duties due to some other obligations he has. He proposed splitting his duties into 2 part-time positions: Chief Administrative Officer and Chief Program Officer; splitting the salary down the middle. That split of duties was sent to all the EC to review. Mr. Peterson reported that conversations have been held with Ms. Costa to determine her interest in the CPO position. Mr. Hardison confirmed that this was completely his idea due to some other obligations he has and he is fully supportive of this proposed re-alignment.

b. Mr. Hardison and Ms. Costa temporarily left the call at this point.

c. Discussion ensued regarding the proposal and split of duties.

Action Taken: Motion to approve the split of the CAO position as proposed, splitting the salary in half between the two positions and to hire Ms. Costa as the new CPO effective July 1, 2013. Motion by Mr. Traughber, 2<sup>nd</sup> by Ms. Collette. Motion approved unanimously.

d. Mr. Hardison and Ms. Costa rejoined the call and were advised of the vote.

e. Mr. Hardison will draft the contracts and send out.

## **VIII. Committee Reports**

### **A. Standards (Chair: Cyndi Mausser):**

Ms. Mausser reported that the Standards Committee has not met for some time and are still waiting for the assessment piece to be sent from Ralph Serin.

### **B. Victims (Chair: Tena Pate)**

Next meeting is April 4<sup>th</sup>. Mr. Hardison reported that he has been in contact with the Arnold Foundation about the possibility of funding for development of a Victims Model Protocol for APAI.

### **C. Professional Development (Chair: David Smith)**

Mr. Hardison reported that David Smith is still chair. Ms. Costa reported that Mr. Blumberg has been in contact with Mr. Smith to confirm his role and that she is working with Mr. Blumberg to develop the Mentoring session for the Chair's meeting and will include Mr. Smith in that session.

### **D. Resolutions (Hardison)**

Mr. Hardison reported that an e-mail was sent out to set up a meeting during the 2013 ATC.

### **E. PR/Communications**

a. Mr. Hardison reported that Ms. McDonald will be taking over as Chair of this committee.

b. Ms. Bisbee has been asked to find a Western Region representative for the committee.

### **F. Membership (Costa)**

There will be a membership committee meeting directly after this EC meeting today. Ms. Payne reported membership is currently at 458, with some payments pending.

### **G. Finance Committee (Blumberg)**

a. Mr. Hardison reviewed the 2013-2014 proposed budget that was sent around to all EC members.

b. Mr. Peterson advised that the projected shortfall could be made up by increased memberships or reductions in other areas. Mr. Hardison stated that we do keep about 6 months of reserves at any time (\$50k cash on hand).

Action Taken: Motion to approve the 2013-2014 budget as submitted. Motion by Ms. Owens and 2<sup>nd</sup> by Mr. Traughber. Approved unanimously.

## **IX. April Newsletter**

a. Mr. Hardison reported it will be coming out soon. There will be a new member highlight. The Victim's Committee is doing an article about National Victims' Rights activities.

b. Mr. Peterson noted that he would like to have the Colorado board highlighted in the newsletter following the 2013 ATC. They are our hosts in 2014. Mr. Peterson also noted he had conversations with Mr. Young before and after the tragedy of the murder of their DOC Chief.

#### **X. Financial Report for February 2013**

Mr. Hardison provided the financial report in writing. There were no questions.

#### **XI. Director's Report**

Was provided in writing and reviewed throughout the EC meeting. Nothing further to note. No questions.

Next meeting: April 26, 2013

Meeting adjourned.

Respectfully Submitted,

Jeralita Costa, Secretary

Approved on April 26, 2013