Misdemeanant Probation Association

Zoom Board Meeting

August 1, 2022

Present via Zoom: Lindsey Buntin, Vice-President; Melissa Patrick, Past-President/WTSC; Mindy Breiner, Treasurer/CJTC; Camille Jackson, Secretary; Donna Struthers, Membership; Paige Sprague, Education and Training; Paul Stayback, Education and Training; Jo Anna Moore, Nominations; Tara Faust, Legislative; Kristine Nisco, Technology; Angel Guerra, Audio/Visual; Regina Alexander, DMCJA; Judge Leone, DMCJA; Stacie Scarpaci, DMCMA; Pat Gigestead, AOC liaison; LaTrish Kinlow, DMCMA; Arsenio Escudero, AOC; Jenn Burnam, AOC

Lindsey Buntin called the meeting to order at 10:10 am

Declaration of a Quorum

Review of the minutes from the April 30, 2022 board meeting. Motion to approve by Melissa Patrick

Second by Mindy Breiner.

Without discussion the minutes are approved.

**Board Reports:**

**President’s Report:** Jennifer Crossen was not present for the meeting. She forwarded her notes to Vice-President for the report. Lindsey Buntin read the notes from Jennifer to the board. These included an introduction and vision for the upcoming year. She wants to build upon the foundation of our association. She asked for technology to create a SharePoint that board members will have access to that could include job descriptions, archived information from past members, conference information and how-to. She stated she would like to see more engagement from MPA members and have outreach for agencies that have not been involved with MPA historically. Jen would like to build a committee to build ARLJ 11 and gage interest in moving to AOC and away from CJTC.

**Vice-President’s Report:**  Lindsey Buntin welcomes all the new board members and introduces them to the board. She read opening reports given to her from the President, Jen Crossen.

 Lindsey expressed her excitement to be on the board and her appreciation that she can learn from Jen Crossen as an example of what the President role looks like. She would like to see more involvement with both sides of the state in MPA.

**Past-President’s Report:** Melissa Patrick stated she has reappointed Mindy to the JISC. She is finishing up the WTSC grant and they have a subcommittee to review the supervision manual and they are getting close to getting that done. They have had great success at the conference membership and numbers are great.

Building bridges – she delegated that the past president will be the committee chair and she is now in that role. She hopes the academy will provide more mentees to the program.

**Treasurer’s Report:** Mindy Breiner sent out the Treasurer’s Report earlier today. She sent two reports. The annual report she was supposed to present at the conference and that was from the 2021 conference to 2022 April 24 to May 1

She went over some of the highlights of the report.

See Annual Treasurer’s report:

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| --- | --- |
| **MISDEMEANANT PROBATION ASSOCIATION** |  |
| **ANNUAL TREASURER'S REPORT** |  |
| **April 24, 2021 - May 1, 2022** |  |
|  |  |  |
| **ACCOUNT BALANCES AS OF April 24, 2021** |  |
|  |  |  |
|  | Checking Account | **$41,948.14** |
|  | Legislative Savings | **$12,859.93** |
|  | Certificates of Deposit | **$10,208.37** |
|  |  |  |
|  | **Total Account Balances:** | **$65,016.44** |
|  |  |  |
| **INCOME:** | Interest - Legislative Savings | $3.89 |
|  | **Total Income to Savings:** | **$3.89** |
|  |  |  |
|  | Interest - CD | $21.42 |
|  | **Total Income to CD** | **$21.42** |
|  |  |  |
|  | Membership Dues | $8,480.00 |
|  | Reimbursement for Building Bridges | $163.52 |
|  | 2022 Conference Registration | $15,825.00 |
|  | 2022 Conference Vendor Registration/Sponsorship | $12,875.00 |
|  | Spirit Wear Orders | $95.00 |
|  | WTSC Grant Reimbursement | $15,109.02 |
|  | ORAS Training Registration Fees | $2,950.00 |
|  | DJ Imprints Refund for canceled item | $20.91 |
|  | Voided Check #1032 | $175.00 |
|  |  |  |
|  | **Total Income to Checking:** | **$55,693.45** |
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| **EXPENSES:** |  |  |
|  | Square Fee | $559.57 |
|  | 2021 Conference Giveaways | $285.00 |
|  | 2021 Conference Speaker - Waters | $650.00 |
|  | 2021 Conference Zoom Fee | $341.29 |
|  | Humble & Davenport 21-22 Liability Insurance | $1,054.67 |
|  | 4-Imprint Travel Mugs (Academy & Giveaways) | $847.87 |
|  | NCTI True Colors (Academy) | $550.71 |
|  | Food for Academy Meals | $347.77 |
|  | UPS Fees - Shipping | $126.02 |
|  | 2021 APPA Conference - Patrick | $1,590.22 |
|  | 2022 APPA Conference - Crossen | $1,268.52 |
|  | PBTs for WTSC Grant | $14,724.77 |
|  | Intoximeter- Gas for PBT Calibration | $384.25 |
|  | Southcenter Engraving - 2022 Retirement Awards | $726.00 |
|  | Mailing Supplies - Retirement Awards | $22.02 |
|  | Mileage - Patrick - Building Bridges | $163.52 |
|  | Tax Bandits - Efile 2021 990-N | $19.90 |
|  | 4 Imprint Conference Swag | $1,362.83 |
|  | Conference Registration Refunds | $875.00 |
|  | Amazon - ORAS Training pens/pads & Receipt Book | $42.10 |
|  | Univ of Cincinnati Research Institute - ORAS Training | $3,750.00 |
|  | Univ of Cincinnati Research Institute - CP Training | $1,000.00 |
|  | Sec of State - Non-Profit Filing Fee | $20.00 |
|  | 4 Imprint Travel Mugs | $642.24 |
|  | Refund - Snohomish ORAS Reg - Sequeira | $100.00 |
|  | 2022 Conference Giveaways | $1,122.10 |
|  | DJ Imprints Shirts | $657.00 |
|  | 4 Imprint Vendor Giveaway | $698.46 |
|  | Southcenter Engraving - Annual Awards | $214.50 |
|  | Monroe Digital Copy Center - Conf Handouts | $559.69 |
|  | UCRI ORAS Training - Final Invoice | $4,750.00 |
|  |  |  |
|  | **Total Expenses** | **$39,456.02** |
|  |  |   |
|  |  |  |
| **ACCOUNT BALANCES AS OF May 1, 2022** |  |
|  | **Checking Account** | **$58,185.57** |
|  | **Legislative Savings** | **$12,863.82** |
|  | **Certificates of Deposit** | **$10,229.79** |
|  |  |  |
|  | **Total Account Balances:** | **$81,279.18** |
|  |  |  |
| Mindy Breiner, Treasurer |  |  |
| May 1, 2022 |  |  |

Motion to approve by Melissa Patrick, seconded by Donna Struthers. With no discussion motion approved.

Mindy then went over the May 2, 2022 – August 1, 2022 report. She went over the highlights of that report as well. See report:

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| --- | --- |
| **MISDEMEANANT PROBATION ASSOCIATION** |  |
| **TREASURER'S REPORT** |  |  |
| **May 2, 2022 - August 1, 2022** |  |
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| **ACCOUNT BALANCES AS OF May 2, 2022** |  |
|  |  |  |
|  | Checking Account | **$58,185.57** |
|  | Legislative Savings | **$12,863.82** |
|  | Certificates of Deposit | **$10,229.79** |
|  |  |  |
|  | **Total Account Balances:** | **$81,279.18** |
|  |  |  |
| **INCOME:** | Interest - Legislative Savings | $0.97 |
|  | 50/50 Raffle to Legislative Savings Fund | $320.00 |
|  | **Total Income to Savings:** | **$320.97** |
|  |  |  |
|  | Interest - CD | $0.76 |
|  | **Total Income to CD** | **$0.76** |
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|  | Membership Dues | $40.00 |
|  | WTSC Grant Reimbursement | $6,760.77 |
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|  | **Total Income to Checking:** | **$6,800.77** |
|  |  |  |
| **EXPENSES:** |  |  |
|  | Square Fee | $1.46 |
|  | 2 Watch - Extra Rep Refund | $100.00 |
|  | Chris Poulos - Speaker Fee/Costs | $2,168.00 |
|  | Lisa Rudduck - Speaker Fee/Costs | $450.00 |
|  | Ellis Amdur - Speaker Fee/Books | $2,180.00 |
|  | Shawn Hayes - Speaker Costs | $441.52 |
|  | M. Vanek - Tyler Conference Reimbursement | $1,753.86 |
|  | Heathman Lodge - Conference Costs | $24,518.81 |
|  | M. Patrick - Mailing Supplies Reimbursement | $8.26 |
|  | Humble & Davenport - 8/22-8/23 Insurance | $1,042.00 |
|  | Shipping PBT to Whatcom Co | $34.65 |
|  | Shipping PBT to Airway Heights | $34.65 |
|  | Shipping to Pasco & Lynnwood | $40.25 |
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|  |  |  |
|  | **Total Expenses** | **$32,773.46** |
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| **ACCOUNT BALANCES AS OF August 1, 2022** |  |
|  | **Checking Account** | **$32,212.88** |
|  | **Legislative Savings** | **$13,184.79** |
|  | **Certificates of Deposit** | **$10,230.55** |
|  |  |  |
|  | **Total Account Balances:** | **$55,628.22** |
|  |  |  |
| Mindy Breiner, Treasurer |  |  |
| August 1, 2022 |  |  |

Motion to approve the report by Melissa Patrick, Seconded by Jo Anna Moore. With no discussion motion approved.

Paige Sprague asked what the previous conferences costs have been. Mindy went over some of the prior costs for MPA conferences.

She will send out the proposed budget for 2022-2023. Every committee has a budget for that budget, and she will send that to the board for approval.

**Secretary’s Report:** Camille Jackson went over the votes completed by the board via email. The motion to approve the updated treasurer’s report was made by Jen Crossen and seconded by Omar Gamez. The motion passed by email on May 17, 2022.

**Committee Reports:**

**Education and Training Report:** Paige Sprague says they have met with each other, Jen Crossen and Paul Stayback may take a road trip to check in with Chelan – would like to have a separate space for vendors to help with noise level and distraction. They will see if that changes the locked-in rate. They will be working on getting vendors, sponsors and speakers lined up. They want to do a theme for each day for current trends and education. The feedback from the 2022 conference showed members were interested in services in their areas. Paul said he wanted clarification on sponsorship and wanted to see what MPA could offer potential vendors. If T-Mobile would sponsor it would be a good source of income. He brought up the possibility that they could work with jurisdictions to provide cell phones for defendants. He will find out more about the government aspect and contact the T-Mobile salesperson in charge of that.

Paige stated they will emcee the conference this year and will likely have a dress rehearsal the day before. They don’t want to have a working lunch so the meeting will be there the last day. Melissa pointed out that people will leave, and we won’t have a quorum. It was also pointed out we would pay for the food but don’t have a quorum which is a problem.

Regina Alexander asked if we could get the information on the feedback received from our 2022 conference. Omar sent out the survey and Paige will send out that information again. Paige asked how the winners of the awards are determined. That process was explained by Melissa Patrick.

Paul Stayback will contact Omar to get the information/booklet for the education and training chair.

Melissa talked about the contract with Chelan and will forward that to the co-chairs.

Paige stated she will reach out to Angel in Chelan to see if there are vendors or speakers in that location. Melissa stated she had a sponsor who was interested in presenting.

**Legislative Report:** Tara Faust said she has been working with Janene as she steps into the Legislative position. Janene has given her ideas of groups to join and panels to join. She has added herself to receive newsletters from the Association of WA Cities and the Washington State Association of Counties. She submitted a request to the Washington State Coalition Against Domestic Violence but has not yet hear heard back. She stated she has been added to the Deferred Prosecution workgroup and attended her first meeting June 3rd. She met Representative Goodman at that meeting. Tara said that Janene had been a panel member of the Impaired Driving Workgroup and she plans to slide into that position in the fall. Tara said she has been added to the DMCJA Legislative Committee and attended her first meeting July 8, 20222. She is hopeful that as time goes on she will be more comfortable recognizing what is relevant and what is not.

**Nominations Report:** Jo Anna said they have discussed how to do a manual for each position and chair and putting that manual for each one on the MPA website with password protection so the person who takes over the chair will have that update. She has reached out to Melanie Vannek and she will put them on the website. She asked the board to work on that and email that to Melanie by the end of this year. Jen Crossen is trying to do a SharePoint.

Kristine Nisco said that Jen has asked her to take that on. She is the Technology person, so she wanted to be sure she was correct.

Jo Anna also explained the budget for the retirement awards and all other awards. She compared it to prior years:

 Spent in the prior years: 2016 - $98 (retirement) + $322 (regular)

2017 - $115.78 (retirement) + $385.20 (regular)

2018 - $189.63 (only 2 awards given – no retirement)

2019 - $302 (no breakdown of what the awards were for)

2020 & 2021 - $642.95 (2 years combined, no retirement)

2022 - $726 – Retirement Awards (for the years 2019, 2020, 2021 and partial 2022) $214.50 (regular)

They put together a committee to agree to the winners. She confirmed with her committee from last year that they would be willing to participate with the 2022/2023 awards. She is in the process of scheduling a meeting at the end of the year to discuss the award categories, the swag for the award winners and the presentation at the MPA conference. She wanted to make it more exciting and possibly do a video or power point presentation. She listed the award categories that were given at the last conference.

2021/2022 awards were:

Outstanding Probation Officer

Supervisor of the Year

Program of the Year

Excellence in Action

Golden Star Award: Support staff

Most Valuable

She asked for suggestions and Mindy suggested that every year they have photography set up ahead of time so they are photographed with the MPA president etc. to have a historical record of who won the award.

**Membership Report:** Donna Struthers said she has had some updates to the membership book. She doesn’t know how many members she has today but will update the board at the next meeting.

**Technology Report:** Kristine Nisco reported that she has been on the steering committee for the CMS-CLJ there are two big issues and there are Enterprise Solution that AOC that wants to build interfaces to Enterprise Justice and Enterprise Supervision. It won’t be ready for pilot courts on the targeted timeline.

Also, OCourts are wanting to integrate to that immediately since they are running into significant issues. If they don’t integrate, the concern is that there will be significant impacts to the agencies currently using OCourts. Enterprise Justice has been visual only. The supervision has been delayed. They were supposed to go same as Enterprise Justice but are not ready. She has a committee meeting tomorrow so will have more information after that.

Kristine also stated Jen had set some goals and asked if they can use SharePoint for the documents, we can all work on with the MPA website. She said she didn’t have very much direction regarding this position, and she would like to have a place for past board members to keep records of who did what and what each position entails. This would be very beneficial for future board members.

Paige suggested a One Drive that you can grant access to each member. Melissa also suggested Google Docs due to no cost. Kristine said she would investigate some of these options.

**AD/Liaison Reports:**

**Public Relations Report:** Melanie Vanek sent an email asking for new board members to send her a headshot and any biography to her to put on the website.

**Audio Visual Report:** Angel Guerra said he met with President to discuss how to make everything smoother at the conference. He discussed some strategies he will put in place with the conference next year. He will try to find sponsors and vendors local to the area.

Kristine Nisco asked who has the computer and who is supposed to have it. Melissa stated Melanie has that still. Kristine will price out a new computer since the one we already have is outdated.

**Administrative Office of the Courts:**

**District and Municipal Court Judges Association (our liaison)**: Regina Alexander stated she has not been able to attend the DMCJA board meetings, but the next meeting is September 9th and she will be able to attend. She said she would like to have some direction from the President and board to have information given to the DMCJA so she is messaging what the board wants them to know.

**District and Municipal Court Judges Association (their liaison):** Judge Leone said they had their spring conference that was substantive, and she did a presentation on moving to support services of probation supervision. She tried to emphasize that it is important that the probation officers are trained and members. She said we as Pos are on the front line and she encouraged judges to train PO’s and have them maintain memberships in MPA. She hopes we are well supported by our judges.

She thinks the Blake reimbursement is a big issue that court administration and Judges are dealing with. It is not likely to involve Pos but there have been a lot of procedural meetings.

She said there was just grant funding for technology, therapeutic courts, and community justice counselors. She said a few courts got money for that. She hopes that Judges have consulted with the probation department supervisors to include probation in the grant requests. She thinks there may be further opportunities for grants and encouraged the board to reach out to their judge’s and administrators to be included. AOC has hired a grant writer to help with grant writing by courts.

She also said that Judges will be looking into general rule 42 that goes into effect 2023 involving supreme court clearly delineating the public defense – there will be an independent position to do that. That will be a big change for the upcoming year.

She also said the workgroup is ongoing to amend the DP statute. The bulk of that died in the last legislative session but the workgroup is still working on that.

She mentioned Rick Leo is the new DMCJA president

**District and Municipal Court Managers Association (our liaison)**: Stacie Scarpaci said she has been in the last meeting and said she shared that she reached out to MPA president and other members of the board to find out if there is anything in particular that should be mentioned as the liaison to DMCMA.

Stacie also talked about T-Mobile and she said AT&T has a program called FirstNet and Probation officers can get better service and probation officers are considered first responders.

She also asked Judge Leone – stating she had a question of Deferred Prosecution for Domestic Violence. It is written that the DP ends when the defendant completes treatment. She brought that up for the DP committee with Judge Leone. Melissa stated that that will be outside of the scope of the committee. Judge Leone stated she would still raise the issue with the committee.

**District and Municipal Court Managers Association (their liaison):** Trish Kinlow said they have a new president Ellen Attebery from Puyallup Municipal Court. Trish is the incoming president. She said that she and Margaret have been spearheading the effort to create a rule for mandatory education for court administrators. That has been signed off on and there are now mandatory education requirements. She said there should be mandatory education for probation officers as well. She will be meeting with Jen this week to see how DMCMA can support MPA and collaborate on education. She was glad to know that MPA is experiencing some of the same issues with a division of the state between Eastern Washington and Western Washing with working together, since they are having the same problem with DMCMA.

She stated she will be trying to get MPA included in finding CLJ. She wants to discuss how to get more involvement in the CEC.

Melissa said she has emailed to the CEC and her email was well received and they have been invited to meet with the CEC president. She is happy to be involved.

**Administrative Office of the Courts:** Jenn Burnam introduced herself and said they have been recruiting on her team. She has been able to hire a new Business team member Dawn Williams. The technical staff is still being determined. The conversion is still going forward with both Enterprise Justice for the Courts and Enterprise Supervision for Probation. They are making sure everything is covered. Tyler technology has developed 30 small projects and a good number of those were for Enterprise Justice. The next phase is solution validation. That is a 3-week process. That is done internally with AOC and then turned over to the pilot courts. Alliance is the integration with the two programs. That is a custom development for Washington State. There will be an update after Wednesday.

They have office hours every week they are present for their pilot courts. That is a set up time Tuesday noon and Thursday at 9am. The project inbox for all user is active and they send out a newsletter.

The email is CLJCMS.Project@courts.wa.gov

Arsenio Escudero introduced himself as the AOC CMS liaison to MPA. He updated the board regarding ITG 248 assessment tool. The development plan is for that to go live before the end of 2022.

JABS and Enterprise Justice have worked to find a fix for the slowness that had been happening. There are updates that can be seen on the announcements page of inside courts. They are continuing to work with Tyler regarding this. It is localized at the superior court.

On 3rd party integrations there is a focus on completing the project for the integration with the new CMS. CLS-CMS is an infrastructure projection so it takes time to be sure it works

HB1320 and SB1901 changes to civil protection orders. That will bring all protection orders under one type of order. At the next meeting he will discuss more about SB5226 and other updates. His email is arsenio.escudero@courts.wa.gov

**Washington Traffic Safety Commission Report**: Melissa Patrick spoke about the WTSC target zero initiative. That initiative has the goal of zero traffic fatalities by 2030. That is not what has happened the last year. Numbers have gone up. The lookback period for prior offences will be continued to be on the workgroup. Anyone invited to the Deferred Prosecution workgroup were asked to speak, however they didn’t want to speak on behalf of MPA, but it is something we can look into doing in the future.

**Criminal Justice Training Center:**  Mindy Breiner advised the board that the 2022 misdemeanant academy is going to be September 12-23, and the agenda will be put together soon. The first week will be virtual and the second will be in person. She has a list of speakers, and she is sending out emails to people who has taught in the past. She said she always appreciates Probation Officers who agree to participate. She won’t know how many people are registered until right before the academy.

She said the building will be available Monday through Friday, so the conference will be conducted with that schedule. Paul Stayback said he was wondering if the location will always be on the West side of the state. Mindy said that we would need to find instructors for two academy programs and two locations in order to make any changes to the current system.

**New Business:** Lindsey said she needs to schedule the October meeting. Several options were discussed.

Motion to adjourn by Melissa Patrick second my Mindy Breiner. With no discussion the motion passes. Meeting is adjourned at 12:05pm