Misdemeanant Probation Association

 Zoom Board Meeting

January 25, 2021

Present via Zoom: Cathy Oakes, President; Melissa Patrick, Vice-President and Washington Traffic Safety Commission; Toni Farris, Past-President; Mindy Breiner, Treasurer; Camille Jackson, Secretary; Bryan Farrell, Education and Training Co-Chair; Omar Gamez, Education and Training Co-Chair; Janene Johnstone, Legislative; Christina Hornung, Membership; Judge Leone, District and Municipal Court Judges Association Liaison; Debbie Johnson, District and Municipal Court Managers Association Liaison; LaTricia Kinlow, District and Municipal Court Managers Association Liaison; Vicky Cullinane, Administrative Office of the Courts, Janette Fischer, Nominations; Kristine Nisco, Steering Committee for CLJ-CMS, Bruce Van Glubt CLJ-CMS Project; Jennifer Waiger, Change Management Coordinator CLJ-CMS Project; Cat Robinson, Project Manager CLJ-CMS Project

Cathy Oakes called the meeting to order at 10:02am.

Declaration of a Quorum

Review of the minutes from the October 2020 board meeting. Camille Jackson noted one change to the minutes. Motion to approve the amended minutes by Janene Johnstone, second by Melissa Patrick. Without discussion the minutes are approved.

**Board Reports:**

**President’s Report:** Nothing to report

**Vice-President’s Report:** Melissa stated APPA will have a virtual conference for April. There have also been webinars and several trainings. The MPA website has been updated to list upcoming open positions and added online payments for membership.

**Past-President’s Report:** Toni Farris stated she has received 25 letters returned from the mailing of the substance use disorder treatment letter mailed from MPA. She has been working through these letters and will either type out a brief name of letters returned or will take them out of the mailings.

**Treasurer’s Report:** Mindy sent out thetreasurer’s report. There has not been much activity this quarter. A small amount of interest and some dues came in. She also went over some of the details of the report.

See report:

|  |  |
| --- | --- |
| **MISDEMEANANT PROBATION ASSOCIATION** |  |
| **TREASURER'S REPORT** |  |
| **Oct 23, 2020 - Jan 2021** |  |
|  |  |  |
| **ACCOUNT BALANCES AS OF Oct 23, 2020** |  |
|  |  |  |
|  | Checking Account | **$33,600.92** |
|  | Legislative Savings | **$12,857.99** |
|  | Certificates of Deposit | **$10,170.32** |
|  |  |  |
|  | **Total Account Balances:** | **$56,629.23** |
|  |  |  |
| **INCOME:** | Interest - Legislative Savings | $0.98 |
|  | **Total Income to Savings:** | **$0.98** |
|  |  |  |
|  | Interest - CD | $19.20 |
|  | **Total Income to CD** | **$19.20** |
|  |  |  |
|  | Membership Dues | $200.00 |
|  | Spirit Wear | $113.00 |
|  | **Total Income to Checking:** | **$313.00** |
|  |  |  |
| **EXPENSES:** |  |  |
|  | Square Fee | $12.08 |
|  | Tax Bandit - 990-N Filing Fee | $19.90 |
|  |  |  |
|  | **Total Expenses** | **$31.98** |
|  |  |   |
|  |  |  |
| **ACCOUNT BALANCES AS OF January 2021** |  |
|  | **Checking Account** | **$33,881.94** |
|  | **Legislative Savings** | **$12,858.97** |
|  | **Certificates of Deposit** | **$10,189.52** |
|  |  |  |
|  | **Total Account Balances:** | **$56,930.43** |
|  |  |  |
| Mindy Breiner, Treasurer |  |
| January 22, 2021 |  |  |

She also did an updated budget report for 2021. The budget is July 2021 to June 2022. Mindy went over some of the line item changes.

See report:



Motion to accept the Treasurer’s Report by Janene Johnstone, seconded by Cathy Oakes. With no discussion the motion is passed.

**Secretary’s Report:** Nothing to report.

**Committee Reports:**

**Education and Training Report:** Bryan confirmed with the board that there will be no fee for the registration for the conference. Bryan asked if we want to keep vendor fees and charge to have the company name put on a brochure. He asked about the cost for this or if we want to keep the price the same. Melissa asked if we could have a logo placed on the screen between sessions. Board discussed different levels of time they can have to speak to the membership.

Bryan asked about putting a link on the website to register for the conference. Melissa stated we can do that through whatever platform we decide to use for the conference. Bryan recommended Zoom as the platform. Mindy concurred and stated teams was a challenge trying to get everyone logged in. Janene also said she has found zoom far more user friendly as well.

Bryan has a letter for Stacie to take to the DMCJA regarding funds for our conference.

Melissa brought a discussion about zoom webinar vs zoom meetings. Board decided to use zoom webinar. Bryan confirmed all speakers are avail via zoom and will find out if speakers will be willing to have their speech recorded for MPA members to view at a later date if needed.

**Legislative Report:** Janene stated her report is short. She has been looking at one bill that is trying to increase the look back period for DUIs from 10 years to 15yrs. She will also be looking into the PSERS retirement changes. She wants to attend the DMCJA legislative meeting and asked Judge Leone about how to go about that. They will coordinate.

Bruce Van Glubt asked about the interlocular agreements in the legislature. He asked the board how that came up and how it is being represented. HB 1294. The board had talked about it at the last meeting but it doesn’t appear to be filed at this time. Mindy brough up the fact that the verbiage in the bill shows a Judge will be able to take action on something even though it isn’t their case.

**Nominations Report**: Jeanette talked about wanting to give awards for PO of the year and there was talk about a new award for “PO that best handled Covid” etc. Board discussed different options. “innovation award” maybe by department not necessarily by specific PO. She will send out nomination form in the next week and wants the m back in 3-4 weeks.

**Membership Report:** Chris Hornung received quite a few updates and has sent out a new membership to the listserv. As membership renewals come in she will continue to make changes and after the conference she will send out the final 2021 membership. Melissa asked if membership is the same so far and Mindy stated there have only been three renewals. Melissa asked if we can send an email push to try to get membership to come in. Mindy stated that in previous years people wait to renew their membership until the conference.

**CLUG/MCLUG Report:** nothing to report.

**Washington Traffic Safety Commission Report**: Melissa Patrick stated they are pushing the 15 yr. lookback period. They are not getting a lifetime lookback any time soon, so this is what they are hoping as a minimum. The commission has also been worried about HB 1062, which allows liquor sales at small gas stations and stores etc. There is a lot of skepticism in allowing for this because it makes hard liquor easier to get. They also cancelled their 2021 conference. In 2022 they are hosting the impaired driving conference in Washington state. If people have DUI charges with a drug draw, they are up to 15 months depending on what drugs are needed to look for.

**District and Municipal Court Judges Association Report (their liaison):** Judge Leone spoke to the group and gave the board her background leading to Judgeship. She appreciates Probation and is excited to be the liaison with MPA. She invited the board to reach out to her with any questions or things to pass on the DMCJA.

**District and Municipal Court Managers Association Report (their liaison):** Trish Kinlow introduced herself to the board as the new liaison from DMCMA. She stated that their association has their conference in May 2021. They will also have spring regional training online coming up. More information will be coming to us. The spring regional training will be free training online and will be available to probation as well. They are working on getting a website for DMCMA as well. She offered to help the board in any way needed. Debbie Johnson stated she has not had a chance to go to a DMCMA meeting so she will have an update at the next meeting.

**CJTC Academy Report:**  Mindy stated she has not had much of an update for this meeting.

**Administrative Office of the Courts Report:** Cat Robinson was present as the project manager for the CLJ-CMS project. Jennifer Wagner, dexter Mejia and Vicky Cullinane were present as well. Cat spoke with the board about the project and the different components for the implementation of the new program.

Implementing, Tyler supervision (probation), e-filing – odyssey filing server. There is one primary manager on the Tyler side, Tate Stewart. There are business analysts and a technical team on the AOC side and the Tyler side has a similar structure. This year has been working on all 3 components, but e-filing will be implemented first. June 2021 will be when the pilot courts get the e-filing program.

Odyssey Case Management System and Tyler Supervision will be released together. Planning for pilot roll out spring 2022. Then there will be a six-month gap for stabilization. Using a rolling release every six months for the rest of the state will take until 2025. They have divided the state into six sections for roll out of the systems. Then she went over when each county will move forward.

They are working on a project plan on how they are going to handle changes and schedules. That has been very involved. They anticipate completing the plan shortly and sharing. In December 2020 there was a gap analysis, and it went well. Then comes figuring out how to fill those gaps and there is a list of projects and they are working on compiling the changes and look at them as a team.

Next week they will start configuring Odyssey and Tyler Supervision at the same time. She encouraged the board to reach out with any questions. Mindy stated the steering committee has been putting a list of talking points about the program and she wondered if that is going to be sent out. Jennifer Wagner stated that list of talking points is still a work in progress and will be sent out hopefully in 1-2 weeks. She asked the board if there is anything specific that should be included to address concerns of probation departments. Cat thanked the board for having them and Mindy thanked the group from the CLJ-CMS as well.

**Unfinished Business:**

**Open positions**: Cathy advised the board that the AV and PR positions are open. Melissa asked if we can focus on the av position to help with the conference. Melissa stated that she has been willing to keep the website running and fulfilling the duties of the public relations.

Mindy asked if Jeanette has the list of positions on the board that are up for nominations this year at the conference.

**APPA conference:** Mindy talked about sending the Vice-President to the APPA conference as usual. Mindy asked the board if there are any ideas or concerns for the budget. Each board member has money in her budget, so she asked the board to look over the budget to see if any changes are needed. Chris stated that since we did not do a conference and didn’t use the money from last year she wondered if that money could be used for this year. Jeanette stated there was one nomination for PO of the year for last year and she was going to give them something this year. Chris stated we could do a “retirement” acknowledgement for POs who retired.

Melissa asked if the board had any approach to reducing the amount of MPA swag. Board talked about doing give always etc. and using the sweatshirts etc.

Melissa asked when the next board meeting should be. Asked if it could be the Friday before the conference.

Dates of conference April 26, 27, 28 so that would be April 23, 2021. Board discussed time. 9am had the most people available.

Move to adjourn Melissa Patrick, seconded by Cathy Oakes, with no discussion meeting adjourned at 11:02am