Misdemeanant Corrections Association

Yakima County Training Facility

Yakima, WA

July 24, 2017

**Present:**  Raul Guillen, President; Chris Hornung, Vice President; Pat Gigstead, Past President; Camille Jackson, Secretary; Mindy Breiner, Treasurer; Christopher Allen, Co-Chair of Education and Training; Melissa Patrick, DMCJA (Our Liaison) and P/R; Judge Robinson, DMCJA; Nate Conard, DMCMA (Our Liaison), Melanie Vanek, Technology Chair & Representative to the CLUG and MCLUG; Cynthia Marr, DMCMA; Kristine Nisco, MCA member; Nina Cogswell, MCA member

Raul Guillen, President, called the meeting to order at 10:20am and declared a quorum. Pat made a motion to accept the quorum and Melanie Vannek seconded the motion. Motion carried. Raul welcomed everyone and members introduced themselves. Raul welcomed the new members of the board.

**Board and Committee Reports:**

**President’s Report:**  Raul Guillen transferred the role of looking into the MCA name change to the new Vice-President, Chris Hornung. Advised he will give her the information he had found, and she can move forward with the process. Melissa Patrick advised the board that the vote to change the name went to membership and about 50% of members voted. There were only 4 “nay” responses.

Raul advised that now we have the vote Chris may fill out the form to submit to the Secretary of State and the IRS. MCA will be changed to WAMPA FKA MCA.

**Vice President:** Nothing to report.

**Past President:** Pat Gigstead asked if everyone got a chance to go over the Robert’s Rules. Mindy offered to order copies of Robert’s Rules for each member of the board. Melissa advised she has an account for that so she will order those. The board talked about knowing the rules for motions and changes as well as reviewing who the voting members are. Prior to the 2018 conference the board will review proper procedure so the Business Meeting will go smoothly.

**Secretary’s Report:** Camille passed out both the Board meeting notes and the Annual Business Meeting notes. Notes were reviewed and motion to accept them was made by Pat Gigstead. Second by Melissa Patrick. No discussion and motion carried.

**Treasurer’s Report:** Mindy is the new Treasurer and the board discussed the need to have a new audit for the treasurer during each transition. The board reviewed the following reports and discussed the difference in the cost of the 2016 and 2017 conferences.

Mindy brought up budgeting for the next conference. Raul asked how many scholar ships we had for the 2017 conference and there were six.

Melanie Vanek made a motion to accept the following treasurer reports, Mindy Breiner seconded. There was no discussion, the motion carried.

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| MISDEMEANANT CORRECTIONS ASSOCIATION | | |  |  |  |  |
| TREASURER'S REPORT | **Amended** | |  |  |  |  |
| February 28, 2017 - April 30, 2017 | | |  |  |  |  |
|  |  | |  |  |  |  |
| ACCOUNT BALANCES AS OF February 28, 2017 | | |  | Totals |  |  |
|  |  | |  |  |  |  |
|  | Checking Account | | $22,889.61 |  |  |  |
|  | Legislative Account | | $12,082.53 |  |  |  |
|  | Certificates of Deposit | | $10,000.00 |  |  |  |
|  |  | |  |  |  |  |
|  | Total Account Balances: | | $44,972.14 | $ 44,972.14 |  |  |
|  |  | |  |  |  |  |
| INCOME: | Legislative Savings (interest) | | $0.68 |  |  |  |
|  | 2017 MCA Dues | | $2,430.00 |  |  |  |
|  | 2017 Conference Fees | | $8,935.00 |  |  |  |
|  | 2017 Vendor Fees | | $2,500.00 |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  | Total Income: | | $13,865.68 | $ 13,865.68 |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| EXPENSES: | Conference Refunds | | $635.00 |  |  |  |
|  | Conference program printing | | $330.76 |  |  |  |
|  | Red Lion Conference deposit | | $2,500.00 |  |  |  |
|  | Conference bottles/notebooks/bags | | $1,183.23 |  |  |  |
|  |  | |  |  |  |  |
|  |  | | $4,648.99 | $ 4,798.99 |  |  |
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|  |  | |  |  |  |  |
|  | Total Expenses: | |  |  |  |  |
|  |  | |  |  |  |  |
| ACCOUNT BALANCES AS OF April 30, 2017 | | |  |  |  |  |
|  |  | |  |  |  |  |
|  | Checking Account | | $32,105.62 |  |  |  |
|  | Legislative Savings | | $12,083.21 |  |  |  |
|  | Certificates of Deposit | | $10,000.00 |  |  |  |
|  |  | |  |  |  |  |
|  | Total Account Balances: | | $54,188.83 |  |  |  |
| Monica Schneider, Treasurer | | |  |  |  |  |
| April 30, 2017 |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| MISDEMEANANT CORRECTIONS ASSOCIATION | | |  |  |
| TREASURER'S REPORT | |  |  |  |
| May 1, 2017 - July 24, 2017 | | |  |  |
|  | |  |  |  |
| ACCOUNT BALANCES AS OF May 1, 2017 | | |  | Totals |
|  | |  |  |  |
|  | | Checking Account | $32,105.62 |  |
|  | | Legislative Account | $12,083.21 |  |
|  | | Certificates of Deposit | $10,000.00 |  |
|  | |  |  |  |
|  | | Total Account Balances: | $54,188.83 | $ 54,188.83 |
|  | |  |  |  |
| INCOME: | | Legislative Savings (interest) | $1.40 |  |
|  | | 2017 MCA Dues | $1,190.00 |  |
|  | | 2017 Conference Fees | $175.00 |  |
|  | | Basket Raffle | $387.00 |  |
|  | | 50/50 | $136.00 |  |
|  | |  |  |  |
|  | | Total Income: | $1,889.40 | $ 1,889.40 |
|  | |  |  |  |
|  | |  |  |  |
| EXPENSES: | | Nominations/Awards | $577.54 |  |
|  | | Conference giveaways/snacks | $428.48 |  |
|  | | Red Lion Conference/Catering | $7,502.27 |  |
|  | | Speaker Fees/Edward Latessa | $2,299.21 |  |
|  | | Conference Supplies/membership | $62.14 |  |
|  | | Survey Monkey | $78.00 |  |
|  | | Board Mileage | $205.85 |  |
|  | | Conference refund | $150.00 |  |
|  | |  |  |  |
|  | | Total Expenses | $11,303.49 | $ 11,303.49 |
|  | |  |  |  |
|  | |  |  |  |
| ACCOUNT BALANCES AS OF April 30, 2017 | | |  |  |
|  | |  |  |  |
|  | | Checking Account | $22,690.13 |  |
|  | | Legislative Savings | $12,084.61 |  |
|  | | Certificates of Deposit | $10,000.00 |  |
|  | |  |  |  |
|  | | Total Account Balances: | $44,774.74 |  |
| Monica Schneider, Treasurer | | |  |  |
| July 24, 2017 | |  |  |  |

May 19, 2016

TO: MCA Board Members

FROM: Monica Schneider

Treasurer, MCA

RE: 2016 Spring Conference Totals

Income:

Membership Dues $5780.00

Conference Fees $12,825.00

One Day Seminar $1500.00

Vendor Fees $8700.00

Baskets $413.00

50/50 Drawing $161.00

**Total Income: $29,379.00** Income $29,379.00

* Expenses $24,190.84

Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy expenses $282.85  **Revenue: $5188.16**

Membership $63.87

Nominations $445.35

Conference booklet/ $1616.85

Bag/water bottle

Foray Counseling $3200.00

Red Lion (speakers/

Scholarship lodging $837.64

Renee Baldis-Cox $1200.00

Red Lion Catering $16,113.75

Conference giveaways $430.53

**Total Expenses: $24,190.84**

July 26, 2017

TO: MCA Board Members

FROM: Monica Schneider

Treasurer, MCA

RE: 2017 Spring Conference Totals

Income:

Membership Dues $5620.00

Conference Fees $12,260.00

Vendor Fees $6025.00

Baskets $287.00

50/50 Drawing $136.00

**Total Income: $24,328.00** Income $24328.00

Expenses $14885.61

Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy expenses $330.76  **Revenue: $9442.39**

Membership $ 62.14

Nominations $577.54

Giveaways/snacks $428.48

Conference booklet/ $1183.23

Bag/water bottle

Edward Latessa $ 2299.21

Red Lion $10002.27

**Total Expenses: $14,885.61**

**Education and Training:**  Christopher Allen discussed the board decision to sign contract with Shilo Inn at Ocean Shores. The contract includes 75 rooms and the board needs to send $500 to keep the contract by October 30. The dates for the conference will be 4/29/17 to 5/2/17. Christopher stated he is planning a site check the following weekend. The Inn is charging $97 per night. Melissa Patrick volunteered to send a “save the date” to membership. Christopher asked the board what the budgeting is for speakers and stated that he has received feedback from membership asking for information on what Officers can do to best help their offenders. Christopher also suggested a panel of people related to this (social services, “what-if” project, children’ advocacy center). The board discussed having vendors speak for a few minutes during one of the sessions. Other topics discussed included: motivational interviewing, testifying in court, finding out what job training and financial aid is available for offenders. Pat suggested Ellis Amdur. Christopher mentioned Fair Start as a possibility.

The board also discussed activities outside the conference that people could sign up for. Judge Robinson suggested giving members kites for the Ocean Shores conference.

Melissa talked about making sure when MCA members speak during conferences they give names and office location, to help people get to know one another during ice breakers etc. at the conference.

The board discussed the nominations process in past years and how the Nominations Chair makes the decision of who wins which awards. Chris explained the process with the selection of a committee.

**Nominations:** Dan Bassler was not present. Chris stated she will forward her information to him at the next meeting in October and will reach out to him about picking his committee.

**Membership:** Donna Struthers was not present. Chris Hornung stated she had reached out to Toni Farris to see if she would be interested in working with Donna on membership but has not heard back.

The board talked about changing the Membership position to a two person, 2-year term. The board decided to have Donna (current membership board member) assign a person to a committee for the time being. At the next business meeting the board will advise MCA membership they want another person nominated. The Membership can have 2-person, however Melissa will need to post updated bi-laws to the membership. Another change to the bi-laws will be to add and audit process for the Treasurer at the end of the term. The Treasurer will create a budget every year. Technology was changed to 2-year term. Melanie and Mindy will review previous notes to see if any other changes need to be made to the Bi-laws.

**Public Relations:**  Melissa Patrick stated that she still needs content for the monthly newsletter. She advised the old website is going to be shut down eventually, but as of now it is still up. She advised the board she has paid for two years of service on the current website.

Melissa spoke about the logo update stating she has had logo redesign for a $75 offer. She asked the board what we would like to see on the logo. Several suggestions were: the State of Washington, the Scales of Justice, and the name.

Melissa offered to host the next board meeting in October. The board discussed the next meeting location and the need for new board members to be added to the bank account. The location of the next meeting must have a bank branch.

**District and Municipal Court Judges Administration’s Report:**  Judge Robinson advised the board that they had their last meeting in June. They had a lot of discussion about new CMS system. Some of the changes that are coming up are: the 4th DUI will be a felony and penalties start at 13 months in prison. For now it is only considering the last 10 years, but may be changing to lifetime. The change includes convictions and deferred prosecution and all DUI’s amended to a lower charge.

Judge Robinson also discussed the Blazina decision in regards to the financial ability to pay by the defendant. The “I can’t pay” order submitted to the Equal Justice Committee provides amending and forgiveness of fines. The response from Judges has been asking what to do if you can’t give jail or community service. They are not sure where to draw the line.

Judge Robinson also discussed new cell phone law going into effect regarding having a phone in hand while in a lane of travel.

**District and Municipal Court Management Association:** Cynthia Marr advised the board they had their conference. She spoke about the new Case Management System and the updates on this topic. Cynthia asked the board if we had any topics to take back to DMCMA. Cynthia gave the board the next conference for their association as May 2018. Nate Conard is the new liaison for the DMCMA and he advised it may be advantageous to send someone from MCA to trainings done by DMCMA that happen around the state. DMCMA recently did a training on legal advice versus giving legal information that may be helpful for MCA members as well. Nate asked the board what was expected of him in this position and Mindy suggested it would be helpful if he could pass on any information on legislative changes, training etc. that the DMCMA were talking about. Cynthia indicated she would have Nate added to the DMCMA listserve.

**Technology:** Melanie updated the board about the new case management system. She advised there is an Apparent Successful Vendor – Journal Technologies. They had a Q&A session with the Tier II group and they ended with decision to go into vendor contract. JISC has approved, so that process has started. They are looking for a COUG user work group to be a subject matter expert (SME group) to work all over the state for feedback. The SME list from early on has been used and they are looking for more people to participate. They must be from a jurisdiction planning to participate in using the new case management system. Melanie asked the board to be prepared for big changes. She also explained that funding was approved for $10 million. She expressed gratitude that probation felt very involved and appreciated during this process all along.

Melanie asked if anyone in the general MCA membership has expressed any interest in filling Larry’s role with technology. The board has had one person express interest.

**Old Business:** Raul asked the board if we want to send someone to the APPA conference. The board had discussed sending the Vice-President since that individual will be spending 3 years on the board. Mindy will look into the cost of the conference and decide if we need to make a Budget Line Item. Chris will find out days of the conference and see if she is available as well as ask her jurisdiction if they will support her attending the conference.

**New Business:** Mindy talked about the upcoming academy from July 31, 2017 to August 11, 2017. She gave a list of speakers and topics to be covered during that time. The final will be a mock courtroom and the students will need to provide the court with a case overview as well as a recommendation for sanctions. There are 21 people signed up for this academy. Mindy stated that she had been talking with someone at CJTC about doing training online and possibly distance learning in the future instead of taking Officers out of the office.

The board discussed the need to get the Insurance Premium paid.

Conference budget for 2018: The board discussed the line items for the 2018 budge. Mindy will try to get more information from Monica and send it out. The Education and Training Co-Chairs will try to increase the numbers of vendors we have at the conference. The chair will also see if any vendors will sponsor a snack or event, possibly a hospitality suite. Chris asked that any ideas for vendors be forwarded to him. It was suggested he reach out to Journal Technologies as a new vendor. The board talked about the current vendor fee and discussed raising the vendor fees.

Pat talked about going to events as an MCA group such as Seahawks training camp day etc. The board may look into finding out if there is interest from membership.

The board discussed the next meeting to be held in Des Moines either at Anthony’s or at the Des Moines Police Department.

Motion to adjourn was made by Chris Hornung, 2nd by Pat Gigstead. No discussion, meeting adjourned at 1:51pm.