Misdemeanant Probation Association Board Meeting

Administrative Office of the Courts, Sea Tac, WA

October 28, 2019

**Present:** Toni Farris, President; Chris Hornung, Past-President; Mindy Breiner, Treasurer; Camille Jackson, Secretary; Melissa Patrick, Education and Training Co-Chair, Omar Gamez, Membership; Melanie Vanek, Technology and CLUG/MCLUG; Jeanne McDermott, DMCMA liaison; Grant Bailey, WTSC; Stacie Scarpaci, DMCJA liaison; Michelle Petrich, liaison from DMCMA; Vickie Cullinane, liaison from AOC

**Present via phone:**  Bryan Farrell, Education Co-Chair; Erin Welch, Public Relations; Cathy Oakes, Vice-President; Judge Logan, liaison from DMCJA

Call to order 10:17am. President Toni Farris welcomed the group.

Declaration of Quorum.

Review of the minutes from the July 22, 2019 board meeting. Two corrections were noted. Mindy Breiner made a motion to approve the corrected minutes, second by Chris Hornung. With no further discussion the minutes were approved.

President Toni Farris asked the board to change the order of reports to allow Judge Logan to go first as she had other obligations. Board agreed.

**DMCJA Liaison report:** Judge Logan thanked the board for allowing her to go first. She stated she is looking forward to working with MPA. She spoke about a list of questions she sent out to the MPA listserv asking how probation officers across the state do their job duties. She asked what risk tools departments are using, what size departments are, and what caseload officers carry. She is looking forward to being a conduit to relay information between the MPA and DMCJA.

Judge Logan spoke about her presence on the DV taskforce. She expressed interest in what smaller offices are doing in regard to DV MRT. The taskforce is attempting to make a domestic violence risk tool and is seeking information from more rural counties to be sure they are involved in this process. She would like to send a report asking for more legislative backing by 2020. Judge Logan stated that the prior taskforce looked at the Duluth risk tool. This new taskforce would like to study the efficacy of DV MRT.

Judge Logan went over some of the topics the DMCJA has been discussing, which include trying to properly fund education, including online training, and court security. She encouraged the board to call or email her with any questions. She emphasized that MPA must be considered in any decisions made by the DMCJA.

**Board Reports:**

**President’s Report:** Toni advised the board that Tonya Dotson had to step down from the Legislative position so that will need to be filled. Toni will open the position to the MPA membership. Board discussed asking Janene back to the position.

**Vice-President’s report:** Nothing to report.

**Past President report:** Nothing to report.

**Treasurer Report:** Mindy Breiner passed around her report through October 28, 2019. She noted one expense since the last meeting and only interest in the income column. See report.

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| **MISDEMEANANT PROBATION ASSOCIATION** |  |
| **TREASURER'S REPORT** |  |  |
| **July 22, 2019 - October 28, 2019** |  |
|  |  |  |
| **ACCOUNT BALANCES AS OF July 22, 2019** |  |
|  |  |  |
|  | Checking Account | **$33,810.09** |
|  | Legislative Savings | **$12,850.41** |
|  | Certificates of Deposit | **$10,069.05** |
|  |  |  |
|  | **Total Account Balances:** | **$56,729.55** |
|  |  |  |
| **INCOME:** | Interest - Legislative Savings | $1.63 |
|  | **Total Income to Savings:** | **$1.63** |
|  |  |  |
|  | Interest - CD | $25.26 |
|  | **Total Income to CD** | **$25.26** |
|  |  |  |
|  |  |  |
|  | **Total Income to Checking:** | **$0.00** |
|  |  |  |
| **EXPENSES:** | Square Fees | $0.00 |
|  | Humble & Davenport - Liability Insurance | $973.00 |
|  |  |  |
|  |  |  |
|  | **Total Expenses** | **$973.00** |
|  |  |   |
|  |  |  |
| **ACCOUNT BALANCES AS OF October 28, 2019** |  |
|  | **Checking Account** | **$32,837.09** |
|  | **Legislative Savings** | **$12,852.04** |
|  | **Certificates of Deposit** | **$10,094.31** |
|  |  |  |
|  | **Total Account Balances:** | **$55,783.44** |
|  |  |  |
| Mindy Breiner, Treasurer |  |  |
| October 28, 2019 |  |  |

**Secretary:** Nothing to report.

**Education & Training:** Bryan Farrell said there is still a need for a speaker on the Wednesday morning timeslot. He is hoping to have the full agenda completed by next week and will email the final list to the board upon completion. He is hoping to have vendors and swag completed by January 2020.

Melissa Patrick said all vendors should be receiving a save-the-date soon. She also reached out to all vendors we have had in the last four years to see if there was any added interest. The vendor fee is $350. Vendors will be allowed to set up either after 9pm on Sunday or at 6am on Monday. Regarding swag, she is hoping to get t-shirts for the 2020 conference for each attendee. Swag will also be smaller items this year, which will hopefully be more impactful. Melissa said the information for registry will go out mid-November. There will not be a one-day registration fee this year since it hasn’t been successful. Scholarship applications for the conference are due January 2020. Melissa stated the hotel price for the conference will be $149. This year there will be a separate block of rooms set aside for vendors. The group will have a 1pm late check-out to accommodate the end of the conference. There will also be a shuttle to get people to and from the airport. She is working with Alaska Airlines for a discount.

The board meeting prior to the conference will be Sunday, April 26, 2020 at 5pm.

Melissa and Bryan spoke about the 2021 conference at Campbells in Chelan, WA. Bryan will be remaining in the Education & Training position for that year.

Melissa stated she was approached by the Washington Traffic Safety Commission about a training opportunity they would like to offer to Probation Officers. They currently do an Advanced Roadside Impaired Driving Enforcement (ARIDE) training for Police, which they would like to modify for probation. The training costs would be covered by WTSC and would hopefully include one in Eastern Washington and one in Western Washington. She will gather more details and report back to the board. WTSC is also holding their annual conference June 2-4, 2020. They have indicated this would be a great training for probation to attend.

The board discussed the continuing education scholarship program. No applications have been submitted yet. Discussion about reviewing applications quarterly was discussed and approved.

**Membership:** Omar Gamez stated he will be updating the directory by the next board meeting. Melissa said she has received a records request from an attorney requesting the MPA directory. She fulfilled the request as a record saved on her city server. The board discussed how records requests are meant to be handled by the board. In the future the Vice-President will fulfill these.

**Technology:** Melanie Vanek spoke to the board about the Case Management Steering Committee. The next meeting is set for October 1, 2019 and they will be discussing the next steps with Tyler Technology. Tyler has recommended courts begin switching to e-filing immediately to help with the deployment. They also will be looking at what deployment issues were experienced with Superior Court and what lessons were learned. Probation will be included with the plans for deployment.

**CLUG/MCLUG:** Nothing to report.

**Public Relations:** Erin Welch advised the board that the latest newsletter just went out. She will also send out the updated scholarship application. Erin encouraged the board members to like the Facebook page. There are currently 17 likes on that platform.

**Washington Traffic Safety Commission:** Grant Bailey said the last meeting he attended was two weeks prior. He learned that more agencies are training their officers in phlebotomy to take blood draws. The crime lab has hired two more people temporarily waiting for legislation to approve making their positions permanent. Grant said the legislation to have the BAC limit for DUI reduced to .05 has failed. There is also work by a group led by Julie Mitchell at Lakeside Milam to review and revise deferred prosecution guidelines. Melissa and Omar are working on this and trying to define “amenable” to include wording that treatment has started, not just signed up for. The WAC and RCW are not in line, so the group is working to change that.

**District and Municipal Court Judges Association:** Stacie Scarpaci stated she will plan to attend the board meeting in November. She is hoping to place the Substance Use Disorder letter on the agenda to gain support from their association. She passed around the latest edition of the letter and asked for the board to review. The letter will go to the DMCMA in November. If both DMCMA and DMCJA approve the letter it will be mailed to treatment agencies. Mindy asked if the Department of Health could assist with distribution through their listserv. Board discussion of the how to distribute the letter to treatment agencies followed.

**District and Municipal Court Management Association (their liaison):** Michelle Petrich expressed appreciation for the work that was done on the substance use disorder letter. She stated this is an important task for our association.

Michelle said that the DMCMA had regionals on implicit bias and the feedback was great from the membership. She recommended the trainer and the topic for future MPA conferences.

**Administrative Office of the Courts:** Vicky Cullinane said the steering committee for the CLJS -CMS is hoping to wrap up negotiations with Tyler in early 2020. They started by reviewing the gaps in functionality came up during the first evaluation last year and determining how those gaps could be addressed. Tyler has suggested that we implement e-filing before actual implementation of the case management system.  It has multiple benefits: starting with electronic documents now would reduce the number of documents that have to be transferred or scanned in to Odyssey at the time of implementation, which will streamline actual implementation. Implementing e-filing early also has the benefit of getting staff comfortable with working with electronic files before the main implementation.  There are some policy questions related to e-filing that the steering committee will have to decide before implementation.

**Liaison Reports**

**CJTC/JISC:** Mindy talked about the procedure to change from JIS to another system. Courts intending to change must notify AOC and be able to provide support for the new system that integrates with JISC so all courts have all information from other courts. A committee has been formed to make a new draft of rule 13. The original rule 13 was very lenient and loosely written. The new rule is much clearer. The new rule also adds sanctions to any court who doesn’t comply. In 2019 there were courts that discussed going out on their own and the JISC wanted to be clear what the consequences would be. Mindy discussed adding Judge Patty Connolly onto the JISC steering committee.

Mindy then addressed the board regarding the 2019 Academy. This year there were 22 students 12 students graduated. She expressed gratitude to the teachers who volunteered their time to teach. The board has discussed adding an “equivalency academy” for people who have been to the Department of Corrections academy or are transferring from another state. Mindy stated she would like to put together a workgroup to determine what is needed to create this program. The board discussed options for waiving parts of training for people who have prior experience instead of creating a new and separate academy. The board members discussed the wording in the WAC and if there would need to be changes if we changed the way the academy is run.

Omar told the board he really enjoyed teaching at the academy, and it was helpful to meet the incoming probation officers. Bryan said he would like to be on a workgroup to investigate academy changes. Board discussed sending an email to MPA listserv regarding this issue.

**New Business:**

**APPA Conference:** Board discussed sending the Vice-President to the new APPA conference. Registration must be done by November 15, 2019.

Board also discussed the upcoming APPA conference in Seattle. The organization has reached out to ask for volunteers from the area from DOC and MPA.

**Risk Assessment:** Mindy asked the board about risk assessment tool training to be offered by MPA. Board discussed ORAS training. Melissa said it would be approximately $6,000 for ORAS training. The board will discuss this further in January 2020.

**Other Business:**

Mindy stated she received an email from Monica Schneider asking MPA to sponsor DV MRT instructor training in their court. Mindy explained the process that would be needed. The board discussed the issue and decided to recommend to Monica that she have the employ she hopes to send apply for the MPA continuing education scholarship to have the $600 fee covered.

Melissa reminded the board that they are eligible to receive an MPA polo. She asked the new board members to reach out and let her know their appropriate sizes.

Next board meeting January 27, 2020 at the AOC office in Sea Tac

Motion to adjourn was made my Melissa Patrick, 2nd by Omar Gamez. With no discussion, meeting adjourned at 12:08pm