

Misdemeanant Probation Association
Zoom Board Meeting
October 12, 2022

Present via Zoom: Jen Crossen, President; Lindsey Buntin, Vice-President; Melissa Patrick, Past-President/WTSC; Mindy Breiner, Treasurer/CJTC; Camille Jackson, Secretary; Donna Struthers, Membership; Paul Stayback, Education and Training; Jo Anna Moore, Nominations; Tara Faust, Legislative; Kristine Nisco, Technology; Regina Alexander, DMCJA; Stacie Scarpaci, DMCMA; Arsenio Escudero, AOC; Jenn Burnam, AOC; Kanani Johnson DMCMA Technology Co-Chair

Jen Crossen called the meeting to order at 10:06 am

Declaration of a Quorum

Review of the minutes for the August 1, 2022 board meeting. Motion to approve the minutes by Melissa Patrick, seconded by Mindy Breiner

Without discussion the minutes are approved.

Review of the Treasurer's report – Mellissa Patrick motions to approve the Treasurer's Report as submitted. Lindsey Buntin seconded

Without discussion the report is approved.

Jen Crossen welcomed the board and asked each member to introduce themselves and tell their favorite way to de-stress as part of roll call.

Guest Speaker

Kristine Nisco introduced guest speaker Kanani Johnson. She has been invited to explain what changes the DMCMA have made using Microsoft 365 Business Basic to their association practices. Kanani Johnson is the technology co-chair from DMCMA and shared what she has presented for use by the DMCMA. She wanted to focus on what MPA would be able to use. DMCMA is looking to update their logo. They organized and created a centralized email structure specific to DMCMA business. This means that the president would have an email inbox which could be reassigned as the position changes to a new member. That way individual board members could pass on the email records. She went over the cost of that email system. She discussed LISTSERV management. Interested in switching to office 365 for MPA and board discussed the viability of that change. DMCMA is looking at switching to non-profit status.

Kristine asked to see the teams capability and using teams for the board. Kanani described the use of notebooks to store historic information and then going forward board members can communicate and update documents as board job descriptions change. She gave a demonstration of how the DMCMA board is currently utilizing teams. They decided to have everyone on the board or as a committee member as well as liaisons have a separate account.

The board discussed if this program would be useful to the MPA board. Finances would be an issue since we have a limited income. Mindy Breiner explained our budget is healthy enough to support something like this. Board discussed viability of using this program. Jen asked the board to think about some of the

issues that have come up. She asked for a motion to see if it is worthwhile to have a vote on researching this topic. Kristine motions to look further into a centralized email and document system and will share more at the next board meeting, Melissa Patrick seconds. With no discussion the motion passes.

Guest Speaker

Michael J DiGuilio from the Washington Department of Corrections was introduced by Jen Crossen. He is the area regional representative with APPA. He spoke about the APPA trying to cut up their conferences to regions to make them more accessible to members. The next conference will be held February 26, 2023 through February 28, 2023 in Universal City, California. There will be 40 presenters and put on by the regional representative. They are testing that to see if they will have more participation. He talked about the benefits of being a member of APPA. He explained that any new Pos who have recently graduated from the academy gets free 1 year membership. He has also found a way to reduce the membership fee in the past as well. His email is mjdiguilio@DOC1.WA.GOV. He also asked the board to email him if we have any topics which would be helpful for MPA.

Board Reports:

President's Report: Jen Crossen thanked Kristine for bringing Kanani to the meeting today to give the board information on the Microsoft 365 Business Basic.

Jen Crossen thanked Lindsey Buntin and the board for the smooth running of the August Meeting. She stated that in August she sent out an email about the Court Education Committee and the DMCMA collaboration idea. The board voted and approved the motion to partner with DMCMA for the Highways to Hedges Program. They will try to get membership enrollment in both MPA and DMCMA for those counties who have not been involved in their respective associations. She proposed that the Vice-President, Education & Training Co- Chairs, and the President act as the DMCMA delegates. They will work with Spokane to discuss what MPA can provide to them. The board discussed mileage and lunch per diem be reimbursed for the board members who are traveling. Jen had a rough budget of \$417.50 for herself and Lindsey to travel. If Paul Stayback and/or Paige Sprague can add their estimates she will update the amount and ask for board approval.

Jen shared that she, Mindy Breiner, and Melissa Patrick were invited to share MPA concerns with the Court Education Committee (CEC), stemming from their lack of inclusion for probation staff in their scholarships. The CEC had some questions for them about how MPA is funded, what we use those funds for, and the mission of probation. She thanked Mindy and Melissa for their contribution to this meeting. Jen said the CEC has requested a memo outlining what MPA was requesting and shared ideas for that memo. She will email that memo to the board for review. Jen said that at the follow up meeting on 9-14-22 they learned that AOC had the ability to increase budgets by reallocating funds to include probation education. Margret Yetter pushed the committee to agreeing to our first two request of scholarship information and future education/training updates. Jen stated she believes there is a good chance we could get funds to host regional training opportunities. Jen asked the board to think/plan a training so when the money comes in, we can get it going. Jen said she would like to have board input on this topic.

She told the board that the DMCMA doesn't have a line item in their budget to help supplement funds for MPA trainings and education opportunities but possible topics for them could include training for DMCMA and MPA as Court administrators may attend the MPA academy or possibly MPA could create an academy designed for bench probation clerks. She said she understands there are possible barriers to this idea. She asked the board to email any ideas for her.

Jen talked about the BJ taskforce. This is a two-year process designed to create alternatives to incarceration that consider area resources and availability. She has assigned the task of spokesperson for MPA to the Vice-President, Pat Gigstead, and herself. They will work together to develop a committee of probation officers from around the state to work on topics. They have monthly meetings. This will require board approval.

Jen then welcomed Judge Leone DMJMA liaison. She will be their liaison through October 31, 2024. Jen spoke about LaTricia Kinlow giving Mindy Breiner kudos for the evolution for the MPA academy.

Vice President's Report: Lindsey Buntin stated she will be looking at the different departments to approach as part of the Highways to Hedges Program.

Past President's Report: Melissa Patrick said the WTSC for \$2500 has closed. We agreed to continue to edit the DUI Supervision manual since there was a lot of outdated research. She has reached out to APPA to see if they will update their document as well. They agree to edit – and the wydac and legislative chair work together with the update.

With building bridges committee there has been one court reaching out saying they will have staff shortage and she is working with court admin to see if MPA can assist. There is another court that is having problems – the court admin is out, new judge, handing tasks to Ian. She has reached out to him. She had another court that had a need to help with a grant writing.

She noted for Paul Stayback that the cost for attendees has gone up (cost of hotels and food) so we may need to raise conference fees and possibly vendor fees. She has mentioned at EHM Washington wants to be a presenting vendor in Chelan, but no one had reached out to them. Ask board to think about raising vendor costs.

Treasurer's Report: Mindy Breiner presented the Treasurer's Report she sent out earlier this week. She went over some of the highlights of the report since the last meeting.

See report:

MISDEMEANANT PROBATION ASSOCIATION		
TREASURER'S REPORT		
August 1, 2022 - October 12, 2022		
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
INCOME:	Interest - Legislative Savings	\$1.00
	Total Income to Savings:	\$1.00
	Interest - CD	\$0.52
	Total Income to CD	\$0.52
	Membership Dues	\$40.00
	Total Income to Checking:	\$40.00
EXPENSES:	Square Fee	
	NCTI - True Colors for Academy	\$646.35
	Amazon - Supplies for Academy	\$29.69
	Total Expenses	\$676.04
ACCOUNT BALANCES AS OF October 5, 2022		
	Checking Account	\$31,576.84
	Legislative Savings	\$13,185.79
	Certificates of Deposit	\$10,231.07
	Total Account Balances:	\$54,993.70
Mindy Breiner, Treasurer		
October 12, 2022		

Secretary's Report: Camille Jackson stated the board had agreed on a motion to partner with the DMCMA for the Highways to Hedges Program. Motion was made by Melissa Patrick, seconded by Mindy Breiner and the motion carried.

Committee Reports:

Education and Training Report: Paul Stayback stated Paige met with Jennifer. He will be contacting Chelan County to see if they want to sponsor an after-hours event and see what vendors are used by their agency. Would like to also start looking at locations for next year.

Membership Report: Donna Struthers said we have 302 members of MPA. It is \$40 for individuals, group 300, 11plus people is \$350

Nominations Report: Jo Anna Moore had nothing to report.

Legislative Report: Tara Faust told the board that the DOL Liaison Committee is proposing changes to RCW 46.52.130 and the legislative committee of the has extended its support for the proposal. The proposed change is the remove references to five and 10 years for the ADR, to allow for probation to forward the ADR directly to the treatment agency, and to prohibit a fee for the ADR for persons who are indigent. Mindy asked Tara to keep PERS changes in mind if she sees anything come up

Ad Hoc and Liaison Reports:

Public Relations Report: Melanie Vanek was unable to appear for the MPA meeting. Jen stated that Melanie wanted to ask the board if they would like to see highlighting a board member each month. New job postings continue to go up on the website. The MPA store will be updated this week as well.

Audio Visual Report: Angel Guerrea has stepped down from this position. It is now an open position. Jen Crossen stated she has received no interest in the position from MPA members.

District and Municipal Court Judges Association (our liaison): Regina Alexander asked the board to reach out to her if we have any topics we could be discussing with the Judge's Association. She will share the information presented today. Kristine Nisco said she was upset about the modifications of GR22 for therapeutic courts to protect their sensitive reports such as treatment or medical information are not available to the public yet the same items that are in probation files aren't going to have the same protections under GR31, so she wanted to see what the Judge's Association thought about that discrepancy. Tricia Kinlow suggested the MPA board think about putting that in writing on letterhead and sending it to the DMCJA. Mindy offered to create the memo and Kristine and Jen will review it before sending it out.

District and Municipal Court Judges Association (their liaison): Judge Leone not present.

District and Municipal Court Managers Association (our liaison): Stacie Scarpaci not present.

District and Municipal Court Managers Association (their liaison): Trish Kinlow spoke about partnering with MPA to try to have the east side of the state be more included in both the DMCMA and MPA. She spoke about the importance of having the entire state stay engaged in and attend training with the MPA.

Administrative Office of the Courts/ CLJ-CMS: Jenn Burnam, go live for the new CMS is delayed to 2023. They shared that with the MPA listserv. They don't have a committee set date for that go live. They want to focus on having that done right. They are working on bug fixes. most are set to be fixed next week. There are software issues as well and need to get that done before software testing. They have priority 1-3 and the first 2 have to be done before they can go live. They should have a better understanding of when they can have the pilot courts start the process in the next few weeks. Arsenio Escudero spoke about SB5326 and 1320. He stated he would like to respect the time of the board so kept his time short. He later sent an email updating the board and it was disseminated. See email at end of notes.

Washington Traffic Safety Commission Report: Melissa Patrick covered this during her report on the past president.

Criminal Justice Training Center: Mindy Breiner said they had 30 students graduate from 20 different jurisdictions. There was one court administrator in the group. They have been approached by CJTC to see if we need to do 2 academies in the future. She said she was not available to do two a year but the board could discuss this as a possibility. She also asked if an academy refresher course could be helpful to members of MPA. She also discussed the possibility of regional training.

New Business: Jen went over some prior issues and pointed out most of the new business has been covered by the prior reports. There is still a AV person needed and the board will do some outreach to fill that position.

The next board meeting will be February 21, 2023 from 10am – 12:00pm.

Motion to adjourn by Lindsey Buntin, Second by Mindy Breiner

With no discussion the motion passes.

Meeting adjourned at 12:01pm