

Misdemeanant Probation Association Board Meeting

Zoom Meeting

May 18, 2020

Present via Zoom: Chris Hornung, Past President; Cathy Oakes, Vice President; Camille Jackson, Secretary; Omar Gamez, Membership; Melissa Patrick, Education Co-Chair; Janene Johnstone, Legislative; Kerry Carlson, Public Relations; Melanie Vanek, Technology and CLUG/MCLUG, Jeanette Fischer, Nominations; Mindy Breiner, Treasurer/CJTC; Bryan Farrell, Education Co-Chair; Vicky Cullinane, AOC, Kristine Nisco, CLUG/MCLUG

Declaration of Quorum

Review of minutes from the January 2020 minutes. Janene Johnstone made a motion to approve. Melissa Patrick seconded, with no discussion motion approved.

Board Reports:

President: Toni Farris not present.

Vice President: Cathy Oakes welcomed the group to zoom. Nothing to report.

Past president: Chris Hornung stated she had nothing to report.

Treasurer: Mindy Breiner shared the treasurer's report with the group and went over some of the highlights. There were a lot of refunds given for the cancelled 2020 MPA conference.

See Report:

**MISDEMEANANT PROBATION ASSOCIATION
TREASURER'S REPORT
January 27, 2020 - May 18, 2020**

ACCOUNT BALANCES AS OF January 27, 2020

| | |
|--------------------------------|--------------------|
| Checking Account | \$34,304.41 |
| Legislative Savings | \$12,853.67 |
| Certificates of Deposit | \$10,113.40 |
| Total Account Balances: | \$57,271.48 |

| | | |
|----------------|---------------------------------|---------------|
| INCOME: | Interest - Legislative Savings | \$2.09 |
| | Total Income to Savings: | \$2.09 |

| | |
|---------------------------|----------------|
| Interest - CD | \$18.87 |
| Total Income to CD | \$18.87 |

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|--|--------------------|
| 2020 Conf Registration | \$11,475.00 |
| 2020 Conf Vendor Fee - STOP | \$1,400.00 |
| 2020 Conf Vendor Fee - Moon Security | \$450.00 |
| 2020 Conf Vendor Fee - Lakeside Milam | \$600.00 |
| 2020 Conf Vendor Fee - Assoc Behavioral Health | \$600.00 |
| 2020 Conf Vendor Fee - Intoxalock | \$750.00 |
| 2020 Conf Vendor Fee - Armada | \$450.00 |
| 2020 Conf Vendor Fee - Smart Start | \$1,200.00 |
| 2020 Conf Vendor Fee - Serenity Lane | \$450.00 |
| 2020 Conf Vendor Fee - 2 Watch | \$550.00 |
| 2020 Conf Vendor Fee - Sentinel | \$350.00 |
| 2020 Conf Vendor Fee - NTSI | \$450.00 |
| 2020 Conf Vendor Fee - Draeger | \$450.00 |
| 2020 Conf Vendor Fee - LifeSafer | \$850.00 |
| 2020 Conf Vendor Fee - ReliaTrax | \$350.00 |
| Membership Dues | \$5,610.00 |
| Printing Refund | \$44.00 |
| Total Income to Checking: | \$26,029.00 |

EXPENSES:

| | |
|---|--------------------|
| Square Fees | \$188.32 |
| Stamped Envelopes - Treatment Letters | \$630.15 |
| Johnstone - Legislative Mileage Reimbursement | \$116.40 |
| Office Depot - SUD Treatment Letter Printing | \$100.98 |
| Secretary of State - Non-Profit Filing Fee | \$10.00 |
| Refunded Conference Registration Fees | \$15,325.00 |
| Refunded Conference Vendor Reg. Fees | \$9,650.00 |
| Staples - Receipt Books | \$25.77 |
| Staples - Address Labels | \$15.84 |
| Kent Probation - Scholarship for DV MRT | \$600.00 |
| Total Expenses | \$26,662.46 |

ACCOUNT BALANCES AS OF May 18, 2020

| | |
|--------------------------------|--------------------|
| Checking Account | \$33,670.95 |
| Legislative Savings | \$12,855.76 |
| Certificates of Deposit | \$10,132.27 |
| Total Account Balances: | \$56,658.98 |

Mindy Breiner,
Treasurer
May 18, 2020

Melissa made a motion to accept the Treasurer's Report, Janene seconded. With no discussion motion approved.

Mindy went over the 2020 budget with the board. Income goal was met for the year. Mindy went through the highlights of the budget, including the miscellaneous field, which includes the envelopes for the SUD letter. Board discussed adjusting the budget to change Miscellaneous to \$500 from \$300. Board also discussed changing the budget to July to June to coincide with the board time frame. The board agreed to make that change.

Secretary: Camille Jackson had nothing to report.

Education and Training's Report: Melissa Patrick thanked the board as she tried to get the conference rescheduled and the Heathman was not originally willing to accommodate our need to cancel due to the COVID-19 health crisis. She was thankful that there was a resolution to set the 2022 MPA conference to the Heathman and use the deposit already paid to cover that conference.

Melissa informed the board that the training that was originally going to be offered by Washington Traffic Safety Commission (ARIDE) has been put on hold until large gatherings are once again allowed. She said that the organization has been looking into hosting webinar training in the interim.

Bryan Ferrell stated he will be working on next years agenda. Most of the speakers from this year are interested in participating in next year's conference and he thinks that will be a feasible way to roll over the information to present in Chelan.

Cathy thanked the education co-chairs for the hard work of putting this conference together.

Legislative's Report: Janene Johnstone spoke about this latest session. She is reviewing HB2567 regarding civil unrest. Prohibits court staff (including probation officers) from asking place of birth or immigration status. She will be sending a report to the board of what will be relevant to MPA.

See report:

Committee Report:

Legislative

Submitted By:

Janene Johnstone

Date Submitted:

5-18-20

Report Narrative:

This legislative session was considered a "short session," which means that major legislative changes are less likely than in alternate years when the sessions are longer. Short sessions are typically used to clean up language and make minor adjustments.

I have attached a quick copy-and-paste list of bills that passed the legislature this session that I think may be relevant to our MPA membership. A full list can be found on the leg.wa.gov website. Of particular note:

SHB 2567, which discusses prohibition of civil arrests on court property, specifically states that court personnel (including probation officers) cannot inquire about immigration status or place of birth, except in certain circumstances. You may want to discuss this one with your local judge(s) to see how they interpret it, because many of us are likely collecting information like place of birth on our background information forms and in our PSI's.

Heading into this legislative session, I attended the Impaired Driving Work Group's meeting in Olympia on 11-20-19. The resulting bill, 3SHB 1504, passed this session and includes some language clean-up and some minor changes.

Also promising was the activity regarding PERS/PSERS dual membership that was being considered by the Select Committee on Pension Policy (info regarding this issue was previously provided to the MPA membership). They had tabled the discussion until after the legislative session, and a meeting was scheduled for this past April; however, the meeting was canceled due to COVID-19 concerns, and so was the rescheduled meeting that was supposed to have taken place this week. They are working on planning a virtual meeting for sometime in June, so at this time I don't have anything to update on this topic.

Next Meeting Date:

Committee Contact Name: Janene Johnstone

E-Mail: jjohnstone@kentwa.gov

Nomination's Report: Jeanette Fischer informed the board there are five positions up for re-election this year. This would normally be done at the annual membership meeting during the conference. The board talked about how to go about doing this with the current health crisis. Jeanette will send out an email to membership asking for nominations for the open positions.

Membership's Report: Omar Gamez stated he has been continuing to work on the probation offices list.

Technology's Report: Melanie Vanek talked about the statewide case management system. They are still working with Tyler the COUG is still working on this but with new business practices. Mindy stated there is a scheduled meeting to go over details for once there is a contract and how they will put things

in place. Due to COVID-19 concerns the probation work group has not met recently. Once things start up again, they will be pushing forward.

Melanie said that the steering committee had a recent zoom meeting and made a decision regarding optional e-filing within 90 days for the pilot courts and 30 days for courts coming online later. They are working on ways to communicate these decisions to the memberships DMCMA/DMCJA/MPA. The discussion has been around sending emails to the listserv and using social media.

Melanie asked the board if there is any interest in gathering information from membership on how they are continuing to work during this time of court closures. Board discussion.

Committee Reports:

Administrative Office of the Court's Report: Vicky Cullinane talked about how the CLJ-CMS Steering Committee decided to approach funding e-filing. The committee looked at various ways to pay for it, since the implementation, maintenance, training, and customer service will all be handled directly by Tyler rather than AOC. They looked at various models and determined that the most cost-effective way was to have individual filers pay a small fee per filing. The steering committee also looked at the question of whether e-filing should be mandatory. Under GR 30, it can only be mandatory for attorneys, so the steering committee decided to do that, and have it be optional for self-represented litigants. Making it mandatory for attorneys requires have local jurisdictions pass a local version of GR 30. E-filing will be mandatory for attorneys in the pilot courts 90 days after implementation, and for all other courts 30 days after implementation.

In contract news Vicky stated they are very close to finalizing the contract. She also talked about the Friday forums that will be taking place and encouraged board to join with their court administrators to hear those online forums. Members can listen to past Friday forums on demand, and can find them on the AOC website.

JISC approved a new proposed JISC Rule 13, which is about courts on their own case management systems sharing data with the rest of the courts in the state, as well as justice partners. The newest version was unanimously agreed to by a JISC work group that had members from courts with independent systems and members using the statewide system. The Supreme Court has opened a comment period for anyone to offer input on the proposed JISC Rule 13. She asked the board to help the JISC and AOC by submitting letters to the Supreme Court supporting the proposed rule. She is happy to help members get started by putting together a letter template. Rule 13 comments are due by September 30th.

Public Relations Report: Kerry Carlson thanked the group and stated she will be working with Melissa to work out what her role will be going forward.

District and Municipal Court Judges Association: Stacie Scarpaci was not present, but Melissa stated she had been in contact with Stacie and there was nothing new to report.

Criminal Justice Training Center (Academy): Mindy got a call thinking of doing the academy be virtual. They are not doing a lot of classes with people in person and maintaining social distancing. They thought

it would be best to do virtual classes. They are currently doing an equivalency police officer training that way.

If they did that for MPA they would need to have the trainers do a live zoom meeting and she would want to have some partners that could help. Cathy volunteered to help with that.

Mindy was not able to give the board a count of people who will be attending this year but there will likely be between 10-20 depending on what the hiring status for courts is.

Melissa asked if the group will be expected to sit at their desk for 8 hours a day for 10 days. Mindy stated there will be breaks but yes. Melissa asked if CJTC will expect to charge the same amount for the academy. Mindy reminded the group that the cost has already been significantly reduced already but she will ask the details and report back to the board.

Mindy found a curriculum proposal from 1999 and found some changes from the academy when the CJTC was started and run by CJTC to when MPA took over the academy. She was happy to report that many of the main curriculum points in the original documents setting up the academy are still being worked on today.

Unfinished business:

Board discussed sending out information to the membership about making the board membership position a 2-year requirement instead of one year.

SUD treatment letter: Mindy said that the letter has been folded, sealed, and addressed. Melissa will send a notice to the membership to let them know it will be going out and then Mindy will be sending those out. That will also go to every probation department for their office as well. They will go out to every treatment agency in the "green book" every agency that had SUD services got a letter. For instance, if an agency had 5 different locations, they sent one to each of the 5 locations.

Board discussed setting the next MPA membership meeting since the by-laws indicate it must be done by June 1. Do we need to memorialize the change by COVID-19 and if so, how? Also, if we can postpone that date can we just cancel it for the year.

Mindy motions to cancel the 2020 annual membership meeting due to Covid 19 national health crisis, the superior court ruling 25700-B-615 and the Washington state stay home order. The motion includes a delay in the approval of the 2019 MPA member meeting minutes to the 2021 conference. Second by Melissa.

Board will have new positions due by May 31.

Board discussion – motions pass.

Board discussed doing a virtual vote for new positions by electronic survey.

Melissa wanted to put her name in the hat for WTSC and Melissa also wanted to put her name for VP. Camille nominated herself for secretary.

Motion to adjourn Melissa Patrick, 2nd Chris Hornung. Meeting adjourned 10:15am.