

**TEXAS PROBATION ASSOCIATION**  
**BOARD OF DIRECTOR'S MEETING**  
**OMNI SAN ANTONIO HOTEL**  
**Sam Houston Room**  
**San Antonio, Texas**  
**June 8, 2007**

**1. Call to Order**

Meeting was called to order by President Roxane Marek at 10:00AM.

**2. Roll Call by Roxane Marek, President**

Present at meeting were President Roxane Marek, Vice-President Aris Johnson, Treasurer Tommy Ellis, Florencia Saucedo, Toby Ross, Julia Ramirez, Michael Fairley, Rodney Thompson, Ed Cockrell, John McGuire, and Angie Castillo (Saenz).

There were no absent members.

**Quorum was present.**

**3. Approval of Secretary and Parliamentarian**

Cathy Schweitzer was asked to step out of the room as the Board discussed the appointment of Secretary and Parliamentarian. The Executive Committee recommended that Cathy Schweitzer, Walker County CSCD be appointed as Secretary of the Association. Motion to approve this appointment was made by Toby Ross and 2<sup>nd</sup> was made by Rodney Thompson. **Motion Carried.**

The Executive Committee recommended that Parliamentarian Acie Berry, Williamson County Juvenile be appointed as Parliamentarian. Motion to approve this appointment was made by Michael Fairley and 2<sup>nd</sup> was made by Treasurer Tommy Ellis. **Motion Carried.**

**4. Approval of April 2, 2007 Minutes**

Vice-President Aris Johnson commented that Sally was tied up at the Capitol and gave a report later than was on the agenda. He felt that should be indicated in the minutes. Motion to approve minutes was made by Toby Ross and a 2<sup>nd</sup> was made by Treasurer Tommy Ellis. There was no further discussion. **Motion Carried.**

**5. Appointment of Board member to fill unexpired term of Vice-President Aris Johnson**

Paul Zuniga was asked to step out of the room as the Board discussed the appointment of the unexpired term of Vice-President Aris Johnson. The Executive Committee recommended the appointment of Paul Zuniga, Victoria County Juvenile. Motion was made by Toby Ross and 2<sup>nd</sup> was made by John McGuire. **Motion Carried.**

**6. Treasurer's Report by Treasurer Tommy Ellis**

Treasurer Tommy Ellis reported that as of May 31, 2007, the Association has a balance of \$88,458.84 in cash and bank accounts. Both Treasurer Tommy Ellis and President Roxane Marek reported that numerous attempts have been made by email and telephone to obtain a bill from the 2007 Annual Conference in Austin, Texas from the Sheraton, but we have been unsuccessful in obtaining a bill. Treasurer Tommy Ellis expects to have approximately \$30,000 left when the hotel bill arrives. Mr. Ellis also expressed concerns over the current situation that money is transferred from CMIT to him. It was agreed that he can work out this situation with

CMIT/SHSU. Motion to accept Treasurer's Report was made by Michael Fairley and a 2<sup>nd</sup> was made by Angie Castillo (Saenz). **Motion Carried.**

**7. Secretariat Report by President Roxane Marek for Robin Dulock of CMIT/SHSU**

Roxane reported that the Association currently has 824 members. Drop numbers were provided for the past three months (44 for April 2007, 36 for May 2007, and 31 for June 2007). It is hoped that having the conference in San Antonio in August will increase our membership. President Roxane Marek's goal is to have 1,000 members by the end of her term. A motion was made by Rodney Thompson was made to accept the Secretariat's report with a 2<sup>nd</sup> by John McGuire. **Motion Carried.**

SHSU also presented written information regarding the purchase of a Magicard Printer which will enable them to print plastic TPA membership cards in lieu of using the laminating machine. It was reported that the current laminating machine is in need of repairs. Unfortunately, the repairs cannot be made to the machine which will require them to purchase another machine. Every time they do that, they must purchase new supplies as the old supplies are outdated and will not comply with the new machine. Because there as some confusion with the report presented by Robin Dulock, Toby Ross made a call to Sharese Hurst of CMIT as Robin was out of the office. Mrs. Hurst clarified via telephone to Toby Ross that the cost of the single sided printer was \$3,499 and the double sided printer was \$4,299. Paul Zuniga commented that his department uses one similar to this machine and states the machine is very low maintenance. A motion was made to purchase the 2-sided machine by Rodney Thompson and a 2<sup>nd</sup> was made by Angie Castillo (Saenz). **Motion Carried.**

**8. Lobbyist Report by Sally Velasquez, TPA Lobbyist**

Sally began her report by congratulating newly elected President Roxane Marek. She then reported that this past legislative session was the most different and challenging session that she has ever worked. The budgets were more extensive due to the major reforms being made in both the adult and juvenile systems. She provided written handouts that summarized the key issues that she was involved with. There are some additional bills and information that was not included in the written documentation she presented today, but Sally will compile that and provide it within the next few weeks. Sally Velasquez advised that there were issues this session regarding to time lines and the closed door sessions made by the Legislature. The field received tremendous support from Senator Whitmire and Representative Madden, however, they want accountability (including accurate data) from the field as to how the money will be spent. Sally noted that she had a meeting with Senator Whitmire after the session and he expressly told her wanted her to convey the importance of this to the field. This will impact how we receive funding in the future. Sally recommended that each Board member review the budget very carefully and ask her or the state administrator if there are any questions. For the adult field, she emphasized Rider #86. For the juvenile side, she stated SB103 contained the information regarding the TYC situation.

Sally Velasquez thanked the Board for the opportunity to represent the Texas Probation Association and for the leadership that the Board conveyed. She also expressed gratitude for those that testified before the Legislature. Sally also recommended that everyone send thank you notes to our Legislators thanking them for their efforts in this difficult session. A motion to approve the Lobbyist Report was made by Angie Castillo (Saenz) with a 2<sup>nd</sup> by John McGuire. **Motion Carried.**

**9. Discussion/Approval of Committee Chairs**

President Roxane Marek presented the following information:

- a. **Adult Legislative** – The Executive Committee recommended the appointment of Rodney Thompson, Angelina County CSCD and George Hernandez of Comal County CSCD for the co-chairs of this committee.
- b. **Juvenile Legislative** – The Executive Committee recommended the appointment of James “Bubba” Martin, Jefferson County Juvenile and Mark Williams, Tom Green County Juvenile for the co-chairs of this committee.
- c. **Advanced Education Committee** - The Executive Committee recommended the appointment of Greg Bryant of Brazoria County Juvenile and Latricia Coleman of Jefferson County Juvenile for the co-chairs of this committee.
- d. **Awards and Resolutions** - The Executive Committee recommended the appointment of Belinda Zachary of Jefferson County CSCD for one of the two co-chairs of for this committee. A second nominee is pending at this time.
- e. **Ethics** - The Executive Committee recommended the appointment Kathleen Williams, retired from Harris County CSCD for one of the co-chairs of this committee. A second nominee is pending at this time. At this time, President Roxane Marek indicated that she hopes to have co-chairs for each committee so that no one will feel over-taxed by having to report at all meetings and both conferences.
- f. **Exhibitors** - The Executive Committee recommended the appointment of Ed Cockrell, Jefferson County Juvenile for one of the co-chairs of this committee. A second nominee is pending at this time. Dustin Fore of Angelina County CSCD has expressed interest in assisting with this committee, but he wishes to wait until the Legislative conference for approval.
- g. **Finance** - The Executive Committee recommended the appointment of Lucy Reyes, Angelina County CSCD for one of the co-chairs of this committee. A second nominee is pending at this time.
- h. **Long Range Planning** - The Executive Committee recommended the appointment of Stacy Pickett, Tarrant County CSCD and Julia Ramirez, Harris County Juvenile for the co-chairs of this committee.
- i. **Membership** - The Executive Committee recommended the appointment of Lisa Coward, Jefferson County CSCD and Iris Bonner Lewis, Harris County Juvenile for the co-chairs of this committee.
- j. **Nominations** - The Executive Committee recommended the appointment of Dan Raven, Tarrant County CSCD and Paul Zuniga, Victoria County Juvenile for the co-chairs of this committee.
- k. **Publications** – The Executive Committee recommended the appointment of Marcy Anthony for one of the co-chairs of this committee. A second nominee is pending.
- l. **Regional Conference** – President Roxane Marek indicated that she wished to discuss this more at the next Board meeting. She wants to investigate the possibility of moving this committee from a by-law committee to an ad-hoc committee because this committee rarely is utilized.

- m. **Registration** - The Executive Committee recommended the appointment of Janie LaQue, Harris County Juvenile and Jerry Faz, Tom Green County CSCD for the co-chairs of this committee.
- n. **Sales** - The Executive Committee recommended the appointment of Cossette Brannon and Abigail Jiminez, both from Tarrant County CSCD, for the co-chairs of this committee.
- o. **Silent Auction** - The Executive Committee recommended the appointment of Rita Alvarado and Maria George, both from Cameron County CSCD and Shelia Hugo, Walker County CSCD for the co-chairs of this committee.
- p. **Site Selection Committee** – The Executive Committee recommended the appointment of Vice-President Aris Johnson for the chair of this committee.

A motion to approve the selection of committee chairs was made by Treasurer Tommy Ellis with a 2<sup>nd</sup> by Angie Castillo (Saenz). **Motion Carried.**

Vice President Aris Johnson discussed the alignment of the TPA Board Members to serve as liaisons for the various committees. It is very costly for Departments to send the committee representatives to every Board meeting so it is hoped that the liaison will be able to represent the committee co-chairs during the Board meeting and clear up any gray-area issues. All Board Members were encouraged to consider being involved with this between now and the Legislative Conference and advise any member of the Executive Committee as to their desire to assist.

#### **10. Discussion/Approval of Continuation of PAC, John McGuire, Brazos County CSCD**

President Roxane Marek presented a letter from Jim Stott, current chair of the Political Action Committee (PAC) for TPA. In this letter, Jim Stott expressed his feelings regarding the current situation with the PAC and his desire to be removed as the chair of this committee. John McGuire expressed his belief that this committee must be of top priority for TPA. He also questioned how TPA can demonstrate this priority through our fundraisers and our action from our Association. Discussion from various Board Members pointed to the issues surrounding the legalities of using conference fees to support the PAC. McGuire noted ways that we can recruit members from the largest counties that are not currently involved in TPA. He expressed his concerns that the basic line officers are not involved with the overall workings of the field and TPA with regard to the PAC as well as the political process. He also feels that this needs to begin right now in order to prepare for the next Legislative session. Sally Velasquez stated that she has already been receiving letters from various legislators soliciting support. Because of the support the field has received from the various legislators, Sally Velasquez feels that we should reciprocate gratitude for all the hard work that the Legislators did during the last session. Michael Fairley asked who would be able to provide us with the legal issues surrounding our involvement in the PAC and the collections of funds to support this. It was suggested that Todd Jermstad be able to assist with our questions. A motion to approve the continuation of the PAC was made by John McGuire with a 2<sup>nd</sup> by Angie Castillo (Saenz). **Motion Carried.**

#### **11. Appointment of PAC Treasurer, President Roxane Marek**

President Roxane Marek stated Jim Stott agreed to assist with the fundraising of the PAC but does not want to be the treasurer of this endeavor. Toby Ross expressed interested in taking this on but recommends that others are also appointed to chair this committee.

A motion was made by Toby Ross for and for the formation of an ad-hoc committee (working group) for a PAC committee with himself and John McGuire serving as co-chairs of this committee. A 2<sup>nd</sup> was made by Julia Ramirez.

A motion was made for Toby Ross to be the treasurer of the PAC by Michael Fairly with a 2<sup>nd</sup> by Rodney Thompson. **Motions Carried.**

After the vote, Treasurer Tommy Ellis offered his assistance to the ad-hoc PAC working group.

#### **12. Bonding of Treasurer's Position by Treasurer Tommy Ellis, Treasurer**

Treasurer Tommy Ellis questioned the need of having the Treasurer of TPA bonded, since he is bonded as part of his job as financial manager of his CSCD. He researched this for the Association and contacted TPA's attorney, Keith Gambell. Mr. Gambell advised that this is not required by law but that we could consider this on our own. At this time, Treasurer Tommy Ellis did not recommend this due to the cost associated with this. **The Board did not wish to carry this issue any further.**

#### **13. Advertisement Issues by Rodney Thompson, Angelina County CSCD**

Rodney Thompson relayed that he went to a conference out of state and viewed advertising by that state. The sign read, "Probation works in Arizona". He feels that we need to let the communities know that we are out there and a fiscally responsible agency. Sally added her comments that she feels advertising is crucial to provide awareness of what we do in enhancing public safety. She also recommended the development of a logo to convey the message of what probation does.

A motion was made that Rodney Thompson look into this issue and report to the Board in August was made by Vice-President Aris Johnson with a 2<sup>nd</sup> by Michael Fairley. **Motion Carried.**

#### **14. TPA Sign by Michael Fairley, Jefferson County CSCD**

This discussion relates to the sign that is posted at conferences that says, "Texas Probation Association Welcome Texas Probation Association". He suggested that we look into having a sign for the Association that is properly written and that reflects both conferences, if possible. A motion was made by Vice-President Aris Johnson that Michael Fairley prepares a cost study of having signs for both conferences with a 2<sup>nd</sup> by Rodney Thompson. **Motion Carried**

#### **15. Report from APPA Affiliate Liaison by President Roxane Marek for Caroline Rickaway, Brazoria County CSCD**

President Roxane Marek reported that the American Probation and Parole Association (APPA) is currently involved in the funding of an advertising campaign that is being prepared by a private agency. APPA is asking various associations to assist them with the cost of this endeavor. Two agencies in Arizona are giving \$12,000 each, but Caroline Rickaway states APPA will take any assistance in this matter. The Board did not make a motion on this issue and all were in agreement to await more answers from Caroline Rickaway. Because of the number of questions presented to President Roxane Marek, she felt the need to table this discussion. Board members were asked to email all questions to President Marek so she could compile them for Caroline Rickaway. A report will be made at the August Board Meeting. **Issue Tabled.**

#### **16. Report on 2007 Legislative Conference by Paul Kosierowski et al, Bexar County CSCD**

\*\*\*This report took place after agenda item #11 in order to allow the San Antonio committee to report and return to work.

The Board of Directors was introduced employees of the Bexar County CSCD. Paul Kosierowski, Deputy Director of the CSCD, thanked the Board for selecting San Antonio as the location for our 2007 Legislative Conference. Anthony Guerrero and Carrie Jayne introduced themselves and noted that they were working on conference social events. They solicited input as to whether the location for the social needed to be on the River Walk or could be held by the hotel. Because we are in San Antonio, it was requested that a social be held on the River Walk as much as possible. Anthony also provided details on the golf tournament and what has transpired on miscellaneous issues.

Lisa Mobley, Mark Herrera, and Ray Jimenez introduced themselves and advised that they were working on obtaining speakers for the conference. They hope to have all speakers lined up by next week.

Christina H. is working on sponsors for door prizes and silent auction items.

The Board also introduced themselves to the committee.

Mark Herrera asked where the silent auction money and was advised that it is strictly a fundraiser for the association. He also asked about how the speakers would be reimbursed for their expenses if needed; he was advised to contact Treasurer Tommy Ellis. Sleeping rooms were to be arranged with President Roxane Marek. The committee was advised that there is a \$1500 budget, but that we, as much as possible, try to utilize speakers. Mark noted that at this point they had not agreed on fees for any speaker. Mark also asked about how moderators worked and if they would be allowed to attend the conference without registering. Since details are still being arranged for this conference, Mark was advised that the Board would need to approve this (Roxane asked if an email vote would suffice once the numbers were in for this as the committee was not sure at this time). Michael Fairley offered that Board members could serve as moderators as well as conference participants. Mark confirmed that Smart Start would sponsor the bags. President Roxane Marek confirmed with the Mark Herrera that registration would be handled by the registration committee and that they would not have to worry about registration or verification of hours. Other miscellaneous questions were answered by President Marek (regarding stationery and thank you cards, signage, and luncheon issues). The press deadline for the workbook will be July 6, 2007.

Ed Cockrell asked Ray Jimenez about the exhibitor area and how many exhibitors would be accommodated and was advised that the La Hoya room would hold approximately 30 exhibitors. The foyer may also be used for this. Details are still pending at this time, and Ray will be meeting with the hotel soon. President Marek encouraged the committee to contact the Board if they had any questions or needed assistance. All the committee members were thanked for their hard work.

A motion to accept this report was made by Ed Cockrell with a 2<sup>nd</sup> by Vice-President Aris Johnson. **Motion Carried**

#### **17. Report on 2008 Annual Conference by Roxane Marek, President**

President Marek reported that she has been in contact with Stacy Pickett, chair of this committee. She has begun work on this conference. Rodney Thompson reported that Tarrant County Juvenile is now involved in the planning of this conference. A motion to approve this report was made by Angie Castillo (Saenz) with a second by Toby Ross. **Motion Carried.**

**18. Appointment of Ad-hoc Committee to look at retirement issues of TPA members by Roxane Marek, President**

This issue arose from a conversation that President Marek had with Parliamentarian Acie Berry. Retirees want to stay involved in TPA but would like to be a specific member rather than an associate member. Because of the issues regarding this, President Roxane Marek would like the formation of an ad-hoc committee to research this issue and report back to the Board. A motion for the formation of this committee was made by Rodney Thompson with a 2<sup>nd</sup> by Angie Castillo (Saenz). **Motion Carried.**

President Marek noted that Parliamentarian Acie Berry, Williamson County Juvenile and Steve Enders, El Paso County CSCD are interested in co-chairing this committee. A motion for this was made by John McGuire with a 2<sup>nd</sup> by Treasurer Tommy Ellis. **Motion Carried.**

**19. Appointment of Conference Chairs for the 2008 Legislative and 2009 Annual Conferences**

President Roxane Marek wants to have the chairs appointed at this time so that the work can begin on these conferences. For the 2008 Legislative Conference in Corpus Christi, President Marek recommends the appointment of Javed Syed of Nueces County CSCD. A motion for this appointment was made by Angie Castillo (Saenz) with a 2<sup>nd</sup> by Toby Ross. **Motion Carried.** A co-chair will be named at a later date.

For the 2009 Annual Conference, President Marek recommends the appointment of Parliamentarian Acie Berry, Williamson County Juvenile. A motion for this appointment was made by Vice-President Aris Johnson with a second by John McGuire. **Motion Carried.**

**20. Old Business**

Treasurer Tommy Ellis provided a revised conference budget that will be placed in the conference planning manual. He requested that the Board members review it and ask any questions about this. This issue will be voted on at the next meeting in August.

**21. New Business**

John McGuire introduced himself to Marcy Anthony, the new chair of the publications committee. He requested her to consider what the membership might want in the journal. She is aware of this issue and will be looking into this.

**22. Discussion related to next Board Meeting**

The next meeting will be held in conjunction with the 2007 Legislative Conference to be held at this hotel. The date of the meeting will be Monday, August 20, 2007. The agenda notes the meeting will begin at 5:15 but the time may be changed. The Board will be notified of the correct time.

**23. Adjournment** – A motion to adjourn meeting was made by Toby Ross with a second by Vice-President Aris Johnson. Meeting adjourned at 12:12PM

Respectfully Submitted,

Cathy Schweitzer  
Secretary

Approved By

President Roxane Marek  
President