

**TEXAS PROBATION ASSOCIATION
BOARD OF DIRECTOR'S MEETING
Williamson County Juvenile Justice Center
Training Room
Georgetown, Texas
February 1, 2008 at 10:00am**

1. Call to Order

The meeting was called to order by President Roxane Marek at 10:01AM.

2. Roll Call

Present at meeting were President Roxane Marek, Vice-President Aris Johnson, Treasurer Tommy Ellis, Secretary Cathy Schweitzer, Parliamentarian Acie Berry, Ed Cockrell, Michael Fairley, John McGuire, Julia Ramirez, Toby Ross, and Rodney Thompson.

Board Members Angie Castillo (Saenz) and Florencio Saucedo III were not in attendance.

A quorum was present.

3. Approval of October 1, 2007 minutes

Motion to approve minutes was made by Michael Fairley and a 2nd was made by Rodney Thompson. There was no further discussion. **Motion Carried.**

4. Treasurer's Report

Treasurer Tommy Ellis provided the Board with a detailed handout regarding the financial status of TPA. As of January 31, 2008, the Association had a balance of \$60,182.11 in the bank. Treasurer Ellis noted that the Association made an incredible gain from the 2007 Legislative Conference of \$32,909.00, which is the best we have ever had. For the 2008 Annual Conference, we have received \$4900.00 from 9 vendors for registration fees. Expenses of \$386.46 have occurred to date. President Roxane Marek asked Treasurer Ellis to pass around a graph he made regarding the expenses from 2006 and 2007 related to the Association. A motion was made to approve this report by Aris Johnson with a second by Julia Ramirez. **Motion Carried.**

5. Secretariat Report

Robin Dulock of the Correctional Management Institute of Texas (CMIT) was not available for this meeting, but she provided a detailed report of the membership totals. As of January 25, 2008, the TPA membership consists of the following: 563 adult members, 230 juvenile members, 45 associate members, and 5 combined members for a total of 843 members. From September 2007 through December 2007, a total of 81 members were dropped. Rodney Thompson requested that Ms. Dulock add a category that included the numbers from the last

report. President Marek will ask Ms. Dulock to add this to the next report. A motion was made to approve this report by Toby Ross with a second by John McGuire. **Motion Carried.**

6. **Lobbyist Report**

Sally Velasquez began her message by welcoming us to her home county of Williamson and thanked the Board members for there leadership to the Association. At present, she is monitoring the Interim Charges that are posted by the House and Senate. The most controversial key issue involves immigration relating to both the adult and juvenile systems. Ms. Velasquez asked that departments monitor and keep track of how each department is handling immigrant offenders. The members of the legislature are looking at funding, mandates and how we are dealing immigration from a corrections perspective. Ms. Velasquez would like to take a tally of all the jurisdictions and how they are dealing with this issue. She will be working with the legislative committees to address this.

The second noted was the situation with the Texas Youth Commission and how they are dealing with the restructuring of this agency. The legislature will also be looking at how the juvenile justice system is working and may propose some type of consolidation.

For the month of March, there are some contested races that she is monitoring with regard to the members that have been partners of probation throughout the years. She noted that she has some suggestions as to who to donate Political Action Committee (PAC) funds to.

Ms. Velasquez will provide a report at the August Board Meeting as to the issues we are carrying that are important to probation. She will be looking at the state budget closely. So far the economy is doing well, but Ms. Velasquez noted that there are projections for a possible slow down.

Ms. Velasquez also encouraged members to advocate increasing the membership for the Association. This will lead to further work within the local jurisdictions. She asked to put out a notice to the journal and to the website as to the importance of working with our legislators. She will also send a letter to all the CSCD and Juvenile Directors to post the letter in their offices to get the word about TPA.

Discussion ensued among the Board members on how to recruit members to TPA with the focus being on the larger departments within the states as well as the directors that are not members.

A motion to accept Ms. Velasquez's report was made by Ed Cockrell with a second by Michael Fairley. **Motion Carried.**

7. **Committee Reports**

President Roxane Marek noted that a motion to accept all committee reports will be made at the end of the reports unless there are specific issues that need a separate vote on important issues.

a. **Adult Legislative**

Rodney Thompson reported that the committee has not met officially since last conference. The committee will be working with the PAC and JAC to ensure that the legislative agendas are the same for the adult probation field. At the 2008 Annual Conference, there will be a committee meeting with the legislators related to the interim charges. Rodney requested that adult probation members attend this meeting.

b. **Juvenile Legislative**

President Roxane Marek received an email from Co-Chair Mark Williams that there is no report from this committee.

c. **Advanced Education Committee**

Latricia Coleman and Greg Bryant provided a written report via email which was passed out to the members. The committee asked for the appointment of Alcenia Gilmore and Angela Dugay to this committee. A motion to approve this was made by Michael Fairley with a second by Aris Johnson. **Motion Carried.**

The committee also requested permission to hold a raffle to raise money for donations and to have a commitment table at the conference. Rodney Thompson noted that there may be too many raffles at this time. Ed Cockrell noted that there may be some opportunities to make changes in how the Putt for Cash works in that the prize money can be reduced. This will allow for more money to be placed in the scholarship fund. A motion was made by Michael Fairley to have more information from this committee as how the funds are handled and for a written procedure as to what they want to do; a second was made by Ed Cockrell. **Motion Tabled until April 2008 Board Meeting.**

d. **Awards and Resolutions**

Roxane Marek noted that the committee did extend the dates for the awards to be given in April as there were not enough nominations for each category. She has not heard from the committee members since that time and will contact them later this month.

e. **Ethics**

There was no report from this committee.

f. Exhibitors

Ed Cockrell reported that the exhibitor registration packets for the 2008 Annual Conference have been sent out. At present, they have received 16 exhibitor registration forms and 9 of those have paid their fee. The committee will follow up later this month with those exhibitors that have not replied. Also, they will be working on sponsorships for conference breaks. Stacy Pickett agreed to provide a layout for the hotel to Ed Cockrell. A motion was made to approve Laronda Turner, Jefferson County Juvenile to the Committee by Aris Johnson with a second by Tommy Ellis. **Motion Carried.**

g. Finance

There was no report from this committee.

h. Long Range Planning

Stacy Pickett presented the report for this committee. She requested more feedback on the website and comments regarding how it looks. She also requested more information to add to the website. At present, Treasurer Tommy Ellis is working on how to arrange Google pay for the merchandise that will be pictured on the website. The conference registration booklet and golf tournament information are online; at this time, the participants cannot register on line. This will take more work for this to occur. Ms. Pickett requested that Marcy Anthony email her any news from the field to include on the website. Stacy provided statistics as to the number of hits and increase of hits since the inception of the website. It was noted that there is a 5% jump in hits to the website since 2006. She encouraged the Board to let more people know about the website. Lobbyist Sally Velasquez offered to meet with the website designer in April to discuss ways to improve the website. John McGuire also asked to have a sample letter on the website for a member to send to their legislators regarding the issues probation is facing. Ms Pickett also asked Ed Cockrell to contact her regarding which exhibitors should be listed on the website as gold sponsors.

Ms. Pickett asked the Board of Directors if they wished to have conference registrant's names or TPA member's names and information posted on the website. Discussion regarding this matter ensued between Board members as to the pros and cons of this issue. A motion was made by Michael Fairley to check with the Secretariat to see if this is possible; a second was made by Paul Zuniga. **Motion Tabled.** (This will cover item #11 that is listed on the current agenda. President Marek will contact the Secretariat for more information and present it at the next meeting.

At this time, Charly Skaggs, Director of the Williamson County Juvenile Services, was recognized for being at the meeting.

i. Membership

President Marek noted that the co-chairs were not present for this meeting. Iris Bonner-Lewis was going to be here, but she became ill prior to the meeting. President Marek will convey the information in several of the discussions regarding membership to the co-chairs.

j. Nominations

Paul Zuniga noted that this committee is up to date on elections for the April Conference. The committee had to encourage some of the members to run for one of the positions. The ballots will be forthcoming from CMIT. At present, Tommy Ellis is running unopposed for Treasurer. Tobin Lefler from Concho Valley CSCD is running for the at-large position. The adult position has four nominees: Pat Finnegan, Paul Kosierowski, David Ogden, and Caroline Rickaway. Paul Zuniga and Ed Cockrell are running unopposed for juvenile positions. President Marek will send thank you letters to those that offered to run.

Dan Raven asked for a specific form that will include biographical information for those persons that wish to run. There was then discussion regarding how a person must be nominated for the Board of Directors. It was noted that the bylaws are not specific as to how must nominate a candidate. This will need to be clarified by the by-law review committee. Mr. Raven also noted that this is his last year as the co-chair of this committee.

k. Publications

Marcy Anthony noted that she has not received any “news from the field”. It was discussed that information included in the journal does not have to specifically cover TPA members. The articles and “news from the field” can include non-members. President Marek will send a notice out on the list server to request and/or solicit information for the journal. There was also a request for more adult and juvenile members for this committee, especially from various regions within the state.

Ms. Anthony expressed an interest in consistently changing the cover of the journal rather than it remaining the same from issue to issue. She would like to make the cover more personal rather than having the same cover from issue to issue. A motion was made by Ed Cockrell with a second by Michael Fairley to change the cover from conference to conference. **Motion Carried.**

Michael Fairley offered his assistance in taking pictures at the conferences.

l. Regional Conference

There was no regional conference report. At present, the by-laws committee is addressing the need for this committee as a standing committee.

m. Registration

There was no report from this committee.

n. Sales

Cosette Brannon noted that she is working with Stacy Pickett to get our TPA merchandise on the website. There is still a sufficient stock of merchandise from the last order so there will not be a new order at this time. She requested that Paly Lopez be added to her committee. Abigail Jiminez is no longer with Tarrant County CSCD and is no longer in the probation field. She is now ineligible to serve as the co-chair committee. A motion to approve Ms. Lopez was made by Michael Fairley with a second by Tommy Ellis. **Motion Carried.**

o. Silent Auction

There was no report from this committee.

p. Site Selection

Vice President Aris Johnson noted that the Legislative Conference in 2010 is assigned to the Omni San Antonio Hotel. Vice-President Aris Johnson obtained bids from the Beaumont Holiday Inn and the Elegante' Hotel which were then disseminated to the committee members for a decision. This committee recommends that Vice-President Johnson be authorized to sign a contract with the Beaumont Holiday Inn for April 11-14, 2010 for the Annual Conference. This is the same hotel that we worked with several years ago; it has been remodeled. For 2011, we will be in Austin in April. There is interest from the Westin Galleria in Houston and possibly South Padre Island. We will be looking at these sites for future conferences. A motion was made by Tommy Ellis to accept the Beaumont Inn as the host hotel for the April 2010 Annual Conference; a second was made by Toby Ross. **Motion Carried.**

A motion was made by Ed Cockrell with a second by Rodney Thompson to accept all committee reports. **Motion Carried.**

At this time, the Board took a short break.

8. PAC Report

The meeting resumed with Toby Ross providing a written handout to the Board members as to the current financial status of the PAC; it has a balance of \$1321.60. Several TPA Board and PAC members met with the association's attorneys regarding what the PAC could and could not do. Based upon

information from the TPA attorney's and the Texas Ethics Commission, the money from the golf tournament and private vendors was returned. Mr. Ross also recommended that any information regarding the PAC be taken off the TPA website. President Marek confirmed that has occurred. The only way the PAC can be noted on the website is through something such as the President's message that mentions that the Association has a PAC. There was a discussion how the Association can provide "seed money" (start up money) to assist in the solicitation of PAC contributions from the "shareholders" (the TPA membership and their families). We cannot solicit donations from outside vendors. It was mentioned that the Association could turn the silent auction into a PAC fundraiser; however, this would require very detailed records of who donated the merchandise and a notation that it is being given as an "in kind" contribution. The item could not be from a corporation (i.e. courthouse poster from Correction Software Solutions, tickets donated by a particular airline). If a member of the corporation donated an item (such as James Redus or a TPA member), that would be acceptable, but it could not be from the corporation itself. Also, if a person purchases more than \$100 in the silent auction, they could not pay cash. There was a discussion of how we may be able to select particular "high dollar" items (such as an autographed poster or baseball) to auction as PAC fundraising items, but that it must be designated as such. The person that donates the item will be consulted to ensure they are in agreement with the proceeds of this item being donated for the PAC. Toby agreed to contact the Silent Auction committee about this. There was discussion on how the Association does not want to give the impression of mischief when soliciting items for the auction. As long as the "shareholders" provide the donation and it is documented, this is acceptable. There was also clarification that the Association must report the fair market value of that donation as well. Toby will clarify whether the PAC can use its own money to purchase items and the raffle items can be sold to persons that are not TPA members or "stakeholders". Lobbyist Sally Velasquez stated she will donate or purchase something for a raffle at the 2008 Annual Conference in Fort Worth.

John McGuire provided a report on his "10 per year club". In this program, the "shareholders" purchase stock in the PAC by donating \$10. With this, they will receive a lapel pin. Every year, a different pin will be available for purchase. Mr. McGuire has researched the purchase of pins – 500 pins will cost approximately \$1.25 individually for a total of \$625.00. If we sell all the pins, we should profit \$4300.00 for the PAC. TPA can provide "seed money" for this as long as the pins are sold to the "shareholders" and a written receipt must be provided by the Treasurer. If this is successful, the committee can build on this idea for future conferences. The PAC can then pay the Association back for the cost of these pins if we so chose.

There was also discussion regarding an alteration to the current TPA membership application to include language to add \$1.00 to the PAC.

A motion was made by Michael Fairley for TPA to purchase 500 lapel pins for the 2008 April Conference at the lowest cost and sell for \$10 per piece; a second was made by Ed Cockrell. Rodney Thompson opposed. **Motion Carried.**

John McGuire requested a motion to add information to the current membership application that will solicit a donation for the PAC. President Marek noted that this must be worked out with Sam Houston State because they are a state entity.

The Board chose to take a short lunch at this time. Food was provided by Acie Berry and his staff as well as Sally Velasquez.

9. Advertisement Issues

Rodney Thompson checked into publishing information in the Fort Worth Star Telegram. The cost is as follows: half-page advertisement, Monday through Thursday is \$5418.00. A full page advertisement would cost \$6095.00. If we chose the Sunday, a half-page advertisement would cost \$6678.00 and a full page advertisement would cost \$7307.00. Mr. Thompson will continue to look for other ideas related to advertising. A motion was made to table this issue until the June conference by Aris Johnson with a second by Michael Fairley. **Motion Tabled**

10. Report from APPA Affiliate Liaison

There was no report from Caroline Rickaway. President Marek will continue to keep in touch with Ms. Rickaway about this line item.

11. Request to post conference participant information to TPA website

This item was covered during Stacy Picket's report for the Long Range Planning Committee.

12. Report on 2008 Annual Conference

Stacy Pickett requested information from the board as to their feelings on having a link from the APPA website to the TPA website. It was noted that TPA does pay an affiliate fee to APPA and that this should be feasible.

This report noted that this committee is on track for the 2008 Annual Conference. The golf tournament is in the works and this information is on the website. Currently, they are working on the goody bags for the players. Audio visual needs have been met as the Tarrant County CSCD is providing the equipment for this conference. Door prizes have been solicited, but they are considering using some of them for the silent auction. Mrs. Picket requested that any donations for the conference be sent directly to her. Randy Turner of Tarrant County Juvenile Director has received donations from local businesses totaling \$1,100.00. Part of that money will go to the purchase door prizes and speaker gifts. An email will go out to the membership requesting silent auction items. Lunch bags, donated by Smart Start, have been ordered and plastic bags from the convention and visitor's bureau will be ordered. The flyer has gone to press and should be out soon. Once

the room assignments are made, the workbook will be completed by February 15, 2008. Speakers and some moderators have been secured. The general session will include Dr. Beverly Chiodo; this was an expensive speaker, but she is well worth it. Mrs. Pickett encouraged everyone to attend this. The color guard has been retained, and a Tarrant County CSCD employee will sing the national anthem. Director Plumlee and several judges will be speaking on Sunday night. Mrs. Pickett wanted clarification on what the media person should do. She was advised that local news and newspapers be notified and that President Marek be made as the contact person. One of the socials will include a disc jockey from 8pm to midnight in the hotel on Sunday night. A cash bar will be set up for Monday night. James Redus is being contacted so that there is no conflict or issue with his Sunday night social. The prayer breakfast is set. There will be no luncheon speaker due to the awards presentation. As of Wednesday prior to this meeting, the hotel has sold all Saturday rooms. Half of the rooms have been sold for Sunday, Monday, and Tuesday. There is a problem with the overflow hotels and honoring the state rate due to an arts festival being held in that area. A list of local hotels will be placed on the website for those that did not reserve their rooms at the host hotel. The speaker for Sunday night is requesting direction on how to proceed with his speech. One suggestion is how the judges can work better with probation and what role the judges may play in the next legislative session. It was also mentioned that American Airlines has offered a 5% discount for 10 or more tickets purchased. Since there is no cost to the association, this was approved. Roxane Marek will put this out on the list server and a link will be placed on the website by Mrs. Pickett.

A motion to approve this report was made by Michael Fairley with second was made by John McGuire. **Motion Carried.**

13. Report on 2008 Legislative Conference

Adan Zamora of Nueces County CSCD attended the meeting in the place of Carolina Bali-Kolpack as she became ill. He noted that their committee met during the month of January to begin the process of planning their conference. They will meet again on February 20, 2008. Committee chairs have been assigned to the various tasks associated with this conference. Meetings are being held at the Omni Corpus Christi. The golf tournament location is being investigated. President Marek noted that James Williams will be able to assist the committee with the tournament. They are looking at speakers and asked for possible suggestions. Stacy Pickett noted that interstate compact may be a topic of interest. Angie Castillo-Saenz was there to assist the committee as she has chaired conference committees in the past. Also, Jim Wells County is assisting. President Marek encouraged Mr. Zamora to ask for any assistance that he may need. He confirmed that they do have a copy of the TPA Conference Planning Manual.

A motion to accept this report was made by Michael Fairley with a second by Tommy Ellis. **Motion Carried.**

14. Ad-hoc Committee Report on Retirement Issues

Acie Berry noted that he and Steve Enders met on January 9, 2008 to discuss this issue. They are reviewing ways to retain retired members and will be asking direction from the board regarding what to call these members. It is important to look at who is retiring and how we can keep them involved in the organization. Also, most retirees will not want to be “associate” members; rather they would prefer to have a special designation. A reduced conference fee may be needed for these members. They are also discussing the possibility of creating a position for a retiree on the Board to help encourage these people to stay involved in the Association. It was also discussed that the retirees can provide valuable information to the membership by conducting conference workshops and giving their insight and thoughts into retirement. The Board discussed possible names and felt “alumni” member would be a good name for this. Vice-President Johnson mentioned that the by-law review committee will need to consider several of these issues. He requested that we have until June to research this more between the retirement issues committee and by-law review committee.

A motion to accept this report was made by Michael Fairley with second by Toby Ross. **Motion Carried.**

15. Old Business

a. By-Law Committee Review

Vice President Aris Johnson noted that this committee looked at four items for by-law changes. Two are recommended: deleting the regional conference committee from the standing committees and making it an ad-hoc committee and the appointment of co-chairs to each committee. To address the latter, an amendment would need to be made to Article 5, section 2 and Article 7 section 1 for the word co-chairs to be used as opposed to using the word chair. The committee wishes to have all this information ready for print prior to the August meeting. This will be published in the journal and on the website prior to the meeting so that it can be discussed and voted on in August 2008.

President Marek asked for any additional issues that the Board felt may need to be amended as we continue to grow and change. Michael Fairley asked that we look at the by-laws with regard to the election process. Currently, they state that if one person is nominated, they shall be placed in the position without requiring a ballot. If this occurs, this will not allow for a write-in candidate. Vice-President Johnson noted that the committee will be reviewing this as well.

- b. Results of email vote regarding seating issue
President Marek confirmed the results of the email vote in relation to the Board members sitting at the head table during the luncheon. Several members had expressed the desire not to sit at the head table during the luncheon. Based upon the feedback she received through the email vote, the Board members will remain seated at the podium during the luncheon.
- c. Results of email vote regarding membership list
President Marek asked the Board if guidelines were needed with regard to the acquisition of others in obtaining a copy of the TPA membership listing to publicize their conference. This has been revisited on many occasions. Several issues were posed regarding the need to set guidelines or a subcommittee to review this issue. President Marek requested a motion to set up a sub-committee to review this issue. Further discussion ensued and President Marek asked for a motion to review this on a case by case basis. A motion was made by Tommy Ellis with a second was made by Julia Ramirez. **Motion Carried.**

16. New Business

- a. Acie Berry reported that the 2009 Annual Conference Committee is working on their conference. Members include: Acie Berry and Pat Finnegan, co-chairs, Todd Jermstad, Linda Ricketson, Lance Bledsoe, Dan Collins, and Samara Henderson. They will have their first formal meeting on Monday and will meet the first Monday of each month at a minimum until April 2009. The Omni Southpark will allow the committee to meet at the host hotel at no cost. President Marek noted that some hotels are not willing to accommodate for meetings unless it has been negotiated in the contract. The Executive Committee is working on this issue.
- b. Toby Ross advised that he has been spoken to by TPA member Katherine Sadau regarding the fact that the membership drive is not fair to the smaller counties. She asked that the Board consider doing this contest on a percentage basis. The Board members discussed this option. A motion was made by Rodney Thompson to refer this to the membership committee for discussion; a second was made by Aris Johnson. **Motion Carried.**
- c. Toby Ross was approached by a TPA member to consider the Board taking action to provide a membership category to convert from a two year membership to a lifetime membership with the additional payment of \$200 at the end of three years. A motion to deny this was made by Rodney Thompson with a second by Tommy Ellis. Toby Ross abstained from this vote. **Motion Carried.**
- d. President Roxane Marek stated she was approached by Todd Jermstad at a Probation Advisory Committee meeting regarding the ability to place his forms and bill analyses on the TPA website. There was discussion that we

would want to ensure that we do this for both disciplines and not just adult. Vice-President Johnson noted that the Texas Juvenile Probation Commission does this for the juvenile field so this is available to them. He spoke with several others in the juvenile field that did not see this as a problem. Since this is not available to the adult field, this would be helpful. President Marek stated she would send something out on the website that would invite persons to send helpful forms to be included on the website. A motion from Rodney Thompson was made to include bill analyses and forms on the TPA website; a second was made by Michael Fairley. **Motion Carried.**

- e. President Roxane Marek advised the Texas Criminal Justice Coalition's (TCJC) website contained a link to the TPA's website. Concerns were expressed that the TCJC did this without consulting TPA regarding this link. President Marek contacted Anna Yanez-Correa of the TCJC to discuss this; she was informed that TPA's link was used only to provide an educational link to those that review their website. President Marek talked to various Board members and concerns were expressed about this issue. Discussion ensued between Board members as to the pros and cons of this situation. Since the World Wide Web is a public domain, there is nothing that can be done if a website links themselves to our website. There were some concerns mentioned that the TCJC chose to retract their proposal for a partnership with TPA and then they place a link to our website anyway. Anna Yanez-Correa agreed to increase her communication with President Marek and TPA. The TPA Board agreed to stand by our original motion.

17. Discussion related to Board Meeting

President Roxane Marek announced that the next TPA Board of Director's meeting will be held on Monday, April 15, 2008 at 5:00pm. This will be held in conjunction with the 2008 Annual Conference in Fort Worth. Notices will be forthcoming to verify the date and time.

18. Adjournment

President Roxane Marek asked for a motion to adjourn this meeting at 2:08pm. The motion was made by Michael Fairley with a second by Tommy Ellis. The meeting was adjourned. **Meeting Adjourned**

Respectfully Submitted,

Approved By,

Cathy Schweitzer
Secretary

Roxane Marek
President