



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

Agenda & Meeting Notice

California Probation, Parole and Correctional Association
1st Quarterly Board of Directors Meeting
Thursday, March 1, 2022, 10:00am – 12:00pm
Microsoft Teams Meeting

Agenda Items

- I. Call to Order, President's Welcome by Shawn Arrington, Introductions, & Roll Call
- II. Establishment of Quorum of Executive Board
- III. Approval Of Minutes from December 9, 2021
- IV. Executive Directors Report – Michelle Merrill
 - i) Membership Report / Correctional News / E-Zine Report
 - ii) Financial Reports
 - iii) Treasurer's Report – Bridgette Coprich, Los Angeles County Probation
 - iv) Conference Update
- V. New Business
 - i) Membership Meeting Action Items
 - ii) WPSS Group Update
- VI. Old Business
 - i) CPPCA Budget
- VII. Other Business
 - i) Items not on the agenda
- VIII. Legislative Report
- IX. President's Report
Shawn Arrington, San Bernardino County Probation
- X. Immediate Past President's Report
Greg McLean, Alameda County Probation
- XI. Vice Presidents' Report
 - i) 1st VP – Greg Moore, Kern County Probation
 - ii) 2nd VP – Nichole Whitten, Yolo County Probation
 - iii) Northern Region VP – Jim Amaral, Nevada County Probation
 - iv) North Coastal Region VP – Eric Gomes, Alameda County Probation
 - v) Northern DAPO RVP – Denise LeBard, CDCR, DAPO



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

- vi) Northern DAI RVP – Rick Hill, CDCR, Warden, DAI
- vii) Southern DAPO RVP – Karen Thacker, CDCR, DAPO
- viii) Southern DAI RVP – Vacant
- ix) Central Valley Region VP – Renee Arthurs, Kern County Probation
- x) Southern Region VP(s) – Crystal Nieto, Riverside County Probation
Leanne Steinhaus, Los Angeles County Probation

XII. Report from the State Delegate Chair, Michael Regan, Kern County Probation

XIII. Report of Agency Representatives

- i) CDCR – Vacant
- ii) CDCR – Vacant
- iii) CPOC – Vacant
- iv) CAPIA – Vacant
- v) CAPSA – Vacant
- vi) BSCC – Sara Dunham, BSCC
- vii) JJDP – Gwendolyn Jackson-Tucker, Sacramento County Juvenile Justice

Commission

XIV. Committee Reports

- i) Conference Committee – Mireya Macias, Chair
- ii) Legislative Committee – Janelle Herrera, Chair
- iii) Membership Committee – Vacant
- iv) Planning & Professional Development Committee – Vacant
- v) Awards Committee – Vacant
- vi) Nominations Committee – Vacant
- vii) Webpage & Technology Committee – Vacant
- viii) Fundraising Committee – Vacant

XV. Other Business/Open Forum

XVI. Next Board Meeting - June 2022 - TBD



2021 Board of Directors

Executive Board

President

Shawn Arrington
San Bernardino County Probation
shawn.arrington@prob.sbcounty.gov
(951) 377-7395
Term Expiration; 12/31/2021

1st Vice President

Greg Moore
Kern County Probation
gregmoore@kernprobation.org
(661) 868-4482
Term Expiration; 12/31/2021

2nd Vice President

Nichole Whitten
Yolo County Probation
nichole.whitten@yolocounty.org
(530) 406-5320
Term Expiration; 12/31/2021

Northern Regional Vice President

Jim Amaral
Nevada County Probation
Jim.amaral@co.nevada.ca.us
(530) 277-9482
Term Expiration; 12/31/2023

Northern Coastal Regional Vice President

Eric Gomes
Alameda County Probation
egomes@acgov.org
(510) 461-3150
Term Expiration; 12/31/2023

Northern DAPO Regional Vice President

Denise LeBard
CDCR, Division of Adult Parole, Chief Deputy Regional
Administrator
denise.lebard@cdcr.ca.gov

Northern DAI Regional Vice President

Rick Hill
CDCR, Division of Adult Institutions, Warden
rick.hill2@cdcr.ca.gov

Central Valley Regional Vice President

Renee Arthurs
Kern County Probation
reneeearthurs@kernprobation.org
(661) 330-6901
Term Expiration; 12/31/2023

Southern DAPO Regional Vice President

Karen Thacker
CDCR, Regional Parole Administrator
karen.thacker@cdcr.ca.gov

Southern DAI Regional Vice President

Vacant

Southern Regional Vice President

Crystal Nieto
Riverside County Probation
cnieto@rivco.org
(760) 863-8430
Term Expiration; 12/31/2022

Southern Regional Vice President

Leanne Steinhaus
Los Angeles County Probation
Leanne.steinhaus@probation.lacounty.gov
(909) 782-0741
Term Expiration; 12/31/2023

Treasurer

Bridgette Coprich
Los Angeles County Probation
bridgette.coprich@probation.lacounty.gov
(323) 298-3521
Term Expiration; 12/31/2021

State Chair of the Delegates

Michael Regan
Kern County Probation
Michael_regan@kernprobation.org
(323) 497-0684
Term Expiration; 12/31/2021

Immediate Past President

Greg McLean
Alameda County Probation
(925) 803-7146
ghmclean@acgov.org
Term Expiration; 12/31/2021



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

The Executive Committee is made up of the following positions: President, 1st VP, 2nd VP, Treasurer, Regional VP's, State Chair of the Delegates, and the Immediate Past President.

A quorum is established with 9 members of the Executive Committee present to vote.

2019 Agency Representatives & Committee Chairs

CDCR Representative(s)

Vacant

CDCR Representative(s)

Kathleen Allison
State of California, CDCR Secretary
Kathleen.allison@cdcr.ca.gov
(916) 322-2283
Term: by appointment

CPOC Representative

Vacant

CAPIA Representative

Daniel Castanada
Riverside County Probation
dcastanada@rivco.org
Term: by appointment

CAPSA Representative

Kim Craddock
Calaveras County Probation
kcraddock@co.calaveras.ca.us
Term: by appointment

CPPCA JJDP Committee Chair

Gwendolyn Jackson-Tucker
Sacramento County Commissioner
gwenjt@comcast.net
(916) 284-7476
Term: by appointment

CPPCA Legislative Committee Co-Chair

Janelle Herrera
Kern County Probation
herreraj@kernprobation.org
(661) 868-4149
Term: by appointment

CPPCA Planning & Professional Development Committee Chair

Vacant

CPPCA Nominations & Elect. Cmte Chair

Vacant

CPPCA Public Information Committee

This committee is made up of the following individuals:
CPPCA President
CPPCA Legislative Advocate
CPPCA Executive Director

CPPCA Membership Committee Chair

Vacant

CPPCA Fundraising Committee Chair

Vacant

CPPCA Conference Committee Chair

Mireya Macias
San Bernardino County Probation

CPPCA Awards Committee Chair

Vacant

Management Firm

Merrill Management Group
Assoc. Management
4 Emporia Court
Elk Grove, CA 95758
(916) 207-0868

Management:

Michelle R. Merrill, Executive Director
michelle@cppca.org
Scott Merrill, Director
scott@cppca.org

CPPCA Mailing Address
P.O. Box 1947
Sacramento, CA 95812
Office Phone: (916) 448-5810
Office Fax: (866) 448-5810



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

California Probation, Parole and Correctional Association
Regular Meeting, Agenda Item III

Meeting Minutes, Board of Directors Meeting; December 9, 2021

Attached are the minutes from the 1st Quarterly Board of Director's meeting.

CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

Michelle R. Merrill
Executive Director

March 1, 2022 1st Quarterly BOD Meeting

CPPCA 4th Quarterly Board Meeting
December 9, 2021
Microsoft Teams Meeting

I. Call to order

The meeting was called to order at 10:10 a.m. No quorum was established. Nine board members are needed to establish a quorum.

II. Roll Call/Introductions

President Shawn Arrington welcomed everyone to the meeting and asked for introductions.

Board Members present

Shawn Arrington, President
Nichole Whitten, 2nd VP
Jim Amaral, Northern RVP
Karen Thacker, CDCR DAPO Southern RVP
Eric Gomes, North Coastal RVP
Renee Arthurs, Central Valley RVP
Greg McLean, Immediate Past President

Board Members not present

Greg Moore, 1st VP
Crystal Nieto, Southern RVP
Rick Hill, CDCR DAI Northern RVP
Michael Regan, Delegate Chair
Bridgette Coprich, Treasurer
Denise LeBard, CDCR DAPO Northern RVP
Leanne Steinhaus, Southern RVP
Renee Arthurs, Central Valley RVP

Contractors Present

Michelle Merrill, Executive Director
Danielle Sanchez, Legislative Advocate

Minutes from September 21, 2021, June 11, 2021 and March 25, 2021 were submitted. The minutes from September, June and March reviewed but due to lack of a quorum, they were not voted on.

IV. Management Report

Michelle Merrill provided a membership and management report. Michelle reported that based on the year-end membership income totals, membership has slipped down further and that CPPCA needs to explore having membership drives. The income brought in is not keeping up with the expense obligations. Board members present commented that we should hold a separate membership meeting to discuss options for engaging members and attracting new members.

Michelle talked about working with DAPO for renewals and engaging new members. DAPO had changed some of its internal processes in relation to paying for professional memberships. DAPO members would have to pay upfront and seek reimbursement through their department. Michelle talked about how she updated CPPCA's website / membership renewal online forms to reflect that for DAPO. Michelle talked about how she would like to discuss a "department membership"

Michelle discussed how she met with the Alkermes representative for a year-round sponsorship and conference sponsorship.

Michelle talked about conference preparations and building out an early registration option for the conference. She also noted that she would be sending out a Call for Nominations for termed out and vacant board positions.

Financials

The CPPCA financials were provided for the board of directors in their packets. It was discussed that CPPCA was currently \$18k behind on paying WPSS Group (April. at \$4k and May – Sept. at \$2k). Michelle noted that she was paid a reduced amount and still owed \$500 for June because CPPCA was short on funds. She also indicated that she would wait until CPPCA was in better financial health. She also indicated that that CPPCA was still waiting for conference payments from DAPO and San Bernardino County Probation.

V. New Business

- i) 2022 Operating Budget – a 2022 proposed budget was reviewed and discussed. Due to a lack of a quorum, voting was postponed to the March meeting.
- ii) CPOA Law Enforcement Legislative Summit – the event was discussed and a it was indicated that poll would be sent out about who would be attending and who would be interested in attending in person.
- iii) Early conference rate – the board discussed opening the conference early with a low rate to incentivize attendees to register early.

VI. Old Business

- i) Member incentive discussion – In discussing membership incentives, the board asked to schedule a dedicated meeting to talk further about membership, growing membership, retaining membership and incentives. Michelle was asked to create a membership survey and schedule a meeting for January 2020.
- ii) Member benefits – Michelle talked about utilizing Access VIP, the free version to add member benefits.

VII. Other Business

No other business

VIII. Legislative Report

Danielle Sanchez, WPSS Group Legislative Advocate provided a legislative update. Danielle emailed a legislative update handout to Michelle, who forwarded it to the board for review. Danielle discussed several bills that could have an impact on probation departments. (See handout). She noted that a lot of things are coming in 2022; such as continuing decriminalization of criminals and that crime is going up; which is a big issue. Danielle talked about how resentencing and reduced sentences may be an issue if AB 1228 passes. She talked about decertification of POST and that they are down to 21 for peace officers. Danielle talked about legislation that deals with officer misconduct going back to 2004 and noted that a lot of reform issues will be discussed.

IX. Presidents Report

Shawn Arrington thanked everyone for attending. Shawn talked about how San Bernardino County Probation is bringing back Probation Connection in July and should recruit about 100 members. He noted that his department is no longer working from home and is business as usual.

Immediate Past President

Greg wished everyone a Happy Holidays! He said he was excited for next year's conference in 2022.

1st VP

No report.

2nd VP

Nichole Whitten reported that her county is working on redistricting and working on AB 1228. Her county is also anticipating juvenile hall closing and they are hiring, which is huge!

Northern Region VP

Jim Amaral reported that they are still working from home 50% of the time and that their department is pretty conservative. He reported that CPPCA past president, Jeff Goldman, is their new chief. Jim said that their juvenile hall has been closed for a year and that they had one single booking last year. They are waiting to see if the Federal Government is mandating vaccines. Jim said that their county has pretrial funding and positions to fill.

North Coast Region VP

Eric Gomes reported that he didn't have much to add. His county's pretrial was very busy. They have had changes and there are more to come. He indicated that he was considering retirement in the next couple of years and that everyone is pretty much back in the office in Alameda County Probation.

CDCR, DAPO Northern RVP

No report.

CDCR, DAI Northern RVP

No report

Central Valley VP

Renee Arthurs reported that all are back at the office and they are still experiencing some Covid cases.

Southern Region VP(s)

No report.

Leanne Steinhaus had no report.

CDCR, DAPO Southern RVP

Karen Thacker reported that they will be having a campaign drive to re-enroll and get caught up. The Southern Region of DAPO has brought supervisors and managers back to work and they are still having positive cases with staff.

CDCR, DAI Southern RVP

Vacant

State Chair of the Delegates

No report.

X. Agency Reports

1. CDCR / Institutions– No report.
2. CDCR / DAPO – No report.
3. BSCC – No report.
4. CAPIA – No report.
5. CPOC – No report.
6. CAPSA – No report.
7. JJDPC – No report.

XI. Committee Reports

1. Conference Committee Chair – No further report.
2. Legislative Committee – No report.
3. Membership Committee – No report.
4. Planning and Professional Development – No report.
5. Nomination & Elections Committee – No report.
6. Web site / Technology Committee – No report.
7. Awards Committee – No report.
8. Fundraising Committee – No report.

Other Business / Open Forum

No further business.

Schedule Next Board Meeting

The March board of directors meeting date and location will be determined via Doodle Poll.

Adjournment

No quorum was reached. The meeting adjourned at 11:16 a.m.



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

California Probation, Parole and Correctional Association
Regular Meeting, Agenda Item IV, i, ii, iii

Management Report – Financial Reports

Management, Financial reports are attached

CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Merrill
Executive Director

March 1, 2022 1st Quarterly BOD Meeting

Management Report

March 1, 2022

I. Membership

In January, five members of the board met to discuss ideas and strategies to grow CPPCA's membership. Discussion took place around requesting to present at the CPOC meeting in January to ask for their support and to present monthly training topics offered by CPPCA. It was also discussed about adding "on demand" training topics and quarterly virtual membership meetings that would offer guest speakers for professional development; such as self-care, public speaking, building relationships with colleagues, etc. It was discussed to have monthly training topics (except June, July, Aug. & Sept) lined up at the end of the calendar year to present to Chiefs and those looking for additional trainings to attend.

Michelle is current working on a full audit of members, but members have been renewing. Michelle worked with Karen Thacker for a push for DAPO Southern Regional members to renew and get reimbursed. The CPPCA system does not include a hard copy receipt, just a log in a members account. Michelle indicated to Karen that each DAPO member would receive a receipt emailed to them for reimbursement

Michelle is working on securing trainers for the conference and has created the early registration forms to open registration on the CPPCA website. CPPCA website is updated with current conference information, the call for presenters and the annual awards submission form. Marketing emails have started announcing that CPPCA is looking for trainers / presenters and awards submissions. Additionally, a Call for Nominations has gone out seeking nominations for board positions for an election to be held in May.

Financial

The current CPPCA financials are provided in the board of directors packet. CPPCA is in arrears with WPSS Group for \$30,000 (April -\$4k, May – Sept. @ \$10k, Oct. – Feb. @ \$4k) A payment of \$12k (which covered Jan. – Mar. 2021) was made in early October 2021. Merrill Management Group is owed \$1,000 (\$500 for June and \$500 February 2022) but has opted to wait until CPPCA is in better financial health. Michelle met with Danielle Sanchez early February to discuss the issue of being in arrears. It was decided to suspend services until CPPCA gets caught up.

II. Association Communications:

CPPCA.org

CPPCA staff provides regular updates to the website.

Correctional News

CPPCA editorial calendar – Target is to be delivered monthly via ezine format -

Editorial Plan

Issue

Content

Submission and Eblast Schedule

January 2022	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 28, 2022
February 2022	Early Conference rates	February 28, 2022
March 2022	Announcement for Conf.	March 25, 2022
April 2022	Conference announcements / reminders and association business.	April 22, 2022
May 2022	Conference marketing, membership information update and conference	May 27, 2022
June 2022	Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 24, 2022 - Ezine
July 2022	Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	-Content due to staff no later than July 22, 2022 .
August 2022	Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	August 26, 2022 - Ezine
September 2021	Ability to renew / pay for membership and three news stories will be presented.	September 23, 2022 - Ezine
October 2022	Ezine conference wrap up	October 21, 2022 - Ezine
November 2022	Fall Edition – news	November 25, 2022 - Ezine
December 2022	Holiday Edition – news	December 16, 2022 - Ezine

California Probation, Parole and Correctional Association
Balance Sheet
As of January 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	50.95
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	15,500.00
Total Bank Accounts	\$ 15,550.95
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	15,000.00
Uncategorized Asset	-72.18
Total Other Current Assets	\$ 14,927.82
Total Current Assets	\$ 30,478.77
TOTAL ASSETS	\$ 30,478.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	31,000.00
Total Accounts Payable	\$ 31,000.00
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	2,153.47
Total Credit Cards	\$ 2,153.47
Other Current Liabilities	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 33,153.47
Total Liabilities	\$ 33,153.47
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-87,565.33
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	\$ 66,345.55
Net Income	9,187.87

Total Equity	-	2,674.70
TOTAL LIABILITIES AND EQUITY	\$	30,478.77

Saturday, Feb 26, 2022 09:39:22 AM GMT-8 - Accrual Basis

California Probation, Parole and Correctional Association
Balance Sheet
As of February 26, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	2,835.40
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	600.00
Total Bank Accounts	\$ 3,435.40
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	15,000.00
Uncategorized Asset	-72.18
Total Other Current Assets	\$ 14,927.82
Total Current Assets	\$ 18,363.22
TOTAL ASSETS	\$ 18,363.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	31,000.00
Total Accounts Payable	\$ 31,000.00
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	2,317.16
Total Credit Cards	\$ 2,317.16
Other Current Liabilities	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 33,317.16
Total Liabilities	\$ 33,317.16
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-87,565.33
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	\$ 66,345.55
Net Income	-3,091.37

Total Equity	-	14,953.94
TOTAL LIABILITIES AND EQUITY	\$	18,363.22

Saturday, Feb 26, 2022 09:18:19 AM GMT-8 - Accrual Basis

California Probation, Parole and Correctional Association
Profit and Loss YTD Comparison
January 2022

	Total		
	Jan 2022	Jan 2022 (YTD)	
Income			
4000 Dues Income			
4002 Professional Dues	4,601.77	4,601.77	
Total 4000 Dues Income	\$ 4,601.77	\$ 4,601.77	
4020 Conference			
4024 Attendee - Revenue	13,400.00	13,400.00	Paid ForJ outstanding \$15,500
Total 4020 Conference	\$ 13,400.00	\$ 13,400.00	
Total Income	\$ 18,001.77	\$ 18,001.77	
Gross Profit	\$ 18,001.77	\$ 18,001.77	
Expenses			
5060 Legislative Activities			
5061 Contractor	4,000.00	4,000.00	Not paid - AP Bill
Total 5060 Legislative Activities	\$ 4,000.00	\$ 4,000.00	
5070 Administrative			
5072 Office Expense	138.63	138.63	
5073 Staff Services Contract	4,500.00	4,500.00	Paid only \$4,000 - AP Bill for \$500
5076 Insurance/Business	109.15	109.15	
Total 5070 Administrative	\$ 4,747.78	\$ 4,747.78	
5095 Merchant Fees/Bank Charges	66.12	66.12	
Total Expenses	\$ 8,813.90	\$ 8,813.90	
Net Operating Income	\$ 9,187.87	\$ 9,187.87	
Net Income	\$ 9,187.87	\$ 9,187.87	

Saturday, Feb 26, 2022 09:24:41 AM GMT-8 - Accrual Basis

California Probation, Parole and Correctional Association
A/P Aging Detail
As of February 26, 2022

	Date	Transaction Type	Num	Vendor	Due Date	Past Due	Amount	Open Balance
91 or more days past due								
	03/01/2021	Bill	1005	WPSS Group	03/31/2021	332	4,000.00	4,000.00
	05/01/2021	Bill	5015	WPSS Group	05/31/2021	271	2,000.00	2,000.00
	06/01/2021	Bill	5037	WPSS Group	06/30/2021	241	2,000.00	2,000.00
	07/01/2021	Bill	5062	WPSS Group	07/31/2021	210	2,000.00	2,000.00
	08/01/2021	Bill	5083	WPSS Group	08/31/2021	179	2,000.00	2,000.00
	09/01/2021	Bill	5110	WPSS Group	09/30/2021	149	2,000.00	2,000.00
	10/01/2021	Bill	5133	WPSS Group	10/31/2021	118	4,000.00	4,000.00
Total for 91 or more days past due							\$ 18,000.00	\$ 18,000.00
61 - 90 days past due								
	11/01/2021	Bill	5157	WPSS Group	11/30/2021	88	4,000.00	4,000.00
Total for 61 - 90 days past due							\$ 4,000.00	\$ 4,000.00
31 - 60 days past due								
	12/01/2021	Bill	5183	WPSS Group	12/31/2021	57	4,000.00	4,000.00
Total for 31 - 60 days past due							\$ 4,000.00	\$ 4,000.00
1 - 30 days past due								
	01/01/2022	Bill	5205	WPSS Group	01/31/2022	26	4,000.00	4,000.00
Total for 1 - 30 days past due							\$ 4,000.00	\$ 4,000.00
TOTAL							\$ 30,000.00	\$ 30,000.00

Saturday, Feb 26, 2022 09:16:05 AM GMT-8



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

California Probation, Parole and Correctional Association
Regular Meeting, Agenda Item V

New Business

Item i) Membership Meeting Action Items
ii) WPSS Group Update

CPPCA staff recommendation(s):

1. Review and discuss as submitted.



Michelle R. Merrill
Executive Director

March 1, 2022 1st Quarterly BOD Meeting



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

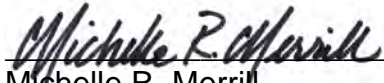
California Probation, Parole and Correctional Association
Regular Meeting, Agenda Item VI.

Old Business

Item i) 1.

CPPCA staff recommendation(s):

1. Review and discuss as necessary.



Michelle R. Merrill
Executive Director

March 1, 2022 1st Quarterly BOD Meeting

California Probation, Parole and Correctional Association
Budget vs. Actuals: FY - 2021 - FY20 P&L
 January - December 2022

	Total				
	Actual	Budget	over Budget	2022 Proposed Budget	Notes
Income					
4000 Dues Income			0.00		
4002 Professional Dues	46,425.86	75,000.00	-28,574.14	65,000.00	Reduced to be more in line with actual
4005 Retired Member Dues	373.20	300.00	73.20	350.00	
Total 4000 Dues Income	\$ 46,799.06	\$ 75,300	-\$ 28,500.94	\$ 65,350	
4020 Conference			0.00		
4024 Attendee - Revenue	27,819.04	105,000.00	-77,180.96	105,000.00	Values represent anticipated revenue
4026 Sponsor - Revenue	1,500.00	15,000.00	-13,500.00	15,000.00	Values represent anticipated revenue
4027 Exhibitor - Revenue	2,490.00	28,000.00	-25,510.00	28,000.00	Values represent anticipated revenue
4028 Raffles/Live-Silent Auction		1,500.00	-1,500.00	1,500.00	Values represent anticipated revenue
4030 Promopiece & Postage		1,000.00	-1,000.00	1,000.00	Values represent anticipated revenue
Total 4020 Conference	\$ 31,809.04	\$ 150,500.00	-\$ 118,690.96	\$ 150,500.00	
4100 Regional Trainings		2,000.00	-2,000.00	2,000.00	
4101 Insurance Premiums Services		0.00	0.00	0.00	
Uncategorized Income		0	0.00	0	
Total Income	\$ 78,608.10	\$ 227,800.00	-\$ 149,191.90	\$ 217,850.00	
Gross Profit	\$ 78,608.10	\$ 227,800.00	-\$ 149,191.90	\$ 217,850.00	
Expenses					
5000 Dues and Membership		1,000.00	-1,000.00	500.00	Any extra expenses related to dues & membership
5020 Regional Trainings Expense	3,000.00	3,000.00	0.00	1,500.00	For regional training expenses
5035 Conference Expenses			0.00		
6000 Food & Beverage		75,000.00	-75,000.00	75,000.00	F&B minimum is \$55K++ (25% svc chg, 7.75% tax)
6001 Raffle Giveaway		800.00	-800.00	800.00	Raffle gifts
6002 Tote Bags/Name Badges		5,000.00	-5,000.00	5,000.00	Bags, name badge stock & other giveaways
6003 Audio/Visual		6,000.00	-6,000.00	6,000.00	Increased due to more hotel usage
6004 Awards		1,100.00	-1,100.00	1,100.00	In line with actual pricing in 2019
6005 Entertainment		1,500.00	-1,500.00	1,500.00	Event app
6006 Trainer / Board of Directors	4,050.00	5,000.00	-950.00	4,000.00	Decreased \$1k to save \$\$
6007 Staff Travel		1,500.00	-1,500.00	1,500.00	Decreased due to driving & no shipping
6008 Printing/Signs		6,000.00	-6,000.00	6,000.00	Increased slightly to be more in line with 2019 actual
6010 Speaker Gifts		300.00	-300.00	300.00	Need speaker gifts for 2022

6011 Vendor Booth Decorator		6,000.00	-6,000.00	5,000.00	Reduced
6012 Miscellaneous Supplies	150.00	600.00	-450.00	600.00	Current val: Gift cards at Virtual Conf. -meant for misc supplies
Total 5035 Conference Expenses	\$ 4,200.00	\$ 108,800.00	-\$ 104,600.00	\$ 106,800.00	Total conference income of \$35k
5045 Board			0.00		
5046 Meeting Cost		600.00	-600.00	600.00	Lowered to be more in line with actual
5047 Room and Travel		400.00	-400.00	400.00	Reduced to be more in line with actual
Total 5045 Board	\$ 0.00	\$ 1,000.00	-\$ 1,000.00	\$ 1,000.00	
5050 Website	275.88	300.00	-24.12	300.00	Domain registration & email tools
5060 Legislative Activities			0.00		
5061 Contractor	22,000.00	48,000.00	-26,000.00	48,000.00	Stays the same
5062 Misc. Legislative Activities		300.00	-300.00	300.00	Travel for Advocate to conference / Leg. Mtg Lunch
Total 5060 Legislative Activities	\$ 22,000.00	\$ 48,300.00	-\$ 26,300.00	\$ 48,300.00	
5070 Administrative			0.00		
5072 Office Expense	2,031.86	1,700.00	331.86	2,050.00	Wix website (annual expense), Zoom sub & Memberplanet
5073 Staff Services Contract	51,000.00	60,000.00	-9,000.00	54,000.00	Reduced to \$4,500 mo. X 12 = \$54K
5075 Bus/comm. Meetings		100.00	-100.00	100.00	Parking for meetings / Candy for exhibit table
5076 Insurance/Business	1,093.35	1,200.00	-106.65	1,200.00	D&O Insurance - same as 2020
5077 Interest Charges		0.00	0.00	0.00	No interest charges
5078 Accounting/Audits		1,300.00	-1,300.00	1,300.00	Tax Preparation - same as 2019
5079 Board/Leadership		500.00	-500.00	500.00	Other Org Sponsorships
5080 Member Insurance Benefits			0.00		Removed - no longer offering
Total 5070 Administrative	\$ 54,125.21	\$ 64,800.00	-\$ 10,674.79	\$ 59,150.00	
5090 Tax and Insurance			0.00		
5091 Franchise Tax & Insurance		10.00	-10.00	10.00	Taxes to IRS
Total 5090 Tax and Insurance	\$ 0.00	\$ 10.00	-\$ 10.00	\$ 10.00	
5095 Merchant Fees/Bank Charges	320.68	0.00	320.68	0.00	
5100 Travel Reimbursement		200.00	-200.00	0.00	Removed
5120 Miscellaneous Expense		0.00	0.00	0.00	Intended for savings
Total Expenses	\$ 83,921.77	\$ 227,410.00	-\$ 143,488.23	\$ 217,560.00	
Net Operating Income	-\$ 5,313.67	\$ 390.00	-\$ 5,703.67	\$ 290.00	
Net Income	-\$ 5,313.67	\$ 390.00	-\$ 5,703.67	\$ 290.00	

CPPCA Strategic Plan

Adopted June 2, 2015

Mission Statement

The mission of the California Probation, Parole and Correctional Association (CPPCA) is to:

- Promote the professionalism of corrections practitioners
- Support research and evidence based practices relevant to corrections
- Advocate on behalf of corrections to law makers and policy makers
- Educate the public on issues vital to corrections
- Provide education and a supportive network to its members and corrections professionals

Vision Statement

CPPCA is a statewide network of corrections professionals serving as a vital voice for advancing correctional practices and promoting excellence in education, legislative advocacy & public safety.

Core Values

Serving with humility

Acting without prejudice

Upholding the law with dignity

Being objective in the performance of duties

Respecting the rights of all persons

Holding inviolate those confidences reposed

Cooperating with fellow colleagues and related agencies

Aware of responsibilities to the individual and to the community

Improving professional standards through continual education

Strategic Goals

Membership: Increase the value and awareness of CPPCA to grow membership.

Education: Develop, offer and promote professional development and educational opportunities to build leaders within the field of corrections.

Advocacy: Advocate for the field of community corrections, corrections policies and corrections professionals.