



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

Agenda & Meeting Notice

California Probation, Parole and Correctional Association
1st Quarterly Board of Directors Meeting
Tuesday, June 27, 2023, 10:00am – 12:00pm

Zoom Meeting -

<https://us06web.zoom.us/j/2107773211?pwd=bkpJT05KU1dtUHd3aGFxMXRYMmIKZz09>

Passcode: CPPCA23

Agenda Items

- I. Call to Order, President's Welcome by Greg Moore, Introductions, & Roll Call
- II. Establishment of Quorum of Executive Board
- III. Approval Of Minutes from January 17, 2023
- IV. Executive Directors Report – Michelle Merrill
 - i) Membership Report
 - ii) Conference Report
 - iii) Financial Reports
- V. New Business
 - i) Legislative Committee
- VI. Old Business
 - i) Need speakers for conference
 - ii) Member benefits - <https://accessvip.enjoymydeals.com/>
- VII. Other Business
 - i) Items not on the agenda
- VIII. President's Report
Greg Moore, Kern County Probation (Ret.)
- IX. Immediate Past President's Report
Shawn Arrington, San Bernardino County Probation
- X. Vice Presidents' Report
 - i) 1st VP – Nichole Whitten, Yolo County Probation
 - ii) 2nd VP – Paul Vinetz, Los Angeles 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 – Sabrina Williams, CDCR, DAPO
 - vi) Northern DAI RVP – Vacant



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

- vii) Southern DAPO RVP – Dominique Hughes, 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

Joseph Perry, III, Los Angeles County Probation

XI. Report from the State Delegate Chair, Angela Walker, Los Angeles County Probation

XII. Report of Agency Representatives

- i) CDCR – Angela Kent, DAPO
- ii) CDCR – Vacant
- iii) CPOC – Vacant
- iv) CAPIA – Vacant
- v) CAPSA – Vacant
- vi) BSCC – Greta Robinson, BSCC
- vii) JJDP – Gwendolyn Jackson-Tucker, Sacramento County Juvenile Justice

Commission

XIII. Committee Reports

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

XIV. Other Business/Open Forum

XV. Next Board Meeting - September 5, 2023



2023 Board of Directors

Executive Board

President

Greg Moore
Kern County Probation, Retired
gmoore8694@gmail.com
(661) 868-4482
Term Expiration; 12/31/2023

1st Vice President

Nichole Whitten
Yolo County Probation
nichole.whitten@yolocounty.org
(530) 406-5320
Term Expiration; 12/31/2023

2nd Vice President

Paul Vinetz
Los Angeles County Probation
paul.vinetz@probation.lacounty.gov
(818) 437-3911
Term Expiration; 12/31/2023

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

Sabrina Williams
CDCR, DAPO Northern Region Headquarters
Sabrina.williams@cdcr.ca.gov
Term Expiration; 12/31/2024

Central Valley Regional Vice President

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

Southern DAPO Regional Vice President

Dominique Hughes
CDCR, DAPO So. Region
Dominique.hughes@cdcr.ca.gov
(909) 468-2300
Term Expiration; 12/31/2024

Southern Regional Vice President

Crystal Nieto
Riverside County Probation
cnieto@rivco.org
760-863-8410
Term Expiration; 12/31/2023

Southern Regional Vice President

Joseph Perry, III
Los Angeles County Probation
joseph.perry@probation.lacounty.gov
(310) 913-3629
Term Expiration; 12/31/2024

Treasurer

Bridgette Coprich
Los Angeles County Probation
bridgette.coprich@probation.lacounty.gov
(323) 298-3521
Term Expiration; 12/31/2023

State Chair of the Delegates

Angela Walker
Los Angeles County Probation
Angela.walker@probation.lacounty.gov
(323) 586-6121
Term Expiration; 12/31/2024

Immediate Past President

Shawn Arrington
San Bernardino County Probation
shawn.arrington@prob.sbcounty.gov
(951) 377-7395
Term Expiration; 12/31/2023

Northern & Southern DAI Regional Vice President

Vacant

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 7 members of the Executive Committee present to vote.



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

2023 Agency Representatives & Committee Chairs

CDCR Representative(s)

Angela Kent, DAPO

CDCR Representative(s)

CPOC Representative

Vacant

CAPIA Representative

Vacant

CAPSA Representative

Vacant

CPPCA JJDP Committee Chair

CPPCA Legislative Committee Co-Chair

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

Michele Borcky, Kern County Probation

CPPCA Fundraising Committee Chair

Vacant

CPPCA Conference Committee Chair

Vacant

CPPCA Awards Committee Chair

Vacant

Management Firm

Merrill Management Group
Assoc. Management
7576 St. Lukes Way
Sacramento, CA 95823
(916) 207-0868

Management:

Michelle R. Merrill, Executive
Director

michelle@cppca.org

CPPCA Mailing Address

P.O. Box 1947

Sacramento, CA 95812

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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 January 17, 2023

Attached are the minutes from the last Quarterly Board of Director's meeting. The meeting that was scheduled for March 28th was cancelled due to a lack of a quorum. A vote was held via email to approve the 2023 conference location.

CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

Michelle R. Merrill
Executive Director

June 27, 2023 – 2nd Quarterly BOD Meeting

CPPCA 4th Quarterly Board Meeting
January 17, 2023
Zoom Meeting

I. Call to order

The meeting was called to order at 10:11 a.m. A quorum was established with 9 of 12 board members present.

II. Roll Call/Introductions

Shawn Arrington and Nichole Whitten welcomed the board and thanked everyone for attending.

Board Members present

Shawn Arrington, Immediate Past President
Nichole Whitten, 1st VP
Sabrina Williams, Northern CDCR DAPO Northern RVP
Dominique Hughes, CDCR DAPO Southern RVP
Renee Arthurs, Central Valley RVP
Crystal Nieto, Southern RVP
Joseph Perry III, Southern RVP
Bridgette Coprich, Treasurer
Angela Walker, Delegate Chair

Board Members not present

Greg Moore, President
Jim Amaral, Northern RVP
Eric Gomes, North Coastal RVP

Contractors Present

Michelle Merrill, Executive Director

Minutes from the September 6, 2022 board meeting were submitted. **A motion was made to accept the minutes as submitted by Shawn Arrington and seconded by Renee Arthurs. Motion carried.**

IV. Management Report

Michelle Merrill provided a membership and management report. Michelle reported that membership was still sitting around 830 members. There were some renewals and new members that joined for the member discounted rate for conference, but that happens every year around conference time. She also reported that we still have San Joaquin Delta College Professor Terry that advocates his students join CPPCA for extra credit. Annually, we receive about 20 student members that join for extra credit. Michelle talked about the importance of promoting membership to colleagues and that she continues to seek tangible benefits for members. Michelle reported that she is looking to update members contact information in 2023 to update the database. She reported on the wrap-up report for the Annual Conference and that she was still seeking to recover about \$2,175 from DAPO and Riverside County.

Financials

The CPPCA financials were provided for the board of directors in their packets. Michelle reported on financials and reported that she continues to pay WPSSGroup as much as CPPCA can afford monthly in an attempt to get caught up on payments to WPSS Group.

V. New Business

- i) The newly elected Board members, Sabrina Williams, Dominique Hughes and Joseph Perry, III, were sworn in by 1st VP Nichole Whitten.
- ii) The proposed 2023 Operating Budget was presented and reviewed. **A motion was made by Shawn Arrington to accept the proposed 2023 operating budget. The motion was seconded by Renee Arthurs. Motion carries.**
- iii) Appointments to Chair positions – Michele Borcky as membership chair. **A motion was made by Nichole Whitten to accept the appointment. The motion was seconded by Bridgette Coprich. Motion carries.**
- iv) February membership meeting – dates/times/speakers. Michelle Merrill talked about turning the meeting into a video with speaking parts by Board members.
- v) 2nd VP – it was discussed to add the item to the next meeting agenda.

VI. Old Business

- i) Member benefits – Michelle indicated that she wanted to keep this item on the agenda to continue the discussion

VII. Other Business

No other business

VIII. Legislative Report

No report.

IX. Presidents Report

No report

Immediate Past President

Shawn Arrington reported that not a lot has changed in their department. Covid cases are down. There are a lot of vacancies and the department is hiring. Shawn talked about the bill SB 2361; transfers to adult court and DJJ transfers and how they are working on legislation.

1st VP

Nichole Whitten reported that in her county the hot topic is pretrial services and that clients on bookings in the first 12 hours and pre-arraignment release. She talked about on the Juvenile Hall side, 17 – 26 year old cases are being supervised by the Juvenile Hall and that the Juvenile Hall is still slated to close. There are currently 2 – 5 kids in custody. Nichole reported that there is a lot of cross training so the department doesn't have to lay anyone off. She also talked about how they have a brand new jail in Yolo County. She also indicated that she is excited for a 90th Annual Conference coming up for CPPCA.

2nd VP

Vacant

Northern Region VP

No report.

North Coast Region VP

No report.

CDCR, DAPO Northern RVP

Sabrina Williams reported that she was thankful for the opportunity of serving on the Board and was excited to be on the Board. She reported that nothing major was going on and that the DAPO Executive team was focused on getting a new Regional Parole Administrator. She also reported that they were holding a new academy.

CDCR, DAI Northern RVP

Vacant – No report.

Central Valley VP

Renee Arthurs reported that she is planning to go to different counties to bolster membership and that she is currently in Pretrial, but doesn't have to attend court.

Southern Region VP(s)

No report – Crystal Nieto.

Joseph Perry, III, reported that he was happy to be a part of CPPCA. He indicated that he is currently a supervisor at Juvenile Hall and that the administration is taking away their use of OC spray. He noted that their Unions have tried to step in and it's been interesting to see what's going to happen. Joseph thanked everyone for allowing him to serve.

CDCR, DAPO Southern RVP

Dominique Hughes reported that she was happy to be a part of the organization and looking to fill Karen Thacker's position. She reported that the basic Parole Academy starts March 1st and that Covid cases are down.

CDCR, DAI Southern RVP

Vacant

State Chair of the Delegates

Angela Walker noted that she wanted to echo what Mr. Perry stated about their Juvenile Hall situation in Los Angeles County. She indicated that they have been deploying field staff to Juvenile Halls to help with staffing. She noted that Los Angeles County is still running academies but they are not as full as past academies. Angela talked about how LA County has a huge population in DJJ and that the first group of youth will be court in February and staff are getting intake packets. There are a lot of moving pieces and a strong advocacy presence. Angela noted that Covid numbers are decreasing and that they are even lower on the juvenile side.

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 meeting will be decided by a Doodle Poll of availability.

Adjournment

The meeting adjourned at 11:15 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

June 27, 2023 - 2nd Quarterly BOD Meeting

Management Report

June 27, 2023

I. Membership

The membership has dropped slightly from 830 members at the last reporting in March to about 800 members. We just received two new members from Kern County Probation.

Staff has been working on securing trainings for the upcoming conference and has opened early rate pricing at \$325 per person. Michelle has been working with Paul Vinez and Janelle Herrera to track bills of interest to hold a Legislative Committee Meeting.

Staff has included AccessVIP on the CPPCA website for members to join (at no cost to them) for ongoing benefits of discounts on local restaurants, discounts on travel and it comes with an app for ease of access.

Conference Update

To date, we have six registered vendors and four trainings secured. Staff has contacted Dr. Heather Bowlds and Dr. Jonathan Yip from CDCR for a training for juvenile facility staff and administration (per the recommendation from Julie Francis (retired Dep. Chief, San Bernardino County Probation). Kern County was authorized to provide two trainings on Thursday and DAPO is providing two trainings on Thursday as well. Staff is looking for solid leads on training that is thought provoking and robust without a tremendous cost.

Financial

The current CPPCA financials are provided in the board of directors packet. Staff continue to seek additional revenue streams. Finances continue to be extremely lean. The current accounts payable are included in the packet. Staff has been assessing monthly if CPPCA is able to make a payment to WPSSGroup to get caught up on arrears.

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 -

<u>Editorial Plan</u>		
<u>Issue</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
January 2023	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 29, 2024
February 2023	Meet the Board	February 27, 2024
March 2023	Announcement for Conf.	March 27, 2024
April 2023	E-zine with regular articles.	April 29, 2024

May 2023	Online Conference marketing, membership information update and conference	May 28, 2024
June 2023	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 26, 2023 - Ezine
July 2023	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	-Content due to staff no later than July 28, 2023 .
August 2023	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	August 25, 2023 - Ezine
September 2023	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	September 29, 2023 - Ezine
October 2023	Online Training offerings	October 27, 2023 - Ezine
November 2023	Fall Edition – news	November 29, 2023 - Ezine
December 2023	Holiday Edition – news	December 15, 2023 - Ezine

California Probation, Parole and Correctional Association
Balance Sheet
As of May 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	25.25
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	3,094.11
Total Bank Accounts	\$ 3,119.36
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	0.00
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 3,119.36
TOTAL ASSETS	\$ 3,119.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	34,600.00
Total Accounts Payable	\$ 34,600.00
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	15,823.53
Total Credit Cards	\$ 15,823.53
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	\$ 50,423.53
Total Liabilities	\$ 50,423.53
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-96,718.27
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	\$ 66,345.55

Net Income		2,065.15
Total Equity	-\$	18,950.36
TOTAL LIABILITIES AND EQUITY	\$	31,473.17

Saturday, Jun 24, 2023 03:27:55 PM GMT-7 - Accrual Basis

California Probation, Parole and Correctional Association
Budget vs. Actuals: 2023 Budget - FY23 P&L
 January - December 2023

	Total		
	May-23	Actual	Budget
Income			
4000 Dues Income			
4002 Professional Dues	3014.88	18,953.24	65,000.00
4005 Retired Member Dues			350.00
Total 4000 Dues Income	\$ 3,014.88	\$ 18,953.24	\$ 65,350.00
4020 Conference			
4024 Attendee - Revenue			80,000.00
4026 Sponsor - Revenue			10,000.00
4027 Exhibitor - Revenue	3,000.00	4,500.00	20,000.00
4028 Raffles/Live-Silent Auction			1,000.00
4030 Promopiece & Postage			1,000.00
Total 4020 Conference	\$ 3,000.00	\$ 4,500.00	\$ 112,000.00
4100 Regional Trainings			2,000.00
Total Income		\$ 23,453.24	\$ 179,350.00
Gross Profit	\$ 6,014.88	\$ 23,453.24	\$ 179,350.00
Expenses			
5000 Dues and Membership			500.00
5020 Regional Trainings Expense			1,500.00
5035 Conference Expenses			
6000 Food & Beverage			75,000.00
6001 Raffle Giveaway			800.00
6002 Tote Bags/Name Badges			5,000.00
6003 Audio/Visual			8,000.00
6004 Awards			800.00
6006 Trainer / Board of Directors			6,000.00
6007 Staff Travel			1,500.00
6008 Printing/Signs			6,000.00
6010 Speaker Gifts			300.00
6012 Miscellaneous Supplies			600.00
Total 5035 Conference Expenses	\$ -	\$ 0.00	\$ 104,000.00
5045 Board			
5046 Meeting Cost			600.00
5047 Room and Travel			400.00
Total 5045 Board		\$ 0.00	\$ 1,000.00
5050 Website	228.00	275.88	300.00
5060 Legislative Activities			
5061 Contractor		750.00	30,000.00
Total 5060 Legislative Activities		\$ 750.00	\$ 30,000.00
5070 Administrative			
5072 Office Expense	283.30	979.18	2,050.00

5073 Staff Services Contract	3,000.00	15,000.00	36,000.00
5075 Bus/comm. Meetings			100.00
5076 Insurance/Business			1,200.00
5078 Accounting/Audits			1,300.00
5079 Board/Leadership			500.00
Total 5070 Administrative	\$ 3,283.30	\$ 15,979.18	\$ 41,150.00
5090 Tax and Insurance			10.00
5095 Merchant Fees/Bank Charges	224.18	1,621.09	
Total Expenses	\$ 3,735.48	\$ 18,626.15	\$ 178,460.00
Net Operating Income	\$ 2,279.40	\$ 4,827.09	\$ 890.00
Net Income	\$ 2,279.40	\$ 4,827.09	\$ 890.00

Saturday, Jun 24, 2023 03:32:51 PM GMT-7 - Accrual Basis



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

New Business

Item i) Legislative Committee Meeting (Grassroots Advocacy)

CPPCA staff recommendation(s):

1. Review and discuss as submitted.


Michelle R. Merrill
Executive Director

June 27, 2023 – 2nd Quarterly BOD Meeting



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

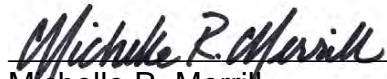
California Probation, Parole and Correctional Association
Regular Meeting, Agenda Item VI.

Old Business

-
1. Conference speakers needed
 2. Member Benefits – <https://accessvip.enjoymydeals.com>
-

CPPCA staff recommendation(s):

1. Review and discuss as necessary.



Michelle R. Merrill
Executive Director

June 27, 2023 – 2nd Quarterly BOD Meeting

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.