



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### **Agenda & Meeting Notice**

California Probation, Parole and Correctional Association  
3<sup>rd</sup> Quarterly Board of Directors Meeting  
Tuesday, September 06, 2022, 10:00am – 12:00pm  
Renaissance Newport Beach, Wine Cellar

#### Agenda Items

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- 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 June 28, 2022
- 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) Revision of Management Contract
  - ii) 2022 Elections
  - iii) Old Files
- VI. Old Business
  - i) Member benefits
  - ii) Growing membership
- VII. Other Business
  - i) Items not on the agenda
- VIII. President's Report  
Shawn Arrington, San Bernardino County Probation
- IX. Immediate Past President's Report  
Greg McLean, Alameda County Probation
- X. Vice Presidents' Report
  - i) 1<sup>st</sup> VP – Greg Moore, Kern County Probation, Retired
  - ii) 2<sup>nd</sup> 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 – Vacant
  - vi) Northern DAI RVP – Vacant



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

- 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

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

### XII. 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

### XIII. Committee Reports

- i) Conference Committee – Vacant
- 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

### XIV. Other Business/Open Forum

XV. Next Board Meeting - TBD – December 2022



## 2022 Board of Directors

### Executive Board

#### President

Shawn Arrington  
San Bernardino County Probation  
[shawn.arrington@prob.sbcounty.gov](mailto:shawn.arrington@prob.sbcounty.gov)  
(951) 377-7395  
Term Expiration; 12/31/2022

#### 1<sup>st</sup> Vice President

Greg Moore  
Kern County Probation, Retired  
[gmoore8694@gmail.com](mailto:gmoore8694@gmail.com)  
(661) 868-4482  
Term Expiration; 12/31/2022

#### 2<sup>nd</sup> Vice President

Nichole Whitten  
Yolo County Probation  
[nichole.whitten@yolocounty.org](mailto:nichole.whitten@yolocounty.org)  
(530) 406-5320  
Term Expiration; 12/31/2022

#### Northern Regional Vice President

Jim Amaral  
Nevada County Probation  
[Jim.amaral@co.nevada.ca.us](mailto: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](mailto:egomes@acgov.org)  
(510) 461-3150  
Term Expiration; 12/31/2023

#### Northern DAPO Regional Vice President

Vacant

#### Northern DAI Regional Vice President

Vacant

#### Central Valley Regional Vice President

Renee Arthurs  
Kern County Probation  
[reneeARTHURS@kernprobation.org](mailto:reneeARTHURS@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](mailto:karen.thacker@cdcr.ca.gov)

#### Southern DAI Regional Vice President

Vacant

#### Southern Regional Vice President

Crystal Nieto  
Riverside County Probation  
[cnieto@rivco.org](mailto: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](mailto: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](mailto:bridgette.coprich@probation.lacounty.gov)  
(323) 298-3521  
Term Expiration; 12/31/2022

#### State Chair of the Delegates

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

#### Immediate Past President

Greg McLean  
Alameda County Probation  
(925) 803-7146  
[ghmclean@acgov.org](mailto:ghmclean@acgov.org)  
Term Expiration; 12/31/2022

The Executive Committee is made up of the following positions; President, 1<sup>st</sup> VP, 2<sup>nd</sup> 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

### 2022 Agency Representatives & Committee Chairs

#### CDCR Representative(s)

Vacant

#### CDCR Representative(s)

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

#### CPOC Representative

Vacant

#### CAPIA Representative

Daniel Castanada  
Riverside County Probation  
[dcastanada@rivco.org](mailto:dcastanada@rivco.org)  
*Term: by appointment*

#### CAPSA Representative

Kim Craddock  
Calaveras County Probation  
[kcraddock@co.calaveras.ca.us](mailto:kcraddock@co.calaveras.ca.us)  
*Term: by appointment*

#### CPPCA JJDP Committee Chair

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

#### CPPCA Legislative Committee Co-Chair

Janelle Herrera  
Kern County Probation  
[herreraj@kernprobation.org](mailto: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

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](mailto:michelle@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; September 6, 2022

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Attached are the minutes from the 2<sup>nd</sup> Quarterly Board of Director's meeting.

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CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

Michelle R. Merrill  
Executive Director

September 6, 2022 3<sup>rd</sup> Quarterly BOD Meeting

CPPCA 2<sup>nd</sup> Quarterly Board Meeting  
June 28, 2022  
Microsoft Teams Meeting

**I. Call to order**

The meeting was called to order at 10:05 a.m. A quorum was not established with 8 of 13 board members present.

**II. Roll Call/Introductions**

Shawn Arrington welcomed the board and thanked everyone for attending.

Board Members present

Shawn Arrington, President  
Nichole Whitten, 2<sup>nd</sup> VP  
Jim Amaral, Northern RVP  
Karen Thacker, CDCR DAPO Southern RVP  
Rick Hill, CDCR DAI Northern RVP  
Bridgette Coprich, Treasurer  
Greg McLean, Immediate Past President

Board Members not present

Eric Gomes, North Coastal RVP  
Denise LeBard, CDCR DAPO Northern RVP  
Leanne Steinhaus, Southern RVP  
Crystal Nieto, Southern RVP  
Renee Arthurs, Central Valley RVP  
Angela Walker, Delegate Chair

Contractors Present

Michelle Merrill, Executive Director

Minutes from March 1, 2022 board meeting were submitted. **A motion was made to accept the minutes as submitted by Nichole Whitten and seconded by Rick Hill. Motion carried.**

**IV. Management Report**

Michelle Merrill provided a membership and management report. Michelle reported that membership was down to a little under 700 members, even with new membership applications received. She stressed that CPPCA needs to promote the importance of membership. She stated that continuing to promote membership to leadership within the departments would be good for CPPCA. Michelle talked about how she continues to look for membership benefits that would not be financially taxing to maintain for CPPCA. Michelle talked about the preparations for conference in September with securing speakers, exhibitors and sponsors. She indicated that there were some really great trainings that she hoped would increase attendance. Michelle let the board know that she would be travelling to the Renaissance Newport Beach on July 7<sup>th</sup> to walk the space to ensure we had adequate space for all of the trainings.

Michelle provided an update on early registration numbers and exhibitors. She also gave a bulleted list of things that were still in progress and still needed.

**Financials**

The CPPCA financials were provided for the board of directors in their packets.

Michelle reported on financials and talked about a plan to start getting caught up with WPSS Group. Michelle provided the board with an accounts payable aging summary.

#### **V. New Business**

- i) Michelle provided the board with a conference proposal from the Lake Tahoe Resort Hotel for a possible conference in 2023. She indicated that the rates were great, the food and beverage rates were fantastic, but that the exhibit table “ expense was really high.

#### **VI. Old Business**

- i) Member benefits – there was no real discussion, but Michelle indicated that she wanted it to stay on CPPCA’s radar.

#### **VII. Other Business**

No other business

#### **VIII. Legislative Report**

No report.

#### **IX. Presidents Report**

Shawn Arrington reported that the Probation Connections event held at San Bernardino County Probation was postponed to September. He stated that they usually sign up about 100 new and renewing members at the event. He talked about how pre-trial started back up this week and their ARISE program and how a lot of visitor from all around that state have come by to check it out. Shawn talked about Gordon Graham presenting at the conference and that things are moving forward as they can.

#### **Immediate Past President**

Greg Moore noted Covid in his county was on a slow spike and was going through the jail. He indicated that restrictions are still going on and they are limiting to only 20 for now.

#### **1<sup>st</sup> VP**

Greg Moore indicated that he had no report, but was happy to be here.

#### **2<sup>nd</sup> VP**

Nichole Whitten reported that her county is still working on closing Juvenile Hall and they are on Covid protocols. She talked about how pre-trial is on fire and going 7 days a week.

#### **Northern Region VP**

Jim Amaral had no report but is planning on attending the conference.

#### **North Coast Region VP**

No report.

#### **CDCR, DAPO Northern RVP**

No report.

#### **CDCR, DAI Northern RVP**

Rick Hill had no report, but wanted to thank everyone because he is retiring and 7s

on his last week at the institution.

Central Valley VP

No report.

Southern Region VP(s)

No report

Leanne Steinhaus had no report.

CDCR, DAPO Southern RVP

Karen Thacker had no report.

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 September Board of Directors meeting will be held on Tuesday, September 6, 2022 at the Renaissance Newport Beach in conjunction with the Annual Training Conference.

**Adjournment**

**The meeting adjourned at 11:05 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

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Management, Financial reports are attached

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Merrill  
Executive Director

September 6, 2022 3<sup>rd</sup> Quarterly BOD Meeting

# **Management Report**

**September 6, 2022**

I. Membership

The membership database was audited and membership has increased to about 883 members. We've received more renewals with the Annual Training Conference and including a member / non-member rate. We need to continue to promote the importance of membership to colleagues, core trainings and department leadership. Staff continues to seek a benefit package that will satisfy the need for discounts and savings on products and services for members and not be too costly for CPPCA.

Staff has been working on preparations for annual training conference by securing speakers, reaching out to exhibitors and email marketing the upcoming training conference. The training topics are exceptional this year and we've had a great pick up of Sponsors and vendors.

Conference Update (See Preliminary Report)–

Attendees – 213

Exhibitors – 14

Sponsors - 4

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 also submitted a revised contract for a reduced fee in an attempt to pay back WPSS Group.

II. Association Communications:

Staff has been marketing the conference via email campaigns and on Facebook.

**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

<u>Issue</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
January 2023	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 25, 2023
February 2023	Meet the Board	February 24, 2023
March 2023	Announcement for Conf.	March 30, 2023
April 2023	E-zine with regular articles.	April 21, 2023
May 2023	Online Conference marketing, membership information update and	May 26, 2023

	conference	
June 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 29, 2022 - Ezine
July 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	-Content due to staff no later than <b>July 15, 2022.</b>
August 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	August 19, 2022 - Ezine
September 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	September 16, 2022 - Ezine
October 2022	Online Training offerings	October 21, 2022 - Ezine
November 2022	Fall Edition – news	November 18, 2022 - Ezine
December 2022	Holiday Edition – news	December 16, 2022 - Ezine

## **MEMBERSHIP REPORT**

As of September 2022

**Associate Membership – 10**

**JJ/DP Commission Membership – 12**

**Lifetime Membership – 41**

**Non-Member Mailing List Only – 3**

**Professional – Deduction – 662**

**Professional – Quarterly – 2**

**Professional – Regular – 44**

**FULL PAID MEMBERS – 708 + 66 = 774**

**Professional – Retired - 6**

**Student Membership – 50**

**TOTAL MEMBERS – 830**



California Probation Parole and Correctional Association  
 89<sup>th</sup> Annual Training Conference & Vendor Show  
 Embracing Change & Transformation in Community Corrections

PRELIMINARY REPORT  
 (as of September 3, 2022)

**Registration (as of 9/03/22)**

Regular attendees:	213
Delegates (invited):	
JJDP Commissioners:	15
Speakers:	21
VIP's:	5
Exhibitor Reps:	29
Total:	263

**Sponsors:** 2 Silver, 2 training, 1  
 President's Reception (\$7,500)  
**Exhibitor Tables:** 14 (\$19,210)

**Training (STC Cert.#04762529)**  
 Total: 24 hours STC

Largest amt. attendees – 70 Los Angeles  
 35 DAPO  
 28 San Bern

**Opening Ceremonies**

Colorguard, Soloist, Invocation, Chief  
 Reece, DAPO Director Viera Rosa, BSCC  
 Keynote Baron Warren, National Speaker &  
 Author

Conference Budget 2022	Total	Actual
<b>Income</b>		
4020 Conference		
4024 Attendee - Revenue	105,000.00	77,794.20
4026 Sponsor - Revenue	15,000.00	7,500.00
4027 Exhibitor - Revenue	28,000.00	19,210.00
4028 Raffles/Live-Silent Auction	1,500.00	1,500.00 Est.
4030 Promopiece & Postage	1,000.00	
<b>Total 4020 Conference</b>	<b>\$ 150,500.00</b>	<b>\$ 106,004.20</b>
4100 Regional Trainings	2,000.00	
<b>Total Income</b>	<b>\$ 152,500.00</b>	<b>\$ 106,004.20</b>
<b>Gross Profit</b>	<b>\$ 152,500.00</b>	<b>\$ 106,004.20</b>
<b>Expenses</b>		
5000 Dues and Membership	500.00	
5020 Regional Trainings Expense	1,500.00	
5035 Conference Expenses		



6000 Food & Beverage	75,000.00	75,055.00	
6001 Raffle Giveaway	800.00		
6002 Tote Bags/Name Badges	5,000.00	2,300.00	
6003 Audio/Visual	6,000.00	7,537.99	
6004 Awards	1,100.00	552.00	
6005 Entertainment	1,500.00	0.00	
6006 Trainer / Board of Directors	4,000.00	6,684.35	
6007 Staff Travel	1,500.00	780.00	
6008 Printing/Signs	6,000.00	5,000.00	
6010 Speaker Gifts	300.00	0.00	
6011 Vendor Booth Decorator	5,000.00	0.00	
6012 Miscellaneous Supplies	600.00	529.97	WIFI
<b>Total 5035 Conference Expenses</b>	<b>\$ 106,800.00</b>	<b>\$ 98,439.31</b>	
<b>Total Expenses</b>			
<b>Net Operating Income</b>	<b>\$ 152,500.00</b>	<b>\$ 7,564.89</b>	
<b>Net Income</b>	<b>\$ 152,500.00</b>	<b>\$ 7,564.89</b>	

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

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	147.15
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	10,063.48
<b>Total Bank Accounts</b>	<b>\$ 10,210.63</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 0.00</b>
<b>Other Current Assets</b>	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	30,000.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$ 30,000.00</b>
<b>Total Current Assets</b>	<b>\$ 40,210.63</b>
<b>TOTAL ASSETS</b>	<b>\$ 40,210.63</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	36,600.00
<b>Total Accounts Payable</b>	<b>\$ 36,600.00</b>
<b>Credit Cards</b>	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	3,678.46
<b>Total Credit Cards</b>	<b>\$ 3,678.46</b>
<b>Other Current Liabilities</b>	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Current Liabilities</b>	<b>\$ 40,278.46</b>
<b>Total Liabilities</b>	<b>\$ 40,278.46</b>
<b>Equity</b>	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-87,565.33
3050 General Fund	66,345.55
3051 Rounding	0.00
<b>Total 3050 General Fund</b>	<b>\$ 66,345.55</b>

<b>Net Income</b>		11,401.97
<b>Total Equity</b>	<b>-\$</b>	<b>460.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>39,817.86</b>

Saturday, Sep 03, 2022 07:07:15 PM GMT-7 - Accrual Basis



**California Probation, Parole and Correctional Association**  
**Budget vs. Actuals: 2022 Annual Budget - FY22 P&L**  
 January - December 2022

	Total		
	Actual	Budget	over Budget
<b>Income</b>			
4000 Dues Income			0.00
4002 Professional Dues	31,780.60	65,000.00	-33,219.40
4005 Retired Member Dues		350.00	-350.00
<b>Total 4000 Dues Income</b>	<b>\$ 31,780.60</b>	<b>\$ 65,350.00</b>	<b>-\$ 33,569.40</b>
4020 Conference			0.00
4024 Attendee - Revenue	32,343.80	105,000.00	-72,656.20
4026 Sponsor - Revenue		15,000.00	-15,000.00
4027 Exhibitor - Revenue	6,657.35	28,000.00	-21,342.65
4028 Raffles/Live-Silent Auction		1,500.00	-1,500.00
4030 Promopiece & Postage		1,000.00	-1,000.00
<b>Total 4020 Conference</b>	<b>\$ 39,001.15</b>	<b>\$ 150,500.00</b>	<b>-\$ 111,498.85</b>
4100 Regional Trainings		2,000.00	-2,000.00
<b>Total Income</b>	<b>\$ 70,781.75</b>	<b>\$ 217,850.00</b>	<b>-\$ 147,068.25</b>
<b>Gross Profit</b>	<b>\$ 70,781.75</b>	<b>\$ 217,850.00</b>	<b>-\$ 147,068.25</b>
<b>Expenses</b>			
5000 Dues and Membership		500.00	-500.00
5020 Regional Trainings Expense		1,500.00	-1,500.00
5035 Conference Expenses			0.00
6000 Food & Beverage		75,000.00	-75,000.00
6001 Raffle Giveaway		800.00	-800.00
6002 Tote Bags/Name Badges	185.22	5,000.00	-4,814.78
6003 Audio/Visual		6,000.00	-6,000.00
6004 Awards		1,100.00	-1,100.00
6005 Entertainment		1,500.00	-1,500.00
6006 Trainer / Board of Directors		4,000.00	-4,000.00
6007 Staff Travel	288.37	1,500.00	-1,211.63
6008 Printing/Signs	101.10	6,000.00	-5,898.90
6010 Speaker Gifts		300.00	-300.00
6011 Vendor Booth Decorator		5,000.00	-5,000.00
6012 Miscellaneous Supplies	463.71	600.00	-136.29
6013 Prior Year Expenses	15,500.00		15,500.00
<b>Total 5035 Conference Expenses</b>	<b>\$ 16,538.40</b>	<b>\$ 106,800.00</b>	<b>-\$ 90,261.60</b>
5045 Board			0.00
5046 Meeting Cost		600.00	-600.00
5047 Room and Travel		400.00	-400.00
<b>Total 5045 Board</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>-\$ 1,000.00</b>
5050 Website	275.88	300.00	-24.12
5060 Legislative Activities			0.00
5061 Contractor	4,000.00	48,000.00	-44,000.00
5062 Misc. Legislative Activities		300.00	-300.00

<b>Total 5060 Legislative Activities</b>	<b>\$</b>	<b>4,000.00</b>	<b>\$</b>	<b>48,300.00</b>	<b>-\$</b>	<b>44,300.00</b>
<b>5070 Administrative</b>						0.00
<b>5072 Office Expense</b>		1,252.80		2,050.00		-797.20
<b>5073 Staff Services Contract</b>		36,000.00		54,000.00		-18,000.00
<b>5075 Bus/comm. Meetings</b>				100.00		-100.00
<b>5076 Insurance/Business</b>		990.10		1,200.00		-209.90
<b>5078 Accounting/Audits</b>				1,300.00		-1,300.00
<b>5079 Board/Leadership</b>				500.00		-500.00
<b>Total 5070 Administrative</b>	<b>\$</b>	<b>38,242.90</b>	<b>\$</b>	<b>59,150.00</b>	<b>-\$</b>	<b>20,907.10</b>
<b>5090 Tax and Insurance</b>						0.00
<b>5091 Franchise Tax &amp; Insurance</b>				10.00		-10.00
<b>Total 5090 Tax and Insurance</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>10.00</b>	<b>-\$</b>	<b>10.00</b>
<b>5095 Merchant Fees/Bank Charges</b>		311.53				311.53
<b>Total Expenses</b>	<b>\$</b>	<b>59,368.71</b>	<b>\$</b>	<b>217,560.00</b>	<b>-\$</b>	<b>158,191.29</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>11,413.04</b>	<b>\$</b>	<b>290.00</b>	<b>\$</b>	<b>11,123.04</b>
<b>Net Income</b>	<b>\$</b>	<b>11,413.04</b>	<b>\$</b>	<b>290.00</b>	<b>\$</b>	<b>11,123.04</b>

Saturday, Sep 03, 2022 07:18:19 PM GMT-7 - Accrual Basis

**California Probation, Parole and Correctional Association**  
**A/P Aging Detail**  
**As of September 3, 2022**

	<b>Date</b>	<b>Transacti on Type</b>	<b>Num</b>	<b>Vendor</b>	<b>Due Date</b>	<b>Past Due</b>	<b>Amount</b>	<b>Open Balance</b>
<b>91 or more days past due</b>								
	03/01/2021	Bill	1005	WPSS Group	03/31/2021	521	4,000.00	4,000.00
	05/01/2021	Bill	06/01/2021	Michelle Merrill	05/11/2021	480	500.00	500.00
	05/01/2021	Bill	5015	WPSS Group	05/31/2021	460	2,000.00	2,000.00
	06/01/2021	Bill	5037	WPSS Group	06/30/2021	430	2,000.00	2,000.00
	07/01/2021	Bill	5062	WPSS Group	07/31/2021	399	2,000.00	2,000.00
	08/01/2021	Bill	5083	WPSS Group	08/31/2021	368	2,000.00	2,000.00
	09/01/2021	Bill	5110	WPSS Group	09/30/2021	338	2,000.00	2,000.00
	10/01/2021	Bill	5133	WPSS Group	10/31/2021	307	4,000.00	4,000.00
	11/01/2021	Bill	5157	WPSS Group	11/30/2021	277	4,000.00	4,000.00
	12/01/2021	Bill	5183	WPSS Group	12/31/2021	246	4,000.00	4,000.00
	01/01/2022	Bill	5205	WPSS Group	01/31/2022	215	4,000.00	4,000.00
	01/28/2022	Bill	01012022-1	Michelle Merrill	02/07/2022	208	500.00	500.00
	03/28/2022	Bill	3012022	Michelle Merrill	04/07/2022	149	4,500.00	1,000.00
	04/28/2022	Bill	4012022	Michelle Merrill	05/08/2022	118	4,500.00	1,000.00
<b>Total for 91 or more days past due</b>							<b>\$ 48,765.46</b>	<b>\$ 40,389.96</b>
<b>61 - 90 days past due</b>								
	05/27/2022	Bill	5012022	Michelle Merrill	06/06/2022	89	4,500.00	900.00
<b>Total for 61 - 90 days past due</b>							<b>\$ 4,500.00</b>	<b>\$ 900.00</b>
<b>31 - 60 days past due</b>								
	06/27/2022	Bill	6012022	Michelle Merrill	07/07/2022	58	4,500.00	900.00
<b>Total for 31 - 60 days past due</b>							<b>\$ 4,500.00</b>	<b>\$ 900.00</b>
<b>1 - 30 days past due</b>								
	07/27/2022	Bill	7012022	Michelle Merrill	08/06/2022	28	4,500.00	900.00
<b>Total for 1 - 30 days past due</b>							<b>\$ 4,500.00</b>	<b>\$ 900.00</b>
<b>Current</b>								
	08/29/2022	Bill	8012022	Michelle Merrill	09/08/2022	-5	4,500.00	900.00
<b>Total for Current</b>							<b>\$ 4,500.00</b>	<b>\$ 900.00</b>
<b>91 or more days past due</b>								
<b>Total for 91 or more days past due</b>							<b>-\$ 7,432.36</b>	<b>-\$ 7,389.96</b>
<b>TOTAL</b>							<b>\$ 59,333.10</b>	<b>\$ 36,600.00</b>



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

### **New Business**

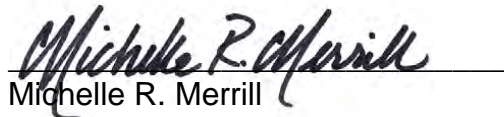
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Item i) Amended Merrill Management Contract  
Item ii) 2022 Elections  
Item iii) File Retention

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CPPCA staff recommendation(s):

1. Review and discuss as submitted.

  
Michelle R. Merrill  
Executive Director

September 6, 2022 3<sup>rd</sup> Quarterly BOD Meeting

ASSOCIATION SERVICES  
AGREEMENT

This agreement is made and entered into on the 6<sup>th</sup> of September to be effective on the 1<sup>st</sup> of September, 2022 through March 31, 2023, is by and between the CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION, hereinafter referred to as “CPPCA,” an association incorporated in the State of California, and MERRILL MANAGEMENT GROUP, a Corporation, hereinafter referred to as “MMG”

RECITALS

WHEREAS, the CPPCA’s Board of Directors is authorized to contract on behalf of the association for services of persons at such compensation as may be deemed appropriate by the Board, and said Board may assign duties to such persons at their discretion; and,

WHEREAS, the Board of Directors of CPPCA desires association management and representation and political assistance services; and,

WHEREAS, the CPPCA Board of Directors authorized contracting with MMG for such services for a contract to be effective upon September 1, 2022.

WITNESSETH

1. DUTIES

MMG agrees to perform the following duties in accordance with the terms and conditions of this AGREEMENT.

A. As to association management, MMG shall:

1. Provide leadership and communication services to assist CPPCA in achieving its objectives, given the differing needs of CPPCA’s members.
2. Provide daily oversight of CPPCA’s ongoing activities relating to its program, its relations with contractors or third parties and other persons or entities having a contact with CPPCA, including the public and current and potential new member entities, the regular identification and dissemination of research or other relevant reports, as well as meeting and agenda development, with such written recommended actions as will, in the judgment of MMG, protect or advance CPPCA interests.
3. Recommend policies to CPPCA’s Board of Directors and /or Executive Committee (“Board”), and carry out the Board’s adopted policies, but MMG shall be solely responsible for the means it devises to effect the policies.
4. Comply and support the Association’s mission, constitution, bylaws and directions from the Board of Directors.

5. Serve as an information clearinghouse when state agencies, legislators or members of the public are seeking information on matters concerning the California's probation / correctional system or other items of special interest.
6. Attend CPPCA Board of Directors meetings and other meetings as required to perform the terms of this AGREEMENT.
7. After requesting input from the Chair, prepare any and all meeting agendas. Said agendas and financial reports shall be distributed at least seven days prior to the meeting date, and will contain "appropriate reports," financial reports and recommendations on relevant issues.
8. If mutually agreed upon and as necessary, act as staff to such committees as CPPCA may create. Provide clerical support at Board meetings and Delegate meetings to conduct roll call and transcribe minutes.
9. Carry out a program of membership recruitment and retention activities, including invoicing members, collecting and depositing into CPPCA's bank account membership dues, and review CPPCA's current membership dues structure and recommend to the Chair of the Board of Directors the most efficient and attractive schedule of membership tiers and associated dues.
10. In conjunction with the Association's Treasurer, oversee and carry out a program of financial management, including, preparing annual budgets for consideration and adoption by the Board, maintaining the proper accounts and books, and providing appropriate and necessary reporting as requested by the Board.
11. Arrange for the preparation and mailing to all CPPCA members, on a regular basis, or as determined by the CPPCA Board of Directors, an appropriate publication, including relevant industry and legislative reports and other subjects of interest to CPPCA members.
12. Submit a regular quarterly report of activities and financial statements to the Board or Executive Committee.
13. Monitor and inform the Executive Committee or Board of administrative and organization needs and activities. Apprise the Executive Committee or Board of MMG's needs and specify what assistance or help is appropriate by the Executive Committee or Board.
14. In good faith, provide sufficient and adequate staffing to carry out its duties and obligations under this AGREEMENT.
15. Participate in the preparation of audits of CPPCA's books, accounts or other records, and fully cooperate with auditors carrying out such audits.

B. As to political assistance, MMG shall:

1. Maintain a current general awareness of the political climate in and affecting the Legislature and Governor's Administration in concert with CPPCA Legislative Advocates.
2. Carry out those other duties called for in the CPPCA policies and Association Management Scope of Work, which is incorporated hereinto by reference and made a part of this AGREEMENT.

## 2. CONSIDERATION

In consideration for the duties set forth above, CPPCA agrees to pay MMG a "Base Consideration," equal to the sum of \$21,000 during a seven (7) month period, payable at \$3,000 monthly.

<REMOVED CONFERENCE INCENTIVE>

The terms of this contract are seven (7) months which can be extended or terminated at the discretion of the CPPCA board of directors. If the Board exercises an extension option pursuant to section 6.B. of this AGREEMENT, but not less than the consumer price index for all urban consumers (San Francisco-Oakland-San Jose), but in no case less than two and a half percent (2.5%) per extended agreement timeframe.

Furthermore, CPPCA acknowledges that during this contract term, MMG may re-engage in discussions related to financial incentive clauses to include, but not limited to, membership incentives for further consideration and as agreeable by both parties.

At any time after the effective date of this agreement, upon 30 calendar days written notice from the President of the Association, the Association may re-open this agreement for renegotiation regarding future increases if a financial shortfall occurs as determined by the Board of Directors.

## 3. BILLING

The consideration for each year set forth above is payable in 12 equal installments, payable monthly on or before the First Day of each month.

### A. Other Expenses

CPPCA shall reimburse MMG for any pre-approved expenses involving travel and only authorized by the Board of Directors or other expenses as pre-authorized by the Board of Directors or by the terms of this agreement. Such authorized expenses include, to the extent they are incurred in CPPCA's behalf: conference call line hosting charges; postage; major printing and copying; delivery and shipping; and deposits paid for rental of space and food and beverage. MMG shall bear all other office, clerical and overhead costs of doing business, such as providing internet services, business phone line services, accounting software subscriptions and regular office supplies. Reimbursement by CPPCA shall be on a

monthly basis, based on documentation and approval by the association Treasurer of such expenses by MMG.

#### 4. INDEPENDENT CONTRACTOR

In assuming the responsibilities in the AGREEMENT, MMG shall remain and independent contractors, and is hereby designated and deemed a special agent of CPPCA with regard to performing its duties and obligations under this AGREEMENT.

#### 5. ASSURANCES AND INDEMNIFICATION

##### A. MMG Assurances:

During the term of the Agreement, MMG shall maintain policies of insurance for CPPCA as follows:

1. MMG shall maintain during the term of the AGREEMENT Directors and Officers (D&O) liability insurance, in the amount of \$1,000,000 per occurrence, employment practices liability with a \$1,000,000 per occurrence, and fiduciary liability with a limit of \$1,000,000 for defense costs.
2. The general liability insurance policies shall name CPPCA, its directors, officers, agents, employees, and member entities, and their respective officers and employees, as additional named insured's.

##### B. Indemnification:

1. MMG does hereby agree to defend, indemnify and hold CPPCA, its directors, officers, agents, employees and member entities, and their respective officers and employees, harmless from and against, any and all claims of injury, damage, or death arising out of or related to this AGREEMENT as the result of a negligent act or omission of MMG, its employees, agents, or subcontractors during the term of the AGREEMENT.
2. MMG shall not be obligate to indemnify CPPCA, its directors, officers, employees, agents and member entities in excess of the limits of the coverage's described in this section 5, except in the case of gross negligence, fraud or willful misconduct of MMG taken or not taken with a conscious disregard of the consequences.
3. CPPCA does hereby agree to defend, indemnify and hold MMG, its directors, officers, agents, employees and member entities, and their respective officers and employees, harmless from and against, any and all claims of injury, damage, or death arising out of or related to the AGREEMENT as the result of a negligent act or omission of CPPCA, its employees, agents or subcontractors during the term of the AGREEMENT.



C. CPPCA's Confidences and Records:

1. MMG shall retain the papers and computer media it drafts, collects, or uses as CPPCA's association manager, and make them available to CPPCA at the termination of this AGREEMENT. MMG shall not destroy or discard such papers or media without the advance written consent of CPPCA's Board of Directors. Such materials shall be considered the property of CPPCA. MMG may retain copies of such papers and documents, at MMG's expense, and with the written permission of the CPPCA Board of Directors, at the termination of the AGREEMENT.
2. During the term of the AGREEMENT, MMG will be made privy to confidential information regarding CPPCA's potential and pending litigation, its negotiations and its trade and proprietary business interests and property. MMG shall not disclose and confidential information without the advance written approval of CPPCA's Legal Counsel. MMG acknowledges that a breach of the AGREEMENT may not be remedied by an award of the damages and that CPPCA shall be able to enforce its confidentiality claims in law or in equity, or both.
3. The obligations of the Section C shall survive the termination of the AGREEMENT.

6. TERM

- A. This AGREEMENT shall commence on September 1, 2022 and remain in full force and effect to and including March 31, 2023.
- B. Options to Extend Term – CPPCA shall have an option to extend the term of the AGREEMENT for up to one additional year, for consideration to be increased after the month ending March 30, 2023, by an amount approved by the Board of Directors, but not less than the consumer price index for all urban consumers (San Francisco-Oakland-San Jose), but in no case less than two and a half percent (2.5%) per year, for up to one-year period. Such options must be exercised by written notice from CPPCA to MMG. At least 60 days prior to, but no later than 30 days prior to, determining whether to extend the term of this AGREEMENT pursuant to this section, the Board of Directors shall determine whether to add to the "Base Consideration" for any year of this AGREEMENT so extended the sum of all compensation paid to MMG under the Membership Incentive Plan, to become the new "Base Consideration" for that year.

CPPCA shall provide to MMG written notice of any extension of this AGREEMENT, pursuant to this section.

7. PERFORMANCE REVIEW

Subject to procedures to be adopted by the Executive Committee, CPPCA shall annually review the performance of MMG.

## 8. TERMINATION

Early Termination Without Cause – Either Party may terminate the AGREEMENT at any time, without any cause, at its pleasure or convenience, by written notice to the other Party given at least 30 days in advance of the termination date.

The written notice of termination shall be mailed to the President of the Board of Directors of CPPCA on behalf of CPPCA; and, to Michelle Merrill, on behalf of MMG, addressed to the following respective addresses:

Shawn Arrington CPPCA President P.O. Box 1947, Sacramento, CA 95812	Michelle Merrill Merrill Management Group 7576 St. Lukes Way, Sacramento, CA 95823
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In the event Shawn Arrington is no longer President of the Board of Directors, notice shall be mailed to the address of the President serving at the time of such notice.

In the event of termination, the AGREEMENT shall cease and terminate on the date specified, except as to amounts already earned by MMG during the term of this AGREEMENT.

## 9. ASSIGNMENT

This AGREEMENT shall not be assignable by operation of law or otherwise.

## 10. CONFLICT OF INTEREST

To the extent that MMG has, or will in the future have, a conflict of interest with any present or future client, MMG shall:

- A. Inform CPPCA of the conflict of interest and CPPCA shall have the option to terminate this AGREEMENT as provided herein or to waive the conflict of interest subject to the terms of sub-paragraph B. below.
- B. In the event CPPCA waives the conflict of interest, it shall do so in reliance upon MMG implementing a confidentiality plan, approved by the Board, which shall provide, at a minimum, that CPPCA's records, documents, drafts, computer records and any and all information are maintained separately and confidential from any other MMG client; and that, any and all MMG obligations under this AGREEMENT shall not be employed in performing any services for the MMG client who is subject of the conflict of interest and shall keep any and all CPPCA plans, programs, records and information confidential from said client.

11. INTEGRATION OF AGREEMENT

This AGREEMENT contains the entire AGREEMENT between the Parties and supersedes all prior oral and written AGREEMENTS, understandings, and commitments.

12. CHOICE OF LAW

The formation, construction, and performance of this AGREEMENT shall be construed in accordance with the laws of California. This AGREEMENT shall be enforced in California.

13. SEVERABILITY

If any provision of this AGREEMENT is held invalid or unenforceable, the remainder of this AGREEMENT shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

14. NOTICES

Any notice to CPPCA shall be addressed to the person identified in Section 8. Any notice to MMG shall be addressed to the person identified in Section 8. Notices, unless otherwise specified in this AGREEMENT, shall be in writing and may be delivered by facsimile, express mail or delivery service. A Party may change its address by notice.

15. AMENDMENT

This AGREEMENT may only be modified or amended by a writing drawn, executed and delivered with the same dignity as this AGREEMENT.

16. EXECUTION

This AGREEMENT, having been reviewed and duly approved by the Parties, they each intending to be bound by it, in accordance with each and every term, and representing to each other that they have all requisite authority, they have subscribed this AGREEMENT below, with the signatures of their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first herein above written.

MERRILL MANAGEMENT GROUP

CALIFORNIA PROBATION PAROLE AND  
CORRECTIONAL ASSOCIATION

\_\_\_\_\_  
Name of Management

\_\_\_\_\_  
Name of President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

## Old Business

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### 1. Member Benefits – Item to Stay on Radar

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

  
\_\_\_\_\_  
Michelle R. Merrill

Executive Director

September 6, 2022 3<sup>rd</sup> 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.