



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### Annual Business Meeting Notice

California Probation, Parole and Correctional Association  
Annual Business Meeting  
Thursday, September 14, 2017  
The Queen Mary, Mauretania Room, Long Beach, CA  
3:00 p.m. – 4:00 p.m.

#### Agenda Items

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- I. Call to Order
- II. Roll Call
- III. Presidents Welcome & Introductions
- IV. Approval Of Minutes, September 22, 2016 Meeting
- V. President's Report  
Michele Kennedy, Los Angeles County Probation
- VI. Report of the Delegate Chair  
Louise Dodson, Los Angeles County Probation
- VII. Executive Directors Report  
Michelle Nesbitt, Executive Director  
CPPCA Financials
- VIII. Old Business  
2016 Resolutions 1,2 & 4
- IX. New Business
  - i) New Resolutions
  - ii) Discussion items
- X. Adjournment

CPPCA Annual Business Meeting Minutes  
Thursday, September 22, 2016  
Lion's Gate Hotel & Conference Center, Sacramento, CA

I. Call to Order:

Michele Kennedy, 1<sup>st</sup> VP, called the meeting to order at 4:15 p.m.

II. Roll Call and Introductions:

Jeff Bosworth, President

Michele Kennedy, 1<sup>st</sup> VP

Jeff Goldman, 2<sup>nd</sup> VP

Cheryl Jackson, Immediate Past President

Nichole Whitten, Northern Regional VP

Greg McLean, North Coastal VP

Shawn Arrington, Southern Regional VP

Darlyne Pettinicchio, Southern Regional VP

Jeff Young, Treasurer

Louise Dodson, Delegate Chair

Kim Wills, Nominations Chair

Kern/Golden Empire: Michael Regan

Los Angeles County: Cassandra Floyd-Branch, Carol Mayes, Angela Walker, Clinton Rossi,  
La Tonya Nelson, Emma Thomas, Louise Dodson (Delegate Co-Chair)

San Mateo: Bob Franklin - Retired

Michelle Nesbitt, Executive Director

III. Welcome & Introductions:

Michele Kennedy, 1<sup>st</sup> VP called the meeting to order, asked for introductions and welcomed everyone.

IV. Approval of Minutes from September 17, 2015 Business Meeting: Corrections were submitted. A motion was made by Jeff Bosworth to accept the minutes as corrected. **The motion was seconded by Shawn Arrington. Motion carries.**

V. Report of Delegate Chair:

Four resolutions were brought forward. After further discussion, the delegate body decided to recind resolution #3.

**Resolution # 1** – Nominations for state level officers be made to fall in conjunction with the annual conference in September and an election be held in October.

**Resolution #2** - Be it resolved that a Sergeant at Arms be added as a non-voting member of the Board of Directors in an advisory capacity (appointed by President for 2 years – following a

call for applications in October – term begins January)

**Resolution #4 -**

Be it resolved that the board of directors review and implement the elements of the Strategic Plan “The Plan of Action” as recorded at the delegate caucus in 2015.

1. The board of directors direct the Regional VP’s to identify an individual within probation, parole and corrections within each county of their region as a contact person.
2. CPPCA to determine the means each county/chapter incorporates for payroll deduction or direct payment of dues and develop a means to have disclosure of individual payees.
3. Determine the appointing authority within the county and make an effort regarding the presence of the CPPCA organization.
4. Communicate the efforts to meet the aforementioned should be featured in the “Correctional News” and the publication date of this publication must be more pronounced. As previously suggested, an email to all members re: correctional news publication must be sent to remind members of our ongoing presence. This may include a calendar of publication dates, major events, meetings, etc.
5. Make a concerted effort to recruit CPO’s.

After clarification and discussion the meeting adjourned to discuss the resolutions and recommendation. The meeting adjourned at 5:14 pm for the delegates to step out to discuss rescinding Resolution #3. The meeting reconvened at 5:35 pm and roll call was taken. The roll call included all but Darlyne Pettincchio, who had to step out.

The board declined to vote at this time and wanted more time to discuss and vet the resolutions on the table. It was decided to review and discuss at the December board meeting.

A motion was made by Shawn Arrington and seconded by Jeff Bosworth to adjourn the meeting at 5:45pm.

## **Management Report**

**September 9, 2017**

### I. Membership

CPPCA has maintained its membership well into the 2017 year and has had several new members; with approximately 1,250 active members. There have been about 20 new members submitted via chapters and 35 new members through the insurance program. Michelle is slated to audit the membership by December. Michelle will meet with Cheryl Jackson in Long Beach to pass over the account information for the San Diego Chapter.

Michelle has been working very closely with Michele Kennedy, Dana Smith-Lacy (conference chair) and Julie Hovis-Francis on preparations for the 86<sup>th</sup> Annual Training Conference & Vendor Show in September. A conference report and budget is attached.

Michelle met with Jeff Goldman to tour San Diego properties that provided a proposal for the 87<sup>th</sup> Annual Conference in 2018. After touring and viewing the options, a contract was accepted for the San Diego Sheraton Bay View Tower on Sept. 4 – 8, 2018 for a rate of \$149 a night. All of the sleeping rooms have either a bay view or harbor view.

### Management

As membership has been steady, CPPCA is still encountering some lean months prior to conference. I believe that adding additional regional trainings will not only bolster CPPCA's presence, but will promote growth. While a full audit of membership wasn't achieved for 2016, upon adjournment of the conference a full audit will be performed along with resolving the transfer of chapter membership banking of San Diego members. Items that I'd like to enhance for 2018 are:

- a. members only on website
- b. membership app within Memberplanet
- c. Welcome documents when a member joins via Memberplanet
- d. Structured, planned regional trainings

### Financial

The current CPPCA financials are provided in the board of directors packet. CPPCA is currently two invoices behind on WPSS.

CPPCA Treasurer, Jeff Young and Michelle have identified discrepancies in Quickbooks and are actively working towards a solution.

### II. Association Communications:

Staff works closely with Nick Warner and Danielle Sanchez, Warner & Pank, LLC for the timely distribution of legislative information, state of the state and important State Capitol issues.

### 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 2018	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 22, 2018
February 2018	Meet the Board	February 21, 2018
March 2017	Announcement for Conf.	March 19, 2018
April 2018	Legislative summary for Early 2018. Bills of interest, Legislative Committee analysis, white papers, etc.	-Content due to staff no later than one week following the March/April meeting of the Legislative Committee. <b>(April 16, 2018)</b>
May 2018	Conference marketing, membership information update and conference	May 21, 2018
June 2018	Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 18, 2018 - Ezine
July 2018	Conference Promotion, Budget updates	-Content due to staff no later than <b>July 16, 2018.</b>
August 2018	Conference Promo, news stories	August 20, 2018 - Ezine
September 2018	Conference – Know Before You Go	September 3, 2018 - Ezine
October 2018	Conference wrap-up, news, sponsor features	October 22, 2018 - Ezine
November 2018	Fall Edition – news	November 12, 2018 - Ezine
December 2018	Holiday Edition – news	December 10, 2018 - Ezine



**California Probation Parole and Correctional Association**  
**86<sup>th</sup> Annual Training Conference & Vendor Show**  
**CPPCA...100-Years of Dedication & Commitment to**  
**Community Corrections!**  
**September 12 – 15, 2017**

**Registration (as of 9/9/17)**

Regular attendees:	329
Delegates:	18
JJDP Commissioners:	17
Speakers:	39
Exhibitor Reps:	37
Pre-Training Only:	4
<b>Total:</b>	<b>444</b>

(Pre-training registrations: 106)

**Opening Ceremonies**

Colorguard, Soloist, Invocation, Chief  
 McDonald, PD Chief Luna, Vice Mayor  
 Richardson, Sect. Kernan, Treas.  
 Chiang, Suzie Cohen  
 Keynote Nick Warner

**Sponsors:** 4 Silver, 1 App, 1 Lanyard

**Exhibitor Booths:** 24

**Exhibit tables:** 2

**Training**

Offering 14 regular sessions for a total of 16 hours STC

One Pre-training session for a total of 8 hours STC

Total: 24 hours STC

**Awards**

12 Award winners

**CPPCA**  
**Conference Budget 2017**

	<b>Total</b>	<b>Proposed &amp; Actual</b>
<b>Income</b>		
<b>4020 Conference</b>		
4024 Attendee - Revenue	70,000.00	150,835.00
4026 Sponsor - Revenue	15,000.00	11,700.00
4027 Exhibitor - Revenue	38,700.00	22,555.00
4028 Raffles/Live-Silent Auction	1,000.00	1,000.00
4030 Promopiece & Postage	2,000.00	
4035 Miscellaneous Conference Income	0.00	
<b>Total 4020 Conference</b>	<b>126,700.00</b>	<b>186,090.00</b>
4100 Regional Trainings	2,000.00	0.00
<b>Total Income</b>	<b>128,700.00</b>	<b>186,090.00</b>
<b>Expenses</b>		
5020 Regional Trainings Expense	3,000.00	
5035 Conference Expenses	0.00	6,500.00
6000 Food & Beverage	50,000.00	75,000.00
6001 Raffle Giveaway	600.00	500.00
6002 Tote Bags/Name Badges	3,500.00	4,379.32
6003 Audio/Visual	1,700.00	4,000.00

6004 Awards	600.00	950.90
6006 Trainer / Board of Directors	1,500.00	1,500.00
6007 Staff Travel	1,000.00	1,100.00
6008 Printing/Signs	5,000.00	5,000.00
6009 Postage Handling - CN w/Reg	0.00	
6010 Speaker Gifts	200.00	100.00
6011 Vendor Booth Decorator	5,500.00	4,475.00
6012 Miscellaneous Supplies	500.00	500.00
<b>Total 5035 Conference Expenses</b>	<b>70,100.00</b>	<b>104,005.22</b>
	<b>Proposed net:</b>	<b>\$82,084.78</b>

**California Probation, Parole and Correctional Association**  
**Balance Sheet**  
As of August 31, 2017

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Banner Bank	0.00
1002 US Bank	4,269.10
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	43,536.72
<b>Total Bank Accounts</b>	<b>\$ 47,805.82</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	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 47,805.82</b>
<b>TOTAL ASSETS</b>	<b>\$ 47,805.82</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	5,485.85
<b>Total Accounts Payable</b>	<b>\$ 5,485.85</b>
<b>Credit Cards</b>	
2002 US Bank - Credit Card	0.00
<b>US Bank Parent</b>	
US Bank Central Bill Account - 7480	5,422.26
<b>Total US Bank Parent</b>	<b>\$ 5,422.26</b>
<b>Total Credit Cards</b>	<b>\$ 5,422.26</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>\$ 10,908.11</b>
<b>Total Liabilities</b>	<b>\$ 10,908.11</b>
<b>Equity</b>	
3001 Opening Bal Equity	8,833.06
3010 Unrestrict (retained earnings)	-65,432.22
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>	26,627.17



<b>Total Equity</b>	<b>\$</b>	<b>36,373.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>47,281.67</b>

Friday, Sep 08, 2017 06:42:27 PM GMT-7 - Accrual Basis

# California Probation, Parole and Correctional Association

## Profit and Loss

August 2017

	Total			
	Aug 2017	Jan - Aug, 2017 (YTD)	2017 Budget	Over/Under Budget
<b>Income</b>				
4000 Dues Income				
4002 Professional Dues	19,515.05	61,938.84	\$105,000.00	-\$43,061.16
4004 Associate Member Dues			\$0.00	\$0.00
4005 Retired Member Dues		68.10	\$720.00	-\$651.90
<b>Total 4000 Dues Income</b>	<b>\$ 19,515.05</b>	<b>\$ 62,006.94</b>	<b>\$105,720.00</b>	<b>-\$43,713.06</b>
4020 Conference	4,481.35	5,436.20	0.00	\$5,436.20
4024 Attendee - Revenue	6,320.00	27,096.35	70,000.00	-\$42,903.65
4026 Sponsor - Revenue	1,800.00	6,172.78	15,000.00	-\$8,827.22
4027 Exhibitor - Revenue	1,600.00	13,131.40	38,700.00	-\$25,568.60
4028 Raffles/Live-Silent Auction			1,000.00	-\$1,000.00
4030 Promopiece & Postage			2,000.00	-\$2,000.00
4035 Miscellaneous Conference Income			0.00	\$0.00
<b>Total 4020 Conference</b>	<b>\$ 14,201.35</b>	<b>\$ 51,836.73</b>	<b>\$126,700.00</b>	<b>-\$74,863.27</b>
4100 Regional Trainings			2,000.00	-2,000.00
<b>Total Income</b>	<b>\$ 33,716.40</b>	<b>\$ 113,843.67</b>	<b>\$234,420.00</b>	<b>-120,576.33</b>
<b>Expenses</b>				
5000 Dues and Membership				0.00
5020 Regional Trainings Expense			\$3,000.00	-3,000.00
5035 Conference Expenses			\$0.00	0.00
6000 Food & Beverage		11,250.00	\$50,000.00	-38,750.00
6001 Raffle Giveaway	323.70	323.70	\$600.00	-276.30
6002 Tote Bags/Name Badges		255.36	\$3,500.00	-3,244.64
6003 Audio/Visual			\$1,700.00	-1,700.00
6004 Awards			\$600.00	-600.00
6005 Entertainment		1,499.00	\$0.00	1,499.00
6006 Trainer / Board of Directors			\$1,500.00	-1,500.00
6008 Printing/Signs			\$5,000.00	-5,000.00

6009 Postage Handling - CN w/Reg				\$0.00	0.00
6010 Speaker Gifts			\$200.00		-200.00
6007 Staff Travel	107.23	303.13	\$1,000.00		-696.87
6011 Vendor Booth Decorator	4,475.00	4,475.00	\$5,500.00		-1,025.00
6012 Miscellaneous Supplies	220.03	343.98	\$500.00		-156.02
<b>Total 5035 Conference Expenses</b>	<b>5,125.96</b>	<b>18,450.17</b>	<b>\$70,100.00</b>		<b>-\$51,649.83</b>
5045 Board					
5046 Meeting Cost		365.92	\$2,000.00		-\$1,634.08
5047 Room and Travel		166.97	\$500.00		-\$333.03
<b>Total 5045 Board</b>	<b>0.00</b>	<b>532.89</b>	<b>\$2,500.00</b>		<b>-\$1,967.11</b>
5055 CN Subscription			\$1,000.00		-\$1,000.00
5060 Legislative Activities					\$0.00
5061 Contractor	4,000.00	20,000.00	\$48,000.00		-\$28,000.00
5062 Misc. Legislative Activities		157.00	\$0.00		\$157.00
<b>Total 5060 Legislative Activities</b>	<b>4,000.00</b>	<b>20,157.00</b>	<b>\$48,000.00</b>		<b>-\$27,843.00</b>
5070 Administrative					\$0.00
5072 Office Expense		5,048.00	1,200.00		\$3,848.00
5073 Staff Services Contract	4,500.00	37,851.57	54,000.00		-\$16,148.43
5075 Bus/comm. Meetings		29.00	0.00		\$29.00
5076 Insurance/Business		1,272.00	1,650.00		-\$378.00
5077 Interest Charges	68.51	68.51	2,200.00		-\$2,131.49
5078 Accounting/Audits			1,250.00		
5079 Board/Leadership		87.88	0.00		\$87.88
5080 Member Insurance Benefits	3,673.48	3,673.48	0.00		\$3,673.48
<b>Total 5070 Administrative</b>	<b>8,241.99</b>	<b>48,030.44</b>	<b>\$60,300.00</b>		<b>-\$12,269.56</b>
5090 Tax and Insurance					\$0.00
5091 Franchise Tax & Insurance			10.00		-\$10.00
<b>Total 5090 Tax and Insurance</b>			10.00		-\$10.00
5095 Merchant Fees/Bank Charges		16.00	2,500.00		-\$2,484.00
5100 Travel Reimbursement			500.00		-\$500.00
5120 Miscellaneous Expense			30,000.00		-\$30,000.00
Uncategorized Expense	30.00	30.00	0.00		\$30.00
<b>Total Expenses</b>	<b>17,397.95</b>	<b>87,216.50</b>	<b>217,910.00</b>		<b>-\$130,693.50</b>
<b>Net Operating Income</b>	<b>16,318.45</b>	<b>26,627.17</b>	<b>16,510.00</b>		<b>\$10,117.17</b>
<b>Net Income</b>	<b>16,318.45</b>	<b>26,627.17</b>	<b>16,510.00</b>		<b>\$10,117.17</b>

## 2016 Resolutions – Board Actions

### Resolution #1 -

Be it resolved that the nominations for state level officers be made to fall in conjunction with the annual conference in September. Following a normal call for nominations for the office of 2<sup>nd</sup> VP, a second call for nominations from the floor will be made on the first full day of the conference. Accepting the nomination from the floor will be confirmed and after normal vetting, the election for office of 2<sup>nd</sup> VP will be held in October.

Passed (by-law changes are needed)

### Resolution #2 –

Be it resolved that a Sergeant at Arms be added as a non-voting member of the Board of Directors in an advisory capacity (appointed by President for 2 years – following a call for applications in October – term begins January)

Passed (by-law changes are needed)

### Resolution #4 -

Be it resolved that the board of directors review and implement the elements of the Strategic Plan “The Plan of Action” as recorded at the delegate caucus in 2015.

1. The board of directors direct the Regional VP's to identify an individual within probation, parole and corrections within each county of their region as a contact person.
2. CPPCA to determine the means each county/chapter incorporates for payroll deduction or direct payment of dues and develop a means to have disclosure of individual payees.
3. Determine the appointing authority within the county and make an effort regarding the presence of the CPPCA organization.
4. Communicate the efforts to meet the aforementioned should be featured in the “Correctional News” and the publication date of this publication must be more pronounced. As previously suggested, an email to all members re: correctional news publication must be sent to remind members of our ongoing presence. This may include a calendar of publication dates, major events, meetings, etc.
5. Make a concerted effort to recruit CPO's.

Passed (with language edited on item #5 to what is listed above)

# 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.