



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### **Agenda & Meeting Notice**

California Probation, Parole and Correctional Association  
1<sup>st</sup> Quarterly Board of Directors Meeting  
Tuesday, March 6, 2018, 10am – 3pm  
Capitol Boardroom at Pacific Workspaces  
770 L Street, Suite 950, Sacramento, CA 95814  
Conference line: (712) 432-3447 Passcode: 321133

#### Agenda Items

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- I. Call to Order, President's Welcome by Jeff Goldman, Introductions, & Roll Call
- II. Establishment of Quorum of Executive Board
- III. Approval Of Minutes from September 12, 2017 & December 5, 2017 Meeting
- IV. Executive Directors Report – Michelle Nesbitt
  - i) Membership Report / Correctional News / E-Zine Report
  - ii) Financial Reports
  - iii) Treasurer's Report – Bridgette Coprich, Los Angeles County Probation
- V. New Business
  - i) Appointments to open seats
  - ii) Nesbitt Management contract renewal
  - iii) RASport – T-shirts & tumblers items purchase (11m, 12w, 22t) - \$535.00
- VI. Old Business
  - i) 2018 CPPCA Operating Budget
  - ii) Ruth Rushen Award
  - iii) Investment Options
- VII. Other Business
  - i) Items not on the agenda
- VIII. Legislative Report  
Danielle Sanchez, Warner, Pank, Salzillo & Sanchez
- IX. President's Report  
Jeff Goldman, Nevada County Probation
- X. Immediate Past President's Report  
Michele Kennedy, Los Angeles County Probation



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### XI. Vice Presidents' Report

- i) 1<sup>st</sup> VP – Greg McLean, Alameda County Probation
- ii) 2<sup>nd</sup> VP – Shawn Arrington, San Bernardino County Probation
- iii) Northern Region VP – Nichole Whitten, Yolo County Probation
- iv) North Coastal Region VP – Shaquila Wilson, Alameda County Probation
- v) Central Valley Region VP – Greg Moore, Kern County Probation
- vi) Southern Region VP(s) – Vacant  
Hellen Carter, Los Angeles County Probation

### XII. Report from the State Delegate Chair, Louise Dodson, Los Angeles County Probation

### XIII. Report of Agency Representatives

- i) CDCR – Vacant
- ii) CDCR – Brenda Crowding, DAPO
- iii) CPOC – Bill Fenton, Chief, Colusa County Probation
- i) CAPIA – Joe Frontella, San Benito County Probation
- ii) BSCC – Joyce Carroll, BSCC
- iii) JJDP – Megan Murphy, Nevada County JJDP & Gwendolyn Jackson-Tucker, Sacramento County Juvenile Justice Commission

### XIV. Committee Reports

- i) Conference Committee – Vacant
- ii) Legislative Committee – Janelle Herrera, Chair
- iii) Membership Committee – Laurel Cook-Boulan, Co-Chair / Bob Franklin, Co-Chair
- iv) Planning & Professional Development Committee – Cheryl Jackson, Chair
- v) Awards Committee – Vacant
- vi) Nominations Committee – Vacant
- vii) Webpage & Technology Committee – Paul Vinetz, Chair
- viii) Fundraising Committee – Nila Neat, Chair

### XV. Other Business/Open Forum

### XVI. Next Board Meeting - Wed., June 20, 2018 – Sheraton San Diego Hotel & Marina



# CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

## 2018 Board of Directors

### Executive Board

#### President

Jeff Goldman  
Nevada County Probation  
(530) 265-1211  
[jeff.goldman@co.nevada.ca.us](mailto:jeff.goldman@co.nevada.ca.us)  
*Term Expiration; 12/31/2018*

#### 1st Vice President

Greg McLean  
Alameda County Probation  
(925) 803-7146  
[ghmclean@acgov.org](mailto:ghmclean@acgov.org)  
*Term Expiration; 12/31/2018*

#### 2nd Vice President

Shawn Arrington  
San Bernardino County Probation  
[Shawn.arrington@prob.sbcounty.gov](mailto:Shawn.arrington@prob.sbcounty.gov)  
(951) 377-7395  
*Term Expiration; 12/31/2018*

#### Northern Regional Vice President

Nichole Whitten  
Yolo County Probation  
[nichole.whitten@yolocounty.org](mailto:nichole.whitten@yolocounty.org)  
(530) 406-5320  
*Term Expiration; 12/31/2018*

#### Northern Coastal Regional Vice President

*Vacant*

#### Central Valley Regional Vice President

Greg Moore  
Kern County Probation  
[gregmoore@kernprobation.org](mailto:gregmoore@kernprobation.org)  
(661) 391-2200  
*Term Expiration; 12/31/2018*

#### Southern Regional Vice President

*Vacant*

#### Southern Regional Vice President

Hellen J. Carter, Ph.D.  
Los Angeles County Probation  
[hellen.carter@probation.lacounty.gov](mailto:hellen.carter@probation.lacounty.gov)  
(562) 400-3370  
*Term Expiration; 12/31/2019*

#### Treasurer

Bridgette Coprich  
Los Angeles County Probation  
[bridgette.coprich@probation.lacounty.gov](mailto:bridgette.coprich@probation.lacounty.gov)  
(323) 298-3521  
*Term Expiration; 12/31/2019*

#### State Chair of the Delegates

Louise Dodson  
Los Angeles County Probation  
[louise.dodson@probation.lacounty.gov](mailto:louise.dodson@probation.lacounty.gov)  
(323) 497-0684 or (562) 708-6582  
*Term Expiration; 12/31/2018*

#### Immediate Past President

Michele Kennedy  
Los Angeles County Probation  
[michele.kennedy@probation.lacounty.gov](mailto:michele.kennedy@probation.lacounty.gov)  
(562) 463-5652  
*Term Expiration; 12/31/2018*

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 seven members of the Executive Committee present to vote.



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### CDCR Representative(s)

Brenda Crowding  
State of California, CDCR, DAPO  
[Brenda.crowding@cdcr.ca.gov](mailto:Brenda.crowding@cdcr.ca.gov)  
(916) 323-2985  
Term: by appointment

### CDCR Representative(s)

Vacant

### CPOC Representative

Bill Fenton  
Colusa County Probation  
[bfenton@countyofcolusa.com](mailto:bfenton@countyofcolusa.com)  
Term: by appointment

### CAPIA Representative

Joe Frontella  
San Benito County Probation  
[jfrontella@cosb.us](mailto:jfrontella@cosb.us)  
Term: by appointment

### CPPCA JJDP Committee Chair

Megan Murphy  
Nevada County Commissioner  
[mmurphy@victor.org](mailto:mmurphy@victor.org)  
(530) 273-2244  
Term: by appointment  
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@co.kern.ca.us](mailto:herreraj@co.kern.ca.us)  
(661) 868-4149  
Term: by appointment

### CPPCA Planning & Professional Development Committee Chair

Cheryl Jackson  
Los Angeles County Probation  
[cajw@earthlink.net](mailto:cjw@earthlink.net)  
Term: by appointment

### 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

Laurel Cook, Co-Chair  
Riverside County Probation (Retired)  
[cookboulan@aol.com](mailto:cookboulan@aol.com)  
(951) 522-9700  
Term: by appointment

Bob Franklin, Co-Chair  
San Mateo County Probation (Retired)  
[bfrank1654@aol.com](mailto:bfrank1654@aol.com)  
(650) 591-4683  
Term: by appointment

### CPPCA Fundraising Committee Chair

Nila Neat  
Los Angeles County Probation  
[nila.neat@probation.lacounty.gov](mailto:nila.neat@probation.lacounty.gov)  
Term: by appointment

### CPPCA Conference Committee Chair

Vacant

### CPPCA Awards Committee Chair

Vacant



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### Management & Staff

#### Staff Members:

Michelle R. Nesbitt, Executive Director

[michelle@cppca.org](mailto:michelle@cppca.org)

Alison Turner, CPA

[alison@alisonturnercpa.com](mailto:alison@alisonturnercpa.com)

#### Management Firm

Nesbitt Management, LLC.

Assoc. Management

4 Emporia Court

Elk Grove, CA 95758

(916) 207-0868

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; 09/12/2017 & 12/06/2017

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Attached are the minutes from the 3<sup>rd</sup> & 4<sup>th</sup> Quarterly Board of Director's meeting.

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CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

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Michelle R. Nesbitt  
Executive Director

March 6, 2018 1<sup>st</sup> Quarterly BOD Meeting

CPPCA 3<sup>rd</sup> Quarterly Board Meeting  
September 12, 2017  
The Queen Mary, Long Beach, CA

**I. Call to order**

CPPCA President, Michele Kennedy called the meeting to order at 10:17 a.m. A quorum was not immediately established. Voting members subsequently called in and/or arrived after the call to order. A quorum was established.

**II. Roll Call/Introductions**

President Kennedy welcomes everyone to the meeting and asked for introductions.

Board Members present

Michele Kennedy, President  
Jeff Goldman, 1<sup>st</sup> VP  
Greg McLean, 2<sup>nd</sup> VP  
Jeff Young, Treasurer  
Darlyne Pettinicchio, Southern Regional VP  
Shawn Arrington, Southern Regional VP  
Greg Moore, Central Valley Regional VP  
Louise Dodson, Delegate Chair  
Laurel Cook, Membership Co-Chair  
Brenda Crowding, CDCR Representative  
Daryl Lee, DJJ Representative  
Kim Wills, Nominations & Elections Chair  
Dana Smith-Lacy, Conference Chair  
Nichole Whitten, Northern RVP  
Jeff Bosworth, Immediate Past President  
Joyce Carroll, BSCC  
Cheryl Jackson, Planning & Professional Development Chair  
Nila Neat, Fundraising Chair  
Janelle Herrera, Legislative Committee Chair

Board Members Not Present

Shaquila Wilson, North Coastal RVP  
Gwendolyn Jackson-Tucker, JJDP Commissioner  
Bob Franklin, Membership Co-Chair  
Bill Fenton, CPOC Representative  
Joe Frontella, CAPIA Representative

Staff Members Present

Michelle Nesbitt, Executive Director  
Danielle Sanchez, Legislative Advocate

**III. Approval of Minutes from June 8, 2017 BOD Meeting**

The minutes submitted were reviewed. Corrections were submitted. **A motion was made by Jeff Goldman to accept the minutes as corrected. The motion was seconded by Greg McLean. Motion carries.**

**IV. SYI Staff/Management Report**

Ms. Michelle Nesbitt presented the Board with a management report. Michelle reported that membership had grown over 50 new members since the last

board of directors meeting and that some of the growth was attributed to chapter recruitments and the rest was due to the new insurance offerings. Michelle talked about working with Omni insurance offering expanded insurance benefits with the requirement to become a member of CPPCA.

Michelle reported on working with Michele Kennedy, Dana Smith-Lacy and Julie Hovis for conference preparations, She provided a preliminary report on attendees and other facets of the conference. She also reported that she and 1<sup>st</sup> VP Jeff Goldman toured some sites in San Diego for the 2018 Annual Conference and signed the contract for the Sheraton San Diego, Bay View Tower on September 4 – 8, 2018. Michelle talked about looking to enhance the CPPCA website, launching the membership app within Memberplanet, providing welcome documents for new members and planning regional trainings in 2018.

### **Financial**

The CPPCA financials were provided for the board of directors in their packets. It was discussed that there were on-going issues within Quickbooks that still needed to be addressed. The issues were causing inaccuracies in the financials. Jeff Young and Michelle discussed that they would continue to work on resolving the issues. The board opted to wait until the issues were completely resolved. A motion was deferred until the financials were corrected.

### **Treasurer's Report**

A treasurer's report was provided by Jeff Young. Jeff and Michelle reviewed the report with the board and asked the board had any questions. A motion on accepting the Treasurer's Report was also deferred until the financials were corrected.

Michelle reviewed the editorial calendar for the *Correctional News* ezine.

## **V. New Business**

i) Regional Training Planning Proposal – Michelle Nesbitt presented a proposal for regional training from Sulema Peterson. The proposal was based on the contractor being compensated with a percentage of net income from each training held. There was a lot of discussion and questions regarding some of the verbiage used in the “other considerations” that talked about pre-discussed expenses, such as contractor travel. Michelle was asked to confer with the contractor to clarify. The board asked to take the proposal to the delegate body for their weigh-in.

ii) Hall of Fame Criteria – There was confusion regarding the process of nominating and selecting a “Hall of Fame” recipient. Additionally, there is very little information within the files and historical documents that articulated how it started and how it is to be conducted from year to year. The board discussed at length. **A motion was made by Jeff Bosworth to proceed with going forward with a board provided nomination that is then vetted through the awards committee. The motion was seconded by Greg McLean. Motion carries.**

## **VI. Old Business**

No old business



## **VII. Legislative Report**

Danielle Sanchez, CPPCA Legislative Advocate provided an update on the legislation CPPCA is tracking. She indicated that it was a very busy week of the legislative session with last minute gut-and-amend bills. She talked about keeping everyone updated as the Governor takes action on bills. A hand out on bills and emerging issues was distributed in the board packet.

## **VIII. Presidents Report**

Michele Kennedy welcomed everyone to the meeting. She talked about the conference and all of the great things planned for the week.

### Immediate Past President

Jeff Bosworth indicated no report.

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

Jeff Goldman reported on the location of the 2018 Annual Conference that will be held at the San Diego Sheraton Bay View Tower next September. Jeff also talked a little about training.

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

Greg McLean talked about starting his search for a 2019 Annual Conference location. He indicated that Shaquila Wilson was contacting the chief to bring more awareness of CPPCA in Alameda County.

### Northern Region VP

Nichole Whitten talked about wanting to get neighboring counties involved in CPPCA.

### North Coast Region VP

No report.

### Central Valley VP

Greg Moore reported that the Golden Empire Chapter held its CPPCA awards on August 30. The event got a lot of positive feedback. Greg indicated that members and management heard about some legislation that was coming down the pike. He also talked about how the chapter gave out two \$1,000 scholarships.

### Southern Region VP(s)

Shawn Arrington reported that probation department conducted a networking event where there were 45 renewals and new member applications received. He talked about how membership recruitment and retention is still an issue in some counties and that feedback has been that county administrators haven't been as supportive.

Darlyne Pettinchicchio reported that the Los Angeles Chapter is very active and planning for the conference. She indicated that the chapter is planning breakfasts, bus trips and gambling tours.

### State Chair of the Delegates

Louise Dodson, Delegate Chair reported that she had nothing new to report but

indicated that she wanted the delegates to put forth more effort.

## **IX. Agency Reports**

1. CDCR / DJJ– Daryl talked about how he is set to retire in December. He talked about recommending another representative. Daryl also talked about problems they encounter within the agency with the youth that are entering the system these days. The youth of today are much more violent than years past.
2. CDCR / DAPO – Brenda Crowding reported on her division and how it relates to Prop. 57. The first group is set for Oct. 1<sup>st</sup> and will still have a parole tail. The department is gearing up for that new population. Brenda talked about how initially CDCR thought population on parole was less and conducted lay-offs, now they have actualized over \$50k on parole and are hiring agents. She talked about how lengthy the process was for the background checks and how it is impacting the hiring process. Brenda talked about the exams held and eligibility. She also discussed CDCR getting ACA Accreditation and being excited about having sessions at conferences. She indicated that Jerry Powers is very supportive. Brenda also talked about VIMO coming – Virtually Integrated Mobile Office.
3. BSCC – Joyce Carroll talked about the BSCC revising STC academies. Joyce talked significant changes and that STC will provide the changes to all of the providers around the state. Joyce talked about an increase in hours for CORE and a 20% reduction in per person STC. The BSCC will be holding its quarterly board meeting on Thursday.
4. CAPIA –No report.
5. CPOC – No report.
6. JJDP – No report.

## **X. Committee Reports**

1. Conference Committee Chair – Dana Smith-Lacy reported that the conference was coming along great and that there is a conference committee meeting scheduled for immediately after the tour of the Queen Mary.
2. Legislative Committee – Janelle Herrera indicated that she had no additional report.
3. Membership Committee – No report.
4. Planning and Professional Development – Cheryl Jackson, Chair, talked about how she is excited for the training.
5. Nomination & Elections Committee – Kim Wills reported that the election was held while she was out on medical leave and that the board was made aware of the winners.
6. Web site / Technology Committee – No report.
7. Awards Committee – Jeff Bosworth reported that the awards ceremony was ready to go.
8. Fundraising Committee – Nila Neat reported that she held a taco sale and after all proceeds were reconciled against expenses, the sale made \$155.00

### **Other Business / Open Forum**

Shawn Arrington offered a response from the Southern Tri-Counties Chapter regarding monies owed to the Chapter by CPPCA for a trainings held in 2015 where it was agreed to split the proceeds 50/50. In June CPPCA offered to provide scholarships to the chapter in lieu of money. The Chapter asked for a check to be cut.

### **Schedule Next Board Meeting**

The next board of directors meeting will be held in December. The board will choose a date via email.

### **Adjournment**

**A motion was made by Shawn Arrington to adjourn the meeting at 2:08 p.m. The motion was seconded by Jeff Bosworth. Motion carries.**

CPPCA 4<sup>th</sup> Quarterly Board Meeting  
December 5, 2017  
Sacramento County Probation Offices, Sacramento, CA

**I. Call to order**

CPPCA President, Michele Kennedy called the meeting to order at 10:07 a.m.  
A quorum was not established.

**II. Roll Call/Introductions**

President Kennedy welcomes everyone to the meeting and asked for introductions.

Board Members present

Michele Kennedy, President  
Jeff Goldman, 1<sup>st</sup> VP  
Greg McLean, 2<sup>nd</sup> VP  
Shawn Arrington, Southern Regional VP  
Gwendolyn Jackson-Tucker, JJDP Commissioner  
Megan Murphy, JJDP Commissioner  
Brenda Crowding, CDCR Representative  
Joyce Carroll, BSCC  
Cheryl Jackson, Planning & Professional Development Chair  
Nila Neat, Fundraising Chair  
Janelle Herrera, Legislative Committee Chair

Board Members Not Present

Darlyne Pettinicchio, Southern Regional VP  
Greg Moore, Central Valley Regional VP  
Louise Dodson, Delegate Chair  
Jeff Young, Treasurer  
Laurel Cook, Membership Co-Chair  
Shaquila Wilson, North Coastal RVP  
Kim Wills, Nominations & Elections Chair  
Dana Smith-Lacy, Conference Chair  
Nichole Whitten, Northern RVP  
Jeff Bosworth, Immediate Past President  
Bob Franklin, Membership Co-Chair  
Bill Fenton, CPOC Representative  
Joe Frontella, CAPIA Representative

Staff Members Present

Michelle Nesbitt, Executive Director  
Danielle Sanchez, Legislative Advocate

Others Present

Dr. Hellen Carter, Incoming Southern Region RVP  
Bridgette Coprich, Incoming Treasurer

**III. Approval of Minutes from September 12, 2017 BOD Meeting**

The minutes submitted were reviewed. No corrections were noted. A quorum was not obtained for a motion.

#### **IV. SYI Staff/Management Report**

Michelle Nesbitt presented the Board with a management report. Michelle reported that membership had grown to approximately 1,285 members in 2017. There were about 30 new members that came from chapter referral and 45 new members due to insurance offerings. She talked about how the membership auditing has begun and she anticipates it to be completed by March. Michelle reported that the San Diego chapter materials have been passed along, except for the active checkbook – due to it having Cheryl Jackson’s name on the account. Michelle reported that it is Cheryl’s desire to have everything switched over to Michelle as soon as possible but Cheryl would like to be compensated for travel expenses. Michelle discussed the conference close-out report and how all outstanding bills have been paid. She also talked about working with Jeff Young and Bridgette Coprich to transition duties. She also discussed working out the financials in Quickbooks with Jeff and getting all of the issues sorted out. Michelle reported going on a site visit with 1<sup>st</sup> VP Greg McLean to San Jose to view a potential site for the 2019 conference.

#### **Financial**

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

#### **Treasurer’s Report**

A treasurer’s report was provided by Jeff Young. Michelle and incoming Treasurer, Bridgette Coprich reviewed the report with the board and asked the board had any questions. No motion.

Michelle reviewed the editorial calendar for the *Correctional News* ezine.

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

- i) Annual Conference Wrap-up Report – Michelle Nesbitt provided a conference wrap-up report for the board to review. It was discussed. No action.
- ii) 2018 CPPCA Operating Budget – a proposed 2018 budget was provided for review. No action was taken – due to lack of a quorum.
- iii) Ruth Rushen Award – the family of Ruth Rushen indicated to Suzie Cohen that if CPPCA wanted to add a “Ruth Rushen” awards category that they would be open to offering memorabilia and possibly a scholarship along with the award annually. No action was taken.
- iv) Investment Options – Michelle Nesbitt talked about looking into investment options but didn’t receive information in time for the meeting. No action was taken.

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

No old business

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

No other business

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

Danielle Sanchez, CPPCA Legislative Advocate provided an update on the legislation CPPCA is tracking. She indicated that the legislature was out on recess and going into the second half of the legislative session in January. Danielle talked about how bail reform and pre-trial reform were going to be a hot topic in 2018. Danielle talked about how juvenile justice still continues to be

in the forefront of discussions. She talked about the CPPCA Leg. Meeting scheduled for March. Danielle provided a handout that gave a summary of the bills CPPCA has tracked this session. Michele Kennedy talked to Danielle about increasing assaults on staff in juvenile camps and what CPPCA can do legislatively speaking. Hellen Carter also discussed what's been happening in Los Angeles County. Danielle asked to keep the conversation open.

## **IX. Presidents Report**

Michele Kennedy welcomed everyone to the meeting.

### Immediate Past President

No report.

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

Jeff Goldman reported that a theme was chosen for the 2018 conference in San Diego. He talked about how the theme was based on the idea of intellectual exploration. Jeff talked about soliciting training like "Results First" which talks about model behavior and expecting PO's to push the limit. He also talked about a critical thinking training.

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

Greg McLean talked about starting his search for a 2019 Annual Conference location. He talked about a hotel site visit that he and Michelle Nesbitt went to in San Jose and that it wasn't close to anything for attendees to do outside of the conference. He noted that they are continuing to look for a site.

### Northern Region VP

No report.

### North Coast Region VP

No report.

### Central Valley VP

No report.

### Southern Region VP(s)

No report.

It was reported that Darlyne Pettinchicchio was involved in evacuating staff due to the wildfires in Southern California and wouldn't be able to attend the meeting.

### State Chair of the Delegates

No report.

## **X. Agency Reports**

1. CDCR / DJJ– No report.
2. CDCR / DAPO – Brenda Crowding provided a brief report due to the meeting ending early. Brenda reported that regulations were now available for review on the CDCR website. She also reported that Jerry Powers was scheduled for confirmation in a couple of weeks.
3. BSCC – Joyce Carroll talked about how the BSCC revising core academies. Joyce talked about an abbreviated academy and a CPOC Leadership

- academy. She reported that it will take about a year for a total revision.
4. CAPIA –No report.
  5. CPOC – No report.
  6. JJDP – Gwen Jackson-Tucker reported that the Sacramento JJDP Commissioners just completed inspections.

#### **XI. Committee Reports**

1. Conference Committee Chair – A conference wrap-up report was provided by Michelle Nesbitt and included in the meeting packets.
2. Legislative Committee – Janelle Herrera indicated that she had no additional 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**

Shawn Arrington inquired about the refund of chapter monies to the Southern Tri-Counties Chapter in the amount of \$831.99. Michelle responded letting Shawn know that a check would be cut and mailed.

#### **Schedule Next Board Meeting**

The next board of directors meeting will be held in March in conjunction with Law Enforcement Legislative Day. Date to be determined.

#### **Adjournment**

The meeting adjourned at 1:07pm due to lack of a quorum. Business was discussed and Committee reports were heard, but no action was taken.



## 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 and Treasurer reports are attached

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

*Michelle R. Nesbitt*

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Michelle R. Nesbitt  
Executive Director

March 6, 2018 1<sup>st</sup> Quarterly BOD Meeting



# **Management Report**

**March 6, 2018**

I. Membership

CPPCA continues to have membership growth; staying steady at about 1,290 members. There have been several renewals and about 10 new insurance members. Michelle is about 85% complete with auditing the membership and updating the CPPCA database. Michelle met with Darla Pagano with Averhealth in January to discuss year-round sponsorship and vendor opportunities. She has also received quite a few training proposals for the 2018 conference in San Diego. Michelle is planning a trip to the San Mateo Chapter on March 21 for a membership drive and to meet members.

Management

As reported at the last meeting, CPPCA was waiting to receive the last outstanding check for attendee registration; it was received in January. It was booked as a “receivable” income within Quickbooks so it applied to the 2017 conference. Michelle has been working with Bridgette Coprich (incoming Treasurer) on monthly expenses and financials. We are going to schedule a monthly meeting to review financials on a regular basis. The issues within Quickbooks continue to be resolved and everything has been in sync with the bank.

Michelle has been working with Conference Direct for potential sites for the 2019 Annual Conference. The Lake Tahoe Resort Hotel at stateline in South Lake Tahoe (formerly Embassy Suites) provided an excellent proposal. Greg McLean and Michelle went on a site visit in February and after all of our requests were honored, have signed a contract for 2019.

Financial

The current CPPCA financials are provided in the board of directors packet. CPPCA is up-to-date with all of its bills, including contractors and credit card.

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 -

<u>Editorial Plan</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
Issue		
January 2018	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 22, 2018

February 2018	Meet the Board	February 21, 2018
March 2018	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

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

### Financial Reports

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Please see attached financial reports.

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

*Michelle R. Nesbitt*

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Michelle R. Nesbitt  
Executive Director

March 6, 2018 1<sup>st</sup> Quarterly BOD Meeting

**California Probation, Parole and Correctional Association**  
**Budget vs. Actuals: FY-2017 - FY17 P&L**  
 January - December 2017

	Total		
	Actual	Budget	over Budget
<b>Income</b>			
4000 Dues Income			0.00
4001 CN Advertising Income		0.00	0.00
4002 Professional Dues	91,530.49	105,000.00	-13,469.51
4004 Associate Member Dues		0.00	0.00
4005 Retired Member Dues	136.20	720.00	-583.80
<b>Total 4000 Dues Income</b>	<b>\$ 91,666.69</b>	<b>\$ 105,720.00</b>	<b>-\$ 14,053.31</b>
4020 Conference			0.00
4024 Attendee - Revenue	140,381.30	70,000.00	70,381.30
4026 Sponsor - Revenue	10,997.48	15,000.00	-4,002.52
4027 Exhibitor - Revenue	26,370.67	38,700.00	-12,329.33
4028 Raffles/Live-Silent Auction	1,071.45	1,000.00	71.45
4030 Promopiece & Postage		2,000.00	-2,000.00
4035 Miscellaneous Conference Income		0.00	0.00
<b>Total 4020 Conference</b>	<b>\$ 178,820.90</b>	<b>\$ 126,700.00</b>	<b>\$ 52,120.90</b>
4100 Regional Trainings		2,000.00	-2,000.00
4101 Insurance Premiums Services	25,361.97		25,361.97
<b>Total Income</b>	<b>\$ 295,849.56</b>	<b>\$ 234,420.00</b>	<b>\$ 61,429.56</b>
<b>Gross Profit</b>	<b>\$ 295,849.56</b>	<b>\$ 234,420.00</b>	<b>\$ 61,429.56</b>
<b>Expenses</b>			
5000 Dues and Membership	69.91	0.00	69.91
5020 Regional Trainings Expense	831.99	3,000.00	-2,168.01
5035 Conference Expenses	5,000.00	0.00	5,000.00
6000 Food & Beverage	84,822.90	50,000.00	34,822.90
6001 Raffle Giveaway	323.70	600.00	-276.30
6002 Tote Bags/Name Badges	4,380.20	3,500.00	880.20
6003 Audio/Visual	2,945.75	1,700.00	1,245.75
6004 Awards	950.90	600.00	350.90
6005 Entertainment	1,499.00		1,499.00
6006 Trainer / Board of Directors	1,058.91	1,500.00	-441.09
6007 Staff Travel	1,580.41	1,000.00	580.41
6008 Printing/Signs	5,575.57	5,000.00	575.57
6009 Postage Handling - CN w/Reg		0.00	0.00
6010 Speaker Gifts		200.00	-200.00
6011 Vendor Booth Decorator	4,475.00	5,500.00	-1,025.00
6012 Miscellaneous Supplies	714.87	500.00	214.87
<b>Total 5035 Conference Expenses</b>	<b>\$ 113,327.21</b>	<b>\$ 70,100.00</b>	<b>\$ 43,227.21</b>
5045 Board			0.00
5046 Meeting Cost	694.31	2,000.00	-1,305.69
5047 Room and Travel	166.97	500.00	-333.03
<b>Total 5045 Board</b>	<b>\$ 861.28</b>	<b>\$ 2,500.00</b>	<b>-\$ 1,638.72</b>

5055 CN Subscription		1,000.00		-1,000.00
5060 Legislative Activities				0.00
5061 Contractor	48,000.00		48,000.00	0.00
5062 Misc. Legislative Activities	157.00		0.00	157.00
<b>Total 5060 Legislative Activities</b>	<b>\$ 48,157.00</b>	<b>\$ 48,000.00</b>	<b>\$ 157.00</b>	
5070 Administrative				0.00
5072 Office Expense	5,266.41		1,200.00	4,066.41
5073 Staff Services Contract	69,950.31		54,000.00	15,950.31
5075 Bus/comm. Meetings	29.00			29.00
5076 Insurance/Business	1,272.00		1,650.00	-378.00
5077 Interest Charges	76.22		2,200.00	-2,123.78
5078 Accounting/Audits	1,248.00		1,250.00	-2.00
5079 Board/Leadership	87.88			87.88
5080 Member Insurance Benefits	27,512.90			27,512.90
<b>Total 5070 Administrative</b>	<b>\$ 105,442.72</b>	<b>\$ 60,300.00</b>	<b>\$ 45,142.72</b>	
5090 Tax and Insurance				0.00
5091 Franchise Tax & Insurance	10.00		10.00	0.00
<b>Total 5090 Tax and Insurance</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ 0.00</b>	
5095 Merchant Fees/Bank Charges	330.38		2,500.00	-2,169.62
5100 Travel Reimbursement			500.00	-500.00
5120 Miscellaneous Expense			30,000.00	-30,000.00
Uncategorized Expense	524.15			524.15
<b>Total Expenses</b>	<b>\$ 269,554.64</b>	<b>\$ 217,910.00</b>	<b>\$ 51,644.64</b>	
<b>Net Operating Income</b>	<b>\$ 26,294.92</b>	<b>\$ 16,510.00</b>	<b>\$ 9,784.92</b>	
<b>Net Income</b>	<b>\$ 26,294.92</b>	<b>\$ 16,510.00</b>	<b>\$ 9,784.92</b>	

Saturday, Mar 03, 2018 05:23:43 PM GMT-8 - Accrual Basis

**California Probation, Parole and Correctional Association**  
**Balance Sheet**  
As of February 28, 2018

	<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	2,693.47
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	29,141.96
<b>Total Bank Accounts</b>	<b>\$ 31,835.43</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>\$ 31,835.43</b>
<b>TOTAL ASSETS</b>	<b>\$ 31,835.43</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
<b>Credit Cards</b>	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	361.76
<b>Total Credit Cards</b>	<b>\$ 361.76</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>\$ 361.76</b>
<b>Total Liabilities</b>	<b>\$ 361.76</b>
<b>Equity</b>	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-38,932.91
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>	-6,918.45
<b>Total Equity</b>	<b>\$ 29,851.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 30,213.16</b>

# California Probation, Parole and Correctional Association

## Budget vs. Actuals: FY - 2018 - FY18 P&L

Feb-18

	Total			
	February	YTD	Budget	over Budget
<b>Income</b>				
4000 Dues Income				0.00
4002 Professional Dues	5,700.86	11,467.98	105,000.00	-93,532.02
4005 Retired Member Dues	69.33	69.33	720.00	-650.67
<b>Total 4000 Dues Income</b>	<b>\$ 5,770.19</b>	<b>\$ 11,537.31</b>	<b>\$ 105,720.00</b>	<b>-\$ 94,182.69</b>
4020 Conference				0.00
4024 Attendee - Revenue			80,000.00	-80,000.00
4026 Sponsor - Revenue			15,000.00	-15,000.00
4027 Exhibitor - Revenue			38,700.00	-38,700.00
4028 Raffles/Live-Silent Auction			1,000.00	-1,000.00
4030 Promopiece & Postage			2,000.00	-2,000.00
<b>Total 4020 Conference</b>		<b>\$ 0.00</b>	<b>\$ 136,700.00</b>	<b>-\$ 136,700.00</b>
4100 Regional Trainings			2,000.00	-2,000.00
4101 Insurance Premiums Services	5,349.63	9,773.02	40,000.00	-30,226.98
<b>Total Income</b>	<b>\$ 11,119.82</b>	<b>\$ 21,310.33</b>	<b>\$ 284,420.00</b>	<b>-\$ 263,109.67</b>
<b>Gross Profit</b>	<b>\$ 11,119.82</b>	<b>\$ 21,310.33</b>	<b>\$ 284,420.00</b>	<b>-\$ 263,109.67</b>
<b>Expenses</b>				
5020 Regional Trainings Expense			3,000.00	-3,000.00
5035 Conference Expenses				0.00
6000 Food & Beverage			70,000.00	-70,000.00
6001 Raffle Giveaway			600.00	-600.00
6002 Tote Bags/Name Badges			4,000.00	-4,000.00
6003 Audio/Visual			3,000.00	-3,000.00
6004 Awards			1,000.00	-1,000.00
6005 Entertainment			1,500.00	-1,500.00
6006 Trainer / Board of Directors			1,000.00	-1,000.00
6007 Staff Travel			1,500.00	-1,500.00
6008 Printing/Signs			5,000.00	-5,000.00
6010 Speaker Gifts			200.00	-200.00
6011 Vendor Booth Decorator			4,475.00	-4,475.00
6012 Miscellaneous Supplies			500.00	-500.00
<b>Total 5035 Conference Expenses</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 92,775.00</b>	<b>-\$ 92,775.00</b>
5045 Board				0.00
5046 Meeting Cost	196.16	196.16	3,000.00	-2,803.84
5047 Room and Travel	19.00	19.00	1,000.00	-981.00
<b>Total 5045 Board</b>	<b>\$ 215.16</b>	<b>\$ 215.16</b>	<b>\$ 4,000.00</b>	<b>-\$ 3,784.84</b>
5060 Legislative Activities				0.00
5061 Contractor	4,000.00	8,000.00	48,000.00	-40,000.00
5062 Misc. Legislative Activities			300.00	-300.00
<b>Total 5060 Legislative Activities</b>	<b>\$ 4,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 48,300.00</b>	<b>-\$ 40,300.00</b>
5070 Administrative				0.00

5072 Office Expense	146.60	176.60	3,000.00	-2,823.40
5073 Staff Services Contract	4,500.00	9,000.00	54,000.00	-45,000.00
5075 Bus/comm. Meetings			100.00	-100.00
5076 Insurance/Business		1,064.00	1,300.00	-236.00
5077 Interest Charges			2,000.00	-2,000.00
5078 Accounting/Audits			1,300.00	-1,300.00
5079 Board/Leadership			100.00	-100.00
5080 Member Insurance Benefits	5,349.63	9,773.02	40,000.00	-30,226.98
<b>Total 5070 Administrative</b>	<b>\$ 9,996.23</b>	<b>\$ 20,013.62</b>	<b>\$ 101,800.00</b>	<b>-\$ 81,786.38</b>
5090 Tax and Insurance				0.00
5091 Franchise Tax & Insurance			10.00	-10.00
<b>Total 5090 Tax and Insurance</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 10.00</b>	<b>-\$ 10.00</b>
5095 Merchant Fees/Bank Charges			2,500.00	-2,500.00
5100 Travel Reimbursement			500.00	-500.00
5120 Miscellaneous Expense			25,000.00	-25,000.00
<b>Total Expenses</b>	<b>\$ 14,211.39</b>	<b>\$ 28,228.78</b>	<b>\$ 277,885.00</b>	<b>-\$ 249,656.22</b>
<b>Net Operating Income</b>	<b>\$ (3,091.57)</b>	<b>-\$ 6,918.45</b>	<b>\$ 6,535.00</b>	<b>-\$ 13,453.45</b>
<b>Net Income</b>	<b>\$ (3,091.57)</b>	<b>-\$ 6,918.45</b>	<b>\$ 6,535.00</b>	<b>-\$ 13,453.45</b>

Saturday, Mar 03, 2018 05:00:10 PM GMT-8 - Accrual Basis





## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

### Legislative Update Summary

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Provided as a handout at the meeting.

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

*Michelle R. Nesbitt*

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Michelle R. Nesbitt  
Executive Director

March 6, 2017 1<sup>st</sup> Quarterly BOD Meeting



## 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) Appointments to open seats  
Item ii) Nesbitt Management contract renewal  
Item iii) RASport – T-shirts & Tumblers at discounted pricing

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CPPCA staff recommendation(s):

1. Review and discuss as submitted.

*Michelle R. Nesbitt*

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Michelle R. Nesbitt  
Executive Director

March 6, 2018 1<sup>st</sup> Quarterly BOD Meeting

ASSOCIATION SERVICES  
AGREEMENT

This agreement is made and entered into on the 6<sup>th</sup> of March to be effective on the 1<sup>st</sup> of May, 2018 through April 30, 2019, 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 NESBITT MANAGEMENT, LLC, a Corporation, hereinafter referred to as "NM, LLC."

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 MN, LLC for such services for a contract to be effective upon May 1, 2018.

WITNESSETH

1. DUTIES

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

A. As to association management, NM, LLC 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 NM, LLC, 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 NM, LLC 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 NM, LLC'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, NM, LLC 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 dated May 1, 2018, 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 NM, LLC a "Base Consideration," equal to the sum of \$54,000, payable in twelve (12) equal installments of \$4,500 monthly, with consideration for a conference performance incentive in the terms as follows:

10% incentive bonus if conference nets \$20,000 after expenses (\$2000+)

15% incentive bonus if conference nets \$25,000 after expenses (\$3750+)

20% incentive bonus if conference nets \$30,000 after expenses (\$6000+)

The terms of this contract are twelve (12) 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, NM, LLC 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 the terms set forth above is payable in 12 equal installments, payable monthly on or before the LAST Day of each month.

### A. Other Expenses

CPPCA shall reimburse NM, LLC 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 job printing and copying; delivery and shipping; and deposits paid for rental of space

and food and beverage. NM, LLC shall bear other office, clerical and overhead costs of doing business, such as providing internet services, business phone line services, and regular office supplies. Reimbursement by CPPCA shall be on a monthly basis, based on documentation of such expenses by NM, LLC.

4. INDEPENDENT CONTRACTOR

In assuming the responsibilities in the AGREEMENT, NM, LLC shall remain and independent contractor, 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. NM, LLC Assurances:

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

1. NM, LLC 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. NM, LLC 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 NM, LLC, its employees, agents, or subcontractors during the term of the AGREEMENT.
2. NM, LLC 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 NM, LLC taken or not taken with a conscious disregard of the consequences.
3. CPPCA does hereby agree to defend, indemnify and hold NM, LLC, 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. NM, LLC 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. NM, LLC 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. NM, LLC may retain copies of such papers and documents, at NM, LLC'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, NM, LLC 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. NM, LLC shall not disclose and confidential information without the advance written approval of CPPCA's Legal Counsel. NM, LLC 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 May 1, 2018 and remain in full force and effect to and including April 30, 2019.
- B. Options to Extend Term – CPPCA shall have an option to extend the term of the AGREEMENT for twelve (12) additional months, for consideration of renegotiation after the month ending April 30, 2020, 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 may be exercised by written notice from CPPCA to NM, LLC. 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 NM, LLC to become the new "Base Consideration" for that year.

CPPCA shall provide to NM, LLC 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 review the performance of NM, LLC within the agreement terms dates.

## 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 Nesbitt, on behalf of NM, LLC, addressed to the following respective addresses:

Jeff Goldman  
CPPCA President  
1415 L Street, Suite 1000  
Sacramento, CA 95814

Michelle Nesbitt  
Nesbitt Management, LLC  
4 Emporia Court  
Elk Grove, CA 95758

In the event Jeff Bosworth 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 NM, LLC 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 NM, LLC has, or will in the future have, a conflict of interest with any present or future client, NM, LLC 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 NM, LLC 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 NM, LLC client; and that, any and all NM, LLC obligations under this AGREEMENT shall not be employed in performing any services for the NM, LLC 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 NM, LLC 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.

NESBITT MANAGEMENT, LLC

CALIFORNIA PROBATION PAROLE AND  
CORRECTIONAL ASSOCIATION

Michelle R. Nesbitt  
Name of Management

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

Date: 3/6/2018

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

ADDENDUM  
ASSOCIATION MANAGEMENT SERVICES SCOPE OF WORK

PROFESSIONAL SERVICES

Nesbitt Management, LLC shall provide professional management services to CPPCA, such services shall include:

Planning:

1. Day-to-day management;
2. Review and recommendations of organization structure and operation;
3. Assistance in the development of both short and long range goals and objectives;
4. Assistance in the development of plans and budgets, both for organization and programs approved by the Board of Directors;
5. Review and make recommendations with financial officer(s) on operating budgets consistent with projected revenue and goals.

Professional Development:

1. Provide professional association management advice to officers, directors, committee members and chapter leaders;
2. Assist in development of programs and additional membership benefits for professional development of members, Board of Directors and chapter leaders in accordance of organization strategic plan.

ACCOUNTING

Nesbitt Management, LLC shall provide accounting and financial services for CPPCA, such services shall include:

1. Maintenance of all books and records necessary to document all receipts and expenses;
2. Maintenance of all accounts payable and preparation of payment instruments for appropriate signatures;
3. Maintenance of all accounts receivable and execution of appropriate action on all delinquent accounts;
4. Maintenance of records for all membership dues payments received at office;
5. Bank statement reconciliation and initiation of all bank deposits;
6. Preparation and dissemination of all required financial reports including:
  - Preparation of monthly financial statements
  - Close books and documents to independent accountant;
  - Assistance on matters related to internal and / or external audits;
7. Provide financial records to Officers and members of the Board of Directors;
8. Prepare year-end statements for current year tax returns;
9. Ensure timely tax and other filings due in current year;
10. Provide a sound fiscal cash management plan;
11. Receive and deposit all checks received for conference purposes.

GENERAL OFFICE ADMINISTRATION

Nesbitt Management, LLC shall provide services necessary to maintain a functioning central office of CPPCA, such services to include:

1. Basic secretarial support encompassing:
  - a. Receipt and internal distribution of written communications related to official business;

- b. Maintenance of files and records;
  - c. Preparation and distribution of written communications necessary to maintain coordination and liaison with the Board of Directors and various committees;
  - d. Maintenance of membership files;
  - e. Maintenance of master calendar;
  - f. Telephone answering services on exclusive Client line during normal business hours;
  - g. Supervise mailing and shipping operations;
  - h. Handle all association correspondence.
2. Office facilities and supplies;
- a. Office space in Sacramento to accommodate personnel, supplies and Client central office;
  - b. Storage of files;
  - c. Meeting rooms for organization business and limited entertaining;
  - d. Duplicating equipment and mailing machine services;
  - e. Normal non-personalized office supplies, such as, computer, fax, phone lines, smart phone, etc., necessary to conduct business.

### MEMBERSHIP, COMMUNICATIONS, ASSOCIATION MANAGEMENT SOFTWARE

Membership development (retention and recruitment):

- 1. Propose, develop, and implement approved strategies to grow membership;
- 2. Respond to inquiries regarding membership;
- 3. Provide timely response to member inquiries (timely defined as responding same day or at least within 24 hours);
- 4. Provide delinquent dues follow-up.

Membership communication activities include:

- 1. Maintenance of membership records within Association Management Software (AMS) and;
- 2. Process new member applications;
- 3. Assistance in preparing appropriate membership solicitation materials;
- 4. Preparation of reports on new membership results;
- 5. Preparation of renewal dues billing invoices and e-mail distribution of invoices;
- 6. Prepare and process dues renewal statements, receipts and reminders;
- 7. Prepare and distribute quarterly membership reports for Board of Directors meetings;
- 8. E-mail communications/updates to membership on an as needed basis.
- 9. Coordinate with Auditor/Controllers counties that provide payroll deduction for dues and renewal notices.
- 10. Reconcile payroll deduction membership reports on a regular basis.

Correctional News magazine:

Prepare and distribute the Correctional News e-zine on a monthly basis with direction from the CPPCA Board of Directors

1. Work with advertising agency for potential advertisers
2. Gather articles from members, Board of Directors, lobbyists and/or outside sources for inclusion in the magazine and send to designer for layout and printing
3. Provide printer with member mailing list for distribution
4. With the advisement of the Board of Directors, produce magazine in an e-format for e-mail distribution
5. Invoice advertisers

#### WEBSITE DEVELOPMENT & MAINTENANCE

Website services include:

1. Day-to-day management of the CPPCA website;
2. Review and recommend changes or updates;
3. Assist in the formulation and execution of website goals and objectives with the Board of Directors and/or the Website Committee Chair;
4. Update website with changes on a regular basis;
5. Provide membership and association programs, as well as other information necessary to maintain website for the benefit of members on a regular basis;
6. Assist in the adding of documents to the CPPCA website on a regular basis or as requested;
7. Upload CPPCA Legislative updates and notify membership of posting;
8. Manage dues and registration onsite applications;
9. Receive and respond to e-mail within 24 hours;
10. Update and maintain conference page for current information
11. Coordinate with all information services, whether committee or Board directed to ensure complete and up-to-date information on the CPPCA website.
12. Develop ability to have membership and conference registration available via the associations web site.

#### MEETING PLANNING

Services for Board of Directors and Committee meetings include:

1. Arrange meeting space, menu selection, head count, billing, etc.;
2. Prepare and disseminate advance notice of meetings to appropriate individuals;
  - a. Advance notice defined as two weeks prior to Board of Director meetings;
3. Prepare and distribute agendas, reports and materials;
4. Provide staff meeting support and minutes recording as needed;
5. Make all telephone conference arrangements;
6. Produce reports and provide input at meetings;
7. Chronicle, edit and distribute meeting minutes;
8. Assist Chapters in providing membership reports.

PUBLIC/GOVERNMENT AFFAIRS SERVICES

1. Coordinate communication with Legislative consultants for update distribution on website and via e-mail blast.

Reply | ▾ Delete Junk | ▾ ...

## FW: CPPCA Merchandise

CF

Cary Fletcher &lt;c Fletcher@rasportinc.com&gt;

Wed 2/14, 2:13 PM

Michelle Nesbitt ▾

👍 Reply | ▾

Inbox

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Flag for follow up. Completed on Tuesday, February 20, 2018.

You replied on 2/14/2018 2:15 PM.

Is this something you think we can do?

Cary Fletcher

RaSport, Inc...powered by HALO

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(714) 524-2300 x100

1860 E. Miraloma Ave, Ste E \*\* new suite number\*\*  
Placentia, CA 92870



[www.rasportinc.com](http://www.rasportinc.com)

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From: Cary Fletcher  
Sent: Tuesday, January 16, 2018 11:31 AM  
To: Michelle Nesbi <michelle@c ppc a.org>  
Subject: RE: CPPCA Merchandise

Mens TShirts: 11 pieces (\$10 each)  
Ladies TShirts: 12 pieces (\$10 each)  
Tumblers: 44 total (22 each color) (\$15 each)

Total: \$890. Take it all price is 40% off so \$535.00 and free shipping.



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

### Old Business

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2018 Operating Budget  
Ruth Rushen Award category  
Investment Options

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

*Michelle R. Nesbitt*

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Michelle R. Nesbitt  
Executive Director

March 6, 2018 1<sup>st</sup> Quarterly BOD Meeting

# California Probation, Parole and Correctional Association

## Budget vs. Actuals: FY-2017 - FY17 P&L

### Proposed 2018 Operating Budget

	Total				Notes
	Actual	Budget	over Budget	Proposed 2018 Budget	Notes
<b>Income</b>					
4000 Dues Income			0.00		
4001 CN Advertising Income		0.00	0.00		
4002 Professional Dues	83,514.32	105,000.00	-21,485.68 \$	105,000.00	Stayed the same
4004 Associate Member Dues		0.00	0.00		
4005 Retired Member Dues	136.20	720.00	-583.80 \$	720.00	Stayed the same
<b>Total 4000 Dues Income</b>	<b>\$ 83,650.52 \$</b>	<b>105,720.00</b>	<b>-\$ 22,069.48 \$</b>	<b>105,720.00</b>	
4020 Conference			0.00		
4024 Attendee - Revenue	140,381.30	70,000.00	70,381.30 \$	80,000.00	Increased to be in line with 2017 Actual
4026 Sponsor - Revenue	10,997.48	15,000.00	-4,002.52 \$	15,000.00	Remained the same
4027 Exhibitor - Revenue	26,370.67	38,700.00	-12,329.33 \$	38,700.00	Remained the same
4028 Raffles/Live-Silent Auction	1,071.45	1,000.00	71.45 \$	1,000.00	Remained the same
4030 Promopiece & Postage		2,000.00	-2,000.00 \$	2,000.00	Fundraising Income
4035 Miscellaneous Conference Income		0.00	0.00		
<b>Total 4020 Conference</b>	<b>\$ 178,820.90 \$</b>	<b>126,700.00</b>	<b>\$ 52,120.90 \$</b>	<b>136,700.00</b>	
4100 Regional Trainings		2,000.00	-2,000.00 \$	2,000.00	
4120 Insurance Premiums	23,022.52			40,000.00	Added to manage insurance premiums
<b>Total Income</b>	<b>\$ 285,493.94 \$</b>	<b>234,420.00</b>	<b>\$ 51,073.94 \$</b>	<b>284,420.00</b>	
<b>Gross Profit</b>	<b>\$ 285,493.94 \$</b>	<b>234,420.00</b>	<b>\$ 51,073.94 \$</b>	<b>284,420.00</b>	
<b>Expenses</b>					
5000 Dues and Membership		0.00	0.00		
5020 Regional Trainings Expense		3,000.00	-3,000.00 \$	3,000.00	
5035 Conference Expenses		0.00	0.00		
6000 Food & Beverage	84,822.90	50,000.00	34,822.90 \$	70,000.00	Increased to be in line with 2017 Actual
6001 Raffle Giveaway	323.70	600.00	-276.30 \$	600.00	Remained the same
6002 Tote Bags/Name Badges	4,380.20	3,500.00	880.20 \$	4,000.00	Remained the same
6003 Audio/Visual	2,945.75	1,700.00	1,245.75 \$	3,000.00	Increased to be in line with 2017 Actual
6004 Awards	950.90	600.00	350.90 \$	1,000.00	Increased to be in line with 2017 Actual
6005 Entertainment	1,499.00		1,499.00 \$	1,500.00	Conf. App
6006 Trainer / Board of Directors	1,058.91	1,500.00	-441.09 \$	1,000.00	Flight, Room for the week & Car rental/gas to drive down supplies
6007 Staff Travel	1,580.41	1,000.00	580.41 \$	1,500.00	



							Decreased due to not needing as much signage in 2018		Conf. Net Income
6008 Printing/Signs						5,575.57	5,000.00	575.57 \$	5,000.00
6009 Postage Handling - CN w/Reg							0.00	0.00	
6010 Speaker Gifts							200.00	-200.00 \$	200.00
6011 Vendor Booth Decorator						4,475.00	5,500.00	-1,025.00 \$	4,475.00
6012 Miscellaneous Supplies						714.87	500.00	214.87 \$	500.00
<b>Total 5035 Conference Expenses</b>						<b>108,327.21 \$</b>	<b>70,100.00 \$</b>	<b>38,227.21 \$</b>	<b>95,775.00</b>
5045 Board								0.00	
5046 Meeting Cost						365.92	2,000.00	-1,634.08 \$	3,000.00
5047 Room and Travel						166.97	500.00	-333.03 \$	1,000.00
<b>Total 5045 Board</b>						<b>532.89 \$</b>	<b>2,500.00 -\$</b>	<b>1,967.11 \$</b>	<b>4,000.00</b>
5055 CN Subscription							1,000.00	-1,000.00	
5060 Legislative Activities								0.00	
5061 Contractor						44,000.00	48,000.00	-4,000.00 \$	48,000.00
5062 Misc. Legislative Activities						157.00	0.00	157.00 \$	300.00
<b>Total 5060 Legislative Activities</b>						<b>44,157.00 \$</b>	<b>48,000.00 -\$</b>	<b>3,843.00 \$</b>	<b>48,300.00</b>
5070 Administrative								0.00	
5072 Office Expense						5,236.41	1,200.00	4,036.41 \$	3,000.00
5073 Staff Services Contract						65,450.31	54,000.00	11,450.31 \$	54,000.00
5075 Bus/comm. Meetings						29.00		29.00 \$	100.00
5076 Insurance/Business						1,272.00	1,650.00	-378.00 \$	1,300.00
5077 Interest Charges						76.22	2,200.00	-2,123.78 \$	2,000.00
5078 Accounting/Audits						1,248.00	1,250.00	-2.00 \$	1,300.00
5079 Board/Leadership						87.88		87.88 \$	100.00
5080 Member Insurance Benefits						22,834.00		22,834.00 \$	40,000.00
<b>Total 5070 Administrative</b>						<b>96,233.82 \$</b>	<b>60,300.00 \$</b>	<b>35,933.82 \$</b>	<b>101,800.00</b>
5090 Tax and Insurance								0.00	
5091 Franchise Tax & Insurance						10.00	10.00	0.00 \$	10.00
<b>Total 5090 Tax and Insurance</b>						<b>10.00 \$</b>	<b>10.00 \$</b>	<b>0.00 \$</b>	<b>10.00</b>
5095 Merchant Fees/Bank Charges						330.38	2,500.00	-2,169.62 \$	2,500.00
5100 Travel Reimbursement							500.00	-500.00 \$	500.00
5120 Miscellaneous Expense							30,000.00	-30,000.00 \$	25,000.00
Uncategorized Expense						524.15		524.15 \$	-
<b>Total Expenses</b>						<b>250,115.45 \$</b>	<b>217,910.00 \$</b>	<b>32,205.45 \$</b>	<b>277,885.00</b>
<b>Net Operating Income</b>						<b>35,378.49 \$</b>	<b>16,510.00 \$</b>	<b>18,868.49 \$</b>	<b>6,535.00</b>
<b>Net Income</b>						<b>35,378.49 \$</b>	<b>16,510.00 \$</b>	<b>18,868.49 \$</b>	<b>6,535.00</b>

# 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.