



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

Agenda & Meeting Notice

California Probation, Parole and Correctional Association
4th Quarterly Board of Directors Meeting
Tuesday, December 5, 2017, 10am – 3pm
Sacramento County Probation Training Room 305
9750 Business Park Drive, Suite 130, Sacramento, CA 95827
Conference line: (712) 432-3447 Passcode: 321133

Agenda Items

- I. Call to Order, President's Welcome by Michele Kennedy, Introductions, & Roll Call
- II. Establishment of Quorum of Executive Board
- III. Approval Of Minutes from September 12, 2017 meeting
- IV. Executive Directors Report – Michelle Nesbitt
 - i) Membership Report / Correctional News / E-Zine Report
 - ii) Financial Reports
 - iii) Treasurer's Report – Jeff Young, San Bernardino County Probation
- V. New Business
 - i) Annual Conference Wrap-up Report
 - ii) 2018 CPPCA Operating Budget
 - iii) Ruth Rushen Award
 - iv) Investment Options
- VI. Old Business
- VII. Other Business
 - i) Items not on the agenda
- VIII. Legislative Report
Danielle Sanchez, Warner, Pank, Salzillo & Sanchez
- IX. President's Report –Michele Kennedy, Los Angeles County Probation
- X. Immediate Past President's Report – Jeff Bosworth, Sierra County Probation
- XI. Vice Presidents' Report
 - i) 1st VP – Jeff Goldman, Nevada County Probation
 - ii) 2nd VP – Greg McLean, Alameda 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



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

- vi) Southern Region VP(s) – Shawn Arrington, San Bernardino County Probation
Darlyne Pettinicchio, Los Angeles County Probation

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

XIII. Report of Agency Representatives

- i) CDCR – Daryl Lee, DJJ
- 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 – Gwendolyn Jackson-Tucker, Sacramento County Juvenile Justice Commission

XIV. Committee Reports

- i) Conference Committee – Dana Smith-Lacy, Chair
- 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 – Jeff Bosworth, Chair
- vi) Nominations Committee – Kim Wills, Chair
- vii) Webpage & Technology Committee – Paul Vinetz, Chair
- viii) Fundraising Committee – Nila Neat, Chair

XV. Other Business/Open Forum

XVI. Next Board Meeting - March/April 2018 – Date / Location TBD



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

2017 Board of Directors

Executive Board

President

Michele Kennedy
Los Angeles County Probation
michele.kennedy@probation.lacounty.gov
(562) 463-5652
Term Expiration; 12/31/2017

1st Vice President

Jeff Goldman
Nevada County Probation
(530) 265-1211
jeff.goldman@co.nevada.ca.us
Term Expiration; 12/31/2017

2nd Vice President

Greg McLean
Alameda County Sheriff's Dept.
(925) 803-7146
ghmclean@acgov.org
Term Expiration; 12/31/2017

Northern Regional Vice President

Nichole Whitten
Yolo County Probation
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@co.kern.ca.us
(661) 391-2200
Term Expiration; 12/31/2018

Southern Regional Vice President

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

Southern Regional Vice President

Darlyne Pettinicchio
Los Angeles County Probation
darlyne.pettinicchio@probation.lacounty.gov
(562) 334-4210
Term Expiration; 12/31/2017

Treasurer

Jeff Young
San Bernardino County Probation
jeff.young@prob.sbcounty.gov
(909) 387-5917
Term Expiration; 12/31/2017

State Chair of the Delegates

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

Immediate Past President

Jeffrey Bosworth
Sierra County Probation
jbosworth@sierracounty.ca.gov
(530) 289-3277
Term Expiration; 12/31/2017

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

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



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

2017 Agency Representatives & Committee Chairs

CDCR Representative(s)

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

CDCR Representative(s)

Daryl Lee
CCPOA / DJJ
daryl.lee@ccpoa.org
Term: by appointment

CPOC Representative

Bill Fenton
Colusa County Probation
bfenton@countyofcolusa.com
Term: by appointment

CAPIA Representative

Joe Frontella
San Benito County Probation
jfrontella@cosb.us
Term: by appointment

CPPCA JJDP Committee Chair

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

CPPCA Legislative Committee Co-Chair

Janelle Herrera
Kern County Probation
herreraj@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
Term: by appointment

CPPCA Nominations & Elect. Cmte Chair

Kim Wills
Modoc County Probation
kimwills@co.modoc.ca.us
(530) 233-6324
Term: by appointment

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
(951) 522-9700
Term: by appointment

Bob Franklin, Co-Chair

San Mateo County Probation (Retired)
bfrank1654@aol.com
(650) 591-4683
Term: by appointment

CPPCA Fundraising Committee Chair

Nila Neat
Los Angeles County Probation
nila.neat@probation.lacounty.gov
Term: by appointment

CPPCA Conference Committee Chair

Dana Smith-Lacy, Chair
San Bernardino County Probation
dana.smith-lacy@prob.sbcounty.gov
(909) 387-6909 Term: by appointment

CPPCA Awards Committee Chair

Jeffrey Bosworth
Sierra County Probation
jbosworth@sierracounty.ca.gov
(530) 289-3277
Term Expiration; 12/31/2017



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

Management & Staff

Staff Members:

Michelle R. Nesbitt, Executive Director

Michelle@cppca.org

Alison Turner, CPA

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

Attached are the minutes from the 3rd Quarterly Board of Director's meeting.

CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

Michelle R. Nesbitt
Executive Director

December 5, 2017 4th Quarterly BOD Meeting

CPPCA 3rd 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, 1st VP
Greg McLean, 2nd 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 1st 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.

1st 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.

2nd 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. 1st 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.



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

Management Report – Financial Reports

Management, Financial and Treasurer reports are attached

CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Nesbitt

Michelle R. Nesbitt
Executive Director

December 5, 2017 4th Quarterly BOD Meeting

Management Report

December 5, 2017

I. Membership

CPPCA has been steadily growing its membership; with approximately 1,285 active members. There have been about 30 new members submitted via chapters, conference recruitment efforts and 45 new members through the insurance program. Michelle has started auditing the membership and would like to have the audit complete by the next board of directors meeting in March/April. All of the San Diego Chapter items have been provided to Michelle as of September 2017. The bank statements have been audited and the information provided to Cheryl Jackson for a check to be cut. The check was received. Cheryl indicated that she was looking to transfer the account information ASAP to Michelle and has asked for travel funds or a stipend to cover travel to complete the transfer.

Management

The 86th Annual Training Conference has been closed out. All funds received (an A/R has been booked for San Bernardino County attendee registration in the amount of \$5,235. They have indicated that the check is on the way but have undergone a total revamping of their AP Purchasing and Inquiries division and noted some lag time in getting checks out. A full conference report is included in the board packet.

As indicated in the Conference Report, the 2017 Annual Conference provided a net income of \$70,493.69. As this may not have been the highest net income achieved, it is important to point out that this is the first year that CPPCA wasn't so much in arrears with contractors and after all bills are paid has \$40,000 in the bank. I formally recommend taking \$20,000 and putting it in a higher yield account. Michelle will bring options to the board but wasn't able to get options to present at this meeting.

Michelle has been working with Jeff Young and Bridgette Coprich (incoming Treasurer) for some training and to work out some of the issues we were experiencing with Quickbooks. We are happy to report the issues are worked out and all of our accounts are now in sync with the bank.

Michelle has been working with Conference Direct for potential sites for the 2019 Annual Conference. Greg McLean and Michelle visited a Doubletree in San Jose, but feel that it is a little too off the beaten path – not close enough to shopping and restaurants.

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>Issue</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
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. (April 16, 2018)
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 July 16, 2018 .
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

Please see attached financial reports.

CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Nesbitt

Michelle R. Nesbitt
Executive Director

December 5, 2017 4th Quarterly BOD Meeting

California Probation, Parole and Correctional Association

Balance Sheet

As of November 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	1,263.82
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	40,976.87
Total Bank Accounts	\$ 42,240.69
Accounts Receivable	
1200 Accounts Receivable	5,235.00
Total Accounts Receivable	\$ 5,235.00
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 47,475.69
TOTAL ASSETS	\$ 47,475.69
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	0.00
Total Credit Cards	\$ 0.00
Other Current Liabilities	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-65,227.83
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	\$ 66,345.55
Net Income	35,378.49
Total Equity	\$ 45,853.42

TOTAL LIABILITIES AND EQUITY

\$ 45,853.42

Friday, Dec 01, 2017 08:55:35 AM GMT-8 - Accrual Basis

California Probation, Parole and Correctional Association
Budget vs. Actuals: FY-2017 - FY17 P&L
November 2017 Financials

	Total			
	Nov-17	YTD	Budget	over Budget
Income				
4000 Dues Income				0.00
4001 CN Advertising Income			0.00	0.00
4002 Professional Dues	20,300.24	83,533.31	105,000.00	-21,466.69
4004 Associate Member Dues			0.00	0.00
4005 Retired Member Dues		136.20	720.00	-583.80
Total 4000 Dues Income	\$ 20,300.24	\$ 83,669.51	\$ 105,720.00	-\$ 22,050.49
4020 Conference				0.00
4024 Attendee - Revenue	99,705.00	140,381.30	70,000.00	70,381.30
4026 Sponsor - Revenue		10,997.48	15,000.00	-4,002.52
4027 Exhibitor - Revenue	3,237.27	26,370.67	38,700.00	-12,329.33
4028 Raffles/Live-Silent Auction	300.00	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
Total 4020 Conference	\$ 103,242.27	\$ 178,820.90	\$ 126,700.00	\$ 52,120.90
4100 Regional Trainings			2,000.00	-2,000.00
4101 Insurance Premiums Services	7,886.27	23,022.52		23,022.52
Total Income	\$ 131,428.78	\$ 285,512.93	\$ 234,420.00	\$ 51,092.93
Gross Profit	\$ 131,428.78	\$ 285,512.93	\$ 234,420.00	\$ 51,092.93
Expenses				
5000 Dues and Membership			0.00	0.00
5020 Regional Trainings Expense			3,000.00	-3,000.00
5035 Conference Expenses			0.00	0.00
6000 Food & Beverage	23,572.90	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	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	877.38	1,058.91	1,500.00	-441.09
6007 Staff Travel	829.38	1,580.41	1,000.00	580.41
6008 Printing/Signs	5,575.57	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
Total 5035 Conference Expenses	\$ 33,800.98	\$ 108,327.21	\$ 70,100.00	\$ 38,227.21
5045 Board				0.00
5046 Meeting Cost		365.92	2,000.00	-1,634.08
5047 Room and Travel		166.97	500.00	-333.03
Total 5045 Board		\$ 532.89	\$ 2,500.00	-\$ 1,967.11

5055 CN Subscription				1,000.00	-1,000.00
5060 Legislative Activities					0.00
5061 Contractor	4,000.00	44,000.00	48,000.00		-4,000.00
5062 Misc. Legislative Activities		157.00	0.00		157.00
Total 5060 Legislative Activities	\$ 4,000.00	\$ 44,157.00	\$ 48,000.00	-\$	3,843.00
5070 Administrative					0.00
5072 Office Expense	228.00	5,236.41	1,200.00		4,036.41
5073 Staff Services Contract	18,598.74	65,450.31	54,000.00		11,450.31
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	1,248.00	1,250.00		-2.00
5079 Board/Leadership		87.88			87.88
5080 Member Insurance Benefits	7,886.27	22,834.00			22,834.00
Total 5070 Administrative	\$ 27,961.01	\$ 96,233.82	\$ 60,300.00	\$	35,933.82
5090 Tax and Insurance	10.00				0.00
5091 Franchise Tax & Insurance		10.00	10.00		0.00
Total 5090 Tax and Insurance	\$ 10.00	\$ 10.00	\$ 10.00	\$	0.00
5095 Merchant Fees/Bank Charges	80.26	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
Total Expenses	\$ 65,852.25	\$ 250,115.45	\$ 217,910.00	\$	32,205.45
Net Operating Income	\$ 65,576.53	\$ 35,397.48	\$ 16,510.00	\$	18,887.48
Net Income	\$ 65,576.53	\$ 35,397.48	\$ 16,510.00	\$	18,887.48

Friday, Dec 01, 2017 09:21:02 AM GMT-8 - Accrual Basis



TREASURER'S QUARTERLY REPORT
December 5, 2017

TO: CPPCA Board of Directors

FROM: Jeffrey Young, Treasurer
Michelle Nesbitt, Executive Director

SUBJECT: Treasurer's Report

RECENT CORRECTIONS

As you may recall, a formal Treasurer's Report was not available at the September 2017 Board Meeting due to a variety of errors affecting CPPCA's recordkeeping software (QuickBooks) during ramp up of the Conference, that precluded any understandable reconciliation at the time. Shortly after the Conference, however, we were able to identify, correct and further learn how to minimize those errors going forward. Consequently, we are happy to inform the Board that, as of this report, CPPCA's financials are all correctly accounted for with some minor differences.

CASH BALANCE

The CPPCA checking accounts (Operations & Conference) are currently reconciled through November 30, 2017, with a cumulative balance of \$50,211.45; however, accounting records report a balance of \$42,240.69, a difference of \$7,970.76. This figure represents two checks that are shown to be paid but are actually still outstanding-- Warner & Pank (\$4,000) and Planstin Payroll (3,070.76).

ACCOUNTS RECEIVABLE

As of November 30, 2017, the accounts receivable balance is currently \$5,235, which represents the only remaining Conference attendee revenue pending receipt from San Bernardino County.

ACCOUNTS PAYABLE

As of November 30, 2017, the accounts payable balance should be \$8,802.75; however, accounting records report a balance of \$0. The difference represents the two checks anticipating payment very soon (\$7,970.76); as well as \$831.99 long overdue to the Tri-Counties Chapter for their share of revenue generated by their successful regional training effort in 2015.

2017 CONFERENCE OUTCOME

To be discussed at the Board meeting.

2018 PROPOSED BUDGET

The 2018 Proposed Budget has two major changes from the current year's budget—they are: 1) recognition of revenue and expenses (\$40,000) associated with insurance premiums deposited with membership dues; and 2) an increase in conference food and beverage charges (\$20,000). One final note for an item that is not budgeted is the potential for payout of a conference incentive to CPPCA's Executive Director based on the financial success of the conference. Note that this year's actual conference incentive exceeded \$14,000.



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

Legislative Update Summary

Provided as a handout at the meeting.

CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Nesbitt

Michelle R. Nesbitt
Executive Director

December 5, 2017 4th Quarterly BOD Meeting



CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

New Business

Items i) Annual Conference Wrap-up report attached
Item ii) 2018 Operating budget attached
Item iii) Ruth Rushen Award
Item iv) Updated By-laws & Constitution

CPPCA staff recommendation(s):

1. Review and discuss as submitted.

Michelle R. Nesbitt
Executive Director

December 5, 2017 4th Quarterly BOD Meeting



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

Final Registration:

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

(Total Pre-training registrations: 80)

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

Opening Ceremonies

Colorguard, Soloist, Invocation, Chief McDonald, Long Beach Deputy Police Chief Conant, Sect. Scott Kernan, Treas. John Chiang, Suzie Cohen & Keynote Nick Warner

Awards

12 Award winners

New Members

10 new members were recruited

Summary:

The 86th Annual Training Conference & Vendor Show started off on Tuesday with an 8 hour pre-training that had 80 people attend (\$8,000 additional attendee revenue). The opening ceremony was highly attended and had an excellent line up of VIP speakers and traditional ceremonial events. We went right into the awards ceremony, a networking lunch and then a plenary session. Thursday had 6 concurrent sessions in the morning and 6 concurrent sessions in the afternoon. Friday kicked off with a big hearty breakfast, CPPCA's swearing in ceremony and a final plenary session on Officer Involved Shootings.

Overall, the conference was a wild success. While the Queen Mary offered a venue that was fun and memorable, it was also very confusing and hard to walk from ballroom to ballroom. The elevators only carried very few people at a time and because our Conference Chair, Dana Smith-Lacy, Michele Kennedy and many conference volunteers remained organized, vigilant and visible at all times, attendees barely noticed the venue constraints. CPPCA launched a new conference app that assisted with locating training rooms and the overall feedback was excellent. Included below are the final budget vs actuals. Here are items of note –

- Attendee revenue far exceeded budget due to Los Angeles Probation providing 220 scholarships
- Exhibitor revenue did not reach its goal, but due to space constraints, the exhibit hall was maxed out at 24 booths
- Food & Beverage budget was over the budget due to having the increased attendance
- Awards, giveaways and staff travel expenses were also above budget. Giveaways provided a nice insulated water bottle, color 100th year logo bag – that will further brand CPPCA in other

settings, and the amount included volunteer t-shirts for high visibility of volunteers for attendees. Staff travel was increased due to shipping items to the Queen Mary and back to Sacramento.

- Additionally, printing of conference booklets, increased signage, awards programs, notepads for attendees, 100th year logo and design work exceeded its budgeted amount by \$575. This increase was due to a full color attendee booklet – featuring some of CPPCA's past accomplishments and lunchtime honoree, Ruth Rushen.
- The “Entertainment” line item was the one-time fee for the App, which included sponsor banners and Lead Retrieval for vendors and sponsors. Feedback by vendors and sponsors on the lead retrieval was great.

CPPCA
Conference Budget vs. Actuals 2017

	Actuals	2017 Budget
Income		
4020 Conference		
4024 Attendee - Revenue	140,381.30	70,000
4026 Sponsor - Revenue	10,997.48	15,000
4027 Exhibitor - Revenue	26,370.67	38,700
4028 Raffles/Live-Silent Auction	1,071.45	1,000.00
4030 Promopiece & Postage		2,000
4035 Miscellaneous Conference Income	0.00	0.00
Total 4020 Conference	178,820.90	126,700.00
4100 Regional Trainings		2,000
Total Income	178,820.90	128,700.00
Expenses		
5020 Regional Trainings Expense	0.00	3,000
5035 Conference Expenses	0.00	6,500.00
6000 Food & Beverage	84,822.90	50,000.00
6001 Raffle Giveaway	323.70	600.00
6002 Tote Bags/Name Badges	4,380.20	3,500.00
6003 Audio/Visual	2,945.75	1,700.00
6004 Awards	950.90	600.00
6005 Entertainment	1,499.00	0.00
6006 Trainer / Board of Directors	1,058.91	1,500.00
6007 Staff Travel	1,580.41	1,000.00
6008 Printing/Signs	5,575.57	5,000.00
6009 Postage Handling - CN w/Reg	0.00	0.00
6010 Speaker Gifts	0.00	200.00
6011 Vendor Booth Decorator	4,475.00	5,500.00
6012 Miscellaneous Supplies	714.87	500.00
Total 5035 Conference Expenses	108,327.21	70,100.00
Actual Net Income:		\$70,493.69

Final net income: \$70,493.69

All income has been collected (waiting on one check from San Bernardino for \$5,235 – which has been acknowledged and is in transit). The only remaining expenses are – final bill to the Queen Mary for \$28,225.41.

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
Income					
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
Total 4000 Dues Income	\$ 83,650.52	\$ 105,720.00	-\$ 22,069.48	\$ 105,720.00	
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		
Total 4020 Conference	\$ 178,820.90	\$ 126,700.00	\$ 52,120.90	\$ 136,700.00	
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
Total Income	\$ 285,493.94	\$ 234,420.00	\$ 51,073.94	\$ 284,420.00	
Gross Profit	\$ 285,493.94	\$ 234,420.00	\$ 51,073.94	\$ 284,420.00	
Expenses					
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	

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.