

KCA EXECUTIVE BOARD MEETING – AUGUST 29, 2009

X	Colene Fischli, Past President	X	Karen Rohling, President
X	Peggy Steimel, Secretary	X	John Lampe, Treasurer
X	Jeff Duncan, Member-at-Large	X	Ron McVeigh, Member –at-Large
X	Geri Reece, Member-at-Large	X	Thomas Schmitt, Member-at-Large
X	Ryan Rohling – KCA Member (Guest)		

President Karen Rohling called the Kansas Correctional Association Executive Board meeting to order on Saturday, August 29, 2009 at 9:10 a.m. The meeting was held at the 28th Judicial District Community Corrections office in Salina.

TOPIC	DISCUSSION/DECISION
Roll Call	<ul style="list-style-type: none"> ❑ Roll call was announced with 7 Board members present and one guest. Let the minutes reflect that at 9:20 a.m. one more member arrived making the total Board members present to 8.
Minutes	<ul style="list-style-type: none"> ❑ The minutes from the June 4, 2009 meeting were read and approved with a motion by John Lampe and seconded by Tom Schmitt.
Treasurer's Report	<ul style="list-style-type: none"> ❑ John Lampe presented the members with a copy of the current statement of both accounts. (Balance is \$23,595.19). He has been unsuccessful at obtaining any more funds from the account at the Citizen's Bank in Topeka (\$19,000.00). Discussion was held about spending a nominal amount of money to have the funds sent via electronic funds transfer as it has been difficult for Colene to obtain a signature from Sandy Barnett (past treasurer). Any amount over \$500.00 requires two signatures and they are the ones on the signature card at that financial institution. ❑ Colene had the checkbook and stated she could just write John several checks in amounts under \$500.00 to close that account. The motion was made to accept the Treasurer's Report by Ron McVeigh and seconded by Tom Schmitt.
Old Business	<ul style="list-style-type: none"> ❑ Future of KCA – When Karen attended the KCA Conference in Nashville, she had the opportunity to speak to Jim Gondles of ACA about the organization. He made a trip to Kansas and spoke with Roger Werholtz and Russ Jennings. Mr. Werholts stated to Karen that KCA has the support of the KDOC but there is just not much money to provide financial support. Some agencies are allowing the staff to take Administrative Leave to attend conferences and others have to use their own time and resources. Discussion about developing a brochure promoting the organization. John made the motion for Peggy to develop something and Colene seconded. Motion carried. ❑ Survey Results – Peggy provided graphs and survey responses to Board members to review. She sent out 265 surveys, 3 were returned undeliverable and 34 total returned. ❑ Newsletter – Board members felt it was important to maintain the newsletter and many of the responses indicated that folks enjoyed the contact. John made a motion to develop a communications committee and it was seconded by Peggy. Tom discovered that there is already a Public Relations Committee that Jim Terrones is leader of. Geri will make contact with Jim to inquire about. Ron is on the committee because of website and Peggy will visit with Bill Miskell to see if he would be interested in assisting with this. Also Karen will visit with Cindy Stejskal about assisting as web manager. Colene will also be included in this committee. ❑ Election of Officers – Terms of the current officers need to be determined. Many were appointed when apposition became vacant and no one has a clear understanding of when they came on and when their term expires. It was decided that a postcard would be mailed to all membership announcing that ballots were available on the website for voting for officers. If the person was not able to cast a ballot on line, they could contact Peggy and she would send them a paper ballot. Geri made this a motion and it was seconded by Jeff. Voting would take place from November 16- 30. Peggy would have postcards out by November 2.Motion carried. Peggy will obtain bios from all interested in running for an office by September 21, 2009. Jeff will inquire about how the Survey Monkey works and if we could use it to track ballots cast to ensure members were not voting more than once. He will let everyone know by Monday. It was also decided that we would explain the member at large positions and the two folks receiving the highest number of votes would serve two years and the next two largest votes would serve one year. Tere is still some discrepancy about eh Past president

	<p>position as Karen still has a year to serve but Colene's time is up.</p> <ul style="list-style-type: none"> ❑ By Law Update – The By-Laws are in need of revision. In years past the conferences were always the time when the By Laws were reviewed and KCA members had the opportunity to stay and be a part of the discussion. The current By Laws Committee chairperson is Robert Sanders with members being Ron McVeigh and Holly Zane. Ron will visit with Mr. Sanders about the By Laws. Geri and Karen would also be willing to be a part of this committee. Any By-laws changes must be put before the membership before they can be adopted. Some of the information about the Vice president position; appointing of Board members and how that is completed and the terms carried out; balloting procedures (electronic vs. paper); and a discussion procedure to be taken before the membership (if no longer doing a conference). One of the other things discussed about incorporating in tot eh By-Laws was a procedure for allowing business to be conducted electronically and having motions voted upon by e-mail.
New Business	<ul style="list-style-type: none"> ❑ Regional Training Ideas – Training topics need to enhance the person's job skills not just be hot (at the moment interest) topics. Although topics at the Fall Conference such as Investigating Multiple Homicides had a larger crowd than others, these types of topics are not necessarily giving the staff tools to perform their jobs better or promoting best practices. One suggestion was to promote cross training of entities (so everyone has an idea of what others do). Karen has offered to pilot the first "regional training." She will visit with Mr. Werholtz and Mr. Simmons about it and then discuss at an upcoming Warden's meeting. She will also meet with Dr. Cannel (interim LSH Superintendent) to see how he feels about partnering with them to host the training. She will send our an e-mail in a couple of weeks letting Board members know what she found out and perhaps a conference call to discuss further by October 1. Peggy will visit with Superintendent Rohr to hear his thoughts on the subject. ❑ Perhaps partner with regent schools to see if they would also be interested in partnering or post information for prospective criminal justice/social services majors. It was also mentioned that we could check about offering professional certification like ACA does. ❑ KCA Scholarship – The \$1000.00 scholarship is still available as the recipient informed us later that he was not going to accept it as he had decided to join the armed services. Geri made a motion that was seconded by Tom that the scholarship monies be awarded to the runner up as long as the individual met the criteria in the original announcement. Karen will contact the individual to see if furthering education and then let John Lampe know who the recipient is and where to send funds (once we have proof of attendance as a full time student). Karen will also follow up with EMBARK to see if they are interested in providing these in the future. ❑ KCA Employees of the Quarter – this recognition program was agreed upon to discontinue this practice and the awards have "lost meaning" over the years. Peggy still has one that has been awarded but never been given to the individual (<i>Shannon Murphy – 3rd Quarter – 2007</i>). ❑ KCA Eagle Awards – Karen will take these and store them in her office closet until such time one is needed. ❑ Lifetime Membership – the Board felt it appropriate to present Jim Terrones with a Life time membership to ACA/KCA for his many years of dedicated service to the organizations. Karen will contact ACA to see if there is such a membership and then present to the Board for approval of payment.
Next meeting	A conference call has been scheduled for Tuesday, October 6, 209 at 10:00 a.m. If there needs to be discussion sooner, Karen will let everyone know.
Meeting Adjournment	Ron McVeigh made a motion to adjourn the business meeting and it was seconded by Geri Reece. Motion carried and the meeting was adjourned at 12:56 p.m.

Notes by Peggy Steimel, Program Specialist I