



# VIRGINIA JUVENILE JUSTICE ASSOCIATION BOARD OF DIRECTORS MEETING

**Family Focus**  
**Richmond, Virginia**  
**February 28, 2008 9:00 AM**

**Present (members attending listed in bold print):**

**Beth Mohler Stinnett**, President; **Robert Bermingham**, Immediate Past President; **Ron Telsch**, Vice President and Director of Child Advocacy; **Colleen French**, Secretary and Director of Public Relations; Donna Baker, Treasurer; **Susan Farmer**, Blue Ridge District Chair and Director of Revenue Maximization, **Marie Bristow**, Capital District Chair and Director of Professional Development; R. Lynn Dotson, Northern District Chair; **P. Doug Poe**, Southwest District Chair and Director of Practice Improvement; **Katherine Grimm**, Tidewater District Chair and Director of Recognition & Awards, **Samantha Higgins**, Valley District Chair and Director of Membership; **Scott Warner**, Meritorious Awards Committee Chair; **Lewis Wright**, Director of Bylaws and Governance; Gary Conway, Director of Publications; Richard Hagy, Retired Member Representative; Rick Teague, Scholarship Committee Chair; **Tina Casper**, Director of Technology; **Katherine Farmer**, Director of Vendor Relations; Anthony Drakeford, Blue Ridge District Vice Chair, **Amanda Moseley**, Blue Ridge District Secretary, Ben Morgan, Blue Ridge District Treasurer, **Bill Gordon**, Capital District Vice Chair; Stephan Stark, Capital District Secretary; Mishell Fricke, Capital District Treasurer; **Julie Truitt**, Capital District Member; **Elaine Butkiewicz**, Northern District Vice Chair; **Tammy Dehr**, Northern District Secretary; Ellen Patterson, Northern District Treasurer; Jim Cornett, Southwest District Vice Chair; **Neil Bramlette**, Southwest District Secretary; Ron Belay, Southwest District Treasurer; **Toni Craig**, Tidewater District Vice Chair; **Robin Bailey**, Tidewater District Secretary; Patrick Delauder, Tidewater District Treasurer; **Tim Smith**, Valley District Vice Chair; **Wendi True**, Valley District Secretary; **Arthur Price**, Valley District Treasurer; **Tracy Chiles & Mike Sawyer**, Former Board Members.

## **I. Welcome / Overview / Review of the Day**

**A. Welcome:** President Stinnett welcomed the Board with special recognition of newly elected and appointed Board members and called the meeting to order at 9:15 a.m. A quorum was present.

**B. Activity:** To allow the new and existing members an opportunity to get to know one another better, President Stinnett began the day with an icebreaker activity. Following the activity, each member introduced themselves.

**C. Historical Overview:** President Stinnett gave a short presentation which provided an overview of VJJA and the organization's history. During the presentation, President Stinnett announced the formation of an ad hoc Finance & Budget committee to address the increased complexity of managing our revenues and expenses. A copy is included as Attachment 1.

## **II. New Business**

**A. Concurrent District Planning Meetings:** President Stinnett asked the group to divide into working groups by district. Districts were asked to refer to

the VJJA Mission and Goals and develop a plan for the coming year. Following the planning meetings, Districts reported as follows:

1. **Northern District** – Elaine Butkiewicz, Vice Chair stated that their district needs to focus on its membership. She reported that their numbers are low. They have a difficult time meeting because of issues with traffic and geography. They plan on doing more PR work with agencies in the area and to get their Local Advisory Board active. One strategy is to recruit from key agencies such as National Counseling Group and to do presentations at CSU staff meetings.
2. **Tidewater** – Katherine Grimm, Chair mentioned the need to recruit more folks to their Local Advisory Board (LAB) and diversify the membership, such as reaching out to detention and other agencies to increase membership from these groups. They've moved their meetings to increase accessibility. Katherine reported that they want to continue to offer training in spite of the spring workshop being cancelled this year. They'll continue to make food baskets to provide opportunities for their members to be involved.
3. **Capital** – Marie Bristow, Chair reported that their district wants to increase involvement from Juvenile Correctional Centers. They plan on going out to these facilities as well as the CSUs to do presentations. They will also meet with the Superintendents and CSU Directors to have them appoint representatives to the LAB. Bill Gordon, Capital Vice Chair discussed using child advocacy as a platform for recruiting and increasing buy-in among JCC employees.
4. **Valley** – Samantha Higgins, Chair stated that their district currently has 94 members. They cover a large geographical area. The bulk of their members are CSU employees but they are recruiting from the JCC's, detention facilities and the Commonwealth Center for Children. They want to be able to offer training even if they don't have support of DJJ for budgetary reasons.
5. **Blue Ridge** – Susan Farmer, Chair reported that their district has new leadership and that their membership is at its highest. Still, they want to continue to build their numbers. Susan plans to appoint liaisons to each jurisdiction of the district. They continue to have lunch time meetings and have also planned "bring a friend" to a meeting program. They're looking into holding meetings in private providers' meeting rooms, for example Hughes Home in Danville. One of their successes has been incorporation of a short training session into their meetings. Robert Foster, CSU Director, works with Cedar Lodge to get these sessions approved for training credit. They also have several advocacy activities planned including donation drives for local half way houses and adopt a highway. Blue Ridge is planning their next training for July so that any new members generated through the training will be members for the year. A possible theme is "flip this family," a take-off of "flip this house."
6. **Southwest** – Neil Bramlette, Secretary reported that their primary focus needs to be on offering trainings. The concern is that if members do not get a benefit, they will not re-join. There are some challenges in the area. The district covers a large geographical area and has about half its members from the Appalachian Juvenile Commission. To combat these challenges they plan on offering smaller trainings with different tracks – something for residential workers and something for Probation Officers. The group brainstormed and came up with several names of private providers who may be able to sponsor trainings. They would like to build their membership this year and get their LAB active.

**B. Committees Appointments:** President Stinnett made the following Standing Committee Chairperson appointments/reappointments: Membership – Samantha Higgins reappointed; Public Relations – Colleen French reappointed; Legislative/Child Advocacy – Ron Telsch and Bob Bermingham appointed; Program Standards – Paul Greggs appointed; Recognition / Awards – Katherine Grimm appointed; Bylaws / Governance - Lewis Wright reappointed; Publications – Gary Conway reappointed; Web Site / Technology – Tina Casper reappointed;

Training / Professional Development – Marie Bristow; Resource Development / Revenue Maximization - Susan Farmer appointed. The Scholarship committee will be a subcommittee of the Training / Professional Development committee – Rick Teague reappointed. The Meritorious Awards Committee will be a subcommittee of the Recognition / Awards committee - Scott Warner reappointed. The role of Director of Vendor Relations will be a position within the Revenue Maximization committee - Katherine Farmer appointed. President Stinnett will continue to serve in a dual role as both President and Legislative Liaison.

President Stinnett convened the following biennial and ad hoc committees with chairpersons appointed as follows: Practice Improvement – Doug Poe appointed; Finance - Lewis Wright and Donna Baker appointed.

The 2008 Audit Committee, consisting of Mike Sawyer, Chair and Arthur Price, Committee Member was appointed by President Stinnett.

The following committee head positions continue to be vacant: Benefits and Institute Planning. Once appointed, Institute Planning will be a subcommittee of the Training / Professional Development committee.

With the above appointments, each state officer and district chair has assumed responsibility for at least one committee, which will allow for better work distribution and for the association to take advantage of the leadership and talents of all board members.

**C. Committee Meetings:** Using the organization’s mission and goals as a foundation, committees met to discuss plans for their respective areas of concentration. Committee reports follow:

1. **Practice Improvement** – Doug Poe reported that their committee will look at how to gather information on evidence based practices. They will examine websites, review monthly journals, and ask the experts. The committee would like board members to share information. They plan to spread word on their findings by posting on the VJJA website, sending out emails to members, and publishing articles in *The Advocate*. The group envisions the VJJA website as a clearing house for information on juvenile justice.

2. **Training & Professional Development** – Katherine Farmer stated that her committee will be surveying agency leadership and individual members to develop a list of potential training topics. They will be developing a speakers list to serve as a resource for planning trainings. They’d like to address training needs that cover all districts, such as hot topics in the field like adultification of juveniles. The committee would like to have an FAQ section on the website to address topics like continuing education and professional certifications

3. **Membership** – Samantha Higgins met with Tina Casper to discuss the website and the database. After their discussion, it was concluded that the database format that we have is giving us the best access to what we need. They also discussed the amount of work required to process memberships of 1,046 people and realized the need to establish a committee to divide the work and disseminate information.

4. **Public Relations** – Colleen French reported that their committee consisted of district secretaries. The secretaries will serve as the information hub for the districts. To assist secretaries in fulfilling their obligations as such, Neil Bramlette will compile a disc which will contain clip art of the VJJA logo, letterhead, templates for district minutes and agendas, sample press releases and a VJJA style manual. Colleen will work with Virginia Tech’s business writing class to develop a new and improved VJJA brochure that will spotlight the benefits of membership and include information about the VJJA website and the

organization's goals and mission. The committee asked for tutorial information on accessing the "board member access" sections of the website so they can simplify bulk email to members.

5. **Legislation & Advocacy** – Ron Telsch reported that the committee will focus their efforts on three types of advocacy. These are active advocacy, passive advocacy, and legislative advocacy. Mr. Telsch gave examples of each. For active advocacy the committee suggests writing letters, making phone calls, educating the legal community on children's issues and promoting parenting education. In terms of passive advocacy they'd like to send out bumper stickers, pins, nameplates for office doors that includes "children are not small adults" or whatever the slogan du jour may be. Advocacy at the local state and federal level can be accomplished by members approaching school boards about zero tolerance, curfew laws and such. To advocate for youth at the State level, the committee recommended that as an association a position statement be drafted for each bill that comes before the General Assembly. This could simply be a "yea" or "nay" with explanation paragraph on website-take. At the federal level, Mr. Telsch explained that he received a bulletin lately from VCA that NIC has been completely cutout of the FY09 Budget and that this is the type of information that the Association needs to share with its members.

6. **Finance** – Lewis Wright reported that our accounting practices and banking methods are not modern nor are they typical in today's world. After discussing current practices, the committee reported that there are much greater options in terms of on line banking, providing a debit card for the President of the Association, and brining all of the districts' accounts under one umbrella. Mr. Wright reported that we need a bookkeeping software package such as Quicken. Our lack of line-item reporting currently hinders our ability to file for non-profit status. Filing for non-profit status will enable us to reduce postage expense, make donations tax deductible and save \$ in taxes. Susan Farmer recommended that the Association set a target date for filing for non-profit status. President Stinnett stated that this should be done before the end of the calendar year. The first step is to get a software package that will enable us to do line item reporting.

### III. **Minutes of Last Meeting**

Minutes from the November 6, 2007 meeting of the Board of Directors and the Annual Business Meeting (held November 7, 2007) were distributed. Katherine Grimm moved and Susan Farmer seconded the motion to approve the minutes of the Board of Directors Meeting as read. The motion carried. The minutes from the Annual Meeting will be presented to the general membership at the next Annual Meeting.

### IV. **Old Business**

**A. Election Results:** Lewis Wright presented election results letters. Ballots were given to the Association Secretary. Ron Telsch moved that the ballots be destroyed after the election results are certified. The motion was seconded by Marie Bristow. The motion carried. Marie Bristow moved to accept the election results. Doug Poe seconded the motion. The motion carried.

**B. Fall Institute Review:** President Stinnett reported that the Fall Institute was well attended. The event was actually revenue building thanks to great partnerships and wise spending decisions. Lewis Wright videotaped the sessions and Andy Cohen with RoboCuff created dvd and web streaming formats of the video. The web streaming format was hyperlinked in the most recent *e-Advocate*.

## V. Finance

**A. Treasurers Report:** Donna Baker was unable to attend. President Stinnett presented the Treasurer's Report. President Stinnett explained that there are two separate accounts since the Fall Institute account is self-sustaining. She stressed that the report is the only report we have other than the checkbook register and the need set up line items & line item reporting. President Stinnett stated that she would like Finance Committee to research and recommend banking options for the Association that will maximize our account and increase accessibility across the state. After a great deal of discussion concerning banking options, Katherine Grimm moved, seconded by Marie Bristow, to accept the Treasurer's Report as submitted. The motion carried.

**B. Budget:** President Stinnett recommended that we continue operating under the amounts set in last year's budget until we have a line item report available. She stated that there was a great deal of time spent developing last year's budget. Doug Poe made a motion that we continue to operate under the 2007 line items until we can get a line item report at the May meeting. This motion was seconded by Katherine Grimm. During discussion, Ron Telsch moved to amend the motion to set a spending limit of \$2,500 until the line item reports can be made. Marie Bristow seconded this motion. Director of Governance & Bylaws, Lewis Wright stepped in to say that the group needed to vote on the amendment before proceeding. Katherine Grimm moved to approve the amendment. Elaine Butkeiwicz seconded. President Stinnett read out the amended motion. The motion carried.

## VI. 2008 Meetings

**A. Dates:** Meeting dates for 2008 were set for May 15, 2008 at the Shenandoah Valley Juvenile Detention Home; for September 18, 2008 in Richmond, and November 4, 2008 in conjunction with the Fall Institute in Charlottesville.

**B. Agenda Items:** For next meeting's agenda Marie Bristow would like to request a discussion of redistricting. The 15<sup>th</sup> CSU is split between the Northern and Capital Districts and this has presented some problems. Toni Craig, Tidewater District, would like to discuss the possible extension of terms of office. State and district elections are currently held every two years. The election process is said to be both costly and time consuming.

**C. Assignments:** President Stinnett will follow up with District Chairs and other Officers.

## VII. Additional Agenda Items

**A. Budget Cuts:** Ron Telsch mentioned that there should be some consideration given to diversifying the appeal of the next Fall Institute given that Tidewater had to cancel their event because of DJJ Budget Cuts. He stated that the event should appeal to broad groups of employees so that it can be sustained even in the absence of large numbers of DJJ employees. Mr. Telsch mentioned that the Association may want to reach out to VCA about the possibility of combining our two conferences.

**B. Awards:** Mr. Telsch expressed his desire to see that the awards be expanded to recognize more workers.

**C. Institute Feedback:** Mr. Telsch recommended that speakers who provide opening remarks or other speeches at the Institute should present their

speeches in advance. This would prevent them from speaking “off the cuff” and ensuring that their speech fit the theme of the conference.

**D. Report from Audit Committee:** Arthur Price reported that the General Account Balance as of 12/31/07 is \$7,332.83 with one outstanding check for district membership rebates in the amount of \$26.25. Then Institute Account Balance was reported to be \$21,718.06. Samantha Higgins moved to accept the report. The motion was seconded by Marie Bristow. The motion carried.

**VIII. Adjournment**

At 3:41 p.m., Marie Bristow made a motion to adjourn the meeting. The motion was seconded by Susan Farmer and carried unanimously.

The next Board meeting is scheduled for May 15, 2008 at the Shenandoah Valley Juvenile Detention Home.

The next General Membership meeting will be held at the annual conference in Charlottesville on November 6, 2008.

Respectfully submitted by,

***Colleen A. French***  
VJJA State Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2008

**(DRAFT – not officially approved by the VJJA Board)**