



**VIRGINIA JUVENILE JUSTICE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**WILLIAMSBURG HOSPITALITY HOUSE – WILLIAMSBURG, VIRGINIA  
November 3, 2004 – 9:05 AM**

**MINUTES**

**PRESENT:** Bob Bermingham, President and Legislative Liaison; Lewis Wright, Immediate Past President; Jim Woolf, Vice President; Beth Mohler Stinnett, Secretary and Website Liaison; Donna Musiello, Treasurer; Dave Carver, Northern District Chair; Katherine Farmer, Capitol District Chair and Institute Planning Chair; Paul Greggs, Tidewater District Chair; Samantha Higgins, Valley District Treasurer (substituting); Kyle McMahan, Blue Ridge Chair; Brigitte Peterson, Grants Committee Chair; Scott Warner, Awards Committee Chair; Sheila Hightower, Public Relations Committee Chair; and Richard Hagy, Standards and Benefits Chair.

**NOT PRESENT:** Mark Thompson, Southwest District Chair; Kim Koeppen, Valley District Chair; Amy Darby, Bylaws Committee Chair; Gary Conway, Editorial Committee Chair; Diane Floyd, Training Consultant and Tina Casper, Website Committee Chair.

**GUESTS:** Samantha Higgins, Valley District Treasurer and Valley District Proxy; Ron Belay, President Court Service Unit Director's Association (and former VJJA President).

**The meeting was called to order at 9:05 a.m.**

**I. Minutes of Last Meeting**

There was a correction to page 6 of the September 2004 minutes. In the third sentence of the section captioned "40 Year Anniversary Celebration", the word "in" was changed to the word "to". Paul Greggs made a motion to accept the minutes as corrected. Donna seconded the motion and it was carried unanimously.

**II. Treasurer's Report**

Donna provided balances for both the general and institute accounts (treasurer's report attached). As of today's date (11/3/2004), the general account balance is \$16,112.02. The Institute account balance is \$33,946. Donna indicated she is getting ready to calculate our taxes. She speculated the association will pay a small amount of tax because we made a profit. She also made the Board aware that we spent more in area of administration than in past years and that line item may need to be increased in the 2005 budget. A change was made to the date on the Treasurer's report. Beth made a motion to accept the treasurer's report with

the aforementioned correction. Paul seconded the motion and it was carried unanimously. Bob made an announcement that the treasurer's accounting ledgers would be subject to an audit later in the day.

### **III. District Reports**

#### **A. Tidewater**

Paul Greggs, District Chair, was present and reported on behalf of the Tidewater District. He indicated the district will again sponsor a Christmas basket project with a goal of reaching 250 needy families. The Tidewater district recently held training on substance abuse. A local law enforcement officer brought fake drugs and provided the approximately 40 participants updates with regard to drug packaging and concealment. There was also instruction re: Desensitization Training.

#### **B. Capital**

Katherine Farmer, District Chair, was present for the Capital District. She indicated she has been focusing her attention on conference planning, and as such, there was nothing new to report for the Capital District.

#### **C. Valley**

Kim Koeppen, District Chair, was not present but Samantha Higgins, District Treasurer, was present and provided a report. She indicated the Valley District is currently trying to boost membership. They have not had any meetings or trainings since their August 13<sup>th</sup> event, but plan to hold similar trainings in the future.

#### **D. Blue Ridge**

Kyle McMahon, District Chair, was present and provided a report. He indicated the Blue Ridge District is concentrating their efforts on membership. He shared his frustration that while the Blue Ridge is a large district, it has the smallest membership. New members include a CSA Coordinator and a private provider. Kyle is hopeful additional private providers will join. Also, the CSA Coordinator is interested in partnering to provide training.

#### **E. Northern**

Dave Carver, District Chair, was present and provided a report. He indicated the Northern District held training on drug screenings. The training was attended by 40 and netted 11 new members. The district's next event will be a training session on Domestic Violence to be scheduled near the holidays. The session will be entitled, "I Saw Mommy Kicking Santa Claus".

#### **F. Southwest**

Mark Thompson, District Chair, was not present, but Richard Hagy who is from the same district, was present and provided a report. The district has held no trainings and is said to be at a stand still with regard to training. Richard said the biggest thing the district has to report is that they have

two members, Ron Belay and Mark Thompson, working hard for VaLORS. Ron is the President of the Court Service Unit Director's Association. Mark has been in communication with Terry Kilgore, who if necessary will introduce new VaLORS legislation.

#### **IV. Committee Reports**

A. Legislative Liaison

B. Legislative Committee

Bob Bermingham was present and provided a report for the legislative committee. He indicated that on October 22, 2004, the committee hosted "VJJA Day at the General Assembly". Despite limited notice, 55 VJJA members (and a few non-members) showed their support by attending. Beth interjected that we have given public kudos by posting the 55 names on our website. Also, a "kudos" flyer has been prepared and will be on display at the conference registration table. VJJA wasn't the only group present at the General Assembly on October 22<sup>nd</sup>. Representatives from the Lottery Police and DMV Special Agents were also represented. VJJA has been working closely with the CSU Directors' Association and the Detention Home Association on legislation of mutual interest. Our members are continuing to participate in a VaLORS letter-writing campaign (form letters available on our website). Ron Belay, former VJJA president and current president of the CSU Director's Association, was our special guest. He provided an overview VRS, VaLORS, multipliers, etc.

C. Institute Planning Committee

Katherine Farmer was present for the institute planning committee and provided a report. She said there are 225 people registered for the conference. Conference packets include a schedule of events, description of training to be offered, map of the hotel, flyer re: the Leadership Mixer, evaluation form, membership survey and VJJA mouse pad (this year's giveaway). Note that NASA is also holding a conference over the next few days, so a few of our training rooms have been changed. Opening remarks during the conference will be made by President Bermingham, DJJ Director Jerrauld Jones, DJJ DMC Coordinator Shauna Epps and DCJS Rep Will Bronson. Their remarks will be followed by a Gang presentation. This evening's activities include the annual President's Reception. Pizza, sodas, beer, wine and water will be served. Thursday's general session speaker will be Michael Lindsay who will address Disproportionate Minority Contact (DMC). Afternoon workshops will follow and include gender-responsive programming. On Thursday evening, we'll hold our first ever Leadership Mixer. Participation is required of all Board members. Board members should be prepared to discuss leadership and professional growth opportunities within VJJA. Committee Chairs will need to be prepared to talk specifically about what their committee seeks to accomplish, what needs their committee has etc. Following the mixer, there will be a Social/Dance, featuring DJ service

from our own Lewis Wright and a cash bar. Our final speaker (Friday morning), a representative from the FBI, will speak on Terrorism in Virginia. Family Preservation Services and Northern VA Counseling Group were our largest donors this year. Both groups gave \$1000 or more.

D. Public Relations Committee

Sheila Hightower was present for the public relations committee and provided a report. She reported that 20 vendors purchased tables for \$375.00 each for the conference. They each received vendor packets which included a flyer for the Spring Institute and information about advertising in the Advocate. Sheila sent out a press release to the local media. She indicated the Virginia Pilot may be present during the gang training.

E. Bylaws Committee

Amy Darby, Bylaws Committee Chair, was not present and there was no report.

F. Scholarship Committee

Rick Teague, Scholarship Committee Chair, was present and provided a report. He indicated that as in past years, the association will award two \$500.00 scholarships. This year's recipients are Kristy Marie Lee, a Social Worker from Jonesville, and Christine Franshok, a Probation Officer from Loudoun. Scholarship applications will be available throughout the conference.

G. Awards

Scott Warner was present and provided a report. He indicated that as in past years, the association will award four meritorious awards. Additionally, three members will be recognized with lifetime membership – John Matish, John Newell and Jimmy Thomas.

H. Editorial

Gary Conway the committee chair was not present but sent a written report. He reported the Advocate published 4 issues in 2004. The cost of the publication continues to be a concern, as the mailing alone is tremendous. All back issues of the Advocate are now available on our website in PDF. Gary pitched the idea of switching to an electronic newsletter (which would actually turn a profit). He asked that the Board consider the idea and provide feedback. Beth indicated the idea is not yet feasible because we do not have e-mail addresses for all members (but we are working on obtaining the needed addresses). The consensus was that the print copy of the newsletter is a tangible benefit to members and money is not currently an issue. The suggestion was that we maintain the print publication for now but start supplementing the print copy with an electronic copy and see how things go. It was suggested that a counter be added to the Advocate webpage.

- I. Standards and Benefits  
Richard Hagy, Standards & Benefits Chair, was present and provided a report. He made the Board aware that detention homes across the state are paying a higher premium for VRS (local option). Most localities have it, but some smaller localities (Bristol) do not. There is a strategy session on the topic tomorrow in Richmond. Also, included in the VACO's legislative package is that the state take over LEOS.
- J. Training Consultant  
Diane Floyd, Training Consultant, had an emergency and was not present. District chairs were reminded to forward all local training announcements to Diane who tallies the total number of training offered by VJJA state-wide on an annual basis.
- K. Membership Committee  
Jim Woolf provided the Membership Committee report. He reported the association has 601 paid members as compared to 604 members 2 years ago. There are 794 total members, but 193 members have allowed their dues to lapse.
- L. Website Committee  
Tina was not present, but Beth was present and provided a report. Much work has been done on the website since the last meeting and all Board members were encouraged to visit: [www.vjja.org](http://www.vjja.org). Beth made the Board aware that district maps have been added to the website and all pictures from the 2004 Conference will be available on-line a few days following the conference. In the next few weeks, a resource section will be developed. POs will be able to search community-based and residential service providers on-line. Also, VJJA will be partnering with the VADJJ to develop a gang resource page. Lastly, e-mail addresses have been created for all Board members and district officers (e.g. [president@vjja.org](mailto:president@vjja.org), [vicepresident@vjja.org](mailto:vicepresident@vjja.org), [valleydistrictchair@vjja.org](mailto:valleydistrictchair@vjja.org)).
- M. Grants Committee  
Brigette Peterson was not present and there was no report.

### **III. Old Business**

A. 40 Year Anniversary: Paul Greggs, Planning Committee Chair, was present and provided a report. He indicated Brigette Peterson, Gary Conway and Beth Stinnett are on his committee. An ad soliciting old photo and other memorabilia has been placed in the Advocate. The committee is considering a museum type theme/display style. Contact with long time members has started. Jim will provide a list of the lifetime member and the 88 charter members.

### **IV. New Business**

A. Leadership Mixer: VJJA will hold our first ever Leadership Mixer Thursday evening. It will be an opportunity to recruit future state- and district-level leaders.

All Board Members are expected to attend. Each committee chair should be prepared to talk about committee needs, etc.

**V. Adjournment**

Richard Hagy made a motion to adjourn the meeting. The motion was seconded by Jim Woolf and carried unanimously. No date was set for the next meeting, but it will coincide with the Tidewater district's spring conference, which is slated for the third week of March.

Respectfully submitted,

Beth Mohler Stinnett  
VJJA State Secretary