

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

**SHERATON PARK SOUTH-RICHMOND, VIRGINIA  
November 5, 2003 - 9:00 AM**

**MINUTES**

**PRESENT:** Bob Bermingham, President; Jim Woolf, Vice President; Beth Mohler Stinnett, Secretary; Donna Musiello, Treasurer; Lewis Wright, Immediate Past President; Dave Carver, Northern District Chair; Katherine Farmer, Capitol District Chair and Institute Planning Chair; Paul Greggs, Tidewater District Chair; Kim Koeppen, Valley District Chair; Brigitte Peterson, Grants Committee Chair; Richard Hagy, Standards and Benefits Chair; Teri Larsen, Legislative Committee Chair; Scott Warner, Awards Committee Chair; Diane Floyd, Training Consultant; Sheila Hightower, Public Relations Committee Chair; and Rick Teague, Scholarship Committee Chair.

**NOT PRESENT:** Bridges Spiva, Blue Ridge District Chair; Mark Thompson, Southwest District Chair; Amy Darby, Bylaws Committee Chair; Gary Conway, Editorial Committee Chair; Steve Spero, Legislative Liaison; and Tina Beck, Website Committee Chair;

**The meeting was called to order at 9:11 a.m.**

**I. Minutes of Last Meeting**

There were two corrections to the September 12, 2003, minutes. Teri Larsen is the Legislative Committee Chair, not the Legislative Liaison. Also, recent discussions with DJJ Director Jerrauld Jones concerning VaLORS took place via e-mail. He was not present for the crab feast. Jim Woolf made a motion to accept the minutes, with the above-mentioned corrections. Dave 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). She indicated that there is more money in the administrative category than usual and asked for clarification on which expenditures should come out of that category. There was speculation that the association has been saving a significant amount of money in mailing due to the heavy use of e-mail.

Dave made a motion to accept the treasurer's report. Lewis seconded the motion and it was carried unanimously.

**III. District Reports**

**A. Tidewater**

Paul Greggs, District Chair, was present and reported on behalf of the Tidewater District. He indicated that the district held training in June with

approximately 40 participants. Their next training will be attendance at the Spring Institute. Also, the district will once again provide food baskets for needy families with a goal of reaching 250 families.

- B. Capital  
Katherine Farmer, District Chair, was present but indicated there was nothing new to report in the Capital District.
- C. Valley  
Kim Koeppen, District Chair, was present but indicated there was nothing new to report in the Valley District.
- D. Blue Ridge  
Bridges Spiva, District Chair, was not present. She recently contacted Bob to let him know that she may be stepping down as District Chair.
- E. Northern  
Dave Carver, District Chair, was present and reported on behalf of the Northern District. He indicated the district held training in October with approximately 40 participants, 13 of whom signed up as new members. The district may schedule a get together during the holidays.
- F. Southwest  
Mark Thompson, District Chair, was not present but Richard Hagy reported for the Southwest District. (Mark is a high school football coach and his team is in the play offs). The Southwest District has several new members from the Virginia Wilderness Institute (VWI) in Grundy.

#### IV. Committee Reports

- A. Legislative Liaison  
Steve Spero was not able to be present. It was reported that his father is in the hospital.
- B. Legislative Committee  
Teri Larsen was present and reported on behalf of the Legislative Committee. She indicated she recently had a meeting with DJJ Director Jerrauld Jones. She is also planning a meeting with Gary Conway, a fellow VJJA Board member, who serves as the Legislative Liaison for the CSU Director's Association. Several new folks have joined the Legislative Committee. Their main focus and the impetus for their joining appears to be VaLORS. Diane suggested that Teri prepare a letter for The Advocate. Beth asked for and received clarification on the difference between the Legislative Liaison and the Legislative Committee Chair posts. The intended difference is said to be that the Legislative Liaison serves as the committee's spokesperson, testifying at subcommittee meetings, etc. The Committee Chair is intended to be

the person who organizes meetings and sets agendas. The two positions should utilize a team approach.

C. Institute Planning Committee

Katherine Farmer, Committee Chair, was present and was recognized for her hard work in conference planning. She reported 190 members registered for the conference/institute. The speakers will include Bob Weaver from Associated Marine Institutes and a representative from the FBI. In terms of after hours events, the President's Reception will end by 9:30 to ensure the focus of the conference remains quality training and attendance at early morning training is not impacted by late evening social events. Refreshments/Beverages will include pizza, beer, wine and bottle water. No liquor is to be served. Next year's conference is slated to take place in Williamsburg. Ron Belay is working on securing a speaker/speakers that appeal to managerial level members.

D. Public Relations Committee

Sheila Hightower was present for the public relations subcommittee. She reported there were 24 vendors registered for the conference, with additional vendors on the waiting list for next year. It was explained that each vendor receives a packet which includes information on: joining the association, placing advertisements in The Advocate and setting up a display at the Spring Institute. Lastly, Sheila reported that she had prepared and distributed a press release to the local media.

E. Bylaws Committee

Amy Darby, Bylaws Committee Chair, was present for the conference but not for the meeting. Kim Koeppen reported on her behalf that there had been no changes in the by-laws. Kim also brought up the fact that there is nothing in the by-laws to address the appointment of district officers.

F. Scholarship Committee

Rick Teague, Scholarship Committee Chair, was present and provided a report. He indicated VJJA is again giving out two scholarships valued at \$500.00 each. The 2003 recipients will be Christine Franchok and Stephanie Marshall. He further reported that in the coming months, the scholarship application will be added to the association's website. Board members inquired about the time limit for using the scholarship (2 years from receipt) and whether there is a rule concerning the number of times a member can win. Rick indicated there is not currently a limit to the number of times the scholarship can be won, that the only requirement to apply is the person must have been a member in good standing for 2 years. A concern was raised that a member could be in good standing at the time of application, but no longer be in good standing (lapse in payment of dues by the time of the award is presented at the fall conference. The following will occur in follow-up to today's discussions: Rick and Jim (membership)

will communicate closely re: the list of members in good standing, the scholarship committee will meet to discuss whether to institute a rule re: repeat winners, and Rick will write an article for the Advocate re: the availability of scholarships, application process and selection criteria.

G. Awards

Scott Warner reported that four meritorious awards will be presented. He indicated there were many highly qualified individuals nominated.

H. Editorial

Gary Conway the committee chair was not present but sent a written report. He continues to sell advertisements in The Advocate and is always looking for potential advertisers. There was some concern re: the timing of the publication relative to the publishing of conference materials. Conference materials could not be included because speakers were not firmed up and funding was up in the air.

I. Standards and Benefits

Richard Hagy, Standards & Benefits Chair, was present and provided a report. A recent concern expressed by the membership has been that new Probation Officers (a former grade 10 position; now part of pay band 4) are being offered starting pay at the bottom of the former pay grade 9 - \$26,727. He is doing some research into this matter. Some folks have told him CSU Directors have little to no discretion and this is significantly impacting worker quality, recruitment and retention. Other have told him CSU Directors have some discretion, but are bound to their budgets

In unrelated news, a joint meeting between DJJ & local government administrators was planned but had to be cancelled/postponed. Also, member Rodney Hubbard has recuperated from a recent illness but “still can’t play golf”.

J. Training Consultant

Diane Floyd, Training Consultant, was present and provided a report. She is currently planning the Spring Institute. Of note is that the conference will be held at the Quality Inn in mid-March, not during the last week of the month at the Ramada Inn (which has been the case in past years). About 150 people can be accommodated.

K. Membership Committee

Jim Woolf provided the Membership Committee report. He reported the association has 529 paid members (and many others who have allowed their dues to lapse, but will hopefully re-join). The idea of placing information in the orientation packets of new DJJ employees was renewed. Bob indicated he will bring this up the next time he talks to Director Jones.

L. Website Committee

Tina Beck was not present, but Beth provided a report. After learning that the free website is no longer meeting the association's needs with regard to space, advertising, etc., there was a motion (Paul) to allocate up to \$250.00 a year towards web hosting. Kim seconded the motion and it was carried unanimously. Beth and Tina will check into this matter further.

M. Grants Committee

Brigette Peterson was present for the Grants Committee. She indicated that exploring funding streams has been a learning process. She has been putting feelers out. She has learned that the large foundations are probably not a possibility, but that local grants (the local ABC agency for instance) are a possibility if there is training being offered that relates to their agency mission.

**III. Old Business**

There was no old business to discuss.

**IV. New Business**

A. Election Year:

Bob reminded everyone this is an election year. He explained that during the business meeting Lewis Wright, Election Chair, would make a motion that all four of the current officers be nominated for re-election and call for additional nominations from the floor.

**V. Adjournment**

Dave Carver made a motion to adjourn the meeting at approximately 11:20 a.m. The motion was seconded by Paul Greggs and carried unanimously. The next board meeting will be scheduled for the eve of the Spring Conference.

Respectfully submitted,

Beth Mohler Stinnett  
VJJA State Secretary