



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### **Agenda & Meeting Notice**

California Probation, Parole and Correctional Association  
1st Quarterly Board of Directors Meeting  
Thursday, March 25, 2021, 10am – 12:00pm  
Microsoft Teams Meeting

#### Agenda Items

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- I. Call to Order, President's Welcome by Shawn Arrington, Introductions, & Roll Call
- II. Establishment of Quorum of Executive Board
- III. Approval Of Minutes from December 15, 2020
- IV. Executive Directors Report – Michelle Merrill
  - i) Membership Report / Correctional News / E-Zine Report
  - ii) Financial Reports
  - iii) Treasurer's Report – Bridgette Coprich, Los Angeles County Probation
  - iv) Training Update
- V. New Business
  - i) Virtual Conference
- VI. Old Business
  - i) EIDL Loan Status Update
  - ii) Merrill Management Contract
- VII. Other Business
  - i) Items not on the agenda
- VIII. Legislative Report  
Danielle Sanchez, WPSS Group
- IX. President's Report  
Shawn Arrington, San Bernardino County Probation
- X. Immediate Past President's Report  
Greg McLean, Alameda County Probation
- XI. Vice Presidents' Report
  - i) 1<sup>st</sup> VP – Greg Moore, Kern County Probation
  - ii) 2<sup>nd</sup> VP – Nichole Whitten, Yolo County Probation
  - iii) Northern Region VP – Jim Amaral, Nevada County Probation
  - iv) North Coastal Region VP – Eric Gomes, Alameda County Probation



## **CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION**

- v) Northern DAPO RVP – Denise LeBard, CDCR, DAPO
- vi) Northern DAI RVP – Rick Hill, CDCR, Warden, DAI
- vii) Southern DAPO RVP – Karen Thacker, CDCR, DAPO
- viii) Southern DAI RVP – Vacant
- ix) Central Valley Region VP – Renee Arthurs, Kern County Probation
- x) Southern Region VP(s) – Crystal Nieto, Riverside County Probation  
Leanne Steinhaus, Los Angeles County Probation

### **XII. Report from the State Delegate Chair, Michael Regan, Kern County Probation**

### **XIII. Report of Agency Representatives**

- i) CDCR – Vacant
- ii) CDCR – Vacant
- iii) CPOC – Vacant
- iv) CAPIA – Vacant
- v) CAPSA – Vacant
- vi) BSCC – Sara Dunham, BSCC
- vii) JJDP – Gwendolyn Jackson-Tucker, Sacramento County Juvenile Justice

### **Commission**

### **XIV. Committee Reports**

- i) Conference Committee – Mireya Macias, Chair
- ii) Legislative Committee – Janelle Herrera, Chair
- iii) Membership Committee – Vacant
- iv) Planning & Professional Development Committee – Vacant
- v) Awards Committee – Vacant
- vi) Nominations Committee – Vacant
- vii) Webpage & Technology Committee – Vacant
- viii) Fundraising Committee – Vacant

### **XV. Other Business/Open Forum**

### **XVI. Next Board Meeting - December - TBD**



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

### 2021 Board of Directors

#### Executive Board

##### **President**

Shawn Arrington  
San Bernardino County Probation  
[shawn.arrington@prob.sbcounty.gov](mailto:shawn.arrington@prob.sbcounty.gov)  
(951) 377-7395  
Term Expiration; 12/31/2021

##### **1<sup>st</sup> Vice President**

Greg Moore  
Kern County Probation  
[gregmoore@kernprobation.org](mailto:gregmoore@kernprobation.org)  
(661) 868-4482  
Term Expiration; 12/31/2021

##### **2<sup>nd</sup> Vice President**

Nichole Whitten  
Yolo County Probation  
[nichole.whitten@yolocounty.org](mailto:nichole.whitten@yolocounty.org)  
(530) 406-5320  
Term Expiration; 12/31/2021

##### **Northern Regional Vice President**

Jim Amaral  
Nevada County Probation  
[Jim.amaral@co.nevada.ca.us](mailto:Jim.amaral@co.nevada.ca.us)  
(530) 277-9482  
Term Expiration; 12/31/2023

##### **Northern Coastal Regional Vice President**

Eric Gomes  
Alameda County Probation  
[egomes@acgov.org](mailto:egomes@acgov.org)  
(510) 461-3150  
Term Expiration; 12/31/2023

##### **Northern DAPO Regional Vice President**

Denise LeBard  
CDCR, Division of Adult Parole, Chief Deputy Regional  
Administrator  
[denise.lebard@cdcr.ca.gov](mailto:denise.lebard@cdcr.ca.gov)

##### **Northern DAI Regional Vice President**

Rick Hill  
CDCR, Division of Adult Institutions, Warden  
[rick.hill2@cdcr.ca.gov](mailto:rick.hill2@cdcr.ca.gov)

##### **Central Valley Regional Vice President**

Renee Arthurs  
Kern County Probation  
[reneeearthurs@kernprobation.org](mailto:reneeearthurs@kernprobation.org)  
(661) 330-6901  
Term Expiration; 12/31/2023

##### **Southern DAPO Regional Vice President**

Karen Thacker  
CDCR, Regional Parole Administrator  
[karen.thacker@cdcr.ca.gov](mailto:karen.thacker@cdcr.ca.gov)

##### **Southern DAI Regional Vice President**

Vacant

##### **Southern Regional Vice President**

Crystal Nieto  
Riverside County Probation  
[cnieto@rivco.org](mailto:cnieto@rivco.org)  
(760) 863-8430  
Term Expiration; 12/31/2022

##### **Southern Regional Vice President**

Leanne Steinhaus  
Los Angeles County Probation  
[Leanne.steinhaus@probation.lacounty.gov](mailto:Leanne.steinhaus@probation.lacounty.gov)  
(909) 782-0741  
Term Expiration; 12/31/2023

##### **Treasurer**

Bridgette Coprich  
Los Angeles County Probation  
[bridgette.coprich@probation.lacounty.gov](mailto:bridgette.coprich@probation.lacounty.gov)  
(323) 298-3521  
Term Expiration; 12/31/2021

##### **State Chair of the Delegates**

Michael Regan  
Kern County Probation  
[Michael\\_regan@kernprobation.org](mailto:Michael_regan@kernprobation.org)  
(323) 497-0684  
Term Expiration; 12/31/2021

##### **Immediate Past President**

Greg McLean  
Alameda County Probation  
(925) 803-7146  
[ghmclean@acgov.org](mailto:ghmclean@acgov.org)  
Term Expiration; 12/31/2021



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

A quorum is established with 9 members of the Executive Committee present to vote.

### 2019 Agency Representatives & Committee Chairs

#### CDCR Representative(s)

Vacant

#### CDCR Representative(s)

Kathleen Allison

State of California, CDCR Secretary

[Kathleen.allison@cdcr.ca.gov](mailto:Kathleen.allison@cdcr.ca.gov)

(916) 322-2283

*Term: by appointment*

#### CPOC Representative

Vacant

#### CAPIA Representative

Daniel Castanada

Riverside County Probation

[dcastanada@rivco.org](mailto:dcastanada@rivco.org)

*Term: by appointment*

#### CAPSA Representative

Kim Craddock

Calaveras County Probation

[kcraddock@co.calaveras.ca.us](mailto:kcraddock@co.calaveras.ca.us)

*Term: by appointment*

#### CPPCA JJDP Committee Chair

Gwendolyn Jackson-Tucker

Sacramento County Commissioner

[gwenjt@comcast.net](mailto:gwenjt@comcast.net)

(916) 284-7476

*Term: by appointment*

#### CPPCA Legislative Committee Co-Chair

Janelle Herrera

Kern County Probation

[herreraj@kernprobation.org](mailto:herreraj@kernprobation.org)

(661) 868-4149

*Term: by appointment*

#### CPPCA Planning & Professional Development Committee Chair

Vacant

#### CPPCA Nominations & Elect. Cmte Chair

Vacant

#### 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

Vacant

#### CPPCA Fundraising Committee Chair

Vacant

#### CPPCA Conference Committee Chair

Mireya Macias

San Bernardino County Probation

#### CPPCA Awards Committee Chair

Vacant

#### Management Firm

Merrill Management Group

Assoc. Management

4 Emporia Court

Elk Grove, CA 95758

(916) 207-0868

#### Management:

Michelle R. Merrill, Executive Director

[michelle@cppca.org](mailto:michelle@cppca.org)

Scott Merrill, Director

[scott@cppca.org](mailto:scott@cppca.org)

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; December 15, 2020

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Attached are the minutes from the 4th Quarterly Board of Director's meeting.

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CPPCA staff recommendation(s):

1. Review and approve the minutes as submitted.

Michelle R. Merrill  
Executive Director

March 25, 2021 1st Quarterly BOD Meeting

CPPCA 4<sup>th</sup> Quarterly Board Meeting  
December 15, 2020  
Microsoft Teams Meeting - Online

**I. Call to order**

The meeting was called to order at 10:03 a.m. A quorum was established.

**II. Roll Call/Introductions**

President Shawn Arrington welcomed everyone to the meeting and asked for introductions.

Board Members present

Shawn Arrington, President  
Greg Moore, 1<sup>st</sup> VP  
Nichole Whitten, 2<sup>nd</sup> VP  
Jim Amaral, Northern RVP  
Eric Gomes, North Coastal RVP  
Crystal Nieto, Southern RVP  
Rick Hill, CDCR DAI Northern RVP  
Renee Arthurs, Central Valley RVP  
Karen Thacker, CDCR DAPO Southern RVP  
Michael Regan, Delegate Chair  
Greg McLean, Immediate Past President  
Denise LeBard, CDCR DAPO Northern RVP  
Bridgette Coprich, Treasurer  
Leanne Steinhaus, Southern RVP

Contractors Present

Michelle Merrill, Executive Director  
Danielle Sanchez, Legislative Advocate

Approval of Minutes from October 7, 2020 BOD Meeting

The minutes submitted were reviewed. No corrections were noted. **A motion to accept the minutes as submitted was made by Nichole Whitten and seconded by Greg Moore. Motion carries.**

**IV. Management Report**

Michelle Merrill provided a membership and management report. Michelle reported that the current active membership is at 686 members. The decrease in membership was due to non-renewals from DAPO and over 155 non-renewed members from San Bernardino County Probation. It was discussed during the meeting and Denise LeBard and Shawn Arrington were going to look into the non-renewals. There was also concerned that due to Covid, the recruitment efforts were unable to take place like they had in the past. Michelle discussed the line up of trainings for the beginning of the new year. Karen Thacker let Michelle know that DAPO has regular training offerings and that they'd be happy to set some trainings up for CPPCA. Michelle talked about the hold-up with the EIDL loan and how it has progressed but not to the final stages yet. The board had some concerns and wants to be notified when we are at the stage of signing documents. Michelle also noted that CPPCA is behind on WPSS payments. There was discussion of a possible virtual conference for September 2020.

Michelle provided financials for the board. A Correctional News calendar was also

provided in the packet.

### **Financials**

The CPPCA financials were provided for the board of directors in their packets.

### **V. New Business**

i) 2021 Proposed Budget – A proposed 2021 budget was presented to the board. After discussion on possible scenarios surrounding the annual conference and the possibility that we may not have another in-person conference this year, the board discussed holding an online conference forum with multiple trainings. The board also discussed ways to bring in more revenue. **A motion was made by Eric Gomes to accept the proposed 2021 budget and was seconded by Greg Moore. Motion passes unanimously.**

### **VI. Old Business**

No old business

### **VII. Other Business**

No other business

### **VIII. Legislative Report**

Danielle Sanchez, WPSS Group Legislative Advocate provided a legislative update. Danielle talked how the legislature came back into session on December 7<sup>th</sup>. She talked about how they've already chose the Speaker of the House Rendon and Senator Toni Atkins for Senate Pro Tem. Danielle noted that they are working remotely and that leadership is asking them to pare down the bill load. She talked about how we will see a lot of reintroduced bills this year; reiterations of bills from last year. Danielle gave a timeline of bill introductions and talked about some bills of note for CPPCA. See handout.

### **IX. Presidents Report**

Shawn Arrington thanked everyone for joining the online meeting. He talked about how in San Bernardino trainings are still going on and that he has been working with the fiscal department to get invoices approved. Shawn noted that he is not sure if anything will open back up. Shawn talked about how the CPPCA board may meet earlier than March to discuss on-going conference adjustments with the hotel and that he thought that having an in-person conference is questionable. In his county all activities have been suspended.

### **Immediate Past President**

Greg McLean wishes everyone a crazy Covid Christmas and talked about how his department has everyone on one day in the office and one day out of the office. He noted that it's been challenging, but counts are staying low. They now have two Covid houses in their local jail. Greg also noted that virtual trainings may be the answer of the future.

### **1<sup>st</sup> VP**

Greg Moore had no report.

### **2<sup>nd</sup> VP**

Nichole Whitten reported that her department has scaled back with the way they're doing business and that they are doing video calls to ensure they're not exposed.

They have had no outbreaks at their jail and have been very strict about not letting any of the public inside.

#### Northern Region VP

Jim Amaral indicated that in Nevada County their juvenile hall will close in 15 days and that they in Nevada County are trying to “tread water” like everyone else.

#### North Coast Region VP

Eric Gomes indicated that he had no report.

#### CDCR, DAPO Northern RVP

Denise LeBard reported that she would check on DAPO renewals for CPPCA and feels that possibly the invoice was overlooked. She also reported that their new director starting in January will be Doug Eckenrod.

#### CDCR, DAI Northern RVP

Rick Hill reported that in the institution it's been all about Covid; the response and keeping the numbers low. He talked about how the programming has been modified to slow the spread. The institutions are suffering around the state and they have been seeing spot outbreaks. Rick gave some stats about numbers of inmates and staff that have recovered versus how many are out with Covid currently. A question was asked about the distribution of the Covid vaccine to inmates. Rick talked about how he believes that high-risk inmates and staff would be first to receive the vaccine.

#### Central Valley VP

Renee Arthurs had noted that she is currently in a court unit and is able to work from home so there's no exposure.

#### Southern Region VP(s)

Crystal Nieto reported that Riverside County was experiencing a spike in Covid cases and that there were 69 confirmed cases of staff. She noted that some were in the field and some were office staff. Riverside probation officers were not going in homes and they have lowered office capacity. They are managing clients by appointment and checking everyone at the door. They are meeting via video calls at the day reporting centers.

Leanne Steinhaus reported that there was a lot going on with Covid and fines. The camps are closed for visitation and there has been 49 positive cases in the last couple of weeks. She also reported that offices are still on lock down.

#### CDCR, DAPO Southern RVP

Karen Thacker reported a huge increase in staff positive Covid tests. She noted that there were 10 – 15 a week and they had to close the office for additional cleaning. Karen talked about how they were conducting outside visits with masks and distancing. She also noted that community re-entry programs were spiking as well. Karen offered to provide some training via online and that they have a couple of titles CPPCA would be interested in, such as Principled Policing and Implicit Bias.

#### CDCR, DAI Southern RVP

Vacant

State Chair of the Delegates  
Michael Regan had no report.

**X. Agency Reports**

1. CDCR / Institutions– No report.
2. CDCR / DAPO – No report.
3. BSCC – No report.
4. CAPIA – No report.
5. CPOC – No report.
6. CAPSA – No report.
7. JJDPC – No report.

**XI. Committee Reports**

1. Conference Committee Chair – No further report.
2. Legislative Committee – No report.
3. Membership Committee – No report.
4. Planning and Professional Development – No report.
5. Nomination & Elections Committee – No report.
6. Web site / Technology Committee – No report.
7. Awards Committee – No report.
8. Fundraising Committee – No report.

**Other Business / Open Forum**

No further business.

**Schedule Next Board Meeting**

The next board of directors meeting date will be determined by sending a Doodle poll.

**Adjournment**

The motion was made by Greg Moore and seconded by Nichole Whitten to adjourn the meeting at 11:46 a.m. 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

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Management, Financial reports are attached

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Merrill  
Executive Director

March 25, 2021 1<sup>st</sup> Quarterly BOD Meeting

## **Management Report**

**March 25, 2021**

### **I. Membership**

Membership has stabilized and has not decreased since the last reporting of 686 members. With the inability to engage members through direct contact (chapter meetings, annual training conference, etc.), Covid has definitely affected CPPCA and how we do business.

Two of the three trainings scheduled have been held and we've received great reviews. Attendees are primarily from small counties who do not have an in-house training department. I emailed Los Angeles County Probation in January asking for their consideration of offering scholarships for their officers to attend online trainings and did not receive a response.

- These are the trainings we are and have offered –  
Feb. 23 & Feb. 25 - Creating a Trauma Informed Juvenile Justice Team (8hr) – with 6 attendees
- March 9 & 11 – Who Moved my Cheese?; Coping with Unexpected Change – with 6 attendees
- April 13 & 15, April 27 & 29, May 11 & 13 – New Choices: Developing Effective Leaders (24 hr) – currently at 10 attendees

We have collected \$8,400 to date for the trainings and will pay the trainer 50% (\$4,200). I will continue to schedule trainings and will work with Karen Thacker, DAPO to schedule some of the titles she has offered to us.

I was contacted in early March by the contractor working with the SBA (Small Business Administration). They indicated that the delay in a decision is because our 2019 taxes have not posted to the IRS Non-Profit Organization website and that even though a copy of our submitted taxes were provided, they need something from the IRS directly showing we filed and it was received. I called the IRS and waited over 1.5 hours to speak to a representative. I explained what we needed and she indicated that they would mail it to me in about 12 – 15 business days. I received the transcript within 7 days and uploaded the scans to the SBA contractor. He responded late last week noting that they can't use a "transcript" and that they need a full IRS received copy of our taxes. I will call the IRS again and request the full copy of our taxes and update the board as I receive more information.

### **Financial**

The current CPPCA financials are provided in the board of directors packet. In an effort to get caught up with WPSS Group, I submitted a payment from CPPCA's credit card in December. There is a remaining balance \$2,354.09. With Bridgette Coprich's advise, we are making as large of payments as we are able monthly to pay this off.

### **II. Association Communications:**

Staff works closely with Danielle Sanchez, WPSS Group 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. This year we've added a "Members Only" access that includes a member forum to ask questions, seek input and have discussion with other members only. The general public will not be able to view the forum.

### **Correctional News**

CPPCA editorial calendar – Target is to be delivered monthly via ezine format -

Editorial Plan		
<u>Issue</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
January 2021	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 28, 2021
February 2021	Meet the Board	February 25, 2021
March 2021	Announcement for Conf.	March 30, 2021
April 2021	Legislative summary for Early 2021. 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. ( <b>April 22, 2021</b> )
May 2021	Online Conference marketing, membership information update and conference	May 20, 2021
June 2021	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 17, 2021 - Ezine
July 2021	Online Training Promotion, Budget updates	-Content due to staff no later than <b>July 15, 2021</b> .
August 2021	Online Training Marketing	August 19, 2021 - Ezine
September 2021	Online Training	September 16, 2021 - Ezine
October 2021	Online Training offerings	October 24, 2021 - Ezine
November 2021	Fall Edition – news	November 18, 2021 - Ezine
December 2021	Holiday Edition – news	December 18, 2021 - Ezine

# California Probation, Parole and Correctional Association

## Balance Sheet

As of February 28, 2021

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	-3,613.99
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	5,444.49
Total Bank Accounts	<u>\$ 1,830.50</u>
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	<u>\$ 0.00</u>
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	15,000.00
Uncategorized Asset	-7,326.69
Total Other Current Assets	<u>\$ 7,673.31</u>
Total Current Assets	<u>\$ 9,503.81</u>
<b>TOTAL ASSETS</b>	<u>\$ 9,503.81</u>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	<u>\$ 0.00</u>
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	3,319.62
Total Credit Cards	<u>\$ 3,319.62</u>
Other Current Liabilities	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
Total Other Current Liabilities	<u>\$ 0.00</u>
Total Current Liabilities	<u>\$ 3,319.62</u>
Total Liabilities	<u>\$ 3,319.62</u>
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-70,790.29
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	<u>\$ 66,345.55</u>
Net Income	1,271.72

Total Equity	\$	6,184.19
TOTAL LIABILITIES AND EQUITY	\$	9,503.81

Tuesday, Mar 23, 2021 10:21:23 AM GMT-7 - Accrual Basis

**California Probation, Parole and Correctional Association**  
**Budget vs. Actuals: 2021 Budget - FY21 P&L**  
January - December 2021

	Total		
	Actual	Budget	over Budget
<b>Income</b>			
4000 Dues Income			0.00
4002 Professional Dues	11,248.14	75,000.00	-63,751.86
4005 Retired Member Dues	373.20	300.00	73.20
<b>Total 4000 Dues Income</b>	<b>\$ 11,621.34</b>	<b>\$ 75,300.00</b>	<b>-\$ 63,678.66</b>
4020 Conference			0.00
4024 Attendee - Revenue	4,107.55	105,000.00	-100,892.45
4026 Sponsor - Revenue		15,000.00	-15,000.00
4027 Exhibitor - Revenue		28,000.00	-28,000.00
4028 Raffles/Live-Silent Auction		1,500.00	-1,500.00
4030 Promopiece & Postage		1,000.00	-1,000.00
<b>Total 4020 Conference</b>	<b>\$ 4,107.55</b>	<b>\$ 150,500.00</b>	<b>-\$ 146,392.45</b>
4100 Regional Trainings		2,000.00	-2,000.00
<b>Total Income</b>	<b>\$ 15,728.89</b>	<b>\$ 227,800.00</b>	<b>-\$ 212,071.11</b>
<b>Gross Profit</b>	<b>\$ 15,728.89</b>	<b>\$ 227,800.00</b>	<b>-\$ 212,071.11</b>
<b>Expenses</b>			
5000 Dues and Membership		1,000.00	-1,000.00
5020 Regional Trainings Expense		3,000.00	-3,000.00
5035 Conference Expenses			0.00
6000 Food & Beverage		75,000.00	-75,000.00
6001 Raffle Giveaway		800.00	-800.00
6002 Tote Bags/Name Badges		5,000.00	-5,000.00
6003 Audio/Visual		6,000.00	-6,000.00
6004 Awards		1,100.00	-1,100.00
6005 Entertainment		1,500.00	-1,500.00
6006 Trainer / Board of Directors		5,000.00	-5,000.00
6007 Staff Travel		1,500.00	-1,500.00
6008 Printing/Signs		6,000.00	-6,000.00
6010 Speaker Gifts		300.00	-300.00
6011 Vendor Booth Decorator		6,000.00	-6,000.00
6012 Miscellaneous Supplies		600.00	-600.00
<b>Total 5035 Conference Expenses</b>	<b>\$ 0.00</b>	<b>\$ 108,800.00</b>	<b>-\$ 108,800.00</b>
5045 Board			0.00
5046 Meeting Cost		600.00	-600.00
5047 Room and Travel		400.00	-400.00
<b>Total 5045 Board</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>-\$ 1,000.00</b>
5050 Website		300.00	-300.00
5060 Legislative Activities			0.00
5061 Contractor		48,000.00	-48,000.00
5062 Misc. Legislative Activities		300.00	-300.00
<b>Total 5060 Legislative Activities</b>	<b>\$ 0.00</b>	<b>\$ 48,300.00</b>	<b>-\$ 48,300.00</b>

<b>5070 Administrative</b>				0.00
<b>5072 Office Expense</b>	277.26	1,700.00		-1,422.74
<b>5073 Staff Services Contract</b>	10,000.00	60,000.00		-50,000.00
<b>5075 Bus/comm. Meetings</b>		100.00		-100.00
<b>5076 Insurance/Business</b>		1,200.00		-1,200.00
<b>5077 Interest Charges</b>	42.36			42.36
<b>5078 Accounting/Audits</b>		1,300.00		-1,300.00
<b>5079 Board/Leadership</b>		500.00		-500.00
<b>Total 5070 Administrative</b>	<b>\$ 10,319.62</b>	<b>\$ 64,800.00</b>	<b>-\$</b>	<b>54,480.38</b>
<b>5090 Tax and Insurance</b>				0.00
<b>5091 Franchise Tax &amp; Insurance</b>		10.00		-10.00
<b>Total 5090 Tax and Insurance</b>	<b>\$ 0.00</b>	<b>\$ 10.00</b>	<b>-\$</b>	<b>10.00</b>
<b>5095 Merchant Fees/Bank Charges</b>	34.47			34.47
<b>5100 Travel Reimbursement</b>		200.00		-200.00
<b>Total Expenses</b>	<b>\$ 10,354.09</b>	<b>\$ 227,410.00</b>	<b>-\$</b>	<b>217,055.91</b>
<b>Net Operating Income</b>	<b>\$ 5,374.80</b>	<b>\$ 390.00</b>	<b>\$</b>	<b>4,984.80</b>
<b>Net Income</b>	<b>\$ 5,374.80</b>	<b>\$ 390.00</b>	<b>\$</b>	<b>4,984.80</b>

Tuesday, Mar 23, 2021 10:59:47 AM GMT-7 - Accrual Basis

**California Probation, Parole and Correctional Association**  
**Profit and Loss YTD Comparison**  
February 2021

	Total	
	Feb 2021	Jan - Feb, 2021 (YTD)
<b>Income</b>		
4000 Dues Income		
4002 Professional Dues	4,306.45	9,007.99
4005 Retired Member Dues		373.20
<b>Total 4000 Dues Income</b>	<b>\$ 4,306.45</b>	<b>\$ 9,381.19</b>
4020 Conference		
4024 Attendee - Revenue	2,210.15	2,210.15
<b>Total 4020 Conference</b>	<b>\$ 2,210.15</b>	<b>\$ 2,210.15</b>
<b>Total Income</b>	<b>\$ 6,516.60</b>	<b>\$ 11,591.34</b>
<b>Gross Profit</b>	<b>\$ 6,516.60</b>	<b>\$ 11,591.34</b>
<b>Expenses</b>		
5070 Administrative		
5072 Office Expense	138.63	277.26
5073 Staff Services Contract	5,000.00	10,000.00
5077 Interest Charges	42.36	42.36
<b>Total 5070 Administrative</b>	<b>\$ 5,180.99</b>	<b>\$ 10,319.62</b>
<b>Total Expenses</b>	<b>\$ 5,180.99</b>	<b>\$ 10,319.62</b>
<b>Net Operating Income</b>	<b>\$ 1,335.61</b>	<b>\$ 1,271.72</b>
<b>Net Income</b>	<b>\$ 1,335.61</b>	<b>\$ 1,271.72</b>

Tuesday, Mar 23, 2021 10:57:21 AM GMT-7 - Accrual Basis



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

### Legislative Update Summary

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Provided as a handout at the meeting.

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CPPCA staff recommendation(s):

1. Review and discuss as necessary.

Michelle R. Merrill  
Executive Director

March 25, 2021 1<sup>st</sup> Quarterly BOD Meeting



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

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

### New Business

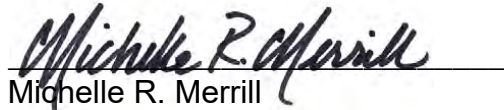
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Item i) 2021 Virtual Conference? Discussion on having a virtual conference, pricing and costs associated with using an online platform.

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CPPCA staff recommendation(s):

1. Review and discuss as submitted.



Michelle R. Merrill  
Executive Director

March 25, 2021 1<sup>st</sup> Quarterly BOD Meeting



## CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION

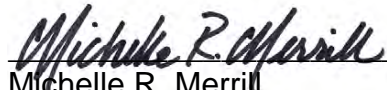
California Probation, Parole and Correctional Association  
Regular Meeting, Agenda Item VI.

### Old Business

- 
- Item i) 1. EIDL Loan Update (verbal)  
2. Merrill Management Contract renewal
- 

CPPCA staff recommendation(s):

1. Review and discuss as necessary.

  
\_\_\_\_\_  
Michelle R. Merrill  
Executive Director

March 25, 2021 1<sup>st</sup> Quarterly BOD Meeting

ASSOCIATION SERVICES  
AGREEMENT

This agreement is made and entered into on the 1<sup>st</sup> of April to be effective on the 1<sup>st</sup> of April, 2021 through March 31, 2022, is by and between the CALIFORNIA PROBATION, PAROLE AND CORRECTIONAL ASSOCIATION, hereinafter referred to as “CPPCA,” an association incorporated in the State of California, and MERRILL MANAGEMENT GROUP, a Corporation, hereinafter referred to as “MMG”

RECITALS

WHEREAS, the CPPCA’s Board of Directors is authorized to contract on behalf of the association for services of persons at such compensation as may be deemed appropriate by the Board, and said Board may assign duties to such persons at their discretion; and,

WHEREAS, the Board of Directors of CPPCA desires association management and representation and political assistance services; and,

WHEREAS, the CPPCA Board of Directors authorized contracting with MMG for such services for a contract to be effective upon April 1, 2021.

WITNESSETH

1. DUTIES

MMG agrees to perform the following duties in accordance with the terms and conditions of this AGREEMENT.

A. As to association management, MMG shall:

1. Provide leadership and communication services to assist CPPCA in achieving its objectives, given the differing needs of CPPCA’s members.
2. Provide daily oversight of CPPCA’s ongoing activities relating to its program, its relations with contractors or third parties and other persons or entities having a contact with CPPCA, including the public and current and potential new member entities, the regular identification and dissemination of research or other relevant reports, as well as meeting and agenda development, with such written recommended actions as will, in the judgment of MMG, protect or advance CPPCA interests.
3. Recommend policies to CPPCA’s Board of Directors and /or Executive Committee (“Board”), and carry out the Board’s adopted policies, but MMG shall be solely responsible for the means it devises to effect the policies.
4. Comply and support the Association’s mission, constitution, bylaws and directions from the Board of Directors.

5. Serve as an information clearinghouse when state agencies, legislators or members of the public are seeking information on matters concerning the California's probation / correctional system or other items of special interest.
6. Attend CPPCA Board of Directors meetings and other meetings as required to perform the terms of this AGREEMENT.
7. After requesting input from the Chair, prepare any and all meeting agendas. Said agendas and financial reports shall be distributed at least seven days prior to the meeting date, and will contain "appropriate reports," financial reports and recommendations on relevant issues.
8. If mutually agreed upon and as necessary, act as staff to such committees as CPPCA may create. Provide clerical support at Board meetings and Delegate meetings to conduct roll call and transcribe minutes.
9. Carry out a program of membership recruitment and retention activities, including invoicing members, collecting and depositing into CPPCA's bank account membership dues, and review CPPCA's current membership dues structure and recommend to the Chair of the Board of Directors the most efficient and attractive schedule of membership tiers and associated dues.
10. In conjunction with the Association's Treasurer, oversee and carry out a program of financial management, including, preparing annual budgets for consideration and adoption by the Board, maintaining the proper accounts and books, and providing appropriate and necessary reporting as requested by the Board.
11. Arrange for the preparation and mailing to all CPPCA members, on a regular basis, or as determined by the CPPCA Board of Directors, an appropriate publication, including relevant industry and legislative reports and other subjects of interest to CPPCA members.
12. Submit a regular quarterly report of activities and financial statements to the Board or Executive Committee.
13. Monitor and inform the Executive Committee or Board of administrative and organization needs and activities. Apprise the Executive Committee or Board of MMG's needs and specify what assistance or help is appropriate by the Executive Committee or Board.
14. In good faith, provide sufficient and adequate staffing to carry out its duties and obligations under this AGREEMENT.
15. Participate in the preparation of audits of CPPCA's books, accounts or other records, and fully cooperate with auditors carrying out such audits.

B. As to political assistance, MMG shall:

1. Maintain a current general awareness of the political climate in and affecting the Legislature and Governor's Administration in concert with CPPCA Legislative Advocates.
2. Carry out those other duties called for in the CPPCA policies and Association Management Scope of Work dated April 1, 2021, which is incorporated hereinto by reference and made a part of this AGREEMENT.

## 2. CONSIDERATION

In consideration for the duties set forth above, CPPCA agrees to pay MMG a "Base Consideration," equal to the sum of \$60,000, payable in twelve (12) equal installments of \$5,000 monthly, with consideration for a conference performance incentive in the terms as follows:

10% incentive bonus if conference nets \$20,000 after expenses (\$2000+)

15% incentive bonus if conference nets \$25,000 after expenses (\$3750+)

20% incentive bonus if conference nets \$30,000 after expenses (\$6000+)

The terms of this contract are twelve (12) months which can be extended or terminated at the discretion of the CPPCA board of directors. If the Board exercises an extension option pursuant to section 6.B. of this AGREEMENT, but not less than the consumer price index for all urban consumers (San Francisco-Oakland-San Jose), but in no case less than two and a half percent (2.5%) per extended agreement timeframe.

Furthermore, CPPCA acknowledges that during this contract term, MMG may re-engage in discussions related to financial incentive clauses to include, but not limited to, membership incentives for further consideration and as agreeable by both parties.

At any time after the effective date of this agreement, upon 30 calendar days written notice from the President of the Association, the Association may re-open this agreement for renegotiation regarding future increases if a financial shortfall occurs as determined by the Board of Directors.

## 3. BILLING

The consideration for each year set forth above is payable in 12 equal installments, payable monthly on or before the First Day of each month.

### A. Other Expenses

CPPCA shall reimburse MMG for any pre-approved expenses involving travel and only authorized by the Board of Directors or other expenses as pre-authorized by the Board of Directors or by the terms of this agreement. Such authorized expenses include, to the extent they are incurred in CPPCA's behalf: conference call line hosting charges; postage; major printing and copying; delivery and shipping; and deposits paid for rental of space and

food and beverage. MMG shall bear all other office, clerical and overhead costs of doing business, such as providing internet services, business phone line services, accounting software subscriptions and regular office supplies. Reimbursement by CPPCA shall be on a monthly basis, based on documentation of such expenses by MMG.

#### 4. INDEPENDENT CONTRACTOR

In assuming the responsibilities in the AGREEMENT, MMG shall remain and independent contractors, and is hereby designated and deemed a special agent of CPPCA with regard to performing its duties and obligations under this AGREEMENT.

#### 5. ASSURANCES AND INDEMNIFICATION

##### A. MMG Assurances:

During the term of the Agreement, MMG shall maintain policies of insurance for CPPCA as follows:

1. MMG shall maintain during the term of the AGREEMENT Directors and Officers (D&O) liability insurance, in the amount of \$1,000,000 per occurrence, employment practices liability with a \$1,000,000 per occurrence, and fiduciary liability with a limit of \$1,000,000 for defense costs.
2. The general liability insurance policies shall name CPPCA, its directors, officers, agents, employees, and member entities, and their respective officers and employees, as additional named insured's.

##### B. Indemnification:

1. MMG does hereby agree to defend, indemnify and hold CPPCA, its directors, officers, agents, employees and member entities, and their respective officers and employees, harmless from and against, any and all claims of injury, damage, or death arising out of or related to this AGREEMENT as the result of a negligent act or omission of MMG, its employees, agents, or subcontractors during the term of the AGREEMENT.
2. MMG shall not be obligate to indemnify CPPCA, its directors, officers, employees, agents and member entities in excess of the limits of the coverage's described in this section 5, except in the case of gross negligence, fraud or willful misconduct of MMG taken or not taken with a conscious disregard of the consequences.
3. CPPCA does hereby agree to defend, indemnify and hold MMG, its directors, officers, agents, employees and member entities, and their respective officers and employees, harmless from and against, any and all claims of injury, damage, or death arising out of or related to the AGREEMENT as the result of a negligent act or omission of CPPCA, its employees, agents or subcontractors during the term of the AGREEMENT.

### C. CPPCA's Confidences and Records:

1. MMG shall retain the papers and computer media it drafts, collects, or uses as CPPCA's association manager, and make them available to CPPCA at the termination of this AGREEMENT. MMG shall not destroy or discard such papers or media without the advance written consent of CPPCA's Board of Directors. Such materials shall be considered the property of CPPCA. MMG may retain copies of such papers and documents, at MMG's expense, and with the written permission of the CPPCA Board of Directors, at the termination of the AGREEMENT.
2. During the term of the AGREEMENT, MMG will be made privy to confidential information regarding CPPCA's potential and pending litigation, its negotiations and its trade and proprietary business interests and property. MMG shall not disclose and confidential information without the advance written approval of CPPCA's Legal Counsel. MMG acknowledges that a breach of the AGREEMENT may not be remedied by an award of the damages and that CPPCA shall be able to enforce its confidentiality claims in law or in equity, or both.
3. The obligations of the Section C shall survive the termination of the AGREEMENT.

### 6. TERM

- A. This AGREEMENT shall commence on April 1, 2021 and remain in full force and effect to and including March 31, 2022.
- B. Options to Extend Term – CPPCA shall have an option to extend the term of the AGREEMENT for up to one additional year, for consideration to be increased after the month ending March 30, 2022, by an amount approved by the Board of Directors, but not less than the consumer price index for all urban consumers (San Francisco-Oakland-San Jose), but in no case less than two and a half percent (2.5%) per year, for up to one-year period. Such options must be exercised by written notice from CPPCA to MMG. At least 60 days prior to, but no later than 30 days prior to, determining whether to extend the term of this AGREEMENT pursuant to this section, the Board of Directors shall determine whether to add to the "Base Consideration" for any year of this AGREEMENT so extended the sum of all compensation paid to MMG under the Membership Incentive Plan, to become the new "Base Consideration" for that year.

CPPCA shall provide to MMG written notice of any extension of this AGREEMENT, pursuant to this section.

### 7. PERFORMANCE REVIEW

Subject to procedures to be adopted by the Executive Committee, CPPCA shall annually review the performance of MMG.

## 8. TERMINATION

Early Termination Without Cause – Either Party may terminate the AGREEMENT at any time, without any cause, at its pleasure or convenience, by written notice to the other Party given at least 30 days in advance of the termination date.

The written notice of termination shall be mailed to the President of the Board of Directors of CPPCA on behalf of CPPCA; and, to Michelle Merrill, on behalf of MMG, addressed to the following respective addresses:

Shawn Arrington	Michelle Merrill
CPPCA President	Merrill Management Group
P.O. Box 1947, Sacramento, CA 95812	7576 St. Lukes Way, Sacramento, CA 95823

In the event Shawn Arrington is no longer President of the Board of Directors, notice shall be mailed to the address of the President serving at the time of such notice.

In the event of termination, the AGREEMENT shall cease and terminate on the date specified, except as to amounts already earned by MMG during the term of this AGREEMENT.

## 9. ASSIGNMENT

This AGREEMENT shall not be assignable by operation of law or otherwise.

## 10. CONFLICT OF INTEREST

To the extent that MMG has, or will in the future have, a conflict of interest with any present or future client, MMG shall:

- A. Inform CPPCA of the conflict of interest and CPPCA shall have the option to terminate this AGREEMENT as provided herein or to waive the conflict of interest subject to the terms of sub-paragraph B. below.
- B. In the event CPPCA waives the conflict of interest, it shall do so in reliance upon MMG implementing a confidentiality plan, approved by the Board, which shall provide, at a minimum, that CPPCA's records, documents, drafts, computer records and any and all information are maintained separately and confidential from any other MMG client; and that, any and all MMG obligations under this AGREEMENT shall not be employed in performing any services for the MMG client who is subject of the conflict of interest and shall keep any and all CPPCA plans, programs, records and information confidential from said client.

11. INTEGRATION OF AGREEMENT

This AGREEMENT contains the entire AGREEMENT between the Parties and supersedes all prior oral and written AGREEMENTS, understandings, and commitments.

12. CHOICE OF LAW

The formation, construction, and performance of this AGREEMENT shall be construed in accordance with the laws of California. This AGREEMENT shall be enforced in California.

13. SEVERABILITY

If any provision of this AGREEMENT is held invalid or unenforceable, the remainder of this AGREEMENT shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

14. NOTICES

Any notice to CPPCA shall be addressed to the person identified in Section 8. Any notice to MMG shall be addressed to the person identified in Section 8. Notices, unless otherwise specified in this AGREEMENT, shall be in writing and may be delivered by facsimile, express mail or delivery service. A Party may change its address by notice.

15. AMENDMENT

This AGREEMENT may only be modified or amended by a writing drawn, executed and delivered with the same dignity as this AGREEMENT.

16. EXECUTION

This AGREEMENT, having been reviewed and duly approved by the Parties, they each intending to be bound by it, in accordance with each and every term, and representing to each other that they have all requisite authority, they have subscribed this AGREEMENT below, with the signatures of their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first herein above written.

MERRILL MANAGEMENT GROUP

CALIFORNIA PROBATION PAROLE AND  
CORRECTIONAL ASSOCIATION

\_\_\_\_\_  
Name of Management

\_\_\_\_\_  
Name of President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **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.