



BOARD MEETING MINUTES
 September 14, 2017 – DOC Central Office

Absent/Present:

Sarah Eischens	P
Steve King	P
Mark Groves	P
Monique Drier	P
Gina Evans	P
Jennifer Guse	P
Debbie Beltz	A
Mark Bliven	A
Dan Raden	A

Amy Moeckel	P
Shannon Fette	P
Nancy Johnson	P
Dennis Karp	A
Tara Rathman	A
Jane Schmid	P
Cal Saari	A
Connie Hartwig	P
Dan Kempf	A

Laura Anderson	A
Lloyd Grachek	P
David Heath	P
Lori Korts	P
Ryan Busch	?

Call to Order:

The meeting was called to order at 11:32am.

Lisa with RBC Financials presented on the MCA portfolio and financials.

- Lisa is new to our account and has been going through the investments.
- She recommends that we work on an Investment Policy Statement. She can work with us on this.
- How are we currently invested? Page 4 breaks down cash balance \$137,000. Large cash portfolio.
- Market has done well this year. MCA is in a balanced portfolio.
- Performance is good. We may be taking a little more risk than we want.
- May want to rebalance investments to be a little safer.
- Income summary breaks down dividend and interest.
- If we need cash we can sell the mutual funds. These are very liquid.
- May want to get rid of global fund it is risky.
- May want to move it into the Victory Fund. Safe but less than 2%.
- Recommendation to sell Global and reposition into Prudential and Victory.
- Want to leave 50,000 give or take liquid.
- How much cash do we need to have on hand?
- Lisa will send us a sample of what an Investment Policy Statement looks like. Carry over to Nov.

Motion to approve recommendation to sell Global and reposition into Prudential and Victory funds made by Jennifer and then seconded by Sarah. Motion passed.

Secretary Report: Gina Evans

- Motion to approve August 2017 minutes made by Gina Evans.
- Motion seconded by Lloyd. Motion to approve passed.

President's Report: Sarah Eischens

- APPA New York; American Probation and Parole Association
- Learned about other states and MN is on the fore front of corrections.
- MSA/MACPO Joint training has 70 RSVP'd. Room for 100.
- Would MCA like to have a vendor table at the MNSIRR conference? Sarah and Mark will potentially vendors. Ask Pete to share the participant list with us. Oct 4, 2017 8-4pm
- Lloyd volunteered to table at the event as he is an ICM and will be in attendance. He will need table stuff.
- Request from probation to attend and sponsor Compassion Fatigue training. \$500 request to sponsor event. Train the trainer. Similar to CISM.
- More for community services not for DOC staff necessarily. Training is 7 hours.
- This style is more of a peer to peer debrief on a difficult situation.
- Bi-law changes were read.
- Page 5 section 1. Lifetime members who are active committee members get free conference registration. Sarah motioned for language to start the same. Jennifer seconded.
- Education and Training and Spring Training committee will be divided into 2 committees. Motion to pass by Steve. Seconded by Monique and motion passed.
- Motion to change language for training and ed to better represent what they do by Sarah and seconded by Lloyd. Motion passed.
- Sarah motioned for a change Communication language to include photographer as committee member. Steve seconded. Motion passed.

Treasurer Report: Jennifer Guse

- Motion to approve By the Books to include additional support by Debbie. Seconded by Gina. Motion passes via e-mail.
- Financials sent out yesterday. Motion passed for BTB to assume addition accounting service.
- Motion to approve line item increase from 19,000 to 21,000 by Jennifer and seconded by Connie.
- Motion to approve financial made by Jennifer seconded by Lloyd. Motion passed.

President Elect's Report/Sponsorship Chair: Mark Groves

- Revisit vendor and presentation at MARRCH and MSSA. Reciprocal memberships.
- Meeting with MARRCH ED and MSSA ED to discuss partnership.
- Would like to look at MSSA regional conferences in 2018.
- Workshops are going very well. Next 3 trainings are on Opioids, Cultural Diversity and Inclusion and labor market data and generations in the workforce.
- Survey for MCA membership satisfaction survey should be done. Both at the institute and survey monkey to do market research.
- Mark wants to have photo booth for the institute and 85th anniversary marching band.
- Loop photos on the last day or at the hospitality room.
- JoAnne Brown is taking over as sponsorship committee next year.
- Lori wants to add Victim Services questions to the membership survey.
- We have 10 platinum sponsors.

Vice President's Report: Monique Drier

- Chet Cooper left his position.
- Multi-cultural Cadet Program is now hiring 2 people. 2 year degree paid for plus they get 2 year degree paid for and work part time while going to school.
- Name change for HSPHD to Health and Human Services(Human Services and Public Health Department)

Past President Report: Steve King

- 9 past presidents have RSVP's for the breakfast.
- Award winners got bios and pics turned in.

- Will there be a budget attached to 85th planning committee?
- Steve motions for a \$5000 budget for the 85th planning. Connie 2nd motion passes.

Administrative Report: Debbie Beltz (Absent)

- Sarah covered Debbie's written report in her report.

Victim Services Ad-Hoc Committee: Lori Korts

- In speaking with other victim services agencies they are very excited for corrections to be involved in the conversation. The forum article would be VICE Victim Information Corner for Education. Looking for articles and ideas. Lori has bi-law language.
- Sarah shared concerns about active committee members.
- Currently they have 9 members and Lori is the chair.
- Lori would like to have an intro at fall institute of the Victim Services committee member.
- Bi laws need to be changed by the end of the month before the business meeting.
- Discussed victimization while offender is in custody.
- Mark would like that as a January training.
- Mark motions for Victim Services to be a permanent committee. Connie seconded. Motion passed.

Fall Institute Report: Amy Moeckel

- 338 registered which is up 40 from last year. Good numbers.
- Vendors are at 45. Lots of sponsorships.
- What is the daily rate for registration? Contact Debbie Beltz.

Technology Committee: David Heath

- Met with Vigilant Drone. Good tech. Involved with military to send drone back to where it came from. Could potentially catch the perpetrators. Jams the frequency of the drone but not other tech. Cost is \$55,000.

Student Services: Lloyd Grachek

- 3 students applied for scholarship for fall institute. Sent an e-mail out to the schools for the scholarships.
- Lloyd and Connie are going to present at Central Lakes while in Duluth.
- Lloyd is looking for a list of job opps available for students. State and county websites

Juvenile Justice Report: Jane Schmid

- Capital Day they are looking at the week of February 26. New room holds up 100 in the Circle Room.
- Leg committee is working on the draft for 2018. JJ21 is more brief on front cover. Mark is working with JJAC to complete RFP.
- Willing to serve at the Fall Institute.

Education/Training Report: Nancy Johnson

- Working on topics and trainings for Spring.
- Looking at Willmar for the spring event.

Communications: Tara Rathman

- Dark Mark media quote for website revamp.
- Attendify is ready to be up and running.
- Jane will contact Debbie to do an e-blast about county phones for download.
- Signs at the conference for those that didn't download app ahead of time.
- Send out goals for what an active committee member looks like.

Membership Committee: Connie Hartwig/Dan Kempf

- Angie Strong is one of Mark's students and is looking for an internship. She is working on a database of schools that looking for internships opportunities. Hopefully we can have this done by the end of the year.
- 525 individual members. 108 with dues overdue.
- Added new members in groups from CPO. We may want to reach out to CCA.

Nominating Committee: Laura Anderson

- Nominations are in people will find out at the conference.

Legislative Liaison Report: Cal Saari

- All

Adult Justice/Legislative Committee: Mark Bliven

- All

Motion to adjourn made by Sarah and seconded Monique.
Meeting adjourned at 1:10pm.

Next Board Meeting: Friday October

Respectfully submitted,

Gina Evans
Gina Evans
MCA Secretary