



MINNESOTA CORRECTIONS ASSOCIATION  
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## Committees:

### Description, Goals, Meetings, Event Attendance

## Adult Justice/Legislative

**Description:** This Committee shall concern itself with studying proposed legislation in the fields of criminal law and corrections and prepare position statements that have Executive Board and President Approval. These efforts must be based upon nonpartisan analysis, study and research of specific problems within the scope of the correctional field, and all results and findings of Committee analysis, study and research shall be made available to the public. All legislative activity of the Committee shall serve a public rather than a private interest.

The Committee, with the concurrence of the Board of Directors, may support or oppose proposed corrections legislation; positions taken by the Committee must be consistent with our philosophy, mission statement and good correctional practice. Members representing the Association shall not indulge in practices, which could be construed as influence peddling or the placing of undue pressure upon legislators.

#### Goals:

- Provide a forum for discussion of legislative issues affecting Corrections, both juvenile and adult.
- Develop a legislative platform that advances sound correctional practice.
- Develop and maintain collaborative relationships with other professional organizations related to sound correctional practice.
- Work to balance public safety, with the responsibility of assisting and motivating offenders toward pro-social change.
- Inform the MCA membership of important legislative issues and seek their involvement in the legislative process.
- Conduct a Legislative Update Workshop at the Annual Training Institute, and partner with others in participating in a "Capitol Day" event, and actively seek out key legislators to promote dialogue and advance the Association's legislative platform.

#### Committee Meeting Schedule:

Committee typically meets monthly the second Thursday of the month at DOC Central Office, 1450 Energy Park Drive, 2<sup>nd</sup> Floor from 9:30 to 11:30

#### Event Attendance:

Committee members may be involved in events at Capitol Day and the Annual Training Institute.

# Annual Training Institute

**Description:** This committee will plan the annual training institute.

**Goals:**

- Plan and organize an annual training institute that will meet the needs of the membership.
- Provide training that will attract a diverse population of participants.
- Promote teamwork in order to arrange a conference that will attract new members to participate in the planning process.
- Offer a conference with quality programming within budgetary parameters.
- Provide a venue for the annual Association business meeting.
- Provide network opportunities for corrections professionals.

**Committee Meeting Schedule:**

Committee chairs which includes the chairs of each subcommittee below, meet monthly for 1.5 to 2 hours, at DOC Central Office or conference calls. Additionally, each committee has their own monthly meeting for 1 to 2 hours.

*\*Serving on the committee requires supervisor approval.*

*\*Serving on the committee does not guarantee attendance at the conference. That is a decision of the committee member's supervisor/appointing authority.*

**Arrangements**

The members of Arrangements work directly with the other Fall Institute committees beginning each January planning our yearly event. This planning leads to our specific pre-event responsibilities that include room assignments and set up, planning for the audiovisual needs of each presenter, and providing our daily meals and breaks. The next stage is during the conference where we are responsible for daily management of the event schedule and for on-site troubleshooting. We work with the presenters, other MCA committee volunteers, and the host location, to ensure all aspects of the Annual Training Institute run smoothly.

**Hospitality/Entertainment**

Makes arrangements for the exhibitor hospitality night and the evening entertainment activities.

**Program:**

Members are expected to work as part of the committee to ensure that the committee's work and recommendations are in keeping with the spirit of quality training by –

- ❖ Attending a minimum of 75% of the committee meetings. Exceptions to this requirement may be made on a case-by-case basis.
- ❖ Providing input into agenda items.
- ❖ Keeping meeting discussions on track.
- ❖ Maintaining MCA membership while serving as a committee member (MCA requirement).
- ❖ Actively seeking relevant trainers and presenters for the conference.
- ❖ Working with the committee to determine a conference theme.
- ❖ Proposing ideas, themes, speakers, and other information that will enhance the conference quality.

- ❖ Completing any other necessary tasks related to the conference – communicating with presenters, gathering information, hosting conference sessions, etc.

### **Registration**

Takes care of all the arrangements for the on-site registration process.

### **Resource Fair**

Makes the arrangements for placement and hosting of the exhibitors resource fair, including exhibitor set up and hosting the information table.

## **Communications**

**Description:** Maintains the association's social media accounts and communicates to members through the association's newsletter.

### **Goals:**

- Maintain all social media accounts
- Publish the FORUM newsletter
- Attend events to take photos
- Communicate with Sponsors for social media and FORUM information

### **Committee Meeting Schedule:**

Monthly e-mail communication

Bi-monthly committee meetings (when able), usually last one hour

Assignments are completed via e-mail communication for the most part

**Event Attendance:** Communications Committee members should assist with committee-sponsored activities at the Fall Institute and may provide coverage as the association's photographer as needed.

## **Education & Training**

**Description:** This committee identifies training needs across the MCA membership. They promote education and training resources and opportunities to professionals in the field of corrections with monthly workshops.

### **Goals:**

- Identify training needs that are specific to each region of the state, both community services and institutions. Input for training shall be solicited from members, Regional Representatives, MCA committees and other corrections organizations.
- Develop strategies to help ensure training completion.
- Work cooperatively with other committees and organizations to plan, coordinate and ensure delivery of identified training.
- Actively seek funding for training opportunities that are pertinent to corrections professionals in the community and institutions

### **Committee Meeting Schedule:**

Most meetings/communications is done through e-mail/Microsoft Teams Meetings.

### **Event Attendance:**

Committee members may be involved in the monthly training events.

## Juvenile Justice

**Description:** This committee is comprised of a diverse group of juvenile justice professionals from across the state who are passionate about advocating for the needs of justice involved youth.

**Goals:**

- Promote representation on the committee that broadly represents Minnesota's Juvenile Justice Professionals.
- Provide an annual training for juvenile justice professionals to provide opportunity for eliciting and motivating change within the system.
- Expand participation in and knowledge of statewide initiatives that pertain to juvenile justice.
- Remain current about juvenile justice issues and provide information needed to support excellence in the field.
- Collaborate with the legislative committee on pending legislative action and recommendations as it relates to juvenile justice.

**Committee Meeting Schedule:**

This committee is currently meeting remotely on the second Thursday of each month from 1:30-2:30p. This is subject to change if meetings are moved to an in-person format.

**Event Attendance:**

Committee members may be involved in Annual Juvenile Justice Conference.

## Membership

**Description:** The Committee promotes the value of the MCA membership. Contacts past members via email mostly to let them know their membership is expiring. This is a follow up as the website system automatically generates an email to the member when their membership is due to expire.

**Goals:**

- To promote MCA and provide information on the benefits of being a member of our association.

**Committee Meeting Schedule:**

Committee will determine the needs for any meetings. Main communication is done via email.

**Event Attendance:** This committee may host tables at exhibitor events during the MCA Fall Conference or at other association events to promote MCA Membership. 4-6 events per year possible. Other association events include those with MACPO, MSSA and MARRCH.

## Nominating

This committee is made up of those chosen at the annual membership business meeting as well as appointment by specific board members. They recruit and select a slate of candidates that will be elected by the membership annually. These candidates will run for President Elect (will serve as president the following year), Vice President, Secretary, Treasurer. President Elect is an annual term. Vice President, Secretary, and Treasurer are 2-year terms.

## Safety

**Description:** Safety Committee to focus specifically on all things safety-related. *This is a new committee developed and adopted through bylaw approval during the Annual Business Meeting in October, 2020.*

**Goals:**

- Identify safety training needs for its members and create training applicable to those needs.
- Identify best safety practices between all delivery systems and associations (i.e. MCA, MACPO, MACCAC, CCA, CPO, etc.)
- Provide one location for the above identified groups to get information as it pertains to safety in the state of Minnesota
- Act as a safety resource for members and associates, providing training, information, and expertise.
- Act as a resource to the membership committee; as more safety-related topics are provided as a benefit to MCA members, the goal is to entice additional members. -
- Create statistical safety data that can be shared with members and needing only one reporting method.
- Identify safety trends happening statewide in corrections to forecast possible safety issues & be a resource for sharing this information with members, colleagues, and associates.

**Committee Meeting Schedule:**

Being developed as this new committee is evolving.

**Event Attendance:**

Committee members may be involved in events such as an Annual Safety Conference or the Annual Training Institute.

## Silver Line Support

*The Victim Services Committee changed focus and a name change in 2020 through formal bylaw approval during the Annual Business Meeting in October, 2020.*

**Description:** The Committee's primary purpose is to empower corrections professionals experiencing victimization and/or adverse working conditions offering connection and guidance to community partners and resources.

**Goals:**

- Compile and maintain a comprehensive list of resources
- Provide relevant training opportunities
- Ensure equitable and inclusive services for a diverse population
- Provide support and guidance to professionals within the field of corrections who have experienced or are experiencing inequities engrained in corrections cultural
- Promote wellbeing resources to professionals within the field of corrections

**Committee Meeting Schedule:**

Being developed as committee is being formed. In-person, phone or via teams.

**Event Attendance:**

To be determined as committee is being formed.

# Sponsorship

**Description:** The Committee promotes partnership with businesses and organizations that share similar goals, values, and visions of the association. Sponsorship comes in the form of providing monetary or in-kind support for the association's programming, education, and networking opportunities.

**Goals:**

- Promote the values of MCA sponsorship.
- Focus on increasing visibility of sponsorship opportunities available to exhibitors.
- Focus on generating support for MCA through exhibitor sponsors
- Promote benefits of becoming a corporate sponsor.

**Committee Meeting Schedule:**

Monthly, bi-monthly, quarterly as needed. In-person, by phone, or via Zoom, Microsoft Teams, etc.

**Event Attendance:**

Annual Training Institute and other events as determined by the committee.

# Spring Workshop

**Description:** This committee identifies training needs across the MCA membership and plans and facilitates a full-day training event in the Spring (usually March). They promote education and training resources and opportunities for professionals in the field of corrections.

**Goals:**

- Identify training needs that are specific to each region of the state, both community services and institutions.
- Work cooperatively with other committees and organizations to plan, coordinate and ensure delivery of identified training.
- Actively seek funding for training opportunities that are pertinent to corrections professionals in the community and institutions

**Committee Meeting Schedule:**

Meets monthly 10:30-12:30 in-person Mankato DOC or Blue Earth County Community Corrections in Mankato – generally on a Friday; or via Zoom, Microsoft Teams, etc.

**Event Attendance:**

Committee members may be involved at the Spring Workshop.

# Student Services

**Description:** The purpose of this Committee shall be to provide outreach to institutions of higher learning. They shall develop student involvement in the Association; inform students and faculty regarding careers in corrections, and work toward establishing and maintaining minimum educational standards in the field of corrections.

**Goals:**

- Provide outreach to institutions of higher learning.
- Develop student involvement in the Association, inform students and faculty regarding careers in corrections, and work toward establishing and maintaining minimum educational standards in the field of corrections.
- Provide students and colleges with information on correctional programs, services, and careers.
- Provide students with information regarding internships.
- Provide an opportunity for student involvement and educational experiences in MCA through committees, fall institute, and college visits.
- Maintain a dialog with colleges and university educators regarding current and relevant information on corrections in Minnesota and maintain educational standards.

Student Membership is available at a Students who are currently enrolled full time in an undergraduate program and not employed qualify for this membership. Students may be working, however, they may not be employed in the field of corrections. Student memberships are designed to help guide those to become employed in the field of corrections.

**Committee Meeting Schedule:**

Monthly, bi-monthly, quarterly as needed. In-person, by phone, or via Zoom, Microsoft Teams, etc.

**Event Attendance:**

To be determined based on activities of the committee.

# Technology

**Description:** This Committee shall provide information regarding the applicable use of current and future technology in the field of corrections. The committee will also strive to promote ethical standards in the use of Corrections technology and data.

**Goals:**

- To identify technological needs from the membership.
- To promote integrity in the application of technology and dissemination of information.
- Identify and review current technology analyzing potential application within the corrections field.
- To promote evaluation of technology used in corrections.
- To share knowledge and technology and its application in corrections.

**Committee Meeting Schedule:**

The committee holds 6-10 meetings per year, based on member availability, the first Thursday of the month, at DOC Central Office, or virtually.

Discussions can be work-related technical issues, technology research, or any new technology ideas that might benefit Corrections and Public Safety in general.

Committee members may be involved in independent research of technology, and technical issues members might come across during the month(s). A strong technical interest or a technical job is helpful, to bring forth a variety of different perspectives on technical topics.

**Event Attendance:**

Committee members may also be involved in presenting a table on personal and online safety at the annual MCA conference.

