

# **North Carolina Probation and Parole Association**

## **Executive Board Meeting Minutes**

March 2, 2018

### **I. Call to order**

President Jessica Boggs-Spellman called to order the board meeting of the NCPPA at 11:30am on March 2, 2018 at 2020 Yonkers Road, Raleigh, N.C. All present were welcomed.

### **II. Roll call**

The following members were present: Jessica Boggs-Spellman, Emily Jones, William Chisholm, Carol Henry, Emily Payton, Jessica Bullock and Tiffany Vaughan. Two members were present via telephone-Dwynetta Foster and Debbie Disco.

### **III. Secretary's Report**

Minutes were read from January 2, 2018 and February 2, 2018 meeting and a motion to approve the minutes was made by William Chisholm, seconded by Carol Henry.

### **IV. Treasurer's Report-no report**

President Jessica Boggs-Spellman informed a debit card has been issued and the President and Treasurer will be the acting signees for any transactions. The Treasurer will be the primary holder of the debit card. Also, the 2017 taxes will be submitted to HR Block in the upcoming week for filing.

### **V. Membership Totals as if February 28, 2018**

Division 1-73

Division 2-80

Division 3-56

Division 4-56

Total NCPPA membership=265

### **VI. Old Business**

- a. Jessica Boggs-Spellman discussed a co-sponsored event with the North Carolina Correctional Association and North Carolina Troopers Association. At this time, another event would be planned for collaborating with the other associations. DCC leadership is on board with the idea and Jessica is working with the other Associations leadership. She has heard from Juvenile Services and NCAA however has not heard back from the Troopers Association. Additional contact will be made with the Trooper Association. Discussion was

held whether the collaboration should be in the form of training or a fundraiser and all proceeds go to a non-profit organization. President Boggs-Spellman shared her vision with the group such as inviting all sections of DPS, have a day full of trainings, include a motivational speaker, ask Secretary Hooks to speak and then all leadership from each section to discuss all the positive things occurring within DPS. Members were asked to think about the idea and plan on discussing during future Executive Board meetings.

- b. North Carolina Probation/Parole week which is honored the week of July 16, 2018. The event would take place at the North Carolina Zoo in Asheboro for members and their families on July 21, 2018. A check has been mailed to the zoo to reserve and the registration form has been completed for approval to upload on the NCPPA website. Initial distribution will be in March to all DCC employees and a reminder will be sent monthly to all staff until the time of the event. Discussion was held in regards to providing all members a gift such as a mug during P/P week. Emily Payton and Carol Henry will be working on getting a cost estimate to the board for the next meeting in April.
- c. A new NCPPA information pamphlet was discussed. The current informational pamphlet is in the version of a booklet. Member Shena Rollins-Jones created a trifold brochure that she gives to new members in Division One and it was shared during the meeting. No motion was made to make any changes however the members were asked to look at the current booklet and brochure and bring ideas back to the next meeting for approval.
- d. All NCPPA items in the Director's Closet on Yonkers Rd. have been cleared. Items such as old news publications, letters, etc. were found and shared with the members present during the meeting.
- e. The NCPPA website is being updated more information forthcoming.

## **VII. New business**

- a. A discussion was held in regards to the NCPPA providing legal representation to members when needed. Members were asked to conduct independent research and report back to the Association.
- b. The board discussed having lunch during the Executive board meetings. A motion was made by Emily Payton and seconded by Carol Henry.

## **VIII. Issues and Resolutions**

- a. All previous issues are still being discussed.

- b. William Chisholm commented the new search gloves were great additions to the safety package. Concerns about the take home state cars were discussed. Members want more information and an update on the status.
- c. The current vendor for laboratory drug screens is Great Lakes. Several members presented the concern with the drug screen cups not having the capability to detect the temperature of the urine specimen and then officers have to sign and confirm the request form indicating the urine specimen is at a specific temperature before mailing off.

## **IX. 2018 Training Institute**

This year TI is hosted by Division One. There was much discussion about the suggested host site in Kitty Hawk, NC. There were contract discrepancies therefore Division One requested the assistance from the President to find alternate locations for the board to discuss. Jessica shared she had been in contact with two other potential host sites (Blockade Runner in Wilmington and the Courtyard by Marriott in Carolina Beach). She had a compare and contrast list for the members to see what specifics each location had to offer for the hosting the TI. After much discussion, a motion was made to accept The Courtyard by Marriott at Carolina Beach contingent on Ms. Boggs conducting a tour of the site and approve. TI dates November 14-16, 2018. Emily Jones made the motion and Carol Henry second.

## **X. Division Reports**

Division One reported the next meeting will be March 13<sup>th</sup>, 2018, in New Bern. The division is working with Division Two on the 2018 Spring Workshop.

Division Two reported, the division is working on the Spring Workshop which will be March 15-16 at the Hilton in Kitty Hawk. The division is still selling tumblers.

Division Three reported their next meeting will be March 8th, 2018 in Statesville. They are working on the Spring Workshop, potentially in May.

Division Four reported their Spring Workshop to include a golf tournament will be March 16, 2018.

With no further business,

President Jessica Boggs-Spellman adjourned the meeting at approximately 1:00pm.

Minutes submitted by: Tiffany Vaughan, Secretary