



Illinois Association of Problem-Solving Courts  
[www.ilapsc.org](http://www.ilapsc.org)

ILAPSC Annual Retreat  
November 5 and 6, 2015  
Starved Rock State Park

The Illinois Association of Problem Solving Courts held its annual retreat on November 5<sup>th</sup> and 6<sup>th</sup>, 2015 at the Starved Rock State Park. The following board members were in attendance:

James Carpenter  
Baron Heintz  
Sarah Carlson  
Nancy Cooper  
Janet Holmgren  
Alicia (Kusiak) Osborne  
Jean Solon, probation  
Jason Sterwerf  
Scott Slonim  
Carrie Thomas  
Ericka Sanders  
Craig Cooper  
Hugh Brady  
Steve Sawyer  
Lyn Pedigo  
Michael Roman  
Michelle Rock  
Jeff Ford  
Judge Darrin Bowden

**Day 1 of the retreat:**

**I. Welcome by Judge Ford and introduction of new board members.**

Each board member introduced himself/herself. Judge Ford gave a brief explanation of the draft Supreme Court Standards and introduced Kelly Gallivan-Illaraza with the Illinois Office of Administrative Courts.

## **II. The AOIC -- Kelly Gallivan-Illarraza.**

Ms. Gallivan-Illarraza with the AOIC attended the first day of the retreat and indicated that she and the committee received many comments and suggestions about the Standards. The comments were discussed and resulted in amendments. The AOIC plans to have two trainings per year. The new draft of the Standards is now with the Supreme Court for review.

Judge Ford and Judge Holmgren explained the process used to develop the Standards. They are based upon the NADCP Best Practice Standards, the 10 key-components and an intensive search of states that have also adopted standards. The Standards represent the minimum requirements for a program who which drug courts must adhere in order to be certified by the AOIC. Board members discussed the proposed requirements and the means by which questions may be asked and answered by the AOIC. Once the Standards are finalized and approved by the Supreme Court, there will be a formal announcement and wide distribution. It was suggested that the Standards be distributed to all departments and agencies involved in the problem solving courts (i.e. judges, state's attorney, public defenders, probation and treatment providers).

The impact of the budget situation in Illinois was discussed. Treatment agencies and providers are closing, leaving PSC's with fewer resources and treatment options for their participants.

## **III. The 2015 Conference**

Michelle Rock thanked the board members for their assistance and support before and during the conference.

This year, 489 people registered and 483 attended. 83 attendees were attorneys, which is an increase of 30 from last year. Attached hereto and incorporated herein is a document prepared by the Center of Excellence which contains conference statistics. There were 44 unidentified attendees who marked "other" on the registration form. This will be addressed prior to registration for the 2016 conference by including a more specific manner to identify those not fitting in the named categories. 64 counties were represented. There are still pockets of the state that are unrepresented, mostly from far Southern Illinois. The lack of budget did not seem to affect attendance, given the large number of attendees. Lynn Pedigo suggested that PSC judges visit counties without drug courts and give them information and encouragement.

Income: 431 paid \$150. 18 people owe \$150.00. We did not implement the early registration schedule (which increased the fee to \$175 the month before the conference) due to the budget situation. If the 18 people, who have not yet paid, pay, we will have a \$2,000.00 delinquency.

Exhibits and Sponsors: 33 exhibitors attended, which is more than we have ever had. The exhibitors' fee is \$300.00. The sponsor fee is \$1,000.00, unless a special event was sponsored, which increased the fee.

Expenses: A/V costs were exorbitant. This, along with unplanned and ambiguous fees charged by the hotel, meant that we did not profit on this conference. We will not be utilizing the Crowne Plaza for the conference venue in the future. A copy of the budget is attached hereto.

A cancellation policy was discussed. A sample cancellation policy was passed around to the board members. Judge Holmgren moved that we assess a \$50.00 cancellation fee, which was seconded by Craig Cooper. The motion carried by unanimous vote. This year, we allowed cancellations with refunds and swaps five days before the conference, which made the registration process more accurate and easier. Judge Ford moved that Michelle and Mary determine the deadline date for cancellations and swaps. The motion was seconded and carried by unanimous vote. Judge Holmgren motioned that we allow substitutions at any time. The motion was seconded and carried by unanimous vote. We will also look into accepting credit cards on the day of registration for payment of fees.

Three people that registered, attended, and did not pay the registration fee. There were three that registered, paid, but did not attend. There were two people that paid the registration fee, but, due to family emergencies, were unable to attend. Baron Heintz moved (which was seconded by Hugh Brady) that we refund the two registrants who had family emergencies; that we do not seek collection for those that did not pay; and that we give those that have not paid due to lack of government finances additional time to pay. The motion passed by unanimous vote.

There were several people that did not sign in, which is a problem for CLE requirements.

Registering a group on-line can be problematic. A discussion was had about other options to improve the on-line registration process. This year's registration process was smoother than years prior.

Some of the recommendations for next year include: (1) more specific information for "other" regarding attendees title; (2) providing a list of attendees with contact information to all attendees; (3) developing a plan for media; (3) modifying the certificates in the folders that attendees receive at registration to include the attendees name; (4) having a facilitator for the "Friends of Bill W." meeting in the future; and (5) developing a clear cancellation policy.

The board discussed social activities. Michelle suggested that we set sponsor fees for social activities at \$1,500.00, which will cover food expenses. Michelle asked for volunteers to help plan social activities. Judge Ford suggests that we

contact the McLean County problem solving court (the conference will be hosted in McLean County in 2016) to see if they will be in charge of the social activity.

Michelle discussed the amenities in Bloomington for the conference.

Judge Sawyer volunteered to work on the appeal for denial of the sales tax exemption.

The length of the conference and breakouts that cover the training topics required by the Standards were discussed.

The David Osborne award was discussed as well as the award that can be awarded to a person or entity that has made significant contributions in the mental health field. Michelle moved that the nomination committee develop criteria for ILAPSC awards and submit the criteria to the Board of Directors. The motion, seconded by Hugh Brady, carried by unanimous vote. A vote will take place on the criteria at the next meeting.

Sarah Carlson moved that we continue to contract with the Center of Excellence for the conference pursuant to the same terms and conditions. The motion was seconded by Hugh and carried by unanimous vote. Michelle Rock and Judge Holmgren abstained from the vote.

#### **IV. House bill 1:**

The Board discussed the amendments to the Drug Court Treatment Act.

#### **Day 2 of the Retreat:**

The dates for the 2016 retreat were discussed.

#### **I. Secretary's Report:**

Hugh Brady moved to approve the minutes from the last board meeting. The motion, seconded by Scott Slonim, carried by unanimous by vote. The address on the letterhead is the old address. The Secretary will change the letterhead to reflect the accurate and current address.

#### **II. Treasurer's Report:**

Michael Roman reported that the balance was \$52, 485.

Michael Roman moved that the IAPSC obtain a credit/debit card. The motion was seconded by Judge Holmgren and carried by unanimous vote.

Michael indicated that he will work with Judge Sawyer to research the appeal process regarding the denial of sales tax exemption by the Department of Revenue.

Internal Audit – Our organization is not big enough to require a yearly external audit. Judge Ford suggests an internal audit yearly and an external audit every 5 years. Craig Cooper will start on the internal audit and report back with his opinion about whether one person can do the work or whether multiple people need to be involved to share the workload. Hugh Brady moved to appoint Craig Cooper to conduct the internal audit. The motion was seconded by Jean Solon and carried by unanimous vote. Hugh has an example of internal audit policies/controls from NAMI that he will forward to Craig.

Michael will make sure we are registered with the Secretary of State on a yearly basis.

### **III. Technology Committee**

Craig Cooper reported that Wordpress was used this year for the conference registration. There were problems with group registrations. Craig recommends that we have the Winnebago IT people transition from Wordpress and report how much it would cost to make the registration process simpler.

Any problem solving court program that would like to have information shared on the website -- such as graduation pictures, news articles, etc. -- should e-mail Craig Cooper.

Goals for the technology committee are: to improve the registration process and finalize website policy.

Judge Ford will e-mail the proposed criteria that Baron Heintz prepared regarding the inclusion of events and agency information on the website. The Board will be asked to submit comments. Said criteria and comments from the board will be discussed at the next board meeting. A photograph release (i.e. permission from participants to allow their image to be posted on our website) should be included in the criteria.

### **IV. Legislative Committee**

There is no proposed legislation to discuss. Regarding the current budget situation, Hugh suggests that ILAPSC request the legislature and governor to Act. Michelle suggests that the request include the impact the lack of budget has on problem solving courts. Hugh will put together a letter to that end and send it to Judge Ford. Alicia Osborne suggests that we go to our local legislators' offices and inform them of the detrimental affect on our problem solving courts. The damaging affect has not been reported in the press.

## **V. Public Awareness**

Judge Bowden reported that the media list needs to be updated for this year. Due to increased work assignments and changes, Judge Bowden resigned as chair of the Public Awareness Committee, but will remain on the board.

## **VI. Executive Committee Report:**

Judge Ford reports that this past year, the Executive Committee has pushed forward with the goals that we set, despite the challenges with the budget and the conference. We changed conference locations. We will have the benefit of a newer facility with cheaper rates and better amenities. We have sent letters to legislators voicing our opinions about the impact the proposed legislation will have on our programs and participants.

Goals for 2016 include: an internal audit; the development of a financial control policy; a call for nominations; the appointment of persons to contact for the legislative and technology committees.

## **VII. Nominating Committee:**

Judge Holmgren welcomed new board members. It was pointed out that we have more diversity in our board membership in terms of geographic location and profession. We could use another consumer member and a member of law enforcement or parole. Goals for the nominating committee include developing criteria for IAPSC awards and the selection of new board members.

## **VIII. Election of new officers**

Judge Ford suggests that we have co-secretaries. Judge Ford indicates that the bi-laws allow for this. Judge Ford suggests that we appoint Carrie Thomas as the co-secretary with Judge Sanders. Hugh moved that Thomas and Sanders serve as co-secretaries. The motion was seconded by Judge Holmgren and carried by unanimous vote.

Scott Slonim moved that all board members serving on the executive board continue in those positions in 2016, with the addition of Carrie Thomas as co-secretary. The motion was seconded by Baron Heintz and carried by unanimous vote.

## **IX. Fundraising Committee:**

Alicia Osborne suggests that we have a walking tour fundraiser. She will try to make this event happen this year, perhaps on the day we have the boat meeting. Alicia will obtain a list of the walking tour options and send it to the board.

**X. Committee Chairs and Members of committees: (See also the summary prepared by Michelle Rock)**

Technology – Craig Cooper (chair) and Alicia Osborne. Goals: improve the registration process and finalize website policy.

Government – Hugh Brady (chair), Sawyer, Slonim, Heintz. Goals: track and report legislation; send the advocacy letter; and comment on or recommend needed changes to statutes/legislation.

Public Awareness - Bowden (resigns), Sanders, Sawyer, Slonim, and Thomas. Alicia Osborne suggests that the Public Awareness Committee and Fundraising Committee combine. Alicia volunteered to chair the combined committee.

Goals: fundraising event; media focus; informational guide/brochure on the website or hard copy which include client success stories and monthly graduations in the state; updating media contact list.

Conference committee – Award ceremony; improving CLE attorney verification for plenary sessions. Jason suggests asking ISU paralegal students to volunteer to help. Hugh Suggests asking NAMI chapter to help.

October 6<sup>th</sup> and 7<sup>th</sup> – dates for conference.

November 10<sup>th</sup> and 11<sup>th</sup> – retreat

**XI. Strategic Planning:**

The Center of Excellence will work closely with Kelly from the AOIC and offer free trainings in 2016. A free 4-day MRT training will also be offered at the Elgin DHS facility at the end of December or beginning of January. Attendees will be responsible for lodging. The COE will also be working with TASC regarding the Affordable Care Act. Four probation directors in the state are targeted to determine what is known about ACA, the managed care companies and the mechanisms in their counties to link people to the ACA. The purpose of this endeavor is information gathering. For the next 3 months, the ACA navigators will go to sites and assist people with sign-ups.

Craig Cooper suggests that we reach out to the managed care associations and communicate our process and needs and emphasize the cost savings that we achieve. We need to determine the contact person and the specific message that we want to communicate. Craig and Alicia will put together a written proposal for the board's review. It was also suggested that we have someone from the managed care associations speak at the conference at a breakout session.

XII. Important Dates:

Board Meeting Dates:

**January 26 at noon telephone conference.**

**April 28<sup>th</sup> at noon - in person in Urbana with telephone capability.**

**July meeting on the boat - possibly - Judge Ford will determine date.**

**August 25<sup>th</sup> at noon telephone meeting.**

A Motion was made to adjourn the meeting which was seconded by Sarah Carlson. The motion carried by unanimous vote.