

## **ILAPSC Meeting Minutes 11/13/14**

### **Starved Rock Hotel and Conference Center, Utica IL**

Present: Hugh Brady, Nancy Cooper, Al Pizza, Sarah Carlson, Baron Heintz, Alicia Kusiak, Steve Sawyer, Kelly Gallivan-Illarraza, Scott Slonim, Darron Barden, Michael Roman, Carrie Thomas, Scott Block, Jeff Ford, Michelle Rock.

Meeting called to order by Judge Ford at 12:10pm.

#### AOIC Updates-

Discussion ensued about the development of the AOIC State Coordinator and the creation of standards for specialty courts in Illinois. Ms. Gallivan-Illarraza will be in charge of the certification process.

Ms. Gallivan-Illarraza from AOIC reported on various court visits. Reports that the standards are in draft form and that the committee compiling these is comprised of Judges. AOIC is exploring the standards from 8 states. Standards should come from Supreme Courts and NADCP Guidelines/Best Practices and Standards. Extensive discussion ensued about the standards including the discussion of the standards including addressing:

- Ex parte communication (due to judges being at staffings)
- Motivating factors for courts to become certified
- Education for Judges
- Creation of possible funding sources
- Proposed rule of mandatory length of term for judges
- Gatekeeper function of SAO
- Focus on due process including informed consent
- Conflict for the role of the public defender on the team
- PSC attorney training (including who should provide this training)
- Composition of PSC team
- Risk/Need assessment
- Sanctions/Incentives
- Data collection and reporting

Meeting adjourned for a break at 2:30pm.

Meeting called back to order at 2:43pm.

Discussion about the standards continued regarding the PSC standards. A question was asked regarding whether or not the standards will be put out in draft form with options for commentary. Judge Ford stated that he will bring the standards to the ILAPSC board for review if possible.

#### 2. Conference (Scott Block)

The conference was successful in numbers (434 attendees). Details from COE were distributed in regards to attendance divided by discipline.

68 counties were represented, there were Judges who attended just to hear Dr. Marlowe speak (from Winnebago County).

All registrations were paid in full except for 2 as of today's date.

Changes will need to be made in order to continue online registrations (on the back end) due to the volume of registrants.

Exhibitors and sponsors-there were a handful of complimentary sponsors but the board needs to collect higher fees for these groups.

Expenses were discussed and listed in the handout with detail.

Motion was made to vote that COE will continue organize the conference. Judge Ford made the motion Sarah seconded. Vote was taken and all voted yes except for Michelle Rock, who abstained due to her connection to the COE.

Next year net profits should be greater due to tax exempt status of the ILAPSC. 2014 net profit was \$6289.82.

Scott Block reported that he will continue to chair the conference committee even though he will be backing away from some of his duties due to his new job responsibilities.

Suggestions from the conference were discussed. Michelle Rock stated that this is only a sample-the actual totals are still being calculated.

Registration for the 2015 conference will remain open even at check-in. It was closed at this year's conference.

2015 conference will probably not be divided by discipline and will have a more traditional "choose which session you would like to attend". A suggestion was made that the sessions should be more topic-based versus discipline-based. The logistics of this was discussed and how people would have to register for courses. New fields will have to be added to the online registration in order to accommodate these changes and this may incur extra costs.

Back up presentations were discussed and the idea of requiring the presenters to fly in the night before.

Trivia event was discussed including feedback, having a sponsor provide food for the trivia and the possibility of having more than one session available. The possibility for having the event from 8-10pm to accommodate people going out to dinner prior to attending. Should the trivia be team events or individual events-discussion ensued about the cost of having prizes, etc. A small budget for prizes should be allotted. The conference committee will discuss this issue.

The conference committee discussed having the whole hotel for our use again. The use of the ballrooms and having food in a separate room so that people can go back to a clean space.

2015 dates October 7 registration, 8-9 conference dates. It is mental health awareness week.

A motion to approve the contract with the Crowne Plaza to allow executive committee to finalize the contract. Craig moved for a vote- Hugh seconded, all voted yes.

The board expects the numbers to exceed 500 attendees.

Adding an incentive to visit the exhibitors in order to get people to visit all the exhibitors. Suggestions were made in order to facilitate this process.

Question was posed regarding the amount budgeted for the hotel/meals and the actual amount (which was a \$20,000 discrepancy). The conference committee will look into this issue.

Payment for consumers to attend conference including hotel and mileage. Conference committee will discuss including this into the budget. This could be included as scholarships in order to comply with the delivery of CLEs, etc.

Feedback about reception discussed. There should be a sign stating the name of the sponsor and the location should be more centralized. The possibility of awarding someone at the reception may increase attendance.

Next year's conference theme will be (Jody Pfarr, possible speaker)- culture of poverty and diversity. Focus on judicial piece of things the first morning in order to improve buy-in. Topics and other presenters for breakouts/plenary sessions discussed. The conference can accommodate 5-6 breakout sessions maximum. Conversation ensued about having a session about buy-in for team members.

Idea of having Chief Justice Garman host a lunch/reception to get buy-in/attendance for Judges. Invitations to Governor and other political dignitaries. Security problems were discussed along with press releases.

Disclaimer will be included in the registration in order to allow for photographs to be taken. These photos could be post on the website.

Word Press is the current platform along with Paypal as the source. Problems with the Excel spreadsheets downloading. Too many fields and too many registrants so the internet provider needs to be changed. GoDaddy is the front-runner for the new provider, which will allow for more time for download. Maintenance fee would be around \$19 per month and a possible annual fee.

### 3. Technology (Craig)

Technology committee is comprised of Craig and Alicia. Discussion ensued about keeping the same person to work with our website, etc. The idea that the website should be more of a tool with an area for forums and other idea-sharing elements. The committee focused on online registration but now

expansion is needed. If the platform had a pre-paid TA with it, maintenance as well as development could be included. Motion is to appoint Michelle to contact Winnebago County IT to maintain and develop ILAPSC website and will report to Technology committee who will report to the Executive committee who can make a decision. Hugh moves, Alicia seconds. All vote yes.

Discussion ensued about online activities of County governments including Clerks, treatment information can inadvertently be included in those public records. This could possibly a violation of 42CFR. Are there ways to keep these records more confidential? Discussion ensued about how this is an education issue for the Judges and attorneys as far as what is written on the court orders or in the docket sheet. Judges should keep separate files with treatment information, etc. so that it is not included in the court file. This will not be included in the AOIC standards but this could potentially be a training topic for the ILAPSC and/or AOIC.

#### 4. Government (Hugh)

Mental Health Summit meeting Monday-discussed the fallout from the most recent election. State wide human service programs will take a huge hit due to the reduction state income taxes (going from 5% to 3.75%) which would be a \$2 billion hit to the budgets. The next fiscal year will have the new tax rate for the full year, leading to a \$4 billion hit to those budgets. These reductions in budgets will have to come from somewhere else. Antipsychotic drugs were exempted from the 4 drug cap for formularies. The expansion of antidepressants, etc. is a possibility in the future. Supportive housing and CIT training are in the infancy stages of development.

Discussion ensued about various other bills and laws including custody relinquishments which will go into effect January 1, 2015.

There have been conversations regarding the "one and done" laws, non-violent offender as well as prosecutor veto.

Judge Ford moved to close meeting at 4:50pm.

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Meeting was called to order by Judge Ford at 8:46.

The treasurer's report included a discussion about the bulk of the conference money was deposited. Most of the bills have been paid. We have \$53, 015.04 at this time. The question was posed asking what the balance was at the end of 2013-the information was not available but it can be provided at a later time. T-shirt sales equaled \$400. There are not enough blue folders for the 2015 conference; some will need to be ordered. An extra expense this year also included was insurance for the board.

**Public Awareness**-Clothing, paraphernalia, media campaign, development of a fact sheet and organized activities. The t-shirts were a big hit. Judge Sawyer and Judge Sanders were point people on the media. Development of a media list but the list is fluid and ever changing. Circuits 19 and 17 have been helpful with information. Media coordinators in the circuits can be a good source of information and they are now in place due to the allowance of cameras in the courtroom. NADCP also provided a list of media contacts. NAMI was requested to provide Judge Bowden with their lists. To reach out to VET courts, the local VFW's have been contacted. The faith-based community has also been contacted and provided information as well. Development of a media package to send info to send to media and dignitaries. Development of an award was also discussed. NAMI has 2 walks in October for fund raising, related groups can enter the walk the ILAPSC could do the walk and participate. The group then gets half of the funds. The idea that the walk could be at the end of the conference and that would give a captive audience. Alicia offered to help with the walk. The walk should be on Wednesday. The courts could each have a team. Hugh will bring up that there is a NAMI Illinois meeting next week and will bring us the idea at that meeting. It is mental health week, in the capitol and it would bring attention to NAMI, ILAPSC, etc. Social media was discussed and the idea that the page would need to be monitored daily.

The board was challenged by Michelle to do at least one educational presentation in the community in the next year. Add pictures to the website and touch the community. The creation of a pamphlet was discussed that could include state-wide information. The pamphlet should be on the website so it is readily available for board members to utilize. Michelle suggested that Judge Bowden provide her with the information that he already had gathered.

## **FUND DEVELOPMENT**

Alicia discussed a fundraiser event for the association. Alicia would like to make a motion she has been talking to a gentleman who hosts walking tours in Chicago 1-2 hours, no meal is included-it's a historical tour. Start time is 1-2 pm and he will give a start point. 20 people, maximum 35 people to be effective. It can be open to family members but no children. The cost of this is \$100 for the tour and we could charge \$35-\$40 per ticket for the event to raise funds. The dates are in May 2, 16 both Saturday. Pick May 2 with a rain date of 16th. It was noted that May is also drug court awareness month. Plan to add a restaurant for us. Baron makes the motion to vote. Michelle seconds. No discussion, all voted yes. Start time was suggested as 2 so the dinner would be better, ticket price \$40 and 2 for \$75. This will be posted on the website and Mary will distribute that via email to everyone who has ever attending training. Payment would be up front as a requirement. First come, first served. The board should all wear ILAPSC t-shirts.

## **EXECUTIVE**

Judge Ford reports that Scott has done much of the legwork for the board. A recurring expense will be the insurance one policy was \$549. IRS stuff regarding the not for profit 501c6 we will be notified in 90 days and if it isn't ok, someone will be assigned to the case within 190 days. The closeout with the mental health court association did not go well, there were issues. But no issues with the drug court association closeout. Voting for new board members at the conference did not include the number of

people voting; the number of members was calculated. 202 ballots were collected. The bylaws need to be changed to reflect the actual way the voting is done, the majority of those who DO vote vs. who is eligible to vote. The inclusion of an addendum to allow for the event that a conference is not held-how the vote will be taken. Baron suggested that "election of" be added in both paragraphs. (SEE NOTES ON SHEET) Michelle moves to change the bylaws, Bowden seconded. Vote was taken, all said yes. Judge Ford will make the changes and send them to Michelle.

Nominating committee will be established, there are people showing interest of being on the board next year. Nominations should be in the spring. Judge Ford would like to follow the procedure-this should be done by the nominating committee. The call for nominations needs to go out a specific number of days prior to the conference.

The Crowne plaza gave the board suites-4 suites were given, they were given to board members who had done most of the work. Judge Ford said that the ILAPSC board should create a policy for the suites. Speakers should be first priority, consumers to remove the cost of providing these rooms from the board. Also the award winner was suggested as a possibility. The conference committee will make the final decision about what those rooms. The suites may not come in to play again. The contract with the Crowne Plaza only includes regular rooms. No one on the board objected to giving the committee the power to vote.

ILAPSC letterhead includes Scott Block's phone and fax. This needs to be changed. The idea of having the executive committee's information on the side of the paper was discussed.

Scott will not be here at the same level due to his new position. Mike Roman agreed to remain treasurer, Ericka Sanders agreed to remain secretary, and Judge Ford agreed to remain president if re-elected. There needs to be a new vice president, Craig said that he will step up to be vice president. Vote moved to keep the whole officers the same adding Craig as VP, motion seconded by Sarah. All voted yes.

sblock@mc708.org is Scott's new email address.

Handouts are attached to the minutes.

The question was posed that does the association take a stand related to legislation. Hugh brought 2 models. Police chiefs association puts out information with specific stands on different bills. SCAN AND ADD HANDOUT FROM HUGH. NAMI IL has a legislative platform that is more comprehensive, doesn't reference specific bills just general policies. The issue with the fact that Judges cannot take a political stand due to their positions was discussed.

The phone/fax number should be changed to the COE information due to the fact that most of the calls, etc. are questions about the conference. If the secretary of state needs the paperwork to be re-filed, the address will change as well. Scott and Michelle will make those changes and the executive committee will make the final decision.

The mission statement was reviewed it was determined to remain the same.

### **Goals were Education, Sustainability and Collaboration**

The committees need to keep these goals in mind.

### **Benefits of membership was discussed**

Meeting minutes need to be updated on website-need to be available to the members.

### **Committees**

Government Committee

Chair-Hugh Brady

Member-Heintz, Slonim, Sawyer

### **Expectations**

Statutory and case law updates

pending bill updates

information for website

legislative advocacy/education

email to members and on website for members regarding laws, etc.

develop policy regarding legal education

position paper

Discussion ensued regarding MAT (medically assisted treatment) and the ILAPSC board's position and how that should be conveyed. Potential conflict was discussed including how grant recipients are not allowed to lobby or risk losing federal funding. Judge Ford will send out a draft of ILAPSC letter to legislators on MAT to the board and the government committee will utilize this as a template for future stands on issues.

### **Executive Committee point of contact-**

Committee members Judge Ford and the other officers

Expectations

documentation of ILAPSC completed

audit (it was determined at this time an audit wasn't necessary but group will review the idea of having an internal audit)/financial management

meet filing requirements, fees

organization designation

point of contact for all committees

contract with appropriate agencies

review bylaws and make necessary changes

develop necessary board policies

develop nominating committee

establish board and officer insurance

new letter on website quarterly

bylaw amendments

review board policies and bylaws

contract with appropriate agencies

review/approve board member postings on the website

Should now include the change of address/phone number, etc.

Discussion occurred on the following:

Any time we put something new on the website, this can be sent out to all the members. The conference fee was discussed and it was decided that the fee should remain the same. The late registration fee will remain the same and the fee for walk-ins may possibly be increased. The CEU fees



are built into the registration fee. The CLEs are the education that is most expensive. The board agreed that the conference fee is not to generate funds, the goal of the ILAPSC is to educate.

Statutory and case law updates, pending bill updates, legislative advocacy/education, email to members can be put on website for members.

The board needs to create a policy manual.

### **Conference committee**

Chair-Scott Block

Committee members-Pedigo, Bowden, Roman, Rock, Carlson, Thomas

Expectations

have a conference

develop better registration and payment system for the conference

The idea that we should have board members, vendor identification on the name tags for the conference

Registration will continue to improve, registration forms will need to be printed out and distributed to individuals so they can fill in the correct information including which sessions they would like to attend.

### **Technology Committee**

Chair-Craig Cooper

Executive point of contact-

Committee members-Kusiak

Expectations

smooth connections to the conference

member portal

discipline forums

conference materials

links

suggested articles/reading

continue to improve conference registration

quarterly reminders for board member postings on website

reminders to submit information for updating the website

disclaimers

review feasibility of social media maintenance

#### **PUBLIC AWARENESS COMMITTEE**

Chair-Judge Bowden

Executive point of contact-

members-Pedigo, Foley, Sawyer, Sanders, Pizza

expectations

ILAPSC clothing-may include expansion of goods (try to recoup costs if possible in sales)

organized activities

fact sheet

investigate feasibility of media campaign

All board members should try to do one educational presentation, the fact sheet, once created, could be used as talking points for these presentation.

#### **NOMINATING COMMITTEE**

Chair-Judge Holmgren

Executive point of contact-Judge Ford

Committee members-Nancy Cooper, Pedigo

Possible ideas for new nominations were discussed including the need to have a representative from law enforcement on the board.

**Meeting dates:**

January 22 phone meeting Noon

April 23 in person meeting Urbana Noon

July leave open at this point

August

October 9 (at the conference)

Attendance at the meetings were reviewed re: the bylaws. Required to attend 50% of the board meetings. Discussion of the board members that have not fulfilled this obligation.

Approval of the August 29, 2014 and October meeting minutes moved by Baron second by Al. No discussion. all voted yes.

Craig moved to adjourn. Sarah seconds. Meeting adjourns 12:05.