



Illinois Association of Problem-Solving Courts
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ILAPSC 2018 RETREAT
AGENDA

Thursday, November 8, 2018 – 12:00 p.m.

- I. Welcome, Introductions, Lunch
 - Judge Ford called the meeting to order at 12:22pm.
 - Roll call and introductions:
 - o Judge Jeff Ford – President
 - o Jim Lane
 - o Judge Mark Shaner
 - o Hugh Brady
 - o Ed Zapala
 - o Chantelle Thomas
 - o Bernadine Howard
 - o Judge Janet Holmgren
 - o Darrell Hite
 - o Alicia Osborne
 - o Baron Heintz
 - o Anthony Foster
 - o Anne Stevens
 - o Lori Roper
 - o Michael Roman
 - o Jason Sterwerf
 - Also present were Michelle Rock and Matt Kindler
 - Judge Ford discussed the effort to balance the Board with all of the different professions represented in PSCs as well as geographically throughout the state of Illinois. Hugh Brady asked how Judge Ford felt the balance is, Judge Ford discussed the need to have more representation from Southern Illinois. Michelle Rock stated that it would be nice to add a law enforcement professional to the Board in the future.
- II. Illinois Center of Excellence Closing

- Michelle Rock discussed that the Center of Excellence was not able to get its grant renewed and despite efforts, no further funding was found to maintain the Center of Excellence. She stated that the Center of Excellence has run the conference in the past and there is a proposal that will be presented later to help run the conference. The COE was one of if not the only training entity for PSCs in the State. The COE has been the business address for ILAPSC, has been the houser of records for ILAPSC, and this needs to be addressed during this retreat. Hugh Brady asked if there was any potential for renewed funding with the new incoming administration. Michelle discussed that it would take a lot to get the COE back up and running. Michelle discussed other states' efforts to secure funding and difficulty to find funding for training.

a. ILAPSC Historical File Storage

III. AOIC Updates – Jeff Ford, Janet Holmgren

a. Standards and Certification

- Judge Ford discussed the AOIC committee working to update the standards. He discussed pushback frequently heard from courts that “this is the way we have always done it” and the need to tighten some of the standards.
- Judge Holmgren discussed that there are about 40 courts certified currently.
- Judge Ford discussed the process a court goes through to obtain certification. He discussed the standards as written as a minimum standard to accommodate courts with limited resources.
- Judge Ford discussed his own county’s difficulty with maintaining staffing levels and obtaining certification
- Judge Shaner asked how many PSCs there are in the state. Michelle Rock stated there are about 109 PSCs in the state.
- Michelle Rock discussed that the training requirement will be difficult to meet going forward. Judge Ford discussed that as a difficulty with his team.
- Michelle Rock discussed the AOIC judicial college that is being created and encouraged ILAPSC to be a voice to encourage AOIC to have team training instead of separate training for judges and probation officers and no training for other team members

b. Coordination between ILAPSC and AOIC

- Judge Ford discussed the need for ILAPSC and AOIC to work closely together. ILAPSC is able to provide the evidence-based training at the conference each year, though AOIC could essentially shut down ILAPSC if it chose to – though there has been no push to do so.

IV. Conference – Michelle Rock

a. 2018 Conference Review

- Michelle discussed the ILAPSC Conference summary from this year's conference.
- After all income and expenses, the Conference netted \$37,094.89, just shy of the projected \$40,000 net profit.
- New t-shirts need to be developed and ordered for next year
- We have enough pocket folders for next year
- Michelle discussed comments and suggestions from the evaluations this year
 - o Conference center was cold
 - o Length of sessions was too long – people want 1-1.5 hour sessions
 - o Different levels of tracks for people who have been on the team for a long time vs. new staff on the team
 - Chantelle Thomas discussed her perspective on breakouts from this conference and past conferences – suggested Opioids or Methamphetamines
 - Suggestion of Amy Miles from Wisconsin as a speaker for 2019
 - o Heavy Drug Court focus
 - Michelle Rock discussed the free speakers from NADCP and that there are more drug courts than other courts
 - o Darrell Hite brought up possible role play sessions
 - Chantelle Thomas suggested that would make sessions longer and go against what people have said that they want shorter sessions
 - o Sound system was a problem – Marriott is redoing the sound system in January
 - o More breaks
 - o Some overlap with general session presentations and breakout presentations
 - o Michelle Rock discussed comments from some specific sessions
 - o Exhibitors do not want the door prize drawing in the future
 - o Set up a social media presence
 - o Change food for lunch
 - o Have a family member on the panel

b. 2019 Conference Plans

1. Conference Cost

- Michelle recommended raising conference cost for attendees
- Discussed the loss of CEUs/CLEs with the loss of COE. Potential partnering with other agencies who are already licensed to give CEUs and CLEs rather than applying to be a provider. Costs would be approximately \$4000-\$5000 to cover all CEUs/CLEs that have been covered in the past.
- Food costs were discussed as approximately 50 lunches were wasted from people not eating

- Ed Zapala questioned adding a lunch question to the actual registration form
- Alicia Osborne stated that she believes the food is appropriate and should stay similar in the future
- More t-shirts should be ordered as we are low on current inventory
 - Alicia Osborne suggested including a t-shirt with registration
 - Baron suggested finding a shirt printing company run by someone in a “target population”
 - **Alicia Osborne will look into t-shirt information**
- Baron Heintz suggested increasing price to \$295 to cover extra lunch and increase ability to pay for speakers and other conference costs.
 - Michelle Rock suggested a better number would be \$250
 - Alicia Osborne suggested having a larger increase now and guarantee the rate for at least 3 years
- Judge Holmgren motioned raising the price to \$295, Baron Heintz seconded. Motion passed by voice vote.

2. Speaker Recommendations

- Doug Marlowe
- Mark Sanders
- Bill White
- Tall Cop says Stop
- Kurt Gawrisch – CPD for CIT
- Warren Whitfield
- Amy Miles
- Carolyn Hardin
- Jeff Johnson – VA
- Terrence Walton
- Heidi Sigmund – VA
- Carlos Gomez

3. Topic Recommendations

- Roles and responsibilities
- Sanctions and Incentives
- How to run a court
- Nonviolent crisis intervention
- Legal ethics
- Role of treatment provider
- Mental health court sessions
- DUI Court
- Personality Disorders
- Vet Court

- Cultural Competency
- Emerging Adults
- Trauma-Informed Care
- Law Enforcement
- Confidentiality
- NAMI In Our Own Voice
- Mental Health complications for PSCs
- NAMI Friends and Family
- Team session to get the ball rolling on implementing what was learned
- MAT including OD prevention
- Live for Loli – Last Day
- Marijuana – medical and recreational
- Use the University for presentations?

4. Length of Conference

- Michelle Rock recommended making the conference longer going to mid-afternoon on Friday.
- Judge Holmgren agrees that the conference should be expanded to mid-afternoon Friday.
 - o Judge Ford discussed timing of expanding the conference. Michelle Rock suggested the conference ending at 3-3:30pm. Bernadine Howard suggested a box lunch or sandwich would be appropriate for a shorter lunch on Friday.
 - o Alicia Osborne suggested having an ethics session as the afternoon session on Friday
 - o Bernadine Howard suggested having clinical ethics as well
 - o Michelle Rock suggested having breakout sessions in the afternoon on Friday to have multiple different ethics courses as well as a third option that is of interest to people who may not need ethics hours. A discussion was held as to what a good third course would be. Alicia Osborne suggested mindfulness or self-care. Chantelle Thomas suggested co-occurring disorders or personality disorders as a good third topic. Darrell Hite agreed that self-care is a good option. Matt Kindler suggested that if done correctly, the self-care session could be a Professional Responsibility for MCLEs.
 - o Jim Lane commented that he was surprised how many corrections/law enforcement professionals came to the conference and there was no specific session for them.
 - Judge Ford discussed efforts to connect with training professionals to provide this training
 - Michelle Rock noted that only about 40 law enforcement professionals were there.

- Matt Kindler suggested a “CIT Light” for law enforcement
- Michelle suggested that Kurt from Chicago Police Department would likely come down and provide a CIT type training
- Jim Lane suggested that 8am is an appropriate time to start the conference

c. 2020 Conference Location

- Bloomington-Normal Marriott submitted a proposal for the 2020 conference. Judge Ford noted a few small changes that the Marriott made in costs, including lodging room rates.
- Dates that they are available are October 14-16, 2020
- Judge Ford asked if there was discussion about having the 2020 hotel at the Marriott again.
 - Baron Heintz suggested that there is a lot of change already and it would be good to keep the conference where it is at.
- Baron Heintz motioned to authorize the President and a designee to sign conference agreement, Judge Holmgren seconded. Motion passed by voice vote.

V. Conference 2019 Proposal

- Judge Ford discussed the proposal that was submitted by Matt Kindler and Mary Lee to run the conference for 2019.
- Baron Heintz moves to authorize the Executive Committee under the direction of the President to enter into a contract with Matt and Mary under the general terms laid out in the proposal. Hugh Brady seconded the motion. Motion passed by voice vote.

VI. ILAPSC Bylaws regarding Not for Profit Status

- Judge Ford discussed the history of ILAPSC attempting to become a not for profit entity. He discussed the laws to become not for profit and the ruling judge’s comments when ILAPSC tried to become a not for profit. He specifically noted that the issue of charging dues could be changed, but there is more to it than just that. Specifically, that the court construed ILAPSC as a trade organization.
- Baron Heintz discussed the difficulties he sees with ILAPSC pursuing not for profit status

Judge Ford adjourned the meeting at 4:12pm

VII. Dinner – 6:00 p.m.

Friday, November 9, 2018 – 8:30 a.m.

- Judge Ford call the meeting to order at 8:36am

I. Breakfast

II. Secretary’s Report – Matt Kindler

- a. Approval of Minutes
 - Minutes from the August meeting and the ILAPSC Conference meeting were sent to all Board members prior to the retreat. Judge Ford asked if everyone received the minutes and if there were any additions or corrections. Judge Ford asked for approval of the August minutes. Approved by voice vote. Judge Ford asked for approval of the Conference minutes. Approved by voice vote.
- b. Updated List of Board Members
 - A list of Board Members was sent around for updates and corrections. That list was provided to Matt Kindler for updates to the website.
- c. Bylaw Changes
 - 1. Secretary Position
 - Michelle discussed that the Secretary has previously been a Board member position, and it needs to change to reflect Matt Kindler being the secretary as a part of the new contract entered in to.
 - Baron Heintz discussed having a Board member as Secretary as title and add a contracted position for a person to take minutes.
 - Matt Kindler suggested using the Board Secretary as a person to ensure accuracy of notes taken at meetings and other documents that may be created for ILAPSC.
 - 2. Business Address
 - The COE can no longer be the business address.
 - Judge Ford suggested a Post Office Box managed by Matt Kindler but paid for by ILAPSC
 - Judge Shaner questioned if there needs to be a physical address, Judge Ford stated that there does need to be a physical address.
 - 3. Other
 - Hugh Brady and Judge Holmgren noted typos that they found in the bylaws that need to be addressed.

III. Treasurer's Report – Michael Roman

- a. Revenue and expenses
 - As of Nov 2, total deposits were \$118,273.64, total expenditures \$30,496.79, current balance \$172,430.14 have not paid hotel expenses around \$53,000 after paid, projected balance of \$119,228
- b. Illinois Department of Revenue Tax Exempt Status
 - See above
- c. Financial Controls and Audit
 - Internal audit completed last year. Spoke about completing an external audit every three years. Unclear who would be doing that audit.

- Judge Ford asked for comment regarding if the Board would like an external audit this year or in 2020. Michael Roman suggested reaching out to the Benning Group who does the Association's taxes to see if they are able to complete an audit and for how much. Judge Ford suggested discussing again at the January meeting. Baron Heintz suggested a 2019 audit would be appropriate with so much turnover with the Board. Darrell Hite asked for clarification if an external audit has been completed previously. Judge Ford stated that no external audit has previously been completed. Michael Roman will look into cost and report back to the Board in January.
- d. Second Signer for Checks
- Craig Cooper resigned from the Board; he was a second signer of the checks. Depending on who is elected, updates will be made to add signers to the account. Executive Committee will decide who should be a signer on the account. Hugh Brady suggested determining who is a second signer based on geographical location.
 - Anne Stevens moves that the President, Secretary, and Treasurer be the signers on the account. Darrell Hite seconded. Motion passed by voice vote.
 - Need up update bylaws, inform Secretary of State of new address, and update Financial Audit Policy.

IV. Committee Reports

a. Conference – Michelle Rock

- Presented yesterday
- Bags went well, second night was low turnout.

b. Technology

1. Website

- PSC Map will be transferred from the COE website to ILAPSC and a group forum will be created as well. Michelle asked if the Board thought that the forum should be individual groups by discipline or just one group. Baron Heintz suggested having only one group would be best to start.

C. Government – Hugh Brady

- Hugh Brady provided a list from the mental health summit of all of the mental health legislation that passed the general assembly last session. He called out HB4096, HB4165, HB4936, HB5109, HB5110, HB5111, and SB2446 discussing basic information from these bills. He noted HB1707 is one of the most important bills that passed regarding parity of treatment for mental health care. According to the Kennedy Forum, Illinois has the strongest parity laws in the country. Bernadine Howard asked if the bill covers substance abuse as well. Hugh Brady is unclear as to

if that is covered the same or not, he will look into it and report back. Finally, he noted SB3049 which expands telehealth services.

- He noted a couple of bills that did not pass including HB4218, HB5285 & SB353.

e. Public Awareness – Alicia Osborne

- Alicia Osborne asked for more members in the Public Awareness subcommittee. She noted that she would like the committee to focus on research for conference t-shirts. She would also like to have a discussion about how to showcase clients at the conference and during recovery month or mental health week. She noted that she feels ending the conference with client stories is a great way to end the conference. She suggested starting the conference with pictures of graduates who have graduated in the past year along with information about how many people successfully completed the problem-solving courts programs in the past year. She reminded Board members that it is important to bring up the Association during presentations they may give throughout the year to help raise awareness. She also noted that a lot of clients have musical or other artistic talent and it would be nice to have client talent on display during the Thursday networking event at the conference. Hugh Brady suggested having a page in the program with success stories. Bernadine Howard noted that they do a before and after picture with a mug shot and graduation picture. Jason Sterwerf noted that the NADCP national position is that showing mug shots is a form of public shaming. Michelle Rock noted that having client presentations during the Thursday networking event may bring a larger turnout.
- Michelle Rock noted that there is a lot of work going into the ideas that Alicia presented, noting that they are good ideas, but response rate tends to be low. Someone on the Board needs to be responsible for reaching out to coordinators for the information.
- Matt Kindler will keep the updated list of PSCs along with certified courts and coordinators.

f. Executive – Jeff Ford

- Judge Ford discussed the history of ILAPSC, insurance that the Board carries, and the efforts to make ILAPSC a very professional organization. Judge Ford noted that his job has been made easier in the past with the coordination with the COE. He discussed his role as President and other issues that the Executive Committee takes care of for the Association.
- Michelle Rock noted that going forward, it is important for the Executive Committee to continue to respond promptly to e-mails.

f. Nominating Committee – Janet Holmgren

1. Type of Board Members Needed (Discipline, Geographic, Number)

- Law Enforcement and the Southwest quadrant of the State are where the Board has gaps.

2. Proactive in Recruiting Desired Members

- Judge Holmgren noted that the Board has done a good job recruiting and finding new Board members, but nominations from the public are minimal. Judge Ford noted that the struggle may be that everyone gets fired up in October at the conference, but nominations aren't until the summer and people aren't as interested. Hugh Brady suggested adding a nomination form to the conference program. Michelle Rock suggested emailing past conference attendees asking for nominations. She noted that it needs to be made clear that it is a working Board. Ed Zapala suggested adding a check box to the conference evaluation form. Michelle noted the difficulty that would present and that it wouldn't necessarily yield the best results. Chantelle Thomas noted that response rate from evaluations were low. Hugh Brady asked if someone from Southwest Illinois could be targeted, what discipline would the Board look for. Judge Holmgren noted that it doesn't matter what discipline. Michelle Rock questioned if it is better to bring on Board members who are doing a good job in PSCs already, or if they are struggling would it be better so they can learn from the Board. Hugh Brady noted that having someone on the Board from a struggling court may give them the ability to challenge their underperforming court. Chantelle Thomas asked if specific people have been targeted. Judge Holmgren stated that they had not. Michelle Rock noted the difficulties that small counties may have with a representative on the Board – specifically that there is only one judge, prosecutor, public defender, and probation officer in many counties and they couldn't dedicate the time to the Board.

3. Awards

- Judge Holmgren noted there was nothing to present regarding awards.

V. Election of Officers

- Judge Holmgren nominated Michael Roman for Treasurer, Anne Stevens seconded. Nomination passed by voice vote.
- Baron Heintz nominated Jeff Ford for President, Judge Ford declined the nomination.
- Anne Stevens nominated Janet Holmgren for President, Judge Ford seconded the nomination. Nomination passed by voice vote.
- Darrell Hite began a discussion about the duties of the Vice President and Secretary. Michelle Rock read the bylaws regarding the duties of each position. Darrell Hite stated that he is interested in being Vice President. Judge Holmgren noted that for succession she would prefer having a judge as Vice President.

- Baron Heintz nominated Darrell Hite as Secretary, Anne Stevens seconded. Nomination passed by voice vote.
- Judge Holmgren nominated Erica Sanders as Vice President, Baron Heintz seconded. Nomination passed by voice vote.

VI. Other

a. Check payment for Marriott

- Judge Ford noted that currently, Michael Roman is the only one who can sign a check to the Marriott as there are no other signatories available. Hugh Brady moved to allow Michael Roman to sign the check as a single signor, Judge Holmgren seconded. Motion passed by voice vote.

b. Meeting Dates

- Nov 7 & 8 are available at the Starved Rock Lodge for next year's retreat.
- Meetings are normally held January, April, July, August, October, and the Retreat in November.
- Michelle Rock noted that in the past, there have been two in person meetings but they have been poorly attended. She suggested making all meetings phone meetings. She also suggested removing the "boat" meeting which was held on Judge Pinichi's boat in Chicago in July. This has been cancelled twice recently. Judge Ford questioned if the Board wants to even ask about having a meeting on the boat. Michael Roman suggested it would be good for new members of the Board to have the experience. Matt Kindler noted that the bylaws state that Board members need to attend 50% of the meetings and this has counted against people in the past. Judge Ford suggested not having an official Board meeting at the Boat meeting.
- January Board meeting will be January 24, 2019
- April Board meeting will be April 18, 2019
- August Board meeting will be August 29, 2019
- October Board meeting will be at the conference on October 3, 2019
- Board Retreat will be November 7-8, 2019
- Michelle Rock noted that the 2019 conference is the same time as the AOIC judicial training. Judge Holmgren will reach out to AOIC to ensure they don't schedule judicial training during the same time as the 2020 conference.

c. Board Members

- Alicia Osborne questioned if it would benefit the Board to add vocational or housing representatives to the Board so they can hear the struggles that PSCs face. Michelle Rock discussed the importance of having the Board stay on mission and that a lot of the resources mentioned are location specific rather than statewide. Judge Ford noted that people can be invited to present to the Board at the retreat. He also noted the "associate member" portion of the bylaws as an option. A discussion was held as to options to have representation from these agencies with ILAPSC.

- Darrell Hite questioned if Michelle Rock is going to remain a part of ILAPSC. A discussion was held regarding the bylaws of adding a Board member to fill a vacancy. Hugh Brady nominated Michelle Rock to be on the Board, Darrell Hite seconded. Motion passed by voice vote.

VII. Strategic Planning

a. FY 19 Objectives

- Michelle Rock made note of the goals and objectives of each committee with discussion from the Board

b. Committee Assignments

- Michelle Rock discussed the different Board committees and her previous role on the Conference committee. Judge Ford noted that the bylaws do not require committee members to be Board members. He suggested Matt Kindler be the chair of the Conference Committee due to the contract with Matt Kindler and Mary Gubbe Lee to run the conference.
- Matt Kindler will be chair of the Conference Committee, Members include: Michael Roman, Jeff Ford, Anne Stevens, Chantelle Thomas, Michelle Rock, Mary Lee, Jim Lane
- Jason Sterwerf will be chair of the Technology Committee, Members include: Matt Kindler, Jim Lane
- Hugh Brady will be chair of the Government Committee, Members include: Baron Heintz, Bernadine Howard, Jason Sterwerf
- Alicia Osborne will be chair of the Public Awareness Committee, Members include: Anne Stevens, Ed Zapala, Lori Roper, Anthony Foster
- Jeff Ford will be chair of the Nominating Committee, Members include: Darrell Hite, Mark Shaner, Lori Roper, Michelle Rock

VIII. FY 19 Meeting Dates

- a. January 24, 2019
- b. April 18, 2019
- c. August 29, 2019
- d. October 3, 2019
- e. November 7-8, 2019

IX. Old Business

- None

X. New Business

- Jim Lane asked if ILAPSC will be given the duty of PSC training for the state with the loss of the COE. Judge Ford noted that ILAPSC will be the only trainer through the conference. Jim questioned if there needs to be a Training Committee.

Judge Ford noted that the Conference Committee will handle the training. Michelle Rock noted that the Board members are volunteers and may not train problem-solving courts on their own. She discussed a grant that the COE was working on with ARI regarding two trainings that they wanted to do for their courts during the year.

- XI. Adjourn – Anne Stevens motions to adjourn, Judge Holmgren seconds. Meeting adjourned at 11:35am