



International Association for Correctional and Forensic Psychology

Bi-Annual Board Meeting Minutes

*Sheraton Hotel
Oak Alley
500 Canal Street
New Orleans, LA*

Thursday, January 10, 2019

8:30 – 4:11 p.m. Central Standard Time

Oak Alley

8:35 a.m.

Call to Order

Frank Porporino

Present: Frank Porporino (President); Javel Jackson (Past President), Dick Althouse (Secretary), Diane Williams, (Treasurer), Jim DeGroot, Jeff Metzner, Jeff Pfeifer, Cherie Townsend (Executive Director).

By phone: Melvin Hinton (absent for later part of morning meeting).

Absent and excused: Steve Wormith, Sylvia Martinez

Welcome, Introductions, and Review of the Agenda

Frank Porporino welcomed everyone, and made some opening comments regarding the agenda, his hopes for the Association, and goals for this board meeting. He noted that after the achievements of the last several years --- in developing a Strategic Plan for the Association, clarifying our core aim towards 'Helping the Helpers', ratifying new Bylaws, and establishing clear policies and administrative procedures --- IACFP is now ready to

move into action in responding to the needs of our membership (and our potential membership). IACFP is fortunate to be in a solid financial situation and that gives us opportunity to define what we are about with ‘action projects’ rather than just words. As our name implies, *correctional and forensic psychology practitioners* should be our principle focus, but since together we can go further than alone, our Association should also welcome other helping professionals who have similar aims in promoting a more humane and effective criminal justice system. In expanding our membership, we should reach out in particular to students and ‘early career’ helping professionals. Membership fees and our CJB Journal royalties currently provide our only revenue stream and though both of these should be carefully nurtured, we should also be seeking opportunities for other possible revenue. This is an exciting time for IACFP and this Board meeting will hopefully help crystalize a few projects we can focus on for the next year.

8:45 a.m.

2018—The Year in Review

Javel Jackson

Javel presented a brief overview of the year. She discussed major accomplishments of 2018: revisions of the Bylaws, adding new board members, finishing up litigation, being an active partner in the Graduate Student Research Symposium which was a Preconference to ICPA’s annual conference, updating the website, and reaching out to new partners, etc. Other board members provided initial comments and opinions about the status, purpose, and goals of the association. The Board presented formal recognition of Javel Jackson’s leadership with an award.

9:15 a.m.

Business of the Association

Action: *Minutes of November 15, 2018 Meeting*

Dick Althouse

Review of Ratified Bylaws and legal guidance

Minutes of the November 15, 2018 meeting were distributed for board review. Javel moved and Jim seconded to accept the minutes as distributed. Unanimously approved.

Move to Executive Session: Diane moved and Jim seconded to move to an Executive Session.

Unanimously approved.

Executive Session

Return to Regular Board Meeting

- *Review of Ratified Bylaws and Legal Guidance*

Cherie noted that the amended Bylaws were ratified November 2, 2018, and shared consulting attorney advice. Bylaws need not be filed with N. C. Secretary of State. The Board will follow the Bylaws. Since the Bylaws were ratified late in the calendar year, the consulting attorney advised that the board should take steps to fill the position of president-elect, in accordance with the bylaws when a vacancy exists, as soon as possible.

9:45 a.m.

Morning Break

10:00 a.m.

IACFP and UBS

Finance Committee Remarks

Diane Williams

UBS Presentation

Greg Mendoza, UBS

Dan Keating, UBS

Karen Crawford, a member of the finance committee, joined the meeting. Diane made opening remarks and introduced the presentation by Greg Mendoza and Dan Keating. A UBS handout was distributed to the board members.

Before the presentation began, invited guests Jim Gondles, Executive Director for ACA, Lanette Linthicum, ACA President, Dr. Betty Gondles and Jeff Washington, ACA Deputy Director, briefly joined the meeting and provided some information about ACA, their updated standards, accreditation efforts and work in other countries. Mr. Gondles noted he didn't know of our standards and was provided a copy of our standards by Dick.

The UBS presentation continued with Greg and Dan reviewing their handout and PPT "Investment Management Consulting." Q and A followed. Discussion with questions regarding the level of investment risk and desired rate of return for how much the board was comfortable investing followed the presentation. The board decided such decisions were better discussed after proposed projects and possible costs were identified at tomorrow's board meeting. There was further discussion during finance committee report.

Cherie and Diane will continue to have access to UBS consultants following our meeting. Eventually the Board will need to make a decision and vote on a risk level of investment.

Decisions pending future board discussion

12:30 p.m.

Lunch Break

Present: Frank, Javel, Jim D, Dick, Jeff Metzner, Diane, Cherie, Jeff Pfiefer

By phone: Melvin Hinton

Absent and excused: Sylvia Martinez and Steve Wormith

Guest: Karen Crawford

1:00 p.m.

Finance Committee Report

Diane Williams

Action: Investment Policy Revisions:

Review pp 13-15 of PPT of UBS regarding making changes in our investment policy. Discussion of investment risk: 5-6% net return, performance over a 3-5 year cycle, and provide UBS with a list of any investments we prefer not to be involved with (e.g., tobacco, Firearms, privatized healthcare, etc), and eliminate sectors the board does not want to invest in. Discussion of possible changes in our investment policy.

Motion: Revise investment policy based on recommendations of UBS 5-6% net return for the time being. Jeff M moved and Javel 2nded to accept revisions of our investment policy based on UBS presentation and move forward. Discussion.

Vote: Unanimously approved. Motion passed.

Motion: Board approved that Diane and Cherie be co-signatories on contract with UBS and transfer of funds for investment. Discussion.

Vote: Unanimously approved. Motion passed.

End of Year Financial Report : Not available yet because finance books not closed. Diane reviewed budget at the end of November, 2018. Thomas will provide additional information re: budget.

Action: Proposed Budget

Diane distributed the Proposed budget for 2019 to the board. Budget included proposed allocations for projects. Discussion of requested \$\$ increase by editor of CJB for his 3 associate editors for their efforts during this first transition year with a new CJB Editor: \$2500 each. Discussion. The Board discussed doing a market analysis of editor

compensation, journal outcomes and comparable contracts. Volunteers to form a subcommittee to do this were selected.

Motion: Jeff P moved, Diane 2nd to make 1 time only payment of \$7500 for this transition period directly to associate editors (\$2500 each).

Vote: unanimously approved. Motion passed.

Motion: Diane moved, Jeff P seconded, to accept the proposed budget.

Vote: Unanimously approved. Motion passed.

1:30 p.m.

Nominations Committee Report

Jim DeGroot

- *Review of Current Board Members*

Jim distributed historical perspective of board and officer membership, starting in 2013. Currently: 10 board members, 4 international (non-U.S.). Gaps by gender and discipline, in accordance with policy were reviewed.

Action: Nominations for Gaps in Representation

Action: Proposed Policy for Selection of President Elect: Jim reviewed his proposed policy, in accordance with the Bylaws.

Discussion. Revisions discussed. Jim will revise proposed policy according to suggestions and bring back to Board tomorrow.

2:15 p.m.

Afternoon Break

3:10 p.m.

IACFP Standards and Others

Frank

Porporino

*****Pre-meeting work required***

Dick Althouse

Discussion. Update? Leave alone? Proposed to leave alone, make more broad, be more restrictive to membership. Delete standards from website? Discussion tabled until tomorrow.

3:30 p.m.

Relationships with Other Associations

Frank

Porporino

Tabled in the interests of time.

4:00 p.m.

Executive Director Report

Cherie Townsend

- *Newsletter*
- *IACFP-Europe*
- *Written Report will be provided via email*

Cherie provided her written report to the board. Brief discussion. Need for more newsletter articles by board members and others discussed.

4:11 p.m. Move to Adjourn. Diane, Jim D. 2nded. Meeting adjourned.

Friday, January 11, 2019

8:30 a.m. – 3:30 p.m. Central Standard Time

Sheraton Hotel

Oak Alley

Present: Frank Porporino (President); Javel Jackson (Past President), Dick Althouse (Secretary), Diane Williams, (Treasurer), Jim Degroot, Jeff Metzner, Jeff Pfeifer, Cherie Townsend, Executive Director

Absent and excused: Steve Wormith, Sylvia Martinez

Absent: Melvin Hinton

8:33 a.m. Frank reviewed progress of yesterday re: investment policy, approval of Diane and Cherie to transfer a million dollars to invest; finance committee to explore others means of safe investment of our reserve fund; approval of budget for 2019; approval of extra amount for associate editors; Cherie to assess editor compensation in other journals; agreement to bring on several new board members for our August meeting, discussion of process for recruiting and appointing a president-elect, talked about standards, a white paper, guidelines for others providing mental health-like services and sunset guidelines; newsletter contributions; IACFP Europe; visit by ACA administrators, and IACFP member on Behavioral Health committee of ACA.

Presentation of Project Proposals

Frank Porporino

*Presentations (no matter how many
Proposals you have to make)*

Board Members

Frank: Be more well informed of 'what's going on out there.' Project: gather that information. Issue an RFP to survey information—national and international—to pass on to membership via CJB, a white paper, or small conference. Discussion. Comparative analysis of mental health in corrections around the world.

Javel: Strategic plan # 3 re: membership. Scholarship to conference of our choice by an affiliate organization. \$50 entry fee to attend one conference. Write a report about the conference. Discussion. #2: Member submit article for newsletter; best article of year gets a conference sponsorship.

Jeff Pfeiffer: #1: Professionals missing from the middle: day to day well-being of individuals in criminal justice. E.g., Prison officers, adversarial issues--- model program- → for frontline Individuals with BS or less dealing with folks just released from prison. Working with PP officers, etc. Stress reduction. Sponsor this project.
#2 Membership? Want to include BS or less on front line of reintegration services in our membership? No membership in any professional organization, ethical guidelines, etc., should we include them in our membership?

Jeff Metzner: How to spend our money. Foundation? Conference? International conference? Invite membership, state mental health directors, etc. Have an international conference.

Themes: #1: treatment of MI in prisons and jails.

#2: Act as a foundation; pick a project we might want to fund. Discussion.

Jim Degroot: #1 Build on scholarship of journal; affiliating with different universities; provide think-tank opportunities on criminal justice issues; publish proceedings in CJB.

#2 Correctional mental health workgroups.... Jim distributed handout of his ideas. Discussion. The discussion focused on building an international leadership network.

Diane: # 1 Network/partnerships to generate more awareness of our association.

#2 International community corrections network to meet electronically or face-to-face... Discussion.

Dick: “Remove the Barriers” conference to strive for a more effective criminal justice system. What would a more effective criminal justice system look like? Create ripple effects. Brief discussion.

The four themes of the project proposals were research, conference/professional development, networks, and membership.

Noon

Lunch Break

12:45 p.m.

Evaluation of Proposals

Board Members

Questions to be answered:

- 1. What are the strengths of each proposal?***
- 2. How will this project contribute to IACFP strategic goals?***
- 3. Is it consistent with our vision and mission?***
- 4. Is anyone else doing this?***
- 5. If this project is successful, how will it impact IACFP and our members?***
- 6. Is it doable?***
- 7. Will we need partners?***
- 8. Does it generate enthusiasm among board members?***
- 9. Is there a downside to this project?***
- 10. Are there any themes to consolidate project proposals?***

Worktask: Jeff Pfeiffer will work on modifying our membership application to include an agreement tickbox that the applicant will adhere to our standards (now “Guidelines”). Pilot modification in Australia; report back in August. In addition, the Board committed \$3000 up to \$5000 for a student research project in an area that supports IACFP’s mission.

Discussion of how to attract new members and reward current members for their loyalty.

Action: Cherie to take lead on membership drive at N4 conference.

Javel: to complete action plan for a member scholarship of up to \$2500 for international professional conference attendance.

Big Project Ideas

International comparative analysis

Action: Jeff P to reach out to the *Journal on Law and Psychology* to explore such an analysis.

MH network conference

Action: Countries: Europris (Frank), Belgium, Netherlands, Portugal, Norway, UK, Ireland, Scotland, Singapore. Include mental health directors from US and Canada (International Association for Mental Health and Forensic Services in Montreal in June, 2019.), or at ACA in Boston in early August (7/31, 8/1-2), in conjunction with our semiannual board meeting. Discussion. Prefer Boston. Allocate \$40,000. Jim Degroot will take the lead, work with Jeff M, to compose an action plan, agenda, etc. 4 from outside U.S., one from Singapore, 2 Canada, 2 others, etc., etc. Cherie to work on logistical stuff.

Educational conference.

Action: Dick to write up his conference ideas for the newsletter.

2:00 p.m. ***Relationships with Other Associations***

Frank Porporino

(Carried over from yesterday)

Javel volunteered to be member on Behavioral Health Committee of ACA. ACA Standards committee.... No action on that. We should review their standards when they come out.

ACA workshops: We should participate in their workshops. Theme-based workshops? Pick articles from CJB; summarize for a lay audience. Workshop proposals to be submitted for the Annual Congress.

ICCA: Continue our contribution of \$7500? ICCA will pay travel for keynote speaker sponsored by IACFP. Recommend Jennifer Skeem as keynote. Pay \$7500 for one more year; re-evaluate the ROI for IACFP. Explore how we can publish Jennifer's address in CJB.

There was discussion on the Megargee Award and the options for presenting the award.

NCCHC Mental Health group. Do we want to be represented at this conference?

Discussion. Yes. Cherie will go to represent IACFP.

ICPA: IACFP continues its commitment to provide keynote distinguished scholar speaker. Training for mid-level managers in Argentina is a possibility for a pre-conference. If we do it, we need to follow up quickly. They are interested in programs re violent inmates. Speakers from other countries were discussed for this event? We are responsible for travel expenses of speakers. Allocate \$20K for all expenses associated with these various events and travel reimbursement. IACFP official representatives will be Frank, Diane , Jeff P and Sylvia.

IAFMHS: (International Association for Forensic Mental Health Services). Find out what they're about. Determine what relationship we want to have with this association. Conference in June in Montreal. Explore. Come back with recommendation later. Javel may present on behalf of GA.

2:00 p.m.

Afternoon Break

2:15 **Process for selecting President-Elect.** Jim presented amended process for selecting president-elect. Discussion.

Motion: Jim moved, Jeff M 2nded. to accept Jim's proposal as amended:

Vote: Unanimously approved.

Motion passed.

The Nominating Committee will draft a call for nominations.

3:20 p.m. Final Comments:

Frank Porporino

Executive Director contract signed by the board.

3:30 p.m. Motion: Diane moved to Adjourn: Jeff P seconded.
Vote. Carried unanimously.
Motion passed.

3:31 p.m. Meeting adjourned.