

PSCASN Meeting March 24, 2011  
Bethesda CALEA Conference

Meeting called to order at 1:15 by Mary Sue Robey

Board of Officers present: Mary Sue Robey, Treasurer  
Past President Debbie Gailbreath asked to take meeting notes.

Members present : Mary Sparacino, Arapahoe County; Pam Cimburke & Theresa Ward, Chesterfield County; Rebekah Stephens, City of Roanoke; Bill Carrow, Delaware State Police; Chris Strong & Mary Ann Calogero, Onondaga; Mary McIlvain, Sara White and Julia Grimes, Southwest Central Dispatch; Jim Rowe, Strafford County; Athena Plummer, Virginia Beach 911; Sean Petty, Michael Vest & John Geib, Montgomery County; Karen Shepard, CALEA

Visitors present: Jim Stover, CSX Transportation; Debbie Gailbreath, Sarasota Sheriffs Office; Susan Brown, Hendricks County Comm; Carolyn Hubbard & Duane Cedergren, McHenry County Sheriff's Office; Suzette Dodd, West Palm beach PD; Barbara Evans, Houston Emergency Center.

Mary Sue opened with 'welcoming' and recognition of passing of Past President Beth Burton. James Rowe from Strafford County also recognized Beth for the assistance she provided to them.

**Approval of Garden Grove minutes.** Motion to accept Bill Carrow, seconded by Karen Shepard, CALEA. Motion passed

Mary Sue recognized Bob Greenlaw & Debbie Gailbreath for their work in establishing PSCASN and noted the 10 year anniversary this year. Member discussion on the success of the email assistance by participating agencies.

**Treasurer's report:** Mary Sue Robey reported as of December 31, 2010 the account balance was \$8,722.27 and the PSCASN had 66 members, showing an increase of 3 over 2009. As of February 28, 2011 the account balance was \$10,347.27 with 34 members and a total of 73 agencies being invoiced thus far in 2011. Motion to approve the Treasurers report by Bill Carrow, seconded by Karen Shepard. Discussion: correction "last quarter of 2010". Motion carried.

Mary Sue offered to allow anyone to view any records on hand.

**New business:**

**Bylaws:**

Last update 2007. Proposed changes sent via list serve on March 23, 2011 for review and copies distributed at meeting.

Article #1: Incorporation originally in NJ; been following Presidents. Now using CALEA address who will forward to current treasurer. "NJ to VA"

Section 4:

Article 5: Board member must attend one meeting per year

Section 4 - added President to participant in CALEA PAC President meeting (or delegate a board member)

Treasurer – added in "biannual audit" by independent source.

Added in PSCASN 's "year" for financial purpose is a calendar year January to December. No loans will be made to anyone.

Article 7: Removed day of week for meetings.

Article 9: Changed calendar year to single expense.

Any recommendation should be put on list serve. Vote to occur at Cincinnati conference.

**Elections:** President & Treasurer board positions open. Will be posted 30 days prior to next meeting. Vote will occur at Colorado Springs conference. If you would like to nominate or self nominate please notify a Board member.

**CALEA liaison report (Karen):**

Communication standards that are up for review at SRIC meeting are:

- Probationary period change on newly promoted personnel
- 90 day notice of 'requires improvement' on evals to be changed
- CEO notification on liability reports to change to "or designee"

Expect adoption at tomorrow's meeting. Discussion on other standards that may need to be changed regarding CEO to or designee, PSCASN or the APCO/CALEA committee will notify Karen of which standards these are.

**Open Forum:**

PSCASN board is working to establish a Training Committee. PSCASN will cover travel expenses for one night for training session provided at CALEA conference, if no one available already attending the conference for their agency. Karen said to begin thinking about next year and other future conferences (when your agency is up for reaccreditation). Look for info on list serve & let us know if you are interested in teaching.

APCO President Bill Carrow:

- Spoke about the continuing partnership between APCO & CALEA; very strong with CALEA welcoming to our input. Bill met with CALEA and established an APCO/CALEA SME committee, which is chaired by Mary Sue Robey.
- Mary Sue Robey, Debbie Gailbreath, JoAnne Munroe and Julie Righter are instructing the new on line APCO Accreditation Manager class.
- APCO will recognize agencies that have been accredited at the annual APCO conference.
- APCO/CALEA committee plan to review Chapter 7 and send recommendations to SRIC. Mary Sue referred to Appendix C for submitting proposed changes.

JoAnne Monroe: Recommend putting this new CALEA/APCO committee member info on PSCASN website.

Mary Sue Robey gave congratulations to agencies up for review at this conference on behalf of the PSCASN.

Mary Sue Robey opened up to comments for those who recently went thru assessments. Further discussion on Chapter 7. Discussions about time line between mock and onsite. With mail-outs required 4-6 weeks prior to on site, need to give plenty of time to work on files after the mock.

Mary Sue Robey announced PSCASN hospitality would be held in the bar at 3:30p.m.

Meeting adjourned at 2:15 p.m.