

# **The Association of Pretrial Professionals of Florida**

## **BOD Meeting Minutes**

**February 1, 2022  
Board of Directors Meeting  
Holiday Inn Orlando East/UCF Area  
1724 North Alafaya Trail  
Orlando, Florida 32826**

**Call to Order:** *By President Katina Bouza @9:07am*

*Present: Katina Bouza, Jeff Kilpatrick, Mike Rogers, Monique Nagy, Kelli Huckabee, Latronda Hayes, Sandy Keegan, Anthony Washington, Karen Rodriguez, Ashley Baird.*

*Not Present: Keith McGovern Brian Brittain, Sherry Munroe*

**Roll Call: Mike Rogers:**

- **Approval of Minutes – January 2022** – *Motion to approve by Jeff, 2<sup>nd</sup> by Monique, motion passed unanimous.*

**Financial Report: Monique Nagy**

- **Approval of Financial Reports – January 2022, 4<sup>th</sup> Quarter 2021, Yearly 2021** - *Motion to approve by Karen, 2<sup>nd</sup> by Jeff, motion passed unanimous.*
- **2021 Income/Expense Report** - *Motion to approve by Jeff, 2<sup>nd</sup> by Latronda, motion passed unanimous.*
- **2022 Proposed Budget** - *Motion to approve by Jeff, 2<sup>nd</sup> by Mike, motion passed unanimous.*

**Vendor Coordinator Report –Anthony Washington**

- **Present updated list of vendor contacts for future conferences** – *Anthony will follow-up with the 58 vendors on the list to see if the contacts are still correct. He will then send the updated list to the BOD so we can review and add contacts if we have any.*

**Regional Directors Reports –**

- **Kelli Huckabee - North Regional Director** – *Nothing new since last meeting. They started using the new Risk Assessment and have Judicial support. She will reach out to Escambia and see where they stand with using it.*

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- **Keith McGovern - Southwest Regional Director** – *Not present at the meeting.*
- **Latronda Hayes - Southeast Regional Director** – *Following up with her agency to see if they are willing to use the updated Risk Assessment. Still attempting to reach out to Broward County, no luck yet.*
- **Karen Rodriguez – Northeast Regional Director** – *Nothing new to report. Will reach out to counties that have not paid. Osceola is using the new Risk Assessment.*
- **Communications Director Report– Vacant** – *Shawn had to step down due to retirement. Katina will reach out to NAPSA & FACC and Jeff to PIPs to see who they use.*
- *Motion to propose to Shawn to keep the website going for 90 days, authorize up to \$100 a month and for him to assist in writing an RFP to outside sources. Monique motioned, Sandy 2<sup>nd</sup>, motion passed.*
- *Ashley to develop and create a welcome packet for new board members to include by-laws, membership list, APPF map, description of their role, who their mentor will be, and current BOD's list.*

### **Old Business:**

### **Regional Trainings**

**2022**

**February – cancelled**

**July/August – Pensacola Beach joint conference with PIPS**

- Need to set up trainers
- Do we want to partner with PIPS for full conference or one day conference for APPF?
- *Plans to attend PIPS with maybe a full day of concentrated APPF training. Also, to focus on the western part of the*

*The mission of APPF is to provide pretrial practitioners with the tools needed to earn accreditation and certification, while empowering our membership through training opportunities and educating others on the benefits of pretrial programs.*

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*panhandle for trainers and attendees. But still open it for all members.*

- *Sheriffs and Judges from the NW region need to be invited.*
- *Vine (Sandy), JIS (Monique), NAPSA (Jeff), Risk Assessment (our members), FCAC (Jeff) are potential topics.*
- *Aug 1<sup>st</sup> through 4<sup>th</sup> PIPS Conference*
- *Sandy to do a save the date for PIPS*
- *Adding a St. Lucie County APPF training October 17<sup>th</sup> BOD meeting, and October 18<sup>th</sup> training.*
- *Still waiting for FACC collaboration*

### **Date TBD – Joint Conference with FACC**

#### **FCAC Update**

- **Brian Brittain** – *no updates.*

#### **New Business – Things to Work on!**

**Sunbiz Corp Documents review before submission** – *the board reviewed the document for accuracies.*

**Need a new Communications Director** – *needs to be put on the website, and social media websites.*

**Review By-Laws for changes** – *the board reviewed the by-laws for updates. The updates were then sent to the President for review.*

**Review Board of Directors with end of terms and future plans** – *the board reviewed the end of terms and discussed.*

**How will Regional Directors cultivate better relationships with agencies** – *the President advised the new regional directors are doing an amazing job.*

**Five-year strategic plan – where do we want to be** – *board prepared a separate document outlining the plan.*

**Adjournment:** *By President Katina Bouza @2:30pm. Motion by Jeff, 2<sup>nd</sup> by Monique; motion passed unanimous.*