

**Idaho Association of Counties
Adult Misdemeanor Probation Administrators Association Minutes**

Date: 6/3/2024

Time: 1:00 pm

Location: Bonneville County Elections Facility, Idaho Falls, ID & Zoom

Meeting opened at 1:00 pm by President, Shawn Hill.

Introductions: Shawn Hill, Jennifer Homberg, Andrea Gonzalez, Mark Gough, Mary Reyes, Tammy Adkins, Ron Stultz, Shawn McDowell.

Zoom – Tom Fitte, Ivy Smith, Jeff Breach, Keith Hutcheson, Mary Gomez, Amanda Leader, Roy Bullington. Dee Dee Phillips – late arrival

Action Items:

Review/Approval of Minutes: Shawn Hill to entertain a motion to approve the minutes from the 4/11/2024 meeting. Ron Stultz made the motion to approve the minutes as written. The motion was seconded by Shawn McDowell. Motion passed unopposed.

Zoom poll –

Approval of Meeting Expenses: Shawn Hill to entertain a motion to approve the 6/3/2024, meeting expenses. made the motion to pay for the expenses. The motion was seconded. Motion passed unopposed. **Zoom poll** –

Approval of IACAMPAA 2025: Shawn Hill addressed the 2025 budget with a proposed amount of \$5,000.00. Shawn Hill to entertain a motion to approve the 2025 budget. Tammy Adkins made the motion to approve the 2025 budget as submitted. The motion was seconded by Mary Reyes. Motion passed unopposed. **Zoom poll** –

Purchase of New Projector: Shawn Hill addressed the subject that both the IACAMPAA & IACJJA do not have their own projector to use for their association meetings and projects, and when having meetings around the state, may or may not have a projector available. He presented four (4) purchase options that he had researched by a staff member. The recommended option was a projector that had Wi-Fi and Bluetooth with a carrying case. The price was \$289.00. Shawn relayed what was discussed in the Juvenile Administrators meeting earlier. They discussed that it would be appreciated to have a cart with wheels to carry all of the equipment that is used for the meetings. Shawn Hill to entertain a motion to approve the purchase of the new projector and cart. There was an inquiry as to how much the cost of the cart would be. Amanda Leader commented on a bag purchase she made and that the association owned it. She found that the bag was very cumbersome to use. Tom Fitte made the motion to approve the purchase of the new projector for \$289.00, and the cart with a maximum of \$200.00 for the cart. The cost of both is to be split with IACJJA. The motion was seconded by Jennifer Homberg. Motion passed unopposed. **Zoom poll** –

Non-Action Items:

Zoom Setup Volunteer Update: Amanda Leader is requesting an individual who could be a more permanent volunteer to take over the operation of the OWL, laptop, projector and running of Zoom. Shawn Hill asked that Jennifer send out an email to administrators looking for someone in their departments who may be “tech savvy”. It was also suggested that possibly the presidents of both misdemeanor and juvenile associations be responsible for bringing the equipment to the meetings due to their in-person presence at the meetings. Shawn inquired of any other questions or comments, - None

Nominations for Misdemeanor Awards: Keith Hutcheson advised that he has received only two (2) nominations currently for “Misdemeanor Commitment to Service Award” to be awarded at the IJJA September Conference . One (1) from District 5 and one (1) from District 7. Shawn inquired of any other questions or comments, - None

Representative Marco Eickson: Shawn Hill advised that State Representative Marco Erickson was at the earlier meeting and was presented a plaque and thanked for his efforts in his role in the passing of the Rule of 80. Shawn inquired of any other questions or comments, - None

Odyssey – migration feedback: Shawn Hill inquired if Sandy Jones was available. She was not present at the meeting. Shawn inquired of any comments on the migration to Enterprise Justice. Keith Hutcheson informed that the payment section of program is not working for his office. He has been working with his IT department, Shawn Hill informed of problems with his department. Tammy Adkins responded on the scanning issue as well as Mary Reyes. Shawn inquired of Keith Hutcheson on payments type his department was taking, Keith responded – further discussion between Keith and Shawn. Discussion between Jennifer and Keith on payment situation. Shawn inquired of any other questions or comments, - None

General Administrators Discussion-Old/New Business:

Important Dates:

Misdemeanor Probation Academy #17 – August 5th thru August 30th 2024
Misdemeanor Training Council meeting – June 12th, 2024 @ 1:00 pm – 4:00 pm.
IJJA Conference – September 9th – 10th, 2024 – Idaho Falls

Next Administrators meeting – December 12, 2024 – Boise

Tammy Adkins proposed to move the Misdemeanor Administrators meeting time to 12:15 pm, after the Juvenile Administrators meeting, to have a working lunch instead of a long lag time between the two (2) meetings. Shawn inquired of any other questions or comments, - None

Shawn Hill to entertain a motion to move the meeting time in December to 12:15 pm. It was determined that a motion was not needed.

It was inquired of as to where the payments for the IJJA Conference could to be made.

Keith Hutcheson inquired of Dee Dee Phillips on some awards information.

Shawn Hill congratulated Dee Phillips on her promotion to becoming Director of Valley County Probation.

Adjournment: 1:26 pm Shawn Hill to entertain a motion to adjourn the meeting. The motion was made to adjourn the meeting. The motion was seconded. Motion passed unopposed.