

CAPS Board Member Meeting Minutes

August 13, 2021 1pm-4pm

Teams

Attendees: Lindsey Dixon, Lindsay Kelly, Elizabeth Stewart, Shawn McNamara, Stephanie Cisneros, Jennifer Heman, Allison Heemer

Absent: Alex Carsrud and Toni Papik

Guests: Cinnamon Kitchen, Doug Erler, Helly Arellano, Kyle Ward and Victoria Terranova

1. CPAT-R

- a. Kyle and Victoria from UNC; Doug Erler from PEN
 - Victoria updated the group the slides need to be merged still for the slides on the Modules.
 - Have worked on the CLE application and added ethics slides for CAPS to include to apply for ethical CLEs.
 - Have decided to make three different types of modules:
 1. Full Training
 2. CPAT-R Training with vignettes
 3. CPAT-R Only
 - Asked that CAPS keeps the pre & post survey in the modules.
 - Will keep a word document that outlines how to use the modules and edit the modules.
 - Lindsey asked that we set up a virtual meeting to review how to utilize the modules
- b. CLE application
 - Lindsey asked that Kyle and Victoria send the final PowerPoint and presentation to her and Shawn for the CLE application. Shawn will submit the application as expedited.
 - Agreed all three modules need to have the ability for CLEs.
- c. Training rollout and other related business
 - Kyle and Victoria will put all information on a USB and also send electronically in a zip file for Lindsay to keep on the Secretary files.
 - Board determined agreed if wanting to pay for CLE, they need to pay via paypal on CAPS website then send the receipt to whomever is designated to create the student in Thinkific.
 1. Stephanie and Jennifer will be the main point of contact to create the accounts for Thinkific.
 - The materials will be sent to the CAPS Board next Tuesday.

- Lindsay will create an FAQ cheat sheet to pass out to PEN which includes the following:
 1. Director from each agency that wants to take the modules needs to send the staff name, email, and course to CAPS email
 - a. Once received, will get an email from Thinkific with log in information
 2. CLE Cost
 - a. Full Training-\$25
 - b. CPAT-R Training with vignettes-\$20
 - c. CPAT-R Only-\$15
 3. *CPAT-R Support/Discussion Board information- Every week the board will review questions submitted to the discussion board. These will be reviewed & responded to every Thursday through the remainder of the year. The CAPS Board will reevaluate if an additional training needs to be created.*
 - Lindsey will ask for clarification questions for Kyle/Victoria
 1. How much is the cost to upgrade Thinkific?
 2. How does the discussion board work?
 3. Notification for enroll vs/ completes?
 4. Can the system issue a certificate?
 5. How do we enroll someone for a specific training?
2. Approve June minutes
 - a. Shawn motioned and Stephanie seconded
 3. Treasurer report-\$11,228.15 current balance
 - a. Allison reported the Yahoo account charged \$145/year which was a little more than the previous year.
 - b. The PO Box was paid also which was \$109 and slightly higher than previous years.
 4. Board vacancy (Alex Carsrud-Larimer)
 - a. Alex has resigned leaving her position open for the remainder of the year. Linette has offered to fill in for the term.
 - b. Lindsey said she suggested Helly review the board member requirements and let know if interested.
 - c. Lindsay expressed she believes it is critical a member from Larimer be represented on the Board.
 - d. UPDATE: Lindsey appointed Linette Schweizer, Larimer County Pretrial Services Manager to fill the remaining term for Alex on 8/17/2021.
 5. NAPSA conference and scholarships

- a. NAPSA announced the training will be hosted virtually again this year on September 28th, 30th, October 5th and October 7th from 11AM-4PM MTN time.
- b. Allison stated we budgeted \$1200 for scholarships this year. We agreed to increase the budget to \$1250 to send five members.
- c. Lindsay will send the email to request scholarships with a deadline on 9/3/2021.

6. Trainings

- a. Summer Series any additional feedback
 - Brain Injury Alliance Training- There was a total of 8 participants. Originally were scheduled for 60 participants but scheduling issues appeared to cause a drop in participants. Overall training went well. Jennifer shared statistics that were mentioned in the training.
 - Lindsay will send the BIAC video to board members once it is received.
- b. Fall training
 - Reserved for November 18th and 19th in Boulder
 - The room can accommodate 80 total and there is a small room that can fit around 8-10 participants. It is capable to live stream too.
 - Lindsey and Lindsey would like to have Mike Jones and Tim Schnake present.
 - Shawn's been working with MDRC (a criminal justice research group with Arnold Ventures) who is collecting historic data and studying pretrial supervision and outcomes. He will ask if they are willing to present their data. This would be available only through virtual means.
 - Lindsay reported that Cole Britton and his father are available for two sessions for a full day course which would be \$500/day for Krav Maga.
 - Lindsay will contact CBI on assistance on NCIC training.
 - Lindsay suggested having Bond Commissioner put together a more catered training on NCIC towards Pretrial Services. Helly is going to come up with some ideas and let us know if there are any Boulder Bond Commissioners that might be interested in this.
 - Shawn will contact someone he knows to see if they would be interested in doing desk yoga.
 - Planning to have Kyle/Victoria train on CPAT-R.
 - UPDATE: Lindsey scheduled Linda Johnston, Project Director for the Ending Violence Against Women Project at the Colorado District Attorney's Council. She will present on November 18th for two hours or condense to 90 minutes.

- UPDATE: Ellen Kordonowy with the Brain Injury Alliance of Colorado is willing to present at the fall training.

7. Standards review-2.6 and 2.7
 - a. Lindsey made the executive decision to suspend the review of standards until the CPAT-R implementation is finished.
8. Board member roundtable; including any updates to COVID/CPAT-R
 - a. Each jurisdiction provided an update.
9. Next meeting
 - a. September 10th via MS Teams