



## **American Jail Association Committee Charges 2021–2022**

I want to thank each one of you for agreeing to Chair an AJA Committee for the 2021-2022 year. Committees are representative of the foundation of the Association. The charges have been developed as an outline to continue the good work of years past. Your commitment and dedication by leading the charges is to be commended. The leadership that each of you exhibit to continue the forward progress will positively impact our industry for years to come. The committees focus over the course of the next year will undoubtedly produce quality substance for the members in which we serve. Your selection to chair these committees is based on your knowledge, expertise, motivation, and amazing leadership. As you form your committee please share the charges and duties and give guidance on your desire to meet the objectives set forth. Together we can make a difference and with each of you paving the way, I am confident that we will.

### **ACA Delegate Assembly Representatives**

This committee is charged with maintaining effective communication and correspondence with the American Correctional Association.

- Attend one or more ACA Conferences this year and represent AJA in all capacities, in meetings, workshops and official functions.
- Develop a process to ensure that AJA is represented on initiatives that directly affect Jails.
- Report out on relevant activities during zoom meetings, emails, or other means of communication.
- Prepare a report to the AJA Board of Directors for the Fall meeting outlining your activities as our representative and ACA initiatives that impact AJA.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Marsha Travis, CJM, CCM, Chair**

### **Awards Committee**

The duties for the Awards Committee arise from the AJA Bylaws, Article VI, Section 6.01a. The Immediate Past President chairs the committee which will also include at least four other members.

The Awards Committee is responsible for the selection of persons to be the recipients of various awards approved by the Board of Directors.

- Review the current awards process. Determine if the current process requires any modification. Report the results of your awards process review to the Board of Directors during the 2021 Fall Board of Directors meeting.
- Evaluate the forms used for award nominations and determine if one form is sufficient for all awards, or should a form be developed for the different awards, especially the awards that are agency awards.
- Make an aggressive effort to reach out to the membership to obtain qualified nominations for the various

awards to be awarded at the 2022 Annual Conference & Jail Expo in Long Beach, CA.

- Review the selection process for the Lifetime Achievement Award and modify if necessary. Evaluate the existing criteria for the newer awards, Valor and Innovation, to determine if the descriptor adequately describes the information helpful for selection. Select award recipients.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Marsha Travis, CJM, CCM, Chair**

### **Bylaws Committee**

The duties of this committee arise from our Bylaws, Article VI, Section 6.01b. This committee will include at least four members in addition to the President-Elect who will serve as Chair.

The Bylaws Committee is charged with making recommendations to the Board of Directors for amendments to the bylaws in keeping with changes in the Association and its purposes.

- Conduct a review of the AJA bylaws.
- Interact with the various committee chairs to solicit input regarding potential changes to the bylaws.
- Work with AJA staff to implement any bylaws changes approved by the membership at the 2022 Opening Luncheon and Business Meeting.
- Submit any recommended changes to the Board of Directors at the 2021 Fall Board of Directors meeting for consideration.
- Evaluate the need to create a sub-committee to review the Board Policy/Procedure manual and who should sit as members of any developed committee.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Darren Sieger, MS, CJM**

### **2022 Conference Planning Committee Long Beach, CA**

The duties for the Conference Planning Committee arise from our Bylaws, Article VI, Section 6.01c. The First Vice President chairs the committee.

The Conference Planning Committee's charge is to work with the Professional Development Director and the Director of Conferences to present an Annual Conference that meets the needs of our stakeholders.

- Review and select workshop topics for the 2022 Annual Conference & Jail Expo.
- Work with the President-Elect to develop a track and/or workshops to highlight any initiative for her tenure as President. Use the Corrections Workplace Committee as a resource as needed to assist.
- Develop a schedule of workshops for the 2022 conference that address historical and emerging issues in jail management and operations.
- Consider and select the most appropriate forum to hold the Summer Planning Committee meeting and ensure that track managers, or their representatives, are present.
- Work closely with the host committee to identify opportunities to create unique conference activities and overcome challenges.

- Communicate with the Exhibitor Advisory Committee to increase awareness of issues impacting exhibitors.
- Communicate effectively and frequently with AJA staff.
- Meet bi-monthly via zoom with the President and other committee Chairs

**Louis A. Quiñones Jr., MS, CCE, CPM, CJM**

### **Corrections Officer Relief Fund**

**Leslie Hood, CJM, Chair**

### **Corrections Workplace Committee**

The duties for the Corrections Workplace Committee arise from our Bylaws, Article VI, Section 6.01d. This committee will also include three other members in addition to the Chair, one of whom must be a member of the AJA Board of Directors.

- The Corrections Workplace Committee will address human resource issues such as recruitment, selection, and retention of personnel; affirmative action concerns; and career development opportunities.
- Work with the Fall Summit and Training and Professional Development Committee to develop relevant training opportunities
- Provide subject matter expertise to any other committee regarding the above-mentioned areas.
- Work with the Gender Equity Committee to implement any initiative endeavors.
- Work with the conference planning committee to develop the framework related to staff wellness related to recruitment/retention and resiliency and other HR issues which affect the workforce in the nation's jails.
- Evaluate equity, inclusion and diversity and any supporting data on the charges of this committee.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Melissa McClellan, CJM, Chair**

### **Council of Past Presidents**

The duties for the Council of Past Presidents arise from our Bylaws, Article IX. The council will be chaired by the immediate past president, who will serve for a one-year term.

The charge of the Council of Past Presidents is to provide assistance to the other AJA committees, to provide support to the President and Board of Directors, and to monitor issues on the horizon in order that AJA can more appropriately respond.

- Perform a comprehensive review of the Central Office policy and procedure manual to ensure current practice is reflected appropriately.
- Explore areas where Past Presidents can stay involved in organizational functions and operations, and possibly reduce staff out-of-office time while still maintaining our reach into the field.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Marsha Travis, CJM, CCM, Chair**

## **Exhibitor Advisory Committee**

The Exhibitor Advisory Committee's charge is to interact with the vendors supporting the Annual Conference & Jail Expo.

- In consultation with the Executive Director, review section 10.5 of the Policy and Procedure manual and evaluate appropriate changes and needs to reflect current practice.
- Develop a line of communication with the AJA Vendors.
- Work with the Fall Summit Committee to assist with Vendor participation.
- Evaluate and meet the needs of vendors to encourage their continued support.
- Identify challenges vendors encounter and recommend solutions.
- Solicit recommendations from vendor representatives that will increase their opportunity to interact with our members.
- Meet with the vendors at a formal meeting scheduled during the 2022 Annual Conference & Jail Expo in Long Beach, CA.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Anthony Yeber, MPA, MSCJ, CJM, Chair**

## **Fall Summit Committee**

The purpose of this one-year committee is to develop a Fall Summit to achieve two goals. This first goal is to focus primarily on Staff Health and Wellness.

The second goal is to stimulate the American Jail Association general funding due to loss as a result of the global pandemic.

- Develop a committee to ensure that the planning of the Fall Summit includes various activities, awareness and education around staff health and wellness.
- Work with the Executive Director to ensure the space is adequate for the goals of the committee.
- Develop points of contact with Columbus, Ohio (Franklin County) staff to assist in the Fall Summit.
- Develop a list of educational seminars that focus on health, wellness, staff retention, legal and various topics that directly impact staff working in a corrections environment.
- Develop a list of activities that can be incorporated into the Fall Summit that will assist membership agencies in adopting a wellness program or wellness activities.
- Consider a preliminary survey to membership to determine the needs of the industry such as resiliency programs, education, successful programs etc.
- Work with the Health and Wellness Committee Chair to advance the charges and support the mission.

**Marsha Travis, CJM, CCM, Chair**

## **Gender Equity Committee**

The Gender Equity Committee's charge will be to lead the way in providing guidance to jails across the nation in consideration of topics and issues affecting women. The vision and mission of the committee will be established at the meeting held at the 2021 Virtual Conference.

Bylaws, Article VI, Section 6.01i: The Gender Equity Committee: This committee is charged with development and execution of a strategic plan to address issues related to gender. The committee will focus on issues related to staff and leadership, issues related to gender responsive and trauma informed care for inmates, and issues related to public and community involvement in the jails. The committee may develop subcommittees to focus on the various areas of involvement. The committee is chaired by a Director, and at least 3 other members in good standing.

- Work with the Strategic Planning Committee to identify and adopt actionable items.
- Monitor legislative movement concerning gender related proposed bills and develop a process to work with the Legislative committee to ensure the AJA is represented.
- Work with training and professional development to implement training resources, publications and peer reviewed articles and make those available to membership.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Stefanie Bush, CJM, Chair**

### **Indian Country Jails Committee**

The duties for the Indian Country Jails Committee arise from our Bylaws, Article VI, Section 6.01e. A member of a tribal jail chairs the committee.

This committee is responsible for maintaining effective communication with the Indian Country Jails and the Bureau of Indian Affairs.

- Identify opportunities to provide information to non-Indian Country Jails to further understanding of multiple diverse cultures.
- Identify opportunities for staff working in our Indian Country Jails to interact and benefit from the resources of AJA.
- Coordinate with the Training and Professional Development Committee and the Director of Professional Development to identify training needs and opportunities for Indian Country Jails.
- This committee is responsible for maintaining effective communication with the Indian Country Jails and the Bureau of Indian Affairs.

**VACANT**

### **Jail Executive Institute Advisory**

The purpose of the Jail Executive Institute Advisory Committee is to make the program successful as the first choice for facilities seeking advanced level education for jail leaders.

- Continue developing the Jail Executive Institute Advisory Committee to serve graduates of the NJLCA as well as new and veteran jail executives.
- Ensure that the curriculum remains current with the ever-evolving dynamic of corrections.
- Explore efforts to obtain university/college credits for successful completion of JEI.

- Provide a report to the Board of Directors at the 2021 Fall Board of Directors meeting on Class # and Class # 2 of JEI.
- Create an environment of cooperation and open communication that supports all stakeholders in the program.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Mark Foxall, PhD, CJM, Chair**

### **Legislative Affairs Committee**

This committee's work will focus on being the voice of local corrections.

- Work with the Executive Director to identify both new and ongoing legislative initiatives and opportunities, and to prioritize our resources and efforts regarding these initiatives.
- Work with the Executive Director and the contracted lobbyist firm to keep the interests of the Association in front of key government members in Washington.
- Present the work of the committee to the Board of Directors at the 2021 Fall Board of Directors meeting.
- Develop a process to ensure the AJA Board of Directors receive regular communication and updates; if necessary.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Heidi Howe, CJM, Chair**

### **Membership Committee**

These duties arise from our Bylaws, Article VI, Section 6.01f. The Second Vice President chairs the committee.

- Work with the Strategic Planning Committee to develop actionable items to develop a process for member engagement specific to areas with low membership rates.
- Work with the Executive Director on reviewing the current structure of membership.
- Actively monitor iConnect and develop a plan to ensure every inquiry receives a response within a designated timeframe.
- Work with AJA staff to identify and increase membership benefits.
- Develop a process to effectively communicate with the Board of Directors.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Shaun Laughlin, MCJ, CJM, Chair**

### **National Jail Leadership Command Academy Advisory Committee**

The National Jail Leadership Command Academy Advisory Committee is responsible for providing professional assistance and expertise from the field to the National Jail Leadership Command Academy.

- Provide oversight and support of the NJLCA.

- Identify strategies to increase the role NJLCA graduates in supporting of the mission of AJA.
- Report to the Board of Directors at the 2021 Fall Board of Directors on program attendance and other significant issues.
- Actively participate with all entities in the selection of mentors for each class with the goal of future AJA engagement for the mentors.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Leslie Hood, CJM, Chair**

### **Nominating Committee**

The expected duties of the Nominating Committee arise from the AJA Bylaws, Article VI, Section 6.01g. The Immediate Past President chairs the committee, which is composed of the Second Vice President, Third Vice President, and two members of the Board of Directors.

- Nominate qualified members annually to fill the offices of Third Vice President, Treasurer in every other even-numbered year, and fill the office of Secretary in every other odd-numbered year.
- The Nominating Committee endeavors to select two or more persons to stand election for each vacant office.
- The Nominating Committee shall nominate members in good standing to fill any vacancies on the Board that occur during any term.
- Review the Board Policy and Procedure manual related to the publishing of nomination information for updates considering the information was developed 30 years ago, and methods of communication have evolved/improved.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Marsha Travis, CJM, CCM, Chair**

### **Pretrial Justice Committee**

The purpose of the Pretrial Justice Committee is to ensure AJA is at the forefront of the current movement towards the use of pretrial service and the evaluation of risk-based (non-financial) pretrial release.

- Develop a process to educate on best business practices.
- Work with the legislative committee to identify proposed legislation that AJA may consider supporting.
- Develop a list of programs or strategies that can be implemented in facilities of all sizes and those with limited resources.
- Work with staff to publish or otherwise disseminate this information.
- Report your progress at the 2021 Fall Board of Directors meeting.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Steve Austin, Chair**

### **Resolutions Committee**

AJA's resolutions state the position of the on issues relevant to our Nation's jails. We must ensure that our

resolutions are current and that the Association's position on significant jail issues is clearly stated.

- Conduct a review of the Association's current resolutions and advise the board if there are any that are outdated and need to be removed.
- Consider and recommend any updates required to ensure our resolutions reflect our current position.
- Work with the Strategic Planning Committee and Legislative Affairs Committee to determine whether there are emerging issues that should be covered by formal resolution.
- Provide all new resolutions and a report to the Board of Directors at the 2021 Fall Board of Directors meeting.
- In conjunction with the Gender Equity Committee, review all existing resolutions to ensure issues related to gender equity and gender responsiveness are addressed.
- Meet bi-monthly via zoom with the President and other committee Chairs.

**Joli Rish Shumpert, CJM, CCM, CBHC-CO, Chair**

### **Staff Health and Wellness Committee**

The Staff Health and Wellness Committee's purpose is to focus on our local corrections staff wellbeing.

- Develop awareness and educational material concerning vicarious trauma, stress and the management of stress specific for staff that work in a correctional setting. Work with AJA headquarters staff to promote awareness via the website, social media and new member packet information.
- Work with the Fall Summit Committee and Training committee on recommendations for specialized activities and training for staff health and wellness.
- Work with the Resolutions Committee to develop a resolution to address quality of life, stress management and the implementation of addressing staff stress in the workplace.
- Develop the infrastructure of a nationwide network for peer support. Work with AJA staff to develop and implement criteria such as training, ways to connect and market this resource.
- Work with the legislative committee to identify and address any proposed legislation relevant to corrections staff that could result in negative consequences for staff well-being.
- Meet bi-monthly via zoom with the President and Committee Chairs.

**Sonya Gillespie, Chair**

### **Strategic Planning Committee**

The Strategic Planning Committee's purpose is to identify the desired future state of the work to develop goals, objectives, and an action plan that will aid the Association in fulfilling that vision.

- Meet at the 2021 Fall Board of Directors meeting with the Executive Board and other identified committee members for the purpose of revising and updating the strategic plan including goals and objectives.
- Work with the Executive Director to publish the Strategic Plan for members.
- Monitor the timelines for implementation of goals.
- Work with the Standing and Ad hoc Committees to identify specific actionable items that should be implemented through the strategic plan.



- Meet bi-monthly via zoom with the President and other Committee Chairs.

**Denise Diamond, CJM, Chair**

### **Training and Professional Development Committee**

The duties of the Training and Professional Development Committee arise from our Bylaws, Article VI, Section 6.01h. This committee will include at least three other members in addition to the Chair.

The Training and Professional Development Committee is charged with assisting the AJA Professional Development Department with planning, developing, and implementing training for the Association.

- Work with the Director of Professional Development to develop training initiatives based on membership needs and requests.
- Work with training and professional development to secure training locations to support continued response to gathering restrictions and any orders issued by State and Local government due to the global pandemic.
- Develop and ensure an evaluation tool is administered at each training and data is collected to ensure efficacy, membership needs and instructor effectiveness.
- Work with training and professional development to ensure that training is identified, secured and advertised for at least six months in advance for membership/budget planning purposes. Assist in implementing a training calendar for in-person, webinar or other training formats.
- Work with the Strategic committee and the Fall Summit Committee on development of actionable items and response to the Health and Wellness training Summit.
- Work on new initiatives with NIC, ACA or other external partners.
- Meet bi-monthly via zoom with the President and other Committee Chairs.

**Sam L. Davis, MA, CJM, Chair**

### **Veterans Affairs Committee**

The Veterans Affairs Committee's purpose is to support veterans.

- Identify effective veterans' programs and reentry activities across the country and work to promote these initiatives in the AJA magazine and through other media.
- Identify effective programs for veterans working in corrections and promote these initiatives in the AJA magazine and through other media.
- Advise AJA board of directors and executive committee of any initiative that should be created or gaps to fill in the availability of services for veterans.
- Meet bi-monthly via zoom with the President and other Committee Chairs.

**Mark Archambeau CJO, CCE, CCM, Chair**