

Dear Colleagues.

I want to thank each one of you for agreeing to Chair an AJA Committee for the 2022-2023 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 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 dedication. As you form your committee please share the charges, 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. Updates will be provided at the in person semi-annual BOD Meetings and during our bi-monthly virtual BOD meetings. Please provide Michele Florian at AJA Headquarters with your committee member list and their contact information.

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 as needed virtually with the committee members and other committee Chairs.

Marsha P. Travis, CJM, CCM, CBHC-CO, Chair
Chris Daniels, MPA, CAE, Staff Liaison

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 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 2023 Conference & Jail Expo in Omaha, Nebraska.
- 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 as needed virtually with the committee members and other committee Chairs.

Mandy Lambert, CJM, Chair
Michele Florian, Staff Liaison

By-laws 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 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 as needed virtually with the committee members and other committee Chairs.

Louis A. Quiñones Jr., MS, CCE, CPM, CJM, Chair
Chris Daniels, MPA, CAE, Staff Liaison

2023 Conference Planning Committee Omaha, Nebraska

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 2023 Annual Conference & Jail Expo.
- Work with the President-Elect to develop a track and/or workshops to highlight any initiative for their tenure as President. Use all committees as a resource as needed to assist.
- Develop a schedule of workshops for the 2023 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 as needed virtually with the committee members and other committee Chairs.

Shawn Laughlin, MCJ, CJM, Chair
Paul Haaland, Staff Liaison

Corrections Officer Relief Fund

To be assigned as needed

The Corrections Staff Relief Fund has been established to provide monetary assistance to corrections staff who have experienced hardships from natural disasters, the pandemic, or other events approved by the committee.

- Create a form, if necessary, for a specific event.
- Make recommendations to the BOD on the dissemination of funds.
- Evaluate and determine eligibility of any corrections staff experiencing hardships who have applied for the relief fund.
- Provide AJA staff with direction to issue relief funds to qualifying individuals.

Chris Daniels, MPA, CAE, Staff Liaison
Michele Florian, Staff Liaison

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; identify agencies who have successfully implemented strategies to substantially hire and retain employees; including career development opportunities, and affirmative action concerns.
- Develop and produce an article for the American Jails Magazine to assist agencies with proved methods used to increase employee recruitment, hiring and retention.
- Work with the Fall Summit and Training and Professional Development Committees to develop relevant training opportunities.
- Provide subject matter expertise to any other committee regarding the above-mentioned areas.
- Work with the Diversity, Equity, and Inclusion committee to implement initiative and 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 Diversity, Equity and Inclusion while providing any supporting data on the charges of this committee.
- Meet as needed virtually with the committee members and other committee Chairs.

Diana Knapp, MS, CJM, CCE, Co-Chair
Henry Reyes, MAM, MPA, CJM, CCE, NCCE, Co-Chair
Chris Daniels, MPA, CAE, Staff Liaison

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 aid the other AJA committees, 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.
- Engage Past Presidents for their involvement in all AJA activities.
- Meet as needed virtually with the committee members and other committee Chairs.

Mandy Lambert, CJM
Chris Daniels, MPA, CAE, Staff Liaison

Diversity, Equity and Inclusion Committee

The duties of the Diversity, Equity and Inclusion Committee arise from the Bylaws, Article VI, Section 6.01i is charged with the development and execution to address issues related to age, disabilities, national origin, race, color, gender, religion, sexual orientation, and gender identity. The committee will focus on issues related to staff and inmates in an effort to provide education, support and care. The committee may develop subcommittees to focus on various areas of need and involvement. The President appoints the chair of the Committee with the concurrence of the Board of Directors. The Committee consists of at least three other AJA members in good standing, one of whom must be a member of the Board of Directors.

- Work with the Strategic Planning Committee to identify and adopt actionable items.
- Monitor legislative movement concerning Diversity, Equity and Inclusion related to 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 as needed virtually with the committee members and other committee Chairs.

Marsha P. Travis, CJM, CCM, CBHC-CO, Chair
Chris Daniels, MPA, CAE, Staff Liaison
Jody West, Staff Liaison

Exhibitor Advisory Committee

The Exhibitor Advisory Committee's charge is to interact with the vendor partners supporting the Annual Conference & Jail Expo. and Fall Summit.

- 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 vendor partners.
- Work with the Planning Conference and Fall Summit Committees to assist with vendor partner participation.
- Evaluate and meet the needs of vendor partners to encourage their continued support.
- Identify challenges vendor partners encounter and solicit/proffer their recommend solutions.
- Solicit recommendations from vendor partners which will increase their opportunity to interact with our members.
- Meet with the vendors partners at a formal meeting scheduled during the 2022 Annual Conference & Jail Expo.
- Meet as needed virtually with the committee members and other committee Chairs.

Anthony Yeber, MPA, MSCJ, CJM, Chair
Chris Daniels, MPA, CAE, Staff Liaison
Matt Nolan, Staff Liaison

Fall Summit Committee

The purpose of this one-year committee is to develop a Fall Summit to achieve two goals.

1. This first goal is to focus primarily on recruitment, hiring and retention of staff to include staff health and wellness initiatives.
 2. The second goal is to stimulate the American Jail Association general funding as a result of loss from the global pandemic.
- Develop a committee to ensure that the planning of the Fall Summit includes various activities, awareness, and education focusing on goal #1.
 - 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 with the Fall Summit.
 - Develop a list of educational seminars that focus on recruitment, hiring, retention of staff; including staff health, wellness, and various legal topics that directly impact those working in a correctional 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.
 - Work with the Corrections Workplace and Staff Health and Wellness Committees to advance the charges and support the mission.
 - Meet as needed virtually with the committee members and other committee Chairs.

Marsha P. Travis, CJM, CCM, CBHC-CO, Chair

Leslie Hood, BS, CJM, Co-Chair

Chris Daniels, MPA, CAE, Staff Liaison

Connie Lacy, Staff Liaison

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 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 with the training needs identified by the 2021-2022 Indian Country Jails Committee.
- Reestablish effective communication with the Bureau of Indian Affairs (BIA) and the Federal Law Enforcement Training Center (FLETC).
- Coordinate with BIA and FLETC to establish how to increase the partnership with the American Jail Association,
- Identify opportunities to provide information to non-Indian Country Jails to further understanding of multiple diverse cultures.
- Meet as needed virtually with the committee members and other committee Chairs.

Rudy Teyechea IV, Chair

Connie Lacy, Staff Liaison

Jail Executive Institute Advisory Committee

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 Fall Board of Directors meeting on Class #1 and Class # 2 of JEI.
- Create an environment of cooperation and open communication that supports all stakeholders in the program.
- Meet as needed virtually with the committee members and other committee Chairs.

Mark Foxall, PhD, CJM, Chair

Chris Daniels, MPA, CAE, Staff Liaison

Jail Guidelines and Standards Committee

The purpose of this one-year committee is to develop National Jail Standards:

- Work with external professional partners to develop standards for jail operations.
- Develop national standards that encompass security operations, medical, mental health, classification, housing, medication assisted treatment, booking triage, PREA, records keeping, and other areas as identified by the committee.
- Explore staff training standards for inclusion.
- Develop policy templates and provide accessibility to detention and jail facilities.
- Develop a system oversight process and identify training needs for auditors/inspectors.
- Explore means and methods to ensure accountability, sustainability and integrity of the standards to include but not limited to National Standards Congress, steering committee, sub-committees and auditors/inspectors.
- Ensure a large capacity of subject matter experts to provide technical assistance to jails seeking accreditation by the American Jail Association.
- Meet as needed virtually with the committee members and other committee Chairs.

Mandy Lambert, CJM, Chair

Chris Daniels, MPA, CAE, Staff Liaison

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 Fall Board of Directors meeting.
- Evaluate and make recommendations on the performance and engagement of the contracted lobbyist services.
- Develop a process to ensure the AJA Board of Directors receive regular communication and updates; if necessary.
- Meet as needed virtually with the committee members and other committee Chairs.

Laura Bedard, PhD, CJM, Chair

Louis A. Quiñones Jr., MS, CCE, CPM, CJM, Co-Chair

Chris Daniels, MPA, CAE, Staff Liaison

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 as needed virtually with the committee members and other committee Chairs.

Leslie Hood, BS, CJM, Chair
Patty Vermillion, Staff Liaison

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 of NJLCA graduates in supporting of the mission of AJA.
- Identify how to increase retention of NJLCA graduates membership with AJA.
- Report to the Board of Directors at the 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 as needed virtually with the committee members and other committee Chairs.

Elsie Judon, MS, Chair
Shawn Laughlin, MCJ, CJM, Co-Chair
Connie Lacy, Staff Liaison

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 as needed virtually with the committee members and other committee Chairs.

Mandy Lambert, CJM, Chair
Michele Florian, Staff Liaison

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 Fall Board of Directors meeting.
- Meet as needed virtually with the committee members and other committee Chairs.

Chair TBD

Jody West, Staff Liaison

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 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 as needed virtually with the committee members and other committee Chairs.

Stefanie Bush, CJM, Chair

Chris Daniels, MPA, CAE, Staff Liaison

Staff Health and Wellness Committee

Sonya Gillespie, Chair

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 as needed virtually with the committee members and other committee Chairs.

Sonya Gillespie, Chair

Patty Vermillion, Staff Liaison

Strategic Planning Committee

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

- Work with the Executive Director to publish the Strategic Plan for members.
- Meet at the 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.
- 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 as needed virtually with the committee members and other committee Chairs.

Denise Diamond, Chair

Chris Daniels, MPA, CAE, Staff Liaison

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.
- Continue to develop a pool of qualified and reliable trainers.
- Meet as needed virtually with the committee members and other committee Chairs.

Sam L. Davis, MA, CJM, Chair

Connie Lacy, Staff Liaison

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 as needed virtually with the committee members and other committee Chairs.

Anthony Yeber, MPA, MSCJ, CJM, Chair
Jody West, Staff Liaison

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