



CALIFORNIA JAIL PROGRAMS ASSOCIATION



HOSTING GUIDELINES

Updated 2022

Each year the CJPA program holds Spring and Fall Training Conferences, and member counties are encouraged to volunteer to host. The host county will provide the following information to the President for approval.

The Host County will:

- Coordinate where the Conference will take place (at the hotel, at the jail, etc.)
- Coordinate with their own Administration on who will attend and deliver welcome and opening remarks (Sheriff, Commander, etc.)
- Coordinate & plan for technical equipment needs at the Conference Training location and work with presenter's tech needs in advance
- Identify the best hotel option(s) near the location of the Conference, ensuring they offer government rates or better. Negotiate with the hotel to obtain a block of rooms at the government rate. The host county will confer with the Board as to a reasonable number of rooms to reserve for the event. Typically, anywhere from 35-50 rooms will be needed but it fluctuates based on conditions.
- The host county will disseminate to the Board, and also on the Conference Agenda the name, address, phone # and email of the hotel, along with the special rate deadline for booking a room and will also include a hotel registration link. Any special directions to locations will also be disseminated, utilizing google map links if necessary.
- Coordinate the CJPA Mixer for the first evening after the Board Meeting, and work with any vendors who plan to attend and set up booths.
- Coordinate any/all meals and snacks that need to be provided during the three days of the meeting. Work with the Board to determine how meals will be paid for (by Board, vendor/sponsor, etc.)
- Must work with the President & Vice President on selecting training topics for approval. Work with your agency's Training Coordinator for STC credits
- Coordination begins 6- 8 weeks before the event (usually starts right after the last meeting).
- Host needs to prepare a detailed agenda that will be disseminated 6 weeks prior to the Quarterly meeting so travel plans can be made. The Board will provide Agenda examples to the host county that can be used as a guideline.

Conference Agendas

Each conference will follow an agenda that is approved by the President and Vice President of the CJPA, who will provide support and feedback.

- Agenda will include Conference Registration link
- Agenda will include host Hotel Registration link, and an alternate if needed
- Agenda will include information on nearest airports
- Agenda will include contact information for host county point person
- Agenda will include detailed instructions for how attendees should RSVP
- Agenda will include detailed information covering the schedule for all three days of the Conference including content, times, email links, addresses, key phone numbers and email addresses (see sample provided).
- Directions from the hotel to meeting area will also be provided by the host.

- Day One (usually Wednesday)- the members will travel into the area and check into one of the hotels listed on the agenda. The Board Meeting is held in the afternoon (Members are invited), and a Membership Mixer (preferably held at the host hotel) is held in the early evening. Typically, the mixer is hosted by the CJPA Board, and attended by vendors who may set up informational booths and materials.

- Day Two - Core training day from 8 AM to 4 or 5 PM. The Board will work closely with each host county to develop a training agenda that's relevant and useful. One or more trainings may be offered. Host counties who work with their STC Coordinators to get the training day STC- certified can expect a bigger turnout. Typically all-day beverage service, some type of mid-morning snacks, and lunch are served in the training room (or close by). These may be paid for by a vendor or provided by the host County Sheriff's Office. A vendor-sponsored Membership dinner is held in the evening. The Board will work closely with host county and vendors to coordinate the dinner. Vendors are welcome at the training and dinner.

- Day Three- Typically 8:30AM start time, some type of breakfast items and coffee provided in the morning. This day is closed to vendors and visitors. Each participating county will get the chance to share current practices, news, achievements, challenges, etc. in a roundtable format, and can also ask questions of the other groups. The Roundtable is an important exchange of information and ideas that will end at noon, so members are able to travel home in the afternoon.

- In the event the President needs to cancel a meeting he/she has a minimum of 72 hours to notify the general membership of the cancellation. Meetings may also be cancelled by majority vote by the members at the previous meeting.

- The agenda for the quarterly meeting will be posted on the web site once approved by the President and Vice President.

sample agenda

WEDNESDAY, April 6th

12:00pm-5:00pm Arrive in San Luis Obispo, hotel check-in
2:00pm-3:00pm Optional facility tour at San Luis Obispo County Jail (please email RSVP)
5:00pm-6:00pm Hosted mixer provided by CJPA Board, San Luis Obispo Bay Room-poolside
Courtyard Marriott, 1605 Calle Joaquin, San Luis Obispo CA 93405
6:00pm-6:45pm CJPA General Membership & Board meeting- Open to all CJPA Members

dinner on your own

THURSDAY, April 7th

breakfast on your own

8:00am-8:30am Conference check-in, registration
8:30am-8:45am Welcome/housekeeping/introductions
8:45am-9:00am Opening Remarks, San Luis Obispo County Sheriff's Office Administration
9:00am-10:15am Medication Assisted Treatment (MAT)-Funding, Design, Implementation, Impact, Sustainability: Christy Mulkerin, MD & Shannon Robinson, MD
10:15am-10:30am BREAK
10:30am-12:00pm CalAIM- Custodial Medi-Cal Screening and Enrollment: Brian Hansen, Policy Advisor, Director's Office, California Department of Health Care Services
12:00pm-1:00pm Lunch at training location provided by TouchSonic Technologies
1:00pm-2:30pm Stepping Up County-wide Mental Health Initiative- Funding, Design, Implementation, Impact, Data Collection, Sustainability: Jessica Yates, SLOSO Business Analyst
2:30pm-2:45pm BREAK
2:45pm-4:00pm San Bernardino County Sheriff, Community Service & Reentry Division- Background, Structure, & Overview: Heather Beidler, Inmate Programs Coordinator/Acting Manager
Cal State University, San Bernardino FAITHS Throughcare Program Overview: Evan Thomas, Director of Reentry Operations for the FAITHS Program
6:30pm-8:00pm Dinner provided by NCIC, Fastcase, and LexisNexis.
Location: SLO Brew Rock, 855 Aerovista Lane, San Luis Obispo, CA 93401

FRIDAY, April 8th

8:30am-9:00am Breakfast provided by San Luis Obispo County Sheriff's Office
9:00am-9:30am President's update and announcements
9:30am-12:00pm Roundtable discussion

Conference Location: SLO County Sheriff's Office, **APS Training Room, 880 Oklahoma Ave., San Luis Obispo, CA 93405**

Conference Hotel: Courtyard Marriott, 1605 Calle Joaquin, San Luis Obispo, CA 93405

Hosting Agency Contact: Alison Ordille, (805) 788-2792, aordille@co.slo.ca.us

Airport: SLO County Regional Airport; <https://www.sloairport.com/>

Additional Info:

- The CJPA Board will work closely with the host county on budget, planning, and spending considerations. The Board understands all the work that goes into hosting, but we also want you to enjoy the experience! Hosting can be a lot of fun, and it's also a chance to share your achievements with your colleagues from across the state. MANY long-lasting friendships and contacts are formed through the California Jail Programs Association.
- Many host agencies offer the option of a tour of one or more of your jail facilities. The best time for this particular activity seems to be around 2pm or 3PM on Wednesday, or during the lunch break on Thursday if the facility is very close by.
- The Board will make sure that your conference information is shared through the California State Sheriff's Association listserv, as well as the Jail Managers listserv. A link to the CJPA website is also posted on the Board of State and Community Corrections website.
- The Board is interested in your ideas for training topics, including highlighting a special program offered at your facility, and will work with you closely to determine what training(s) will be offered. Ultimately, the President and Vice President will determine the training content for each conference.
- We encourage you to reach out to your neighboring counties who may not know about CJPA and invite them personally to attend your conference or ask your Sheriff, US, or other Admin to reach out on that level. Oftentimes, it's easier for first time attenders to get approval to attend if a conference is hosted nearby and relatively easy to get to. Especially if STC credits are available!
- The Board encourages you to consider serving in a Board position when one becomes vacant- terms are for one year, but a person can serve in the same position for two years. The experience is rewarding in that you get to interact with colleagues on a state-wide level. Plus, we need your help and expertise!