

MINNESOTA ASSOCIATION OF COUNTY PROBATION OFFICERS

Spring 2014



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Greetings!

As spring is (finally) approaching, so too is the annual MACPO Spring Conference! The conference is scheduled for May 21st and 22nd at Breezy Point, MN. The Training and Education Committee has been working diligently to provide quality training in a variety of different topics. The event provides an excellent learning and networking opportunity for all.

Please watch for the nomination forms coming soon to nominate a deserving co-worker or program for a job well done. The awards committee knows the nominations completed do not match the quality of work provided by many of our members. There is often little recognition for the work we do in corrections. Please take a few moments to recognize a co-worker or program you work with so that their dedication and hard work is acknowledged. The awards include: the Al Reker Distinguished Service, Outstanding Performance, Excellence in Corrections and Rookie of the Year.

A new award that will be presented this year is the "MACPO Superior Service" award. This award originates from nominations from the Executive Board to recognize an individual, group or agency that has provided superior service to advance the mission and goals of the organization. It also provides an opportunity for committee chairs to nominate an individual committee member that has demonstrated strong leadership and exceptional service for MACPO.

Further, I would like to remind everyone that the positions of President-Elect and Secretary are up for election this year. Please consider being a candidate for one of these positions on the Executive Board to further serve the MACPO organization and membership. The members of the Executive Board are highly professional, personable and a pleasure to work with.

Take care of yourselves and be safe!! I hope to see many of you at the spring conference!

Mission

Minnesota Association of County Probation Officers is dedicated to promoting quality correctional practices through professional growth, leadership, education, communication and support.

Vision

Providing a voice for the probation profession and leading the promotion of sound correctional policy toward the principles of evidence based practices, restorative justice, community involvement, public protection, victim restoration, offender accountability and competency development.

Legislative Committee

The State Legislature started session February 25th, the session is considered a policy session not a budget year. Things are moving fast at the Capitol. MACPO has numerous bills in the works. The biggest is the juvenile stay of adjudication bill; it is moving and we are hopeful it will pass this session. Lisa Frenette, Lobbyist, has done an outstanding job working with all the interested parties in working it through hearings. We are also watching the Expungement Bill, and a bill that would hold harmless staff that work for an agency that chooses to become a County Probation Agency.

Of recent there was a bill introduced into the House by Representative Johnson proposing a single funding stream for Corrections (DOC/CCA/CPO). It was written and introduced by CCA and AMC. A hearing was held March 20th, 2014 with testimony from Commissioner Tom Roy, Deputy Commissioner Solheid, Ramsey County Commission, and Tom Adtkins, Director Washington County. Ultimately, the bill was held over for further discussion. This will allow all leaders to work on the issue and details of how it could work. MACPO representatives did attend the hearing but did not testify. There have been numerous MACPO representatives working with the other organizations to work on the details of the bill. We will stay tuned to this topic and give you further updates.

Capitol Day was a huge success. The partnership with Minnesota Corrections Association, Minnesota Association of Community Corrections Act Counties, Minnesota Community Corrections Association, Volunteers of America worked out well. There were over 90 people who attended from the Corrections Field — the best turn out in years. Thank you to all that attended. A special thank you to Cal Saari and MCA for taking care of the registration and organizing the event. If you did not attend and would like to reach out to your local legislator let me know and I will help arrange and give you some talking points to bring with you.

The legislative session should be wrapped prior to the MACPO Spring Conference, we will have a full report of all the activity at the conference.

I would like to thank all the MACPO Legislative Committee members for the great work in the last couple of months. There has been a lot of work done to get ready for the session and the Minnesota weather has been a challenge — so thank you all for the effort and great work. I would especially like to thank Bruce Hagstrom and Steve Paquay for the unbelievable time, effort, and knowledge on this committee. They both will be leaving the committee and their wisdom and dedication will be missed — good luck to

both of you! Thank you!



Bruce Hagstrom Chisago County Court Services



Margaret Munson
Wright County
Court Services

Communications Committee



Christopher Maas
Sherburne County
Probation

Please visit the newly and redesigned MACPO website. Please feel free to let me know if you have additions or corrections to the website.

<u>Christopher.Maas@co.sherburne.mn.us</u> or 763-765-4564.



Tammy Thompson

Meeker County

Court Services

Welcome to the Spring MACPOST! There seems to be lots of training offerings to check out in this issue. Hopefully you won't have to be driving through snow to get to some of these! It has been a truly long winter... Our agencies will be busy watching some of the legislative initiatives in the current session in St. Paul. We don't expect huge changes, but one never knows what might pop up. Thanks to all who attended the Capital Day event. If you were unable to be there, be sure to reach out to your local representatives to answer any questions they might have about bills being introduced.

If you have anything you would like to submit for an upcoming edition of MACPOST, please feel free to forward it on to me or erikka.weires@co.meeker.mn.us.

Membership Committee



Rachel Miller Isanti County Probation

Your Membership Committee has been hard at work these past few months. We're working on getting MACPO's name out there to everyone. We've created a Facebook page and we're on Twitter. We've even TWEET-ED! We're pretty proud—us old folks. There will be some incentives added at conference time for those of you who "like" us on Facebook or follow us on Twitter, so get a head start now and get on that! And invite your friends! Our hope is to reach out further into our student communities and get them more involved in MACPO activities. If you ever have anything that you think would be good to add to our Facebook page or Twitter feed, email any one of the Membership Committee members and we'll do what we do.

Is everyone ready for Spring Conference?! We are crossing our fingers that the snow is off the ground by May 21st-22nd when we get to Breezy Point. At this rate...it's questionable. Maybe you'll have to buy a MACPO fleece to keep warm. We have plans in the works to make the conference very accommodating this year. You may notice on the registration materials that we've added a checkbox for those who are joining us at the conference for the first time (or if you're joining us for the first time at Breezy Point). We'll be working hard to make you feel welcome and aware of all your surroundings. We've gotten several vendors registered already, and registration materials for conference attendees should be arriving in your inboxes on/about March 17th. Get ready! We're looking forward to seeing you all there!

Training & Education Committee

We do not have much to report at this time. We are in the final stages of preparing for this years' 57th annual spring conference. The conference will be held at Breezy Point on May 21st - 22nd. All presenters have been finalized for this years' conference, however if anyone has any speaker/topic ideas for a future training ideas, please contact any one on the Training and Education Committee. Registration for the conference will be starting on March 17th, 2014. There will once again be vendor hospitality provided on Tuesday and Wednesday evening. You should receive an email shortly with all of the details, and can always check the MACPO website for additional information.



Jason Vande Kamp **Isanti County Probation**

Debbie Lawrence **Isanti County Probation**

Our committee is following up on a few good ideas for regional training topics. Our goal is to have an all day regional training sometime in June. Watch your email and the MACPO website for more details to follow.

Hope to see you all at the Spring Conference.

37th Annual MACPO Spring Conference

May 21 & 22, 2014

Breezy Point Resort

Click here for more info and registration.

Or go to www.macpo.net



MACPO Director's Committee Update

The CPO Director's continue to meet monthly in St. Paul. The committee held several meetings in the past several months to address and develop some legislative initiatives, including the Single Funding Stream bill that was being put forth along with AMC. (Which at the time of this writing appears to be tabled for this session by the legislative committees reportedly due to lack of support at this time from the Department of Corrections).

At the March 12th meeting at AMC following the Capital Day breakfast meeting. The committee was given a report from Deanna Ruffing on the last MACPO Executive Board Meeting. Spring Conference registration is ready to open up. President Ruffing sadly reported that President Elect Bruce Hagstrom has indicated that he may be unable serve as MACPO President next year due to possible retirement. The Directors also had an update from the Legislative Committee. MACPO lobbyist Lisa Frenette was present with information about upcoming committee hearings and some of the work being done behind the scenes to promote our initiatives. Much of the meeting was dedicated to the current session.

There was some information sharing about various considerations being looked at in Steele, Waseca and Itasca Counties at this time. Steve Paquay announced his upcoming retirement after Spring Conference. He will be sadly missed by the Director's Committee as well as the Legislative Committee, both of whom he has been very involved for years.

There were some subcommittee updates, including the upcoming CSTS Probation Violation download due to be launched soon.

The next meeting is scheduled for April 10^{th} at AMC 10:30-12:30 followed by lunch with Steve Paquay.





Capitol Day 2014

Corrections Day on "The Hill" was a great success on March 12th at the Kelly Inn in St. Paul with over 90 registered and weather cooperating, we almost doubled our participation from 2013! Our thanks to our speakers and the Kelly Inn for expanding our space.

With the business of legislation in full steam, several of our speakers were called to committee meetings at the last minute and were unable to attend. We heard from Rep.Erik Simonson (DFL) from Duluth regarding his initiative on the synthetic drug issue. Then Rep. Carly Melin (DFL) from Hibbing addressed the group, although disappointed by the lack of progress with her Medical Marijuana Bill, is working hard on the collateral consequences issues facing our offenders.

In addition, several of the Capital Day sponsors spoke . Paula Hart, President/CEO of Volunteers of America Minnesota, who announced that Amicus, Inc. has joined their organization. Bruce Hagstrom spoke briefly on behalf of MACPO, followed by Kay Arola from Arrowhead Region addressed the group for MACCAC. Monique Drier, President of MCA, indicated they were working with JJAC on statewide standardized forms and hopes to be presenting to each Judicial District by September. Emily Baxter, MCCA, spoke briefly regarding the Council on Crime and Justice. Mark Haase from Minnesota Second Chance Coalition highlighted their bills regarding expungement – expanding eligible crimes as well as expanding expungement to the Executive Branch of Government, not just the Judicial Branch. He noted ongoing problems with regard to data collectors and employment. They are also working on voting rights changes for felony offenders.

Commissioner, Tom Roy, graciously took some time to touch on numerous issues DOC is concerned with:

- Sex Offender Confinement/ Civil Commitment The task force was established to come up with good recommendations establishing—Who goes in? Who gets out? What they need to do to be released. Who should serve on the panel? (ie retired judges...). What risk tools to use? Should there be transitional facilities and how those will be determined (ie, some communities have established ordinances to keep them out). He shared that in Colorado there is a challenge to these ordinances arguing that state needs should supersede these ordinances.
- Single Funding Formula- DOC recognizes that funding levels have decreased over the years and that community supervision keeps the prison numbers down, but is unable to support the bill for a single funding stream because of it's complexity and because they have been directed not to put forth any legislation this session that carry fiscal implications. Commissioner Roy said "We are fully engaged in those discussions" regarding funding issues.
- Prisons Proposed money needed to maintain old buildings, construction of a fence around MCF- Shakopee, make improvements to MCF-St. Cloud's Intake Unit. 1/3 of inmates have significant mental health issues. DOC is training 25% of prison staff this year in Crisis Intervention (40 hr training). They are also visiting the problems with prison segregation and PREA (Prison Rape Elimination Act).
- -Juvenile "Life without Parole" Issue This issue is in the forefront currently and will have to be dealt with after recent legal opinions.
- -Sentencing Guidelines Commission- Task Force results revealed a wide range of differences in percentage of departures by Judicial District. He said they found that only 30% of the cases abide by the guidelines. MACPO's Jason Anderson joined the Commissioner to share some information regarding results from Sentencing Guidelines Study regarding Judicial Districts trends. A great quote from Jason "We need to keep prison beds for people we are afraid of, not those people we are mad at."

Commissioner Roy, in his remarks also touched on juvenile risk assessments, the need to treat gun cases tougher, collateral consequences, expungement, and diversity. He ended reminding us that Safety is important and complacency can kill us, sharing a media story that this week a female correctional officer was strangled in a juvenile's cell. "It's a crazy world out there..." be safe. This "is not a job, it is a career. He thanked everyone for their work and closed saying "You are exceptional people."

Some of the agencies represented were: Attic Correctional Services, Build My Life, Volunteers of America, Amicus, Prison Fellowship MN, YMCA Twin Cities, Goodwill, LifeRight Outreach, Nystrom & Associates, REM of Hennepin County, Council of Crime & Justice, MN DHS, MCA, MN OJP, MN DOC, MCF-Faribault, Lakes Area Your Service Bureau, Bethel University, MRCI Work Services, Inner Change Freedom Initiative, Hennepin County Parole, Twin Cities Rise, Teen Challenge, MN Sex Offender Programs, South Metro Human Services, MACPO, MCF-Moose Lake, MCR-Stillwater, YMCA, Emerge, NAMI.









27th Annual

Midwest Gang Investigators Association 2014 National Gang Conference

Sunday, May 4 to Wednesday, May 7, 2014

WHO SHOULD ATTEND

This workshop is designed for all Law Enforcement, Probation/Parole, & Correctional Officers, and Prosecuting Attorneys concerned about suppressing, intervening in, and preventing violent gang activity and related crime.

ACCREDITATION

We have applied for approval of 8 P.O.S.T. Credits and 8 HOURS of CLE Credits per day. All who attend will be given the appropriate accreditation information and a Certificate of Attendance at the end of the conference.

LOCATION

The conference will be held in the Ramada Mall Of America Conference Center, located at 2300 East American Blvd, I-494 & 24th Ave, Bloomington, MN 55425 US. For location, maps and registration go to https://mgia2014mn.eventbrite.com/ Parking is complimentary in the Ramada MOA parking lot, there is plenty of parking available.

REGISTRATION FEES

The fee for the conference is \$295.00 per person before April 1st, 2014, and \$325.00 per person after April 1st, which includes tuition, handouts, lunch and morning & afternoon refreshments each day, and a certificate of attendance. Registrations will be accepted on a first come, first served basis.

TO REGISTER, please visit our Eventbrite on-line registration page at: https://mgia2014mn.eventbrite.com/
(AMEX, Discover, MasterCard, and VISA accepted)

Online registration through the Eventbrite page is preferred, or you can complete the attached form and mail it to the address listed on the form. Checks are payable to "MGIA". Agency purchase orders will be accepted in lieu of payment. We are not able to bill individuals personally.

CANCELLATION POLICY

A full refund of the fee will be made if contact is made with MGIA conference personnel no later than 7 days prior to the conference. No refund will be made after that date.



CONFERENCE TOPICS

- The new Minnesota 9-point Gang Criteria
- Juvenile Suspects and Cell Phone Data Interpretation
- Using Facebook and Twitter in your investigations, the latest on social media
- Gang Intelligence the intelligence process and the role of gang investigator in the street and prison
- The most current trends in Gangs Immigrant Gangs
- Terrorism/Extremists domestic and foreign
- Outlaw Motorcycle Gangs
- The Native Mob RICO Case
- "Operation Wild Kingdom"

FEATURED SPEAKERS

- · Professor David Kennedy "Don't Shoot" author
- · Jason Sole, Ph.D. former gang member



\$295 Registration Before 4/1/14 \$325 Registration After 4/1/14

I will be attending the Banquet; with ___ Guests (@ \$25 per Guest)

To REGISTER, please visit our Eventbrite online registration page at https://mgia2014mn.eventbrite.com/ - Online registration is preferred, or you can complete the attached form & mail it in.

Make Checks Payable to "MGIA" and mail to "MGIA, P.O. BOX 584 FARIBAULT, MN 55021"

For questions regarding registration, please contact Sue Schema at (507) 334-0897, FAX (507) 332-4587, or e-mail Sue.Schema@state.mn.us. For other information, contact either Kris Lundquist at (651) 274-5700 or Don Rothstein at (320) 240-3055.







Minnesota Corrections Association Minnesota Association of County Probation Officers Minnesota Community Corrections Association presents:

Legislative Update 2014

We are pleased to announce a collaborative MCA/MACPO/MCCA Legislative Update workshop. This forum provides members information on what is being addressed during the current legislative session. This is an excellent opportunity to ask questions about our state of affairs. We invite you to attend this notable event to find out what's in store and learn how various state departments, county agencies and other social services organizations are dealing with changes. What are the legislative actions that could affect the work we all do in the future? Come and join us, ask a few questions, find some answers and, help generate ideas and discussion.

Guest Presenters will include:

- Mark Bliven, Community Notification Supervisor, MN Department of Corrections and Chair of the MCA Legislative Committee
- Lisa Franette, MACPO lobbyist
- Mark Haase, Vice President for Council on Crime and Justice
- Kathleen Lonergan, Government Relations Director for the MN Department of Corrections
- Cal Saari, MCA Legislative Liaison

Date: Friday, April 18, 2014 Time: 9:00 a.m. to 12:00 noon

Location: Itasca Training Room, Minnesota Department of Corrections Central Office,

1450 Energy Park Drive, St. Paul, Minnesota (West Entrance, downstairs)

Registration: Register on line at <u>www.mn-ca.orq</u>.

This Workshop is FREE!

2014 MAPSA Annual Conference now open for registration Thursday May 1st, 2014 Mystic Lake Casino & Hotel

Prior Lake, MN

The 2014 MAPSA Annual Conference will be held at beautiful Mystic Lake Casino & Hotel on Thursday May 1st. We have a great lineup of presenters scheduled for this event with current National Association of Pretrial Services Agencies (NAPSA) President Cherise Fanno Burdeen as the morning keynote speaker. Please see the brochure and registration form links below for more details. Registration will be open until April 15th, 2014 and lunch will be provided as part of paid registration as well as a complimentary one year MAPSA membership. If you have any questions please contact us at the following address: mapsa@mapsa.us. You may also contact your Regional Representative listed under "The Board" tab on this site. We look forward to a great conference and seeing everyone there!



Arrowwood Resort & Conference Center, Alexandria

Presented by the Association of Minnesota Counties and the Ramsey County Attorney's Office

Tentative Agenda | Lodging Information | Online Registration | Main



National Crime Victims Week is April 6-12



"Freeze. Snowflake!"



"At least the sun's out this week, Mort."

Minnesota Adult and Teen Challenge Presents Motivation: Helping Resistant People

(for Professional Counselors, Clergy and Concerned Family Members)



Many people with Addiction and Mental Health issues need help, but don't want help. However helpers and family members can master skills designed to motivate resistant individuals toward making positive changes and healthier lifestyles. This program will help participants learn and apply principles designed to help resistant people become increasingly open to change.



General Admission is Free: CEU Certificates are available for \$15

About the Presenter: Saul Selby MA LADC has thirty years experience working with addiction and Mental Health issues. Previously the Hazelden Clinical Director, Saul is currently the Director of Treatment at Minnesota Adult and Teen Challenge. He is an author, national speaker, adjunct professor and creator of the character Slick (the voice of addiction). His presentation style integrates humor and practical application of clinical interventions.

Date: 1-3 PM Thursday April 24th 2014

Location: Minnesota Adult and Teen Challenge at

3231 1st Ave South MPLS. 55408

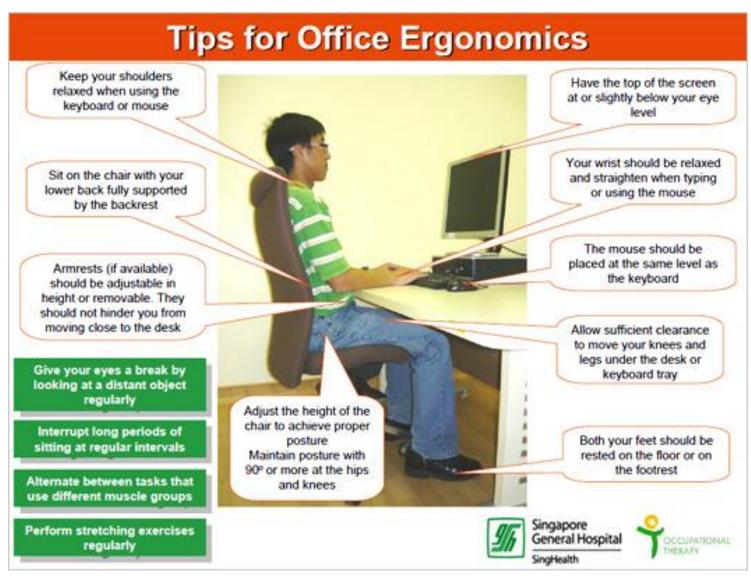
Registration is Required

For more information call 612-238-6564

Workplace Safety Ergonomic Exercise Tips

There are plenty of **workplace safety ergonomics** exercises that can be preformed right at your desk while you work. You can do stretches to keep all the muscles in your body from becoming tense. Try rolling your head from side to side this will help relax your neck and release any tension you may have. Shrugging your shoulders may not sound like it helps but it also keeps the muscles from becoming tight and helps in relaxation. Keep your legs from falling asleep by stretching and moving them in a circular motion to get the blood flowing. You should do the same with all body parts frequently move and bend them to prevent stiffness.

You should also be sure to exercise your eyes. This can be done by simple closing them for about 15 seconds and breathing to relax. Another easy way to protect your eyes is to frequently look away from the screen. Look up at the ceiling than down to the floor and than side to side. Be sure to do this slowly so you don't make your self fell sick form the movement. One last tip is to try putting your finger in front of your face than pulling it away while focusing on it. Above all remember if your eyes start to hurt just stop what you are doing and relax. Nothing at work is worth risking your eyesight over. It will all still be there after you take a break.



Willmar Office Opens New Adolescent Diversion and Education Program

Project Turnabout's Willmar Office opens new Adolescent Diversion and Education Program beginning March 2014.

After discussion with Willmar community members it was determined there was a need to bring the already successful diversion program from Granite Falls to the Willmar office as well. The redesigned program addresses the unique needs adolescents have when it comes education on substance use and the impact it has on their lives.

The educational diversion program is specially designed to serve the needs of youth, ages 13+, who are at a high risk of abusing alcohol and/or other mood altering chemicals. Adolescents, parents and families will be educated on the harmful effects and consequences of chemical use.

The program is run on the 3rd and 4th Thursday of each month from 3:30p to 5:30p. Due to the extensive impact chemical use has on the family, it is required that a parent or legal guardian attend with the participant.

Join Project Turnabout in Recognizing National Problem Gambling Awareness Month: March 2014





The National Council on Problem Gambling (NCPG) is pleased to present the National Problem Gambling Awareness Month (NPGAM) campaign, a grassroots public awareness and outreach campaign. The goal of this campaign is to educate the general public, and health care professionals, about the warning signs of problem gambling and raise awareness about the help that is available both locally and nationally. The campaign was previously held during the first week of March to coincide with March

Madness, one of the most widely bet upon events in the U.S. Now, the campaign takes place during the entire month of March!

NCPG is the national advocate for programs and services to assist problem gamblers and their families. Research finds that 2%-3% of the US population will have a gambling problem in any given year. That's 6 million to 9 million Americans – yet only a small fraction seek out services, such as treatment and self-help recovery programs. There is hope and help for those who suffer from gambling problems.

Man got knives into federal court to kill judge, probation officer, complaint says

By Gina Damron Detroit Free Press Staff Writer Filed Under News City of Detroit

freep.com

A felon desperate to be thrown back in prison got two knives into Detroit's federal courthouse as part of a plan to kill his probation officer and a judge before changing his mind, according to a criminal complaint filed today.

Timothy Daniels, who has been charged in the incident, was released from state prison on Feb. 11 after spending the majority of the past 40 years in prison, according to the complaint.

Daniels said "that it was not going well and he wanted to go back to prison," according to the complaint.

His plan to make that happen: Kill his probation officer and U.S. Magistrate Judge Laurie Michelson.

"He said he knew he would go to prison for the rest of his life for doing that and this was what he wanted," Patrick Read, a deputy U.S. marshal, wrote in the complaint.

It's unclear how Daniels smuggled two knives past security at the courthouse, where there is a sign outside saying weapons are not allowed and where people have to walk through a metal detector to enter. At the security checkpoint, visitors have to empty their pockets and take off jewelry and belts before they go through the metal detector.

Security officers will pat down visitors and also use handheld metal detectors on those who set off the alarm.

In the complaint, Read wrote that Daniels said he entered the courthouse with the knives in the pocket of his jeans and went to the ninth floor and to his probation officer's office.

Daniels said he met with his probation officer, who had him provide a urine sample, the complaint says.

"I asked Daniels why he did not kill the Probation Officer when he met her," Read wrote. "Daniels told me that during the meeting he changed his mind and decided not to kill her because she did not deserve to be killed."

According to the complaint, Daniels said he then asked a court security officer how to get to the U.S. Marshals Office.

"It was there that Daniels stated his intention to kill a judge and showed the knives," Read wrote.

The complaint says each knife had a serrated blade about 4 inches long. Along with the knives was a business card with the name of the probation officer and Michelson's name written on the back, the complaint says.

According to the complaint, Daniels said he does not know Michelson.

The complaint says that in 1994, Daniels was charged in a superseding indictment with forcibly intimidating and threatening to kill a U.S. probation officer and a deputy U.S. marshal; felon in possession of a firearm, and assault, resisting or impeding a federal agent. Daniels pleaded guilty to felon in possession of a firearm and was sentenced to serve 92 months in prison, the complaint says.

According to the Michigan Department of Corrections, Daniels, 60, was paroled on Feb. 11 and was to be supervised for two years. Corrections records show he was sentenced in 2003 on charges of armed robbery and felony firearm from 1994.

Russ Marlan, a spokesman for the corrections department, said Daniels had to report to a parole officer and a federal probation officer. He said Daniels was paroled in February under a program for offenders with special needs. Daniels was eligible for parole in 2012, but was denied, Marlan said.

Staff writer Tresa Baldas contributed to this report.

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MACPO 2013-2014 Elected Officers

Contact MACPO secretary, Jocelyn Worden at inworde@co.chisago.mn.us for the location and

Executive Board Goals:

- Review the vision statement on an annual basis at the steering committee meeting.
- Use MACPO's APPA Affiliate Membership to send our President (or assigned representative) to the national conference to maintain/promote our presence on a national level, to be reviewed annually.
- Continue to solicit input from MACPO membership regarding nominations for awards: Al Reker, Excellence in Corrections, Outstanding Performance, and Memorial Scholarship, as well as officer-elect positions.

Election of all officers shall be held at the annual meeting. Officers shall be elected by a simple majority at such meeting when a quorum of the voting members in good standing is present at the time of balloting.

Absentee ballots will be accepted or counted in any election and will be distributed by the Secretary at least 21 days in advance of election, ballots to be returned three (3) days before the annual meeting to the Nominating Committee Chair.

The Nominations/Awards Committee shall meet at least 60 days in advance of the annual meeting. The Nominations/Awards Committee shall contact candidates and potential candidates from among the voting membership of the association and shall prepare a list of such candidates and the offices for which they are

candidates.