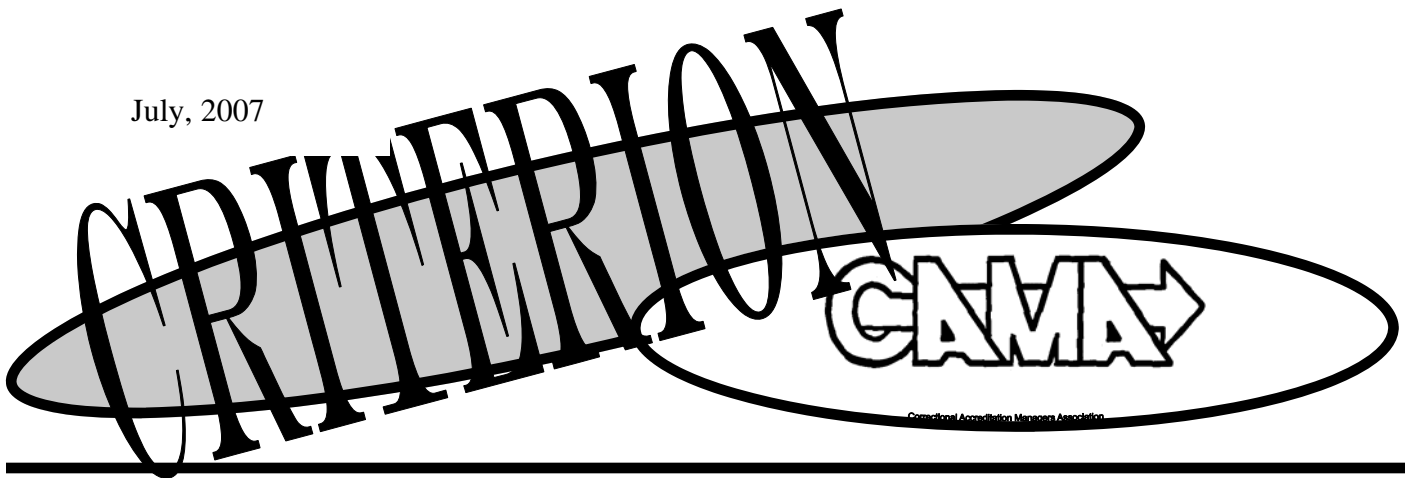


July, 2007



WOW! What A Conference!

The 2007 CAMA conference hosted by the Kentucky Department of Corrections was a galloping success. The conference theme, *Celebrating*

the CAMA Spirit in Kentucky: 20 years of Excellence was evident the moment you reached the registration table. With Cookie Crews, Kimberly Whitley, Ladonna Thompson, and their team cheerfully greeting you while handling the array of questions, directions, and friendly conversation, the race was on for arguably the best conference in years.

With attendance exceeding expectations of the host committee and Executive Board, the conference was off with a shot. Janet Conover, Don Button, Allison Walker-Biggs, and Cheryl Million of the Hospitality Committee were generous with their smiles and personal attention to the many details that was experienced throughout the conference. The annual luncheon (sponsored by Aramark) was a five-star, plate-filled delicacy with service to match. And the social trip to the Newport Aquarium was by all accounts spectacular.

Conference Chair members Joe Rion, Janet Conover, and Kelly White deserve special kudos for all of their time, energy, and tireless efforts that helped make this conference so special. Only until you have actually experienced all of the hard work that goes into the massive planning and organizing of a conference this size can you truly appreciate what these three have accomplished. Great job!

Below is a summary of just a few of the many workshops offered during the conference put together by Robert Epperson, Gary Prestigiacomo, Don Button, and Kim Potter-Blair.

Summary of Workshops

ACA Folder Preparation: Julie Walburn, the Bureau Chief of Internal Audits and Standards Compliance for the Ohio Department of Rehabilitation and Correction, discussed the successful preparation of audit documentation in preparing for an accreditation or reaccreditation audit. Ms. Walburn shared strategies to building audit files that are auditor-friendly, less susceptible to interpretive opinions from one audit team to the next, and representing the very best practices of the facility, thereby ensuring a smooth and successful accreditation audit.

Accreditation 101: New Accreditation Manager Survival School: Pam Ploughe, a long-time CAMA Board member, a statewide Accreditation Manager for the Colorado Department of Corrections for three years, and now the Prison Operations Manager for the Department, provided a brief and basic overview of the accreditation process for new accreditation managers. Some tools of success Ms. Ploughe included in her presentation were how to approach preparing for accreditation, inspections, the actual audit, how to handle auditors, welcome books, visiting committee reports, and panel hearings.

Policy and Procedure: Policies and procedures are the cornerstones of the accreditation process. Presenter David Taylor, CAMA's North Central Regional Director and Supervisor and Accreditation Manager with the Montgomery County Common Pleas Court in Dayton, Ohio, demonstrated how to write policies and procedures that are realistic, measurable, and consistent with ACA standards or expected practices. Attention was also given to documenting compliance for initial and reaccreditation audits.

Accrediting A Large Local Detention Facility: Issues and Challenges: Presenters Kathy Bingham, retired Kentucky Department of Corrections Deputy Warden and current Policy Analyst/Accreditation Manager for the Louisville Metro Department of Corrections and Joni York explored the hardships and challenges facing an accreditation manager in a large metro jail. Beginning with the development of policies and procedures to the enforcement of standard language and practices, this workshop disclosed the "how to get every staff member on board" and gain the cooperation and respect necessary for initial accreditation.

Accrediting and Reaccrediting Juvenile Correctional Facilities: Issues and Trends: This session covered current issues and trends in juvenile accreditation including tips on how to prepare for the audit, what to do during the audit, and how to maintain your status after you achieve success. Jim Ferrell, an auditor for ACA and Accreditation Administrator at the Ohio Department of Youth Services and Marc Blitz, Assistant to the Superintendent/Accreditation Manager at Indian River Juvenile Correctional Facility in Massillon, Ohio, conducted this workshop.

Fourth Edition Health Care Standards: This workshop consisted of an overview of issues relating to the implementation of the 4th Edition Health Care Standards. Discussed were: why the format is different, how the 4th edition affects operations, standard files, and outcome measures. Conducting this workshop was Amy Fairbanks, the Health Care Standards Coordinator for the Bureau of Health Care, Michigan Department of Corrections.

Writing Appeals, Plans of Action, and Waivers: David Haasenritter, an ACA auditor and consultant, Army Assistant Deputy (Corrections Oversight), and CAMA's president-elect, focused on the preparation and submission of post-audit documents such as appeals, plans of action, and plans of action waivers. Issues such as drafting requirements and preparation tips were addressed. Procedures for filing requests for discretionary non-compliance with standards were also discussed.

Selling the Accreditation Process: This workshop examined methods of promoting the value of accreditation to the various audiences served by the process. Benefits to the institutions and agencies, the inmate and client population, and staff were discussed. Presenters, CAMA President and Warden of the Kentucky Blackburn Correctional Complex, Joe Rion and Jo Glazier, Agency Accreditation Manager for the New York State Division of Parole and CAMA's secretary conducted the workshop.

Linda J. Allen Memorial Scholarship 2006 Award Recipient



The Linda J. Allen Memorial Scholarship was named in honor of the late Linda J. Allen of South Carolina, one of CAMA's earliest members and supporters. The scholarship, established in 1990 is used to help defray expenses for an accreditation manager to attend the annual CAMA Conference.

This year's recipient is Accreditation Manager Patty Bartlett of Gouverneur Correctional Facility, New York State Department of Correctional Services.

Congratulations Patty on a job well done!



Accreditation Manager of the Year



CAMA loves to celebrate excellence and success. Annually, one outstanding member is recognized as the Accreditation Manager of the Year. This award considers the candidates leadership and commitment along with achievements. This year the award was given to Amy Fairbanks of the Michigan Department of Correctional Services.

Congratulations Amy on your achievement.

Special Recognition to Our Founding Fathers

Throughout the conference we were honored to have CAMA's 1st President Dan McGehee, 2nd President Parks Casselbury, 4th President Jeff Rogers, and ACA's 1st Director Standards and Accreditation Committee Hardy Rauch. They provided an historical perspective on the birth and growth of CAMA. They also shared creative and insightful new ideas on how to continue with our successful ways. A very special thank you for your past and present contributions.



*Find a job you really love and you'll never
work another day in your life.*

What is CAMA?

Have you ever called a hotel and asked about CAMA, or the CAMA meeting, or the CAMA conference and gotten a response that sounded like “huh?” We all know what CAMA is, right?

Well in addition to our fine organization, CAMA is also the:

Central Arizona Museum Association
Community Arts Music Association (Santa Barbara, CA)
Canadian Agri-Marketing Association
Civil Aviation Medical Association
Compassion and Mercy Associates
Contemporary Music and Art Archive
Canadian Association of Municipal Administrators
Canadian Automatic Merchandising Association
Centre for Applied Macroeconomic Analysis (Australia)
California Music Awards
Connecticut Antique Machinery Association
Combative Association for Martial Arts
Centre for Antiquity and the Middle Ages (UK)
Canadian Aboriginal Music Awards
Connecticut Association of Municipal Attorneys
Cambridge Academy of Martial Arts (UK)
Chicago Area Medical Archivists
Coastal Area Management Act
Complementary Alternative Medical Association



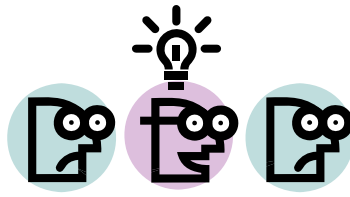
Mark Your Calendars...

The 21st annual training conference of the Correctional Accreditation Managers' Association will be held in historic Mackinac Island, Michigan. The conference will be held at the Mission Point Resort. Panel Hearings will be held May 30 and 31, 2008. The conference will be May 31 – June 3. Michigan's "Building Bridges" CAMA conference invites you to network with other professionals to share ideas and problem-solving techniques.

For more information visit the CAMA website at <http://cama.corrections.com/>



Here is an idea...



We had one participant bring all of his mandatory standards to the conference. He was going through an initial accreditation and wanted some professional and expert evaluation of his progress. This was a perfect opportunity and forum to seek out assistance he needed in his correctional field. This accreditation manager had three accreditation managers and conference trainers review his folders and give him some very valuable comments and suggestions.

If you have a troublesome folder or would like some professional one-to-one dialogue with an accreditation expert in your field, by all means feel free to bring your folder or folders with you and have someone at our conference review them with you. Of course you can also contact your Regional Director who will always point you in the right direction.

Conference Vendors

A special thanks to all of the vendors who helped to make this conference successful and the Vendor Committee members (Jerry Kantlehner, Todd Woodward, and Kelly White) who worked so diligently in their organization.



Turner Construction

PortionPac

Aramark

Corrections Corporation of America

Securus



CAMA EXECUTIVE BOARD MEETING APRIL 14, 2007 KENTUCKY

FACILITATORS: Joe Rion and Dave Haasenritter

SCRIBE: Jo Glazier

IN ATTENDANCE: Joe Rion, Dave Taylor, Dave Haasenritter, Scot Renshaw, Lynn Baade, Clay Williams, Pam Ploughe, and Jo Glazier

GUESTS: CAMA Founding Fathers: Jeff Rogers, Harley Rauch, Vendor: Jerry Kantlehner, Kentucky Conference Team Kelly White, CAMA member: Teri Raque, Sue Renshaw

Welcome by Kelly White. Introduction of participants.

Motion by L. Baade to approve the January 21, 2007 minutes, 2nd by C. Williams

Treasure's report: \$51,262.25 as of 4/14/07

Review of 1/21/2007 Action Item: D. Haasenritter reviewed current ACA/CAMA Dues, and will now go back to 2004 to review. Tabled A. Arabie discussion on outside audit for CAMA. Carry Over: J. Rion to contact M. Flowers with request to publish names/contact information on his staff and will also discuss CAMA's committee formed to perform field advisory functions.

Action Items: J. Rion and others attending future ACA Standards Hearings will publish a summary of the meeting. CAMA members were reminded that when responding to Standards Committee on a standard it should be made clear that the comments are Agency comments v. CAMA

CAMA's Strategic Plan presented to Board for comment. Motion to accept initial DRAFT by P. Ploughe, 2nd C. Williams. Action Item: J. Glazier will complete validation process (send to all Exec Board members, original panel members for comment then to CAMA membership and ACA key staff for review) by May 31, 2007. Action Item: J. Rion send J. Glazier emails for founding fathers.

Accreditation Manual: Action Item: D. Haasenritter will Chair a committee to complete Accreditation Manual. Action Item: Following members to re-submit articles to D. Haasenritter: D. Taylor, P. Ploughe, J. Glazier, Amy Fairbanks, Michelle Van Deusen, G. Geek, Cathy Slacks, J. Rion, Clare Armstrong, and Jerry Ellsworth.

Executive Director Contract approval by S. Renshaw, 2nd C. Williams. Action Item: J. Glazier to make changes and send blast announcement 1st week May. Action Item: D. Haasenritter to explore advertising with ACA

Business Cards for Executive Team discussed. Action Item: D. Haasenritter to check cost factors.

Future Conferences: Need to market Jails/Community Corrections in future. A Conference Planner is needed or the ED position should stress Conference needs to include vendors who market to the needs of Accreditation Managers. Conference in 2008 Michigan, 2009/2010 options include: Oklahoma, Louisiana, Ohio, and Florida.

Past CAMA Presidents will receive lifetime CAMA membership and waive the fee to attend CAMA Conferences. Motion by D. Taylor, 2nd C. Williams (J. Rion and D. Haasenritter abstained.)

T. Grenier/J. Rion gave all old CAMA documents to D. Taylor for CAMA history.

CAMA advertised for a Criterion Editor at the Conference. J. Rion received some leads.

Dell Publishing no longer printing the Criterion. The newsletter will be published electronically. CAMA web-master duties will be expanded. The money currently spent on publishing the Criterion will be used to enhance CAMA website. Action Items: D. Haasenritter to revise the Constitution and By-law to reflect Criterion publishing changes. Action Items: S. Renshaw to compile an electronic post conference newsletter and contact Corrections.com for website advice, and contact A. Arabie for publication cost figures. Action Items: J. Rion to discuss web plans with Phil Fiacco.

Awards: It was suggested that Regional Directors consider regional recognition of Accreditation Managers. Action Item: J. Glazier to create a regional blast e-mail list. Action Item: D. Haasenritter to redraft Constitution and By-laws Awards to reflect different timelines.

Membership: Action Item: D. Haasenritter to review CAMA membership list and if member not re-newing then CAMA literature will be sent.

Motion to adjourn P. Ploughe, 2nd C. Williams

**NEXT CAMA EXECUTIVE BOARD MEETING AT ACA 2007
CONGRESS OF CORRECTIONS KANSAS CITY ON SUNDAY
AUGUST 12, 2007 FROM 12:00 PM TO 2:00 PM. Check hotel
monitor for location. NOTE: BUSINESS MEETING TO FOLLOW
FROM 2:00 PM TO 3:00 PM**

Welcome Book Winners

Congratulations are extended to the

Kentucky Department of Correctional Services for Honorable Mention for their "Virtual Book."

Second place went to Gowanda Correctional Facility from the New York State Department of Correctional Services.

And First place went to the El Paso County Sheriff's Department, Colorado Springs, Colorado.

Thank you to all of those who participated in the welcome Book contest this year.



CAMA Strategic Planning Session

April 27, 2007 Strategic Planning DRAFT #2:

FACILITATOR: Joseph J. Marchese

PANEL MEMBERS:

FOUNDING FATHERS: CAMA's 1st President Dan McGehee, 2nd President Parks Casselbury, 4th President Jeff Rogers, and ACA's 1st Director Standards and Accreditation Committee Hardy Rauch

GUESTS: ACA Director Standards and Accreditation Committee: Mark Flowers; Vendor: Jerry Kantlehner Portion Pac Chem Corp; CAMA Members: Teri Raque, Sue Renshaw

CAMA EXECUTIVE BOARD: Joe Rion, Dave Haasenritter, Jo Glazier, Dave Taylor, Scott Renshaw, Pam Ploughe, Dora Gorey, Clay Williams, Lynn Baade, Byron Jasis, Angela Arabie

NOTE: Panel members drafted the Strategic Plan based on feedback from a Survey sent to the CAMA membership on the following issues:

1. What do you see as CAMA's mission?
2. Describe in general terms the activities that are presently conducted by CAMA that are directed at the achievement of CAMA's mission?
3. What does CAMA do well?
4. What can CAMA do better?
5. What does CAMA need to do in order to be successful?
6. What should CAMA stop doing?
7. What do you see as an impediment to the growth of CAMA?
8. What would you change about CAMA?

VISION

CAMA's Vision is to improve the corrections profession by advocating best practices through the standards and accreditation process

MISSION

CAMA's Mission is to support correctional agencies in achieving and maintaining ACA accreditation through professional training, networking, and technical assistance

GOALS AND TASKS

Goal # 1: Provide professional training and technical assistance

Tasks:

Conduct workshops at CAMA's annual training conference

Develop lesson plans for core workshops

Conduct workshops at other conferences in the area of our expertise as requested

Develop succession planning strategies

Provide various strategies to disseminate accreditation materials

Obtain and publish professional articles consistent with CAMA's vision and mission

Work with ACA to develop an Accreditation Managers' Training Manual and an Auditors' Training Manual

Goal # 2: Communicate accreditation and CAMA-related information with correctional professionals

Tasks:

Develop protocols which establish and maintain methods of timely, correct, concise, clear and complete communication

Develop and maintain website to provide information

Provide avenues for accreditation managers to network

Coordinate a directory of expertise between CAMA and ACA

Goal # 3: Identify and cultivate opportunities to enhance the CAMA Organization

Tasks:

Define responsibilities of Executive Director position

Develop strategies for grant funding

Promote/increase scholarship/awards programs

Identify representative(s) to Standards Committee

Cultivate partnerships with other organizations

Develop opportunities to increase membership

Review standard operating procedure for Constitution and Bylaws bi-annually

Board update of Strategic Plan's objectives annually

Comprehensive Strategic Plan review every three years

Develop a marketing strategy

Goal # 4: Conduct an annual training conference

Tasks:

Establish conference protocols and put it in manual form

Develop a system to identify conference locations

Develop partnerships with vendors

Define the conference program

Define the roles of the CAMA Board and the Host Committee

Develop protocols which select presenters and topics which support the vision and mission of CAMA

Letter to the Editor



CAMA meeting in Cincinnati

I was CAMA president 20 years ago. I was invited back to CAMA last month to participate in strategic planning with the current CAMA board and a few other invited guests. I was told that we would conduct strategic planning all day on that Friday, so I planned accordingly.

In 2001, I retired from the criminal justice field, and for the last six years have served as an assistant principal in a 4A high school in South Carolina. So, it has been several years since I have even thought about and CAMA and any issues the association might have. I really wondered to myself just how much good I would be, but wanted to go, nonetheless.

First of all, it was great seeing some others identified as “founding fathers”! When we founded CAMA 20 years ago, we really believed that we could make a difference and fill a void in the profession. 20 years ago, there was no training available for accreditation managers, of which I was one. I was also an accreditation auditor, so I also met others around the country who were also doing what I did at home, yet who also had no guidelines to do what they were doing. So in the beginning, we struggled to develop training and make it relevant. We wanted to really make CAMA and CAMA conferences a “how to” for accreditation managers, as well as for program managers.

Also on our minds, was a way for accreditation managers to network and get to know each other better....so that we would feel comfortable picking up the phone and asking some how to do something, or what something means.

What I found in Cincinnati is that 20 years later those are still the main goals of CAMA. The faces have changed, and some of the issues may have changed, too....but the goals are still the same. I was really heartened by that last month.

I was also extremely impressed with how well the all day session went. Joseph J. Marchese from New York State expertly facilitated it. He had a plan and kept us on track all day. We also had participation from everyone in attendance. I commend President Joe Rion and President elect Dave Haasenritter for their vision in getting the board to focus on the specifics of WHAT is to be done, and working to, in fact, get it done. CAMA is fortunate to have such leaders.

I feel so good about CAMA 20 years later. All the work we did all through the years WAS worth it...it DID matter, and it DID help make the profession better. Thank you all for that!!! Parkes, Jeff, Mary, Jerry, J. R., Joe, Dave.....and Hardy....it was great seeing you all again. Life is good!

Dan McGehee



The Care and Feeding of Auditors Things to do and things not to do



While the Entrance Interview is the official start of an agency audit, the audit truly begins long before that. Auditors make impressions of agencies during phone calls prior to audits, while being picked up at the airport, and during other “unofficial” events. Several factors are key to making a favorable impression of the agency and helping auditors be comfortable and relaxed.

Initial Contact: As soon as you get the auditor information from your ACA representative, place a call to the audit chair and other auditors. Introduce yourself as the Accreditation Manager and confirm where and when the auditors will be conducting the audit. Ensure that you, ACA, and the auditors have the same information; city of arrival, type of audit (initial, reaccreditation, monitoring, technical assistance, etc.), and type of facility. Inquire about any special needs or accommodations that the auditors have or will need. Provide the auditors with a cell phone number where they can reach you over the weekend prior to

the audit in case unexpected events come up. Tell the auditors where you will meet them at the airport, and how they will recognize you. Send auditors information about your agency (such as your most recent annual report) and some information about your area. This can generally be obtained from your local chamber of commerce.

Transportation: Auditors need to be picked up at the airport and delivered to the hotel. An agency or private vehicle is fine, but ensure that they are clean and in good repair. This is the first opportunity you have to make a positive impression in person.

Hotel: The ideal hotel is close to the facility, meets ACA’s budget requirement, and has a desk or other work space in the room. Ask auditors if they need a smoking or non-smoking room. An exercise room is a bonus, as is a hotel which provides a complimentary breakfast. Auditors are on a per diem for meals, and every little bit helps. A hotel that is close to a variety of restaurants (either within walking distance or from a hotel provided shuttle) is optimal.

Meals: Auditors are expected to pay for all of their meals. They are on a per diem (see above) so help them stay within it. Avoid restaurants that are expensive, especially for the evening before introductory meal which you will likely be planning. For other meals, provide auditors with some options. They may want you to accompany them, or they may want to eat by themselves. If your area is noted for a particular food, let them know that and give them options in that area.

Activities: Some auditors arrive on Saturday, others may arrive early in the day on Sunday. If the auditors have never been to your area before, a tour may give them an opportunity to get a feel for your community where your staff and offenders live and work.

Weather: Auditors expect warm, dry weather with low humidity. They do not like to pack umbrellas or heavy coats. 75 - 80 degrees is ideal. You've had months to schedule and prepare for this audit, so there is really no excuse for lousy weather.

Going home: After the exit interview, it is your responsibility to deliver the auditors back to the airport in time to catch their planes. Most agencies provide a welcome book, and the auditors (especially the chair) may want to take it home to assist with the report. If you can provide the contents of the welcome book on a CD/DVD, it will be much easier for the auditors to carry. Audit chairs appreciate lists of attendees at the entrance and exit typed, since it avoids the misspelling of names and titles. Put it on a disk or email it to the chair for ease of inclusion in the report.

Remember that auditors are compensated by ACA for their efforts. Avoid putting auditors in an uncomfortable position by offering expensive gifts or to pay for meals. Help the auditors feel welcomed and comfortable, and you will go a long way towards presenting the kind of image of your agency that you want them to have.