



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

OJDDA Conference Planning Protocols

The OJDDA annual conference is the Association's premier event. The Association has made a commitment to invest in the training and professionalism of juvenile justice employees, so that we stay current in effective and emerging practices.

The conference is a function of OJDDA which requires judicial and accountable expenditures of conference funding and anticipated revenue. Funds shall not be allocated or approved to be spent in ways that would not be acceptable for a Juvenile Director as authorized by their Board of Commissioners or Judicial. Each director participating in the conference planning is responsible to ensure that expenditures are justifiable, appropriate, and stand up to public scrutiny of credibility for use of tax payer funds.

The Association adopts these protocols to ensure clarity and consistency between succeeding years.

Conference Revenue and Expenditures

The general expectation is that conference revenue will be sufficient to cover conference expenses; however the conference also provides additional revenue for the Associations overall annual budget. Revenue includes conference fees, grants, and donations. Revenue predictions can roughly be based upon the past year, given similar circumstances.

1. If planned expenses may exceed revenues, the conference chair will notify the Board and present the justification for the need prior to making any commitments exceeding revenues. The Board will make a decision, which may include first referring the matter out to the full membership, as to whether additional Association funds will be utilized to cover the cost, revenue be generated in some other manner, or that no additional funds will be provided. The discussion and decision will be documented in Board minutes.
2. Registration costs should be maintained at a reasonable rate so counties can maximize sending staff. It is recommended that, when possible, all meals be included in the registration and that conference fees be sufficient to cover these costs. Including all meals in the registration results in a decrease in county per diem. Association members shall be notified by the planning committee if all conference meals are not included in registration.
3. The President's reception is our opportunity to give the Conference a great kick-off and to be present to greet and honor employees. Consider the following:

- Be clear in the brochure whether it will be sufficient to consider it a meal. If it is described in the brochure as at least a “light meal” it is more likely counties can include it as a covered meal and have a resulting reduction in per diem costs.
 - Consider whether it is affordable to have a speaker at the reception—this could be something individuals could select to add on their registration at an additional cost to cover meal and speaker
 - If it is not an additional event to select, then consider having clear RSVP’s from participants about whether they will be at the reception. Counting registrations to anticipate how much food to have at the reception is not a good calculation since many registered do not come on Sunday or do not attend the reception.
4. The Conference Planning Committee will assign the responsibility of maintaining a budget of expenditures and revenue to one Director, to be assisted by the OJDDA Management staff. The OJDDA Treasurer will be fully informed ongoing of conference expenses and revenues and will be provided copies of all contracts (venue and presenters, etc.) to review expenditures and ensure adequate contact information and business ID numbers are provided for payment. Anticipation of total expenses and known donations should assist planners in determining the registration cost needed to cover conference costs.
 5. Donations will be sought from other organizations and partners when possible. A record of past donors will be kept in the Conference Planning Binder.
 6. The regional representative for the region responsible for the conference planning in conjunction with the OJDDA staff will present what is known to date of the budget and revenues to the OJDDA Board at every monthly meeting. Decisions and direction provided will be documented in the Board minutes.
 7. The planning committee must provide the Board recommendations and rationale for waiving registrations, covering cost of accommodations, or waiving meals not included in registration, or other conference costs that are not specifically identified as acceptable by this protocol. However, the budget presented to the Board must include numbers of and dollar amount of all waived registrations, all accommodations to be paid out of conference revenue, and meals or other conference costs that are allowed under these protocols and those that are approved by the Board.
 8. The conference committee will maintain a list identifying each individual person who has registration or other conference fees waived, and whose accommodations will be paid out of conference revenue.
 9. We have in the past negotiated with venues for a certain number of accommodations to be provided at no cost given a certain number of accommodations that we guarantee will be paid for. The rooms that are provided at no cost by the venue shall be distributed in

this order: first to the Key Note Speakers, then OJDDA Management Staff, then non OYA or County staff workshop presenters, and then OJDDA trainers for nights they provide training at the conference.

A list will be maintained that specifically accounts for the number of accommodations provided under this section and specifically who was assigned to the room.

BUDGET

1. The planning committee will use the budget form provided as attachment A.

Conference Venue

Conference registrants should be planned for 300 participants. Several considerations regarding venue selection should occur.

1. The Venue should have sufficient accommodations to meet the demand. If it does not have sufficient accommodations, then efforts should occur to secure other accommodations near-by, so that participants do not have to travel significant distance.
2. We have always sought the “best deal.” Consider whether there may be value in going with a higher priced venue that offers sufficient accommodations, and high quality service.
3. The practice has been for the region responsible for the conference planning to hold the conference within their region. Given the growth of the conference consideration may be given to hold the conference outside of the region. This request must be approved by the Board before commitments to any venue is made. Consultation must occur with the regional representative of the region where the conference is being considered to be held.
4. When negotiating with the Venue consider what they would be willing to provide to us. Many provide some accommodations at no cost when a certain number of rooms are booked or provide some of the food free of charge for the Presidents Reception for example.

Conference Presenters and Topics

Quality training should have the highest priority in the selection of topics and presenters. It is the responsibility of the planning committee to select the topics and presenters.

1. Planners should seek input from Association members regarding what topics are of interest to staff.
2. The attendee survey conducted after each conference should include a solicitation of what topics participants would like to see in the next year’s conference.

3. Consider initiating a formal request for proposals. This can be posted on the OJDDA website and possibly on some of our partner association sites, such as the National Council of Juvenile and Family Court Judges and National Counsel for Probation and Parole Association sites.
4. The Conference should feature quality trainers and key note speakers for topics not readily available within the OJDDA training team to expand learning opportunities.
5. OJDDA trainers can also be utilized to sustain ongoing training initiatives. This is a way to keep them practiced as trainers for quality presentations and helps offset the costs of the Conference. However, consideration must be given to whether Juvenile Departments or others will send staff to the conference if workshops are predominately provided by OJDDA trainers whose trainings can be accessed individually more cost effectively.
6. The conference may include an intensive training or training to sustain juvenile justice initiatives on the Sunday of the President Reception. A minimum of ten participants must be registered prior to an identified date that rooms can be cancelled. The training will be cancelled if ten participants are not registered within two-weeks of the conference date.
7. Other OJDDA members who are skilled presenters can be utilized from Counties to present on topics for which they have expertise and there is substantial interest. Approval of the County Director must be obtained before a contract is put in place.
8. Compensation for presenters:
 - a. Registration fees will be waived for OJDDA trainers who are identified on the current trainer list per OJDDA Policy Training Committee, regardless of whether they present at the Conference. This is one way we support them to stay abreast of emerging issues and be quality trainers.
 - b. OJDDA trainers that provide workshops and trainings on OJDDA identified topics will have their accommodations paid for the day(s) related to their presentations. These must be identified and approved by the board and should consider the time of the presentation and distance travelled.
 - c. All workshop presenters and key note speakers will have their fees, registration, transportation and accommodations for nights corresponding to presentations negotiated as part of a contract. Everyone other than OJDDA trainers will have a contract which includes a scope of work identifying what they will present and what if any agreed upon financial or other compensation, waiver of registration fee, meals, or accommodations will be provided. Conference planning committee will use the contracts in Attachment B.
 - d. Any other considerations of waiving registration fees, paying for accommodations, waiving meals or banquet fees for anyone must be brought before the Board for consideration and a decision documented in the Board minutes.

- e. If an organization or individual asks to do a presentation and it is not a presentation that the planning committee sought or thinks is a priority for Association members, but permission is granted, fees will not be waived or accommodations provided for those presenters. (This is rare, but has occurred.)
9. Any non-OJDDA organization that informs the Board that it intends to send 25 or more employees to the conference will be charged registration at the same rate as OJDDA members. This will be identified as a rate in the brochure.
10. Organizations that provide financial support or in-kind support will have the conference registration fee waived for one or two individuals. As their contributions usually far exceed the registration fee costs, this is a recommended good-will gesture. The planning committee will provide a list to the Board of Directors identifying the contribution and the associated number of registrations to be waived.
11. The conference registration will include a separate item for individuals or agencies to purchase additional banquet meals for those not registered for the conference but attending the banquet in support of award winners, or for guests, friends and spouses.
12. Golf fees will be a separate item from the conference registrations. Price per participant will cover course fees and prizes. Revenue for golf fees must equal expenditures. Checks are to be made out to OJDDA. Treasurer will pay the golf course and reimburse any costs for prizes.
13. Confirmation/Refund Policy will be placed on the conference brochure stating:
A full refund, less a \$50 processing fee, is available until _____. **No refunds are available after** _____. In order to receive a refund, written requests must be sent to OJDDA c/o (Insert the Treasurer name and address), or faxed to (Insert the number) . All requests for refunds must be postmarked or faxed by _____.

OJDDA Training Committee

1. If the OJDDA training committee holds their meeting in conjunction with the conference, cost associated for that meeting will be budgeted to the OJDDA training line item and not conference budget. The Training Committee Chair is responsible to ensure that adequate funds exist in the training budget to cover expenses.
2. If the OJDDA training committee trainers provide a pre-conference training on the Sunday preceding the Presidents reception, costs and revenue from that training will be budgeted to the OJDDA training line item and not conference budget.
3. Expectations are outlined in the OJDDA Training Committee Policy.
4. Coordination will occur to keep the OJDDA treasurer aware of the training to ensure budget and per diem are adequately processed.

Roles and Responsibilities of Conference planning members

1. The Conference Chair will be a Juvenile Director. The conference chair will oversee the OJDDA Staff's coordination of the planning process and the budget, which tracks expenses and revenue. The Conference Chair will ensure that the planning committee is operating within the expectations of this protocol and that planning committee minutes document progress and decisions. The chair will ensure that ongoing communication occurs with the Board and seek direction and approvals as required or needed. The Conference Chair is responsible to ensure that the Treasurer is provided with the information necessary to oversee the budget, account for expenditures and revenue, and make timely payments. The Conference chair will keep the Board apprised of the planning progress, budget and other issues monthly at each Board meeting.
2. Responsibilities of OJDDA Management Staff include but are not limited to:
 - Take minutes of conference planning committee meetings, record assignments of duties and decisions/recommendations made.
 - Although assigned to assist and support the conference planning committee, the Association Management Staff works and takes direction from the Board.
 - Ensure that the conference planning committee is operating within the boundaries and expectations of the Board.
 - Ensure that budget and policy decisions outside the authority of the committee under this policy are brought to the Board.
 - Assist in cost negotiations and final conference site selection
 - Coordinate Key Note speakers and Workshop Presenters and complete contracts. Confers with and provides contracts to the OJDDA Treasurer for review.
 - Maintain a budget spreadsheet in conjunction with the Conference Chair, continuously provided to the OJDDA Treasurer, and advise Conference Planning Team on funding available for expenditures based on expected revenue
 - Elevate questions or concerns to the Board to ensure that the planning committee acts within the parameters of the Board.
 - Ensure decisions are brought to the Board in compliance with these protocols.
 - Maintain Action Plans and To Do lists for conference committee
 - Monitor conference planning and advise chair and committee of concerns
 - Create registration program
 - Post registration program on web and market conference to membership and stakeholders
 - Audio Visual (AV) coordination (determine speaker needs, AV contract)
 - Set up continuing education units and coordinate
 - Create and post SAVE the Date notice of conference
 - Ongoing coordination with speakers
 - Collect and post presentations on line after the conference
 - Coordinate conference evaluations
 - Coordinate on-line conference registration (monitor daily/report progress weekly)
 - Research speakers

- Develop registration data base
- Create and print Name Badges
- Create Conference program and other materials
- Coordinate printing of conference materials
- Assist with conference registration and other needs
- Develop, sustain and update the registration database
- Maintain minutes of conference planning meetings with documentation of recommendations and decisions.

3. Roles and responsibilities of other members will be determined by the conference planning committee participants and recorded in the committee meeting minutes.

Conference Planning Binder

OJDDA Management Staff will develop and maintain a conference binder and electronic forms for the conference. This includes RFP, present contracts, budgets, CEU's, brochures, etc. These forms will be kept and passed on to the next year's planning group. Categories for the binder should include:

1. Venue—identify capacity needed and when solicitations need to occur to secure a site; identify if there are any other venue issues
2. Budget
3. Conference theme
4. Awards
5. Meals
6. Marketing
7. Contracts
8. Articulation of duties and assignment of duties that need to be covered at the conference including, registration, book sale, AV equipment, IT support, radios/communication.
9. Conference brochure
10. Presenter biographies
11. Golf Tournament and prizes
12. Evaluations
13. Available data bases developed in previous planning years
14. Conference planning minutes