

PAC-Chat

FLORIDA POLICE ACCREDITATION COALITION



Summer 2021 Issue



From your President - Corporal Murette Sims, Winter Springs PD

Welcome friends and colleagues to the IN PERSON June 2021 FLA-PAC training week!

I cannot tell you how overjoyed I am to finally be able to see each of you in person again. It has been a very long and challenging time for all of us. We have so many things to celebrate and be grateful for as this year continues to show a light at the end of the tunnel. Many of us have suffered and lost loved ones during this time. The Executive Board wishes to express our condolences to those that have suffered loss.

As we endeavor to continue to move forward, we must do so carefully. Your health is a top priority for all of us. We will continue to follow the CDC guidelines and those precautions set in place by the hotel. We strongly encourage each of you to keep the health and safety of those around you in mind. If you are not vaccinated we encourage you to wear a mask and maintain social distancing as set forth by the CDC.

Our goal as an organization, is to be as close to normal as possible by the end of the year. So, with that in mind, we bring and present the June conference!

There will be great training opportunities for each discipline. Our training committee has undergone some changes. As we congratulate Major Frank Ruggerio on his promotion, we are sad to see him leave. He has been a true asset to the training committee as well as the FLA-PAC in general. He has passed the torch on to Areaka Jewell. She has been a member of the training committee and is taking the helm. She is already doing a

In this issue: wonderful job and we look forward to seeing what she has planned for the training committee and the PAC.

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During the evening there will be plenty of time to meet and create business partnerships with accreditation professionals from around the state. We have a lot of first timers. We all remember what it was like when we first entered this new challenge. My hope is that they will learn as much as possible and gain friends that they can rely on and count on for support and guidance. Let's make them feel welcome!

The Florida Accreditation Office will be celebrating our award winners on Tuesday and Wednesday evening. Congratulations to all of the award recipients!

On Monday evening we will be recognizing our Certified

Accreditation Professionals. Those members that are current CAPs will enjoy a private reception. Our CAP committee has worked hard to modify and innovate during this difficult year. They are greatly appreciated. For those that are interested in achieving this coveted designation, please take the time out to meet with committee members or current CAP members.

Congratulations to all agencies being reviewed and receiving their awards! All of your commitment and dedication to the process will be recognized and celebrated.

Finally, I cannot brag enough about our board and committee members. They continue to go above and beyond, surprising me with each conference. Thank you for your commitment and dedication to the PAC.

As always, be safe, be vigilant, and be extraordinary!

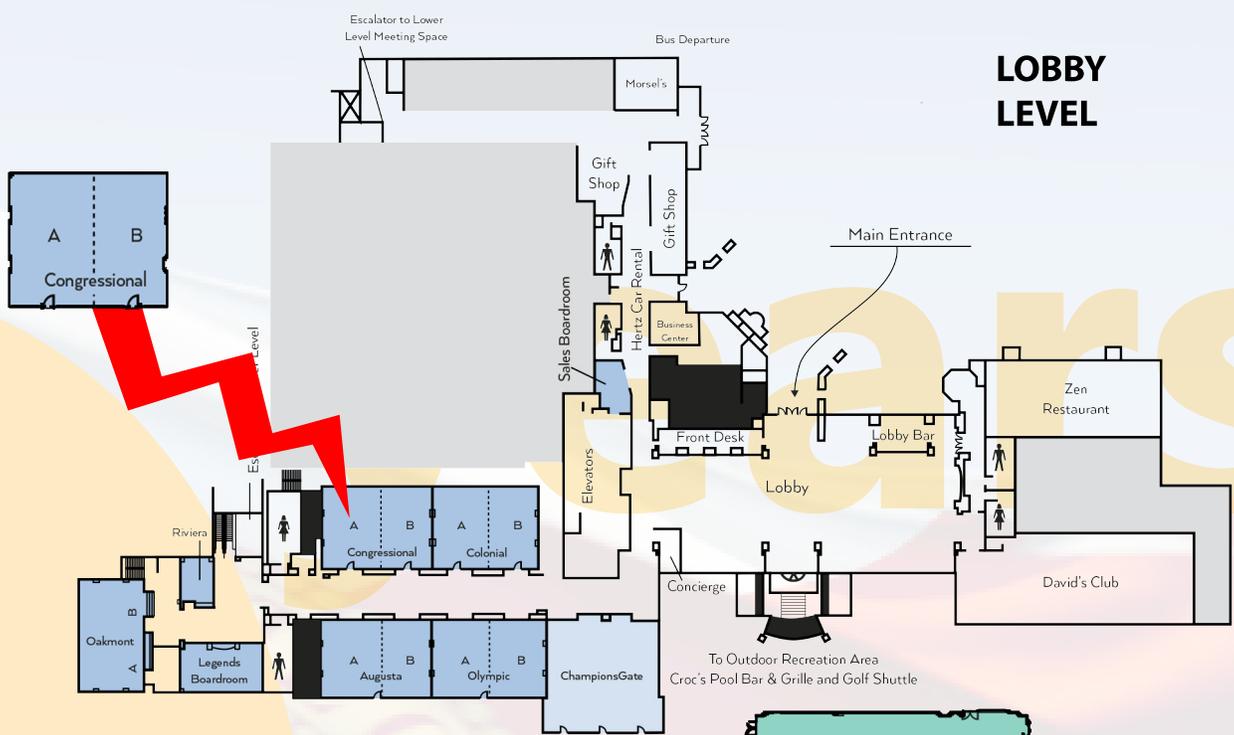
Marette Sims

Newcomer's Guide

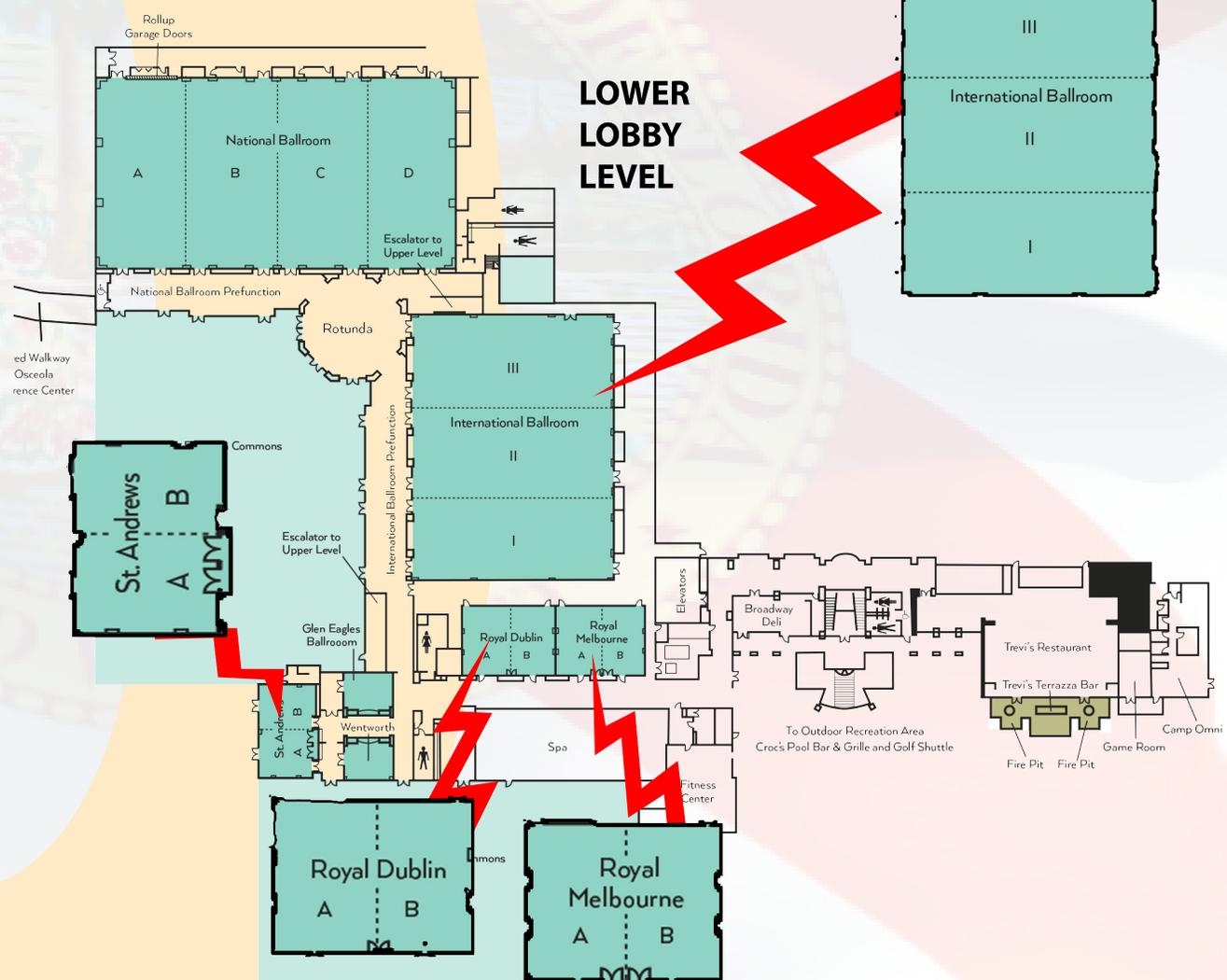
If you are new to accreditation, or just new to these conferences, follow the tips below to get you started!

Bar-Coded Stickers	In order to get credit for the class, you must place a bar-coded sticker on the class roster sheet that will be made available during the class. Should you run out of stickers during the week, write your name and agency on the class roster sheet.
Connect	Certain commission meetings and others will be available for streaming and/or calling in. To connect to these meetings offered at this conference, click on the links provided in the agenda or call the phone number listed and take note of any access codes.
First-Timer Orientation	Introduction to FLA-PAC and helpful information about the week's activities.
SRIC	Attend your discipline's Standards Review and Interpretation Committee (SRIC) meeting. This is where the committee discusses and votes on any proposed changes to standards.
Roundtable	A discussion led by the Florida Accreditation Office of any trends seen on assessments, clarification of standards, and anything new on the horizon.
Attend Classes Related to Your Discipline	While many classes cover general accreditation topics, others focus on specific disciplines (see guide below).
Guide to the Agenda	Use the following key to help plan your conference experience.
Corrections	Law Enforcement
Telecommunications	Inspector General
Pre-Trial Services	All Disciplines

LOBBY LEVEL



LOWER LOBBY LEVEL



Meet your FLA-PAC Board



**President
Murette Sims**

President Sims has worked as an officer with the Winter Springs Police Department for 22 years. She has been assigned to accreditation for eight years, managing both the CFA and CALEA processes for the agency. She serves as a CFA team leader on behalf of the commission and is a Certified Accreditation Professional.



**1st Vice-President
Tammy Farnham**

Master Officer Tammy Farnham has been with the City of Stuart Police Department for 24 years, serving in numerous capacities. She serves as a CFA team leader on behalf of the Commission and is a Certified Accreditation Professional. She is a member of the current CFA SRIC. She was recognized as CFA's 2013 Assessor of the Year.



**2nd Vice-President
Oscar Kieffer**

Oscar Kieffer is the Accreditation Manager/Off-Duty Coordinator for the Palmetto Police Department. He has been with the agency for five years. Prior to his appointment as 2nd Vice-President, he chaired the FLA-PAC Training Committee from 2016-2018. He serves as a CFA team leader on behalf of the commission.



**Secretary
David Pate**

Captain David Pate worked with the Leon County Sheriff's Office and retired from the Florida Fish and Wildlife Conservation (FWC) Commission. He serves as team leader for CFA and IG assessments and teaches Team Leader and Assessor certification courses for the CFA Commission.



**Public Relations Director
Tammy Matthews**

Tammy Matthews is the Inmate Programs and Accreditation Manager for the Okaloosa County Department of Corrections. She serves as a FCAC team leader on behalf of the Commission and is a Certified Accreditation Professional. She was recognized as FCAC's 2012 Accreditation Manager of the Year.



**Treasurer
Jack Vaccaro**

Lighthouse Point Police Department's Jack Vaccaro currently serves as his agency's Commander of Administrative Services, and supervises its criminal investigation, crime prevention, community volunteer, property & evidence, training, and communications sections. He is the department's Accreditation Manager.

FLA-TAC



**Executive Director
Bob Brongel**



Yipppee! Hoorah! Yeaaaaa!

After all these months, we are finally getting to meet again in person! The last time we saw each other was at the February 2020 conference. To say everyone is really excited about being together again would be a real understatement. There are a number of really wonderful things planned for this conference so please take advantage of them and have a good time. But before I go any further and despite any other information, I ask one thing of each and every one of you – PLEASE, PLEASE, PLEASE stay safe and healthy! If you feel more comfortable wearing a mask while you are here, please feel free to do so. If you want to socially distance where possible, please feel free to do so. Take advantage of hand sanitizer. And let's respect each other's thoughts on this, understanding we each have different, yet legitimate beliefs when it comes to the pandemic. And if you haven't yet, please consider getting the vaccine.

As you know we had to switch from in-person assessments to virtual assessments. This presented some additional work for accreditation managers and our assessors. Everyone stepped up and did a magnificent job in converting files to a platform that was conducive to a successful assessment. I want to thank each and every assessor and manager – you maintained a professional attitude and spirit during difficult times

As of this conference, FLA-TAC is almost done with paper files. Agencies have until January of 2022 to completely convert to PowerDMS but most have already done so. The first agency to go completely with electronic files was the Okaloosa County Sheriff's Office. As the first, they will have some suggestions to help us tweak the process and we will devote some time to this at the communications roundtable.

Congratulations to the following agencies who will be reviewed by the full FLA-TAC Commission at this conference:

- The Villages Community Development District – Initial
- University of Florida Police Communications – Initial
- Okaloosa County Sheriff's Office Communications – Re-accreditation
- Polk County Sheriff's Office Communications – Re-accreditation

Please extend a big welcome to our newest agency, The Escambia County Sheriff's Office Communications Center. They recently signed a contract and have entered the process.

At this conference we will be offering both the accreditation manager and assessor courses, as well as some communications specific training. Please consult the conference agenda for the time and place of each class.

Committee Reports



Note from PAC-Chat Editor Sarah Kenniff

Greetings — As you can tell, everyone is excited to be back to an in-person conference, and what better location to have it? Many strong friendships develop right here at these conferences, and I for one cannot wait to meet up again!

I'd like to take a moment to commend the training committee under Major Frank Ruggiero's leadership for so successfully transitioning training to an on-line learning environment during the pandemic. They all did an amazing job under remarkably difficult circumstances. Congratulations on your promotion Major. Areaka Jewell from Sarasota Police Department has taken the helm now the Major has stepped down, and she introduces herself and some new Training Committee initiatives in this issue.

This FLA-PAC issue is back to business as usual, with all the information you need to navigate throughout your week at Champoinsgate. We have a couple of great articles submitted by Gary Robinson of Palm Beach County Sheriff's Office and Christa Wisniewski from Broward County Sheriff's Office. Thank you both for your contribution! As a reminder for those interested in their Certified Accreditation Professional designation, PAC-Chat article submission is a great way to earn points.

Enjoy your week!



Outreach Committee Chair Sergeant Thalantha Jones

Greeting all from the Outreach Committee- It is with great pleasure to WELCOME all new Outreach Committee members, as well as all new FLA-PAC members to the summer conference here at Champoinsgate. The primary responsibility of the outreach committee is identifying and notifying prospective member organizations of the advantages of FLA-PAC membership and inviting them to scheduled meetings to ensure continuous growth of membership.

The Outreach Committee has been working with Florida Accreditation as well as the FLA-PAC Training Committee to ensure that the needs of new FLA-PAC members are met at the start of being a part of such an amazing organization. We are looking forward to contacting and introducing new or prospective members at meetings, training sessions and other events. In addition, Outreach Committee members will serve as mentors for new members at their first meeting and introduce them to the membership, directing them to the information sharing locations and the first-time attendee class.

We look forward to meeting you and introducing ourselves at First Timer Orientation classes and having some amazing conversations. We on the Outreach Committee are constantly learning, growing and are available to assist you in any way needed.



Training Committee Chair Areaka Jewell



As the newly appointed Training Committee chairperson, I am excited to be in this position for our first in-person conference since the events of last year. I am truly proud of the Training Committee and the collaboration that went into planning the training for this conference. Attending a FLA-PAC or any other work-related conference is about the networking that ties in everything you are there to learn. It will be so great to see everyone again!

The layout and timeline of this conference are going to look and feel a little different, but hopefully it will lend to everyone's safety and result in quality over quantity when it comes to interacting with each other.

Classes will be offered in 1.5-hour blocks, two in the morning and two in the afternoon, with 30-minute breaks in between, excluding the commission or program office related meetings. This will give time to transit to the next class, make a stop at the restroom or take a break and connect with others. It will also allow time for the next class to be set up. Topics will range from the basics to a few hot topic items for each discipline. Most classes will be offered twice throughout the week. So, if you are unable to attend one, hopefully the other session will work for you.

The FLA-PAC app will be used to track attendance and submit course/instructor evaluations. The app has both a desktop and mobile version. The mobile version can be downloaded in either the [Google Play Store](#) or [Apple App Store](#). Once downloaded, you will be prompted to login or sign-up. Inside the app, you can customize your profile, register for classes, and even complete activities for points and bragging rights! To receive credit for attending a class, you must enter the code provided by the instructor at the end of the session. Once you obtain the code, you must press on the CheckOut box above the Survey tab and enter the code into the box within that page. After you have submitted the code, you can then go to the Survey Page and complete the session survey. For more information about the app, check out the helpful tips provided by Event Owl, the app creator, under the Training Week section of the FLA-PAC website.

As a backup, paper rosters and attendance stickers will still be in place. A Training Committee member will deliver the rosters to each class, where you will place an attendance sticker on the paper roster. The backup course/instructor evaluation will be accessible via a QR code (see below) that will be posted throughout the classroom and then submitted electronically. To scan the QR code, use either a QR scanner app or your phone's camera, if equipped with a scan feature. Once you scan the QR code, it will prompt you to navigate to the form where you will use the drop-down menus to find the course and instructor that you will be completing the evaluation on.

My hope is for everyone to have a safe and enjoyable conference experience. If you have any comments or suggestions for the training being offered, please do not hesitate to reach out and let me know. My email address is Areaka.jewell@sarasotafl.gov. Happy conferencing!



**Audit Committee Chair
Major Tim Age**

On May 13, 2021, I met with FLA-PAC Treasurer Jack Vacarro in Davie, Florida to conduct an audit of the checking and money market accounts for the months covering October, 2021 – April, 2021. No discrepancies were found.



**Professional Standards Committee Chair
Juli Brown**

Greetings - Welcome back all! The committee did meet virtually, but has nothing to report for this conference. We will be meeting again at the June conference, so if anyone has an issue they would like for us to address with the Executive Board, please contact me at Juli.Brown@MyFWC.com or 850-617-9401. I look forward to seeing everyone then!



**SOP/By-Laws Committee Chair
Investigator Rob Pace**

Welcome back to Championsgate! We are looking forward to having great conference. Sarah Kenniff, Flora Tran, Lindsey Maxwell, and I have prepared SOP 300.01 Standing Committees and 300.02 Ad Hoc Committees for review by the FLA-PAC Board.

These items will be reviewed during the Executive Workshop scheduled for Monday, June 21, 2021 at 1:00 PM. All FLA-PAC members are encouraged to attend and participate.

If you wish to propose new/revised language to any of the FLA-PAC SOPs/By-Laws, please feel free to reach out to me at william.pace@talgov.com or (850) 891.8560.



CAP Committee Chair Wanda White

Congratulations to the following Certified Accreditation Professionals who earned recertification at the February 2021 conference.

James Aguiar – earned second recertification
Tammy Matthews - earned second reertification
Tina Chatmon - earned first recertification

The Certified Accreditation Professional Program was established to recognize the achievements of experienced accreditation practitioners. To become certified, practitioners must demonstrate advanced knowledge and expertise in every area of accreditation and must have successfully guided their agency through the accreditation process. The committee reviews each candidate’s application and supporting documentation to ensure the candidate meets the criteria for certification. If you are actively involved in accreditation by attending conferences (attending training, commission meetings and business meetings), serving FLA-PAC (serving on committees, instructing classes, serving as an officer on the Executive Board, etc.), and conducting assessments, YOU can be a certified accreditation professional.

The instructions for completing the application and the application are available on the Members Only page on the FLA-PAC website. Applications and supporting documentation must be received no later than six weeks before the next FLA-PAC conference. Complete application packages may be emailed or snail-mailed to:

Wanda H. White, Certified Accreditation Professional
9020 Ashville Drive, Pensacola, FL 32514
wandawhite.accred@cox.net

Feel free to contact any one of your CAP Committee members with questions:

Wanda H. White, at wandawhite.accred@cox.net Bob Brongel, Vice Chair at bob139@verizon.net
Maria Marino-Bollan at marinomc1960@aol.com James Aguiar, Jr. at jaguiar@sumtercountysheriff.org
Dave Parisi at dparisi@sarasotasheriff.org

Current Certified Accreditation Professionals

James Aguiar**
Bob Brongel***
Juli Brown**
Tina Chatmon*
Bruce Clark***
Tim Elder**
Tammy Farnham**
Sandra Guajardo*
Sarah Kenniff

Maria Marino-Bollan***
Tammy Matthews**
Flora Miller
Nicole Minick**
Rob Pace
David Pate**
Cynthia Pugsley
Marie Reese
Jennifer Renner

Doug Robertson
Gary Robinson***
Frank Ruggiero*
Daniel Sacher-Brown
Marette Sims*
Meghan Warman
Wanda White***

* Recertified ** Recertified twice *** Recertified three times



**Marketing Committee Chair
James Aguiar**

Due to the current COVID-19 restrictions, the Marketing Committee was unable to meet prior to this June 2021 conference. It plans on resuming its responsibilities at this Orlando conference.

The Marketing Committee is always looking for new members. If you have a friendly, outgoing personality and are not shy about talking with people, we can definitely use your help! Feel free to track me down during conference week, or give me a call or email be beforehand at jaguiar@sumtercountysheriff.org or 352-569-1600 x1694.



**Scholarship Committee Chair
Meghan Warman**

It is so nice to be able to see everyone in person again after such a long hiatus. I hope you all enjoy conference week!

We are happy to announce the 2021 FLA-PAC Annual Education Scholarship recipient is Raechle Stronko. Ms. Stronko is attending Florida State University, where she is majoring in International Affairs with a concentration in Public Administration. She is also pursuing a certificate in U.S. Intelligence and commissioning as a 2nd Lieutenant in the US Army. Congratulations Raechle!

The Scholarship Committee awards the Dianne Hill Annual Certified Accreditation Professional (CAP) scholarship annually. This covers the cost of a single application for the Certified Accreditation Professional designation each year. We unfortunately had no applications this year. If you are considering applying for your CAP designation, please keep this scholarship in mind. We will open applications again in June to be awarded at the February conference.

Florida Police Accreditation Coalition, Inc.



Business Meeting Minutes

Virtual Meeting

Tuesday, February 16, 2021



A. OPENING CEREMONIES:

I. Welcome:

1. The FLA-PAC Business Meeting was called to order by President Marette Sims at 8:03 a.m. via virtual means.

II. Posting of the Colors and the Pledge of Allegiance:

1. President Sims led the meeting with the Pledge of Allegiance.

III. Invocation:

1. None.

IV. Roll Call:

1. Prior to the business meeting, Secretary David Pate verified the registered members in attendance. With the confirmation of the membership quorum (34 agencies) and the presence of five officers the business meeting was called to order. Vice President Oscar Kieffer was not present.

B. BUSINESS MEETING:

I. NEW MEMBER WELCOME AND MEMBERSHIP LAURELS:

1. President Sims welcomed new members.

II. APPROVAL OF THE MINUTES:

1. The meeting minutes for the October 2020 FLA-PAC Business Meeting were reviewed. A motion to accept the minutes was made by Meghan Warman and a second was made by Tammy Matthews. No discussion, motion carried.

III. OFFICERS' REPORTS:

1. Treasurer – Jack Vaccaro

- a. Budget remains available on the FLA-PAC website, along with bank balances
- b. Membership fees are being submitted on par with prior years

2. Public Relations Director – Tammy Matthews

- a. Maintaining contact with key partners in preparation for the next live conference

3. Secretary – David Pate

- a. The minutes stand as the main report and are posted on the PAC-Request

4. Second Vice President – Oscar Kieffer

- a. Not present, no report

5. First Vice President – Tammy Farnham

- a. Updating website to ensure newest version of by-laws is posted. Asked members to report any website issues directly to her.

6. President – Marette Sims

- a. Discussion of location for October 2022 conference site. Board is working to ensure site will be somewhere in South Florida
- b. Continuing to work with CFA regarding conference planning base don the needs of our members and the needs of the CFA commissions

IV. COMMITTEE REPORTS:

1. Audit Committee – Tim Age-Not Present
 - a. Jack Vaccaro advised they did not meet since the last Business Meeting, but will have a physical meeting to review the audit prior to the June Business Meeting
2. Scholarship Committee – Meghan Warman
 - a. Committee met and is awarding this year's scholarship to Rachel Stronko who attends Florida State University. Rachel is the daughter of Seminole County SO Lieutenant Joann Eckstein.
 - b. There were no submissions for 2020 for the Dianne Hill CAP Scholarship. The application deadline is now being extended to May 31, 2021
3. Outreach Committee – Thalantha Jones-not present
4. Marketing Committee – James Aguiar
 - a. Maintaining contact with vendors to ensure relationships for future conferences
 - b. Looking to have a "meet and greet" in the future with vendors to meet with membership
5. Training Committee – Frank Ruggiero
 - a. Discussed the outstanding job by the training committee during the virtual conference
 - b. 17 members attended the first timer's presentation
 - c. Provided update on classes available this week
 - d. Confirmed Training Committee will be responsible for sanitation and mitigation issues related to COVID-19 at future conferences
6. CAP Committee – Wanda White-not present, report delivered by Murette Sims
 - a. Certified Accreditation Professional Presentations:
 - i. A motion to recertify Tammy Matthews, James Aguiar and Tina Chatmon as Certified Accreditation Professionals was made by David Pate. No discussion, motion carried. Tammy Matthews abstained from voting
 - ii. Recognition will be made at a future conference
7. Professional Standards Committee – Juli Brown
 - a. Committee has met, however no new activity to report
8. Standard Operating Procedures (SOP) Committee – Rob Pace
 - a. 100.03, 100.05 and 400.06 were reviewed and approved by the Executive Board and will be posted to the SOP manual

V. ACCREDITATION UPDATES:

1. CFA/FCAC Update – Executive Director Danielle Terrell
 - a. New Business Manager-Brittany Fite
 - b. 4 FCAC and 35 CFA Reviews this week
 - c. 6 new agencies in process, including Franklin SO which has signed both CFA and FCAC agreements
 - d. All April and May assessments will be virtual
 - e. 2 Accreditation Manager classes will be offered virtually on March 8-11, 2021 and March 22-25, 2021, respectively. Space will be limited
 - f. All change notices and updates should be posted to their website within 2 weeks after the conclusion of this week's activities
 - g. New CFA Commissioners: Sheriff Michelle Cook, Clay County SO, Sheriff Bill Leeper, Nassau SO, Chief John Freeburg, Edgewood PD. New FCAC Commissioner is Sheriff Peyton Grinnell, Lake County SO
 - h. Thanked the FLA-PAC Executive Board for their assistance and cooperation during the re-scheduling and restructuring of recent conferences/Commission meetings

2. CALEA – Not present
3. ACA- Not Present
 - a. James Aguiar advised he serves as an auditor for them and they are still conducting on-sites with strict protection protocols
4. FMJS Update – James Aguiar
 - a. Advised effective February 1, 2021, they have returned to on-site inspections with strict disclosure protocols for agencies and protocols in place to protect assessors
 - b. Facilities are monitoring and reporting their status as it relates to COVID-19
 - c. No new training

VI. GOOD OF THE ORDER:

1. None

VII. ADJOURNMENT:

The motion to adjourn was made by Tammy Farnham with a second from Tammy Matthews. No discussion, motion carried. Meeting was adjourned at 8:52 a.m.

**NEXT MEETING:
June 2021 TBD**

Official meeting minutes prepared by,



David Pate
FLA-PAC Secretary

FLA-PAC Budget - January 1 - December 31, 2021

FLA-PAC BUDGET 01/01/2021-12/31/2021

INCOME			
	<i>Actual</i>	<i>Budget</i>	<i>Difference</i>
CAP Program Fees			
FEBRUARY-SPRING	\$625.00	\$300.00	\$325.00
JUNE-SUMMER	\$50.00	\$300.00	(\$250.00)
OCTOBER-FALL	\$0.00	\$300.00	(\$300.00)
Total Budgeted-CAP Program Fees	\$675.00	\$900.00	(\$225.00)
Corporate Sponsors			
FEBRUARY-SPRING	\$0.00	\$10,000.00	(\$10,000.00)
JUNE-SUMMER	\$3,000.00	\$10,000.00	(\$7,000.00)
OCTOBER-FALL	\$0.00	\$10,000.00	(\$10,000.00)
Total Budgeted-Corporate Sponsors	\$3,000.00	\$30,000.00	(\$27,000.00)
Registration Fees			
FEBRUARY-SPRING	\$2,383.47	\$20,000.00	(\$17,616.53)
JUNE-SUMMER	\$17,375.00	\$30,000.00	(\$12,625.00)
OCTOBER-FALL	\$0.00	\$20,000.00	(\$20,000.00)
Total Budgeted-Registration Fees	\$19,758.47	\$70,000.00	(\$50,241.53)
TAC Accreditation Fees			
FEBRUARY-SPRING	\$1,000.00	\$2,000.00	(\$1,000.00)
JUNE-SUMMER	\$0.00	\$2,000.00	(\$2,000.00)
OCTOBER-FALL	\$0.00	\$2,000.00	(\$2,000.00)
Total Budgeted-TAC Accreditation Fees	\$1,000.00	\$6,000.00	(\$5,000.00)
FLA-PAC Membership	\$34,005.00	\$25,000.00	\$9,005.00
Interest Income	\$8.35	\$50.00	(\$41.65)
Other Income	\$0.00	\$3,000.00	(\$3,000.00)
Retained Earnings	\$29,300.00	\$29,300.00	\$0.00
TOTAL INCOME	\$87,746.82	\$164,250.00	(\$76,503.18)
EXPENSES			
Accounting Services Expense			
ANNUAL AUDIT	\$0.00	\$4,800.00	\$4,800.00
TAX PREPARATION	\$0.00	\$500.00	\$500.00
Total Budgeted-Information Accounting Expense	\$0.00	\$5,300.00	(\$5,300.00)
Awards Expense	\$0.00	\$600.00	(\$600.00)
Bank Charge Expense			
BANK CHARGES	\$12.00	\$100.00	\$88.00
PAYPAL CHARGES	\$531.67	\$2,000.00	\$1,468.33
Total Budgeted-Bank Charge Expense	\$543.67	\$2,100.00	(\$1,556.33)
CAP Program Expense	\$395.75	\$1,000.00	(\$604.25)

FLA-PAC BUDGET
01/01/2021-12/31/2021

Conference Expense			
<i>FEBRUARY-SPRING</i>	\$1,638.77	\$25,000.00	\$23,361.23
<i>JUNE-SUMMER</i>	\$5,150.00	\$40,000.00	\$34,850.00
<i>OCTOBER-FALL</i>	\$0.00	\$30,000.00	\$30,000.00
Total Budgeted-Conference Expense	\$6,788.77	\$95,000.00	(\$88,211.23)
Information Technology Expense			
<i>DATABASE MAINTENANCE</i>	\$0.00	\$500.00	\$500.00
<i>EMAIL STORAGE</i>	\$41.72	\$150.00	\$108.28
<i>SOFTWARE PURCHASES</i>	\$327.88	\$4,000.00	\$3,672.12
<i>HARDWARE PURCHASES</i>	\$0.00	\$3,000.00	\$3,000.00
<i>WEB-PAGE HOSTING</i>	\$2,920.00	\$3,200.00	\$280.00
Total Budgeted-Information Technology Expense	\$3,289.60	\$10,850.00	(\$7,560.40)
Legal Expense			
<i>RETAINER FEES</i>	\$2,000.00	\$6,000.00	\$4,000.00
Total Budgeted-Legal Expense	\$2,000.00	\$6,000.00	(\$4,000.00)
Outreach Expense			
<i>Outreach Expense</i>	\$0.00	\$1,500.00	\$1,500.00
Total Budgeted-Legal Expense	\$0.00	\$1,500.00	(\$1,500.00)
Postage Expense			
<i>P.O. BOX</i>	\$0.00	\$0.00	\$0.00
<i>POSTAGE</i>	\$0.00	\$200.00	\$200.00
Total Budgeted-Printing Expense	\$0.00	\$200.00	(\$200.00)
Promotional Expense			
	\$0.00	\$600.00	(\$600.00)
Training Expense			
<i>FEBRUARY-SPRING</i>	\$0.00	\$5,000.00	\$5,000.00
<i>JUNE-SUMMER</i>	\$0.00	\$5,000.00	\$5,000.00
<i>OCTOBER-FALL</i>	\$0.00	\$5,000.00	\$5,000.00
Total Budgeted-Training Expense	\$0.00	\$15,000.00	(\$15,000.00)
College Scholarship			
	\$2,000.00	\$2,000.00	\$0.00
Corporate Expense			
	\$61.25	\$400.00	(\$338.75)
Donations, Grants			
	\$0.00	\$500.00	(\$500.00)
Equipment Expense			
	\$0.00	\$2,500.00	(\$2,500.00)
Insurance Expense			
	\$5,790.00	\$5,000.00	\$790.00
Office Supply Expense			
	\$0.00	\$500.00	(\$500.00)
Storage			
	\$235.40	\$1,500.00	(\$1,264.60)

FLA-PAC BUDGET
01/01/2021-12/31/2021

Travel Expense	\$392.63	\$1,500.00	(\$1,107.37)
Verizon Hot Spots	\$350.54	\$2,115.00	(\$1,764.46)
FLA-TAC Expenses	Actual	Budget	Budget Balance
FLA-TAC ACCREDITATION EXPENSE			
FEBRUARY-SPRING	\$283.17	\$500.00	\$216.83
JUNE-SUMMER	\$0.00	\$1,500.00	\$1,500.00
OCTOBER-FALL	\$0.00	\$1,000.00	\$1,000.00
Total FLA-TAC Accreditation Expense	\$283.17	\$3,000.00	(\$2,716.83)
FLA-TAC AWARDS EXPENSE			
FEBRUARY-SPRING	\$0.00	\$200.00	\$200.00
JUNE-SUMMER	\$0.00	\$200.00	\$200.00
OCTOBER-FALL	\$0.00	\$200.00	\$200.00
Total FLA-TAC Awards Expense	\$0.00	\$600.00	(\$600.00)
FLA-TAC TRAINING EXPENSE			
FEBRUARY-SPRING	\$0.00	\$1,000.00	\$1,000.00
JUNE-SUMMER	\$0.00	\$1,000.00	\$1,000.00
OCTOBER-FALL	\$0.00	\$1,000.00	\$1,000.00
Total FLA-TAC Training Expense	\$0.00	\$3,000.00	(\$3,000.00)
FLA-TAC PROMOTIONAL EXPENSE			
FEBRUARY-SPRING	\$0.00	\$500.00	\$500.00
JUNE-SUMMER	\$0.00	\$500.00	\$500.00
OCTOBER-FALL	\$0.00	\$500.00	\$500.00
Total FLA-TAC Promotional Expense	\$0.00	\$1,500.00	(\$1,500.00)
FLA-TAC Postage Expense			
FLA-TAC P.O. BOX	\$0.00	\$250.00	\$250.00
FLA-TAC POSTAGE	\$0.00	\$60.00	\$60.00
Total Budgeted-Postage Expense	\$0.00	\$310.00	(\$310.00)
FLA-TAC Travel Expense	\$0.00	\$1,000.00	(\$1,000.00)
FLA-TAC Phone Expense	\$257.93	\$675.00	(\$417.07)
FLA-PAC TOTAL EXPENSE	\$21,847.61	\$154,165.00	(\$132,317.39)
FLA-TAC TOTAL EXPENSE	\$541.10	\$10,085.00	(\$9,543.90)
TOTAL EXPENSE	\$22,388.71	\$164,250.00	(\$141,861.29)
OVERALL TOTAL (Profit/Loss)	\$65,358.11		



Accreditation Manager Christa Wisniewski Broward County Sheriff's Office

What I wish I'd known when I accepted this position and attended my first conference!

Back in 2012, as a supervisor in the Communications Division at the Broward Sheriff's Office, a specialized assignment became available. Having been employed since 2002 in shift work, this seemed like an amazing opportunity. We were regionalizing with the County and there were some major changes on the horizon, but I like a challenge! The description consisted of buzz words like "policy," "quality assurance," "compliance," "CALEA PSCAP accreditation;" you know, all the nerdy things that piqued my interest!

I submitted my letter of interest to the director and was accepted to interview. About a month later, after an interview panel and some other administrative processes, I was offered the position. There was no change in compensation, but it did get me into a position with regular administrative hours working more closely with management. I took the job and quickly realized I had no clue what it meant to be an accreditation manager! Yikes! Within my first two weeks of taking the position, I discovered something that I now know to be true; sometimes your predecessor decides to jump ship having not kept up patching the holes in the bow of that ship, leaving you to scramble and figure out how to patch holes that are three years old. I digress.

I knew that I needed to attend accreditation manager training within one year of being appointed to the position and I certainly needed the guidance. I signed up for the first conference available which was a CALEA conference in November 2012. Suddenly I was filling out travel forms and asking for the agency to send me somewhere for training that would cost a lot of money. As I arrived at this giant hotel in Jacksonville, I truly was taken aback by all that was going on! I knew I had to go to registration and let them know I'd arrived. I traversed the halls of the multiple ballrooms, smiled at people I didn't know, and thought to myself, "They all look so happy chatting with one another!" but I did not know a soul! Luckily for me, I will strike up a conversation with just about anyone, so that's what I did. I walked past all these vendors with doodads, keychains, and pens and headed towards the registration desk. I got my lanyard and a bag of cool stuff and was told, "Have a great conference!" I said thank you and about-faced having no idea what I was supposed to do next. I didn't know what I should attend, where I should go, or if I was permitted to hob-nob with folks after hours in the elusive "Hospitality" session.

Fortunately, I was able to make friends with someone who gave me guidance. She explained the agenda, where to find the rooms, what the classes would cover, and the basics of why these conferences take place; namely networking! I took my green self to as many classes as I could and tried to suck in every bit of information, but, to be honest, I left that conference only understanding a portion of what I'd been told. It wasn't until after my first on-site and many conversations with the folks I became friends with via networking that things started to make sense.

I bet you're wondering why I'm writing about all of this; that's coming up. Training Committee Chair Areaka Jewell has been a mentor to me after I asked to become a committee member by Major Ruggiero while he was the chair. At our first meeting, Areaka announced that she had an idea that "first-timers" be paired up with voluntary mentors from the Training Committee. Of course, I thought that was a phenomenal idea! As a mentor, you'd reach out to the first-timer(s) before the conference even begins, provide them with information on the Florida Accreditation and FLA-PAC sites, where to find the agenda, and then meet them on the first day of the conference to show them the ropes.

Cont'd

Well, in hindsight, having a mentor would have been an incredible resource at that first conference for CALEA and even my first CFA Conference in Sarasota in 2013. (Side note: Some of you may remember how it rained the entire conference week and cleared up on the very last day.)

As it turns out, I met my own agency mentor at that conference; he later became my captain at the Broward County Sheriff's Office until his retirement just last year. He was the driving force behind my promotion to my current position and my becoming an assessor with CFA. In closing, the professional relationships and personal friends that I've come to know over the past nine years as part of this accreditation family have been instrumental to my and my agency's success. I appreciate all of you and I am honored to be a mentor to some first-timers at this conference!



UPCOMING CONFERENCE DATES

October 3 - 8, 2021

Hilton Bayfront St Petersburg

February 20 - 25, 2022

World Golf Village St Augustine

*See you
there!*



Unit Manager Gary Robison
Palm Beach County Sheriff's Office

Leading the Assessment Team

We have all had the honor of working with outstanding assessors and team leaders, benefitting from their experience and expertise. Whether you realize it or not, each bit of information gathered from these folks goes into how you do assessments, both as an assessor and a team leader. As a team leader, you have to coordinate the activities of your team, the agency's accreditation team, the agency's staff, and the needs of the commission.

Preparing for the Assessment



When you receive the official assessment assignment from the Florida Accreditation Office (FAO), make contact with the agency's accreditation manager (AM) as soon as you can. I usually start with an email introducing myself and providing my contact information. If I know who my team members will be, I will email them a similar introductory email, requesting any contact information not already received. In most emails with the agency and the FAO, I make sure my team members are copied. If not, I forward a copy to them.

I always ask for a short biography from each of my team members to provide to the agency. The agency is always waiting to see who may be coming and I want to know the level of experience each of my team members has. If you are not known to the agency, it helps to reduce some of the jitters telling them a little bit about yourself. Of course, that won't help if their jitters are because they do know you already!

Do a preliminary web search on the agency. Identify any issues that may have affected the agency during the cycle, such as change of CEO, a prior loss of accredited status, or any media attention. If so, don't let any prior event or media frenzy compromise your objectivity. As we well know, media coverage may be biased or incomplete.

The agency is either in compliance with standards or not, regardless of any drama or trauma surrounding it. That doesn't mean that information gleaned from the media or social media can't indicate a potential non-compliance, but the fact finding activities of the team should dispel or confirm any concerns. Let the standard requirements and the proofs guide your compliance findings, not the media, but take the time to analyze both.

Some issues never seem to die, so do not be surprised if you receive public comment on something that occurred years ago. Your concern is the current accreditation cycle and such commentary should not be applicable to any current compliance.

Have conversations with the accreditation manager. Find out what their experience and expectations are. This may be their first assessment experience. You can set the tone for the entire assessment by addressing any concerns the AM may have as early as possible. Explain what your expectations are. Develop a rapport before you walk in the door!

As team leader, you are responsible for gathering the information needed for the final report. Communicating expectations is key to successful assessments. Assessors are fact finders on behalf of the Commission. To make sure my team members know what I need from them, I've written a "Guide for Assessments" that I attach to the introductory email. My Guide contains details on the topics that follow, and I'll be happy to share a copy with anyone who requests it.

I ask my assessors to keep a Word document with commentary on their findings and a list of everyone they contact and/or interview. I describe how I want them to write narrative paragraphs, not notes or bullet points, describing their findings. I include examples of actual paragraphs from prior final reports. Follow the guidelines from FAO on how the final report should be written, including fonts and font sizes.

I don't limit myself to only standards-related commentary, since agencies do outstanding work not covered by a standard. I like to include commentary on what I term "quality of law enforcement service provided" findings. I believe these communicate to the Commission as much about compliance as actually marking a standard "in compliance."

Many times, the team includes new assessors with two or less assessments. I'll review their commentary no later than the end of day one just to make sure they are on the right track, both in verifying compliance and in documenting their activities and findings. I collect the Word documents at the end of the assessment to incorporate into the final report. I don't know about you, but retyping notes or trying to translate cryptic notes from someone else is not one of my favorite pastimes; copy and paste rules!

During the Assessment

At the entrance interview with the agency's staff, make sure you meet the basic requirements expected by the Commission as you learned in team leader training. Make it clear to the agency how you will handle issues that arise, like public commentary, corrective actions and, especially, any non-compliance issues. These topics are covered in more detail below.

Much of the assessment will involve visiting various people and units for observations and interviews. Although the agency should be prepared for you to appear at any time, try not to disrupt their normal activities more than you have to. Assure your assessors are prepared to go on these visits so it will be "once and done." Whenever possible, gather all questions for a particular unit before anyone goes on a site visit. Many topics overlap chapters (training comes to mind) which may be assigned to different assessors. A single assessor can ask all the questions, freeing the others to continue other reviews and interviews. If assessors have to keep going back to a unit or person, it can be disruptive to the agency and the other assessment team members, too.

Your assessors should be given clear guidance ahead of time on how to deal with issues that may arise, such as any potential corrective action or non-compliance issues. Agency members should never be confronted without the issue being reviewed by you and the entire assessment team. Is a corrective action actually needed? Is it really a non-compliance issue? The file could just be incomplete or there is a misunderstanding of terminology or proofs provided.

Gather more information from the AM or the agency's subject matter expert(s) to clear up any misconceptions or identify a possible solution to provide the agency. Before taking it to the agency, review it with the Program Manager at the FAO. Remember that part of your role is to assist the agency where possible without delaying the assessment.

public commentary must be evaluated to determine if it is standards-related or not. We accept all comments received, but the assessment team only need act on standards-related comments. For example, an email is received where a person who filed a complaint against an agency member says they never found out what happened in, or even if, their complaint was investigated. That would be standards related. If the person was just unhappy with the outcome, but the investigation was completed and all notifications were made, that is not standards-related. The former requires you to report what action you took with the agency; the latter simply requires a “not standards-related” statement.

Concluding the Assessment

After your team has completed reviewing all standards and gathered all the interviews and observations needed, meet and review any remaining issues. Determine what still needs to be done or what things are still needed from the agency, such as copies of the old and revised written directives needed for any corrective actions. These may not be available until after you leave the agency, since they require CEO approval and proof of distribution to agency members. Make sure the AM is aware of the list of needs before you leave the site. Set a deadline date to receive the items, preferably before the date the report must be submitted to the FAO.

As a courtesy, I always meet with the AM and their accreditation team members before the exit interview with the CEO and staff. The assessment team goes over what we will highlight with the CEO. I never want an agency’s accreditation team to be surprised by anything we disclose to the CEO. Hopefully, enough interaction has occurred with the AM that nothing is a surprise to them, either.

I keep a “Notes to the AM” document during the assessment. This contains any suggestions that come to mind during the process of reviewing their standards and documents. This may include recommendations for file organization, ways to use features in PowerDMS, and anything else that may make the AM’s job easier going forward. I include any typos found in directives, since there is no one out there who hasn’t “affected” something that should have been “effected!” This file is for the AM only; the content is only to help them. Sometime this file is empty, too.

At the exit interview with the CEO and staff, always make it a point to thank the CEO for the hospitality and assistance of the agency’s members in concluding your work as assessors. Recognize the contribution of your assessors, too. I allow each of my assessors to review their chapters and findings with the agency’s representatives; however, I retain responsibility for reviewing any public comment, corrective actions or non-compliance issues. To me, this is part of the role of team leader.

After the Assessment

Complete the final report as soon as possible. The FAO asks that all reports be submitted within three weeks. Once I’ve collected the names of all agency members interviewed, I send the list to the AM to review for misspelled names or errors in titles or ranks. Seeing their name in a final report can be a great way for the agency to get buy-in from their people; I don’t want a typo to affect that.

If you and your assessors have all written your notes in narrative format, composing the report should be a breeze (caused by the rapid movement of your hand doing copy and paste!). Once I have the draft together, I send the draft to each of my team members to review since I am not immune to typos or the copy and paste gremlin, either. Their input is key to getting the best final report to the Commission possible.

After the assessment, I write a thank you letter to the CEOs of my assessor's agencies. I consider this one of the most important things I do. I thank the CEO "on behalf of the "Commission" for allowing their person to act as an assessor. I recognize their contribution to the assessment. I hope this encourages both CEOs and assessors to continue to contribute to future assessments.

I hope I have given you some things you can incorporate into how you do assessments. Feel free to contact me with any questions or suggestions. We are always better at what we do the more we interact and share. Thank you and be safe!

CALEA



Vince Dauro
Regional Program Manager

During the COVID months most agencies were not able to complete required person-to-person training. This included things like firearms, baton, PPCT, and any type of hand-to-hand arrest techniques. In the CALEA world these are time sensitive and you may have fallen out of compliance. The commission understands, and we have been instructing agencies to put a note in the file stating that due to COVID you were unable to complete the required training on schedule and will complete it as soon as is possible. But now that we can work near each other, what do we do next?

Agencies must evaluate their training schedules and see if they can complete the training that they missed as soon as possible. If you are coming up on another iteration of the training, then you may have to just note that you are going to restart using your current training schedule. If you have just postponed it for a few months, then you may have to change your schedule to accommodate the new requirements. For example, if you usually do your baton training in January and you can complete it in June, then you may have to reset your calendar to do it in June next time. If you want to keep the same schedule, then you can do it again in January. The key to this is that any training can be done early, but do not set it to be done past the required time frame without something like COVID happening.

Now that COVID seems to be on the downswing, take a close look at all your time sensitive training opportunities that have been delayed. For all of you "obsessive/compulsive" accreditation managers, this has been a very tough time. We all know that the timeframes placed by a standard are very important in order to lower the liability that your personnel face when performing their day-to-day operations; however sometimes real life intervenes, and we have to adjust our thinking. Every first responder has been faced with new scenarios during the pandemic, and all of you have performed with the highest level of professionalism. Gaining and continuing accreditation is just a small part of the day-to-day operations needed to faithfully serve your communities. Training is just one part of this, but it is an important one.

As always, if you have questions about the application of any standard, contact your regional program manager.

Florida Accreditation Office



**Executive Director
Danielle Desilet Terrell**

Greetings from the Florida Accreditation Office –

The Florida Accreditation Office (FAO) has some exciting news and changes to share with the membership regarding travel, assessments, technology, and staff additions. As we transition back to normal operations, program managers are returning to in-person agency visits and training. Please reach out to your program manager if you'd like to request an agency visit.

Over the past year, agencies have been assessed using the Electronic Assessment Plan. This plan was created to accomplish the task of completing the assessment process without assessors being physically on-site while maintaining the integrity of the assessment. As a result of the pandemic, 120 assessments were conducted electronically.

The past year was a difficult one for our state and country. We not only battled and had to overcome the challenges of the pandemic, but there was also a renewed focus on the practices and standards of law enforcement. Through the Electronic Assessment Plan, agencies were able to continue to show they were meeting the highest standards of professionalism for the communities they serve. In these unprecedented times, agencies accredited in the state of Florida have continued to shine as nationwide leaders.

The Electronic Assessment Plan was necessary to get us through the past year, but I am happy to report that July and August assessments will be conducted in-person.

On the technology front, you will find this conference offers some additional viewing options for select classes and meetings. Please check the FLA-PAC agenda to see which classes and/or meetings are available for call-in or livestream. An added benefit to the movement into the virtual realm is that all future CFA/FCAC business meetings will be livestreamed. This will allow agencies to share the accreditation experience with their agency members back home.

The FAO welcomed Jennifer "Jennie" Christensen in April as a part-time administrative assistant. Jennie was previously employed at the Florida State University, Office of the Dean of Undergraduate Studies. Please be on the lookout for email and communications from her. Welcome to the team, Jennie! We are excited for what is on the horizon for Florida accreditation and we want to thank each and every one of you for playing a vital role in its success.

Danielle Terrell, Executive Director



Florida Accreditation Office (FAO) Recap of February 2021 Meetings

The Florida Corrections Accreditation Commission, Inc. (FCAC) met February 17, 2021 and the following agencies were awarded accredited status:

Excelsior

- St. Lucie County Sheriff's Office Department of Detention***
- Leon County Sheriff's Office Detention Facility**

Reaccreditation

- Brevard County Sheriff's Office Jail Complex
- Manatee County Sheriff's Office Central Jail

The Commission for Florida Law Enforcement Accreditation, Inc. (CFA) met February 18, and the following agencies were awarded accredited status:

Excelsior

- Alachua County Sheriff's Office****
- Leon County Sheriff's Office****
- Key Biscayne Police Department
- Manatee County Sheriff's Office****
- Sarasota County Sheriff's Office****
- Seminole County Sheriff's Office****
- North Port Police Department***
- Vero Beach Police Department*
- Volusia County Beach Safety Ocean Rescue*
- Wauchula Police Department***
- Winter Springs Police Department*

Reaccreditation

- Casselberry Police Department (revisit)
- Miramar Police Department (revisit)
- Tampa International Airport Police Department
- Broward Office of Inspector General
- Office of Early Learning, Office of Inspector General
- Chief Inspector General, Office of Inspector General
- Polk County Office of Inspector General
- Palm Beach County Office of Inspector General
- St. Augustine Beach Police Department
- Ponce Inlet Police Department
- Brevard County Sheriff's Office
- Sunrise Police Department
- Pinellas Park Police Department
- Marion County Sheriff's Office
- University of North Florida Police Department
- Walton County Sheriff's Office
- FAMU Police Department
- FWC, Division of Law Enforcement
- New Smyrna Beach Police Department
- Leesburg Police Department
- Sweetwater Police Department
- Escambia County Sheriff's Office
- Longwood Police Department
- Indian River Shores Public Safety Department
- Fernandina Beach Police Department

Initial Accreditation

- Miami Gardens Police Department

*Congrats to all
these accredited
agencies!!*

* Denotes number of times accredited with Excelsior status.

Panel Review Schedule

Florida Corrections Accreditation Commission (FCAC) Wednesday, June 23 at 8:30am EST



PANEL A

-
- Marion County Sheriff's Office Detention Facility****
- Sumter County Sheriff's Office Detention Facility***
- Clay County Sheriff's Office Detention Center**
- Lake County Sheriff's Office Detention Center

PANEL B

- St. Lucie County Pretrial Program (Initial)
- Jacksonville Sheriff's Office Department of Corrections****
- Osceola County Corrections Department **
- Pasco County Sheriff's Office Detention Facility

Commission for Law Enforcement Accreditation (CFA) Thursday, June 21, 2021 8:00 am EST



PANEL A

- Cocoa Police Department
- University of Florida Police Department
- Davenport Police Department
- Martin County Sheriff's Office
- Agency for Persons with Disabilities, Office of Inspector General (Initial)
- Groveland Police Department (Initial)
- Wildwood Police Department (Initial)
- St. Augustine Police Department (Initial)
- Department of Juvenile Justice, Office of Inspector General

PANEL B

- Gretna Police Department
- Palm Beach County School District Police Department
- Melbourne Police Department
- Winter Springs Police Department (revisit)
- Rockledge Police Department
- West Palm Beach Police Department
- Gulfport Police Department***

years



Criminal Justice Standards and Training

Chief Executive Seminar Class 54

The Florida Criminal Justice Executive Institute (FCJEI) is accepting applications for the 54th Class of the Chief Executive Seminar (CES). The CES is designed for the Head of agencies in the criminal justice field no matter how long they have been in their position (Chiefs, Sheriffs, Colonels of State Agencies, State Attorneys, etc.) and on a very limited basis, the 2nd in command of an agency.

The CES is delivered in three sessions, each emphasizing a different aspect of leadership. Topics include Strategic Leadership, Futures Forecasting, Succession Planning, Generational Differences, Social Media and several more. Small classes reflecting a broad spectrum of experience, professional disciplines and geographic distribution among participants makes this an exceptional and highly respected educational experience.

The CES will begin August 9th, 2021 in Tallahassee, Florida. For additional information, please contact the program administrator, Scott Granger at (850) 410-8391 or scottgranger@fdle.state.fl.us

Info Sharing

from 6 p.m. until 10 p.m.

Monday



*PAY IT FORWARD!
(In the jar)*

Tuesday

Remember to thank the AMAZING Stephanie!

FCAC Awards Night – Congratulations!!

Come and introduce yourself!



Wednesday



CFA Awards Night – Congratulations!!



AWESOME Music by DJ Just in all week!

Thursday

*PAY IT FORWARD!
(In the jar)*



Thank You Sponsors!

