

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington

EXECUTIVE BOARD MEETING
ALPEN ROSE INN | LEAVENWORTH, WA
SEPTEMBER 15, 2017 | 10:00 AM



President Brian Burnett called the Board meeting to order early at 9:50 a.m. There was a quorum present with the following Board members in attendance:

President Sheriff Brian Burnett, Chelan County	President-Elect Chief Ken Thomas, Kent PD
Vice President Sheriff John Snaza, Thurston County	Sheriff Bill Benedict, Clallam County
Sheriff John Turner, Walla Walla County	Chief Ronnie Roberts, Olympia PD
Sheriff Rick Scott, Grays Harbor County	Director Mark Couey, OIC, Criminal Investigations Unit
Chief John Batiste, WSP	Sheriff Brian Winter, Yakima County
Chief Steve Strachan, Bremerton PD	Chief Ken Hohenberg, Kennewick PD
Special Agent in Charge Jay Tabb, FBI	

The following WASPC staff were in attendance:

- Mitch Barker
- James McMahan
- Kim Goodman
- Mike Painter
- Ned Newlin
- Deb Gregory

May 23, 2017 E-Board Minutes

President Burnett called for a motion to approve the May 23, 2017 Executive Board meeting minutes.

Motion: Chief Ken Hohenberg moved to approve the minutes as written. John Batiste seconded. The motion to approve carried.

Finance & Personnel Committee Report

Financial Statements

Statements are located under Tab 7 of the board packets.

2017 is presented through June (50% of the fiscal year) compared with the full fiscal year of 2016.

- Page 1 – Statement of Financial Position

- No significant changes from report presented at our meeting in Spokane. Adequate cash on hand for operations.
- Page 2 – Statements of Activities and Changes in Net Assets
- Grants – revenues are on track. Timing is a factor when comparing to last year.
- Contracts – This category represents revenues received in 2016 from our contract with the False Alarm Industry.
- Sales & Other – The on-site mapping of new and remodeled school facilities was suspended in the first quarter of 2016 due to legislative cuts.
- Page 3 – Schedule of Functional Expense
- Salary and Benefits – While report shows we are at 38% of 2016, it is important to note the contract with the False Alarm industry was terminated Dec 31, 2016. When we remove these figures from 2016 and perform the comparison, our 2017 expenses are 51.8% of 2016.
- Non capital furniture and equipment – SECTOR equipment received through a grant with WA Traffic Safety Commission was reduced in FFY16 to \$40K. The program was not funded in FFY17.
- Miscellaneous – Credit card fees are included in this category. We have had \$8500 in fees so far this year compared with \$9200 for the entire year of 2016. Our conference exhibitors primarily pay with credit cards (roughly \$120K for booth fees and sponsorships). These expenses won't occur in the later part of our fiscal year.
- Expenditure list for the period 5/19/17 through 9/7/17 is also included under tab seven. Checks 38774 through 39200 totaling \$6,064,897.55.

Motion: Mark Couey moved to approve the Finance Report as presented. Chief Ken Thomas seconded. The motion to approve carried.

Investment Review

The Finance Committee met with representatives from Morgan Stanley (holders of WASPC's investment portfolio) on August 2. The advisors provided the group with an overview of the investment performance since inception in 2016.

The Finance Committee made the following recommendations to the Executive Board:

1. Recommend re-balance of current portfolio from conservative to moderately conservative strategy. This still is in line with the adopted WASPC investment policy guidelines.
2. Recommend investment of \$200,000 cash into Morgan Stanley account. This will be done in quarterly deposits to give consideration to market fluctuations.
3. Continue to have annual review of the investment portfolio by WASPC's financial advisor.

Motion: Chief Ronnie Roberts moved to approve the Finance Committee's investment recommendations. Sheriff John Snaza seconded. The motion to approve carried.

Travel Policy

The Finance committee reviewed and discussed the draft policy for Executive Board and Association Designee Travel.

The committee believes the presented policy encompasses the board requirements from our 2016 retreat and recommends adoption of the policy.

Sheriff Turner asked if the policy was clear enough to delineate that a direct payment was also an option. After further review, the Board tabled action on this policy until some refinements were made to the wording. It will be brought back to the Board at the November meeting in Chelan.

Professional Services Update—Mike Painter

Mike Painter provided a status report on activities he's conducted year to date. Mike considers 2017 in line with past years except for Executive Search Services. He has done 16 on-sites for accreditation including two jails. That will give us a total of three jails that have or will have accreditation. There are seven CALEA agencies with only two of those seeking WASPC accreditation status.

The Accreditation program is as strong as it has ever been. This is due in large part to the great up-front work being done by accreditation mentors and the work of volunteer assessors. Mike indicated that he has been approached by several tribal police agencies about the possibility of waiving some of our accreditation standards since compliance with the standards may place the tribe in violation of federal law or rules. One standard in particular that relates to compliance with the public records act is one of several of concern to tribal agencies that may wish to pursue WASPC accreditation. Discussion ensued by Board members regarding waivers of any accreditation standards, and particularly compliance with the public records act relating to whether a tribe could avoid compliance with the act because of a federal requirement(s), or if it is a discretionary decision by a Tribal Council. Several Board members indicated that it is their understanding that release of agency records is a Tribal Council's sole decision and discretion. Based on that information, WASPC's Board was adamant that our accreditation standards be adhered to fully. Consequently, there should be no changes, deviations or dilution of standards allowed absent state or federal law that would otherwise bind the tribal agency and conflict with the WASPC accreditation standards.

Mike Painter will discuss this with the Co-Chairs of the Professional Services Committee and will recommend to them, based on the Board's decision that waivers to the WASPC accreditation standards for tribal agencies not be allowed, absent clear legal authority, and the reasons why.

Chief Ronnie Roberts noted that there are agencies who aren't going through the accreditation process. It would be helpful to understand why. He suggested that Mike conduct a survey of those non-accredited agencies asking if/what the barriers are to getting accredited.

Action: Mike Painter to conduct a survey of non-accredited agencies to help in determining barriers to getting accredited.

It was further suggested that during the accreditation award ceremony at the fall conference banquet, that Chief Ken Thomas make a brief statement about his accreditation journey and the ultimate success he and his staff achieved by going through it.

Action: Chief Thomas will make a statement about his jail's accreditation process and his success during the accreditation awards ceremony at the fall conference banquet.

It was also recommended that if a one-pager hasn't already been developed to give to new Chiefs and Sheriffs about the statutory requirements their agencies are to meet, that one be developed and given at the assumption of the office. Mitch indicated that WASPC has a document already available.

Action: WASPC to provide new Chiefs and Sheriffs with a listing of the statutory requirements mandated for their respective agencies.

Jail Services Update—Ned Newlin

The Jail Services Liaison provides management consulting, networking, training, informational services, and technical assistance to our member jails. The Liaison assists the Professional Services Director with the Jail Accreditation and LEMAP programs; coordinates jail administration, health care and operations training; and provides subject matter expertise assistance to the Policy Director regarding legislation impacting our member's jails. Ned represents the membership by attending legislative task forces, work groups and other policy meetings affecting our member jails, while building a productive relationship between our jails and stakeholders.

Medicaid Suspension

Continuing work with the Health Care Authority (HCA) on SSB 6430, Medicaid Suspension through the policy and training/outreach work groups. Medicaid suspension for those incarcerated began on July 5, 2017. Suspension allows an individual to access Medicaid immediately after release from custody without reapplying, facilitating reentry.

Jail Training

Continued training coordination with partners, including WA Counties Risk Pool, National Institute of Corrections, DSHS Office of Forensic Mental Health Services, and the Health Care Authority for jail training. The following training events have been held in 2017:

- 1.) Corrections Legal Seminar, March 30-31, 2017 at the Lewis County Sheriff's Office, Carrie Hill and Elmer Dickens, Ethical Legal Survival Institute (ESLI).
- 2.) Gordon Graham's "Managing Risks in Your Jail Operations" Course -- May 4, 2017 at the Confluence Technology Center, Wenatchee (in-person for WCRP members) and via webinar (all others).
- 3.) Spring Conference Jail Training Session – Wednesday, May 24th, 2017. TOPICS??
- 4.) Pilot Jail Health Care Training – June 12-16, 2017 at WASPC, facilitated by Dr. Marc Stern and Ned Newlin. Attendees were: Cowlitz, Grays Harbor, Lewis, Mason, and Thurston County Jails and the Olympia PD Jail. Target audience: Jail operations policy maker and the health care policy maker from the jail. Training received high marks and plans are in the works for three (3) courses in 2018 (see #3 below).

Upcoming Training Events:

- 1.) Jails 201 – WASPC Fall Conference, Wednesday, November 15th in the Park Room.
Presenters: Mr. Andrew G. Cooley, Attorney, Keating Bucklin & McCormack, Inc., P.S. and Director Penny Bartley, CJM, SCORE Jail.
- 2.) Jail Suicide Prevention and Liability Reduction Workshop with Mr. Lindsay M. Hayes, Project Director, National Center on Institutions and Alternatives. December 12, 2017 at the CJTC, Room C-113. Mr. Hayes is a nationally recognized expert in the field of suicide prevention within jails, prisons and juvenile facilities. This is being hosted in partnership with WCRP and WCIA.
- 3.) Jail Health Care Training for 2018 dates of February 5-9 or 12-16, June 25-29, and September 24-29. The three areas being targeted are Spokane, Tri-Cities and Chelan.
- 4.) Jail Training at WASPC Conferences in 2018 TBD.

Regional Jail Meetings

- WWa Jail Administrators meet quarterly from the Western Washington area. The last meeting was on September 8th, 2017 at the WASPC Office.
- Still working with EWa jail administrators to get a similar group organized.
- Statewide Classification Meeting, August 21st, 2017. New grass roots working group formed by Director Curt Lutz, Chelan County Jail, to begin discussions on information sharing between classification units within jails.

WASPC/DOC Jail Information Sharing Workgroup

We have established an informal workgroup between our jails and DOC with the goal of enhancing health care information exchange. We have finalized a health care transfer form to provide continuity of care information when transferring individuals between jails and prisons in the state. DOC finalizing internal policies before roll out yet in 2017.

Sentencing Guidelines Commission

The Commission is coalescing around the following key concepts regarding any reform of adult felony sentencing.

- a. Enhance Judicial Discretion.
- b. Incorporate what has been learned about how the human brain develops over the transition from child to adult.
- c. Incorporate what what is known about how to change criminal behavior through RNR (Risk, Needs, and Responsivity).
 - i. In short, through careful analysis of an individual's risk to reoffend, determining the needs of the individual that must be met before we can reasonably expect behavior to change, and tailor the response to the offender's risk and needs to the extent possible, we can, in the aggregate, reduce criminal recidivism significantly.
- d. Process for review of felony sentences after conviction.
 - i. Necessary primarily for long sentences.

1. To address and reward an offender's efforts at rehabilitation.
- ii. Responsibility of the judicial branch.

The Commission continues to work on these types of policy recommendations regarding current sentencing structure in WA State.

WA Pretrial Reform Task Force

The Washington Pretrial Reform Task Force launched in June 2017 to review risk assessment and release practices and will work for approximately 18 months gathering data to formulate policy recommendations for expanding pretrial release. The Task Force was launched at the urging of the Washington State Superior Court Judges' Association, the District and Municipal Court Judges' Association, and the Supreme Court's Minority and Justice Commission. Ned attends these meetings as WASPC's representative.

Ned has attended the following conferences and trainings.

- Western State Sheriffs' Association, March 5-8 in Reno.
- American Jail Association, April 9-12 in Orlando.
- National Sheriffs' Association Annual Conference, June 23-28 in Reno.
- National Institute of Corrections, Chief Jail Inspectors Training, August 14-17 in Aurora, CO.

Update on Command Staff Training

In the past two years, WASPC has conducted two Chief and Sheriff 101 training sessions and three command staff 101 sessions. Mitch is currently working with the three risk management agencies to develop a Chief and Sheriff 201 training class that will be available in the March/April 2018 timeframe.

Approval of Corrections/Jail Managers Committee Charter

In 2015, the Board verbally approved adding a third Chair to the committee to include a Chief, a Sheriff and a Jail Administrator. The change updates the title of the committee to Corrections Managers and formally adds a Jail Administrator confirming the Board's verbal approval. The charter also states that the committee will meet every month. It has now been changed to say "may" meet monthly.

Also added was an item about making recommendations to the WASPC Accreditation Commission regarding updates of the Jail Accreditation Standards.

Motion: Sheriff Bill Benedict moved to approve the changes to the committee's charter. Sheriff John Turner seconded. The motion to approve carried.

Approval of Volunteer Administration Manager Committee Charter

The creation of this committee is a result of conversations Mitch Barker has had with Marjorie Trachtman of the Bellevue Police Department who handles management of volunteer groups for the police department. Marjorie has an informal group of other volunteer managers throughout the state and creation of this standing committee will formalize the group. It will give them a

central point of contact, to be able to share best practices and information for those who may wish to start a volunteer group and how to go about it.

Motion: Chief John Batiste moved to approve creation of this committee. Chief Ronnie Roberts seconded. The motion carried.

HB 1501 – Denied Firearms Update

HB 1501 requires that Federal Firearms Licensers (FFL's) report all denied firearms applications to WASPC. WASPC, in turn, cross matches it to the Victim Information Notification System and then forwards the information to the Washington State Patrol so they can forward it to their officers in the field.

The bill became effective before it was actually funded due to the lengthy legislative session and special sessions. The work to get a database up and running is done and FFL's have been notified of their responsibilities to report to WASPC. Several of the denials have raised red flags for WASPC so we asked our members if they wanted to be notified of all denials. To date, about 70 agencies have indicated they want to be notified. WASPC is now doing so. Law enforcement agencies can follow up on any of concern, but it is not a requirement.

Mitch asked Board members if they want to receive this report from Jamie Weimer, and haven't already notified her, to please let Jamie know and she will add them to the notification list.

WASPC Gene Cotton Award

The Gene Cotton award is for people who have provided substantial assistance to WASPC. The last one was presented six years ago to Governor Christine Gregoire who was always in support of law enforcement.

This year, Mitch and James McMahan are proposing to the Board that they recognize Representative Brad Klippert from Benton County with the Gene Cotton Award. Representative Klippert stands solidly in favor of law enforcement. He stands up for what's right, often at great cost to himself. He is very deserving of this award and it was recommended that WASPC present this award to him.

Motion: Sheriff Bill Benedict moved to award the Gene Cotton Award to Representative Brad Klippert at the fall conference in Chelan. Sheriff Rick Scott seconded. The motion carried.

Action: WASPC will have the appropriate plaque created for presentation.

External Communications

As discussed during the retreat session yesterday, it is Mitch's hope to talk to at least one more group. He will bring this item back to the Board for discussion and action at the fall conference in Chelan in November.

Executive Director Selection Update

The WASPC Executive Director Selection Committee met on September 13, 2017 review the list of candidates for the position. There are four applications. The Selection Committee will conduct

interviews on October 12, 2017 beginning at 12:00 p.m. In addition to the Selection Committee, any Board member who would like to participate is welcome.

Action: Please let Kim Goodman know not later than Friday, September 22, 2017.

State Budget Update

James McMahan and Kim Goodman provided an update on the state budget. There were four legislative sessions in all with final adjournment late on June 30, 2017 with a July 1, 2017 start date. While the legislature was faced with a number of significant fiscal challenges this year, WASPC came out ahead in the process. One new program was added that came with funding for 2.5 staff. We were also able to secure funding for the WAGang database. WASPC does continue to be limited to 1% overhead on the Sex Offender Notification program, and James is doing research to determine why.

For the 17-19 two-year budget, WASPC was provided with \$24.6M. Of that, \$20.7M is paid back to the members either through pass-through grants or vendor fees for statewide programs. It's a win-win – good for WASPC and good for members.

Membership Applications

The Membership Committee recommended a number of applications be approved.

Motion: Chief Ken Hohenberg moved to approve all applications as submitted. Mark Couey seconded. The motion to approve carried.

The next meeting of the Executive Board is November 14, 2017 at Campbell's Resort in Chelan.

The meeting briefly recessed 11:45 a.m. for an executive session to discuss a personnel matter.

The Board reconvened at 11:55 a.m. There being no further business to discuss, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Deb Gregory
Executive Assistant, WASPC