

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington

EXECUTIVE BOARD MEETING
CAMPBELL'S RESORT | CHELAN, WA
NOVEMBER 14, 2017 | 4:00 PM



President Brian Burnett called the Board meeting to order early at 4:01 p.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 Dusty Pierpoint, Lacey PD
Sheriff Rick Scott, Grays Harbor County	Director Mark Couey, OIC, Criminal Investigations Unit
Chief Steve Strachan, Bremerton PD	Sheriff Brian Winter, Yakima County
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

CALL TO ORDER

September 15, 2017 E-Board Minutes

President Burnett called for a motion to approve the September 15, 2017 Executive Board meeting minutes.

Motion: Chief Ken Thomas moved to approve the minutes as written. Sheriff John Snaza seconded. The motion carried.

REPORTS

Finance & Personnel Committee Report

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- Cash on hand adequate
- Investments - \$50K deposit was made first week of October as directed by the executive board at our recent retreat. Additional \$50K deposits will be made quarterly going forward.

- Prepaid expenses – Included here are the portions of the annual contracts applicable to 2018 for the Jail booking and reporting system, the Victim notification system, and the OffenderWATCH system (sex offender website/database)

Page 2 – Statement of Activities

- Grants – 2017 SECTOR grant was approximately \$120K less than 2016. Other changes include property crime grant in 2016 \$285K not continued in 2017. New in 2017, denied firearm purchase program, \$74K to date in 2017.
- Contract – 2016 figures include revenues (\$611K) from the false alarm contract which was terminated in December 2016. 2017 figures represent the gross revenue generated from the HCA jail data extract program.
- Sales & Other – CIPMS has had no booked revenue in 2017. This results in a \$61K and \$23K reduction respectively from 2016.

Page 3 – Schedule of Functional Expenses

- Salaries and benefits - removing the false alarm contract (\$611K) brings the change from prior year to a 78% difference. This small increase is attributed to the salary adjustments made in the last quarter of 2016.
- Professional fees – Fees for the Jail booking and reporting system, the Victim notification system, and the OffenderWATCH system (sex offender website/database) are paid in July annually. These are large contracts and skew the timing of the presentation of the 2017 figures.
- Grant awards – Address verification grants for the third quarter will be posted and paid in October/November (\$1.2M)
- Non-capital equipment – This is the SECTOR equipment purchased under our WTSC grant. The 2017 grant was a reduction from 2016.
- Travel expense decrease due to two training conferences conducted in 2016 and not in 2017; the 24/7 DUI monitoring summit and the RSO conference. Total expenses in 2016, \$11K and \$24K respectively.
- Miscellaneous expense change from 2016 due to increase fees for credit card transaction processing.
- Check register presented Sept 7 through Nov 11, 2017. Checks 39198-39388 totaling \$2,578,087.61

Motion: Director Mark Couey moved to approve the Finance & Personnel Committee report as presented. Sheriff Bill Benedict seconded. The motion to approve carried.

Medical allowance for WASPC employees

WASPC is not exempt from the rising premium increase trend. Because WASPC is not allowed to participate in the state benefit system, our group shops in the open market for available small group plans. Our 2018 rates were quoted with a 25% premium increase for employee/spouse and a 19% increase for other dependents. Currently we provide each employee with a monthly insurance allowance of \$730. We have not increased our allowance since May 2012.

The finance and personnel committee recommends raising the allowance to \$913 effective December 1. In conjunction with our annual budget preparation we will review and evaluate annual increases going forward.

Motion: Sheriff Rick Scott moved to approve the increase as presented. Chief Dusty Pierpoint seconded. The motion carried.

Procurement Policy Update

During WASPC's most recent audit, our auditors discussed with us the need to review our procurement policy to ensure it complies with the new federal regulations.

The finance and personnel committee reviewed the bid requirements for different purchases and recommend the following changes to the policy.

- Printing - Three bids are required for all printing expenditures exceeding \$5,000.
- Capital Purchases - Three bids are required for all capital purchases exceeding \$10,000.
- Inventory Purchase - Three bids are required for all inventory purchases exceeding \$10,000.
- Professional Services - Three bids are required for all professional service fees exceeding \$25,000 and will be evaluated every three years.
- Other - All other expenses exceeding \$10,000.

Motion: Sheriff John Snaza moved to approve the increase as presented. Chief Ken Thomas seconded. The motion carried.

Standing Committee Reports

Standing Committee reports will be given at the General Business meeting on Wednesday, November 15.

OLD BUSINESS

E-Board and Association Designee Travel and Expense Policy

The draft policy presented to the E-Board at the September 15, 2017 meeting in Leavenworth was updated with suggestions from Sheriff Turner. The Finance and personnel committee reviewed the changes and recommend adoption of this policy.

Motion: Director Mark Couey moved to approve the expense policy as revised. Sheriff Brian Winter seconded. The motion carried.

NEW BUSINESS

2018 General Fund Budget

The budget for discussion is the 2018 General Fund budget for WASPC operations that are non-state and non-federal funded. It includes the correctional options services program, accreditation and LEMAP, conferences, legislative support, dues, as well as other general WASPC operations. The finance and personnel committee reviewed the program budgets in their entirety and are presenting a summary of all programs for your consideration.

Operating Activities

- Monitoring - The budget includes an additional 3% increase in monitoring revenues for 2018. The Department of Corrections continues to be our largest customer, using COS services for their sex offender and supervised populations.
- Sales - During 2017 WASPC signed contract with Venutize (formerly Prepared Response) and developed a new method for performing the mapping of new and remodeled facilities. It is anticipated that a few schools/facilities will continue to request the traditional fee per square foot model, but the majority will opt for training and will map with school staff. WASPC will receive a fee to provide the training and review for data quality.
- Conferences – Attendee registration revenues have remained steady over the last few years. Growth has been in the sponsorship/exhibition area. The 2018 proposed budget includes additional growth of \$20K in sponsorships. The vendor exhibition grosses approximately \$80K. This helps to off-set the higher expenses. Providing the exhibitors with return on investment is important.
- Revenues for interest and gain/loss on investments have exceeded 2017 budget estimates. The 2018 proposed budget estimates that we will continue to see growth at the 2017 level.
- Other - During 2017, WASPC entered into an agreement with the Healthcare Authority to provide a jail data extract. The other revenue line item includes contract administration revenues for the HCA extract at \$20K and the annual WSSA admin agreement of \$5K.

Expenses

- Salary and benefit expense includes annual 3% merit increases for staff as well as adjustments for the additional FTE's added during 2017. An increase to the monthly employee benefit allowance is also included in this proposed budget.
- Professional Fees reduced \$50K in 2018 as a result of the revamped critical incident mapping methods.
- Travel expense – Increased to address the recently adopted executive board or association designee travel policy
- Repair and maintenance – Increased this category in anticipation of additional expenses to our facility (HVAC, painting, etc.)
- Miscellaneous - Fees for credit card transactions increased in 2017. WASPC does not pass this fee on to the card user. The majority of credit card fees are incurred in the spring when exhibitors pay for their display booths. There are also many members and agencies who pay for conference fees and dues. Fees are based on transaction amount. Finance staff will evaluate ways to minimize these expenses.
- Workshops - Holding our spring conference at a large convention center is more expensive than holding it at a hotel property. Staff will evaluate conference center and catering contracts to explore ways to save money without compromising the attendee experience.
- State funding shortfall – As a result of a re-negotiation of our mapping contract and an additional infusion of funding to the program, we are able to remove this line item in the 2018 budget.

Motion: Sheriff Rick Scott moved to approve the 2018 General Fund budget as presented. Sheriff John Turner seconded. The motion carried.

Accreditation Commission Recommendations for Agency Accreditation

Mike Painter met with the Accreditation Commission earlier in the day who approved eight agencies for accreditation as follows:

- Edmonds Police Department
- Hoquiam Police Department
- Sumner Police Department
- Chehalis Police Department
- Lynnwood Police Department
- University of Washington
- Clallam County Corrections Facility
- City of Kent Corrections Facility

Mike noted that all agencies did an excellent job.

Motion: Sheriff John Snaza moved to approve all agencies as presented for accreditation. Sheriff John Turner seconded. The motion carried.

2018 Legislative Agenda

James McMahan presented two items to the Board that have been recommended by the Legislative Committee constituting the 2018 legislative agenda. Those are:

Mental Health Field Response

Though having a mental illness is not illegal, law enforcement officers continue to be the “solution” sought for those who are experiencing a mental health crisis. Without an effective state mental health system, LE officers will continue to be forced into violent confrontations with the mentally ill, and local jail beds will continue to be filled with those who suffer from mental illness.

Washington State should develop the capability to have qualified mental health professionals, trained to assist those in a mental health crisis, capable of responding to assist a person in crisis 24 hours a day, 7 days a week. While a LE presence may continue to be necessary for safety reasons, a person in crisis deserves to be helped by a trained mental health professional.

Admissibility of Tribal Records and Proceedings

Washington State law allows records and proceedings from federal courts, and courts from other states and territories to be admitted into state courts, but there is no provision in current law to allow tribal records and proceedings to be admissible in state court.

Washington should allow tribal records and proceedings to be admissible in state court. Prosecutors would still be required to show that the records are authentic, and that any prior conviction is comparable to its counterpart in the RCW.

Motion: Chief Dusty Pierpoint moved to recommend to WASPC membership that the 2018 Legislative Agenda be approved. Chief Ken Thomas seconded. The motion to move the agenda to the full membership for approval at the General Business meeting carried.

PSEA

Sheriff Turner asked what the status of this issue is. James McMahan responded that the conversation died during the last legislative session once Initiative 940 was certified. Legislators have determined they will not bring this measure forward again. Sheriff Turner believes more discussion needs to occur.

Armed Forces Benefit Administration

Jim Eskridge from the Armed Forces Benefit Administration (AFBA) recently came to Chelan County and presented information on who they are and what they can offer. Jim approached Sheriff Burnett with a request that they have a few moments to address the WASPC membership at the spring 2018 conference in Spokane. It was recalled that Joanne Foreman from AFBA presented to the Chiefs and Sheriffs at the May 2017 conference. Staff will add this item to the list of potential presentation topics for discussion as WASPC begins to look at speakers and presentations for the spring 2018 conference.

Approval of Membership

Chief Chuck Spoor of the Membership Committee provided a list of membership applicants that have been reviewed and approved by the Membership Committee. The Committee is recommending approval by the Executive Board.

Motion: Chief Dusty Pierpoint moved to approve the list of membership applications as submitted by the committee. Sheriff Bill Benedict seconded. The motion carried.

2018 Executive Board Meeting Schedule

The Board reviewed the list of proposed meeting dates for 2018 as follows:

- January 16, 2018 – WASPC Office, Lacey
- March 13, 2018 – WASPC Office, Lacey
- May 22, 2018 – Spokane Convention Center (in conjunction with spring conference)
- September 13-14, 2018 – Board Retreat in Leavenworth, WA
- November 13, 2018 – Campbell's Resort, Chelan (in conjunction with fall conference)

Motion: Sheriff John Snaza moved to approve the list as proposed. Sheriff Rick Scott seconded. The motion carried.

The Board recessed at 4:40 p.m. to go into executive session to discuss a personnel matter. They reconvened at 4:50 p.m.

Motion: Sheriff Bill Benedict moved to approve the contract for the new WASPC Executive Director as proposed. Sheriff John Snaza seconded. The motion carried.

President Burnett expressed his excitement at having Chief Steve Strachan accept the position as WASPC's new Executive Director effective January 1, 2018. The Board is looking forward to working with him and what he will bring to WASPC going forward. At the same time, the Board expressed sadness at having to say farewell to Mitch Barker as he prepares for retirement, and wishes him and his wife Linda the very best and appreciates his friendship, and all of the things he has accomplished in his six years with WASPC.

With there being no further business to discuss, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Deb Gregory
Executive Assistant, WASPC