



EXECUTIVE BOARD MEETING
ALPEN ROSE INN | LEAVENWORTH, WA
SEPTEMBER 13, 2019 | 8:30 AM

CALL TO ORDER

President John Snaza opened the meeting at 8:56 AM. There was a quorum present with the following Board members in attendance:

Past President Ken Thomas, Des Moines PD	President John Snaza, Thurston County Sheriff's Office
President-Elect Craig Meidl, Chief, Spokane PD	Sheriff Bill Benedict, Clallam County
Sheriff James Raymond, Franklin County	Mitzi Johanknecht, Sheriff, King County
Chief Steve Crown, Wenatchee PD	Treasurer, Chief Brett Vance, Montesano PD
Chief John Batiste, Washington State Patrol	Chief Rod Covey, Port of Seattle PD
Chief Steve Crown, Wenatchee PD	Vice President Sheriff Rick Scott, Grays Harbor County Sheriff's Office
Special Agent in Charge Ray Duda, FBI Seattle	

The following WASPC staff were in attendance:

- Steve Strachan
- James McMahan
- Kim Goodman
- Mike Painter
- Deb Gregory

The following guests were in attendance:

- Barbara Smith, GreatWork Communications
- Derek Zable, CJTC

WAGang Database

WASPC has been communicating with Chief Thomas as our liaison on the WAGang Task Force regarding the database. The issue is that the database is being viewed as a product of WASPC. WASPC doesn't own this data nor does it manage the data. WASPC wants to ensure it is conforming with best practices. We have been working with WSIN, Chief Thomas and others to make sure that the language for the procedures and policies doesn't create additional liabilities for WASPC. Included in the Board's packet was a draft of the current policy as rewritten. WSIN will be organizing a conference call in the next several weeks to discuss the proposed changes to the policy document. They will be working through some of the complexities around this database.

APPROVED 11/19/2019

Martin v Boise Amicus Brief

In an email sent to the Board last week, Steve asked for the Board's approval to sign onto an Amicus Brief in support of the City of Spokane in the Martin v Boise matter. The International Municipal City Attorneys are the author of this Amicus. The City of Boise, Idaho and the City of Spokane are also involved. The Washington State Sheriffs' Association has also indicated their support. There is no additional financial responsibility involved for WASPC by supporting this brief. Steve will keep the Board apprised as this matter moves forward.

2019 WASPC Fall Conference

Steve noted that this will be our last year in Chelan as we've outgrown the space. The following two fall conferences will be held at Skamania Lodge in Stevenson, Washington.

On Monday evening at the fall conference, we will again do a new Member/First Time Attendee dinner. Steve encouraged Board members to attend to welcome new members. We are again this year extending an invitation to Life Members to join us for the Wednesday evening banquet. We've gotten a very positive response for doing this. We are also doing a standing invitation to the Governor, the Attorney General, and our state's two Senators to attend and speak briefly at both the fall and spring conferences.

Steve highlighted each of the sessions for this year's conference including some of the training sessions that have been lined up.

Use of Force Data Collection

WASPC has been discussing this issue at each opportunity to encourage our law enforcement agencies to sign up and participate in this effort. It's a simple form to complete. It is in our interest to encourage the use of this program, or we may be mandated to do so from other sources that may not be in our best interest. If any Board member has questions about this, please contact Joan Smith at the WASPC office (jsmith@waspc.org). In addition, we will re-send guidance on how to go about signing up.

Approval of 5/21/2019 Minutes

President Snaza asked for a motion to approve the minutes from the 5/21/2019 Executive Board meeting. **It was moved by Chief Ken Thomas to approve the minutes as submitted. Chief Brett Vance seconded. The motion to approve carried.**

Executive Board Chief At-Large Position Vacancy

President Snaza recommended that the Board approve the appointment of David Trujillo, Director of the Washington State Gambling Commission, to fill the unexpired term created by Mark Couey's resignation to take a new position with the Des Moines Police Department. The term expires May 2021 and Director Trujillo will be eligible to seek a second full term at that time.

It was moved by Chief Ken Thomas to approve President Snaza's recommendation to appoint Mr. Trujillo to the Executive Board to fill the unexpired position. It was seconded by Sheriff Rick Scott. The motion is approve carried.

Finance & Personnel Committee

WASPC Grants Committee Requests:

The WASPC Grants Committee received grant requests from two agencies:

1. Okanogan County Sheriff's Office
2. Arlington Police Department

Both agencies have requested support to conduct a LEMAP.

The 2019 budget has up to \$30,000 available for WASPC grants. To date, \$12,000 in grants have been approved by this committee and the WASPC Executive Board.

The Grants Committee, along with the Finance Committee, recommend approving these grants up to \$4,000 each.

Audit Report

Our 2018 audit has been finalized. There were two findings identified on the Single Audit.

2018-001 relates to the preparation and presentation of the Schedule of Federal Awards (SEFA). The 2018 Project Safe Neighborhoods (PSN) grant is categorized as a research and development grant. The appropriate presentation for this on the SEFA is in a separate cluster and not with the 2017 PSN grant expenditures.

2018-002 also relates to the R&D designation. The sub-recipient of the 2018 PSN funding was not made aware of the R&D designation.

A correction plan has been submitted for both findings and no further action is required.

Financial Statements Presented Under Tab 5

Statements are presented through June 30, 2019 compared with all of 2019.

Balance Sheet (Page 1)

Cash on hand continues to be adequate for operations.

Investments – Year to date, we have contributed \$100K into our investment account. As approved, we will continue to deposit \$50K per quarter.

The Finance Committee received an account review from our investment advisor in late July. We are in the process of drafting changes to our investment policy in line with suggestions from the committee following review. We will bring the draft to the executive board at the November.

Statement of Activities (Page 2)

Sales/Other – 2018 critical incident mapping revenue was approximately \$107K billed mostly in the last quarter of the year. To date in 2019, we have collected \$13K.

Dues – All active dues are billed in January. Thus, our dues revenue is mostly realized in the first quarter of the year.

Conferences – Similarly to dues, our spring conference is expected to generate revenue (mainly through sponsorships and the vendor exposition) that will allow us to break-even at our fall

conference. The support we receive from the exhibitors and sponsors is a critical factor in us keeping our conference registration fees low.

Statement of Functional Expenses (Page 3)

Cost of goods sold – This increase is primarily due to the additional shipping fees for the electronic monitoring equipment. Revenues are at 57% of 2018 and this increase directly correlates to the increased cost of goods sold and monitoring expenses.

Repair and maintenance – Upgrade of our access control systems completed in 2019. Approximately \$12K.

Approval of Disbursements (Page 4-9)

Disbursements for the period May 16, 2019 through September 9, 2019 are presented under Tab 5.

Check 41085 through 41513 totaling \$7,298,488.29.

Sheriff Rick Scott moved to approve the Finance & Personnel Committee report as presented, including the Grants Committee requests, the Financial Statements, and the approval of disbursements. Sheriff Mitzi Johanknecht seconded. The motion carried.

Legislative Committee Update

The Legislative Committee met on September 12, 2019 to review potential legislation for the 2020 session and are recommending the following bills be approved by the Executive Board to forward to WASPC's membership at the General Business Meeting during the fall conference in Chelan thi November. Those bills are:

1. Require that any person who files a declaration of candidacy for the Office of Sheriff must either hold a certified peace officer license or have a letter from the CJTC that he/she would be granted an administrative waiver if elected.
2. Shorten the period of time that the state has to commence BLEA training for a newly hired law enforcement officer from 6 months to 2 months.
3. Remove provisions in the automated traffic safety camera and the automated toll enforcement camera statutes that prohibit using photo enforcement information in any court proceeding.
4. Require that corrections officers be certified (and de-certified) in a manner similar to that for peace officers.

Sheriff Bill Benedict moved to approve the four bills for presentation to the general membership at the fall conference. Chief Ken Thomas seconded. The motion carried.

Approval of Membership Applications

WASPC's Membership Committee submitted the latest list of membership applications for the Board's review and approval. All member applications have been endorsed by their sponsors.

Sheriff Bill Benedict moved to approve the applications as submitted. Sheriff James Raymond seconded. The motion carried.

Executive Session

The Board adjourned briefly to go into Executive Session to discuss a personnel matter at 9:38 AM. The Board reconvened at 9:43 AM.

President Snaza moved to approve the employment contract for Steven D. Strachan as WASPC's Executive Director and extend the next contract to three years from the current two years. Sheriff Bill Benedict seconded. The motion carried.

The next meeting of the Executive Board will be November 19, 2019 at Campbell's Resort in Chelan, Washington.

There being no further business to discuss, the meeting adjourned at 9:46 AM.

Respectfully submitted,

Deb Gregory
Executive Assistant