

**Executive Board Meeting Minutes  
June 5 - 6, 2018  
Courtyard Marriott, Walla Walla**

ATTENDEES

President - Jeanne Johnson Jacobs	Ex-Officio – Joan Smith
1 <sup>st</sup> Vice President - Lezlie Arntz	Training Chair – Chris Leyda
2 <sup>nd</sup> Vice President – Sara Fitzgibbons	Director – Cathy Munoz
Treasurer – Julie Ubert – Absent	Director – Rana Hoover
Secretary – Lisa Edlin	Director – Joshua Rees

Tuesday, June 5, 2018

8:00 AM President Jeanne Johnson Jacobs called the meeting to order.

Called for additional agenda items.

- Lezlie Arntz requested to reassign emails/questions sent through the LEIRA website.
  - Lisa Edlin volunteered to assist with the emails and Cathy Munoz rerouted the emails to Lisa Edlin.
  - Revisit the Work Flow with registration & accounting.
    - Lezlie A., Chris L. & Julie U. will meet and discuss work flow.
  - Lezlie brought up concerns about upcoming Conference and should we consider moving the dates until Fall when we might be better equipped with a signed contract in place. Cathy M. shared same concern.
  - The board discussed changing the dates and were set for September 23-26, 2019 pending signed contract.

Treasurer's Report See attached report electronically submitted by Julie Ubert.

- \$104,443.68
  - Checking \$63,338.40
  - Pending Deposits \$816.03
  - Savings \$40,279.25
- Lezlie A. motioned to accept the Treasurers report and Josh R. second the motion and motion carried.

Jeanne Johnson Jacobs reviewed the 2018 per diem rates and recommended the expense sheets be emailed or sent to Julie Ubert.

Cathy M. motioned to accept the Executive Board minutes for the January 16, 2018 at WASPC in Lacey, WA and Sara F second the motion and the motion carried.

## Agenda Items

### JLARC – (Joint Legislative Audit & Review Committee) – Cathy Munoz

- Cathy presented a proposed change to protect the privacy of child victims of sexual assault and is attending the committee meeting to submit the proposal.
- Discussed the mandates for Public Disclosure Records.

### WASPC Conference – Jeanne Johnson Jacobs

- Jeanne J. discussed some of the topics at the WASPC Spring Expo/Conference.
- Jeanne shared information on one of the topics relating to Peer Support; Staying Cool in the “Hot Seat” training by Candace Belair.
- It was communicated with the group about our growth within LEIRA, upcoming Regional training and the Conference in 2019.
- List of all the bills that passed last session (See attached)
- Discussion about the DOL removing the social security numbers from their returns. Joan Smith mentioned that WASPC is doing some additional research and communicating the importance of keeping the social security numbers. (I may have misunderstood this???)

### Meeting Minutes from January 16, 2018

- Minutes were reviewed, and corrections were made.
- Motion to accept the minutes with corrections and? seconded and motion carried. (I don't have in my notes who the motions were from?)

### LEIRA Database

- Lezlie A. made a copy of the LEIRA database and uploaded it to the OneDrive.
- Discussions regarding about a new database for LEIRA.
- Sara F. reached out to Member clicks and a conference call has been lined up for Monday, June 11, 2018.
- Discussions of the workflow, training certificates and accounts receivables. The conclusion was Lezlie A and Chris L. will have a conference call with Julie U.

### 2018 Regional Training

- Chris L. gave an update on the trainings and progress made on the upcoming trainings.
- Chris L notified the board that she will be going to Command school for 10 weeks and will not be available. Sara F. will be stepping up to assist Chris L. with the Training Committee.

### Flash Drives

- Discussion about using flash drives in lieu of CD's for training. The board has decided that we will continue using the CD's and will use the flash drives for the upcoming conference as a swag item.

## 2019 Fall Elections for Executive Board

- Jeanne Johnson Jacobs announced that several positions on the board will be open and if you are interested it must be submitted in writing.
- Discussion regarding next year's board included; Julie Ubert announced she will be resigning as Treasurer at the end of this term. Lezlie A. will be running for the President position; Josh R. considering running for 1<sup>st</sup> Vice President; Sara F. will continue as 2<sup>nd</sup> Vice President, Lisa E. will continue as Secretary, Cathy M., Rana H. will continue as Directors, Chris L. will continue as Training Chair and Sara will assist her while she is on leave for Command School.
- Lezlie motioned to accept Bobbi Romine's resignation and Rana H 2<sup>nd</sup> the motion and motion passed.

## Bi-Laws

- Sara F. inquired about the possibility of changing the Bi-laws to accommodate an agency that might want to nominate two positions on the board. Cathy M. explained the justification behind the Bi-laws and why they are put in place.

Break for Lunch 11:55am. - 1:00pm

## 1:00- Tour of Marriott Courtyard- Walla Walla for potential Conference site

- The tour of the Marriott revealed the hotel did not have enough training rooms to accommodate our conference needs.
- Sara F. scheduled a tour for 9:30am on June 4, 2018 at the Marcus Whitman Hotel.

Discussions continued about 2018 training and potential other training in 2019.

- Chris L. & Sara F. continue to work on a potential Court Order class for Ellensburg.
- Lisa E. from Oak Harbor volunteered Oak Harbor for a Beginner & Advanced PDR Class in February 2019 and Lezlie A. volunteered to have the same class in Spring 2019 in Kennewick.

## 3:00 – Visit Walla Walla – Daylon Gibbard

- Daylon gave a brief presentation on activities offered in the area for our conference attendees and agreed to attend the Whitman Tour with us tomorrow.
- Some of the ideas included a Prison Tour, After hours private dinner/wine tour and Art walks.
- He also mentioned he could provide swag bags with tourism information to our attendees.

Meeting adjourned at 4:05pm

June 4, 2018 Meeting started at 8:30am-9:30am

- Sara F. gave an update on her attending the CJIS Records class and encouraged the board to continue attending these to promote LEIRA.
- Sara F. researched and got a quote from the DOC for material and the banner quote is \$48 and moving forward with the purchase.
- Scheduled our Executive Board meeting for October 16-17<sup>th</sup> and location TBD.
- Rana H. will look for a location to hold the meeting in the Issaquah/Snoqualmie area.

9:30 am Tour of the Marcus Whitman

- The tour was determined that the facility would be suitable for our conference and the hotel staff would email a proposal to Cathy M.

Meeting Continued at 10:11am

- Patty Blakely & Dana Hood with Walla Walla Police Department attended the tour at the Marcus Whitman and agreed to be our Host agency and our onsite communication for our 2019 Conference.
- Josh Rees agreed to be the Liaison between the host agency and the Board.
- Discussion of increasing the conference price based on the final contract TBD.
- Joan S. will look for the LEIRA conference binder.
- Continued discussion of upcoming training ideas for future trainings and upcoming conference.
  - Protection Orders, Order to Surrender (OTS), ERPO & Post Conviction.
  - Public Disclosure Request
  - Leadership
  - Property & Evidence
  - Legislature Changes
  - NICS
  - Panel Training
  - Resources/List Serv Groups
  - Records staff testifying in Court

Sara F. motioned to accept the contract pending review and meets the boards expectations. Cathy M. 2<sup>nd</sup> the motion and motion passed.

Cathy motioned to adjourn the meeting at 11:08am and Lezlie 2<sup>nd</sup> motion. Meeting adjourns.