



# Law Enforcement Records and Information Association

## Executive Board Meeting Minutes

<b>Date</b>	<b>March 22, 2023</b>	<b>Online</b>
<b>Time</b>	<b>1000-1200</b>	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 <sup>st</sup> Vice President	Candice Mauracher		Advisory Positions	Members in attendance
<input type="checkbox"/>	2 <sup>nd</sup> Vice President	Amanda Towle - <i>Excused</i>	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Candice Mauracher
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input type="checkbox"/>	Committee Chair (Legislative)	Jeanne Johnson-Jacobs
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input checked="" type="checkbox"/>	Committee Chair (Bylaws)	Cathy Munoz
<input checked="" type="checkbox"/>	Director	Megan LeBlanc	<input type="checkbox"/>	Committee Chair (Prop/Evidence)	

**1) Call to order – Cathy Munoz @ 1004**

**2) Attendance – Cathy Munoz**

**3) Call for Additional Agenda Items – Cathy Munoz**

**4) Secretary Minutes – Heather Ging**

- a. Approval of minutes from February 2023 E-board meeting
  - i. Kirsty Jones makes a motion to Approve the February 2023 E-board meeting minutes
  - ii. Megan LeBlanc seconds the motion
  - iii. Motion passes, February 2023 E-board meeting minutes approved
  - iv. **Heather will post on website**

**5) Treasurer – Ilia Heath**

- a. 1<sup>st</sup> Quarter Report

- i. Shared at February 2023 E-board meeting – accounts good and healthy
- b. MemberClicks Cost Increase – In June increases from \$4,630.50 to \$5, 556.60 annually.
  - i. Already budgeted for
- c. Per diem language change?
  - i. Federal vs. WA per diem rates, which to use for E-Board business
  - ii. **Tabled until next meeting – Ilia and E-board will look into differences and discuss next meeting**
- d. Reimbursement form update
  - i. **Form to be updated to a fillable form and will include language about which per diem once decided at next meeting**

## 6) Old Business

- a. Committee updates
  - i. Legislative – Jeanne Johnson Jacobs
    - 1. 1<sup>st</sup> Quarter Report
    - 2. Jeanne absent – Cathy advised no new updates – Jeanne is working with committee member to train them so they could possibly take over as chair
  - ii. Memberships – Kirsty Jones
    - 1. Membership is good and healthy
  - iii. Training – Heather Ging
    - 1. PRA Beginner / March 1 @ 0900-1700 / Online / (Proctor) Cathy Munoz & Julie Ubert
    - 2. IAPE / April 11-12 / Marysville – Advertising Only
    - 3. IAPE Supervisor / April 13 / Marysville – Advertising Only
    - 4. PRA Advanced / May 8 @ 0900-1700 / Online / Karen Horowitz – Proctor Cathy Munoz
    - 5. De-Escalation – April-June/ 2-3 hours/ Kirkland PD MHP Renee Cox and Ofc. Tyler Davidson – Proctor Heather
    - 6. Evidence Management Institute – Kirsty/Cathy – No new information
  - iv. Bylaws – Cathy
    - 1. Discussion of SR 14 and SR 30 for conference scholarship and giveaways
      - a. SR 13 – Heather Ging makes a motion to remove SR 13, Kirsty Jones seconds. Motion passes to remove SR 13.
        - i. **Cathy will update**
      - b. SR 14 – No updates – will remain as is
      - c. SR 30 – No updates – will remain as is
  - v. Conference Chair Candace
    - 1. 2023 Conference Committee update – Candice Mauracher
    - 2. General update – Candice Mauracher
    - 3. Training - Kirsty Jones
    - 4. Registration – Cathy Munoz
    - 5. PR – Heather Ging
    - 6. Sponsors – Lisa Edlin

7. Scholarship Award – Cathy Munoz

- a. All scholarship applications will be provided to voting board members after the applications are submitted April 12.
- b. All voting board members need to be ready to report their rankings.
- c. Future Criteria needed to be put in writing.
  - i. **Tabled for future meeting**

vi. Property/Evidence– Cathy Update on recruiting

- 1. **Will continue to brainstorm and work on recruiting**

b. Future Conference – Cathy Munoz/Amanda Towle

- i. Rana Hoover from Pacific tentatively will be Conference Chair

c. New LEIRA Coin – Cathy Munoz

d. Lunch with LEIRA – Megan LeBlanc

- i. Instructors for the rest of the year filled except one spot – would like an evidence topic – maybe Heather on Gun Buybacks

**7) New Business**

a. Request for Body Worn Camera Training – Megan LeBlanc

- i. **Kirsty and Megan will discuss more**

b. May and June Meetings – adjust or cancel?

- i. Will combine May and June meetings and schedule for June 1<sup>st</sup> at 10am

**8) Meeting Adjourned @ 1111**

- a. Lisa makes a motion to adjourn meeting
- b. Ilia seconds the motion
- c. Motion passes



## LEIRA March 2023 Training Report

Courses	Date	Registered	Attended
Intro to Public Disclosure	March 1	44	42

### Upcoming Course

Course	Date
Advanced PDR	May 8
De-Escalation	May 10
2023 LEIRA Conference	October 3-5

### 2024 Training Plans

Upcoming Courses	Dates	Trainer(s)
Intro to Public Disclosure		Cathy Munoz and Julie Ubert
Advanced Public Disclosure		Karen Horowitz
CSI/Evidence		

# LEIRA 2023 CONFERENCE

REGISTRATION IS OPEN!

OCTOBER 3 - 5, 2023  
SEMAIHMUO RESORT  
BLAINE, WA

## About

LEIRA's biannual conference will be held at Semiahmoo resort this fall in Blaine, WA! We will have 2 1/2 days full of training, gatherings, raffles, and more!

## Hotel

Stay onsite at the Semiahmoo Hotel. Rooms will be \$199/night with a reduced nightly resort fee of \$15. Rooms are limited. Semiahmoo is accepting reservations now! Book your room here and use code 27281C or call Semiahmoo @ 360-318-2000 and ask for the 'LEIRA Fall Conference' rate.

## Pricing

Make sure not to miss out on our early bird pricing and get your registrations in by June! Additional details for 1-day pricing, or guest tickets can be found on our website. Full conference registration pricing will be:

Members:  
Early Bird...\$400      Regular...\$450

Non-Members:  
Early Bird...\$450      Regular...\$500

[Contact Us](#)

[www.LEIRAWA.org](http://www.LEIRAWA.org)





# LEIRA 2023 CONFERENCE

## *Trainings*

Over 16 hours of training will be available at the conference. There will be 3 training tracks offered - Leadership Development, Property/Evidence, and Records.

Participants can choose courses from any track during registration. Below are the titles of the courses offered. For descriptions about each course, please see the conference page on the LEIRA website for more information.

## *Leadership Development Courses*

- Workplace Civility - Presented by Michelle Bennett, M3 Academy
- Building Your Leadership Toolbox - Presented by Michelle Bennett, M3 Academy
- Preparing for PRA Litigation - Presented by Mike Sommerfeld, Pierce County Prosecutor's Office
- Leadership and Accountability in Law Enforcement Support Services - Presented by Jeffrey Beazizo, Lake Stevens PD
- Employee Evaluations, Coaching & Counseling - Presented by Janet May, Sound Employment Solutions
- Resolving Conflicts & Managing Difficult Conversations - Presented by Janet May, Sound Employment Solutions

## *Property/Evidence Courses*

- Property and Evidence Management 101: Back to Basics - Presented by Shannon Turner, FileOnQ
- Evidence Best Practices Panel - Presented by Shannon Turner from FileOnQ, Heather Ging of Kirkland PD, Emily Cain of Battle Ground PD, Erica Meeks of Lakewood PD
- Evidence Retention/Disposition - Presented by Ed Claughton, PRI
- Accreditation, Audits, & Inventories for Evidence - Presented by David Doll, WASPC and Kirsty Jones, Whatcom County Sheriff's Office
- Property/Evidence Packaging - Presented by Amity Locken, WSP



# LEIRA 2023 CONFERENCE

## Records Courses

- Disaster Preparedness/Recovery - Presented by Leslie Turner, FreeDoc
- Managing LE Records for the Future - Presented by Leslie Turner, FreeDoc
- BWC Best Practices Panel - Presented by Morgan Damerow from the Attorney General's Office, Mike Smith - Counsel for Tacoma PD, and Mandi Caldwell of Whatcom County Sheriff's Office
- PRA Expert Panel - Presented by Morgan Damerow from the Attorney General's Office, Mike Smith - Counsel for Tacoma PD, Mike Sommerfeld of Pierce County Prosecutor's Office, Cathy Munoz of City of Cheney, Julie Ubert of Lake Stevens PD and Jeanne Johnson Jacobs of Everett PD and Snohomish County SMART
- Sealing/Expunging Records - Presented by Julie Ubert, Lake Stevens PD
- Accreditation & Audits for Records - Presented by David Doll, WASPC and Cathy Munoz, City of Cheney

## Gift Baskets

Do you like prizes? Of course you do! A fun little treat that LEIRA is known for at their conferences is the Gift Basket Giveaway! At every LEIRA conference, we ask attendees to get together with others from their agency who are also attending, to brew up a gift basket idea and bring it to the conference. Donated baskets will be given away to lucky winners through a ticket drawing. Every attendee has a chance to win a basket through this drawing!

Need Ideas? Not sure what we mean by a gift basket? A gift basket is usually a cellophaned wrapped gift in a basket. Inside can have pretty much anything! It could be snacks, little fun gifts, or swag from your agency. We have had a range of great, creative baskets throughout the years. Some examples include:

- Movie Night - included movie snacks and a gift card to a theater
- Wooden Homemade - Included handmade wood cutting boards, and kitchen utensils
- Relax - Included candle, Bath Items, Face Mask, Chocolate
- Local - Included items found locally to the agency, and agency swag

Don't have a gift basket? No problem! Be creative! Use a box, and arrange it like a basket.



# LEIRA 2023 CONFERENCE

## Training Sponsorships

The Washington Counties Risk Pool (WCRP) and Washington Cities Insurance Authority (WCIA) are proudly sponsoring two of our training instructors for this year's conference! Wait! There's more! WCRP and WCIA are providing different opportunities for registration reimbursement. Interested? Keep reading.

- Washington Counties Risk Pool (WCRP)

Washington Counties Risk Pool (WCRP) members are eligible for one reimbursable scholarship per member county to cover the cost of a single registration, up to \$500. Travel costs are not included in the offer. Those wishing to take advantage of the reimbursable scholarship offer are asked to contact your county Risk Manager. To learn if your employer is a member of the WCRP or if you have questions about WCRP's Scholarship program, please contact [MemberServices@wcrp.wa.gov](mailto:MemberServices@wcrp.wa.gov).



Washington Counties Risk Pool  
Created by Counties for Counties

- Washington Cities Insurance Authority (WCIA)

The LEIRA Conference qualifies for reimbursement under WCIA's Training Reimbursement Program and is eligible for reimbursement upon program completion.

- Reimbursement requests can be applied under the WCIA member's annual 1% Training Reimbursement Allotment or Scholarship Program.
- Requestors must confer with their entity's assigned WCIA Delegate and/or Alternate for reimbursement authorization.
- Requests must be submitted through the WCIA Origami Member Portal by the designated Origami user.
- Questions about reimbursement or your WCIA Delegate, Alternate or Origami user, please contact WCIA Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org).



## Registration

Early bird pricing will be available until May 31st, 2023.  
Registration closes September 1st, 2023

*Click Here to Register!*

Contact Us

[www.LEIRAWA.org](http://www.LEIRAWA.org)

