

MEETING MINUTES

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) BOARD MEETING

November 8, 2018

Michigan State Police (MSP) Brighton Post
4337 Buno Road
Brighton, Michigan 48114

BOARD MEMBERS PRESENT:

Col. Kriste Kibbey Etue, Chair
Chief Curtis Caid, Vice Chair
Undersheriff Michael McCabe
Ms. Lori Davis
Mr. Mike Thompson
Mr. Gene Adamczyk

ATPA STAFF PRESENT:

Mr. Tim Bailor, Program Coordinator
Ms. Sandy Long, Financial Specialist
Mr. Matt Helmkamp, Intelligence Analyst

VISITORS PRESENT:

Mr. Shawn Sible, MSP, Administrative Services Bureau
Insp. Mike Johnson, MSP, Grants and Community Services Division
Major Greg Zarotney, MSP, Office of the Director
Ms. Nancy Becker Bennett, MSP, Grants and Community Services Division

1. CALL TO ORDER AND OPENING REMARKS

The meeting of the ATPA Board of Directors was called to order by Colonel Etue at 1:41 p.m.

2. READING OF THE ANTI TRUST STATEMENT

Colonel Etue began the meeting by reading the anti trust statement.

3. APPROVAL OF MINUTES - March 22, 2018, July 17, 2018, and August 30, 2018 Board Meetings

After confirming there were no comments regarding the March minutes, Colonel Etue requested a motion to accept the minutes of the March 22, 2018, meeting. Mr. Thompson moved to approve the March minutes and Undersheriff McCabe seconded the motion. Colonel Etue called for a vote and the minutes were unanimously approved. After confirming there were no comments regarding the July minutes, Colonel Etue requested a motion to accept the minutes of the July 17, 2018, meeting. Mr. Thompson moved to approve the July minutes and Mr. Adamczyk seconded the motion. Colonel Etue called for a vote and the minutes were unanimously approved.

Undersheriff McCabe requested a motion that the document called "Undersheriff McCabe's Statement," containing information he supplied to the board at the August meeting be included for the historical record with the August 30, 2018, minutes. Mr. Thompson moved to approve the motion and Ms. Davis seconded the motion. Colonel Etue called for a vote and the addition to the minutes was unanimously approved.

After confirming there were no more comments regarding the August minutes, Colonel Etue requested a motion to accept the minutes, including the attachment, of the August 30, 2018, meeting. Mr. Thompson moved to approve the August minutes and Chief Caid seconded the motion. Colonel Etue called for a vote and the minutes were unanimously approved.

4. ADDITIONS TO THE AGENDA

Colonel Etue inquired if anyone had additions to the agenda. Undersheriff McCabe requested that a section labeled "Board Comments" be added to all ATPA agendas after the "Public Comment" section.

Colonel Etue requested a motion to amend the agenda to add a Board Comments section after Public Comments to the agenda. Mr. Thompson moved to approve the addition to the agenda as presented and Chief Caid seconded the motion. Colonel Etue called for a vote on the addition to the agenda as presented and it was unanimously approved.

5. OLD BUSINESS

Mr. Bailor gave a brief update on information requested during the August 30, 2018, grant hearings. Mr. Bailor advised the board that discussions were had with the Genesee Auto Theft Investigation Network regarding funding an open position on the team that is to be filled by a Flint City Police Department officer. Lieutenant Mims requested the position remain funded in hopes that it will be filled at the first of the year. A question was also raised regarding Lieutenant Mims's fringe benefit package and the significant increase from last year. It was explained that the reason for the increase is because the Genesee County Sheriff's Office defined benefit pension plan was underfunded in 2017 and increased in 2018 to supplement the difference and correct the fringe benefit package for those in the old pension plan, in which Lieutenant Mims was enrolled.

Mr. Bailor spoke to Saginaw County and Genesee County Prosecutors' Offices regarding expected performance outcomes and consequences of not meeting expected performance measures.

6. NEW BUSINESS

Inspector Johnson informed the board that the current ATPA Annual Report, plus the ATPA Annual Reports from the five previous years, have been added to the ATPA website in accordance with the State of Michigan Records Retention and Disposal Schedule. A copy of the retention schedule was furnished to all members of the board.

Ms. Long updated the board on the ATPA budget. She informed the board that the only change since the August 30, 2018, meeting was the addition of the final interest income for FY 2018. A final FY 2018 financial budget will be presented at the February 2019 board meeting after year end activities have been completed.

After a short discussion, Colonel Etue asked for a motion to accept the current budget as presented. Chief Caid moved to approve the budget as presented and Mr. Thompson seconded the motion. Colonel Etue called for a vote and the current budget was unanimously approved.

Mr. Helmkamp updated the board on cases that he and several ATPA funded auto theft teams are currently working together on with great success and collaboration efforts. Mr. Helmkamp requested approval for the purchase of a software service used to process phone numbers quickly and accurately. This product is called Whooster and would give Mr. Helmkamp the ability to get real time results quicker and easier. After Mr. Helmkamp demonstrated the product on a trial basis, it was determined a limit of \$1,300 per year would be an appropriate budgeted amount.

After a short discussion, Colonel Etue asked for a motion to purchase Whooster for use by the ATPA Intelligence Analyst. Mr. Thompson moved to approve the purchase as presented and Mr. Adamczyk seconded the motion. Colonel Etue called for a vote and the purchase was unanimously approved.

Inspector Johnson gave a brief update on the status of the ATPA audit conducted by the Office of Auditor General (OAG). The OAG has completed their audit and is in the process of finalizing their report. The report is expected to be published mid-December. Colonel Etue advised that as soon as MSP receives the report, copies will be immediately forwarded to all board members.

Inspector Johnson discussed several options to have the ATPA board meetings transcribed by a service and supplied the board. A spreadsheet was provided highlighting different companies and their costs.

After a short discussion, Undersheriff McCabe made a motion that all ATPA Board meetings be recorded and the recordings saved in Google Drive, as well as on the computer. Staff will continue to type minutes that give a brief summary of discussions and votes administered by the ATPA Board. These minutes shall be kept in accordance with current State of Michigan retention schedules already in place (current year plus five years). Mr. Thompson moved to approve the changes to the ATPA minutes process as presented and Mr. Adamczyk seconded the motion. Colonel Etue called for a vote and the change to the ATPA minutes was unanimously approved.

7. PUBLIC COMMENT

No public comment.

8. BOARD COMMENTS

Undersheriff McCabe informed the board that the Governor did not renew his appointment to the ATPA Board of Directors due to term limits and this meeting would be his last. Undersheriff McCabe reiterated his displeasure regarding how his requests have not been completed to his satisfaction.

Colonel Etue wished Undersheriff McCabe the best and thanked him for his service to the ATPA and his contribution to the fight against auto theft in the State of Michigan.

9. NEXT MEETING

The next ATPA Board meeting will be February 28, 2019, 1:30 p.m. at the Michigan State Police Brighton Post, 4337 Buno Road, Brighton, Michigan 48114.

10. ADJOURNMENT

Colonel Etue requested a motion to adjourn. Mr. Adamczyk moved to adjourn and Mr. Thompson seconded the motion. Colonel Etue called for a vote. The motion was unanimously approved and the meeting was adjourned at 2:27 p.m.

APPROVED:


Insp. Mike Johnson, ATPA Executive Director (Acting)