

MEETING MINUTES

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) BOARD MEETING

May 30, 2019

Michigan State Police (MSP) Headquarters
7150 Harris Drive
Dimondale, Michigan 48821

BOARD MEMBERS PRESENT:

Mr. Shawn Sible, Chair
Undersheriff Daniel Pfannes (by conference call)
Ms. Lori Davis
Mr. William Patterson
Mr. Gene Adamczyk
Mr. Mike Thompson

ATPA STAFF PRESENT:

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

VISITORS PRESENT:

Insp. Mike Johnson, MSP, Grants and Community Services Division
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 Mr. Sible at 1:30 p.m.

2. READING OF THE ANTI-TRUST STATEMENT

Mr. Sible began the board meeting by reading the anti-trust statement.

3. APPROVAL OF MINUTES – February 28, 2019, Board Meeting

After confirming there were no comments regarding the February 28, 2019, minutes, Mr. Sible requested a motion to accept the minutes. Undersheriff Pfannes moved to approve the minutes and Mr. Adamczyk seconded the motion. Mr. Sible called for a roll call vote and the minutes were unanimously approved.

4. ADDITIONS TO THE AGENDA

Mr. Sible inquired if anyone had additions to the agenda. Mr. Sible requested that a final copy of the Office of the Auditor General (OAG) audit report be added to old business for discussion, and that comments and concerns about the ATPA conference be added to new business. There were no concerns from the board with this request.

5. OLD BUSINESS

Office of the Auditor General Audit:

Mr. Sible gave a brief update regarding the OAG audit report, and a formal copy of the report was given to all board members at the board meeting.

6. NEW BUSINESS

Special Project Fund Guidelines:

Ms. Long explained guidelines on how future grant funds can be allocated to grantees if the board votes to fund a special project award. This would be done in an effort to spend down grant funds not spent by grantees in the previous fiscal year. Ms. Long explained timelines that would be required for these funds to be expended during a grant year. A survey will be sent to all current grantees asking how they would use extra grant funds if they were to become available.

Proposal for Promotional Activities:

Mr. Bailor discussed recommendations for select promotional ideas to help alleviate some of the void left by the disbanding of the Help Eliminate Auto Thefts program. The ATPA is unable to fund a tip line, but it can direct callers to an already existing number (1-855-MICHTIP) to report auto theft crimes. The board would like to see samples of promotional items with the ATPA logo and the MICHTIP phone number, as well as other budgeting ideas to purchase and maintain an inventory of promotional items. The board would also like to look at the possibility of partnering with other crime tip lines, like Crime Stoppers.

ATPA Conference:

Mr. Sible shared his thoughts on the annual ATPA Training Conference and noted that he thought it went well. Many board members felt the speakers did a good job, and the ATPA staff put together a great conference. The board requested that the conference survey results be sent to them via email. Mr. Sible asked the board their thoughts on using the Bath location again next year. After a short discussion, the board requested a list of past conference venues, as well as other potential locations, so they could make an informed decision on the future location of the conference.

Status Update on the ATPA Executive Director:

Mr. Sible advised the board that there is no new information on the criminal case(s) against the ATPA Executive Director Spl/F/Lt. Scott Woodard. Mr. Sible noted that because of questions raised at the previous Board meeting about the authority of the Board to remove an Executive Director, he had brought the issue to the MSP Legal Section. However, the MSP Legal Section indicated that it would be more appropriate for the Board to exercise its own authority to request a legal opinion directly from the Office of the Attorney General. After a lengthy discussion, the board decided to remove Spl/F/Lt. Scott Woodard as Executive Director of the ATPA.

After confirming there was no more discussion regarding the ATPA Executive Director, Undersheriff Pfannes requested a motion to close discussion and Mr. Adamczyk seconded the motion. Mr. Sible called for a roll call vote and the discussion was unanimously closed.

Undersheriff Pfannes made the motion to remove the current ATPA Executive Director, Spl/F/Lt. Scott Woodard, for failure to perform services for which he is currently being compensated. Mr. Thompson seconded the motion. Mr. Sible called for a roll call vote with all members voting yes except Mr. Sible, who abstained. The motion carried.

Mr. Sible made the motion to establish an effective date for the removal of the current ATPA Executive Director as June 16, 2019. Mr. Adamczyk seconded the motion. Mr. Sible called for a roll call vote and the date of June 16, 2019, was unanimously carried.

Mr. Sible proceeded with discussion on how the board would like to fill the position and asked how the hiring process should be handled. Previously, a subcommittee reviewed the position description and applications. The information was then given to a separate panel that completed the interview process. Mr. Sible asked for discussion regarding an increase in the percentage of pay by the ATPA for Inspector Johnson's position due to increased time spent on ATPA tasks.

Mr. Sible made the motion that Inspector Johnson be reimbursed for the number of hours spent supporting the ATPA, based upon the number of hours worked, along with metrics of daily activities provided. This will continue until one month after the new Executive Director starts in the position. Mr. Adamczyk seconded the motion. Mr. Sible called for a roll call vote and the motion was unanimously carried.

Inspector Johnson made a request to the board to immediately form the committees to begin the hiring process for the new Executive Director.

Mr. Thompson made the motion to create a subcommittee with the authority to review position descriptions for civilian or enlisted applicants, post the position both internally and externally, screen applications, and schedule interviews. Mr. Adamczyk seconded the motion. Mr. Sible called for a roll call vote and the motion was unanimously carried. This subcommittee will consist of Inspector Johnson, Mr. Thompson, Ms. Davis, and Undersheriff Pfannes.

Mr. Sible made the motion to create a hiring subcommittee with the authority to conduct interviews and select candidates for a full board review. Mr. Thompson seconded the motion. Mr. Sible called for a roll call vote and the motion was unanimously carried. This hiring subcommittee will consist of Mr. Sible, Mr. Adamczyk, Mr. Patterson, and Chief Caid.

7. PUBLIC COMMENT

No comment.

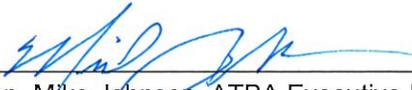
8. NEXT MEETING

The next ATPA board meeting will be August 29, 2019, at 9:00 a.m. at the Michigan State Police Headquarters, 7150 Harris Drive, Dimondale, Michigan 48821.

9. ADJOURNMENT

Mr. Sible requested a motion to adjourn. Mr. Adamczyk moved to adjourn and Mr. Patterson seconded the motion. Mr. Sible called for a vote. The motion was unanimously approved and the meeting was adjourned at 3:06 p.m.

APPROVED: _____


Insp. Mike Johnson, ATPA Executive Director (Acting)