**NAPA SPECIAL INVESTIGATIONS BUREAU**

**GOVERNING BOARD**

**OPEN MEETING MINUTES**

**APRIL 2016**

The regular open portion of the NSIB Governing Board monthly meeting was called to order on Thursday, April 28, 2016, at 10:15 a.m. at the Napa Police Department.

**ROLL CALL**

Present or otherwise represented members included; Chairman Chief Steve Potter of Napa PD, Undersheriff Jean Donaldson for Sheriff John Robertson, Chief DA Investigator Mike Donovan for District Attorney Gary Lieberstein, Chief Mary Butler of Napa County Probation Department, Chief William Imboden of St. Helena PD, Chief Mitchell Celaya of Calistoga PD and Captain Chris Childs of CHP.

Also present at the meeting: Captain Jennifer Gonzalez

Board members absent: None

**PUBLIC COMMENT**

0 members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Mr. Donovan moved that the minutes of the February Governing Board Meeting be approved as written. Captain Childs made the 2nd motion. Unanimously approved.

**DRUG PREVENTION PRESENTATIONS**

Lt. Pitkin discussed the Drug Prevention Presentations given for the months of January, February and March.

**NSIB INVESTIGATIVE FUND AUDITS – NEW COSTS**

Lt. Pitkin advised the Board that the County will begin charging a fee for auditing the NSIB Investigative Fund. The amount has yet to be determined but could potentially be as much as $4,000 annually. Lt. Pitkin noted that hiring a private auditing firm could be discussed as well. Chief Potter requested the Board be notified via email when more information is available.

**PROPOSED POLICY AMENDMENT – NSIB OFFSITE EVIDENCE FACILITY**

The Board was provided with a proposed amendment to NSIB Policy §10.12 specifically related to a recently discovered weakness in the record-keeping process related to the destruction of evidence stored at NSIB’s off-site evidence facility. Lt. Pitkin noted the corrective actions that were made and requested the Board adopt the new procedures as policy to ensure an accurate chain of evidence going forward. Chief Celeya moved that the Board adopt the amendment as policy. Mr. Donovan made the 2nd motion. Unanimously approved.

**NSIB CLAIMS PROCESS**

Lt. Pitkin provided the Board with information regarding a claim made against NSIB for damages at a residence during a search warrant. The Board reviewed the NSIB MOU regarding payment of damages as well as the information sheet showing which departments to contact to file a claim. In the event of a large claim all participating NSIB agencies risk management would be liable. The Board discussed whether a contingent fund should be created. Undersheriff Donaldson will contact Kerry Whitney with the counties risk and emergency services department for further.

**APPLICATION PROCESS FOR NSIB ASSET FORFEITURE COMMUNITY TRUST FUNDS**

The Board discussed creating a process for organizations to apply for money from the Community Trust Fund. Chief Butler offered to create a one page application to present for discussion and approval at the next Governing Board meeting.

**2015 NSIB ANNUAL REPORT**

The Annual Report is currently in the draft process. Lt. Pitkin will email it to the Board on Friday, April 29, 2016.

**OPEN DISCUSSION**

None

**ADJOURNMENT**

There being no further business for the open portion of the Governing Board Captain Childs moved that the meeting be adjourned. Mr. Donovan made the 2nd motion. Unanimously approved at 10:39 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

 Chief Steve Potter, Chairman