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**NAPA SPECIAL INVESTIGATIONS BUREAU**

**GOVERNING BOARD**

**OPEN MEETING MINUTES**

**AUGUST 2016**

The regular open portion of the NSIB Governing Board monthly meeting was called to order on Thursday, August 25, 2016, at 9:57 a.m.

**ROLL CALL**

Present or otherwise represented members included; Chairman Chief Steve Potter of Napa PD, Undersheriff Jean Donaldson for Sheriff John Robertson, District Attorney Gary Lieberstein, Chief William Imboden of St. Helena PD, and Captain Chris Childs of CHP.

Also present at the meeting: Chief DA Investigator Mike Donovan

Board members absent: Chief Mary Butler of Napa County Probation Department, Chief Mitchell Celaya of Calistoga PD

**PUBLIC COMMENT**

0 members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Captain Childs moved that the minutes of the April Governing Board Meeting be approved as written. Chief Imboden made the 2nd motion. Unanimously approved.

**DRUG PREVENTION PRESENTATIONS**

Lt. Pitkin discussed the Drug Prevention Presentations for the months of April, May, June and July.

**ASSET FORFEITURE APPLICATION PROCESS**

Lt. Pitkin presented the Board with a draft of the Application for Asset Forfeiture Funds created by Chief Butler. The Board agreed to edit the application into a fillable pdf form and add the NSIB logo with a new draft to be presented at the next meeting. Captain Childs made the 1st motion and Chief Imboden made the 2nd motion. Unanimously approved.

**TEMPORARY ASSIGNMENT OF ABC AGENT TO NSIB**

Lt. Pitkin advised the Board of ABC’s request to assign their agent Chris Vale to NSIB for two months as a follow up to his completing the 80 hour narcotics course.

**OPEN DISCUSSION**

Following up on the County Investigative Audit cost Lt. Pitkin advised that the County will continue to provide the audit without any cost as in previous audits.

Following up on the question of responsibility for damage claims Undersheriff Donaldson spoke with Kerry Whitney who advised NSIB to continue with current practices. Captain Childs asked about responsibility for payment of larger claims. Undersheriff Donaldson will contact Kerry Whitney for clarification and report back to the Board at the next meeting.

Lt. Pitkin noted that the DEC protocol was last signed in 2009. At that time NSIB was the primary department called out to determine if DEC charges were possible. Lt. Ortiz and Pitkin met with Matt Gebhard of CPS today. The next DEC meeting will follow up on suggestions from CPS employees. It was suggested that the appropriate DDA also have DEC training. Mr. Lieberstein asked that both Lieutenant’s meet with Assistant District Attorney Allison Haley. The next DEC protocol to be signed will have an expanded signature block to include department heads countywide.

**ADJOURNMENT**

There being no further business for the open portion of the Governing Board Mr. Lieberstein moved that the meeting be adjourned. Captain Childs made the 2nd motion. Unanimously approved at 10:14 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

Chief Steve Potter, Chairman