

CAPS MEETING MINUTES

August 2, 2019

Denver County-Roslyn Building 1:30-4:00 p.m.

In Attendance: Lindsay Kelly, Sondra Gomez, Lindsey Dixon, Stephanie Cisneros, and Toni Papik, Allison Heemer (call-in)

Excused: Elizabeth Clark, Shawn McNamara, Jennifer Heman

Guests: Kyle Ward and Victoria Terranova from UNC

1. Approve June minutes
 - a. Group approved unanimously
2. Update-changes to board members
 - a. Introduced new Member-at-Large, Stephanie Cisneros, from Jefferson County
 - b. Sondra will update the website with Stephanie Cisneros and Jennifer Heman's contact information
3. CPAT training
 - a. Discussed having Kyle Ward and Victoria Terranova from UNC assist with hosting the CPAT webinar. Kyle and Victoria expressed how the webinar training would be valuable to have for attorneys and stakeholders to understand how the CPAT is utilized.
 - b. Kyle and Victoria suggested having the history of the tool to start the training, addressing the on-going debate with bias, and then leading to how the tool is scored, etc.
 - c. Victoria suggested breaking the webinar into three different sections to cater to the attendees (i.e. first section to include stakeholders, then go into the scenarios for attendees).
 - d. Lindsay will update the CPAT PowerPoint (once revised by the board) and then send to Victoria and Kyle to add their slides.
 - e. Sondra, Lindsay and Shawn will be the presenters for the training and will update the current CAPS' CPAT PowerPoint and scenarios prior to next meeting.
 - f. CPAT Webinar is scheduled for November 6th Noon-2pm
 - g. Tentatively will use Cisco for Webinar and Lindsey will review it more to determine costs and ability to use for a one-time purpose.
 - h. Pricing was decided at \$15 for members and \$20 for non-members
4. UNC research partnership proposal-Victoria Terranova
 - a. Victoria explained her research partnership proposal and said that this would be primarily to be on-going with the Pretrial Executive Network (PEN) as a research partnership as needed annually. She explained the next steps with her proposal are to establish monetary input.
5. Treasurers report
 - a. \$8,036.43 (after all NAPSA scholarships)
 - b. NAPSA Scholarship update- Stephanie and Jennifer will talk to their counties to see if they can afford to cover the other expenses (lodging and hotel) and if so, CAPS will gift the remaining portion of the scholarship for them to attend NAPSA.
 - c. Group agreed unanimously that Toni will be the backup signature for the Chase account. Allison and Toni will designate a time and date to report to Chase and update this

information.

- 6. Signatures needed for bylaws**
 - a. Elizabeth will sign bylaws electronically and send to Lindsay via email to update the CAPS Binder.
- 7. El Paso Review Status**
 - a. Currently on a hold, waiting for El Paso to review the questions that the board sent to them to clarify. They are planning to return these questions to the sub-committee by no later than August 31, 2019.
 - b. Toni was appointed to replace Chad on the subcommittee.
- 8. Shadowing bios status**
 - a. Stephanie will get biography from Jefferson and Jennifer will email Boulder's biography to Lindsay.
- 9. Job postings on website**
 - a. This feature will now be added to the "What's New" tab on the CAPS Website. If a county is interested in posting their advertisements on the website, they will be directed to send the link to Lindsay and that information will be added.
 - b. Lindsay will send an email to board members for the link to the posting, how long it will be there, and if you are interested in applying. It was later determined this would be included with a full updated email with CPAT Training and Fall Training information.
- 10. CCJJ updates**
 - a. No updates as of now.
- 11. Fall training**
 - a. Kim Verdoorn from Arapahoe, Allison Heemer from Douglas, Shawn McNamara from Mesa, and Lindsey Dixon from Denver will compose the EHM panel.
 - b. Lindsay will reach out to Larimer again to see if anyone will speak on behalf of them for EHM and Stephanie will ask Jefferson County.
 - c. Presenters from Denver for human trafficking are available for both dates.
 - d. Brad Kamby from Arapahoe is available for both dates.
 - e. The tentative schedule will be full day training with human trafficking in the morning, lunch, EHM panel and Arapahoe Pretrial Navigator program.
 - f. Lindsey will finalize the room and send the training registration to Lindsay to send out to members.
 - g. Pricing was agreed to be \$60-Non-Members and \$50 for Members with lunch included.
 - h. Lindsey will get a quote from Olive Garden.
 - i. Sondra will update the website for memberships and payments.
- 12. Newsletter**
 - a. Sondra will create an article about Pi-Con with picture of group
 - b. There will be a NAPSA article from scholarship winners with a picture
 - c. Member spotlight for new members- Toni, Stephanie, Jennifer need to create articles and submit picture
 - d. Article on newest features to CAPS website
 - e. Update on bills related to pretrial
- 13. Pi-Con**
 - a. Allison, Sondra, Toni, Yasmin, Lindsey, Elizabeth and Shawn attended.
 - b. The group provided an overview of how the training was
- 14. Next meeting**
 - a. September 20th either in Weld or Boulder 1-4pm