

**CAPS Board Member Meeting**  
**July 24, 2020 1pm-2pm**  
**Zoom**

Attendees: Lindsey Dixon, Lindsay Kelly, Allison Heemer, Jessie Warren, Shawn MacNamara, Toni Papik, Stephanie Cisneros

Excused: Jennifer Heman and Elizabeth Clark

1. Approve April 2020 minutes
  - a. Group approved unanimously
2. Treasurer report-\$11,387.39
3. Check in update-COVID
  - a. **Denver-** Has seen a slight increase in FTA rates but no major increases issues for public safety. Staff are still doing a hybrid schedule part time in office and at home teleworking. Using plexiglass and PPE. Because of budget constraints, aren't requesting electronic monitoring unless VRA. Similarly, not requesting substance testing unless by statute, (i.e. DUI with prior DUI conviction).
  - b. **Douglas-** Overnight staff are doing intakes. Still seeing a decrease in the amount of people being brought to jail. Open to the public. Doing supervision intakes and community service at the office but keeping staffing at 50%. Still seeing an increase in PR bonds and the Court not responding to requests to revoke as often. Have limited the amount of revocations are requesting. Attending Court through WebEx.
  - c. **Larimer-** Opened the Loveland office. Jail unit is completing Bond Application interviews over the phone. Not able to complete as many interviews because defendants are being sent into alternate pods if they display COVID-19 symptoms. Completing supervision intakes electronically primarily. Case managers have shields in between defendant and case manager. All staff are in office. Changed how are writing reports, solely one sworn Affidavit and then are emailing continued noncompliance to the Court.
  - d. **Weld-** Staff who requested to work from home have been since April. They

are now working a hybrid model working two days in office and two days at home. Bail Reports were suspended from March until July 19<sup>th</sup>. Starting July 20<sup>th</sup>, staff have resumed going to the jail to conduct these interviews. Supervision has been conducted through electronic means and through in-office visits. More PR Bonds have been set and statistics dipped for a few months on Public Safety Rates but are going back up starting in June.

- e. **Mesa-** Completely in have been in office. Staff did have one stand by day meaning that they are “on call”. Jail population has decreased, arrest standards have decreased. Started wearing face masks again. Processes have changed for court proceedings. Having less revocations by the Court but still are sending reports to the Court.
4. CPAT study results/CPAT-R
- a. Lindsey asked that all members read the final CPAT-R study, so we are familiar with the changes. From there, will adjust on CPAT training after the PEN Meeting discusses next steps for jurisdictions on 8/24/2020.
5. NAPSA conference/scholarship
- a. Lindsay said that she feels that staff may still be interested in attending and depending on the cost, the CAPS Board may be able to send more CAPS Members since the registration may be cheaper.
  - b. Lindsay will create a “Save-the-Date” for CAPS Members to submit their scholarships by no later than 9/1/20.
  - c. Currently, a registration date hasn’t been set through NAPSA but says the date will be soon. Once that date is known, Lindsay will request Scholarship Applications.
    - 4 UPDATE: 7/30/20 NAPSA released the cost is \$200 for Members & \$300 for Non-Members. The Board agreed to send six (6) CAPS Members.
  - d. Dates of conference are 9/15, 9/17, 9/22 and 9/24 from 11:00am-3pm (1-5pm EDT).
6. Future trainings
- a. Discussed future trainings because of COVID-19 limitations. Lindsey will create some questions and send them to Lindsay to send out to CAPS Members via Survey Monkey.
  - b. Lindsey asked if other jurisdictions have been using Microsoft Teams as a platform, and if so, consider using it as a platform in the future for CAPS Meetings and trainings.
    - 4 Allison said that her office uses Microsoft Teams and she can send a meeting invite through Teams and those who don’t have Microsoft can still join.

5 It was agreed that Lindsey would send the next meeting through Microsoft Teams. If works, then will deactivate Zoom account to save the cost.

7. Elections

- a. Just a reminder that elections are coming up so to keep in mind if you are up for election to consider renewing your term.

8. Miscellaneous

- a. Shawn said that he has a staff member that just sold his house and is wanting a job in the front range to pass along.

9. Next meeting

- a. August 28<sup>th</sup> @ 1:30PM through Microsoft Teams