

CAPS MEETING MINUTES

February 28, 2019

Larimer County

In Attendance: Mallory Coleman, Elizabeth Clark (call-in), Yasmin Mauricio, Allison Heemer (call-in), Lindsay Kelly, Sondra Gomez, Lindsey Dixon, Shawn McNamara (call-in)

Special Guests: Steve Chin (call-in) and Linette Schweizer (Larimer County PTS Manager)

Excused: Chad Dilworth

1. Approve January Minutes
 - a. Group approved unanimously
2. Membership enrollment Status
 - a. All Counties with the exception of Adams have submitted their memberships and are fully paid. Someone will reach out to them to check on their status.
 - b. Allison to issue a refund to Mesa County for overpayment.
3. Treasurer's Report
 - a. \$9154.32 is current balance for both accounts after Mesa County reimbursement.
4. 2019 Budget
 - a. 2019 Budget Completed
 - i. Lindsay will email completed Excel Spreadsheet with budget to Executive Board.
 - b. Lindsey Dixon will request a quote for printing the Standards through Denver County.
 - c. Allison will request a quote through Arapahoe County to print the Standards.
 - d. New line item added to create CPAT certification process
5. CCJJ Update
 - a. Steve Chin reported that there have not been a lot of changes since the last update in January.
 - b. Next meeting is March 5th, 2019
6. Member-at-Large Appointments
 - a. Chad Dilworth and Shawn McNamara have been appointed to Member-At-Large positions by President, Lindsey Dixon.
 - b. Mallory Coleman has resigned from the CAPS Executive Board
 - i. Lindsey will contact Toni Papik from Denver County for appointment for the Member-at-Large vacancy. If Toni declines, Lindsey will reach out to Jennifer from Boulder county who was next on the ballot.
7. April Training
 - a. Catering options were discussed. Lindsay will contact LCCC for options to have Consuelo's as the catering for the networking lunch.
 - b. Lindsay will send the announcement and registration for the training to CAPS Members on Monday, March 4th, 2019.
 - c. Sondra will contact local hotels for pricing and Lindsay will include that information in the announcement.

- d. Yasmin is working on the Newsletter and will send a draft to the Executive Board on March 22nd to be finalized prior to the Spring Training. Bios requested from Chad and Shawn. Lindsey will send press release to Yasmin re: pretrial fees waived in Denver.
 - e. Lindsay questioned the cost of alternate attendees from Larimer County to attend the Spring Training based upon availability from registration. Executive Board decided Larimer County employees would receive the half day member pricing.
 - f. CAPS board members are all planning to attend with a possible exception of Shawn.
8. CPAT Certification Training
- a. Lindsey Dixon will contact Denver news program for assistance and pricing on developing a recorded training for the CPAT Certification.
 - b. It was decided a two hour training should be sufficient for this webinar.
 - c. Access to the training will only be authorized for active, and in good standing CAPS Members.
 - d. In order to achieve CPAT certification, a member will be required to complete a 'test' regarding the CPAT information contained in the training.
9. Shadowing program biographies
- a. Lindsey Dixon will request updated biographies from Arapahoe and Boulder County. Allison will send Douglas County's biography.
 - b. Weld County has agreed to participate in the shadowing program, however, it will be at a later date due to staffing constraints.
10. Standards
- a. Guidelines were developed for reviewing self-reviews and completing on-site reviews, and Lindsey Dixon will email to the CAPS Executive Board for review.
 - b. El Paso County reported they intend to complete their self-review within the first quarter of the year.
 - c. Denver County intends to complete their self-review by April 2019.
11. Pretrial Starter Kit
- a. NIC's "Assessing Local Pretrial Justice Functions" was uploaded to the CAPS Website for assistance with developing a Pretrial unit.
12. Review suggested changes to by-laws
- a. The Board completed additional revisions to the by-laws and approved the suggested changes from January. Lindsey will send the revisions to the CAPS Members for ~~voting~~ input prior to the board's vote.
13. DV Risk Assessment
- a. Lindsey inquired the Board regarding Counties utilization of DV Risk Assessments.
 - b. Lindsey to reach out to Mesa and Larimer Counties to get more information on the DVSI.
14. Pi-Con and next Meeting
- a. March 14, 2019-8-9am
 - b. During Pi-Con Registration breakouts