

## CAPS MEETING MINUTES

September 20, 2019

Boulder County 1:00-4:00 p.m.

In Attendance: Lindsay Kelly, Lindsey Dixon, Stephanie Cisneros, and Toni Papik, Jennifer Heman, Elizabeth Clark (call-in)

Excused: Shawn McNamara, Allison Heemer

- 1. Approve August minutes**
  - a. Group approved unanimously
- 2. Treasurers report**
  - a. \$8,601.42 -Current balance
  - b. Once final scholarship has been deposited, balance will be \$8,126.42.
- 3. Board Vacancy**
  - a. Sondra resigned the board unanimously agreed to leave the Member-at-Large as vacant until elections in November 2019.
  - b. Lindsay will get an updated list to the board to include the members' term end dates.
  - c. Lindsay will buy a gift for Sondra's going away present and have Allison reimburse her.
  - d. Sondra's position to remain vacant until end of year per board, will include position in the elections as it was up this year.
- 4. NAPSA recap**
  - a. Lindsey requested an update from Michael Correa to include as a newsletter article.
  - b. Jennifer and Lindsay were appointed as scholarship winners as the previous awarded scholarship winners no longer were able to attend the conference.
  - c. Lindsey, Jennifer, and Lindsay reported NAPSA was beneficial. They all reported it helped them network and understand the different agencies' approaches and how they implement their programs.
  - d. NAPSA revised their standards. Lindsey suggested that we compare the CAPS Board Standards to see the comparisons and if any edits are necessary. She sent them to the group with the goal to focus on that at the beginning of 2020.
- 5. CCJJ updates**
  - a. No known updates at this time.
- 6. Shadowing bios status**
  - a. Lindsay received all of the participating County's biographies. Lindsay will finalize the shadowing program descriptions and upload them to the CAPS website.
  - b. Lindsay will also bring copies to the fall training for members.
- 7. Newsletter**
  - a. Lindsay sent a kudos from Arapahoe County for Stephanie to include in the fall newsletter.
  - b. Stephanie will include an update on the job postings on the website, scholarship essay from Michael, and biographies from the CAPS Board's newest members, Jennifer and Toni.
- 8. El Paso Review Response**
  - a. It was decided that Shawn would need to reach out to Steve Chin (previous CAPS Board President) to explain how the scoring was determined and if the scoring should weight based upon the different questions (currently the Standards says that 70% meets a

passing score per section).

- b. The board agreed that, so far, El Paso needs improvement. The board will provide suggestions to include the sections that don't receive a passing score. Additionally, the subcommittee will clarify with El Paso what they would like in regards to a partnership to the board for assisting them with future improvements.

**9. Fall training**

- a. Board agreed to have Olive Garden catered.
- b. Allison will give an update on what all she has for drinks and supplies. Lindsay will get breakfast, drinks, cookies from Sam's Club.
- c. Currently eight (8) members have registered. Lindsay will send a reminder email on Monday.
- d. Allison will pick up gifts for Brad and the DA's Human Trafficking presenters from Denver.

**10. CPAT training**

- a. The board practiced CPAT Scenarios and made edits to the 2018 CPAT PowerPoint.
- b. Shawn and Elizabeth will now do the training with Sondra leaving. Lindsey will be the host and start the training by introducing Kyle and Victoria before starting the training.
- c. Cisco- Lindsey has sent two different requests and haven't received a response. She will contact them again for payment choices and using them as the website host.

**11. Next meeting**

- a. November 1<sup>st</sup> @ 1pm in Denver County