



WASHINGTON STATE  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
19010 1<sup>ST</sup> AVENUE SOUTH, BURIEN, WA 98148

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**COMMISSION MEETING**  
Wednesday, September 13, 2017  
10 AM

**COMMISSION MEMBERS PRESENT:**

Jeff Myers (Chair), Chief, Hoquiam Police Department  
Bill Elfo (Vice-Chair), Sheriff, Whatcom County (Telephonically)  
Laura Wells, Citizen-at-Large  
Joshua Kelsey, Officer, Lynnwood Police Department  
Ken Hohenberg, Chief, Kennewick Police Department  
John Turner, Sheriff, Walla Walla County  
Dan Satterberg, Prosecuting Attorney, King County  
Penelope Sapp, Lieutenant, Kitsap County Jail (Telephonically)  
De'Sean Quinn, Councilman, Tukwila City Council  
Jay Tabb, Jr., SAC, FBI - Seattle  
John Hillman, Assist. Attorney General, Attorney General's Office (Commission Advisor)

**WSCJTC STAFF PRESENT:**

Sue Rahr, Executive Director  
Rex Caldwell, Deputy Director  
Marisa O'Neill, Executive Assistant  
Rick Bowen, Commander, Basic Training Division  
Brian Elliott, Manager, Fiscal Services Unit  
Sonja Peterson, Manager, Human Resources  
Tisha Jones, Manager, Certification Unit  
Kayla Wold, Program Manager, Advanced Training Division  
Samantha Daly, Manager, Operations Division  
Donna Rorvik, Manager, Quality & Standards Division

**OPENING**

*Jeff Myers, Commission Chair*

**The Chair** called the meeting to order at 10:02 AM.

**Marisa O'Neill** conducted a roll call of the Commissioners. A quorum was present.

**The Chair** opened the meeting and asked guests to sign in if they chose to be accounted for in the meeting minutes.

**CHAIR'S REPORT**

*Jeff Myers, Commission Chair*

**The Chair** opened the meeting by introducing Jay Tabb, Jr, SAC of the FBI Seattle as the commission's newest ex-officio member. **Commissioner Tabb** then shared a bit of his background and his pleasure to serve Washington State in this capacity.

The Chair then announced the appointment of two new Commissioners who were unable to attend this meeting. Steve Sinclair, is DOC Secretary and will hold an ex-officio appointment. Sergeant Robert Latter of the Clark County Sheriff's Office was appointed to fill the line-level member of a county agency.

### APPROVAL OF MEETING MINUTES

The Chair called for review and approval of the meeting minutes from June 2017.

Commissioner Turner asked for a strike of the word "his" and asked it be replaced with the requestor's name on page 4. With the correction, Commissioner Hohenberg moved to approve the minutes. Commissioner Satterberg seconded the motion. ***The motion passed unanimously.***

### EXECUTIVE DIRECTOR'S REPORT

*Sue Rahr, Executive Director*

#### Budget Update

Director Rahr provided a handout titled Budget Highlights for WSCJTC. The handout is attached to these minutes.

#### 21CPL

Director Rahr discussed the plan for 21CPL development and shared that the team is working diligently to build a high quality product. She will continue to update the Commission as the project progresses.

#### Staffing

Director Rahr followed up on the organizational changes she spoke of during the June Commission Meeting.

#### Montpelier Training Event

Director Rahr advised the meeting attendees of a training event WSCJTC is hosting. The Montpelier Constitution Center is sending instructors to Washington to present a day long training event. All academy students will attend. WSCJTC Instructors will participate in an in-service training day during this time.

### OLD BUSINESS

#### Reserve Certification Workgroup Update

Commissioner Turner informed the Commission Walla Walla County is beta testing the 3-tiered approach the Reserve Certification Workgroup discussed in 2016. **ACTION:** Item to remain as Old Business with acknowledgement that the Commission wishes to work toward reserve certification. Commissioner Turner will report to the Commission in upcoming meetings if, or how well, this system is working in his agency.

### NEW BUSINESS

#### Certified Canine Evaluator Applications

*Tisha Jones, Certification Manager*



**Tisha Jones** provided the Commissioners with a packet containing a canine certification application for Deputy Jason Hunt.

After reviewing the packet, **Commissioner Turner** moved to approve the application. **Commissioner Quinn** seconded the motion. **The motion passed unanimously.**

At 10:57, **The Chair** announced the Commission would be going into Executive Session to:

- (1) evaluate a complaint against an employee and potential litigation related to that complaint; and
- (2) review the performance of an employee

He advised, there are no members of the public present, and the public is excluded from this executive session in order to:

- (1) allow the Commission to consult with legal counsel in confidence regarding the complaint and potential litigation related to it; and
- (2) to discuss the performance of another employee confidentially so as not to disrupt the daily operations of the agency.

He shared his expectation for Executive Session to last 20 minutes.

The room was cleared of non-essential attendees. Executive Session began at 11:05am. After 20 minutes, it was determined the Commission would need more time. Marisa O'Neill, exited the room, announced an extension of 15 minutes, and returned.

**The Chair** brought the meeting back on the record at 11:40. He asked if anyone had anything for the Good of the Order. Hearing none, he adjourned the meeting at 11:40am.

Next Meeting: December 13, 2017, 10 AM, WSCJTC
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Written by:

  
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Marisa O'Neill, Executive Assistant

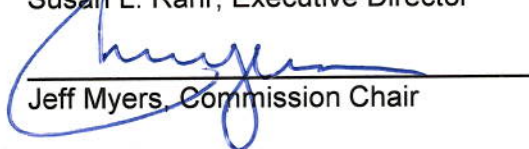
12/13/17  
Date

Reviewed by:

  
\_\_\_\_\_  
Susan L. Rahr, Executive Director

12/13/17  
Date

Approved by:

  
\_\_\_\_\_  
Jeff Myers, Commission Chair

12/13/17  
Date