Thurston County Law Enforcement

Records Management Consortium

**-Executive Board –**

*Meeting Agenda*

*Thursday, October 22, 2021*

***1:00 PM***

*Via Zoom*

**Members Present:** Chief Jon Weiks, Tumwater PD Chief Robert Almada, Lacey PD

Chief Todd Stancil, Yelm PD Chief Rich Allen, Olympia PD

Chief John Hutchings, Tenino PD

**Staff & Guests Present:** Cmdr. Jay Mason, Tumwater PD

Lt. Jennifer Kolb, Tumwater PD

Laura Wohl, Tumwater PD

Cmdr. Jim Mack, Lacey PD

Cmdr. Joe Upton, Lacey PD

Anna McBee, Lacey PD

Lacie Sablan, Lacey PD

Undersheriff Ray Brady

Chief Jeff DeHan, TCSO

Jeanelle Stull, OPD

Gina Rogers, Olympia PD

Christy Peters, TCPO

Meeting called to order at 1300. Item 2 of the agenda, Approval of Expenditures, was amended. An additional item, Review of CentralSquare 2022 Invoice, was added.

1. **Review and Approval of April Meeting Minutes** 
   1. Overview: Review meeting minutes.
   2. Action Item: Board decision to edit and/or accept the meeting minutes

Motion to approve: Chief Stancil

2nd: Chief Hutchings

Vote: Unanimous approval

1. **Review of Central Square 2022 Invoice**  (Jeanelle Stull)

Jeanelle Stull noted the 2022 invoice for software maintenance from CentralSquare needs some changes before it is submitted to the Board to approve for payment. The Consortium is no longer using some modules and those will be removed from the invoice. There are also a few modules that are listed twice, for different amounts. Jeanelle has a call in to CentralSquare for an explanation of these items and possible removal of some of the charges. The invoice will be brought back to the Board when it is ready to pay.

1. **Review and Approval of Expenditures**  (Gina Rogers)
   1. Overview: Gina presented two bills from the State Auditor. Every 3 years, LERMS is audited by the State Auditor as a quasi-governmental agency. The audit is underway and we are charged for audit hours throughout the audit. The auditor noted that the remainder of the audit will be delayed until December due to workloads in the Auditor’s Office.
   2. Action Item: Board decision to approve expenditures.

Motion to approve: Chief Almada

2nd: Chief Stancil

Vote: Unanimous approval

1. **RMS Replacement Strategy** (Laura Wohl)
   1. Overview: Laura presented the Steering Committee’s strategy for moving forward with a replacement for the RMS, explaining each step in the process. She showed the Board the very rough cost estimate from CentralSquare for purchasing their Enterprise software. The Steering Committee noted that we need a commitment from the five cities about funding and moving forward with the project before getting started. The Board agreed to try to get such a commitment and the item will be revisited in January 2022. Chief Stancil asked that we provide the Board with a comparison, based on the CentralSquare estimate, between our current costs and costs under a new system. Laura will provide that to the Chiefs. Chief Stancil also asked Chief Brady whether TCSO would be interested in joining us. Chief Brady noted they had contacted Jeanelle just prior to the meeting to ask if we could explore adding them to LERMS and would definitely be interested. TCSO believes they have the funding to move forward. This item will be re-visited at the January 2022 meeting.
   2. Discussion only, no action needed.

Motion to adjourn: Chief Hutchings

2nd: Chief Allen

Vote: Unanimous approval

Meeting adjourned 1335