



**Tax Recovery and Criminal Enforcement  
Task Force Executive Board Meeting  
621 Capitol Mall, Room 2114, Sacramento, CA 95814  
April 19, 2017**

Meeting called to order at 10:08 a.m. by Randy Silva, Chairman TRaCE Executive Board

**Members Present:**

Randy Silva, Chairman, BOE  
Dan Gonzalez, Chief, FTB Investigations  
Jim Biscailuz, Special Agent in Charge, DOJ  
Sir Streeter, Assistant Special Agent in Charge, DHS  
Tyrone Blanchette, Supervisory Special Agent, IRS  
Thomas Wilson, Deputy Chief, DMV  
David Bass, Proxy for Jim Root, Supervising Deputy Attorney General, DOJ

**Members Absent:**

Susan Ferensic, Asst. Special Agent in Charge, FBI  
David Montoya, Chief, EDD Investigations

**Discussion Items:**

- December 21, 2016 Minutes
  - Jim Biscailuz motioned to approve the December 21, 2016 Minutes. Motion was seconded by Dan Gonzalez.
  - Vote: 7 in favor, 0 opposed  
**Resolved: Motion Carried**
  
- Bylaw Updates
  - Requirement for board members to attend at least 50% of the scheduled board meetings.
    - David Bass, Proxy for Jim Root motioned to approve. Motion was seconded by Tyrone Blanchette.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
  
  - Amend Bylaws to reflect annual voting for Chair/Vice Chair at the first meeting of each fiscal year.
    - Jim Biscailuz motioned to approve. Motion was seconded by Dan Gonzalez.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
  
  - In the event the Chairman or Vice-Chairman are not able to continue to fulfill their position, a vote for a replacement will be taken at the first meeting after the position is vacated.
    - Tyrone Blanchette motioned to approve. Motion was seconded by David Bass, Proxy for Jim Root.

- Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
  - Accept the remaining amendments/edits of the Bylaws for TRaCE.
    - David Bass, Proxy for Jim Root motioned to approve. Motion was seconded by Dan Gonzalez.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
- Sacramento Task Force, MOU
  - Sacramento TRaCE MOU, DMV
    - Jim Biscailuz motioned to approve adding DMV to the Sacramento TRaCE Task Force via MOU. Motion was seconded by David Bass, Proxy for Jim Root.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion Carried**
  - New Executive Board Member, Thomas Wilson, Deputy Chief, DMV
    - Randy Silva motioned to approve Thomas Wilson, Deputy Chief, DMV as a new Executive Board Member. Motion was seconded by David Bass, Proxy for Jim Root.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion Carried**
- Election of TRaCE Executive Board Chairman and Vice Chairman
  - Bylaws indicate elections to occur the month following the fiscal year, which moves the election to August 2017
  - Discussion among members interested in becoming the next Chairman or Vice Chairman
- TRaCE Special Deposit Fund Approved Expenditures
  - Chairman Randy Silva read the following language clarifying the TRaCE Special Deposit Fund:

***“The Tax Recovery and Criminal Enforcement (TRaCE) Board recognizes the need to establish an account that allows for the deposit of seized money obtained through current and future settlements as a result of the investigation, prosecution and recovery of revenue lost to the underground economy . Monies shall be maintained and dispersed through this account in accordance with state law, policies, and TRaCE Board minutes to support task force operational costs. This account will be administered by the State Department of Justice (DOJ) and used by all participating agencies of TRaCE to allow task force members to maximize its effectiveness in combating the underground economy. The Board hereby authorizes DOJ to request set up of a Tax Recovery and Criminal Enforcement (TRaCE) Special Deposit Fund.”***

- Randy Silva motioned to approve. Motion was seconded by Jim Biscailuz.
- Vote: 7 in favor, 0 opposed
  - Randy Silva, Chairman, BOE
  - David Bass, Proxy for Jim Root.
  - Dan Gonzalez, Chief, FTB Investigations
  - Jim Biscailuz, Special Agent in Charge, DOJ
  - Sir Streeter, Assistant Special Agent in Charge, DHS
  - Tyrone Blanchette, Supervisory Special Agent, IRS

- Thomas Wilson, Deputy Chief, DMV  
**Resolved: Motion carried**
- Accept the increase of operational expense funding to \$1,000 and approval of the \$100 limit for personal expense reimbursement(s) to and by the Task Force Commander.
  - Tyrone Blanchette motioned to approve. Motion was seconded by Sir Streeter.
  - Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
- DOJ Radio Install Discussion
  - Installation into FTB Vehicle, another vote is required as there was an increase cost due to needing to order a UC Antenna for each vehicle.
  - Currently looking into if installation would be required for DMV vehicles
  - The cost to purchase UC antenna and install radio for the FTB Vehicle is \$1,144.20.
    - James Biscailuz motioned to approve the expenditure of \$1,144.20 for the purchase of an UC antenna and install of the DOJ radios into the FTB vehicle assigned to TRaCE pending the partner agency approval with the caveat that the cars with DOJ radios would stay with the personnel assigned to TRaCE. Motion was seconded by Randy Silva.
    - Vote: 7 in favor, 0 opposed  
**Resolved: Motion Carried**
- Outstanding HSI Slot Agreements
  - TRaCE HSI Slot Agreement
    - Draft and Working Document was handed out
    - The Slot Agreement is specified to be used for equipment, fuel, and other similar costs.
      - James Biscailuz motioned to approve the HSI Slot Agreement with revisions to exclude reimbursement for travel and training (See Slot Agreement MOU). Motion seconded by Dan Gonzalez.
      - Vote: 7 in favor, 0 opposed  
**Resolved: Motion Carried**
  - FTB Overtime Slot Agreement
    - Previously the FTB Task Force Agent assigned to TRaCE was unable to receive overtime due to her classification designation. The classification has recently been reclassified and is now able to receive overtime.
    - FTB will work with HSI to go through the process to get their Slot Agreement approved.
- TRaCE Fiscal Year 2017/2018 Training Plan
  - A handout was provided with a list of recommended training for task force personnel by Task Force Commander Susan Gorsuch.
- TRaCE Fiscal Year 2017/2018 Special Deposit Fund Budget Plan
  - A handout was provided indicating the current balance and known encumbrances for the TRaCE Special Deposit Fund by Task Force Commander Susan Gorsuch.
    - TRaCE Fiscal Year 2017/2018 Special Deposit Fund Budget Plan
      - Dan Gonzalez motioned to approve. Motion was seconded by Sir Streeter.

- Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
- Status Reports
  - Discussion regarding recent yearly Executive/Regional Board and Task Force Agents Meeting
    - Items discussed at the regional board meeting
      - Rotating the yearly meeting between Northern California and Southern California
      - The Los Angeles TRaCE Task Force has offered to host the next yearly joint meeting at the Los Angeles CLEAR office in Commerce, CA
      - Considering a two day meeting
      - Have more in depth case presentation / outside presenters i.e., CNOA, FBI, etc.
      - Hotels in LA for the next meeting
      - Move to a different time of the year
    - Suggestion from the executive board
      - Move meeting to the federal fiscal year (July, August, September)
      - Have one day for Executive and Regional Board Members
      - Have two days for task force agents and commanders
      - State Agencies suggest moving meeting to August or September
        - Randy Silva motioned to pursue having the next Joint Executive/Regional Board Meeting in August or September at the LA CLEAR Center. Executive and Regional Board Member would attend for one day and Task Force Agents and Commander would attend over two days. Motion was seconded by James Biscailuz
        - Vote: 7 in favor, 0 opposed  
**Resolved: Motion carried**
  - Legislative Proposal Update
    - Possibly to be included in the May Revise.
  - Quarterly Accomplishments Report
    - A handout was provided reflecting the TRaCE program activities completed and in progress for January through March 2017.

Next Meeting is scheduled for June 21, 2017 at 9:00 a.m., at 621 Capitol, Mall Room 2114.

Open session meeting adjourned at 10:52 a.m. by Randy Silva, Chairman, TRaCE Executive Board.