

Tax Recovery and Criminal Enforcement
Task Force Executive Board
Room 2114, 621 Capitol Mall, Sacramento, CA 95814
April 24, **2014**
Agenda

Open Session: 10:00 a.m.

Discussion Items

- March 6, 2014 Minutes
- TRaCE Logo
- Outreach
- Bylaws
 - New Team Member Selection
 - Meetings
 - Press Releases
- LA Expansion
- Web Presence
- Complaint Intake
- Outside Agency Referrals
- New Member Agencies

Closed Session: Immediately follows the conclusion of Open Session.

- Potential Cases for Collaboration
- Report of TRaCE Activities (Task Force Commander)

Tax Recovery and Criminal Enforcement Task Force

Executive Board Meeting

Meeting Minutes

April 24, 2014

Meeting called to order at 10:02 a.m. by Randy Silva, Chairman, TRaCE Executive Board

Members Present:

Randy Silva, Chairman, BOE

Gloria Pingrey, Special Agent in Charge, DOJ

Tom McPherson, Chief, FTB Investigations

Lisa Schmith, Chief, EDD Investigations

Subsequent Additions:

John Gliatta, Assistant Special Agent in Charge, FBI

Eric Hirata, Deputy Division Chief, ABC

Members Absent:

Peter Williams, Deputy Attorney General, DOJ

Discussion Items:

- March 6, 2014, Minutes
 - Chairman Silva motioned to approve the minutes with the correct spelling of Lisa Schmith's name. Motion was second by Gloria Pingrey
 - Vote: 3 in favor, 0 opposed (vote taken before John Gliatta and Eric Hirata became Executive Board Members)
 - Resolved: Motion carried**

- New Members
 - The FBI and the ABC signed the MOU
 - Chairman Silva motioned to approve John Gliatta, Assistant Special Agent in Charge, FBI, and Eric Hirata, Deputy Division Chief, ABC, as Executive Board Members. Motion was second by Gloria Pingrey
 - Vote: 3 in favor, 0 opposed
 - Resolved: Motion carried**

- TRaCE Logo
 - Five choices were presented for the TRaCE logo. The logo had been previously emailed to the Executive Board Members. Vote:
 - Logo 1 - Peter Williams
 - Logo 2 – Gloria Pingrey
 - Logo 3 – Lisa Schmith and Randy Silva
 - Logos 4 and 5 – No votes
 - After discussion, majority vote was for logo three
 - Resolved: Motion carried by majority vote**

- Outreach
 - Kevin Ferreira discussed the actions taken for outreach. He has talked to the following organizations:
 - Hotel, Retail, Restaurant Associations
 - Metro Chamber, Asian Chamber
 - Yolo Workforce
 - Golden-Sierra Workforce Investment Board
 - Kevin Ferreira made a presentation at the California Workforce Association Annual Conference on April 23, 2014, which the Western States Steel Council attended, representing approximately 200 steel contractors.
 - Kevin Ferreira will be having a meeting with the Chrysler Corp. and Tesla Motors. Once the meeting is set up, Kevin Ferreira will send the information out to the TRaCE members.
 - Kevin Ferreira, Susan Gorsuch, and Peter Williams met with the Chief Inspectors for the Sacramento Sheriff's Department; gave a presentation on TRaCE; and discussed partnering with the Sacramento County Sheriff's Department.
 - Peter Williams, Susan Gorsuch, and Kevin Ferreira intend to meet with Law Enforcement Agencies. Kevin Ferreira is currently setting up a meeting with the Sacramento City Police Department.
 - Kevin Ferreira spent a day at the Capitol talking to members of the Legislature giving briefings on TRaCE.
 - Every industry group Kevin Ferreira contacted was asked to help TRaCE by being the "eyes and ears" on the ground and relay information to TRaCE.
- Bylaws
 - A copy of the draft Bylaws was provided to each Executive Board Member for review. Chairman Silva requested their review and the expectation of discussing any needed changes at the next scheduled TRaCE Executive Board Meeting.
 - Meetings – after the next meeting scheduled on June 25, 2014, all future TRaCE Executive Board meetings will be held on the third Wednesday of every month.
 - Chairman Silva asked the Executive Board Members if they wanted to establish a delegate for a member if the member was unable to make a meeting. The delegate should not be a person who works for the TRaCE. The Executive Board Members will review the suggestion. By majority vote, the item will be added to the Bylaws.
- Los Angeles Expansion
 - Chairman Silva raised the possibility of having a second TRaCE group in Los Angeles to handle large cases
 - FTB offered a facility accommodations for the second TRaCE group in Los Angeles
 - No decision was made. Discussions will continue at a future Executive Board Meeting
- Web Presence
 - Gina Fong stated the website is in draft production. One of the things she was waiting for was the TRaCE logo to be approved. Gina is working with the BOE's External Affairs

Department for a tag line to be added to the website that captures the overall mission of TRaCE.

- The website is made up of a banner which will consist of the logo and tagline with some pictures of public resources. A proposal has been made to use a play on the acronym for the word TRACE. The website will have five tabs, one for each letter in the word TRACE. The content for TRaCE will be spread out among the letters of the acronym.
 - T for Team – Partnering Departments, Mission, Goals, Executive Board Goals, mission and staff
 - R for Resource – AB 576, Publications, Resource Material, Bylaws of the Executive Board, and Minutes from Meetings
 - A for Announcements – Executive Meeting Dates, Press Releases, News Articles
 - C for File a Complaint- provides the link for reporting fraud or criminal activity with each agency, as well as, the ability to report a crime electronically using the TRACE Central Complaint Intake Form
 - E for Enforcement Efforts– Videos of Enforcement Efforts, Speaking Engagements, Success Stories
- The website is the platform the general public will use to access to report a crime/complaint. The user will have the capability to report a crime and upload pictures or documents as evidence to support the crime that is being reported.

Action – Gina will provide a draft of the website to the Executive Board Members.

- **Complaint Intake**

- Susan Gorsuch and Gina Fong are moving forward with a process for complaint intake. They are in the “business requirements” gathering phase. The requirements include:
 - Security
 - Unalterable environment
 - Workflow
 - Intelligent Character Recognition
 - Alerts to other partnering agencies
 - Indexing of information for reporting and performance metrics
- Documentum will be the platform used to save documents
 - Scanning complaints that come by mail on the TRACE Complaint Form to a repository and having data intelligence recognize how to triage the complaint
 - Establishing assigned leads from partner agencies
- Options to purchase software and servers for data retention are being explored
- “Go Live Date” is scheduled for November 2014

- **Outside Agency Referrals**

- General Discussion: how to respond to an agency that is not a member of TRaCE but would like TRaCE to work with them on a case:
 - Susan Gorsuch stated that the process currently being used is:
 - If the agency wants TRaCE to work the case, they hand it over to the TRaCE staff.

- Tom McPherson stated FTB cannot work misdemeanors cases, only felonies. He suggested if the case is only a misdemeanor, then the referring agency should work the case.
 - Discussion: an agency presents a case to the TRaCE members and they will decide on whether the TRaCE staff will work it.
 - Recommendation: have the referral given to the Task Force Commander or the Deputy Attorney General to review for sufficiency and collaborative opportunities, prior to assignment to TRaCE staff.
 - Gloria Pingrey suggested all requests from other agencies be tracked to show the work flow.
- Existing MOU
 - The existing MOU states that there should be a Budget in place and Training Plan created by April 15, 2014.
 - At this time, no revenue has been generated. A Budget Plan is not needed.
 - Chairman Silva motioned to delay the creation of a Training Plan until the end of July 2014. Motion was second by Gloria Pingrey
 - Vote: 5 in favor, 0 opposed
 - Resolved: Motion carried**
 - Chairman Silva motioned to eliminate the requirement for the Budget Plan until revenue has been generated. Motion was second by Gloria Pingrey
 - Vote: 5 in favor, 0 opposed
 - Resolved: Motion carried**
 - Next meeting is scheduled for Thursday, May 22, 2014, at 10:00 a.m., at 621 Capitol Mall, Sacramento, California

Open Session Meeting adjourned at 10:38 a.m. by Chairman Silva