



**Tax Recovery and Criminal Enforcement
Task Force Executive Board Meeting
621 Capitol Mall, Suite 2150, Sacramento, CA 95814
July 16, 2014**

Agenda

Open Session: 10:00 a.m.

Discussion Items

1. June 25, 2014, Minutes
2. MOU
 - Section XIII – proposal to facilitate TRaCE investigative recovery costs
 - Exhibit D – adoption of June 25, 2014, proposed edit
 - Due dates for Task Force Reports
3. Bi-laws
4. Tri-fold
5. Complaint Form
6. Status Reports
 - Web Presence
 - Outreach

Closed Session: Immediately follows the conclusion of Open Session

1. Potential cases for collaboration
2. Report of TRaCE Activities – Task Force Commander

**Tax Recovery and Criminal Enforcement
Task Force Executive Board Meeting
621 Capitol Mall, Room 2114, Sacramento, CA 95814
7/16/14**

Meeting called to order at 10:00 a.m. by Randy Silva, Chairman, TRaCE Executive Board

Members Present:

Randy Silva, Chairman, BOE	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Peter Williams, Deputy Attorney General, DOJ	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Gloria Pingrey, Special Agent in Charge, DOJ	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Dan Gonzalez, Chief, FTB Investigations	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Lisa Schmith, Chief, EDD Investigations	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
John Gliatta, Assistant Special Agent in Charge, FBI	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Eric Hirata, Deputy Division Chief, ABC	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Michael Tsang, Assistant Special Agent in Charge, DHS	Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>

Members Absent:

John Gliatta, Assistant Special Agent in Charge, FBI, Maria Johnson, Supervisory Special Agent, FBI (proxy)

Discussion Items:

- June 25, 2014 Minutes
 - Eric Hirata motioned to approve the June 25, 2014 Minutes. Motion was second by Dan Gonzalez.
 - Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

- MOU
 - Section XIII – Proposal to Facilitate TRaCE Investigative Recovery Costs
 - There was discussion regarding the wording on page 8, section XIII, “Any such investigative fees shall only be submitted to the Task Force after restitution has been paid to any applicable victims.”
 - Peter Williams motioned to revise the wording from “Any such investigative fees **shall** only be submitted to the Task Force after restitution has been paid to any applicable victims,” to “Any such investigative fees **may** be submitted to the Task Force after restitution to any applicable victims has been given **consideration.**”
 - Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

- Chairman Silva motioned to change the title from “Asset Forfeiture” to “Asset Forfeiture and Restitution.” Motion was second by Gloria Pingrey.
- Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

- Exhibit D – Adoption of June 25, 2014, Proposed Edit
 - Chairman Silva motioned to approve the change on Exhibit D, under item B. Access to Information, second paragraph from “No Federal Tax Information (FTI) will be disclosed under this MOU, unless obtained from public sources, or through court order approving disclosure, or any statutorily approved method.” to “No Federal Tax Information (FTI) will be disclosed under the MOU.” as discussed in the June 25, 2014 Executive Board Meeting. Motion was second by Gloria Pingrey.
 - Vote: 7 in favor; 0 opposed

Resolved: Motion Carried

- Due Dates for Task Force Reports
 - Gloria Pingrey will be sending out the “Quarterly Inspection Reports.”
 - Gloria Pingrey motioned to change all the “Monthly Performance Metrics Report” to “Quarterly Performance Metric Report.” Gloria also suggested that the Annual Report due date be changed to March 2015, after the Task Force has been in force for a year. Motion was second by Peter Williams.
 - Vote: 7 in favor; 0 opposed

Resolved: Motion Carried

- Yearly Group Training Plan Report
 - Discussion surrounded the lack of a budget to fund the training plans.
- The Task Force Commander, Susan Gorsuch, will identify any additional training needed for the Task Force staff. Susan Gorsuch will provide a suggested training plan to Task Force staff as the need for additional training arises or becomes available. The investigator will in turn notify their agency of the suggested training identified by the Task Force Commander. The agency will in turn have control of whether they approve the training of their staff and have adequate funding.
- Property Inventory Report
 - There still is not a budget in place to fund equipment.
 - Susan Gorsuch will maintain a Property Inventory report that will be available for the Executive Board to review.
- Gloria Pingrey will conduct inspections and prepare “Quarterly Inspection Reports” for January thru March (3rd Qtr) and April thru June (4th Qtr) and present these reports to the Executive Board at the next meeting.

- Bylaws

- Chairman Silva motioned to create a Co-Chair that would be elected by the Executive Board. Motion was second by Michael Tsang.
- Vote: 7 in favor; 0 opposed

Resolved: Motion Carried

- Next scheduled Executive Board Meeting, August 20, 2014.
 - Chairman Silva will not be able to attend this meeting.

- Chairman Silva motioned to cancel the August 20, 2014 Executive Board Meeting. Motion was second by Michael Tsang.
- Vote: 7 in favor; 0 opposed

Resolved: Motion Carried

▪ Trifold

- Michael Tsang emailed photos to be updated in the Trifold.
- Susan Gorsuch suggested a different design and color scheme for the Trifold She presented a sample to the Executive Board for review.
- Peter Williams motioned to accept the suggested design changes to the Trifold. Motion was second by Gloria Pingrey.
- Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

- Chairman Silva motioned to accept the content of the Trifold. Motion was second by Eric Hirata.
- Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

▪ Complaint Form

- The paper complaint form, and the trifold need to be approved before the TRaCE webpage can go live. Until the online complaint form design is completed by TSD, the paper complaint form can be available and accessed on the TRaCE webpage. The public can print out the complaint form from the webpage and then mail to the TRaCE Task Force.
- Chairman Silva motioned to approve the paper complaint form. Motion was second by Eric Hirata.
- Vote: 7 in favor, 0 opposed

Resolved: Motion Carried

▪ Status Report

- TRaCE Website
 - Gina Fong presented the TRaCE webpage to the Executive Board.
 - Gina Fong worked with Susan Gorsuch and staff from the Technology Section Division on creating the webpage and online complaint form.
 - Online Complaint Form
 - The fields on the online form that have an “*” are mandatory. There is also a geocode, which gives the characterization of a region, on the online form. The online complaint form has the ability to upload pictures, links, and documents from a browser.
 - The online complaint form provides the user with complaint categories check boxes, i.e. Labor, Human Trafficking, Counterfeiting, etc. that pertain to frequently reported crimes. After they choose the complaint category, the online complaint form will display three to five questions regarding that specific type of crime being reported.
 - The online complaint form is submitted and Susan Gorsuch will receive an email that a complaint has been submitted for review. Susan Gorsuch will review the complaint and either have the Task Force investigate the complaint or triage the complaint via email to the agency that handles investigations related to the complaint category.
 - The Task Force will keep a record of the status on all the complaints.

- The online complaint form gives the option to send the complaint anonymous. If the complainant chooses to report a crime anonymously, then a pop-up screen will confirm their desire to remain anonymous. Lisa Schmith wanted to add a disclosure statement stating that the complainant's name will not be public record.
 - **Action Item** – Gina Fong will look at Sacramento Police Department's and San Diego Police Department's website to see the verbiage they use for anyone who wants to file a complaint anonymously. Once the research is complete, Gina Fong will bring the choices back to the Executive Board.
 - Gloria Pingrey would like the partnering agencies on the webpage under "File a Complaint" to be in alphabetical order.
 - Maria Johnson wanted to include the phrase "web links" in the field where attachments can be added, to clarify that an attachment can be a web link.
 - Dan Gonzalez requested to add a field in the "Income Tax" online complaint form questions to include "Business Type or Nature of Business."
 - Gina Fong requested any additional changes to be added to the online complaint form be emailed to her.
 - The database that will be used for the online complaints will be functional in November 2014.
- Outreach
 - Kevin Ferreira provided a handout with the meetings he has attended and upcoming meetings.
 - The Northern Longshoreman Union has added an agenda item in their Executive Board Meeting to discuss the Task Force and working with them.
 - The Southern Longshoreman Union will be meeting with their President of the Council and she will make a date to meet with Kevin Ferreira.
 - Chairman Horton of the Board of Equalization wants to have a presence in any meetings the Task Force has in Southern California.
 - Peter Williams stated other agencies have been receptive to the Task Force and the Task Force will be receiving cases from those agencies.
 - Peter Williams had a meeting with the Assistant District Attorneys in Southern California and the Assistant District Attorneys are receptive to the idea of working with the Task Force. Peter Williams will be coming to the Southern California District Attorneys with cases from the Task Force.

Next meeting is scheduled for September 17, 2014, at 10 a.m., at 621 Capitol Mall, Room 2114.

Open session meeting adjourned at 11:00 a.m. by, Randy Silva, Chairman, TRaCE Executive Board.