

Board on Public Safety Standards and Training

Executive Committee Meeting

Minutes - DRAFT

April 4, 2024

The Executive Committee of the Board on Public Safety Standards and Training held a virtual meeting at 3:00 p.m. on April 4, 2024, at the Department of Public Safety Standards and Training in Salem, Oregon. BPSST Chair, Matt English, called the meeting to order at 3:00 p.m.

Committee Members Present:

Matthew English, Chair of the Board and Corrections Policy Committee
Chris Heppel, Chair of the Fire Policy Committee
Scotty Nowning, Chair of the Police Policy Committee
Dan Lenzen, Chair of the Private Security/Investigator Policy Committee
Michael Fletcher, Chair of the Telecommunications Policy Committee

DPSST Staff:

Phil Castle, DPSST Director
Brian Henson, Deputy Director/Chief of Staff
Kathy McAlpine, Professional Standards Division Director
Jennifer Howald, Legislative and Administrative Rules Coordinator
Shelby Wright, Executive Assistant to the Director

1. Introductions

- *BPSST Chair, Matt English, introduced himself and invited everyone in attendance to state their name and position for the record.*

2. *Approve Meeting Minutes from March 10, 2022

Approve minutes

- *Chris Heppel motioned to approve the minutes from the March 10, 2022, meeting. Mike Fletcher seconded the motion. A vote was taken by roll call where the motion passed unanimously.*

3. DPSST Agreements with Third-Party Contracts

Presented by Phil Castle

BACKGROUND:

Director Castle began the meeting by thanking the Executive Committee for convening to discuss grants. Director Castle mentions that when he arrived at DPSST over a year ago, there was a process for grants that had evolved from the original process overseen by former Director Eriks Gabliks. This was an effective manner of moving funds to organizations that became

forced multipliers for the different disciplines to conduct training and activities that DPSST either did not have the bandwidth, personnel, or accessibility to do. Moreover, he adds that this is an excellent tool, and one DPSST would absolutely like to retain.

Since Director Gabliks left, there has been a new process put in place by DPSST whereby grants are delegated down to the management level to approve and organize. The issue with this, according to Director Castle, is that they are being done without unified oversight as to how DPSST is proving the equity of those grants and visibility over the budget. When DPSST was approving grants, they were not being referenced against a line item. It was not necessary to disclose, if they were being recorded, that DPSST did give a grant. DPSST had no ceiling or budget item it was working against. Director Castle goes on to admit that there were challenges with the tracking of the grants, the process in which they were approved, among other issues.

RECOMMENDATION:

DPSST intends to reorganize the grant request and revision process by bringing the approval of grants up to a leadership level -- so that all the department heads see every grant that is proposed. Included in this is to have our grant expert in the agency within the approval process. This person retains veto power over decisions that do not align with DPSST's mission. Referencing DPSST's draft Policy and Procedure, it brings about internal and external transparency along with that of the Board. OAR emphasizes that DPSST subdue this with the Board, meaning it must be aware and comfortable of the procedures that DPSST approves of.

DPSST has four fund sources that it provides grants out of (CIT, OEM, FIPT, CFA), with OEM and CIT being pass-throughs for other organizations. Director Castle wants to ensure that every grant, regardless of type, goes through the same application process. The process will consist of an inbox for grant requests that funnel through DPSST's Procurement Services headed by Procurement Specialist, Adam Bergerson. The grant request form is easily available on DPSST's website.

This Procurement Specialist will then take those grants and send them out to the sponsoring programs. For example, if a grant were to fall under Fire Training and the FIPT Fund, it would go to our Fire Program Manager Kayla Ballrot for review. She would then present the grant in the monthly Leadership team meeting along with an associated recommendation considering how this grant meets our mission and equity goals, appropriateness of execution, and fiscal timeliness.

If the grant is approved by a vote, it will be returned to the Procurement Specialist for notification to the requester, and an explanation of denial for those that are turned down. Director Castle notes that DPSST intends on funding grants by assessing our budget at the beginning of each biennium. This will be set as a budget line item shared with the Board.

DPSST's Policy and Procedure states, "no grant will be awarded more than \$25,000 for equipment, training, or to host a conference," limiting the amount of allocated funds available. Director Castle highlights an exception to this rule at his discretion based on exceptional need. Deputy Director Henson clarifies that from the agency's perspective, there will be a third-party contract between it, the association and deliverables. The contract will define the amount of grant

dollars needed to accomplish what is sought and is therefore an expectation of documentation on the back end that supports the grievances of the contract have been met.

In differentiating between awards and grants, Deputy Director Henson explains that the former is given up front whereas the latter are reimbursed.

- *Chair English opened the floor to questions, comments, or concerns.*

Fire Policy Committee Chair Heppel asked, “With this being a specific line item, and then starting at the beginning of the biennium, is there a plan to meter the amount (of funds) that is going out?” Director Castle expressed a need to engage with the Board on the matter. Deputy Director Henson notes that not everybody recognizes that DPSST has a grant program available, and for there to be equitable notification of the funds available at the beginning of the biennium.

Telecommunications Policy Committee Chair Fletcher commended the formalization of DPSST’s grant allocation process. Chair Fletcher then asks if Director Castle has proof of actuals going back to 2015, and whether spreadsheets of this history could be shared. Moreover, this includes funding history from the aforementioned funding sources. Director Castle agreed to distribute the documents accordingly to the Chairs.

Deputy Director Henson reminds the Committee that the only line-item budget provided has come from the CIT fund, and that the purpose of the new grant process is to exact line-item amounts from all funding sources.

Police Policy Committee Chair Nowning asked, “What is the estimated additional time to go through this process?” Director Castle reiterates the disparate nature of the former process and the revision of grant applications within thirty days, followed by a response one to two days later.

- *Director Castle then asked for a consensus among the Committee Chairs, reiterating the goal of transparency where a unanimous consensus was achieved.*

4. Next Meeting – TBD

With no additional items to discuss, Chair English adjourned the meeting.