

**ILLINOIS  
MOTOR VEHICLE  
THEFT  
PREVENTION  
COUNCIL**



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**Jerry Brady**  
*Peoria County State's Attorney*

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*MetLife Insurance*

**Brian B. Fengel**  
*Chief, Bartonville Police Department*

**Garry McCarthy**  
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*Illinois Secretary of State*

**John Maki**  
*Executive Director  
Illinois Criminal Justice  
Information Authority*

**Grant Review Committee Meeting Summary**

Thursday, October 2, 2014 | 11:00 am

Holiday Inn Express  
1031 Wylie Dr.  
Bloomington, Illinois 61704

**I. Call to Order & Roll Call**

Colonel Todd Kilby, Chair of the Grant Review Committee (GRC), called the meeting to order and asked ICJIA Associate General Counsel Lisa Castillo to take roll.

Name	Present	Telephone	Absent
Chairman Todd Kilby	X		
Kathleen Boehmer			x
Larry Cholewin	X		
Director Brad Demuzio	X		
Chief Fengel	X		
Mike Golden	X		

\* Four members need to be physically present for a quorum

A quorum was present. Chairman Kilby did not have any additional comments. Chairman Kilby noted that State's Attorney Brady and Larry Johnson were also present.

**II. Approval of July 10, 2014 Grant Review Committee Meeting Summary**

Chairman Kilby stated that the GRC meeting summary for the 7/10/14 meeting was behind Tab A of the meeting materials. He asked the members if there were any additions, deletions or questions regarding the summary. There were no comments on the meeting summary.

*Motion: To approve the 7/10/14 meeting summary.*

Motion: Chief Fengel

Second: Director Demuzio

Vote: Approved unanimously

**III. PROGRAM DIRECTOR'S REPORT**

Chairman Kilby asked Program Director Greg Stevens to present his report. Mr. Stevens referenced his memo and the supporting materials found behind Tab B of the meeting materials.

Mr. Stevens reported that behind Divider 1 is the Financial Status Report. This chart shows the grants expected expenses are \$3,791,667 and programs reported expenses are \$3,333,810. Therefore, they are close to being on track. Behind Divider 2 is the Cash Flow Projection Report for 2014 and lapse fund report which covers 2009-2013. The projected trust fund balance at the end of calendar year 2014 is \$2,053,339. Behind Divider 3 is the Fiscal Progress Report of the Submission Summary Report which covers through July 2014. It is an overview of required reports that all funded programs submits. Behind Divider 4 is the Vehicle Fleet Summary utilized by Counsel funded

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programs. It includes leased and insurance provided vehicles. Most State Farm vehicles have been returned.

Mr. Stevens noted that staff activities from August 1<sup>st</sup> through September 30<sup>th</sup> included continued site visits to funded programs. All 11 programs have been completed. A new web site is being developed for Council. On September 19<sup>th</sup>, a staff member attended the International Association of Special Investigative Units Chapter meeting at AllState insurance headquarters trying to create interest in the Vehicle Acquisition Program. Recently, a vehicle was donated due to networking. Mr. Stevens met with the National Insurance Crime Bureau to reaffirm the status of each agency and ways to expand further partnerships.

Deputy General Counsel, Junaid Afeef has been reassigned. Associate General Counsel, Lisa Castillo will be taking over. New task force commanders introduced themselves.

#### **IV. QUARTERLY ACTIVITY SUMMARY**

Chairman Kilby next moved to the Quarterly Activity Summary item on the agenda. He noted that this report is prepared by the Illinois State Police Clearinghouse. It covers the second quarter of 2014.

#### **V. 2014 PROJECTED LAPSES AND PROGRAMMING**

Chairman Kilby noted that behind Tab D was a memo from Mr. Stevens regarding the anticipated 2014 lapses. Chairman Kilby asked Mr. Stevens to present this memo. Mr. Stevens noted that the lapses had to be reprogrammed and reduced before the end of the calendar year. He identified two programs as having lapsing money. The first program is the Northern Illinois Auto Theft task force. They have identified \$42,804 in personnel services due to vacant grant funded position. They request to use lapse funds to replace two aging utility vehicles with one vehicle and purchase a cell phone forensic device. This request needs the Grant Review Committee and Counsel approval to move personnel to equipment because the amount of lapse exceeds \$15,000.

##### **Northern Illinois Auto Theft Task Force**

Original designation:	\$622,315
Identified lapse:	\$42,804

*Motion: To approve the Northern IL Auto Theft Task Force request for a budget revision to move lapsing money in personnel into the equipment category.*

Motion: Mr. Cholewin  
Second: Mr. Golden  
Vote: Approved unanimously

The second program identified for lapsing funds was the Secretary of State Audit team program. There was a lapse of \$151,639 in personnel services due to vacancies. There was a lapse of \$14,130 from the contractual category because they did not have to lease vehicles. This program will use \$3,725 of lapsed funds toward increased commodities and travel costs resulting in an unused lapse of \$162,044. Mr. Stevens recommended that their designation be lowered to \$1,135,024 so the program would not lapse that money.

##### **Secretary of State Audit Team Program**

Original designation:	\$1,297,068
Identified lapse:	\$165,769
Recommend revised lapse:	\$1,135,024

*Motion: To reduce Insurance Vehicle Expense Fund Program designation from \$1,297,068 to \$1,135,024.*

Motion: Chief Fengel  
Second: Mr. Golden  
Vote: Approved unanimously

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The next topic of discussion was the designation of \$162,044 in lapsed funds. The Metro East Auto Theft Task Force requested these grant funds to purchase three vehicles that are currently being leased and purchase four vehicles to replace four high mileage task force owned vehicles. The leased vehicles are currently being leased at \$6,000 per year. Mr. Stevens recommended that the lapse from Secretary of State of \$162,044 be granted to Metro East for purchase of these seven vehicles. This would raise Metro East's designation to \$913,854. The chart is behind the programming letters.

Council members discussed whether replacing Metro East's vehicles are the best use of funds. There was a consensus that high mileage vehicles and leased vehicles are both priorities to replace. However, there are other vehicles from other departments with higher mileage than Metro East. Mr. Stevens suggested an option is to solicit other agencies for bids. In the alternative, grant Metro East the funds to replace three leased vehicles and offer up balance to other agencies. Mr. Stevens noted that Metro East's high mileage vehicles are utility vehicles. Also, the grant funds have to be used within a month. The appropriation next year is \$7 million. There was previous discussion of using those funds towards the purchase of vehicles.

Council asked Mr. Stevens to reach out to all task force directors and give them an opportunity to submit requests to purchase the other four vehicles.

**Metro East Auto Theft Task Force**

Original designation:	\$751,810
Amount requested:	\$162,044

*Motion: To grant Metro East Auto Theft Task funds for the purchase of three vehicles to replace three leased vehicles.*

Motion: Director Demuzio

Second: Mr. Cholewin

Vote: Approved unanimously

Counsel requested that Mr. Stevens reach out to the other task forces directors regarding the purchase of the other four vehicles. Mr. Stevens will bring the cost of Metro East's purchase of three vehicles and the remaining balance for the purchase of the other four vehicles to the next meeting.

**VI. 2015 PROGRAM FUNDING GRANTS APPROPRIATION INCREASE PLANNING**

Chairman Kilby noted that Mr. Stevens memo regarding 2015 cost of living increase was located in the meeting materials behind Tab E. Mr. Stevens stated that there was a discussion at the last council meeting on how to use the additional \$500,000 that was included in the appropriation for state fiscal year 2015. One of the things discussed at the last meeting was to inquire with each unit for cost of living increases incurred for the year of 2015. The charts are the results from those inquiries. The first chart is the programming chart. The first column is the designation for 2015. COLA (cost of living) requests are in the second column. This column identifies what each program would incur during the next grant period. The revised designation is the total of those two columns.

The following charts give the breakdown for each program. The last column for each program is the number of months the increase applies to. Some units do not get an increase until half way into the year. Therefore, there is only a six month change. In 2016, the amount would double because 12 months is needed for the new figure. These would be new costs to the program so it is not a supplanting issue. With COLA requests and new revised designations, the total figure is \$6,586,907. This figure leaves Council with \$413,000 which is under the cap of \$7,000,000.

The following chart was presented in the meeting materials.

<p style="text-align: center;"><b>Illinois Motor Vehicle Theft Prevention Council</b></p> <p style="text-align: center;">Current as of September 22, 2014</p>			
<b>Calendar Year 2015 Motor Vehicle Theft Prevention Program Funding</b>			
Funded program	Approved CY15 designation	COLA Request	Revised designation
Cook Co. Prosecution	\$ 823,644	\$ 8,995	\$ 832,639
Greater Metro	\$ 750,531	\$ 3,688	\$ 754,219
Insurance Vehicle Program	\$ 60,000	\$ -	\$ 60,000
Intelligence Clearinghouse	\$ 326,893	\$ 5,146	\$ 332,039
ISP Training Academy	\$ 51,964	\$ -	\$ 51,964
Metro East	\$ 751,810	\$ 15,401	\$ 767,211
NEMAT	\$ 601,098	\$ -	\$ 601,098
Northern IL	\$ 622,315	\$ 17,735	\$ 640,050
SOS Audit Team	\$ 1,297,068	\$ 14,170	\$ 1,311,238
SLATE	\$ 412,301	\$ 6,382	\$ 418,683
Tri-County	\$ 800,918	\$ 16,848	\$ 7,404,673
<b>Total</b>	<b>\$ 6,498,542</b>	<b>\$ 88,365</b>	<b>\$ 6,586,907</b>
Grants			
Appropriation	\$ 7,000,000	\$ -	\$ 7,000,000
Available for programming	\$ 501,458		\$ 413,093

There was discussion of high theft areas within the state. Maps with statistical data of highest theft areas by cities for 2013 and three quarters of 2014 were presented. There was discussion of expanding coverage to these high theft areas where there is no task force coverage. Mr. Stevens noted that Request For Proposals will be reissued in 2015 across the state for motor vehicle funding for 2016 and onwards.

Council agreed that they would postpone making a motion for a recommendation for funding COLAs. Council may rather expand or create a new task force for 2015 directed toward unserved areas with higher rate of motor vehicle theft. Mr. Stevens reiterated that a decision to grant COLAs would have to occur at the November meeting to avoid supplanting issues.

**VII. PROGRAM PROFILE: MOTOR VEHICLE THEFT PREVENTION PROGRAM**

Chairman Kilby noted that the next item on the agenda was a program profile of the Motor Vehicle Theft Investigation Training program profile. The meeting materials are behind Tab F. He noted that the program would not make a presentation at this time, but will be making a presentation at the November 20, 2014 Council meeting.

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**VIII. OLD BUSINESS**

There was no old business.

**IX. NEW BUSINESS**

There was no new business.

**X. ADJOURN**

*Motion to Adjourn*

Motion: Director Demuzio  
Second: Chief Fengel  
Vote: Approved unanimously

Respectfully submitted,

Lisa Castillo  
Associate General Counsel