

**Motor Vehicle Theft Prevention and Insurance Verification Council**  
**Thursday, February 28, 2019**  
**10:00 a.m. – 12:00 p.m.**

**Illinois State Library**  
**300 South Second St., Authors Room**  
**Springfield, IL 62701**

**Meeting Minutes**

**1. Welcome and Roll Call**

Chairman Piazza called the meeting to order at 10:05 a.m. and asked Micah Miller to take the roll call. The following Council members were present (asterisk indicates participation by phone):

Pete Piazza, Director, Secretary of State Police  
Sgt. Keith Blair, Chicago Police Department  
Larry Johnson, Farmers Insurance  
Matt Gall, Country Financial  
Joe Hutchins, Illinois State Police (designee for ISP)  
Kevin Martin, Illinois Insurance Association (designee for Dana Popish, Allstate Insurance)  
Nick Jarmusz, the Auto Club Group (designee for Heather Drake, the Auto Club Group)  
Todd Feltman, State Farm Insurance  
\* Brian Fengel, Chief, Bartonville Police Department  
\* Dana Popish, Allstate Insurance

The following individuals were also in attendance:

Dwayne Killian, Tri-County Auto Theft Task Force (TCAT)  
Lt. Elmer Garza, Deputy Director, Secretary of State Police  
Sgt. Adam Broshous, Secretary of State Police  
Tiffany Baum, Dept. of Information Technology, Secretary of State  
Micah Miller, Program Manager, Secretary of State  
Amy Williams, Legal Counsel, Secretary of State  
Sherry Brticevich, Grant Monitor, Secretary of State  
Bill House, Budget Analyst, Secretary of State Budget Office  
Amanda Trimmer, Chief Deputy Director, Secretary of State Budget Office  
Dave Fuchs, Program Assistant, Secretary of State

Chairman Piazza recognized that a quorum was present (6 members or more physically present).

### **1.a. New Member Announcement**

Chairman Piazza announced that Steve Lyddon, Chief of Staff with the Illinois State Police, has taken a new position within ISP and will be retiring in March, therefore he has stepped down from the Council. He welcomed Joe Hutchins' participation once again and said that ISP would have a new official appointee to the Council in the near future.

### **2. Approval of Minutes**

Chairman Piazza asked if there were comments on the minutes from the January 29, 2019 meeting. Hearing none, Chairman Piazza asked for a motion to approve the minutes. Larry Johnson made the motion and Sgt. Keith Blair seconded the motion. Hearing no objections, the minutes from January 29, 2019 were approved.

### **3. Financial Report – Amanda Trimmer**

Chairman Piazza asked Amanda Trimmer to update the members on the Trust Fund balance. Ms. Trimmer said that the balance was currently \$16,540,333 and noted that there were a few expenses related to the Mandatory Insurance program and administrative costs that were coming out of the fund, but nothing significant at this point. She also noted that the a Fiscal Year 2020 budget request was recently submitted to the General Assembly, which included an appropriation for the Trust Fund expenditures.

### **4. Electronic Payment System Update**

Chairman Piazza asked Tiffany Baum to update the members on the electronic payment system. Ms. Baum said that there were 131 total transactions with 115 of those not reporting any payment due. The remaining 16 transactions did report a payment due, which totaled \$100,645. Chairman Piazza asked if there were any problems with the system. Ms. Baum said that they had to change one of the fields to allow for more characters to be entered, but otherwise it has gone pretty smoothly.

Mr. Miller reported that there have been a few unique situations where companies could not pay electronically. He said that in those cases, he collected paper checks, which have totaled approximately \$32,000 on top of what has been collected electronically. Mr. Johnson asked when the payments were due. Mr. Miller said companies had until April 1, 2019, however there have always been some cases where payments come in after the date. Ms. Williams noted that the amount collected is on pace when compared to last year, and she expected payments to ramp up significantly through March.

## **5. Grant Application RFP Review – Sherry Brticevich**

### **5.a. Distribution Discussion**

Chairman Piazza asked Sherry Brticevich to give an update on the grant process. Ms. Brticevich mentioned that a draft copy of the Request For Proposal (RFP) had been distributed to the members in advance of the meeting and asked if the members had any questions or revisions regarding the content or format.

Chief Fengel said that he thought it looked great, but asked if there needed to be any language added regarding the obligation of the grantee to fulfill the terms of the grant for accountability purposes. Ms. Williams said once grants were awarded and grant agreements signed, it would be the Grant Recovery Act would apply in the event that obligations are not being fulfilled.

Ms. Brticevich said that grantees will also have reporting requirements to meet and if the Council believes the terms of a grant are not being fulfilled, there are mechanisms in place to hold them accountable. Mr. Johnson said that grantees used to offer quarterly presentations to the Council and the members may want to consider that. Ms. Brticevich said that the RFP includes a statement about the Council having the authority to request additional information and data from any applicant. She continued that once an applicant is selected, the Council could ask for an annual presentation, or a review that would occur more often.

Mr. Gall asked Ms. Brticevich if her other grant work would have required quarterly updates. She said yes and continued that in the case of the MVTPIV Council, they would ask for monthly financial reports up front and may decide to adjust the reporting requirements if grants are operating smoothly. Mr. Gall asked if the RFP needed to address the reporting requirements in further detail. Ms. Trimmer noted that more specific language could be added into the Grant Agreement once it is decided who would be funded.

Mr. Feltman asked if groups who had a history with the Council, like Tri-County, would be able to offer additional information on their past work. Ms. Brticevich said that it was up to the applicant to provide information that they felt would help the Council to make a decision, and past performance would definitely be a consideration.

Nick Jarmusz asked if the Council should request documentation outlining the partnership between a grantee and a municipality, if they are the ones awarded the money. Ms. Brticevich said that this type of information is already requested.

Mr. Miller pointed to a handout that was distributed to the members, referencing grants that had been awarded in the early 1990's from the former Council. He noted that some grants were as little as \$6000 and used for research, whereas others were several hundred thousand dollars and used to fund large operational Task Forces. Kevin Martin asked if funds could be used for enforcement of towing operators. Mr. Miller noted that the Revised 2019-2022 Motor Vehicle Theft Strategy was amended to include "tow companies" as an area of "Special Investigative Activities" for law enforcement program areas.

Ms. Brticevich said that if the members feel comfortable with the language in the RFP, they may consider voting to adopt it. If the Council approves it, then the Secretary of State's Office would have it approved internally by their Communications Department before officially posting it on their website and making it available for distribution. At that point, applicants would have one week to submit questions and an additional week for the Secretary of State to post answers to those questions. Then another two week period would be allowed for applicants to submit proposals, which is a total of 4 weeks from the time of posting. Ms. Brticevich indicated that the amount of proposals received would then dictate the schedule moving forward for the Grant Review Committee (GRC) to do their work, but the goal would be to have recommendations from the GRC approved by the full Council so that grants can be awarded by Fiscal Year 2020 (July 1, 2019)

Chairman Piazza asked if the Council had any other questions. Hearing none, he made the motion to approve the Grant Application RFP and Mr. Johnson seconded the motion. The motion passed with a voice vote. Ms. Brticevich thanked everyone for their input and indicated that the RFP could be posted along with the grant application in approximately one week. Mr. Miller said that he would share links to the postings with the Council members, the Illinois Sheriffs' Association and the Illinois Association of Chiefs of Police.

## **6. Old business**

### **6.a. Spring Meeting Schedule**

Mr. Miller briefly discussed the upcoming meeting schedule with the Council. He indicated that once the RFP process has run its 4-week cycle, the next meeting would be with the 5-member Grant Review Committee sometime in the week of April 8-12, to go over the proposals.

Ms. Brticevich said that it would most likely be a very brief meeting in Springfield where they would receive the proposals and be instructed on how to grade them. The GRC members would then grade the proposals over a timeframe of a couple weeks, return the score sheets to her and then a second meeting of the GRC would be scheduled (around April 30) to review the grades for the various proposals and to vote on who to award grants to.

Mr. Martin asked how much of the Trust Fund would be available for grants. Mr. Miller said that due to the backlog of funds, the Council could support 6 million worth of annual grants on a 4 year grant cycle. He also noted that the way the legislation is written, the 50% of funding can be used for the Mandatory Insurance Verification Program. Mr. Martin asked if the Mandatory Insurance Verification Program would become self-sustained down the road. Ms. Trimmer said it could be possibility, or at least the amount of money used to sustain it could be revisited with legislative changes.

## **9. New Business**

Chairman Piazza asked if there was any new business. Hearing none, he thanked everyone for their time.

## **10. Public Comments**

Chairman Piazza asked if there were any public comments. Hearing none, he thanked the members for their time.

## **11. Adjournment**

Chairman Piazza made the motion to adjourn. Mr. Johnson seconded the motion. The meeting was adjourned at 10:40 a.m.