



Arizona Coalition for Victim Services (ACVS)

Meeting Minutes

January 17, 2018

2120 N Central Avenue, Phoenix, AZ

- I. **Call to Order:** Debbie Olsen, Chair, called the meeting to order at 10:05 a.m.
- II. **Welcome and Introductions:** Debbie Olsen welcomed everyone and reminded them to please sign the sign-in sheet and utilize the tent cards.

Amy Bocks, AZ Attorney General	Jerron Grimm, AZ Dept. of Public Safety
Amy Palmisano, EMPACT	Julie Williams, Maricopa County Attorney
Ana Rodriguez, Mesa City Prosecutor	Kennesha Jackson, AZ Attorney General
Angela Rose, City of Scottsdale	Marc Tetzlaff, Homeland Security
Beckie Miller, POMC	Melissa Brickhouse-Thomas, Glendale Police
Brian Bylbie, AZ Dept. of Corrections	Michelle Medina, Prescott Police Dept.
Candice Hewitt, Phoenix FAC	Patty Abeyta-Young, MADD
Carolee Holbrook, POMC Volunteer	Randall Udelman, AZ Crime Victims Law Inst.
Connie Chapman, AVAA	Tiffany Brizendine, AZ Dept. of Public Safety
Debbie Olsen, Yavapai County Attorney	Tony Bidonde, Maricopa Adult Probation
Denise Lundin, AZ Supreme Court	Vanessa Helms, Pima County Attorney

- III. **Approval of November Minutes:** Marc Tetzlaff made a Motion to approve the November 2017 Meeting Minutes. Motion seconded by Kennesha Jackson. Motion passed unanimously.

IV. Update on Victim Compensation Program and Victim Assistance Fund:

- a. Larry Grubbs updated the group on the Crime Victim Compensation and Crime Victim Assistance Programs
 - ALL INFORMATION PROVIDED IS UNOFFICIAL UNTIL FORMALLY APPROVED BY ACJC
 - The programs are outlined in the Administrative Code, not in statute.
 - Both are subject to Rules review every five years; current period ends January 31, 2018.
 - Last year ACJC held public meetings and discussions with stakeholders/program staff regarding proposed Rule changes. In September 2017 ACJC met to approve and submit the proposed rules to the Governor's Regulatory Review Committee (GRRC) and the Secretary of State's Office for publication for public comment. Proposals go back to GRRC in February for final review and if approved go into effect after 60 days (approx. April).
 - Majority of changes to the Crime Victim Compensation program do not directly affect stakeholders or victims.
 - Crime Victim Assistance Program had more substantial changes.
- b. Crime Victim Compensation program

- Only expansion of benefits was to include all forms of work loss (bereavement, court, skilled nursing) under the same maximum of 40hrs per week at minimum wage. Easier calculations for program coordinators and better for victims.
 - Increased transportation limit from \$1,500 per victim/derivative victim to \$2,000. Transportation 'fees' were also included and clarified.
 - Eligibility requirements were clarified and some ineligibility statuses were added, including if a victim is in custody at the time of the offense or if the victim is awaiting sentencing or disposition in a criminal case.
 - Automatic ineligibility for a claimant if at any point program staff learns that a victim/derivative victim has an active warrant. Program rules do not require program staff to search for active warrants.
 - Exclusion of any medical expense of a Schedule 1 Drug which includes medical marijuana.
- c. Crime Victim Assistance Program
- There were not many changes to CVAP during the last rules period so this time changes are more significant but the general theme is keeping consistent with other state grant programs, such as VOCA.
 - There is an increase in funding from \$500,000 to \$750,000. Currently there are six grantees.
 - Change the word "program" to "project" like VOCA when referring to a grant application.
 - Match contributions are reduced to a flat 20%, cash or in-kind, regardless of status as new or existing project.
 - Removed requirement that a non-profit must submit a letter of support from a prosecution office or law enforcement agency; still require a list of board members and proof of non-profit status.
 - Training project expansion:
 - Programs that provide training, like AVAA, can still apply for funding but in the past it was a special area of funding that wasn't competitive but was scored.
 - Now, funding for allowable training project applications are available as any other project. This makes it a competitive process for all projects, including AVAA, but since the projects will be funded from regular funding there is no \$25K limit to training projects.
 - Prevention projects are not allowable this year but possibly next year; projects will need to prevent initial or further victimization related to violent crime.
- d. ACJC Grant Source Update
- The ACJC Victim's Committee met on January 9th to recommend funding priorities for the FY19 Victim Assistance grant application process to the full Commission which meets on January 18th.
 - The Committee recommends increasing program size from \$500,000 to \$750,000. and three Tiers for FY2019 funding:
 - Tier 1 – VOCA assistance ineligible projects; this is the highest level priority.
 - Tier 2 – Training projects, (ex. AVAA) which can cover personnel, ERE, food, and can permit registration fees.
(state grant system is developing a grant portal which will be used for training projects only)
 - Tier 3 – Any project that did not receive full or any VOCA funding to cover all/part of projects, VOCA funding gap until the 2020 process; those receiving the lowest percentage of VOCA funding will receive ACJC priority.
 - A project can only be submitted in one Tier, but multiple projects can be submitted within the same Tier.
 - Crime Victim Assistance Program schedule
 - Web-based grant orientation meeting on Wednesday, January 24th. Send emails to Dorinda Johns at DJohns@azcjc.gov if you would like to register for the orientation.
 - Grant opens Friday, February 2nd.

- Grant closes Friday, March 16th.
- Commission meets May 17th to vote on awards.
- Award notices will be mailed following the May commission meeting.
- Email Dorinda Johns at DJohns@azcjc.gov if you would like to volunteer to be a grant application reviewer.

V. ACVS By-Laws and Operational Guidelines:

- Debbie Olsen opened the discussion on the ACVS By-Laws and Operational Guidelines that were sent out in November and are up for a vote at this meeting.
- No proposed changes, other than those submitted by the Executive Committee in November were received. The Executive Committee had previously proposed amendments to Section 2.E of the Operational Guidelines and Article IV paragraph B.2 of the By-Laws.
- Amy Bocks brought forth changes suggested by the Attorney General's Office regarding the ACVS relocation program not being included in the ACVS Statement of Purpose and that governmental agencies providing funding for victim services are ineligible for membership. There was discussion on these two issues.
- Other comments were made by the membership regarding the wording and inconsistencies used between and within the two documents.
- It was decided that an *ad hoc* committee would be created to review and propose changes and updates to the ACVS By-Laws and Operational Guidelines. The committee is to have those changes in advance of the next scheduled meeting in March.
 - *Ad hoc* committee: Vanessa Helms, Pima County Attorney's Office, chair; Melissa Rhodes, ACASI; Amy Bocks, Attorney General's Office, Kennesha Jackson, Attorney General's Office
- ACVS membership should read proposed changes prior and be prepared to share comments or to vote at the March meeting.

VI. Legislative Priorities

- a. **Arizona Attorney General's Office:** Kennesha Jackson advised that there is nothing to report at this time. If an agency or organization has legislation they would like reviewed by the AGO to please send it to the Office of Victim Services Director, Kirstin Flores.
- b. **Arizona Coalition to End Sexual and Domestic Violence:** Thea Walsh was not present to provide an update.

VII. Updates from ACESDV: Thea Walsh was not present to provide an update. Notice to Debbie Olsen noted there are some staffing changes at ACESDV but no updates at this time

VIII. Grant Sources Updates:

- a. **VRP:** Kennesha Jackson reported the following:
 - The FY2018 Victims' Rights Program second installment will be disbursed in January 2018.
 - Agencies are encouraged to utilize all VRP funds awarded to them. However, if vacancy savings for FY18 is anticipated, agencies should submit a budget modification request form.
 - There is a significant decrease in VRP funding for FY2019; letters were mailed to recipients in July. Renewal applications are due February 9, 2018.
 - Victims' Rights Week is April 8 through April 14, 2018.
 - Nominations for the distinguished Service Awards are due February 2, 2018 and can be submitted on-line.
 - Please refer to the Victims' Rights Presentation schedule online for a list of dates. The next Basic and Advanced training will be held January 25 and January 26, 2018 in Tucson, AZ. To request training in your area please visit <https://www.azag.gov/victim-services/victims-rights-training-schedule>.

b. **ACJC:** *presented as part of ACJC presentation*

c. **VOCA:** Tiffany Brizendine reported the following:

- VOCA Award announcements for FFY 2018 – 2020 were made December 14, 2017. 158 projects were supported with over \$119million in funding.
- The grant acceptance/award process is more efficient as documents are downloaded/uploaded from SAGE in lieu of mailing.
- DPS is working through the risk assessment process and will be scheduling on-site monitoring visits.
- DPS is currently conducting interviews and is looking to hire more VOCA grant coordinators. Currently, each grant coordinator has 40-50 projects. Please be patient because bringing on new staff will require shuffling of projects and coordinators.
- DPS is in the final development stages of SAGE which covers the quarterly and annual report functions. Sub-recipients should continue tracking all their statistics and be prepared to enter the data when the report function is available.
- Financial reports can be entered into SAGE now. It only allows for one submission/month at a time, not three at a time as was previously allowed in the old system. That created a backlog with coordinators. The first month must be submitted, and approved by VOCA, before the next month can be entered.

IX. Arizona Victim Assistance Academy (AVAA). Connie Chapman reported the following:

- Neurobiology of Trauma Training is scheduled for February 13-14, 2018 at the Desert Willow Conference Center in Phoenix. The cost for two days is \$50.00. Only three tickets left as of this morning; use the waiting list if the registration is full. If a seat becomes available and you are notified that you can register you have 24 hours to do so. Hotel rooms are still available free of charge.
- APAAC has asked for another training tailored to prosecution based advocates in either March or April. Email Connie with topic ideas. Denise Lundin suggested restitution; Marc Tetzlaff suggested U & T Visas; Vanessa Helms suggested Rule 11 and Guilty Except Insane (GEI) convictions and possibly the PSRB; also suggested was social media and how to help victims know and understand using social media after victimization
- Leadership Training is being planned for June 2018 as part of the Advanced Academy. The last one was in 2015. Email Connie with topic ideas. Amy Bocks suggested how to or help on writing staff evaluations; Vanessa Helms suggested the dynamics of promoting from within (co-worker is now a supervisor)
- A Basic Academy will be held August 8-10, 2018 in Flagstaff and the cost will be \$125 for the week. Hotel rooms will be free of charge. Attendance will be limited to 40 so be on the lookout for the registration email when it opens. There will be a waiting list available.

X. Committee Reports:

a. **Executive Board Report.** Debbie Olsen reported the following:

- The Coalition still needs someone to fill the treasurer position soon to be vacated by Angela Rose. Contact Angela at angela.rose@scottsdale.az.gov to discuss the position. Contact any Executive Committee member to submit your candidacy.
- The Executive Committee is in need of ideas for presenters for upcoming meetings, including current members who wish to present on their own organizations. Contact any Executive Committee member if you would like to present about your agency or have an idea of another program you would like to know more about.

b. **Treasurer's Report:** Debbie Olsen reported the following account balances:

- ACVS, \$16,845.75
- AVAA, \$39,681.34

- Relocation, \$228.61

ACVS fund decreased due to liability insurance payment (\$1,500) and relocation funds decreased due to a funded application.

c. Membership Committee: Amy Bocks reported:

- There are currently 45 members. Some longstanding member agencies have yet to renew.
- 2018/19 Membership renewal reminders will go out in June.

d. Relocation Committee: Angela Rose advised that one application was funded.

- Discussion regarding the relocation program followed. Denise Lundin asked if the ACVS relocation program was the only program. There are very few others that handle relocation and, per Larry Grubbs, Victim Compensation really only covers transportation costs. Additional conversation regarding applying for grant fund (undetermined) to assist with relocation program.
- Discussion of the history of the program and the process. In 2017, \$50 increase of agency membership fees was to go to the relocation program. No one contradicted that but not everyone could remember. Those in attendance agreed that the information should be in the By-Laws or Guidelines before the Treasurer moves any money from the general fund to the relocation fund.
- Discussion regarding potential fundraising to increase fund balance. Volunteers able to assist in researching fundraising opportunities are encouraged to contact Relocation Committee or Executive Committee members.

e. Website Committee: Amy Bocks let members know that meeting handouts and announcements are posted on the ACVS website. If you sent job announcements to Amy for posting and no longer need those announcements on the website please let her know. Also, when requesting a posting please include how long it should be left posted.

XI. New Business/Open Forum:

- Randy Udelman announced a fundraising event for the Arizona Crime Victims Rights Law Group, Suns Night Out, on Friday, February 2nd at 7pm. Phoenix Suns versus the Utah Jazz. Tickets are \$15 and there will be a raffle at the game.

XII. Next Meeting: March 21, 2018, at 10:00 a.m. at the Phoenix Family Advocacy Center, 2120 N. Central Avenue, #250, Phoenix, AZ.

XIII. Adjournment: The meeting was adjourned at 11:51 a.m.