

**NOTICE OF PUBLIC MEETING  
OF THE  
CRIME VICTIMS COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION  
AND  
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Crime Victims Committee** of the Arizona Criminal Justice Commission and to the general public that the **Crime Victims Committee** will hold a meeting open to the public on **Thursday, January 23, 2014** beginning at **10:00 a.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Chairperson Charles Ryan**  
*Crime Victims Committee Members:*  
Charles Ryan, Chairperson  
Tom Horne  
Barbara LaWall  
Brian Livingston  
David Sanders  
Steven Sheldon  
Mark Spencer
- II. Minutes of the May 23, 2013 Meeting**
- Approval of Minutes **P-F-T**
- III. Crime Victim Assistance Grant Program** **Larry Grubbs**
- Review, discussion, consideration and possible action on the following:
    - A. FY 2015 Grant Program Funding Level** **P-F-T**
    - B. Grant Program Emerging Issue Funding Priority** **P-F-T**

#### **IV. Call to the Public**

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

#### **V. Date, Time, and Location of Next Meeting**

- The next Crime Victims Committee meeting will be held on **Thursday, March 20, 2014** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

#### **VI. Adjournment**

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.



**CRIME VICTIMS COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 23, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 23, 2013 Meeting

---

**TO:** Chairperson and Committee Members

**FROM:** Larry Grubbs, Program Manager  
Crime Victim Services

**RECOMMENDATION:**

The Committee approve the minutes of the Crime Victims Committee Meeting held on May 23, 2013.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Crime Victims Committee  
Minutes  
May 23, 2013**

A public meeting of the Crime Victims Committee of the Arizona Criminal Justice Commission was convened on May 23, 2013 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

Jesse Hernandez, Chairperson, Board of Executive Clemency  
Tom Horne, Arizona Attorney General, Kirstin Flores representing  
Barbara LaWall, Pima County Attorney, Kent Burbank representing by conference call  
Charles Ryan, Director, Department of Corrections  
David Sanders, Pima County Chief Probation Officer  
Steven Sheldon, Former Judge  
Mark Spencer, Law Enforcement Leader

Staff Participating:

Larry Grubbs, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order and Roll Call**

The meeting was called to order by Chairperson Jesse Hernandez at 10:00 a.m. Roll was taken and a quorum was declared present.

**II. Minutes of the March 21, 2013 Meeting**

Chairperson Hernandez called for a motion on the minutes. Commissioner David Sanders entered a motion to approve the minutes of the March 21, 2013 meeting. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Committee.

**III. Victim Compensation and Assistance Fund Update**

Larry Grubbs, Program Manager presented a summary of the crime victim compensation and assistance fund and the potential impact of the FY14 state budget on that fund.

Mr. Grubbs clarified that activity on Table VS-1 on page 7 of the agenda is a projected program fund forecast subject to legislative approval. In the FY14 budget, a critical budget issue was submitted to increase the overall appropriation for the victim compensation and assistance fund by \$330,000 of which the status is still pending.

Mr. Grubbs stated the critical budget issue was not recommended for funding in the Governor's budget proposal; however, \$300,000 was included in the Senate's budget bill.

Mr. Grubbs also explained if the critical budget issue is not approved, the additional funds are available in the crime victim compensation and assistance fund, and that ACJC has a budget footnote that allows ACJC to submit a letter to the Joint Legislative Budget Committee (JLBC) should ACJC need to access the funds during the course of the year. If the additional funds are required, staff would bring an additional allocation to the Committee for approval of further funding to county compensation programs for FY14.

This agenda item was presented for informational purposes and did not require Committee action.

**IV. FY13 Victim Compensation Funding Reallocation**

Larry Grubbs, Program Manager presented the recommendation that compensation funds for the current FY13 be reallocated to operational units in accordance with Table VS-2 on page 9 of the agenda using the fund sources identified. This is the third and final round of the reallocation process.

Mr. Grubbs reported the purpose of the reallocation is to allocate available state compensation dollars to counties with a higher demand for funds, and who can expend the additional compensation funds by the end of the fiscal year. Staff closely monitors and reviews county compensation program expenditures as well as available restitution and subrogation balances for the county programs. Coconino, Gila and Pima counties submitted requests for reallocation in the amount of \$150,000. County programs that have at least a six month reserve in subrogation and restitution accounts are required to offset their request by the amount over the six month reserve. Therefore, the adjusted reallocation amount for the three county programs totaled \$96,910.

Mr. Grubbs explained the two funding options and how they relate to the reallocation process. First, after the final reimbursement requests are submitted for FY13, staff would review all expenditures and if county programs had any unspent state allocated funds, staff would process grant adjustments to reduce their award and reallocate those funds to the three requesting counties if needed. Second, if all county programs were to spend all allocated state and federal funds, there is a safeguard of \$100,000 available between the total program allocation and total appropriation for the Victim Compensation and Assistance Fund for FY13. This amount could be used to cover the reallocation amount; however, it is highly unlikely that this option would be necessary. The proposal is to reallocate the amount of \$96,910 to the three counties utilizing the fund sources as outlined at the bottom of page 9 of the agenda.

Commissioner Steven Sheldon entered a motion to recommend to the Commission the approval to reallocate \$96,910 to the three counties from unused state allocated funds. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

**V. FY14 Crime Victim Compensation Program**

**A. Total Program Allocation**

Larry Grubbs, Program Manager proposed that the total allocated funding for the FY14 Crime Victim Compensation Program be set at \$3,942,500. This total includes \$2,542,500 in state compensation funds and \$1,400,000 in federal VOCA compensation funds. Mr. Grubbs explained the amount for FY14 is a slight decrease of \$157,500 from the FY13 funding allocation; however, the annual total expenditures are well below what staff is proposing for the program size in FY14.

Commissioner David Sanders entered a motion to recommend to the Commission that the FY14 Crime Victim Compensation Program total allocation be set at \$3,942,500 and expended in accordance with the budget shown in Table VS-3 on page 11 of the agenda. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Committee.

**B. Designation of Operational Units**

Larry Grubbs, Program Manager presented the recommendation that each of the 15 County Attorney's Offices be designated as operational units for the FY14 Crime Victim Compensation Program.

Commissioner Steven Sheldon entered a motion to recommend to the Commission the designation of the 15 County Attorney's Offices as the operational units for the FY14 Crime Victim Compensation Program. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Committee.

**C. Operational Unit Funding Allocation**

Larry Grubbs, Program Manager presented the proposed allocation of state and federal compensation to each operational unit in the 15 counties for FY14. The total program amount includes \$3,942,500 in state and federal crime victim compensation funds, not \$4,100,000 as shown in the title of table VS-4 on page 14 of the agenda. The allocation formula was approved at the March 2013 Commission meeting and includes \$50,000 of state funds retained in emergency reserve; five percent of most recent federal VOCA award allocated to ACJC for administrative costs; a fixed administrative allocation from state funds to each county program; a base allotment of \$25,000 to each county program; and a 60% reimbursement to county programs spending other local funds on compensation benefits during the previous fiscal year. The remaining balance is distributed based on 50% of the prior years' program benefit expenditure average, 30% based on average share of crime, and 20% based on population.

Designee Kent Burbank entered a motion to recommend to the Commission the allocation of \$3,942,500 in state and federal crime victim compensation funds to the operational units for the FY14 Crime Victim Compensation Program. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Committee.

**D. Restitution/Subrogation Expenditures**

Larry Grubbs, Program Manager discussed how the expenditure of available restitution and subrogation funds has become an increasingly important aspect of the overall statewide expenditure plan for the compensation program.

Mr. Grubbs explained every year as a result of increasing benefits through the rules promulgation process that was completed in February 2013, there are additional expenditures. Also, statewide county programs collect an average of \$300,000 a year in restitution and subrogation funds.

Mr. Grubbs stated it is important to factor those available funds and any balances that have been identified into the expenditure plan for the upcoming fiscal year. Staff has proposed the following process to manage the expenditure of restitution and subrogation funds for FY14. The first step would be to identify programs with a total restitution and subrogation fund balance exceeding a reserve amount equal to the county's annual expenditure average. The county's three year expenditure average would be calculated using county program expenditure data submitted in the quarterly compensation activity reports ending with the fourth quarter of FY13; that data will be available on August 15, 2013. After staff has reviewed the restitution and subrogation balances reported as of the fourth quarter of FY13, the second step would be to require any county program with a restitution and subrogation balance greater than the one-year reserve amount, to spend the overage on compensation benefits during FY14.

After review and discussion, Commissioner Steven Sheldon entered a motion to recommend to the Commission that operational unit restitution and subrogation fund balances, exceeding a reserve amount equal to the operational unit's annual expenditure average, be spent on compensation benefits by the operational unit during FY14. The motion was seconded by Commissioner David Sanders and was unanimously approved by the Committee.

**VI. FY14 Crime Victim Assistance Program**

**A. Crime Victim Assistance Grant Awards to Government Agencies eligible to serve on ACJC**

Larry Grubbs, Program Manager presented a recommendation from staff to allocate state Crime Victim Assistance grant awards totaling \$1,250,000 for FY14. This agenda item includes two funding proposals that require separate votes by the Committee, and addresses awards to criminal justice government agencies eligible to serve on the Commission, and non-profit and other government agencies.

Mr. Grubbs referred the Committee to the funding Table VS-5 on page 20 of the agenda that outlines the agency grant requests and staff's proposed awards for FY14. A summary of the funding recommendation was included on page 18 of the agenda, and the funding allocation distribution chart was included on page 21 of the agenda.

The purpose of victim assistance grants is to provide awards to victim service provider agencies to primarily fund personnel services and ERE that provide direct services to victims. In January 2013, the Committee and Commission approved a total program size of \$1,250,000 in victim assistance grant awards for FY14. The grant solicitation opened on February 14, 2013 and closed on

March 15, 2013. Fifty-one applications were submitted by the deadline that included 18 criminal justice agencies eligible to serve on the Commission and 33 non-profit and other government programs requesting a total amount of \$2,052,979.

Mr. Grubbs reviewed the funding priorities listed on pages 18 and 19 of the agenda that were approved by the Commission in November 2011. The total program size for FY14 includes an increase of \$230,000 over the total program size for FY13. The applicants had to meet the minimum required score to be eligible for funding and all budget requests were reviewed by staff. Funding allocations were made based on the needs of the applicant program, and how funding the applicant program increased the ability of the Victim Assistance Grant Program to meet the established funding priorities.

Mr. Grubbs also reviewed the guidelines used by staff to develop the funding recommendations listed on page 19 of the agenda. All agencies currently funded in FY13 will continue to be funded in FY14 if they met the minimum requirements of the grant and performed satisfactorily in the FY13 award. There were three new projects added to the funding recommendation. The new projects are Ama Doo Alchini Bighan, Inc. (ADABI), Arizona Coalition Against Domestic Violence, and Mt. Graham Safe House, Inc. The new awards were based on the content of the application and the requirements of the grant program. There were also four new grant requests not recommended for funding that included City of Maricopa Police Department, City of Surprise Prosecutor's Office, City of El Mirage Police Department, and Never Again Foundation. Mr. Grubbs explained the reasons for not funding these agencies were based on content of the application, the clarity of what was included in the application, and how well their proposal aligned with the overall purpose of the grant program.

Designee Kent Burbank discussed concerns about new programs currently funded and creating guidelines for new agencies to follow ensuring goals are achieved.

Chairperson Hernandez made a call to the public on Action Item VI-A. No members of the audience addressed the Committee.

Commissioner David Sanders entered a motion to recommend to the Commission the awarding of FY14 Crime Victim Assistance grant funds, in accordance to Table VS-5, to criminal justice government agencies eligible to serve on the Commission. The motion was seconded by Commissioner Steven Sheldon and was unanimously approved by the Committee.

**B. Crime Victim Assistance Grant Awards to other Government and Non-Profit Agencies**

Chairperson Hernandez made a call to the public on Action Item VI-B. No members of the audience addressed the Committee. Chairperson Hernandez then asked the Committee for a motion.

Commissioner David Sanders entered a motion to recommend to the Commission the awarding of FY14 Crime Victim Assistance grant funds, in accordance to Table VS-5, to non-profit agencies and other government agencies. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

**VII. Call to the Public**

Chairperson Hernandez made a final call to the public. No members of the audience addressed the Committee.

**VIII. Date, Time, and Location of Next Meeting**

The next Crime Victims Committee Meeting will be held at the Call of the Chairperson.

**IX. Adjournment**

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.

CRIME VICTIMS COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 23, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Crime Victim Assistance FY 2015 Grant Program Funding Level

**TO:** Chairperson and Committee Members

**FROM:** Larry Grubbs, Program Manager  
Crime Victim Services

**RECOMMENDATION:**

The Crime Victims Committee recommends to the Commission that the funding level for the Crime Victim Assistance Grant Program for FY 2015 be set at \$1,250,000.

**DISCUSSION:**

The Crime Victim Assistance Program funding level in FY 2014 was \$1,250,000. Based on revenue projections and contingent on legislative approval, staff proposes maintaining the current program funding level at \$1,250,000 for FY 2015. Table VS1 on the following page shows revenue and expenditures estimates associated with the program for FY 2014 and FY 2015.

**FISCAL IMPACT:**

The program size will determine the amount of funding available for ACJC funded victim assistance projects in FY 2015. The potential impact is significant for recipient agencies.

**ALTERNATIVES:**

Not Approve - Modify - Table

**TABLE VS1**

CRIME VICTIM ASSISTANCE PROGRAM	
FY 2015 PROGRAM BUDGET	
FY14 BEGINNING BALANCE	\$ 1,003,991
FY14 PROJECTED REVENUE	
Community Supervision Fees	\$ 1,446,800
REVERSIONS RECEIVED (AS OF 12/17/13)	\$ 36,151
FY14 TOTAL AVAILABLE	\$ 2,486,942
FY14 PROGRAM SIZE	\$ 1,250,000
PROJECTED AVAILABLE PROGRAM FUNDS FOR FY15	\$ 1,236,942
FY15 PROJECTED REVENUE	
Community Supervision Fees	\$ 1,461,268
FY15 ESTIMATED AVAILABLE	\$ 2,698,210
FY15 PROPOSED PROGRAM SIZE	\$ 1,250,000
<i>Pending Legislative Appropriation</i>	
FY15 ESTIMATED ENDING BALANCE	\$ 1,448,210

## CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 23, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Crime Victim Assistance Grant Program - Emerging Issue Funding Priority

---

**TO:** Chairperson and Committee Members

**FROM:** Larry Grubbs, Program Manager  
Crime Victim Services

#### **RECOMMENDATION:**

The Crime Victims Committee recommends to the Commission that an emerging victim issue or underserved victim population not be designated as a funding priority for the FY 2015 grant period.

#### **DISCUSSION:**

At the November 2011 meeting, the Commission approved the option of annually designating an emerging victim issue, or an underserved victim population as a funding priority for the upcoming grant period. Staff recommends not designating an emerging victim issue or underserved victim population for FY 2015, instead allowing grantees to identify needs in their respective communities through the regular grant process.

#### **FISCAL IMPACT:**

If the Commission designates an emerging issue, or underserved population as a funding priority for FY 2015 there could be a significant financial impact to all grant applicants and grant awards for the upcoming grant period.

#### **ALTERNATIVES:**

Not Approve - Modify - Table