

**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, March 20, 2014** beginning at **11:00 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
Drew John
Barbara LaWall
Brian Livingston
David Sanders
Daniel Sharp
Steven Sheldon
Mark Spencer
- II. Minutes of the January 23, 2014 Meeting**
- Approval of Minutes **P-F-T**

III. FY14 Crime Victim Compensation Funding Reallocation

Larry Grubbs

- Review, discussion, consideration and possible action on reallocating available FY14 crime victim compensation funds. **P-F-T**

IV. FY15 Crime Victim Compensation Program

Larry Grubbs

- Review, discussion, consideration and possible action on the following:
 - A. State & Federal Program Allocation Amount** **P-F-T**
 - B. Program Administrative Allocation** **P-F-T**
 - C. Revised Administrative Expenditure Policy** **P-F-T**

V. 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.

VI. Date, Time, and Location of Next Meeting

- The next Crime Victims Committee meeting will be held on **Thursday, May 22, 2014** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

VII. 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

Action Requested:	Type of Action Requested:	Subject:
March 20, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the January 23, 2014 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 January 23, 2014.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Crime Victims Committee
Minutes
January 23, 2014**

A public meeting of the Crime Victims Committee of the Arizona Criminal Justice Commission was convened on January 23, 2014 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

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

Staff Participating:

Karen Ziegler, Deputy Director
Larry Grubbs, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

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

II. Minutes of the May 23, 2013 Meeting

Chairperson Ryan called for a motion on the minutes. Commissioner Steven Sheldon entered a motion to approve the minutes of the May 23, 2013 meeting. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

III. Crime Victim Assistance Grant Program

A. FY 2015 Grant Program Funding Level

Larry Grubbs, Program Manager stated the Crime Victim Assistance Program funding level in FY 2014 was \$1,250,000. After review of the projected revenue, Mr. Grubbs proposed to maintain the program funding level at \$1,250,000 for FY 2015. The Committee was referred to the chart listed on page 8 of the agenda that outlines the Crime Victim Assistance Program revenue and expenditure projections for FY 2015.

Mr. Grubbs summarized the Crime Victim Assistance Program and grant process for new members of the Committee. The Crime Victim Assistance Program is a state funded program that provides grant awards to non-profit, government agencies, and tribal agencies that offer direct services to victims of crime. The program size is set each year in January at the Crime Victims Committee and Commission meetings. On January 29, 2014 staff will host an orientation meeting for agencies interested in applying for the crime victim assistance grants. The grant solicitation will open for a six week period from February 3, 2014 through March 14, 2014; grant applications will be submitted electronically through the ACJC grant management system (GMS). Applications are reviewed in April and scored by staff and outside reviewers with a background in victim services. In May, a funding recommendation is presented to the Committee and Commission for approval; and in June, the grant agreements are sent out to the agencies that were awarded funds. The award period for FY 2015 begins July 1, 2014 and ends June 30, 2015.

The Committee asked if the crime victim assistance revenue sources could support allocation of additional awards if there were a demonstrated demand for the services. Karen Ziegler, Deputy Director stated that staff strives to maintain a sustainable program level to ensure funding is available to support future projects at a consistent level.

Deputy Director Ziegler explained staff submitted a two year budget request to the legislature which covered FY14 and FY15. The requested appropriation will support the FY15 proposed program

size; however, for the upcoming FY16-17 budget, if there appears to be adequate revenues to increase the program size, staff will present a recommendation to the Committee and Commission at the July meeting for inclusion in the FY16-17 budget submission.

Commissioner Steven Sheldon entered a motion to recommend to the Commission that the funding level for the Crime Victim Assistance Grant Program for FY 2015 be set at \$1,250,000. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

B. Grant Program Emerging Issue Funding Priority

Larry Grubbs, Program Manager presented staff's recommendation to not designate an emerging victim issue or underserved population for FY 2015 Crime Victim Assistance grant program.

Mr. Grubbs explained that at the November 2011 meeting the Commission approved the option of annually designating an emerging victim issue or underserved victim population as a funding priority for each grant period. The funding priority gives the Commission an opportunity to have an active role in sustaining grant projects that focus on a designated issue or population. Mr. Grubbs cautioned the emerging issue funding priority should only be implemented without impacting the grant program's ability to continue funding eligible current grantees during the upcoming FY 2015 grant period.

Mr. Grubbs stated no additional funding has been allocated for FY 2015. Because of this, staff proposes not designating an underserved victim population or emerging issue as a funding priority for the FY 2015 grant period. This would still allow applicants to identify the needs of victims in their own communities through the regular grant process.

Commissioner Steven Sheldon entered a motion to recommend 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. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

IV. Call to the Public

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

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, AZ 85007.

VI. Adjournment

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording available upon request.



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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 20, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	FY14 Crime Victim Compensation Funding Reallocation

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission that available compensation funds for the current FY14 be reallocated to operational units in accordance with Table VS-1 of the agenda using the fund sources identified.

DISCUSSION:

ACJC crime victim compensation program staff closely monitors county victim compensation expenditures throughout the fiscal year. Periodically it is necessary to adjust the original allocation to meet demand for compensation benefits statewide. The purpose of these adjustments is to reallocate compensation funding to those counties with enough demand to expend additional compensation funds by the end of the fiscal year.

FISCAL IMPACT:

Significant – Reallocation of up to \$70,000 in FY 2014 crime victim compensation funds to county programs.

ALTERNATIVES:

Not Approve - Modify - Table

TABLE VS-1

CRIME VICTIM COMPENSATION PROGRAM FY 2014 PROPOSED CRIME VICTIM COMPENSATION REALLOCATION											
COUNTY	REQUESTED AMOUNT	ORIGINAL FY14 ALLOCATION*	EXPENDITURES REIMBURSED AS OF 2/26/14*	PERCENTAGE EXPENDED AS OF 2/26/14	RESTITUTION / SUBROGATION BALANCE	12 MONTH EXPENDITURE RESERVE*	RESERVE OVERAGE >\$1,500	ALLOCATION ADJUSTMENT	REVISED REMAINING ALLOCATION	REVISED TOTAL ALLOCATION	CALENDAR YEAR 2013 TOTAL EXPENDITURES*
APACHE	\$ -	\$ 59,366	\$ 23,936	40.32%	\$ 48,697	\$ 43,303	\$ 5,394	\$ -	\$ 35,430	\$ 59,366	\$ 78,358
COCHISE	-	89,765	10,362	11.54%	90,510	51,256	39,254	-	79,403	89,765	36,254
COCONINO	-	143,990	81,480	56.59%	94,441	169,402	-	-	62,510	143,990	171,775
GILA	5,000	69,146	57,176	82.69%	58,459	57,317	-	5,000	16,970	74,146	81,615
GRAHAM	-	48,854	6,422	13.15%	31,345	27,652	3,693	-	42,432	48,854	41,338
GREENLEE	-	35,960	2,117	5.89%	17,841	14,858	2,982	-	33,843	35,960	9,279
LA PAZ	-	49,536	13,048	26.34%	17,819	35,617	-	-	36,488	49,536	21,676
MARICOPA	-	1,919,519	1,288,698	67.14%	1,453,210	1,734,962	-	-	630,821	1,919,519	2,349,709
MOHAVE	35,000	171,264	142,924	83.45%	42,766	195,711	-	35,000	63,340	206,264	290,352
NAVAJO	-	94,048	59,641	63.42%	113,098	92,504	20,594	-	34,407	94,048	94,152
PIMA	30,000	649,413	471,052	72.54%	304,868	646,850	-	30,000	208,361	679,413	811,515
PINAL	-	185,097	62,520	33.78%	145,784	133,869	11,915	-	122,577	185,097	166,554
SANTA CRUZ	-	57,770	770	1.33%	21,831	37,719	-	-	57,000	57,770	10,433
YAVAPAI	-	166,339	59,222	35.60%	157,045	177,964	-	-	107,117	166,339	121,363
YUMA	-	152,433	64,525	42.33%	151,803	145,555	6,248	-	87,908	152,433	181,184
TOTAL	\$ 70,000	\$ 3,892,500	\$ 2,343,895	60.22%	\$ 2,749,517	\$ 3,564,540	\$ 90,080	\$ 70,000	\$ 1,618,605	\$ 3,962,500	\$ 4,465,556
*includes administrative expenditures									Source 1 (Q4 Adjustments)	\$ (20,000)	
									Source 2 (\$50,000 Reserve)	(50,000)	
									Revised Total Allocation	\$ 3,892,500	

Availability of Funds

ACJC program staff recommends the following sources be used to cover the eligible reallocation amounts:

1. With the approval of the Commission, after the final reimbursement requests are submitted for FY14, ACJC program staff will reallocate any remaining balance of a county's allocation to cover the requested adjustments. The allocation adjustments will be less than or equal to the "Allocation Adjustment" total amount in Table VS-1; and/or
2. In the case that the unexpended balance of county allocations does not cover the requested reallocation, there is a \$50,000 reserve amount included in the FY14 total program size. With the approval of the Commission, a portion of this reserve less than or equal to the remainder of the "Allocation Adjustment" total amount in Table VS-1 could be used to meet the requested allocation adjustments.

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 20, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	FY15 Crime Victim Compensation State & Federal Program Allocation Amount

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission that total state and federal allocated funding for the FY15 Crime Victim Compensation Program be set at \$3,942,500, and expended in accordance with the budget in Table VS-2 of the agenda.

DISCUSSION:

Based on prior year expenditures, state revenue projections, the anticipated legislative appropriation for FY15, and available federal funds, staff proposes the total program allocation be set at \$3,942,500 with expenditures made in accordance with the attached budget. The total program size includes \$2,542,500 in state compensation funds and \$1,400,000 in federal VOCA compensation funds.

FISCAL IMPACT:

Significant – Expenditure of \$3,942,500 in state and federal Crime Victim Compensation funds for FY15.

ALTERNATIVES:

Not Approve - Modify - Table

TABLE VS-2

CRIME VICTIM COMPENSATION PROGRAM						
PROGRAM BUDGET						
State Compensation						
			FY13	FY14	FY15	FY16
	Beginning Balance		2,536,778	2,560,665	2,004,424	1,388,724
	Revenue		2,523,978	1,926,800	1,926,800	1,926,800
	Adm Adj/Reversion		17,027	9,459		
			5,077,784	4,496,924	3,931,224	3,315,524
	Expenditure Plan		2,517,118	2,492,500	2,542,500	2,542,500
	Ending Balance		2,560,665	2,004,424	1,388,724	773,024
Federal VOCA Compensation						
			FY13	FY14	FY15	FY16
	Beginning Balance		-	-		
	Revenue					
	2010 grant		776,999			
	2011 grant		598,894	573,400		
	2012 grant			694,450		
	2013 grant			132,150	827,350	
	2014 grant est				572,650	277,600
	2015 grant est					1,235,000
			1,375,893	1,400,000	1,400,000	1,512,600
	Expenditures		1,375,893	1,400,000	1,400,000	1,512,600
	Ending Balance		-	-	-	-
			FY13	FY14	FY15	FY16
	County Program Size		3,943,011	3,892,500	3,942,500	4,055,100

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 20, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	FY15 Crime Victim Compensation Program Administrative Allocation

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission that state crime victim compensation program administrative funds be set at \$493,100, and allocated by county as listed in Table VS-3 of the agenda. This allocation will be effective starting FY 2015.

DISCUSSION:

In March 2007 the Commission set a fixed administrative allocation of state funds for the crime victim compensation program. At that time administrative funds totaled \$450,500 in state compensation funding. Since 2007, compensation program administrative workload has increased as a result of rule changes, requiring additional investigation and substantiation of more compensation claims. In response, staff proposes increasing total state administrative funding to \$493,100, and allocating these funds to counties based on a claim processing workload analysis and county level personnel costs.

FISCAL IMPACT:

Significant – Expenditure of an additional \$42,600 in state Crime Victim Compensation administrative funds starting in FY 2015.

ALTERNATIVES:

Not Approve - Modify - Table

Background

The following observations prompted the review of the state administrative allocation:

- The administrative allocation has not been reviewed since 2007. At that time total administrative funds represented 16.7% of \$2,700,000 in state funding for any given fiscal year. The administrative total was then allocated to counties based on population only.
- Crime victim compensation program operational units reported in November 2013 that \$1,400,000 will be spent statewide by county programs during the current fiscal year to administer the compensation program.
- New program rules implemented in 2008 and 2013 placed additional workload on county level program administrators. These program personnel are responsible for victim compensation claim processing, compensation board administration, county level program finance, training, program outreach, and reporting.

Allocation Process

The following factors were considered when developing the recommended administrative allocation amounts:

- Because ACJC cannot cover the total county administrative cost of the compensation program, staff identified claim processing as the compensation program's highest priority administrative task. The recommended administrative allocation moves toward fully funding county costs for claim processing activity. Claim processing was broken down into the following subsets of activity used for the calculation:
 - Number of claims received¹
 - Hours of effort from receipt of claim to first board decision²
 - Number of claims approved¹
 - Number of times approved claims are reheard by the board²
 - Hours of effort bringing an approved claim back to the board²
- Claim processing effort was calculated against actual County level personnel costs submitted in November 2013 for the current fiscal year.
- Those programs whose current administrative allocation is over the amount calculated for claim processing activity will not experience a reduction in administrative support. This is to maintain the current level of effort in those programs.
- Maintain an annual administrative percentage of state compensation funds below 20%. Because of this, increases were limited to 10% of current county administrative allocations.

¹ Two year average collected from county quarterly victim compensation activity reports.

² Estimate based on survey of county compensation program staff administered in July 2013.

TABLE VS-3

CRIME VICTIM COMPENSATION PROGRAM							
FY 2015 CRIME VICTIM COMPENSATION ADMIN ALLOCATION							
COUNTY	AVERAGE PERSONNEL TOTAL (PER ADVOCATE)	CLAIM PROCESSING WORKLOAD (FTE)	CLAIM PROCESSING ACTIVITY COST	CURRENT ADMIN ALLOCATION	PROPOSED ADMIN ALLOCATION	% CHANGE	
APACHE	\$ 47,155	0.35	\$ 16,323	\$ 7,200	\$ 7,920	10.00%	
COCHISE	37,699	0.10	3,806	11,400	11,400	0.00%	
COCONINO	36,056	0.61	22,084	11,400	12,540	10.00%	
GILA	46,159	0.10	4,571	5,900	5,900	0.00%	
GRAHAM	47,351	0.07	3,278	4,600	4,600	0.00%	
GREENLEE	37,700	0.02	725	2,600	2,600	0.00%	
LA PAZ	43,309	0.10	4,497	3,500	3,850	10.00%	
MARICOPA	72,048	4.02	289,646	255,800	281,380	10.00%	
MOHAVE	60,855	0.65	39,380	15,000	16,500	10.00%	
NAVAJO	46,833	0.35	16,166	9,800	10,780	10.00%	
PIMA	50,733	1.89	96,052	69,100	76,010	10.00%	
PINAL	57,135	0.49	27,963	17,800	19,580	10.00%	
SANTA CRUZ	38,191	0.64	24,273	5,100	5,610	10.00%	
YAVAPAI	59,036	0.43	25,374	16,200	17,820	10.00%	
YUMA	80,823	0.46	37,225	15,100	16,610	10.00%	
TOTAL	\$ 761,081	10.27	\$ 611,365	\$ 450,500	\$ 493,100		
					TOTAL \$	% OF TOTAL	
					FY15 State Funding \$	2,542,500	19.39%
					FY15 Total Funding* \$	4,050,000	12.18%

*Includes estimated \$100,000 in available OU Restitution funds for FY15

CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 20, 2014	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	FY15 Crime Victim Compensation Program Revised Administrative Expenditure Policy

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission that state crime victim compensation program administrative funds be spent in accordance with the revised "Administrative Funds Policy" included in the agenda. This policy will be effective for FY 2015.

DISCUSSION:

Crime victim compensation program rule R10-4-102.1 states that state crime victim compensation administrative funds may only be used to cover allowable costs directly related to program administration. The administrative funds policy details allowable costs for administration of the program. The proposed changes reflect the needs identified by ACJC program staff and the feedback of county level program administrators.

FISCAL IMPACT:

Significant – Impacts how county crime victim compensation programs may spend allocated administrative funds.

ALTERNATIVES:

Not Approve - Modify - Table

CRIME VICTIM COMPENSATION PROGRAM ADMINISTRATIVE FUNDS POLICY

The use of administrative monies from the Crime Victim Compensation fund is limited to costs incurred in administering the Crime Victim Compensation Program in each county (R10-4-102.I). Administrative expenses are limited to a set amount approved **annually** by the Commission. Eligible costs may include:

- Percentage of salary **and employee related expenses** for personnel involved in the administration of the Crime Victim Compensation Program as it correlates to the percentage of time spent in the function of administering Crime Victim Compensation ~~claims and completing Crime Victim Compensation reports~~ Program activities and reporting requirements.
- Percentage of costs for overhead including office space and utilities that is directly connected to the administration of the Crime Victim Compensation Program.
- The percentage of cost for ~~automated data processing~~ equipment that is directly related to percentage of use the equipment is utilized for the administration of the Crime Victim Compensation Program.
- The percentage of **office** supplies and postage that are directly associated with the administration of the Crime Victim Compensation Program. **Food and drink costs are not permitted.**
- Travel expenses connected to the Crime Victim Compensation Program, limited to:
 - Reimbursement of mileage, authorized per diem and lodging for in-state travel for Crime Victim Compensation Board members to attend Compensation Board meetings and Crime Victim Compensation Program training. Reimbursement will be in accordance with each county's travel regulations.
 - Reimbursement to staff for mileage, authorized per diem and lodging for in-state travel for Crime Victim Compensation Program training, **program outreach**, and administration of Crime Victim Compensation claims. Reimbursement will be in accordance with each county's travel regulations.
 - Reimbursement of travel costs, authorized per diem and lodging for out-of-state travel for two people **per fiscal year**, including operational unit **compensation** program staff or board members, to attend **training directly related to administration of the Crime Victim Compensation Program. ~~one Crime Victim Compensation National Conference for crime victim compensation training per year; or, reimbursement of travel costs, authorized per diem and lodging for out-of-state travel for one person, either operational unit program staff or a board member, to attend two Crime Victim Compensation National Conferences for crime victim compensation training per year.~~** Reimbursement will be in accordance with each county's travel regulations.