

**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 21, 2013** beginning at **9:30 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 Jesse Hernandez**
Crime Victims Committee Members:
Jesse Hernandez, Chairperson
Tom Horne
Barbara LaWall
Charles Ryan
David Sanders
Steven Sheldon
Mark Spencer
- II. Minutes of the January 24, 2013 Meeting** **P-F-T**
- Approval of Minutes
- III. Victim Compensation FY13 Funding Reallocation** **Larry Grubbs**
- Review, discussion, consideration and possible action on reallocating available FY13 victim compensation funds. **P-F-T**

IV. ACJC Victim Services Administrative Funds Larry Grubbs

- Review, discussion, consideration and possible action on designating annual administrative funding to ACJC Victim Services from the Crime Victim Compensation and Assistance Fund. **P-F-T**

V. Victim Compensation Funding Allocation Formula Larry Grubbs

- Review, discussion, consideration and possible action on the FY14 victim compensation funding allocation formula. **P-F-T**

VI. 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.

VII. Date, Time, and Location of Next Meeting

- The next Crime Victims Committee meeting will be held on **Thursday, May 23, 2013** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

VIII. 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 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the January 24, 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 January 24, 2013.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Crime Victims Committee
Minutes
January 24, 2013**

A public meeting of the Crime Victims Committee of the Arizona Criminal Justice Commission was convened on January 24, 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, Amelia Cramer representing
Charles Ryan, Director, Department of Corrections, Jeff Hood representing
David Sanders, Pima County Chief Probation Officer, Carl Sheets representing
Steven Sheldon, Former Judge
Mark Spencer, Law Enforcement Leader

Staff Participating:

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

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Jesse Hernandez at 11:00 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the July 19, 2012 Meeting

Chairperson Hernandez called for a motion on the minutes. Designee Carl Sheets entered a motion to approve the minutes of the July 19, 2012 meeting. The motion was seconded by Designee Amelia Cramer and was unanimously approved by the Committee.

III. Crime Victim Services Program Rules

Larry Grubbs, Program Manager updated the Committee on the rules process for the Crime Victim Services program area. Mr. Grubbs explained the rules package was approved by the Governor's Regulatory Review Council in December 2012 and will take effect on February 4, 2013. Staff prepared a compensation rules desk manual and provided training on the new rules to the compensation coordinators and board members who will use the information to administer the Crime Victim Compensation program at the county level. The training was also given to other victim organizations including the Arizona Coalition for Victim Services and the Attorney General's Victim Rights Council.

Mr. Grubbs addressed that staff updated the crime victim compensation application to reflect the rule changes; additionally, staff is in the process of developing a training curriculum for county board members as required under the new rules.

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

IV. Crime Victim Assistance Grant Program

A. FY 2014 Grant Program Funding Level

Larry Grubbs, Program Manager presented staff's recommendation to set the funding level for the FY14 Crime Victim Assistance Program at \$1,250,000.

Mr. Grubbs reviewed in detail the grant process for the Crime Victim Assistance Program for new members of the committee. Each year in January the program size is set. ACJC will host an orientation meeting on January 29, 2013 for those agencies wishing to apply for the crime victim assistance grant. The current grant solicitation will be open for a six week period from February 4, 2013 through March 15, 2013. In April, the applications are reviewed and scored by staff and outside volunteers with a victim services background.

Mr. Grubbs explained ACJC receives typically 50-60 applications a year. In May, a funding proposal is then presented to the Committee and Commission for approval; and in June, grant agreements are sent out to the agencies that were awarded funds.

Mr. Grubbs reported the amount of \$1,250,000 is based on revenue projections listed on page eight of the agenda. The projection is an increase of over \$200,000 and is contingent upon legislative approval.

Mr. Grubbs explained the increased funding level called for a critical budget issue that if approved, gives ACJC the authority to spend the funds. The request for an increased total appropriation was given to the Governor's office and the legislature. Funding for the critical budget issue was not recommended in the Governor's budget; therefore, ACJC will make a case to the legislature to include funding for the budget issue in the final appropriation bill. Also, there is a foot note in the ACJC appropriation that if revenues come in over the appropriated amount, ACJC can submit an expenditure plan to the Joint Legislature Budget Committee and spend the available overage on the crime victim programs.

Designee Kirstin Flores entered a motion to recommend to the Commission approval of up to \$1,250,000 for FY14, pending legislation approval. The motion was seconded by Designee Carl Sheets 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 victim population for FY14 Crime Victim Assistance grant program. Instead, the focus would be on available supplementary funds for increasing awards to high performing grantees and/or make additional awards to the crime victim service programs not currently funded.

Commissioner Steven Sheldon entered a motion to not designate an emerging issue or underserved victim population as a funding priority for the FY14 grant period; instead to increase awards to high performing grantees and/or make additional awards to crime victim service programs not currently funded as a recommendation to the Commission. The motion was seconded by Designee Amelia Cramer and was unanimously approved by the Committee.

V. Crime Victim Compensation Program

A. FY 2013 Crime Victim Compensation Fund Reallocation

Larry Grubbs, Program Manager presented the recommendation that available crime victim compensation funds for the current FY13 be reallocated to the operational units in accordance with Table VS2 on page 12 of the agenda.

Mr. Grubbs explained how staff monitors county victim compensation expenditures throughout the fiscal year and the disparities of the current allocation formula. The purpose of the adjustment is to reallocate compensation funding to counties with a higher demand for funds and who can expend the additional compensation funds by the end of the fiscal year.

Mr. Grubbs explained that during FY12, the process facilitated an additional \$410,000 in victim compensation benefit expenditures. The Committee was directed to a flowchart on page 11 of the agenda that outlines the eligibility criteria for the reallocation process.

Commissioner Steven Sheldon entered a motion to recommend to the Commission the approval to reallocate the compensation funds to the operational units listed on Table VS2 that meet the allocation criteria in accordance with the Victim Compensation Reallocation Eligibility flowchart. The motion was seconded by Designee Kirstin Flores and was unanimously approved by the Committee.

B. Board Member Training Requirements

Larry Grubbs, Program Manager stated that beginning February 4, 2013, crime victim compensation program rules require that newly appointed crime victim compensation board members and reappointed crime victim compensation board members must meet all training requirements established by the Commission within six months of appointment or reappointment dates. The Committee was directed to the proposed curriculum for the crime victim compensation board member training under Table VS3 on page 14 of the agenda.

Mr. Grubbs explained the body of coursework covers three broad subject areas. The first is a crime victim compensation program overview that includes the rules and the updated version of the desk manual as the primary resource for the course. The second lesson covers Arizona

open meeting law focusing on the role of the individual board member as part of a public body, and participation in open public meetings. The third area includes a body of coursework associated with the dynamics of domestic violence and sexual assault. The goal of this lesson is to help board members understand the complexity of these victimization types, and to increase their awareness of the challenges faced when making claim decisions related to these victimization types.

Mr. Grubbs stated the primary delivery method for the coursework is through computer based online training with alternate methods of delivery available as needed.

Designee Amelia Cramer entered a motion to recommend to the Commission the approval of the required training curriculum for crime victim compensation board members as outlined in Table VS3. The motion was seconded by Designee Carl Sheets and was unanimously approved by the Committee.

VI. Call to the Public

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

VII. Date, Time, and Location of Next Meeting

The next Crime Victims Committee Meeting will be held on **Thursday, March 21, 2013** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

VIII. Adjournment

The meeting was adjourned at 11:58 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:
March 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Victim Compensation FY13 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 FY13 year be reallocated to operational units in accordance with Table VS1 of the agenda.

DISCUSSION:

ACJC 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 \$25,000 in FY13 crime victim compensation funds to county programs, and requiring the expenditure of \$11,500 of subrogation and restitution funds.

ALTERNATIVES:

Not Approve - Modify - Table

TABLE VS1

CRIME VICTIM COMPENSATION PROGRAM FY 2013 PROPOSED CRIME VICTIM COMPENSATION REALLOCATION												
COUNTY	REQUESTED AMOUNT	REVISED TOTAL ALLOCATION* AS OF 1/24/13	EXPENDITURES REIMBURSED AS OF 2/25/13*	PERCENTAGE EXPENDED AS OF 2/25/13	RESTITUTION / SUBROGATION BALANCE	SIX MONTH EXPENDITURE RESERVE*	RESERVE OVERAGE >\$1,000	ALLOCATION ADJUSTMENT	REVISED REMAINING ALLOCATION	REVISED TOTAL ALLOCATION	PRIOR YEAR TOTAL EXPENDITURES*	
APACHE	\$ 10,000	\$ 54,939	\$ 16,468	29.98%	\$ 57,107	\$ 18,227	\$ 38,880	\$ -	\$ 38,471	\$ 54,939	\$ 74,817	
COCHISE	-	89,500	24,738	27.64%	96,010	30,537	65,473	-	64,762	89,500	52,621	
COCONINO	-	126,826	86,806	68.44%	122,458	79,769	42,690	-	40,020	126,826	208,867	
GILA	-	43,849	33,045	75.36%	53,934	29,828	24,106	-	10,804	43,849	81,622	
GRAHAM	-	34,516	15,689	45.45%	55,902	14,452	41,450	-	18,827	34,516	39,974	
GREENLEE	1,500	17,671	11,737	66.42%	17,401	7,495	9,906	-	5,934	17,671	12,839	
LA PAZ	-	34,765	21,563	62.02%	11,891	16,510	-	-	13,202	34,765	44,922	
MARICOPA	-	2,249,438	1,128,847	50.18%	1,299,729	779,701	520,028	(25,000)	1,095,591	2,224,438	1,746,828	
MOHAVE	-	186,005	118,458	63.69%	41,330	85,623	-	-	67,547	186,005	210,198	
NAVAJO	-	79,184	52,674	66.52%	90,902	44,584	46,318	-	26,510	79,184	86,803	
PIMA	25,000	608,380	388,541	63.86%	310,235	311,708	-	25,000	244,839	633,380	623,114	
PINAL	-	220,011	142,156	64.61%	196,530	69,904	126,626	-	77,855	220,011	91,034	
SANTA CRUZ	-	38,678	16,112	41.66%	15,366	19,889	-	-	22,566	38,678	32,327	
YAVAPAI	-	137,902	137,902	100.00%	175,986	89,737	86,249	-	0	137,902	231,859	
YUMA	-	128,336	110,257	85.91%	265,358	77,017	188,341	-	18,079	128,336	142,751	
TOTAL	\$ 36,500	\$ 4,050,000	\$ 2,304,993	56.91%	\$ 2,810,139	\$ 1,674,980	\$ 1,190,066	\$ -	\$ 1,745,008	\$ 4,050,000	\$ 3,680,575	

*includes administrative expenditures

CRIME VICTIMS COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	ACJC Victim Services Administrative Funds

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission that \$99,645 from the Crime Victim Compensation and Assistance Fund be allocated annually to ACJC to fund the Crime Victim Services Program Manager position and employee related expenses.

DISCUSSION:

In an effort to support the effective management of ACJC programs, staff is requesting a portion of the State Crime Victim Compensation and Assistance Fund to pay for the salary and fringe benefits of the ACJC Victim Services Program Manager position. Currently this position is paid from the Criminal Justice Enhancement Fund (CJEF). The expenditure shift to the Crime Victim Compensation and Assistance Fund will free up CJEF funds in FY14 to help backfill the loss of federal funds used to support other ACJC positions. The overall impact to the Fund is minimal at 2.9% of the estimated annual revenue as shown in the attached fund summary.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

TABLE VS2

ARIZONA CRIMINAL JUSTICE COMMISSION						
CRIME VICTIM COMPENSATION AND ASSISTANCE FUND						
ASSISTANCE PROGRAM			COMPENSATION PROGRAM			FUND TOTAL
FY13 BEGINNING BALANCE	\$	563,802	FY13 BEGINNING BALANCE	\$	2,536,778	\$ 3,100,580
FY13 PROJECTED REVENUE			FY13 PROJECTED REVENUE			
			CJEF	\$	1,988,200	\$ 3,350,700
Community Supervision Fees	\$	1,250,000	DOC Inmate Work Fees	\$	12,500	
			Unclaimed Restitution	\$	100,000	
REVERSIONS RECEIVED (AS OF 12/31/12)	\$	40,032	REVERSIONS RECEIVED (AS OF 12/31/1	\$	4,328	\$ 44,360
FY13 TOTAL AVAILABLE	\$	1,853,834	FY13 TOTAL AVAILABLE	\$	4,641,805	\$ 6,495,639
FY13 PROGRAM SIZE	\$	1,020,000	FY13 PROJECTED PROGRAM EXPENDITURES	\$	2,650,000	\$ 3,670,000
PROJECTED AVAILABLE PROGRAM FUNDS FOR FY14	\$	833,834	PROJECTED AVAILABLE PROGRAM FUNDS FOR FY14	\$	1,991,805	\$ 2,825,639
FY14 PROJECTED REVENUE			FY14 PROJECTED REVENUE			
			CJEF	\$	1,988,200	\$ 3,363,200
Community Supervision Fees	\$	1,262,500	DOC Inmate Work Fees	\$	12,500	
			Unclaimed Restitution	\$	100,000	
FY14 ESTIMATED AVAILABLE	\$	2,096,334	FY14 ESTIMATED AVAILABLE	\$	4,092,505	\$ 6,188,839
FY14 APPROPRIATION REQUEST	\$	1,250,000	FY14 APPROPRIATION REQUEST	\$	2,872,500	\$ 4,122,500
FY14 ESTIMATED BALANCE	\$	846,334	FY14 ESTIMATED BALANCE	\$	1,220,005	\$ 2,066,339
			PROPOSED ACJC ADMINISTRATIVE EXPENSE			\$ 99,645
			FY15 PROJECTED AVAILABLE PROGRAM FUNDS			\$ 1,966,694
FY15 PROJECTED REVENUE			FY15 PROJECTED REVENUE			
			CJEF	\$	1,988,200	\$ 3,375,800
Community Supervision Fees	\$	1,275,100	DOC Inmate Work Fees	\$	12,500	
			Unclaimed Restitution	\$	100,000	
FY15 ESTIMATED AVAILABLE	\$	2,121,434	FY15 ESTIMATED AVAILABLE	\$	3,320,705	\$ 5,342,494
FY15 APPROPRIATION REQUEST	\$	1,250,000	FY15 APPROPRIATION REQUEST	\$	2,872,500	\$ 4,122,500
FY15 ESTIMATED BALANCE	\$	871,434	FY15 ESTIMATED BALANCE	\$	448,205	\$ 1,319,639
			PROPOSED ACJC ADMINISTRATIVE EXPENSE			\$ 99,645
			PROJECTED AVAILABLE PROGRAM FUNDS FOR FY16			\$ 1,219,994

CRIME VICTIMS COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
March 21, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Victim Compensation Funding Allocation Formula

TO: Chairperson and Committee Members

FROM: Larry Grubbs, Program Manager
Crime Victim Services

RECOMMENDATION:

The Crime Victims Committee recommends to the Commission approval of the FY14 crime victim compensation program funding allocation formula.

DISCUSSION:

The funding allocation formula used in past years does not accurately reflect annual average compensation program expenditures at the operational unit level. This requires significant adjustment to the original allocation throughout the fiscal year to maximize the expenditure of available state and federal compensation funds.

Proposed changes to the victim compensation program allocation formula should bring the allocation formula into compliance with the requirements of recently revised program rules; fairly consider the influence of variable program criteria; and bring county compensation allocation amounts closer to the actual county expenditure rates.

FISCAL IMPACT:

Significant to victim compensation program operational units.

ALTERNATIVES:

Not Approve - Modify - Table

**CRIME VICTIM COMPENSATION PROGRAM
FUNDING ALLOCATION FORMULA**

The proposed victim compensation allocation formula includes the following:

- \$50,000 of the state funds retained in emergency reserve (R10-4-102.D);
- 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 (R10-4-102.I);
- A base allotment of \$25,000 to each county program (R10-4-102.C.1);
- A 60% reimbursement to county programs spending other local funds on compensation benefits during the previous fiscal year (R10-4-102.H);
- The remaining balance is distributed as follows:
 - 50% based on prior years' program benefit expenditure average (R10-4-102.C.2);
 - 30% based on average share of crime (R10-4-102.C.4);
 - 20% based on population (R10-4-102.C.3).

ALLOCATION FORMULA DETAIL

The following table illustrates how total funding is divided among the fixed and variable formula criteria based on the total state and federal allocation amount of \$4,100,000. This equals the total allocated program size for FY 2013.

CRIME VICTIM COMPENSATION PROGRAM PROPOSED FUNDING ALLOCATION FORMULA	
PROGRAM SIZE	\$ 4,100,000
Less	
Emergency Reserve	\$ 50,000
VOCA Admin	\$ 61,700
Fixed County Admin Allocation	\$ 450,500
Base Allotment -\$25k to each County	\$ 375,000
Reimbursement for local funds use	\$ -
	\$ 3,162,800
BALANCE DISTRIBUTED BY:	
Prior Year Benefit Expenditures (50%)	\$ 1,581,400
Average Share of Crime (30%)	\$ 948,840
Population (20%)	\$ 632,560
	\$ 3,162,800

TABLE VS3

CRIME VICTIM COMPENSATION PROGRAM COUNTY ALLOCATION COMPARISON FY 2013			
COUNTY	FY 2013 ALLOCATION (OLD FORMULA)	FY 2013 ALLOCATION (NEW FORMULA)	AVG TOTAL EXPENDITURES FY 10-12
APACHE	\$ 54,939	\$ 65,094	\$ 45,635
COCHISE	89,500	95,114	63,155
COCONINO	89,832	143,361	136,643
GILA	43,849	69,009	49,654
GRAHAM	34,516	49,595	26,179
GREENLEE	17,671	38,751	18,213
LA PAZ	24,765	53,342	32,911
MARICOPA	2,356,432	2,009,045	1,532,510
MOHAVE	126,005	184,123	173,208
NAVAJO	79,184	93,054	71,096
PIMA	608,380	690,011	593,353
PINAL	220,011	182,005	113,637
SANTA CRUZ	38,678	54,991	31,677
YAVAPAI	137,902	164,658	155,678
YUMA	128,336	157,847	137,225
TOTAL	\$ 4,050,000	\$ 4,050,000	\$ 3,180,776