

**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 17, 2019** beginning at **10:00 a.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007**. Members of the committee may attend either in person or by telephone, video or internet conferencing.

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  
Mark Brnovich  
Dave Cole  
Barbara LaWall  
Greg Mengarelli  
Bill Montgomery  
Paul Penzone  
Steve Stahl  
C.T. Wright

**II. Minutes of the October 25, 2018 Meeting**

- Approval of Minutes **P-F-T**

**III. SAC Crime Victim Service Funding Overview** **Larry Grubbs**

- Review, discussion, consideration and possible action on the SAC-VOCA victim service funding overview report **Info**

**IV. FY 2020 Victim Assistance Grant Program** **Larry Grubbs**

- Review, discussion, and possible action on the following:

**A. FY 2020 Grant Program Funding Level** **P-F-T**

**B. FY 2020 Grant Program Funding Priorities** **P-F-T**

**V. Crime Victim Compensation Program** **Larry Grubbs**

- Review, discussion, consideration and possible action on administrative expense policy for county programs **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 at the Call of the Chairperson.

**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**

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 17, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the October 25, 2018 Meeting

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**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 October 25, 2018.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Crime Victims Committee  
Minutes  
October 25, 2018**

A public meeting of the Crime Victims Committee of the Arizona Criminal Justice Commission was convened on October 25, 2018, at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**Members Present:**

Charles Ryan, Chairperson, Director, Department of Corrections  
Mark Brnovich, Arizona Attorney General, Kirsten Flores representing  
Barbara LaWall, Pima County Attorney, Vanessa Helms representing  
Greg Mengarelli, Mayor, City of Prescott, Debora Black representing  
Bill Montgomery, Maricopa County Attorney, Shawn Cox representing  
Paul Penzone, Maricopa County Sheriff, Kip Rustenberg representing  
Steve Stahl, City of Maricopa Police Chief  
CT Wright, Chairperson, Board of Executive Clemency

**Staff Participating:**

Larry Grubbs, Program Manager  
Andrew LeFevre, Executive Director  
Dorinda Johns, Program Coordinator

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

The meeting was called to order by Chairperson Charles Ryan at 1:00 p.m. The roll was taken, and a quorum was declared present.

**II. Review and approval of the Minutes of the May 1, 2018 Meeting**

Chairperson Ryan called for the approval of the minutes. Steve Stahl moved to approve the meeting minutes. Shawn Cox seconded, motion carried unanimously.

**III. Crime Victim Compensation Program**

**Larry Grubbs**

Mr. Grubbs provided background information on the current annual funding allocation and reallocation processes. Mr. Grubbs then presented a recommendation to adjust the funding allocation process for FY2020 to include availability of county-level restitution and subrogation funding as an allocation variable. Steve Stahl moved to approve a recommendation to the Commission amending the victim compensation program allocation formula to include in the calculation the availability of restitution and subrogation funds to operational units as per the formula and process steps outlined in the agenda. Kirsten Flores seconded, motion carried unanimously.

**IV. Crime Victim Assistance Program**

**Larry Grubbs**

Mr. Grubbs provided background on the funding priorities for the current FY2019 grant period to provide a framework for discussion, and requested guidance from the committee regarding possible funding plans for the FY2020 Crime Victim Assistance Grant Program. Members discussed the program and the existing priorities. Shawn Cox requested staff provide information on possible reductions to the program size to provide additional funds for administrative costs of the Victim Compensation Program. Vanessa Helms indicated she would like staff to provide information on how reductions might be made to the Victim Assistance grant program to reduce the impact to current grantees. Steve Stahl made a motion to table the matter until the next committee meeting where staff could provide the committee with additional information. Shawn Cox seconded, the motion carried unanimously.

**V. Call to the Public**

No Members of the Public were present.

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

The next Crime Victims Committee meeting is to be determined at a later date. Information with the date of the next meeting will be posted.

**VII. Adjournment**

The meeting was adjourned at 1:55 p.m.

Respectfully submitted,



Andrew T. LeFevre  
Executive Director

Audio recording available upon request

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

**Request for Committee Action**

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 17, 2019	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	ACJC SAC Crime Victim Service Funding Overview Report

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**TO:** Chairperson and Committee Members

**FROM:** Catie Clark, Director  
ACJC Statistical Analysis Center

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

The Justice Research and Statistics Association (JRSA) with the Urban Institute, was awarded a grant from the Office of Victims of Crime (OCV). As part of this grant, JRSA awarded a Memorandum of Understanding (MOU) to conduct research in partnership with the Arizona Victim Administration at the Arizona Criminal Justice Commission (ACJC). The partnership has resulted in successful efforts to 1) expand victim-related data collection and analysis, and 2) improve the planning and implementation of victim services at the state and local levels.

**FISCAL IMPACT:**

No direct fiscal impact.

**ALTERNATIVES:**

N/A

## CRIME VICTIMS COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 17, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Crime Victim Assistance FY 2020 Grant Program Funding Level

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**TO:** Chairperson and Committee Members

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

#### **RECOMMENDATION:**

The Crime Victims Committee recommends to the Commission that the available funding level for the Crime Victim Assistance Grant Program for FY 2020 be set at \$750,000.

#### **DISCUSSION:**

The ACJC victim assistance grant program size for FY 2019 was set at \$750,000. Based on revenue projections, available fund balance, and contingent on legislative approval, staff proposes setting the available funding level at \$750,000 for FY 2020. Table VS-1 on the following page shows revenue and expenditures estimates associated with all ACJC victim services program areas and funding sources for FY 2019, and corresponding estimates for FY 2020.

#### **FISCAL IMPACT:**

Significant to agencies seeking ACJC victim assistance grant funding for FY 2020.

#### **ALTERNATIVES:**

Not Approve - Modify - Table

**TABLE VS-1**

<b>ACJC CRIME VICTIM SERVICES</b>			
<b>FY20 PROGRAM BUDGET</b>			
		FY 2019	FY 2020*
<b>ESTIMATED BEGINNING FUND BALANCE</b>			
	Victim Compensation & Assistance Fund	\$ 3,801,281	\$ 2,926,781
	Federal VOCA Compensation Award	805,875	782,506
	County Restitution / Subrogation	3,049,615	3,269,615
	<b>TOTAL</b>	<b>\$ 7,656,771</b>	<b>\$ 6,978,902</b>
<b>PROJECTED REVENUE</b>			
	Victim Compensation & Assistance Fund	\$ 3,563,300	\$ 3,563,300
	Federal VOCA Compensation Award	1,065,000	1,277,743
	County Restitution / Subrogation	370,000	370,000
	<b>TOTAL</b>	<b>\$ 4,998,300</b>	<b>\$ 5,211,043</b>
<b>PROGRAM ALLOCATIONS FY19 / RECOMMENDED ALLOCATIONS FY20</b>			
	Victim Compensation Program		
	Victim Compensation & Assistance Fund	\$ 3,500,000	\$ 3,500,000
	Federal VOCA Compensation Award	1,065,000	1,277,743
	County Restitution / Subrogation	150,000	150,000
	Victim Assistance Grant Program		
	Victim Compensation & Assistance Fund	\$ 750,000	\$ 750,000
	ACJC Administrative Expenses		
	Victim Compensation & Assistance Fund	\$ 187,800	\$ 187,800
	Federal VOCA Compensation Award	53,270	63,887
	<b>TOTAL</b>	<b>\$ 5,706,070</b>	<b>\$ 5,929,430</b>
<b>ESTIMATED ENDING FUND BALANCE</b>			
	Victim Compensation & Assistance Fund	\$ 2,926,781	\$ 2,052,281
	Federal VOCA Compensation Award	752,605	718,619
	County Restitution / Subrogation	3,269,615	3,489,615
	<b>TOTAL</b>	<b>\$ 6,949,001</b>	<b>\$ 6,260,515</b>
*Estimated Totals			
	Victim Compensation & Assistance Fund Appropriation		\$ 4,222,400
	Victim Compensation & Assistance Fund Recommended Program Allocation		\$ 4,437,800

**CRIME VICTIMS COMMITTEE  
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January 17, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Crime Victim Assistance FY 2020 Grant Program Funding Priorities

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**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

The Crime Victims Committee recommends to the Commission that funding for the Crime Victim Assistance Grant Program for FY 2020 be awarded in accordance with the funding tier structure detailed in Table VS-2 of the agenda.

**DISCUSSION:**

The ACJC crime victim assistance program continues to identify and address the needs of victim service projects across the state, and establish funding priorities to help address identified needs. Table VS-2 on the following page summarizes recommended funding priorities for FY 2020.

**FISCAL IMPACT:**

Significant to agencies seeking ACJC victim assistance grant funding for FY 2020.

**ALTERNATIVES:**

Not Approve - Modify - Table



## FY 2020 Funding Priority Recommendation

Recommended funding priorities place the highest emphasis on continuing to identify and fund projects under Tier 1 that are ineligible for DPS-VOCA assistance funding, while maintaining the availability of funding for training projects under Tier 2. Training projects are intended to benefit crime victim service providers.

Tier 3 attempts to provide some funding to projects that are DPS-VOCA assistance eligible, prioritizing projects receiving the lowest percentage of funding support from DPS-VOCA assistance. The availability of funding under Tier 3 takes into consideration that the next competitive VOCA assistance grant process will not be opened and completed until October 2020. Tier 3 attempts to identify those projects where VOCA assistance funds are not already a significant portion of project funding.

**TABLE VS-2**

<b>Tier 1</b>
Fund projects identified as VOCA Assistance <i>ineligible</i> , for a period beginning July 1, 2019 and ending June 30, 2020. Projects must meet ACJC victim assistance grant program eligibility requirements.
<b>Tier 2</b>
Fund crime victim service training projects, for a period beginning July 1, 2019 and ending June 30, 2020. Projects must meet current ACJC victim assistance grant program eligibility requirements.
<b>Tier 3</b>
Fund all other victim service projects that meet ACJC victim assistance grant program eligibility requirements, for a period beginning July 1, 2019 and ending June 30, 2020. Projects demonstrating the lowest percentage of funding support from DPS-VOCA Assistance grant funds during the grant period will be prioritized.

## Budget Category Prioritization

Priority will be given to projects requesting funding to support Personnel Services and Employee Related Expenses. This budget category prioritization will apply across all funding tiers. Funding requests for other budget categories will only be considered if all eligible requests for Personnel Service and Employee Related Expenses within a funding tier have been funded.



**CRIME VICTIMS COMMITTEE  
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**Request for Committee Action**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 17, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Victim Compensation Program County Admin Expense Policy

**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

The Crime Victims Committee recommends to the Commission that, effective upon Commission approval, the existing administrative expense policy for crime victim compensation program operational units be eliminated.

**DISCUSSION:**

Historically, the administrative expense policy for victim compensation program operational units existed because operational units were subject to certified assurances rather than a grant agreement. The policy provided a framework for allowable expenses under the certified assurances signed by operational units. As a result of a Federal site visit, ACJC moved to grant agreements for operational units in FY 2013.

Since 2013, the administrative expense policy has remained in place. Recently an administrative expense request that would have been allowable under the grant agreement was not allowable under the more restrictive administrative expense policy. The recommendation allows operational unit administrative expenses to be regulated under existing ACJC grant administration policies and procedures.

**FISCAL IMPACT:**

Significant to operational units administering the victim compensation program.

**ALTERNATIVES:**

Not Approve - Modify - Table

## **Administrative Allocation**

The use of allocated victim compensation program administrative funding 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 allocated annually by the Commission. Eligible costs may include the following:

- Percentage of salary 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.
- 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. If the equipment is not dedicated entirely to the compensation program then only a prorated amount can be charged to the compensation program as an administrative cost.
- The percentage of office supplies and postage that are directly associated with the administration of the Crime Victim Compensation Program.

Travel expenses connected to the Crime Victim Compensation Program are 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 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, either operational unit program staff or board members, to attend 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.