

**Minutes of the Executive Committee  
July 14, 2017**

A public meeting of the Executive Committee of the Arizona Criminal Justice Commission was convened on July 14, 2017 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

Members Present: Sean Duggan, Chairperson, Chief, Chandler Police Department  
Sheila Polk, Vice-Chairperson, Yavapai County Attorney  
Dave Byers, Director, Administrative Office of the Courts  
Charles Ryan, Director, Department of Correction, Greg Lauchner representing David Sanders, Chief Probation Officer, Pima County

Members Absent: Joe Brugman, Chief, Safford Police Department

Staff Participating: Andrew T. LeFevre, Executive Director  
Tony Vidale, Deputy Director  
Teresa Eierdam, Finance Manager  
Wendy Boyle, Executive Secretary

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

The meeting was called to order by Chairperson Sean Duggan at 9:30 a.m. Roll was taken and a quorum was declared present.

**II. Minutes of the January 15, 2010 Meeting**

Chairperson Duggan called for a motion to adopt the minutes. Commissioner Byers made a motion to approve the minutes from the January 15, 2010 meeting. Vice Chairperson Polk seconded the motion and the motion carried unanimously.

**III. ACJC Research Priorities**

Executive Director LeFevre discussed the existing statutorily mandated reports that ACJC is responsible for producing on a yearly basis. Vice Chairperson Polk then discussed that one of the recommendations of the Auditor General's review was that there should be a committee that oversees the research priorities of the SAC to better align their activities with state-wide criminal justice priorities. After review and discussion, Vice Chairperson Polk indicated that she would raise the issue of possible research priorities at the upcoming July Commission meeting and ask the Members to provide possible research ideas at the September Commission meeting for consideration.

**IV. Funding Allocation for SB 1278 – Pretrial Intervention Fund**

Executive Director LeFevre discussed the requirements of SB 1278 that appointed ACJC as the state agency responsible for distributing \$2.75 million appropriated by the legislature for pretrial intervention funding to the county attorneys offices. Executive Director LeFevre presented two potential funding allocation models for the committee's consideration (page 8 of the agenda). Vice Chairperson Polk made a motion to recommend to the full Commission that it adopt funding allocation #2. Chairperson Duggan seconded the motion and the motion carried unanimously.

**V. ACJC Expense Allocation Across Program Areas**

Executive Director LeFevre presented information to the Committee on ACJC's current expense allocation formula which funds the administrative costs to operate its Victim Services Program area out of the Criminal Justice Enhancement Fund. Due to declining revenues in that fund, it has become increasingly difficult to maintain that funding shift. Director LeFevre asked the Committee to consider recommending to the full Commission that ACJC be allowed to allocate administrative cost from program areas to the associated fund sources to better align agency revenue and expenses. Vice Chairperson Polk made a motion to recommend to the full Commission that staff be able to allocate expenses to match revenue sources. Commissioner Byers seconded the motion and the motion carried unanimously.

**VI. Call to the Public**

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

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

The next Administrative Committee Meeting will be held at the call of the Chairperson.

**VIII. Adjournment**

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew T. LeFevre", written in a cursive style.

Andrew T. LeFevre  
Executive Director

Audio recording is available upon request.