

VJA ADVISORY BODY MEETING
Thursday, July 28, 2016- 1:30pm

ATTENDEES: Doris Smith- Administrator- IGS
Donna Richardson- Administrative Specialist - IGS VJA
Monie Johnson- ED AR Coalition Against Sexual Assault
Max Snowden- Commission on Child Abuse & Domestic Violence
Beth Goodrich- AR Coalition Against Domestic Violence
Matthew Smith- AR Coaliton Against Sexual Assault
Ginger Kimes- Prosecutor Coordinators Office
Bob McMahan- Prosecutor Coordinators Office
Mira Forsolono- CJI Advisory Board
Mary Beth Luibel- State CASA Association

Doris Smith, Administrator for IGS Opened the meeting on Thursday, July 28, 2016 at 1:30 pm with each guest providing their name as well as Name of Organization they were representing.

1. Purpose of Meeting: Discussion regarding Legislation 1-25-111 and 25-1-107. To go over the role of the State Administering Agency- DFA as well as the role of The Advisory Body as it relates to the purposes of administering the three federal grant programs. i.e, STOP Violence Against Women, Victims of Crime Act (VOCA) and Family Violence Prevention Services Act (FVPSA) as well as Sexual Assault and PREA which is a Special Designated Use grant.
2. Discussion of two governing Acts: A.C.A. 25-1-107- Discusses functionality of the advisory body that is established here for the purposes of the grant programs. (Matrix provided in a bullet point style- Advisory Body ACA 25-1-107). As it relates to the statute, the role of the Advisory Body is for review and advice. There are particular items that must be performed by DFA-IGS and submitted to the Advisory Body for your review and advice those activities are listed in the statute.

2.1 Questions or Comments: **Issue:** Promulgation- Only reimbursing Executive Directors 50% of salary. Suggestion by Monie Johnson is that ED's are reimbursed 85%.

Resolution: Per Doris Smith, there are not very many states nationwide that are at 50% just yet. We will do research to see what other states are doing before a decision is made as to whether that percentage should be changed at this time. What we will do with the next award application cycle is include a defined sheet where the ED breaks down exact hours estimated to be spent in each category. Direct services, administrative, etc. From that we will have to determine what a reasonable allocation of funding for direct service staff should be. **Issue:** On call match not being counted.

Resolution: The goal is to gain information through the next application cycle to accomplish what we need to support a change. Limitation is still \$54,000. 50% reimbursement was not established to harm anyone. A percentage was established to apply to everyone in all fairness. Otherwise someone would always feel as though they were unfairly treated. We want to keep in mind that additional monies was not always the case. There is a process that we have to go through. There was a real reason for restricted funding. Funding was not always enough to pay everyone the amount they are asking. We now have an opportunity to do so but the process is timely and this discussion is good. The goal is to be as fair as possible across the board and to partner with the providers in the community. When we come back to the table after reviewing the applications in this next cycle and see what the needs are, we need to come to a common fair, equitable approach to funding those salaries where it at least considers the gap between those grant programs, which is huge. We want to be sure that an increase in the restriction won't harm programs. **Conclusion:** We will include in the next solicitation in August a requirement, form or template that requests information on Executive Directors pay to specify the exact nature of that role. What they will do and the percentages. And we will monitor those allocations to be sure it is being performed. That way time and effort is being applied in that manner. **Question:** Financial Reports- What about monies that are left granted out but for whatever reason, the programs don't take advantage or can't take advantage of the full amount of the money? **Answer:** You will find expenditures for those programs. There are 2 reports out there now one is cumulative. Reports are cumulative until we get our grants management system in. We do not have the capacity nor the ability to program excel. They will be placed out there quarterly. One is cumulative from the beginning of the grant which is October 1 through March and the other is cumulative through June so we do it after the end of each quarter. **Question:** How will the focus groups be done? **Answer:** That determination will be made and submitted to the advisory body for review. It will have to be selected from the pool of applicants that apply. We have 120 days after the start of the grant period which is October 1. Right now we are working on getting the actual solicitation and application information out there. The goal is to work with the advisory body to determine an approach for gaining information from the focus group. **Question:** Where can I find the quarterly report? **Answer:** The quarterly report is the expenditure report.

That is the one that we just put out on the website. The simple way is to put it out on the website and send you the link. **Question:** It appears that my CASA is supposed to have 2 representatives, what is the process for getting a second representative?

Answer: We are working on that too. You will need to figure out who you want or who you think wants to serve on the board. You will get their approval - whether you do that through an application or some sort of validation process. There is not a real standard requirement for how you do that. I can tell you that DF&A will be looking for other parties to serve on the board also so we will be doing an invitation. It's a slight application form to just invite people who have some experience in a certain criteria to be a part of the board and play an active role.

2.2 Discussion of two governing Acts- A.C.A. 25-1-111- Discusses how many representatives from each coalition can serve on the advisory body. DF&A has the capacity to select some parties as well. Any promulgation that occurs will occur based on the guidelines that are already established by Federal and State law.

2.3 Questions or Comments: **Question:** What is the rule? If you do an Audit, you don't do the Agreed upon Procedures? If you don't do an Audit, you do the Agreed upon procedures? **Answer:** Yes. That is correct. It is written into the Agreed upon Procedures. **Question:** So is it \$750,000 cap? **Answer:** The federal requirement came out with \$750,000 in expenditures. It was effective December 2015. **Question:** What is the procedure for auditors pulling a confidential file? Can names be redacted? **Answer:** Personally identifying information can and should be redacted. All agencies need to be made aware that they can request that any document that has personally identifying information be redacted at first.

3. Adjournment: Our plans for the immediate future include focusing on getting the notification out for monies that will be awarded under the VOCA grant for the Oct 1 through September 30 of 2017 time frame. That particular award is limited to those providers who are already receiving grants through DF&A. It still requires that the provider who requests the funding qualify under VOCA. Should we determine with the Advisory Body that some change needs to be addressed in the Executive Directors rate of pay or allocation, we will consider that and it will be a proactive approach going forward included in the solicitation for review and determination by the body.

3.1 Suggestion: When the survey is done regarding the 50% for ED's in other states, will you also do a survey on what other states are doing in terms of the Advisory Board and seeing what our role is compared to what the other Advisory Boards are? **Answer:** We will put it out there.