

MARYLAND STATE BOARD OF VICTIM SERVICES MEETING MINUTES

Wednesday, July 11, 2012

Anne Arundel County Police Department Headquarters

ATTENDEES

BOARD MEMBERS: Bonnie Ariano, Ellen Alexander, Barbara Bond, Jessica Dickerson, Linda Fleischer, Rea Goldfinger, R. Gary Hofmann, Molly Knipe, Patricia Marshall, Laura Martin, Margery Patten, Debra Tall, Deborah A. Unitus, Frank R. Weathersbee, Virginia Wolf, and Jeanne Yeager.

STAFF: Shirley Haas, Anne Litecky, and Nakita Long

GUESTS: Heather Amador, Scott Beard, Leslie Connolly, Deidre Gardner, Lisae Jordon, Michelle Schaffer, and Erin Shifflet

WELCOME/CALL TO ORDER: Ellen Alexander, Chair, began the meeting at approximately 10:20 a.m.

RETREAT REPORT/MINUTES:

- ❖ Motion: Move to approve Minutes of June 13, 2012.
- ❖ Vote: Seconded and unanimously approved.

COMMITTEE REPORTS

❖ Grant Committee

➤ FY 2013 MVOC and LSCV Applications and Awards

- MVOC- Year One Applications
 - 43 first year MVOC grant applications were submitted totaling \$1,305,335 in requested funds.
 - 12 of the 43 submitted applications were awarded.
 - Total funds awarded: \$377,710.
- MVOC – Year Two Continuation Applications
 - 10 year two MVOC Continuation applications were submitted and awarded.
 - Total funds awarded: \$295,119
- MVOC – Year Three Continuation Applications
 - 10 year three MVOC Continuation applications were submitted and awarded.
 - Total funds awarded: \$178,884
- LSCV
 - 1 of 3 submitted applications was awarded.
 - Total funds awarded: \$75,000

❖ Executive Committee

➤ State Board Business

- Ex officio Board members representing different agencies should be prepared to report out at the end of each Board meeting and share what their agency is doing and what challenges, if any, they face.
- It was suggested that State Board members sign up for VINE to assist the State Coordinator with monitoring notifications.
 - Go to www.vinelink.com to register for court, custody, parole or probation notification.
 - Receive alerts when system goes down.
 - Forward questionable notifications to the State Coordinator at alitecky@goccp.state.md.us.

- **Reorganization/Committee Chair Selection**
 - To be determined based on the development of new Board priorities.
- **Priorities**
 - Several State Board priorities were discussed to make the Board more effective including:
 - Continue to rotate the Board meetings in different regions.
 - Make the Board better known and provide outreach to see what the service needs are in the communities.
 - Require Board member participation and meeting attendance.
 - Support more Child Advocacy Centers
 - More involvement in Legislative Committee for the 2013 legislative session.
 - Committee members take a more proactive approach.
- **Orientation for New Members**
 - A Maryland State Board of Victim Services orientation for new Board members and interested, existing Board members will be scheduled.
- **Roper Victim Assistance Academy/State Conference**
 - Dr. Debra Stanley of University of Baltimore, would like to host, along with the State Board, a one day statewide conference.
 - A recommendation was made to create an Ad Hoc Committee consisting of local criminal justice agencies to work with Dr. Stanley, Board members and State Coordinator.
 - Motion: Create an Ad Hoc Committee for a one-day statewide conference.
 - Vote: Seconded and unanimously approved.
 - Persons interested in becoming an Ad Hoc Committee member should see the Chair after today's meeting or contact State Coordinator at alitecky@goccp.state.md.us.
 - Some suggestions for funding the conference include grant funds from the Roper Victim Assistance Academy, MVOC funds, if available, and the Office for Victims of Crime Training and Technical Assistance Center (OVC TTAC).
- **Town Hall Meetings**
 - The State Board had hoped to develop new Board priorities as a result of the Town Hall Meetings that were held in 2010; however, no official report was written as a result of the Town Hall which might have served as a guide.
- **Grant Policy and Procedures**
 - Several Grant Committee members expressed their concern about the new Grant Policy and Procedures that were developed at the 2011 State Board Retreat.
 - The current Grant Policy and Procedures limits the Committee's ability to read the grant applications and therefore does not give the Grant Committee members enough information to decline or approve a grant application.
 - In an effort to continue to refrain from having the appearance of any personal biases, or conflict of interest, while at the same time, giving the Grant Committee an opportunity to better understand the scores they are approving, a recommendation was made to have two independent reviewers and one grant committee member serve on the review panel.
 - This recommendation was discussed at length and some other possible recommendations included the following:
 - Make no changes to the current Grant Policy and Procedures which were amended at the State Board Retreat and continue to have only outside reviewers evaluate the grant applications and have the Grant Committee approve or deny funding based solely on the scores submitted by the independent reviewers.

- Amend the Grant Policy and Procedures and change the make-up of the Grant Review Committee to consist of all independent public members rather than Board members.
- Have three independent reviewers discuss and review the application with a Grant Review Committee member present.
- Motion: Amend the Grant Committee Policy and Procedures and have two independent reviewers and one State Board grant committee member serve on the review panel.
- Vote: Seconded and unanimously approved.

OLD/NEW BUSINESS

❖ FY 2012 MVOG Fiscal Report/Third Quarter

- A fiscal report for the third quarter was provided to State Board members. The fiscal report included:
 - Administrative expenses and grant obligations
 - Administrative costs are separated by line item and shows previous expenses, current expenses and remaining funds
 - MVOG income from District Court, circuit court, traffic court, miscellaneous and interest
 - Income is broken down by county and month

❖ State Board Mileage Reimbursements

- Statute provides for mileage reimbursement; however there is no established procedure in place.
- Board members requesting reimbursement should contact the State Victim Services Coordinator.
 - Upon receiving a request for reimbursement, the State Victim Coordinator will meet with the Fiscal Department at the Governor's Office of Crime Control and Prevention (GOCCP) to determine if funds are available for reimbursement.
 - The Coordinator will also send out an email to State Board members making them aware of any MVOG funds paid out for reimbursement(s).
 - A concern was voiced about having money come from MVOG grant funds to reimburse Board members for mileage; however, it was determined that unless the statute is amended, mileage reimbursement is an allowable expense.

❖ MD Criminal Injuries Compensation Board (MCICB)

- Scott Beard, Executive Director for MCICB for the past three months, has been working in victim services for over twenty years. He reported on the current status of MCICB.
 - CICB Focus Areas
 - Customer Service
 - Fiscal Management
 - Quality Control
 - CICB has found strategic ways to deal with MCICB's backlog.
 - Separate individual and small business claims from medical claims.
 - Negotiate on medical claims (25% on \$1.00).
 - According to statute, MCICB cannot pay claims unless there is money in the Fund to pay the claims.
 - Remain victim friendly but manage funds properly.
 - Increase revenue recovery efforts.
 - Coordinate with State's Attorney's to have restitution awarded to MCICB
 - Restitution money going into the fund for the past three years is as follows:
 - 2010 - \$24,000
 - 2011 - \$75,000
 - 2012 - \$90,000

- Have District Court judgments recorded and issue an Order for earnings withholding.
 - MCICB is a payor of last resort; therefore, all other sources must be exhausted before MCICB makes any monetary payments.
- MCICB is over \$3 million dollars in debt. The following is a breakdown of the backlog for 2011 and 2012.
 - Backlog A (2011 Claims)
 - 1.9 million dollars in medical claims
 - Negotiated 25% on every \$1.00 for a total savings of over \$1 million dollars
 - \$676,000 remaining in backlog
 - Paid off all individual and small business claims in October 2011
 - Backlog B (2012 Claims)
 - All Claims from October 1, 2011 through the present
 - 2.6 million dollars in medical claims
 - MCICB is attempting to negotiate all medical claims
 - Will receive 60% match from federal government this year equaling 2.1 million dollars
 - Current on all individual and small business claims
- MCICB Claims Processing Time
 - The processing time for all MCICB claims can vary. All medical records, police reports, and other requested documents must be received before a claim can be processed.
 - Once all documents have been received, the following steps are taken before funds are issued.
 - Claim approved by Claims Processor → Board signature → Signed by Secretary → Finance Department → Comptroller's Office
 - Scott Beard should be contacted for any claim that has not been processed in more than six months.
- ❖ ^{1st} **Annual Crime Victim and Advocate Commemorative Day**
 - State Government – Commemorative Days – Crime Victims and Advocates (HB 766) requires the Governor annually to proclaim April 3 as Crime Victim and Advocate Commemorative Day. This bill was signed on May 22, 2012 and will be effective on October 1, 2012.
 - Enacted to honor the legacy of Stephanie Roper. April 3, 2012 marked the 30 year anniversary of her death.
- ❖ **Maryland Transportation Commission Meeting/September 5, 2012**
 - The Maryland Crime Victims' Resource Center (MCVRC) is attempting to have a Road named in memory of Stephanie Roper and is requesting a letter of support from the Board.
 - Motion: Provide a letter to Deidre Gardner, MCVRC, in support of naming a road in memory of Stephanie Roper for the Maryland Transportation Commission meeting scheduled for September 5, 2012.
 - Vote: Seconded and unanimously approved.

MEETING ADJOURNED: Guests and Board members were thanked for their participation. The meeting adjourned at 11:45 A.M.

**The next Board meeting will be held at
Harford County Justice Center
on
Wednesday, September 5, 2012 at 10:00 a.m.**