

MARYLAND STATE BOARD OF VICTIM SERVICES MEETING

MINUTES

Wednesday, November 6, 2013

Anne Arundel County Police Department Headquarters

ATTENDEES

BOARD MEMBERS: Ellen Alexander, Barbara Bond, The Honorable Dario Broccolino, Tammy Brown, Jessica Dickerson, Linda Fleischer, Rea Goldfinger, Capt. Brian Smith on behalf of Sheriff Gary Hofmann, Patricia Marshall, The Honorable Laura Martin, Margery Patten, Scott Beard on behalf of Cindy Peace, Bonnita Spikes, Debra Tall and Deborah Unitus.

STAFF: Anne Litecky.

GUESTS: Anne Bean, Russell Butler, Kim Gunishaw, Richard Hofmann, Lisae Jordan, Pauline Mandel, Carol Mackowiak and Laurie Rajala.

WELCOME/CALL TO ORDER: Ellen Alexander, Chair, began the meeting at approximately 10:15 a.m. New member, Anne Bean was introduced. Anne will be representing Service Providers and has a background with the local Child Advocacy Center in Cecil County. Final approval is pending from the Governor's Appointments Office.

MINUTES:

- **Motion:** September 11, 2013 State Board meeting minutes
- **Vote:** seconded and approved with two (2) minor corrections.

Deborah Unitus shared information on Administrative Office of Courts interpreters. Contact Deborah for more information.

COMMITTEE REPORTS

Members are reminded to actively participate on at least one State Board committee.

STANDING COMMITTEES

❖ Grant Committee

- FY2015 Maryland Victims of Crime (MVOC) and Legal Services for Crime Victims (LSCV) funds Notice of Funding Availability (NOFA) have been reviewed and will be posted within the next week on the GOCCP grants website at www.goccp.maryland.gov/gms
- Electronic applications are due December 17, 2013 and hard copy applications are due December 19, 2013
- FY2015 MVOC NOFA announces the availability of \$300,000, maximum \$35,000 per application; continuation grants remain a viable option for years two and three
- FY2015 LSCV NOFA announces the availability of \$75,000, maximum one award recipient for full amount; no continuation grants.
- Grant review process: includes one grant committee member and two outside reviewers
- Questions may be directed to Anne Litecky at alitecky@goccp.state.md.us

❖ **Legislative Committee**

- A legislative form outlining State Board Legislative priorities and procedures was disseminated by Scott Beard, co-chair who asked that anyone offering bill suggestions for the 2014 Legislative Session, please complete the form and submit it to Scott Beard or Barbara Bond
- Members are asked to fill out a bill form by *December 11th* and submit it to Barbara Bond or Scott Beard
- All recommendations and oppositional submissions are welcome and will be considered

Public Awareness Committee

- VINE is doing a good job notifying victims when detention centers are going offline and then later restored. This is valuable information for victims of crime as they rely on case and inmate status information

AD HOC COMMITTEES

❖ **Governor's Luncheon/Commemorative Day**

- Date: April 3, 2014
- Time: 11:30 to 2:30 pm
- Location: La Fontaine Bleue Catering in Glen Burnie
- A site visit was conducted by staff and committee members at La Fontaine Bleue in October because they are the low bidder
- Color: cornflower blue or black
- due to stipulation in a new MVOC FY2014 grant: designated staff from MCVRC will be assisting MVOC staff along with committee members in coordinating the luncheon this year,
- A committee meeting will be scheduled soon
- Key note speakers: recommendations welcome

❖ **Memorial Services**

- April 6, 2014
- Hosts: Baltimore City, Calvert, Montgomery and Worcester counties
- MVOC Funding assistance: \$1500 to the Northern and Southern hosts, \$1000 to the Eastern and Western hosts

❖ **Families of Homicide Committee:**

- The committee was created in 2013 after the Death Penalty Repeal (DPR) bill passed without the initial funding. The initial purpose of the committee was to present a report to the Governor about the needs associated with families of homicide victims. The purpose of the committee is expanded to include completion of a needs assessment advising the Governor how the money will best be disseminated to serve families of homicide victims in Maryland.
- Tammy encouraged committee members to commit and be active participants in the committee, complete a needs assessment for families of homicide and provide comparisons of other states.
- Committee members: Ellen Alexander, Scott Beard, Margery Patten and Bonnita Spikes. Set a meeting date
- GOCCP will share a 2013 jurisdictional report that shows gaps in services for families of homicide

OLD/NEW BUSINESS

❖ **Victim/Witness Protection Fund: Review of Guidelines and Balance**

- MD State's Attorney's Association (MSAA) Victim Witness Protection and Relocation Program Regulations and Guidelines were revised by State's Attorney Laura Martin and a MSAA subcommittee
- Revised guidelines were shared among all present
- Subpoenas are no longer necessary for covering victim and witness expenses
- Transportation is now allowable for victims and witnesses to and from Court related hearings and matters within the same jurisdiction
- Priority is given in non-homicide cases where the victim is disabled due to age, mental impairment or physical limitations (up to two family members). Includes coverage for family members/personal representatives only in homicide cases or other violent felonies, with the approval of the Coordinator and subject to available funds
- Last guideline revision was in 2008
- Prior MSAA coordinator position was discontinued due to cost containments
- The task of annual reporting to the State Board will be presented at the next MSAA meeting
- Emphasis was shared on the importance of this fund and the lives it has helped protect
- Removed from guidelines: expert witness fees
- VW Relocation Funding spreadsheet included in back of MVOC Fiscal Report
- For questions or to appeal a MSAA decision: contact Steven Kroll
- VW Guideline revisions to be added: 1) defining which "hearings" are allowable and 2) "emotional" to homicide and violent felony criminal cases (bottom page 1). Laura Martin to revise guidelines and send to Anne Litecky for distribution

❖ **Motion:** To approve the Victim Witness Protection and Relocation Program Regulations and Guidelines with revisions

❖ **Vote:** Seconded and unanimously approved with revisions

❖ **Department of Public Safety and Correctional Services (DPSCS): Unclaimed Restitution/LSCV Fund**

- DPSCS is reporting the status of unclaimed restitution regularly at State Stat meetings
- Historically no procedure in place to collect and release funds; therefore funds were accumulating
- Unclaimed restitution Policy and Procedure is now in place at DPSCS
- Unclaimed restitution funds go into Legal Services for Crime Victims (LSCV) Funds
- Unclaimed restitution is expected to draw \$200,000 to \$300,000 for the LSCV Fund in segments over the next year
- FY2015 LSCV Notice of Funding Availability (NOFA) will be \$75,000, it is foreseeable that in the future the NOFA may be increased

❖ **Department of Juvenile Services (DJS): Unclaimed Restitution/LSCV**

- A Policy and Procedure (P&P) is being developed to follow DPSCS's new P&P
- Judges need training on restitution for court orders when juveniles owe victims restitution

- The Honorable Laura Martin will mention this item at the next MD State's Attorney's Association meeting

❖ **Sunshine Fund**

- State Board members provide acknowledgement gifts to eligible recipients
- Ideal balance \$100 (currently \$39.33)
- List of eligible recipients (State Board manual)
- Please let Linda Fleischer or Anne Litecky know about any events that come up

❖ **State Board Member 2012 Attendance Review**

- Reminder to members that 50% attendance at meetings is required
- Members are encouraged to attend on-the-road State Board meetings. The last meeting in Frederick County had five (5) members in attendance, which was sadly disappointing
- On the Road meetings are posted online and will be sent out in an email.
- Hosting agencies work very hard and take much time to present valuable information about policies and procedures at work in their community. They also share local government and non-profit challenges that they hope the State Board will take back to the Governor for consideration.

EXECUTIVE COMMITTEE

❖ **University of Baltimore Collaborative Office**

- A Memorandum of Understanding (MOU) has been drafted to secure space at the University of Baltimore, College of Public Affairs to accommodate two State Board staffers and three individuals from the Maryland Crime Victims Resource Center (MCVRC) starting on November 30, 2013
- State Coordinator will have UB staff sign her timesheet, however basic supervision will continue to be implemented by GOCCP
- Staff at the new collaborative office include: Anne Litecky, State Victim Services Coordinator, MVOC Program Assistant (to be hired in November 2013), Richard Hofmann, Victim Rights Compliance Coordinator, Kimberly Gunishaw, Victim Advocate and staff attorneys will be assigned.
- The collaboration of a non-profit, an academic facility and a state agency will provide a progressive approach to addressing problems and challenges in the field and an opportunity to better understand the needs of crime victims statewide.
- MVOC, LSCV, RVAA, CACS grants will remain with GOCCP and the State Coordinator will continue to be the Program Manager
- Tammy Brown envisions an office that provides umbrella services for crime victims that includes State Board members and staff, university planning with interns and possible law clinic and victim rights compliance
- The MVOC Program Assistant position will be resented to State Board members for interested applicants. Hiring should be completed within the week.
- A review of available FY2014 MVOC funds for the MCVRC emergency grant were explained and discussed
- MCVRC is recognized as a go-to organization for servicing all types of victimization statewide
- August 28, 2013, the executive director and State Board chair presented State Board members with the option to support a collaborative office in Baltimore City

with MCVRC, emergency funding for MCVRC and the hiring of a compliance coordinator. The majority of members responded in support, some with advice and suggestions

- Concerns about the decision to fund MCVRC an emergency grant were raised and answered. Some felt that the State Board has an appearance of lacking transparency. Most agreed that members should be told about all State Board related changes prior to the change
- The unused balance of FY2014 MVOC funds increased this year, allowing for and emergency fund. This is not an entitlement; this is a grant fund that will be available next year provided MVOC funds are available and reporting is in compliance, as are required by all GOCCP awardees
- Over the last few years, a few state non-profit organizations have fallen into times of hardship. If not for GOCCP emergency funding assistance, these organizations may not be open today. Case in point, MCVRC. Still, some shared concerns about available funding for struggling organizations which are not assisted
- Testimonies about the attributes of MCVRC were voiced
- State Board members have supported the rehiring of a Victim Rights Compliance Coordinator since last fall. A collaborative office will support the hiring of this position in an efficient and beneficial manner for crime victims and service providers

Additional Comments:

- Over the next few months, State Board committees are encouraged to start prioritizing and think about being active participants in projects that are beneficial to crime victim services
- For new members, historical information is helpful when staff and members present at State Board meetings
- Gaps in statewide victim services need to be assessed and documented
- Recommended that members step up and be active participants in achieving goals and supporting initiatives. A stronger internal structure may be the answer
- A homicide survey was started at one time and will be continued in 2014
- Identity theft, fraud, tele-therapy, property crime and homicide survivors are some of the gaps mentioned for training and services
- State Board strategic planning is recommended for the future. Review the last State Board Retreat minutes for recommendations
- Agenda: Invite members to participate and make suggestions for agenda items
- Members need encouragement and guidance. Suggest guest speakers
- Agenda Items: add a synopsis to agenda items
- Interns: recommend MVOC have internship programs
- Conference calls: Tammy has assured members that conference calls will be easier to accommodate for in future teleconferenced meetings

❖ **Maryland Crime Victims Resource Center**

- Russell Butler, executive director MCVRC expressed his interest in future revised roles for some of his staff members and looks forward to a collaborative office and continued efforts that best serve crime victims. Russell shared some of his professional background that is a building block for the collaborative office
- Richard Hofmann, was introduced and welcomed. His background in court administration, corrections and consulting will provide a strong foundation as the victim rights compliance coordinator

- Kimberly Gunishaw , victim advocate was introduced and welcomed as a MCVRC UB collaborative office staffer

MEETING ADJOURNED: Guests and Board members were thanked for their participation. The meeting adjourned at approximately 12:25 p.m.

**The next Board meeting will be held on
Wednesday, January 8, 2014
*location to be announced***