

Idaho Council on Domestic Violence and Victim Assistance
December 3, 2021 Minutes
9:00 a.m.
Zoom

Council Members present: Jodi Nafzger, Rachel Kaschmitter, Jessica Uhrig, Clint Lemieux, Wes Somerton, Laura Diaz, Alan Boehme

ICDVVA Employees: Heather Cunningham, Dana Wiemiller, Jessica Marshall, Kristina Larkin, Jenn Beazer (Intern)

Jodi Nafzger, called the meeting to order at 9:08 am

1. Action Item: Minutes from November 5, 2021 Meeting

Review and approval or revision of November 5, 2021 Meeting Minutes

Action Item: Councilmember Somerton moved to approve the November 5, 2021 minutes. Councilmember Lemieux seconded. Motion was unanimously approved.

2. Adoption of OIP Minimum Standards

Presentation by Chair of the OIP Committee, Wes Somerton and Council Discussion. Councilmember Somerton noted that the OIP Committee met and reviewed changes to the standards yesterday. There is no final document to approve at this time as staff is incorporating Committee comments, but Councilmember Somerton suggested voting via email to allow review. The goal is to have it revised standards go into effect on January 1, 2022. This would require the Council to vote before the New Year.

Action Item: Chairwoman Nafzger moved to approve review and voting via email. Councilmember Lemieux seconded. Motion was unanimously approved.

10:08 a.m. Mid-Morning Break (15 minutes)

3. Action Item: Draft Strategic Plan and initial agency performance measures

Presentation by Director Cunningham and Council Discussion

The Council considered revisions to the Strategic Plan and approved key elements of a draft to circulate for public comment prior to vote on adoption of the revised Strategic Plan at the next quarterly meeting, after a period of public comment. Misty Lawrence and Krissy Veseth joined the meeting to discuss methodology and priority criteria in how to set performance measures. They provided guidance that there only needs to be one solid performance measure to meet the state requirement. There were no further questions or comments.

Action Item: Chairwoman Nafzger voted to approve option B as the new mission statement for the council and to approve the proposed purpose statement. Councilmember Somerton seconded. Motion was unanimously approved.

Action Item: Councilmember Somerton voted to approve option B as the new vision statement for the council. Councilmember Kaschmitter seconded. Motion was unanimously approved.

Action Item: Councilmember Uhrig voted to approve the draft goals, objectives and tasks. Councilmember Diaz seconded. Motion was unanimously approved.

4. Negotiated Rulemaking Update

Director Cunningham reported that the initial negotiated rulemaking was well attended with good stakeholder involvement and that the next session will be in two weeks. Councilman Somerton, Councilwoman Uhrig and Councilwoman Nafzger are participating in the process.

12:00 MST/11:00am PST Mid-day Lunch Break (1 hour)

5. Action Item: New Policy on State DV Fund Reimbursement Requirement

Presentation by Kristina Larkin and Council Discussion

Grant Manager Kristina Larkin, provided an overview of the statute, Idaho Code 39-5211, which has a minimum reimbursement requirement for victims and proposed new policy language. The suggested revision was to adopt a zero dollar reimbursement policy. The zero dollar reimbursement policy matches Federal guidelines that prohibit programs from changing clients for services. Councilmember Somerton noted that defendants are not often required to pay restitution, so victims of crimes should not be expected to pay for victim services.

Action Item: Councilmember Somerton moved to approve. Chairwoman Nafzger seconded. Motion was unanimously approved.

6. Action Item: Existing Policy Manual Revisions

Presentation by Director Cunningham and Council Discussion

Director Cunningham discussed the updates to the existing policy manual. These mainly included cleaning up policy language and staffing roles, not substantive changes. The Subrecipient Eligibility Verification policy had substantive changes that made it applicable to all funding streams, not just VOCA. There were no further questions or discussion.

Action Item: Councilmember Boehme moved to approve. Councilmember Somerton seconded. Motion was unanimously approved.

7. Potential Repeal of Council Bylaws/Adoption of Policies instead

Presentation by Director Cunningham and Council Discussion

Director Cunningham provided overview of using agency policies instead of bylaws, which are out of date. Chairwoman Nafzger recommended that the council members review the bylaws and then come to the next meeting with any revisions or suggestions. Director Cunningham noted that the switch from bylaws to policies could include a "Conflict of Interest" policy and other similar items. Chairwoman Nafzger requested that staff sends an email with a deadline for review of the current bylaws, and notes for other policy items needed for the council and that the item be taken up next meeting.

8. Audit Updates

Presentation by Director Cunningham and Council Discussion

Director Cunningham updated the council on the status of the State and Federal audits. It is uncertain if there will be an LSO audit this year, but all Federal audits are now closed. A VOCA monitoring is anticipated sometime in the first quarter of 2022.

9. Available Funding Updates

Presentation by Director Cunningham and Council Discussion

Director Cunningham reviewed the current status of the FVPSA supplemental funding availability. This includes \$1.2 million in Sexual Assault funds, \$2.2 million in COVID testing and

mitigation funds, and less than \$100,000 remaining in FVPSA ARP funds to be allocated. The COVID testing and mitigation funds have a stricter scope and our FVPSA Officer would need to sign off on a proposed plan. These additional FVPSA relief funds would help offset the VOCA reductions if programs are able to use them within the required scope. ICDVVA is also requesting additional discretionary ARPA funds through the state, but this requires going to the legislature for approval. This budget request will be considered during the next legislative session. Director Cunningham also discussed the possibility of requesting a no-cost one year extension of the VOCA 2019 or 2020 funds to help maintain a consistent funding level. This proposal would have to be approved by the VOCA Administrators.

10. Council Honorarium & Travel Reimbursements

Presentation by Director Cunningham and Council Discussion

Director Cunningham discussed staff efforts to confirm the policy and procedure on reimbursements regarding travel expenses for council members. The current process is unclear, and staff has been working with DHW to clarify policies for allowable expenses and per diem rates. Director Cunningham also brought up council honorariums for non-quarterly meetings, such as negotiated rulemaking or conference planning. Discussion was had on whether council members should receive reimbursement and/or honorarium for attending other ICDVVA meetings. The Councilmembers discussed volunteering their time, but still having the option to opt in for the honorarium. Chairwoman Nafzger echoed the idea of each council member determining if they want reimbursement and/or honorarium or not. Director Cunningham proposed that the council members can indicate if they want their honorarium for additional meetings, and then send those requests to the Chair for approval if there is ambiguity. No further discussion or questions from the Council.

2:30 p.m. Mid-Afternoon Break (15 minutes)

Standing Items:

11. FY22 Update – Financial Report (Year to Date Grant Expenditures)

Presentation by Dana Wiemiller

Grants Supervisor, Dana Wiemiller, provided an update on the current status of the FY22 awards which included year to date expenditures for each agency. No further discussion or questions from the Council.

12. Monitoring Update

Presentation by Dana Wiemiller

Grants Supervisor, Dana Wiemiller, updated the Council on agency grant monitoring and also shared the updated risk assessment form. She explained how the monitoring ties into the agency risk assessment, along with other factors such as reimbursement timeliness. All programs need to be monitored every two years. Since there was only one program monitored in 2020 before the pandemic, it was necessary to monitor every funded program in 2021. The Council is on track to complete all the monitoring this year; most were virtual but some were in person. No further discussion or questions from the Council.

13. Reimbursement Payment Timing Update

Research Analyst, Jessica Marshall, provided an update to the council on the tracking sheet

that is maintained by staff to evaluate the submittal, processing time, and payment time for grant reimbursements. We are asking programs to submit within 30 days although the current contracts allow 45 days, in preparation for a transition to a 30 day period next grant cycle.

FY21 Reimbursement Summary

- Received to SCO Paid: 31 days
- Received to Processing Start: 22 days
- Processing Start to SCO Paid: 10 days

FY22 YTD Summary

- End of Expense Period to Submitted to Council: 18 days
- Submitted to Date Paid: 21 days
- Submitted to GM Review: 13 days
- GM Review to Paid: 10 days

30 Day Submission Rate

- Oct 2021 YTD: 78%
- Nov 2021 YTD: 79%

No further discussion or questions from the Council.

Chairwoman Nafzger adjourned the meeting at 3:08 pm

Adoption of OIP Minimum Standards Update- Email Vote

Per item 2 of the December minutes, the Council voted via email before January 1, 2022 on whether or not to adopt proposed new Offender Intervention Program Minimum Standards recommended by the OIP Committee. The vote was conducted and the voting record is reflected below.

Name	Vote to Approve Minimum Standards
Jodi Nafzger	Yes
Wes Somerton	Yes
Jessica Uhrig	Yes
Laura Diaz	Yes
Rachel Kaschmitter	Yes
Clint Lemieux	Yes
Alan Boehme	Yes

There were no further questions or discussion.

Action Item: The OIP Minimum Standards passed unanimously.