

1st Quarter Meeting Minutes

Idaho Council on Domestic Violence and Victim Assistance

450 W. State Street, Boise, ID 83702

March 22, 2024

9:00 a.m. MST

Zoom Meeting

Members Present: Wes Somerton-Chair, Jessica Uhrig-Vice Chair, Laura Diaz, Jennifer Beazer, Jona Jacobson

Absent: Clint Lemieux and Rachel Kaschmitter

ICDVVA Employees Present: Dana Wiemiller, Amy Duque, Kristina Larkin, Jessica Marshall

Absent: Erin Vlamis

This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Council. Time frames on the agenda are approximate. The Council will continue its business in the event that an agenda item is resolved in less than the allotted time.

Call to Order – Jessica Uhrig called the meeting to order at 9:09 a.m. MT

1. **Action Item: Meeting Minutes from February 16, 2024**

Review and approval or revision of February 16, 2024, meeting minutes

Jessi Uhrig motioned to approve meeting minutes. Jona Jacobson seconded. Minutes approved unanimously.

2. **Action Item: Approval of 2024 Strategic Plan**

Dana Wiemiller, Executive Director

Dana Wiemiller shared the final draft of the Strategic Plan as discussed during the Council's February 16 meeting. Amy Duque mentioned an additional change to include the Idaho Coalition on Domestic and Sexual Violence in ICDVVA collaboration efforts. Jessica Uhrig motioned to approve the 2024 Strategic Plan. Jona Jacobson seconded. Motion passed unanimously.

3. **Action Item: Approval of Updated Grant Administration Policies & Procedures Manual**

Amy Duque, Program Administration Manager

Amy Duque reviewed revisions to the Grant Administration Policies and Procedures Manual which included updates to the Grant Award Process to include only the total funding amount

requested on a spreadsheet of subrecipient information rather than including the total amount by funding source.

Additional revisions were made to the approval process for subrecipient draws. Prior to Luma implementation, the ICDVVA Program Administration Manager (PAM) was authorized to approve payments of \$10,000 or less with the Executive Director (ED) approving payments exceeding \$10,000. Due to changes in the Luma system, the PAM may now approve all payments regardless of amount. Wes asked for clarification on the 'two-tier' system. Amy clarified that Grant Managers complete the initial review and approval before reimbursements are routed through the payment process. The update only impacts Luma approval. There were no further questions or comments.

Jenn Beazer motioned to approve the updated Grant Administration Policies and Procedures Manual. Jessica Uhrig seconded. Motion passed unanimously.

4. Action Item: Approval of Updated Offender Intervention Program Minimum Standards

Jessica Marshall, Senior Research Analyst | OIP Administrator

Jessica Marshall shared the updated Offender Intervention Program (OIP) Minimum Standards, indicating that most of the updates were formatting and cleaning up language. The most substantial update is new language on page 15 which adds the option for a *Request for Equivalency Assessment* which would allow experience in lieu of a master's degree for Program Supervisors. Equivalency criteria would consider relevant work experience and other education. Jessica also reviewed updates to the complaint policy, which was modeled after the Idaho Division of Occupational and Professional Licensing policy regarding appeals, to protect the person making the complaint.

Jona Jacobson asked for clarification on required CEUs for renewal for applicants requesting an equivalency assessment. Dana Wiemiller confirmed that applicants would need to fulfill the CEU requirement. There were no further questions or comments. Jona Jacobson motioned to approved the updated OIP Minimum Standards. Jenn Beazer seconded. Motion passed unanimously.

5. Action Item: Review and Approval of FY25 Grant Application Announcement & Scoring Rubric

Amy Duque, Program Administration Manager & Jessica Marshall, Senior Research Analyst

Amy Duque shared the FY25 grant application announcement noting changes that include the removal of FVPSA TVMH and State Bridge since those funding streams are no longer available, that the application will be completed in Amplifund, and that VOCA match will be required again due to the end of the emergency declaration. She also mentioned that the recent update to the VOCA Match Waiver Policy gives ICDVVA the ability to allow for match waivers in the event of a significant VOCA decrease. Most of the remaining text did not change

from the FY24 announcement. The application will open on April 1 and will close June 7. Wes Somerton suggested adding page numbers to the announcement.

Jessica Marshall shared the scoring rubric indicating the most significant change is that the maximum score is now 50, rather than 100, for easier scoring without a large scoring range. She also mentioned that the 'demand score' was removed. She shared that the Statistical Analysis Center is updating the data dashboard to ensure all information is current in time for application scoring. Wes Somerton shared his support for the revised scoring rubric, stating that reducing the scoring range helps with consistency and addresses some of the subrecipient and council members concerns. He also noted that programs have appreciated having the scoring rubric because it allows for transparency and has increased application quality. Dana Wiemiller shared that a Pre-Application Webinar will be held on April 16, noting that ICDVVA will emphasize the importance of thoroughly reading through the questions to provide complete responses, providing clear and concise responses, and including supporting data. Jessica mentioned that she was pleased to see some programs utilizing the data dashboard in their recent Idaho State Police grant applications.

Jenn Beazer motioned to approve the FY25 Grant Application Announcement and Scoring Rubric. Jessica Uhrig seconded. Motion passed unanimously.

Standing Items

6. Discussion Item: Financial Report

Amy Duque, Program Administration Manager

Amy Duque reported on grant financials, indicating that 41% of the grant year has passed and 23 agencies are on track with their spending. Ten agencies are spending too slowly or too quickly with some having reasonable explanations or unique circumstances. Dana Wiemiller shared that the 2023 FVPSA award was more than anticipated and that Kootenai Health Foundation was awarded additional FVPSA funds to ensure the program's stability while the hospital evaluates future funding for their SANE program. Amy mentioned that she has been in communication with the Nez Perce Tribe since they have not spent any of their award to date.

7. Discussion Item: Monitoring Report

Kristina Larkin, Grants Manager

Kristina Larkin provided an update on subrecipient monitoring. For 2023 monitoring, 18 of the 25 programs monitored have been closed with seven programs still working on outstanding items. For 2024, she noted that it is still early in the calendar year, so only one of the 21 scheduled programs has been monitored.

8. Executive Director Report

Dana Wiemiller, Executive Director

- LSO Monitoring
Areas being monitored include activities, costs allowed, procurement, and subrecipient monitoring. ICDVVA sent all necessary documents. The only issue that identified at this point is not including the federal grant code for State Bridge funding in the FY24 grant announcement.
- FVPSA Application
The application is ready to be submitted, once some access issues in the federal system are resolved. The narratives were similar to prior years; however, more specific budget information was required this year.
- FVPSA Monitoring
A FVPSA joint monitoring with the Coalition is scheduled April 29 – May 2. FVPSA provided a list of required programmatic and financial documents to submit prior to the monitoring. FVPSA also requested presentations by a few funded programs on how they are using their FVPSA funds.
- Funded Program Updates
An outstanding program complaint is nearly resolved. Staff implemented new criteria for allowing program requests for expedited reimbursements. Due to DHW and Luma delays in payment processing, reimbursements have been significantly delayed. This has been a systemic issue across state government and not isolated to ICDVVA. The criteria was established to ensure expedited reimbursements are made in a fair and consistent manner.
- 2024 Safety & Resilience Conference
Conference planning is on track. Several quality session proposals have been received and the planning committee will be finalizing the selections next week. DHW contracting team confirmed that ICDVVA can extend the Building Hope Today contract through 2026 which will make it easier to plan ahead for conference dates and location booking. Future conference funding will need to be reduced due to VOCA funding declines.
- Amplifund Implementation
Currently working with Amplifund on preparing the application for release. Once released, staff will work with Amplifund on the application review and scoring process. Luma integration is in progress with several state entities engaged. Integration is targeted for the start of the new state fiscal year on July 1.

9. Councilmember Reports

None.

Action Item: Executive Session pursuant to I.C. § 74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, Title 74-109, Idaho Code. Action TBD based on executive session discussion.

Jessica Uhrig motioned to enter into Executive Session. Jona Jacobson seconded. Motion passed unanimously. Council entered Executive Session at 10:38 a.m.

Wes Somerton motioned to exit Executive Session and adjourn the meeting at 11:52 a.m. Jona Jacobson seconded. Motion passed unanimously.

Adjourn – 11:52 a.m.