

# **Idaho Council on Domestic Violence and Victim Assistance**

Minutes, December 11, 2020

9:00 am – 2:08 pm

WebEx Meeting

Meeting number (access code): 177 201 1757

Meeting password: WFjnYSXm588

**Council Members:** Sarah Swanson, Len Humphries, Alan Boehme, Wes Somerton, Doug Graves

**ICDVVA Employees:** Heather Cunningham, Amy Duque, Dana Wiemiller

**Others Present:**

*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 Board. Time frames designated on this agenda are approximate only. The Board will continue its business in the event that an agenda item is resolved in less than the allotted time.*

**Councilman Graves, Chair, called the meeting to order at 9:08 am.**

## **Approve meeting minutes: October 30, 2020/Director Cunningham**

Councilman Humphries moved to accept the minutes. Councilmember Swanson seconded. Motion passed unanimously.

## **Update on Safety & Resiliency Conference/Director Cunningham**

Director Cunningham explained that we will have to move the conference to a remote format. Councilman Somerton offered an example of a good experience with remote conferencing. Council is generally supportive of this decision. Director Cunningham explained that there is a \$20,000 legislative cap on the amount of money we can take in from the conference; she will look into possibly proposing the Legislature change this in the future to account for anticipated attendance numbers. It seems like costs are around \$18,000 usually based on estimates from DHW, as best we can tell working with a new financial analyst at DHW.

## **Update on CARES Funding/Director Cunningham**

Almost at 100% expended; 99% of \$250,000 has been awarded and processed – today is the due date. The Council has been able to distribute the grant funds around the state to programs to address Covid related needs, despite the short time frame in which to do so.

## **Audit Update, Including New Audit/Director Cunningham**

A new LSO audit will happen every year until there are no significant findings. We should be hearing from them mid-December for sampling, results are expected by February.

2016 federal audit – some closeout items, including (1) \$36,500 to pay back. Council repaid in November instead of asking programs to repay. Waiting on a few additional findings, including (2) items reimbursed that should not have been reimbursed. Former Director Fitzgerald had asked for retroactive allowability for about \$32K in expenses; final resolution is that we now owe roughly another \$18,000 within 30 days per letter received yesterday (3) Insufficient data gathering finding led to contract with BSU for their upcoming report – Director Cunningham has to check in monthly with progress reports about this to auditor. (4) Failure to spend in the 4 earmarked categories at the required percentages – Director Cunningham had to write to request a formal exception, and make a pledge to move forward handling this correctly. Hoping for response by April.

### **Research Analyst Position Update/Director Cunningham**

Position is re-listed. First round the only viable candidate took another position prior to any offer. This time it is being marketed more aggressively. May need to re-list after the holidays if this search is not successful; closes 12/22.

### **Confidentiality Policy – Action Item/Director Cunningham**

At the October 30 meeting Council discussed the Confidentiality Policy and the Council asked Director Cunningham to run it by legal. There are no issues with the language per the Council assigned AG, so if we want to adopt this, it will require a Council vote. Councilman Humphries moved to accept the policy. Wes seconded. Passed unanimously.

### **Update on FY 20 and 21/Ms. Wiemiller**

Ms. Wiemiller presented the FY20 agencies who underspent by 20% or more – the Council wanted to know the reasons. Agencies mostly had operations hindered by COVID. Twin Falls PD had a huge training and travel budget that couldn't be spent with COVID. Bannock Youth also suffered from schools shutting down – they do a lot of work in collaboration with the schools. Council and staff were satisfied that agencies did the best they could under the circumstances.

For FY21, Ms. Wiemiller presented the Q1 update on FY21 expenditures. Ms. Duque explained that the U of I law school still has not been paid anything. They just submitted their first draw, and it is for the month of November. Most others are doing fine. Ms. Wiemiller's regions had a few instances where reallocations may be necessary – Bannock Youth is still having issues spending due to the COVID. Lemhi County didn't submit a July draw, so they appear behind, but can likely catch up. We will stay on top of spending, making reallocations possible as needed. Councilman Somerton was curious about federal reporting about Covid's effect on ability to expend grants – Ms. Wiemiller responded that the inability to spend hasn't been a specific topic of reporting, but funds can be spent a little differently (i.e., hazard pay). Ms. Duque also mentioned match waivers – VOCA is aware that agencies are struggling with fundraising.

### **Update & Overview on Federal Grant Awards/Director Cunningham**

Director Cunningham explained her grant summary spreadsheet that was distributed, which shows VOCA & FVPSA grants and Covid supplement funds. The new FVPSA application is anticipated for release next Friday, due in mid-April. 2<sup>nd</sup> part of spreadsheet shows VOCA grants – finished 2017 grant; now spending 2018 grant money; 2020 accepted. VOCA is expected to fall dramatically in coming years. The 2020 grant was accepted in the federal system (\$9M). It is important for us to understand all the overlapping spending streams, how they weave together, and to be prepared for the reductions to come.

### **ICDV Strategic Plan/Director Cunningham**

Strategic plan is due August 28 each year. We are required to do one. Director Cunningham could only find one for 2019. Wanted to ask Council what their role has been, if it's on their radar now. Councilman Swanson remembers going through the process with Former Director Fitzgerald in 2019 with the Council at the time. Councilman Graves agreed it should be done each year – can use facilitator to help with it. Councilman Somerton suggested making it a dedicated meeting. Director Cunningham suggested an action plan: either March or July (not during grant cycle), and probably virtual this year. Pre-assignments can make it go faster. Everyone seems to be in favor of February 19, via Zoom. Director Cunningham does not think a consultant is necessary this year and would be a challenge in a virtual format so she will facilitate unless the Council directs otherwise.

### **Council Vacancies/Reappointments/Director Cunningham**

Reappointments for Councilman Somerton and Councilman Boehme are pending with Governor's office.

Regions 4 and 5 have vacancies. Council members were asked to submit any suggestions to the ED or Governor's Office for consideration Ms. Duque suggested a candidate from a medical field, per the statute suggesting diverse council membership from a variety of fields.

### **Office Space Update/Director Cunningham**

To keep the Council informed regarding spending, Director Cunningham sent out a pdf of the diagram for the expanded Council office space; for about \$8,200 an internal wall can be installed to make 2 offices out of the current grants manager space (with cubicles) with the net effect of 6 roughly equal office spaces and one larger conference room. Also planning to re-carpet new space, per bid for about \$3,000.

### **Presentation on BSU Agency Survey Final Report/Dr. Laura King**

2019 survey of providers (ID victim service agencies: all VOCA recipients, victim witness programs, and Coalition members) – 103 were invited to participate, 86 responded. 36 were appropriate for analysis. Some important results:

- Most agencies want more in-person training. Online advanced training, multidisciplinary training also desired. Topics of highest interest: Community Coordinated Response, Working within systems and communities, Human trafficking, male and other underserved victims, and for employees: Self care, strategic planning, trauma-informed services.
- 57.6% of agencies serve at least one rural county. Canyon, Ada, Payette, and Washington have the most service coverage. 10 counties in Idaho are served by only 3 agencies.
- Reasons to deny services: Funding restrictions, eligibility requirements, staff shortages
- The most needed services: temp and permanent housing, shelter
- Most impactful barriers in 2019: funding restrictions, community awareness, staffing shortages, rurality/isolation, referrals/resources
- Recommendations: see handout on all recommendations, one of Council mtg docs for the meeting

### **Grant Manual Review/Director Cunningham**

Staff has revised the entire grant manual to make it more comprehensive as a daily resource for subrecipients to get their questions answered. Ms. Duque explained that the previous version was a little too high-level, without the specifics needed to guide the day-to-day decisions of the agencies. Director Cunningham asked about a vote to accept the manual. Councilman Humphries pointed out that "Action Item" needs to be on the agenda in order for a vote to be taken. Director Cunningham could list it as an Action Item at the next meeting. Councilman Humphries suggested that this doesn't need formal Council approval, but is an administrative document under Director Cunningham's authority as ED. Councilman Somerton agreed. Councilman Graves agreed.

### **Set Grant Application and Review Deadlines Dates/Director Cunningham**

Director Cunningham explained the timetable for the spring grants cycle.

- Apps due March 31 = first publication Jan 30 or earlier to allow 60 days
- Council Meeting April 23<sup>rd</sup> for scoring (April 16<sup>th</sup> Offender Intervention Mtg?)
- Awards to CAPS May 7
- Contracts back June 1 – to subrecipients

### **Set 2021 Meeting Dates /Director Cunningham**

Proposed meeting dates for the year (Council can't vote today, as this is not listed as an Action Item on the agenda):

- March 5<sup>th</sup> – Council Mtg
- Council Meeting April 23<sup>rd</sup> for scoring (April 16<sup>th</sup> Offender Intervention Mtg?)
- June 2 & 3 – currently scheduled Safety & Resilience Conference

- Aug 13 or Sept 3 – Council Mtg (August would address Strategic Plan due 8-28)
- Dec 3 – Council Meeting

### **JFAC Budget Hearing/Director Cunningham**

February 1, Director Cunningham will present the budget to JFAC. Funding the Grant Supervisor position is the big new request and line item for the year.

### **BSU Intern Update/Director Cunningham**

Director Cunningham has talked to the head of Criminal Justice internships at BSU about giving us 1-2 interns for 10 hours a week (each) for 15 weeks. He has 2 recommended by Dr. Laura King as potential candidates for our office. One could propose revisions for standards to the Offender Intervention Program. For other intern, other Council work in mind – stepping stone project for data collection efforts. Recent CFR revision emphasizes measurable metrics for outcomes; will work with the BSU research team on a scope of work for the second intern relating to initial data collection.

### **Anticipated BSU Report Dec 18/Director Cunningham**

Director Cunningham will distribute this when it's ready and BSU will prepare a press release. Roundtables were done in each region by Former Director Fitzgerald in 2019, with local Council members attending. There are not notes of these meetings readily available, but Director Cunningham is looking for information gathered there. Staff would like to conduct a series of these again in the spring (virtual meetings) and have Council members attend. The findings of the BSU reports should be a topic of discussion at the roundtables. Council were open to the suggestion.

### **ICDV Systems and Procedures Report/Director Cunningham**

Director Cunningham summarized for the Council organizational tasks and system and procedure issues she has been working on over the last two months in anticipation of continued remote work, upcoming audit, and the upcoming grant cycle. File management/sharing; DHW issues; tech issues; calendar issues; desk manuals to ensure critical tasks can be completed if staff are out, given the current Covid concerns.

### **MOU/Director Cunningham Cunningham**

The relationship between DHW and the Council has been problematic in the past. At the direction of the Governor's Office we are working collaboratively with DHW on a reset to the relationship and an eventual MOU, with the new leadership of our office and some personnel changes at DHW. Director Cunningham has been working with various individuals to try to figure out how to make our processes run efficiently and Brad MacDonald has been a point person with DHW working on addressing ways to satisfy all of the Council's needs under DHW structures. There has been some progress, but we need to work out many issues for it to work well for both agencies in the long run. This will remain a work in progress.

### **Subrecipient Monitoring Update/Director Cunningham & Ms. Duque**

Each agency will be monitored this year, per federal guidelines. A draft monitoring schedule is ready and the new paperwork is in development. Director Cunningham will participate in the process and help with workflow management; the Grants Managers will conduct the bulk of the monitoring.

### **2:30 pm VOCA 2020 Award Update/Director Cunningham**

\$9,337,836 (roughly \$9 million) is the 2020 VOCA award amount.

### **2:40 pm IDAPA Updates and Rolling Redline/Director Cunningham**

The Council is next up for rulemaking in 2023. Staff will keep a rolling redline of needed edits.

### **2:08 pm Adjourn/Councilman Graves**

Councilman Humphries moved to adjourn. Councilman Swanson seconded. Motion passed unanimously.