

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

**March 5, 2021**

**9:00 a.m.**

**Zoom Meeting**

**Council Members present:** Sarah Swanson, Len Humphries, Wes Somerton, Doug Graves, Rachel Kaschmitter, Jodi Nafzger

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

**Council Members absent:** Alan Boehme

**Doug Graves, Chair, called the meeting to order at 9:03 am**

**New Council Member and ICDVVA Staff Introductions.** Jodi Nafzger, New Region IV Council Member; Rachel Kaschmitter, New Region V Council Member introduced themselves.

**1. Review and approval of Minutes from February 19, 2021 meeting. Action Item:**

Councilmember Nafzger moved to approve the February 19, 2021 after spelling typos of Councilmember Nafzger's last name are corrected therein. Councilmember Swanson seconded. Motion was unanimously approved.

**2. Strategic Plan & Grant Program Requirements. Action Item:**

Director Cunningham reviewed the Strategic Plan requirements of I.C. § 67-1903, the definition of agency in I.C. § 67-1902 and the performance measurement requirement of I.C. § 67-1903. The Director reported to the Council that the draft strategic plan had been circulated to the Council's DHW financial analyst, Idaho State Police Grants division, Idaho Victim's Compensation, and the Idaho Coalition for feedback and possible revisions. Revisions were made based on some of the feedback. The Council discussed the Strategic Plan, agreed that it reflected their directives from the February 19<sup>th</sup> Strategic Plan meeting, and expressed support for the Strategic Plan.

Councilmember Nafzger mentioned that the goal of having an MOU in place with DHW or a request for reassignment to the Governor's Office by end of year was well-stated. The Council discussed redefining underserved annually based on data to prioritize underserved and regions as outlined in the plan. Councilmember Nafzger moved to approve the Strategic Plan with minor changes to correct a duplication in one section. Councilmember Humphries moved to accept with changes. Councilmember Somerton seconded. Motion was unanimously approved.

**3. Proposed approval of ICDVVA Grant Administration Policy Manual approval.**

**Action Item:**

Director Cunningham reviewed the audit finding and federal guidelines requirement for various policies and proposed adoption of a Grant Administration Policy Manual with all policies in one location. Adoption dates are needed, and revisions made to bring up to date. Policies needed to be adopted today. Councilmember Somerton requested a change to policy 5 for procurement to reflect the State of Idaho procurement policy.

Councilmember Nafzger questioned the grievance policy and clarification regarding going through HR for certain grievances. Director Cunningham will follow up with Susan

Buxton for clarification. Councilmember Graves recommended an adoption date. Director Cunningham requested approval of the manual and adoption of the policies therein, with the understanding it will be revised soon as some policies are slightly outdated. Councilmember Humphries moved to approve the Strategic Plan with amendment. Councilmember Somerton seconded. Motion was unanimously approved.

**4. Executive Session. Executive Session re Employee compensation pursuant to I.C. § 74-206(1)(b)**

**Action Item:**

Councilmember Somerton motions to enter Executive Session. Roll Call. Councilmembers unanimously vote yes. Motion approved at 10:04am.

**5. Monitoring Update**

Ms. Duque discussed the new monitoring forms and monitoring plan created in December. Ms. Duque and Ms. Wiemiller have created three sets of forms used for pre-monitoring. The forms will streamline information needed for monitoring of the agencies. Agencies will receive documents to prepare for the monitoring. The plan is for all 46 programs to be monitored by the end of 2021 to catch up on lack of monitoring in 2020 (due to Covid and the not yet approved remote monitoring policy). There is a checklist to see progress of agencies, and site visits will begin when safe to travel. Director Cunningham indicated that when recently touring the WCA as part of monitoring, the program expresses that historically there were no site visits by an Executive Director or a Councilmember despite invitations, and that is a sad statement given how long the Council has funded WCA. Director Cunningham discussed a previous lack of accountability and the audit findings on lack of monitoring, and the importance of keeping the Councilmembers informed on monitoring to avoid further issues, and recommended that the status of monitoring be a standing item on the Council agenda to keep the Council informed as to compliance with monitoring every program within a 2 year period. The Council voiced support for that approach. Councilmember Graves commended Ms. Duque and Ms. Wiemiller on the monitoring information.

**6. Consideration of FY22 Funding Formula and Statewide Grantee Category.**

**Action Item:**

Councilmembers discussed establishing a statewide category of funds that could be used to allocate funds not spent in the 7 regions. Director Cunningham will research the IDAPA regulations which allow for establishment of a statewide category and explained that some agencies have asked whether there will be a Statewide category. Councilmember Somerton would like to wait until applications have been received to determine a need for a statewide category. Director Cunningham would like transparency with agencies on how funding is decided, she suggested handle funding this year the same as in previous years and evaluating for the next grant cycle whether a Statewide category for VOCA or other funds is recommended. Councilmember Humphries agrees with that decision. Councilmember Kaschmitter questioned whether the application wording and RFP notification which did not define a statewide category was preventing agencies from applying for funds; staff advices that some

agencies did not want to compete for regional funds but would apply to a Statewide category if available, based on agency feedback. Director Cunningham answered that it was not preventing but was a barrier that needed a conversation for further discussion.

**7. Policy Determination as to whether grantees may use their State DV Award as match for a Federal award? Action Item:**

Ms. Wiemiller mentioned that this situation had not come up before COVID-19 but in this years pre-application webinar the question was raised about whether agencies can use State DV funds to satisfy their match requirement on federal grants. The majority of match comes from volunteering and donations. There were some agencies who found ways to continue this practice during the pandemic. The Council discussed concerns with State funds being used and the difficulty of tracking match. VOCA, FYPSA and State DV funds require a match. Councilmember Nafzger requested Director Cunningham's opinion on this. Director Cunningham recommended not wanting to set a precedent that could be problematic when future funding declines; State DV funds allow some costs that federal funds do not, and the Council may need in the future to award some agencies one grant stream and not another; allowing an agency to have both and use one to meet match on the other could be problematic in the future when we are needing to stretch our grant funds as far as we can. Ms. Duque explained the ability for agencies to get a match waiver if they were not able to meet their match. At this time, no agency has filed a waiver. The Council voiced support for not approving this practice. Councilmember Humphries moved to approve adopting a policy to not allow using State DV as a match for a Federal award. Councilmember moved to approve with amendment. Councilmember Somerton seconded. Motion was unanimously approved.

**8. Reimbursement Tracking Update.**

Director Cunningham explained the need to track reimbursements to avoid audit findings relating to untimely submissions and to be accountable to programs for timely reimbursements pursuant to grant awards. It was discovered in the audit that programs were submitting for reimbursements more than 45 days after expenses were incurred and this is unallowable. The ICDVVA staff had developed a tracking system that is more efficient and shows the workflow from beginning of reimbursement request to the payment of that request. It allows us to gather data on where any reimbursement is in the system and what the causes of delay are – whose desk the reimbursement is on, for how long, etc. The goal for staff is to keep payments at no more than 30 days from submission to payment, but this is impacted directly by lack of capacity and other projects that interfere with reimbursement processing, such as audits, grant review, etc. Director Cunningham suggested a report on where reimbursement processing stands should be a standing agenda item so the Council remains aware, and indicated that programs which submitted reimbursements more than 45 days after costs are incurred were receiving letters notifying them of the problem. Councilmember Somerton expressed his appreciating for providing the information on reimbursement tracking.

**9. FY21 Budget Update.**

Ms. Duque shared the FY21 budget with the council. Ms. Duque explained that emails will be sent out to agencies to request a forecast on future spending which will coincide with their budget planning so that funding can be anticipated. Notification will be sent out if funding does not seem to be reimbursed in a timely manner. The goal is to have all funds fully expended by the agencies by the end of the fiscal year. Any funds programs are unable to spend will be reallocated to other programs. Director Cunningham asked the Council to confirm that staff had authority to make the reallocations without a Council vote; Councilmembers Graves and Somerton confirmed that is how it has been handled in the past and it is an acceptable approach.

**10. Proposed approval of ICDVVA Employee Manual. Action Item:**

Director Cunningham explained that some Department of Health and Welfare employee policies differ from State HR policies, and/or are not applicable to ICDVVA staff. The DHW firewall prevents ICDVVA staff from accessing DHW HR policies; although a version can be printed, there is no access for employees to DHW HR policies without requesting current copies from DHW staff. Director Cunningham indicated that an employee should never have to ask to see a grievance policy or know their rights, and must have ready access to HR policies which can be consulted without having to make a request. The State HR policies are available on the website and can be referred to without firewall issues; thus it may make sense for the Council to consider whether DHW HR or State HR policies are the appropriate policies to direct staff to. A prior Council Director proposed an agency employee manual, but the bandwidth needed to keep it current is problematic. Councilman Somerton stated that the application of DHW HR policies had been an issue in prior lawsuits and that the determination was made that State HR policies applied previously as far as he recalled. Director Cunningham indicated that she was not aware of any written determination of that and it should be clear which policies do apply. The council agreed that using the State of Idaho Human Resources policies would be a better fit for ICDVVA staff. Councilmember Somerton moved to approve officially adopting the State of Idaho Human Resources policies from the State of Idaho HR website and/or manual as those applicable to Council staff vs. DHW HR policy, to the extent there are any differences between the two. Councilmember Humphries seconded. Motion was unanimously approved.

**11. Determination of the Definition of “Underserved Categories” for FY22 Grant Cycle. Action Item:**

The council agreed to push the underserved discussion to the next Council meeting on April 23, 2021.

**12. Determination of the “Priority Geographic Regions” for FY22 Grant Cycle. Action Item:**

Director Cunningham discussed the need to determine the priority geographic areas. Idaho County and Clark County do not have victim service agencies, according to the Statistical dashboard from 2018. Councilmember Humphries discussed the collaboration of agencies in his region and the reality that rural regions will not have

agencies in every county. Agencies do not base services by County but try to help victims in all areas of their region. Councilmember Humphries suggested by asking agencies which geographic areas they cover to establish areas that are not currently being covered by victim services. Director Cunningham discussed future collaborations with others regarding obtaining more data on geographic gaps in service and the goal of ensuring access to victim services for victims in all areas of the State. The council agreed with the goal of collecting more data for future decision making.

### **13. Quarterly Collaboration Meetings.**

Director Cunningham explained the recent collaboration with ISP Grants & Planning regarding best practices and comparison of methodology in administering DOJ grants. Agencies and groups with data on victims, victim services and crime prevention have been invited to a quarterly data collaboration meeting. The Council is working to make other agencies and groups aware of the data we collect and share that data, as well as obtain the data they collect which relates to overlapping or intersecting populations, so that we can move towards data driven decisions and be efficient with data collection. Councilmember Graves, Councilmember Nafzger and Councilmember Somerton all agree on collaboration being the right direction.

### **14. Review Bylaws Regarding Committee Appointments.**

Director Cunningham reviewed possibly changing the process for Committee Member appointments and terms; currently the Committee Offender for Oversight of Domestic Violence Offender Intervention Programs & Standards. Councilmember Somerton discussed that the Committee appointments have not been made per the bylaws in the past and either the Bylaws need to be revised or when Committee seats become open, which we anticipate in July, the procedure in the Bylaws needs to be followed. Councilman Somerton discussed collaborating with Councilmember Graves to rework the terms and process and discuss at a future meeting date.

Councilmember Humphries made a motion for adjournment at 3:55 p.m. Councilmember Swanson seconded. Motion was unanimously approved.

Adjourn/Doug Graves