

Criminal Justice Services Board

May 14, 2009

Members Present

Sheriff Beth Arthur
Ms. Nancy St. Clair Finch
The Honorable Robert L. Bushnell
Mr. Jeffrey Dion
Ms. Carol Sievers (proxy for Helen Fahey)
The Honorable Sherman Carl Vaughn, Sr.
Lt. Jerri Smith
Chief James R. Lavinder
Mr. Edward M. Macon
Ms. Cookie Scott
Mr. Barry Green
Dr. Jay Malcan
Mr. Jonathan McGrady
Lt. Col. Robert Northern (proxy for Col. Flaherty)
Ms. Danielle Ferguson
Sgt. Charles J. Condon
Mr. Walter A. McFarlane
Chief A.M. "Jake" Jacocks
Sheriff Charles W. Phelps
Ms. Marla Decker
Mr. Kevin S. Hodges
Mr. Christopher R. Webb
The Honorable Marcus D. Williams
The Honorable Jackson H. Miller

Members Absent

The Honorable Beverly Sherwood
The Honorable Kenneth W. Stolle
Honorable Janet D. Howell
The Honorable Marlene Randall

DCJS Staff Present

Leonard G. Cooke
B.J. Northington
Priscilla Bowers
Loretta Lynch
John Colligan
Leon Baker
Fran Ecker
Gayle Turner
John Kirby
Janice Waddy
Dan Catley
Tim Paul
Heather D'Amore
Mandie Patterson
Melissa O'Neill
Kathi Lee
Shelia Anderson

Guests Present

Erin Bryant
George Haudricourt

Call to Order

Chairwoman Arthur called the meeting to order at 11:00 a.m. and welcomed everyone to the meeting. She acknowledged staff from the office of the Secretary of Public Safety, Erin Bryant and other guests. She then reminded guests that a sign-in sheet was located at the front entrance and asked individuals to please sign in for the purpose of the minutes, including DCJS staff.

Chairwoman Arthur reminded Board members to please state their name when making a motion and when seconding, and to please speak clearly for the purpose of the minutes and to check to ensure that their microphone was turned on at their seating area. She further reminded staff and persons speaking from the floor to please step up to the podium when speaking so that the microphone would pick up their voice for the purpose of the minutes.

Chairwoman Arthur then asked Priscilla Bowers to take the roll. Ms. Bowers proceeded with roll call and stated that there was a quorum with 24 members present. Chairwoman Arthur thanked Board members for attending the meeting today and also thanked those individuals who were sitting in as proxies for representatives of the Board: Ms. Carol Sievers (proxy for Helen Fahey) and Lt. Colonel Robert Northern (proxy for Colonel Flaherty).

Chairwoman Arthur mentioned that the department had not received information from the Office of the Secretary of the Commonwealth (SOC) regarding the six Board Members whose terms were due to expire on June 30, and for the one vacant position on the Board that will replace Judge Yeatts as “At Large Member” (Representative from the Judiciary) which became vacant in November, 2008. She stated that we were informed by the SOC that there were some staff changes, and the new contact person would take care of these reappointments by the first of June.

Approval of Minutes

Chairwoman Arthur called for any corrections, deletions or additions to the minutes of the March 12 meeting of the Criminal Justice Services Board. There were no corrections, deletions or additions to the minutes. Chairwoman Arthur then called for a motion to approve the minutes of the **March 12, 2009** Criminal Justice Services Board meeting. Mr. Vaughn made the motion and Sheriff Phelps seconded the motion.

Chairwoman Arthur stated that it had been motioned and seconded that the Board approve the minutes of the March 12, 2009 minutes of the Criminal Justice Services Board.

At this time there was a request by a member of the Board asking the department to provide a detailed organizational chart of the agency to Board members for informational purposes.

Director's Report

Chairwoman Arthur called upon Director Leonard Cooke to give a brief Director's Report. Director Cooke thanked Chairwoman Arthur, members of the Board, guests and staff for taking the time to be present at the meeting. He stated that this was a busy time for DCJS and then proceeded with the following report:

Move & Reorganization

Director Cooke reported that the agency's relocation was now complete and that the department's new address is 1100 Bank Street, which is located in the newly renovated Washington Building at the bottom of Capitol Square. He further stated that everything went well and he believed staff was generally pleased with the new location and their spaces. He then invited Board members take a tour of the new office space at the conclusion of the meeting. He further stated that in conjunction with the relocation, the agency proceeded with the reorganization that was previously mentioned to the Board.

Director Cooke stated that in the new configuration there is an Office of Administration and Finance, an Office of Regulatory Affairs, an Office of Training and Program Assistance, an Office of Grants Management and Monitoring, and an Office of Strategic Development and Research. As mentioned in the past, constituents will continue to call upon their same contacts on staff that they have dealt with in the past to get the information they need. Director Cooke further mentioned that phone numbers and e-mail addresses have not changed, and that the department is working to make this process of re-alignment as seamless as possible.

Director Cooke further mentioned that he believed Board members were copied on a recent constituent correspondence to the Governor from a former DCJS employee. He reported that the Secretary's Office provided a response and that a copy of the response was forwarded to each member, with a copy included in Board packets today. He stated that he recognizes the fact that change can be extremely difficult, however, he had heard from many in the agency that the changes have been positive and that he believes the changes will make the agency more effective and better able to adapt to changing circumstances.

CIT Grants

Director Cooke stated that the agenda today included a report on Crisis Intervention Team grants the agency was awarding to five localities around the state. He said the Board would get the details a little later on and that he wanted to note that these grants would help address the problems that arise when persons with mental illness or mental health issues become involved with law enforcement and other parts of the CJ system. He further stated that this has come to be recognized as a serious issue in the criminal justice and mental health fields; and the CIT concept has proved its value in addressing the problem in localities in Virginia and elsewhere. He mentioned that the department worked closely with the Department of Mental Health, Mental Retardation and Substance Abuse Services to develop the grant criteria and review process and the department was very pleased with the quality of the proposals that have been funded.

Recovery Act Update

Director Cooke mentioned that at the last meeting he talked briefly about the economic stimulus funding that was being made available to some of the department's grant programs through the Recovery Act. He stated that the legislature earmarked just about all of the Recovery Act funds available to the department through the Byrne Justice Assistance Grant Program (JAG); over \$23 million, directing the department to give it to the Compensation Board to offset state funding cuts for sheriffs. He said, since then, the department filed the necessary application with the feds, and have met with Robyn DeSocio and other members of the staff at the Comp Board to sort out the accountability and reporting requirements. He further reported that once the funds are awarded by the federal government, the department would issue a single, large grant to the Comp Board and they would use the funds to supplement the sheriffs' departments' budgets for FY2010. He said that the department has also submitted a grant application to the federal Office of Juvenile Justice and Delinquency Prevention for Recovery Act funding to support a mentoring program for at-risk youth. If the application is approved, the agency would collaborate with Norfolk State University and Virginia State University; and would establish mentoring programs for at-risk kids in elementary and middle schools in Norfolk and Petersburg.

Other Recovery Act funding is available through the Violence Against Women Act and the Victims of Crime Act. Director Cooke also mentioned that the agency posted solicitations on the website under the "What's New" link for V-STOP and Victim Witness grant applications in order to get those funds distributed. Applications were due last week, and these grants will be on the Board agenda for the June meeting for approval. Director Cooke further mentioned that the department was regularly fielding calls from people in local government who had questions about the Recovery Act funds available through the various justice assistance programs. He said, we answer if we can or, in some cases, try to point the callers to documents posted on federal websites that have the information they need.

Restoration of Victim-Witness Funding

Director Cooke also gave an update to the Board on the status of funding for Victim/Witness programs. He stated that last year the Board approved an annual award of \$8.5 million to provide continuation grant funding to 102 local Victim/Witness Programs and four statewide victim assistance programs for the two year, FY2009 - FY2010 award cycle. That amounted to an 8% reduction, compared to the amount awarded in FY2008, which was due to an anticipated reduction in the amount of federal Victims of Crime Act (VOCA) funds available for FY2009.

Director Cooke further reported that the Board also accepted a subcommittee recommendation to allow staff flexibility to adjust awards depending on the actual VOCA awards received. It now appears that VOCA funding available for FY2010 will increase, thanks to an increase in the appropriation approved by Congress as part of the federal budget. Director Cooke said that the combined available resources will be sufficient to allow the department to restore the 8% reduction imposed in FY2009, and the agency is in the process of preparing revised grant award documents to do that. The FY2010 awards will now total more than \$9.2 million.

Director Cooke then recognized staff that worked with the victims of the Virginia Tech tragedy. He also mentioned that the Governor's Office through the Secretary of Public Safety thanked DCJS for the fine service provided to Virginia Tech during their weekend remembrance in April.

Coming Events

Director Cooke mentioned that the agency had the following upcoming events that he wanted to bring to the Board's attention.

He reported first, that Secretary Marshall is convening a meeting of representatives of state government and the private security industry next week to discuss state government's perspective on the industry's role in the "All Hazards Approach" to Commonwealth preparedness. DCJS is spearheading this initiative and along with efforts by the agencies within the Public Safety Secretariat are looking to explore collaborative partnerships with the industry to ensure that we are prepared to address unusual occurrences, such as terrorism or natural disasters.

Second, Alzheimer's training for law enforcement is scheduled for May 18-19 at the training academy at Virginia Beach Law.

Third, Director Cooke mentioned that the Virginia Crisis Intervention Team (VACIT) Coalition will meet on May 27 at the main offices of Henrico County Mental Health & Retardation Services. The Keynote Speaker will be Dr. James Reinhard Commissioner of the state Department of Mental Health, Mental Retardation and Substance Abuse Services. The meeting is open to law enforcement, mental health and community leaders. This is the 2nd meeting of all of Virginia's CIT programs, either up & running or under development. He stated that this comes at a time when the intersection of the criminal justice and mental health systems are getting increasing attention. The deadline to register is May 20 and registration can be done via the DCJS website.

Lastly, Director Cooke mentioned that Public Service Week was last week, May 4th through the 10th. He stated that the department marked the week by having a dessert reception last Wednesday and presented service awards to staff. He further stated that it is always a pleasure to honor staff for their accomplishments and service to the citizens of the Commonwealth of Virginia. This concluded Director Cooke's report.

Chairwoman Arthur thanked Director Cooke for his report and asked the Board if they had any comments or questions. There were none. Sheriff Arthur thanked and acknowledged Director Cooke and staff on the efforts of the management of the stimulus funds. She also thanked staff for their patience and support of the agency's re-organization.

Committee Reports

Committee on Training (COT)

Chairwoman Arthur called upon Sheriff Charles Phelps to give a brief report on the Committee On Training. Sheriff Phelps reported that the COT met this morning prior to the full Board. He stated that there was a public hearing regarding the Changes to the Minimum Training Standards for Entry-Level Jail/Courtroom Security/Civil Process Service Officers. Ms. Kirkendall gave a brief overview of the regulations and discussed their specific points. After much discussion the COT voted on the changes to the training standards and the motion carried unanimously.

Chairwoman Arthur called for questions or comments. There were none. She then called for a motion. Ms. Decker made the motion and Mr. Vaughn seconded the motion. Chairwoman Arthur stated that it had been motioned and seconded that the Board accept the changes to the Minimum Training Standards for Entry-Level Jail/Courtroom Security/Civil Process Service Officers.

Recusals: Mr. Ed Macon

Sheriff Phelps continued with his report and mentioned that 9 new members were nominated and appointed to the various Curriculum Review Committees: 3 to the Law Enforcement Curriculum Review Committee, 3 to the Committee Jail/Court Security/Civil Process Service Curriculum Review Committee and 3 to the Dispatcher Curriculum Review Committee. He reported that the COT accepted the nominations via a unanimous vote.

Chairwoman Arthur called for a motion from the Board. Mr. Webb made the motion and Ms. Decker seconded. Chairwoman Arthur stated that it had been motioned and seconded that the Board accept the nominations of the COT to appoint 9 members to the various Curriculum Review Committees.

Recusals: Chief A.M. "Jake" Jacocks L/E Committee
 Sgt. Charles Condon L/E Committee
 Lt. Jerri Smith
 Sheriff Beth Arthur
 Chief Ray Lavinder
 Lt. Col. Robert Northern
 Judge Marcus Williams

Sheriff Phelps proceeded with his report and stated that Ms. Donna Bowman, DCJS staff, gave an update on Campus and School Security Training Issues. Further, Ron Staton of the Virginia Association of Directors of Criminal Justice Training (VADCJT) gave a report on the Academy Certification/ Recertification.

Sheriff Phelps mentioned that the Newport News Police Department (NNPD) sent a letter to the department requesting to become an independent training academy. Copies of the letter of request along with supporting documentation and a response letter from the Director (DCJS) were distributed to the members of the COT. Chief Fox of the NNPD presented on behalf of the department as to why the department should become an independent training academy.

Sheriff Phelps further mentioned that the Hanover County Sheriff's Office (HCSO) also sent in a request to become a new independent training academy. Copies of the letter of request along with supporting documentation and a response letter from the Director (DCJS) were distributed to members of the COT. Sheriff Vernon Cook represented the HCSO and presented their case as to why they should become an independent training academy.

After much discussion the COT made a recommendation to the CJSB that the Newport News Police Department and the Hanover County Sheriff's Office become authorized to establish and maintain their own training academy. This concluded Sheriff Phelps report. Chairwoman Arthur thanked Sheriff Phelps for his report and called for questions or comments. Mr. Green inquired about legislation being passed regarding the certification of agencies to become their own training academies. Mr. Leon Baker, DCJS staff, responded satisfactorily.

Chairwoman Arthur then called for a motion. Mr. Bushnell made the motion and Mr. Hodges seconded. Chairwoman Arthur stated that it had been motioned and seconded that the Board accept the recommendations of the COT to allow the NNPD and the HCSO to become certified as Training Academies.

Recusals: Lt. Jerri Smith

Nominations and Appointments Subcommittee (Handout)

Court Appointed Special Advocate/Children's Justice Act Advisory (CASA/CJA) Committee

Chairwoman Arthur called upon Sheriff Charles Phelps to give a brief report on the CASA/CJA appointments. Sheriff Phelps reported that the Nominations and Appointments Subcommittee met to review the nominations and qualifications of two candidates. Bios of the two candidates are as follows and were presented to the Board for review.

Mr. Ronald E. Brown – Parent Group Representative

Mr. Brown earned a Bachelor of Science degree in human development and industrial administration from Pennsylvania State University in 1974. He has also done graduate studies in industrial administration and public affairs at the University of Pittsburgh. He has over 40 years of experience as a customer service and community relations expert. In April of 1999, he was appointed as a Partnership Specialist for the U.S. Census Bureau, and assigned to the position of Team Leader for the State of Virginia in October 1999. He completed his assignment as a Partnership & Data Dissemination Specialist for the bureau in 2003. Ron currently serves as a Partnership Coordinator with the U.S. Census Bureau, Charlotte Region, for the upcoming 2010 Decennial. Mr. Brown has also worked for the Hilton Garden Inn Hotel in Glen Allen, VA, Arthur Ashe, Jr. Elementary School, in Richmond, Virginia and Trigon Blue Cross/Blue Shield, as the Vice President, Office of Consumer Affairs and Corporate Compliance.

Mr. Brown is Past President of the Charter Board of Directors for FACES (Family, Advocacy, Collaboration, Empowerment and Support) of Virginia Families, a Foster, Adoption and Kinship Family Association in Virginia. He has been a member since September, 2006. He and his wife, Pat, have served as foster and therapeutic parents for the past 9 years, beginning in 2000, with the City of Richmond Department of Social Services, having an average of 4-5 children in their home 3-4 weeks of every month. They now serve as respite parents for families in the City of Richmond.

In addition to his professional accomplishments, Mr. Brown has a strong record of community service. He served on the First Lady of Virginia's "For Keeps" Task Force, The President's Advisory Council for Radford University, and also as a guest lecturer for Radford's Graduate School of Business. Mr. Brown has been a member of the Society of Consumer Affairs Professionals in Business (SOCAP), serving on its board of directors from 1987 to 1989, Chairman of the Board of Directors of the Urban League of Rhode Island, and a member of the executive board of The United Way of Southeastern New England. He has served on the boards of the Pawtucket YMCA and the Rhode Island Anti-Drug Coalition. He has also been a member of the Rhode Island Congressional Black Legislators Economic Advisory Committee.

Ms. Rita Katzman – Child Protective Services (State Representative)

Ms. Rita Katzman earned a Bachelor of Arts in Psychology from the University of Hartford and a Master of Social Work from Virginia Commonwealth University. Ms. Katzman is the Program Manager for Child Protective Services at the Virginia Department of Social Services. She has held this position since 1982. In her position as Program Manager, Ms. Katzman provides overall program management of the Child Protective Services Program; supervises 47 full and part-time staff and manages a budget in excess of \$12,000,000. She has extensive experience in interpreting federal and state laws and drafting regulations and policy related to child protective services.

Ms. Katzman has experience establishing standards of training and competency-based curriculum to qualify Child Protective Services practitioners and she prepares educational materials aimed at preventing and recognizing child abuse and neglect. She serves as a national federal consultant to the Child & Family Services Review and is participating in the Virginia Child & Family Service Review due in July 2009. She manages the Department's 24-hour toll-free statewide Child and Adult Abuse Hotline and the computerized Central Registry of all reports on child abuse and neglect.

Ms. Katzman also serves as a consultant to the East Bay Community Foundation for the State of California. This work focuses on redesigning the state's Child Protective Services Program. Additional duties include serving as coach, mentor and support to local departments of social services; planning and training Breakthrough Series Collaborative learning sessions; and research on evidence-based best practices.

Ms. Katzman served as the Program Supervisor of the Domestic Violence Program for the Virginia Department of Welfare in 1981. She provided overall program planning and administration of the Domestic Violence Program, training and consultation on establishing shelters, self-help groups, and other necessary service delivery programs; administered state

grants for family violence treatment and prevention services; developed public awareness programs and education materials aimed at preventing domestic violence, and directed a statewide clearinghouse for information exchange of domestic violence.

Ms. Katzman represents the Department of Social Services on the State Child Fatality Review Team, Governor's Advisory Board on Child Abuse, and the Child Welfare Advisory Committee. She received the 1980 Virginia Department of Social Services Commissioner's Award, the Governor's Advisory Board on Child Abuse and Neglect Award for Establishing the State Child Fatality Review Team in 1995 and the Virginia Department of Social Services, Award of Appreciation for Work on Behalf of Children and Families in 2001.

This concluded Sheriff Phelps report. By way of a motion, Sheriff Phelps stated that on behalf of the Nominations and Appointments Subcommittee he moved to approve the appointments of Mr. Ronald E. Brown and Ms. Rita Katzman for the vacant positions on the CASA/CJA Committee.

Chairwoman Arthur called for questions or comments. There were none. Chairwoman Arthur then called for a second motion. Mr. Webb seconded the motion.

Recusals: None

Chairwoman Arthur stated that it had been motioned and seconded that the Board approve the recommendations of the Nominations and Appointments Subcommittee.

Forfeited Assets Distribution Committee (FADC)

Chairwoman Arthur called upon Mr. Jonathan McGrady to give a brief report on the Forfeited Assets Distribution Committee.

Mr. McGrady reported that the Forfeited Assets Distribution Committee met this morning prior to the full Board meeting to consider funding requests from the DCJS administration portion of the fund. Requests were received from the Commonwealth Attorneys Services Council, The Virginia Sheriffs Institute and the Virginia Police Chiefs Foundation.

Mr. McGrady further reported that the Subcommittee believes all of the requests merit full funding, but there were insufficient funds to do so. The requests for funding totaled \$215,000. The available funds are \$160,000. The Subcommittee recommended funding each of the requests on a pro-rata basis as follows:

Commonwealth Attorneys Services Council: \$40,960 (original request was for \$55,000)
Virginia Sheriffs Institute: \$29,760 (original request was for \$40,000)
Virginia Police Chiefs Foundation: \$89,280 (original request was for \$120,000)

This concluded Mr. McGrady's report. By way of a motion, Mr. McGrady stated that on behalf of the Forfeited Assets Distribution Subcommittee he moved that the Board accept the recommendations to fund the agencies in the amounts stated above totaling \$160,000.

Chairwoman Arthur thanked Mr. McGrady for his report and called for comments or questions. There were none. Chairwoman Arthur then called for a second motion. Lt. Colonel Robert Northern seconded the motion.

Recusals:	Robert L. Bushnell	Commonwealth Attorney's Services Council
	Chief A.M. "Jake" Jacocks	Va. Association of Chiefs of Police
	Chief James R. Lavinder	Va. Association of Chiefs of Police
	Judge Marcus Williams	Fairfax County
	Sheriff Beth Arthur	Va. Sheriffs' Institute
	Sheriff Charles Phelps	Va. Sheriffs' Institute

Chairwoman Arthur stated that it had been motioned and seconded that the Board approve the recommendations of the Forfeited Assets Distribution Subcommittee.

Presentations

Criminal Justice Services Board (CJSB) By-Laws Amendment (Handout)

Chairwoman Arthur called upon Ms. Gayle Turner to give a brief overview of the CJSB By-Laws Amendment.

Ms. Turner gave an overview of the CJSB By-Laws Amendments and stated that during the 2008 General Assembly Session, HB 838 was sponsored by CJSB ex-officio member Delegate Beverly Sherwood, which allows the Executive Committee of the Board to conduct appeals in an efficient and cost effective manner that best serves the agency, the Commonwealth and the members of the Board. She stated that previous appeals before the full Board absorbed a great deal of time, energy and resources for members. This legislation was passed and signed into law by the Governor, and as such, the Board's By-Laws require amending to incorporate the legal intent of this legislation.

Ms. Turner presented the amendments as per the highlighted changes which were sent to the members and also included in Board member packets. She discussed the changes in detail of which Board members weighed in, asked questions and gave their perspective of what the changes should reflect and how the amendments should read. After much discussion and varying suggestions, Ms. Decker then recited how the amendments should read. The Board agreed on these revised amendments. Ms. Decker then made a motion to put these revised amendments on the agenda for the June meeting for final approval. Mr. Webb seconded the motion.

Recusals:	Mr. Edward Macon
	Mr. Christopher R. Webb

Chairwoman Arthur thanked Ms. Turner for her presentation and mentioned that these amendments were for review and revision at this meeting, and for approval at the June meeting. She further stated that it had been motioned and seconded that the Board approve the revised amendments as agreed upon and that those amended changes would be brought back before the Board in June for final approval.

Crisis Intervention Team (CIT) Grant Program Update (PLEASE NOTE THAT THIS IS NOT A VOTING ITEM, BUT FOR INFORMATIONAL PURPOSES ONLY)

Chairwoman Arthur called upon Mr. Tim Paul to give a brief update on the CIT Grant Program.

Mr. Paul reported that the purpose of this grant program is to award general funds from the Department of Mental Health, Mental Retardation and Substance Abuse Services to Virginia localities seeking to establish Crisis Intervention Team programs in local law enforcement agencies. These awards require the creation of a local task force or advisory group that includes law enforcement, the local Community Services Board, a treatment/therapeutic center, and others.

There is a total of \$400,000 available for this purpose in FY2009 and FY2010. Half of this amount will be awarded in each year. Due to the urgent need to award this funding in FY2009, a special process was agreed upon between the Director of DCJS and the Commissioner of DMHMRSAS that involved staff from both agencies soliciting and reviewing concept papers from interested localities. A selection of ten (10) localities was then invited to submit grant applications.

Mr. Paul further reported that grant applications were received on April 30, 2009 and distributed to a special review committee consisting of staff from both Departments, as well as two CJSB members (Sheriff Charles Phelps and Mr. Chris Webb), and a representative from a local program who is a member of the Virginia CIT Coalition. Applications were reviewed in a seven day period, with the committee meeting on May 11th to make final selections. Awards were approved for:

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| • Alexandria Community Services Board | \$48,000.00 |
| • Chesapeake Community Services Board | \$26,122.00 |
| • Henrico Area Mental Health and Retardation Services | \$49,593.00 |
| • Richmond Behavioral Health Authority | \$50,163.00 |
| • Valley Community Services Board | \$26,122.00 |

All localities receiving awards must submit their signed Statement of Grant Awards by June 5th, and must draw down all award funds prior to June 26, 2009. This concluded Mr. Paul's report.

Chairwoman Arthur thanked Mr. Paul for his presentation and called for questions and comments.

Mr. Green asked for clarification as to whether or not the funds for these grants were in the Mental Health budget and this Board was only required to approve the report and not the funds. Mr. Paul stated that this was correct. There were several other general comments made by the following Board members: Mr. Dion, Ms. Finch, and Lt. Smith regarding the report. Mr. Paul mentioned that he would be available at the conclusion of the meeting to answer any further questions.

Consideration of Grant Applications

Law Enforcement Subcommittee

School Resource Officer (SRO) Grants

Chairwoman Arthur called upon Mr. Walter McFarlane to give a brief report on the School Resource Officer Grants.

Mr. McFarlane reported that the Subcommittee met with the following members present: J. Robert Bryden (proxy for Marla Decker), Dr. Jay Malcan, Sheriff Charles Phelps, Mr. Sherman Vaughn, and himself, along with DCJS staff and reviewed 34 grant applications. Of those grants, 16 were requesting continuation of their grants, and 18 were new requests.

Continuation Grants: Of the continuation grants, 15 were recommended by staff to be funded as requested. One grant for Rockingham was recommended to be slightly reduced because the requested increase exceeded the amount of the 2% which can not be allowed from the previous years' grant award. This grant was decreased from \$52,063 to \$49,946.

New Requests: Of the new requests, 12 were recommended to be funded as requested. One grant applicant (Newport News) withdrew its request. The remaining 5 included Pennington Gap, Shenandoah, and 3 requests from Rockingham. Pennington Gap and Shenandoah were rejected because they presented incomplete applications. The 3 from Rockingham did not qualify as new grants because they were actually continuation grants originally awarded in 2005. By treating them properly as continuation grants, they still could not be funded because they failed to meet the needs and accomplishments provisions for these grants.

The Subcommittee agreed with the staff's recommendations on all the grants. Sheriff Phelps abstained from voting on the new application from Isle of Wight. The awarded grants used the entirety of the funding available for SRO grants. Mr. McFarlane reported that the Subcommittee wished to thank the DCJS staff for the hard work they evidenced in reviewing every grant and for their presentations to the Subcommittee as their work made the task of the Subcommittee so much easier.

In light of the foregoing, Mr. McFarlane made a motion to accept the recommendations of the Subcommittee to fund the grants as stated above. Chairwoman Arthur thanked Mr. McFarlane for his report and called for questions or comments. There were none. Mr. McGrady then seconded the motion.

Recusals: Sheriff Charles W. Phelps Isle of Wight

Chairwoman Arthur stated that it had been motioned and seconded that the Board accept the recommendations of the Subcommittee to fund the grants as stated above.

Old/New Business

Chairwoman Arthur called for old/new business to be discussed by the Board. There was none. She then called for public comment. There was none.

New Business

Cost Effectiveness

Chairwoman Arthur mentioned with regards to the department being more cost effective in printing and mailing copies of materials to the Board members, she has asked the department to use cost effective measures to eliminate duplication and waste of resources. Director Cooke stated that he would have staff explore options for greater efficiency and cost effectiveness.

National Police Week

Sgt. Charles Condon reported that this week was “National Police Week”. Chairwoman Arthur, Board members, staff and guests congratulated and recognized this special event by way of applause. Chief Jacocks then mentioned that today was St. Condon’s B’Day. Everyone then acknowledged Sgt. Condon’s birthday. He in-turn thanked everyone.

General Comment

Ms. Decker then commented on how well the department handled the budget/cuts, tasks and how well DCJS staff serves the Board and the Commonwealth of Virginia. Ms. Finch made a general comment about the grant summaries being sent via U.P.S. for this meeting and stated that these summaries should be e-mailed to members as done in the past.

Administrative Hearing

Chairwoman Arthur reminded the Board that the Executive Committee is slated to hear the appeal of Ms. Millie S. Sparks vs. the Department of Criminal Justice Services at an Administrative Hearing that is tentatively scheduled for September 11 at the conclusion of Board business. The department is awaiting confirmation of the appeal hearing date from the law firm of Galumbeck, Dennis and Kegley.

Ethics Training

Chairwoman Arthur mentioned that the department is looking to provide “Ethics Training” to Board members at the December 11 meeting and stated that the training should be about 1 ½ hours in duration to be held after the business of the Board. Details will be forthcoming.

Next Meeting Date

Chairwoman Arthur reminded the Board that the next meeting of the Criminal Justice Services Board is scheduled **June 11, 2009** at 11:00 a.m. in House Room “D” of the General Assembly Building.

Tour of the New Offices at DCJS

Chairwoman Arthur reminded those members that were interested in touring DCJS’ new office space to assemble at the back of the room after adjournment so staff could provide a guided tour.

Adjournment

There being no further business to be discussed, Chairwoman Arthur thanked the Board and the audience for attending the meeting today and called for a motion to adjourn. Ms. Finch made the motion and Mr. Dion seconded. Chairwoman Arthur stated that it had been motioned and seconded that the meeting be adjourned at 12:25 p.m.

Respectfully Submitted by:

*Priscilla Bowers
CJSB Secretary*

Approved by:

*Sheriff Beth Arthur
Chairwoman*