

Nevada VINE (Victim Information Notification Everyday)

GOVERNANCE COMMITTEE MEETING

MINUTES

Monday, April 15, 2013 at 1:00p.m.

Via Video Conference:

Office of the Attorney General

Grant Sawyer Building

555 E. Washington Avenue, Room 4500

Las Vegas, Nevada

and

Office of the Attorney General

100 North Carson Street

Mock Courtroom

Carson City, Nevada

Please Note: The Nevada VINE Governance Committee may 1) address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; and 3) pull or remove items from the agenda at any time.

Public comment is welcomed by the Committee, but at the discretion of the chair, may be limited to five minutes per person. A public comment time will be available before any action items are heard by the public body and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusions of a contested case or a quasi judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment.

***Asterisks (*) denote items on which Committee may take action.
Action by the Committee on an item may be to approve,
deny, amend, or table.***

1. Call to order, roll call of members, establishment of quorum.

Governance Committee Members Present:

Traci Dory, Department of Corrections

Susie Lewis, Henderson Police Department

Maxine Lantz, White Pine County Victim/Witness Services

Kareen Prentice, Nevada Attorney General's Office

Kathy Jacobs, Crisis Call Center

Brett Kandt, Nevada Advisory Council for Prosecuting Attorneys
Tom Ely, Parole and Probation
Catherine Krause, Department of Public Safety
Lynne Cavalieri, Las Vegas Metropolitan Police Department

Governance Committee Members Absent:

Christine Davis, Governors Office
Monica Howk, Board of Parole Commissioners
Sue Meuschke, Nevada Network Against Domestic Violence
Robert Roshak, Sheriffs' and Chiefs' Association

Other Individuals Present:

Jennifer Kandt, Grant Accountant
Henna Rasul, Nevada Attorney General's Office

2. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

3. *Discussion, recommendation, and possible action regarding minutes of the following meetings:

a) November 6, 2012

Motion: Brett moved to approve. 2nd: Tom Ely

Vote: All in favor. Motion carried.

4. *Discussion, recommendation, and possible action regarding reports and updates on current project status. This item will include an overview of VINE usage and statistics.

Jennifer reviewed the Implementation Status Report and indicated that Henderson, City of Las Vegas, Parole and Probation, the Parole Board, Clark County and North Las Vegas were still in progress.

She detailed that Henderson was having issues due to the interface sending information on ICE offenders that are not allowed to be shown in VINE. She also indicated that City of Las Vegas was having issues with missed releases and Appriss was working on figuring out why they continued to have missed releases. Additionally, she indicated that Clark County was working on a change with Syscon that would alleviate the problem of offenders showing as "in custody" in multiple locations. Jennifer stated that she would be joining the weekly conference calls with Appriss and DPS to make sure that there was consistent follow-up with Appriss. Lastly, she stated that Parole Board was waiting for confirmation from DOC regarding the paperwork that had been submitted regarding the scope of work for the project.

Jennifer presented usage statistics from the statewide service.

5. *Discussion, recommendation, and possible action regarding grant expenditures and match requirements.

Jennifer requested that members please fill out the match form and stated that the match was being used for the STOP grant. Jennifer stated that an extension had been requested for the SAVIN grant, and she presented the most recent grant reports for the SAVIN grant, STOP grant, and JAG grant that were being utilized to fund the project. She stated that the STOP and SAVIN funds were being used concurrently to fund a portion of the Appriss contract, and that the JAG funds were being utilized to fund the program coordinator.

There was discussion on remaining computers that were being purchased through the SAVIN grant.

6. *Discussion, recommendation, and possible action regarding future project funding and inter-local agreements.

Jennifer presented the breakdown for a two year funding period starting in fiscal year 2014. She stated that the plan was to bring in \$312,000 from the agencies for the two years. She also said that the office would continue to receive STOP funding and would continue to apply for JAG. Jennifer reviewed a spreadsheet which detailed the status for each agency in regards to signing and returning interlocal agreements. She stated that the final version of the interlocal agreement was included in the meeting packet for informational purposes.

7. *Discussion, recommendation, and possible action regarding possible changes to VINE promotional materials (this item will include updates from the Marketing Subcommittee).

There was discussion that Kathy Jacobs had resigned as the chair of the Marketing Subcommittee and that Maxine Lantz had agreed to take over the position. Maxine prepared a report which detailed the recent work of the subcommittee.

There was discussion that there had been some comments during a legislative hearing regarding STOP DUI not being included on the VINE brochures. Brett indicated that in his discussions with the Executive Director of STOP DUI, it had been represented that STOP DUI was a statewide agency and should therefore be included on the listing of statewide resources. Tom Ely stated that his experience was that STOP DUI was mostly active in Clark County, but that the Executive Director does do some work in the rural areas as well.

Maxine stated that the subcommittee was recommending that the Domestic Violence hotline be removed from the brochure and that the STOP DUI number be added if it can be confirmed that STOP DUI is indeed statewide. Additionally, she indicated that the language for the SAVIN grant will be able to be removed as SAVIN will soon no longer be funding the project.

Lastly, there was discussion about the language on the brochure that discusses who provides the service. There was general consensus that it remain as is unless the Sheriffs' and Chiefs' would like it changed. Jennifer stated that she

would be attending the next Sheriffs' and Chiefs' meeting and would bring brochures to the meeting and ask that anyone contact her with any suggestions or changes.

Maxine also requested that any Governance Committee members with any radio contacts, provide those contacts to Jennifer so that the stations can be contacted regarding playing the VINE public service announcements.

There was discussion that once the project was implemented statewide, Lynne would have the PIO from Clark County contact Jennifer to discuss assisting with release of the public service announcements in Clark County.

Motion: Brett moved to update the VINE brochure to include STOP DUI as a statewide resource and remove the Domestic Violence hotline. 2nd: Maxine
Vote: All in favor. Motion carried.

8. *Discussion, recommendation, and possible action regarding best practices for failed notifications.

Jennifer stated that she had done further research on the states that had the failed notification email configuration and found that the only reason that the functionality existed was because South Carolina has a state law that requires personal contact in certain situations after three failed attempts to reach the victim. Jennifer clarified that a failed notification simply meant that there had been three phone calls and a PIN number had not been entered. She also stated that she had some conversations with Washoe County Sheriff's Office regarding the possibility of following up on these notifications and that Marie Souza had indicated that she did not feel it would be possible as they only have phone numbers and would have to research who the phone number belonged to and would not necessarily know who at that address registered. Jennifer stated that Traci wanted to continue to receive those notifications, but that most agencies would probably not utilize the information.

Jennifer stated that she recommended that it be left up to the individual agencies to have the functionality turned off or on, and whether they would take any further action would be up to the agency. She stated that she would reach out to agencies regarding this feature.

Maxine stated that she does not receive these emails, and would probably not want them because as a victim services provider, she checks in with victims to make sure they have received their notifications.

Motion: Brett moved to approve recommendation from the program coordinator. 2nd: Maxine.

Vote: All in favor. Motion carried.

9. *Discussion, recommendation, and possible action regarding updates to the VINE Standards and Guidelines document.

Jennifer stated that she and Traci had made some revisions to the document, and that she thought it was a good thing for the Governance Committee members to review as it provides guidance on the focus of the project and of the board. Additionally, she stated that chapter 6 focuses on an evaluation of the project, and that the board could look at doing a survey. She stated that Appriss can put a survey onto VINELink, and that Traci suggested Survey Monkey for victim advocates. She said that according to the Standards document, they should be reviewing the program annually once implemented. Maxine stated that she preferred having the survey done on VINELink as that would force victim advocates to the VINELink site to become more familiar with the service. There was some discussion on exactly who the survey would address. Jennifer said she would do some more research on doing a survey, and that on the next agenda the Committee would look at more details regarding a survey and review and approve the Standards and Guidelines document.

10. Updates on VINE legislation.

Brett stated that SB26 passed out of senate government affairs and went to senate finance due to a fiscal note from Corrections. Brett stated that Corrections would be receiving the additional funding for the service and that the bill should be moving out of senate finance soon. Additionally, the Parole Board's VINE bill was passed.

11. Comments from Chair.

Traci thanked the Committee members for their time. Additionally, it was noted that there was a new program manager contact through Appriss.

12. Discussion regarding future agenda items and meeting dates.

There was general consensus that a meeting not be held until there was a need for a meeting.

13. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public Comment may be limited to 3 minutes per person.

It was noted that Kathy Jacobs had resigned from the Committee, and members wished Kathy well.

14. *Adjournment. (for possible action)

Motion: Brett moved to adjourn. 2nd: Maxine

Vote: All in favor. Motion carried.