

**NV SAVIN**  
**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

***Tuesday, May 4, 2010 at 1:00p.m.***

Location: Office of the Attorney General  
Mock Courtroom  
100 N. Carson Street  
Carson City, Nevada

---

**Please Note:** The NV SAVIN Governance Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

---

***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. Roll call of members, introductions, and call to order.**

Keith Munro, Assistant Attorney General, welcomed and thanked the members for their attendance and work on the project. He thanked Kareen and Traci for their hard work, and announced that the project had contracted with individuals to get things up and running.

Kareen announced that Frank Adams would chair the Committee.

Frank stated that future funding for this project could be a problem. He said that there were great benefits to this project, but that it would require a team effort and hard work.

**Governance Committee Members Present:**

- Frank Adams, Nevada Sheriffs and Chiefs Association
- Kareen Prentice, Domestic Violence Ombudsman
- Maxine Lantz, White Pine County Victim/Witness Services
- Christina Davis, Nevada Association of Counties
- Susie Lewis, Henderson Police Department
- Elizabeth Conboy, Nevada Division of Parole and Probation

Monica Howk, Board of Parole Commissioners  
Kathy Jacobs, Crisis Call Center  
Sue Meuschke, Nevada Network Against Domestic Violence  
Brett Kandt, Nevada Prosecution Advisory Council  
Traci Dory, Department of Corrections

**Governance Committee Members Absent:**

William O'Donohue, Victims of Crime Treatment Center

**Other Individuals Present:**

Ron Woodlee, Appriss  
Joe Gallegos, Attorney General's Office IT Chief  
Dee Schafer, Corporate Solutions  
Jennifer Kandt, Grant Accountant  
Catherine Krause, DPS Technology  
Henna Rasul, Deputy Attorney General

**2. Presentation on NV SAVIN project (Traci Dory and Kareen Prentice)**

a) Discussion on project background

Kareen indicated that the Office of the Attorney General had applied for this grant as Nevada was one of eleven states that did not have a statewide automated system. She said the grant had been accepted last year after making sure all the stakeholders were on board.

b) Powerpoint presentation

Kareen led members through a Powerpoint presentation (Attachment A) on the SAVIN project.

c) VINE CD

Committee members watched a video produced by Appriss detailing the history of automated victim notification.

d) Flash Presentation

Ron Woodlee led a presentation detailing how the Appriss system works and gave an explanation regarding the flow of information into and out of the system.

There was some discussion on how victims register themselves and Ron stated that jail management individuals can also register victims into the system if they have information indicating the victim wants notification.

There was discussion on the State opting for TTY which Kathy Jacobs said is archaic. She said that text messaging was much more common today. Ron indicated that Appriss would offer text messaging in the future, but that it would cost extra.

The Committee members were shown the VINEWATCH website and Ron discussed how police can use the website as an informational tool. There was discussion regarding guidelines and standards that would need to be established regarding who would have access to VINEWATCH.

Ron stated that the usage of the automated system goes up in states where handouts are widely used by law enforcement. Traci and Kareen said that they would cover the handouts in their victims' rights trainings for POST. Frank indicated that the handouts could become part of the POST standards.

Ron expressed the need for timely and accurate data entry by jails for the system to work. He stated that Appriss conducts audits of the system at least every 45 days, but suggested that victim advocates also periodically audit the system as well.

There was discussion on agency packets that would need to go out with letters from the sponsors, a sales letter, sample media, questionnaires, etc. There was discussion that the letter be from Frank Adams and the Attorney General.

Ron indicated that there were details that would need to be worked out in terms of script development and what to do with failed notifications. He also said that high-profile cases can be blocked at the request of the counties.

There was discussion on interstate compacts and Traci said that the Department of Corrections would notify interstate compact victims outside of VINE.

### **3. Updates and information regarding contractors**

#### a) Appriss Contract Details (Attachment B)

Traci encouraged the Committee members to look through the contract details.

#### b) Appriss Timeline (Attachment C)

Traci said the timeline was created by Appriss and was very aggressive.

#### c) Program officer update and scope of work

Traci announced that Corporate Solutions was awarded the contract for the program officer and that they were awaiting contract approval by the Board of Examiners.

#### d) Accountant update and scope of work

Traci announced that Jennifer Kandt was awarded the contract for the Accountant services and that her contract became effective mid April.

Brett Kandt disclosed that he was Jennifer Kandt's husband, but had no involvement in the awarding of the contract and that he would recuse himself from any matters dealing with her performance or contract.

### **4. \*Discussion, recommendation, and action regarding SAVIN Governance Committee guidelines and standards.**

It was noted that the Governance Committee is required by the grant project. There was discussion that Governance Committees in other states generally create subcommittees to deal with guidelines and standards, script development, technical issues, and promotional materials.

Motion: Brett moved to create a guidelines and standards subcommittee with an initial 3 members and the ability to add more members if needed. Initial members would be Traci, Sue and Frank.

2<sup>nd</sup>: Elizabeth Conboy

Vote: All in favor. Motion carried.

**5. \*Discussion, recommendation, and action regarding VINE script.**

Motion: Brett moved to create a script subcommittee giving the chair discretion to appoint the members of the subcommittee and add members as needed.

2<sup>nd</sup>: Sue

Frank suggested that he take the script to the sheriffs since it concerns the county jails, and requested that Brett withdraw the motion. Karen said she would like Frank to take this to the sheriffs.

Brett requested that the motion be withdrawn, and suggested that the next meeting agenda include creation of a script subcommittee.

**6. \*Discussion, recommendation, and action regarding future agenda items.**

Frank asked Ron for details regarding top priority items and deadlines. Ron stated that the script deadline was set for May 19<sup>th</sup> and was probably the most important item at this time. He said that promotional materials would be needed by mid June.

There was discussion that future agenda items include creation of subcommittees, revision of timeline, name change of project, and adoption of phone number.

**7. \*Discussion, recommendation, and action regarding future meeting dates.**

Next meeting was set for May 19<sup>th</sup> at 1 p.m.

**8. Public Comment.**

<p><b>Note:</b> 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.</p>
--

**7. Adjournment.**

Meeting adjourned at 2:55.

**NV SAVIN**  
**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

*Wednesday, May 19, 2010 at 1:00p.m.*

Location: Office of the Attorney General  
Mock Courtroom  
100 N. Carson Street  
Carson City, Nevada

---

**Please Note:** The NV SAVIN Governance Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

---

***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. Roll call of members and call to order.**

**Governance Committee Members Present:**

Frank Adams, Nevada Sheriffs and Chiefs Association  
Kareen Prentice, Domestic Violence Ombudsman  
Maxine Lantz, White Pine County Victim/Witness Services  
Christina Davis, Nevada Association of Counties  
Susie Lewis, Henderson Police Department  
Monica Howk, Board of Parole Commissioners  
Kathy Jacobs, Crisis Call Center  
Sue Meuschke, Nevada Network Against Domestic Violence  
Brett Kandt, Nevada Prosecution Advisory Council  
Traci Dory, Department of Corrections

**Governance Committee Members Absent:**

William O'Donohue, Victims of Crime Treatment Center  
Elizabeth Conboy, Nevada Division of Parole and Probation

**Other Individuals Present:**

Ron Woodlee, Appriss (Phone)  
Jennifer Kandt, Grant Accountant  
Henna Rasul, Deputy Attorney General

**2. \*Discussion, recommendation, and possible action regarding VINE script.**

Frank stated that he had consulted with the following individuals to review the script:

Michelle Freeman, Deputy Chief, Las Vegas Detention and Enforcement

Lt. Brunson, Lyon County Sherriff's Department

\_\_\_\_\_ Campbell, Washoe County Sherriff's Department

Gary Erickson, Mesquite Police Department

Frank stated that there were several issues needing to be discussed, and asked that Ron Woodlee join the conversation regarding the script for questions. First, Frank said that he felt the script should refer to the system as the Statewide Victim Notification Service.

Additionally, Frank stated that section 3 should state, "to search for an offender in a Nevada jail" as opposed to a county jail. He asked Ron Woodlee about the sections referring to searching for offenders in county jails, since some are city jails. Ron indicated that the actual facility name would be used. Frank stated that any section referring to county jail would actually use the facility name. Frank said he would get the phone numbers from the various specific facilities to Ron.

Under section 12, there was discussion that there would also need to be phone numbers for statewide hotlines. Kathy Jacobs said she could assist with compiling the hotline numbers for the state. Ron said there would be 90 seconds of time to list the statewide numbers.

Under section 2.2, there was discussion that Nevada had SID numbers in addition to OID numbers. Ron stated that if the SID numbers where not entered immediately, then OID numbers would need to be used as every booking system has an OID number. Frank indicated that he would look further into the SID number and when it was inputted.

There was discussion that until DOC was on-board, transfers to DOC would then give the phone number for the victim services officer.

Frank asked for clarification from Ron regarding section 2.12. Ron stated that the message would indicate the system is down, information is unavailable and agency where the offender was being held would need to be contacted.

There was discussion on the OC Reasons and general consensus that a notification of execution would mirror the notification for death.

It was noted that items listing the Governor as granting pardons would need to be changed, as Nevada has a Board of Pardons. Additionally, it was noted that OC number 20 for lifetime supervision would not be needed for the jails and OC number 4 for furlough would not be needed at all in Nevada.

Frank asked about notifying on early releases. Ron stated that early releases are notified in advance. Ron clarified that the unsupervised custody OC was essentially the category for work release.

Ron asked how long the Committee would like to delay transfer notifications.

Traci further explained that the transfers from city jails or county jails to DOC, can take weeks.

Frank stated that 48 hour notice would be needed.

Motion: Sue Mueschke moved to approve the script with changes subject to item 4 of the agenda. 2<sup>nd</sup>: Traci Dory

Further discussion resulted in general consensus that the initial greeting state, "Welcome to Nevada VINE, a statewide victim notification system."

Vote: All in favor. Motion carried.

There was further discussion that the board be able to listen to the script before it is in use. Frank stated that he has a .wav file for Washoe County that he could send everyone to listen to. Kareen also stated that there will be testing of the script before it goes into use.

**3. \*Discussion, recommendation, and possible action regarding, without limitation, creation of the following subcommittees:**

**a) Script Subcommittee**

Frank stated that in the future, it would be important to have someone from parole and probation and DOC to work on the script. Traci stated that those agencies were going to begin discussions with Appriss in July. Jennifer stated that Captain Conboy indicated that she would be amenable to being on any subcommittee that would affect parole and probation. There was discussion and general consensus that Traci Dory, Captain Conboy, Monica Howk, and Frank Adams would be on the script subcommittee.

**b) Technical Subcommittee**

There was discussion and general consensus that Frank Adams appoint members to this subcommittee as needed. The individuals would probably be the IT contact for each jail.

**c) Promotional Materials Subcommittee**

Frank stated this committee would work on handout materials for victims and training materials for officers. He said it would mainly entail marketing and brochure materials for the public.

There was discussion and general discussion that Monica Howk, Susie Lewis, Kathy Jacobs, and Maxine Lantz serve on the promotional materials subcommittee with Kathy Jacobs serving as chair. Kathy indicated that she would like to see a budget for the promotional materials.

Kareen said that Appriss provided some of the initial materials, and there was additional money in the budget for public service announcements and printing.

Brett Kandt moved to create a script subcommittee, technical subcommittee, and promotional materials subcommittee and allow the chair to appoint members of those subcommittees. 2<sup>nd</sup>: Sue Mueschke

Vote: All in favor. Motion carried.

**4. \*Discussion, recommendation, and possible action regarding project name change.**

There was discussion that using the name Nevada VINE would be a better option since it was already in use in some counties.

Motion: Maxine Lantz moved to change the project name from NV SAVIN to Nevada VINE. 2<sup>nd</sup>: Susie Lewis

Vote: All in favor. Motion carried.

**5. \*Discussion, recommendation, and possible action regarding adoption of official VINE phone number.**

Kareen indicated that 1-888-2NV-VINE was the number Appriss recommended.

Motion: Brett moved to adopt 1-888-2NV-VINE as the official Nevada VINE phone number. 2<sup>nd</sup>: Susie Lewis

Vote: All in favor. Motion carried.

**6. \*Discussion, recommendation, and possible action regarding revision of project timeline.**

Frank stated that he would like to have the project coordinator on board before working on revising the timeline. He stated that he felt the project coordinator should work closely with Appriss to revise the timeline, and that this would be one of the first tasks for the coordinator.

Sue stated that she felt it would be very important to have a timeline that detailed exactly what was expected of this Committee.

There was further discussion that the project coordinator would need to work with rolling out a timeline for the promotional materials and that the materials would need to be rolled out in two tiers. The first tier would be agency specific, and the second tier would be statewide.

Kareen stated that there had been discussion with Appriss on rolling out Esmeralda County first since they do not have a jail management system, and Appriss could provide them a jail management system.

Maxine and Frank indicated that Lincoln County would probably be a better choice as they had very good IT staff.

Motion: Brett moved to table the timeline until the project coordinator begins work. 2<sup>nd</sup>: Maxine

Vote: All in favor. Motion carried.

**7. \*Discussion, recommendation, and possible action regarding future agenda items.**

There was discussion and general consensus that future agenda items include a budget overview, timelines with recommended roll-out plans, subcommittee reports, update on phone number, approval of minutes, text messaging costs, script, and overview of jails/beds.

Frank stated that there would need to be discussion possibly with Ron on how alternative sentencing will fit into the system.

**8. \*Discussion, recommendation, and possible action regarding future meeting dates.**

Next meeting set for June 23<sup>rd</sup> at 1:00 P.M. Traci Dory indicated that she would not be able to attend on that date.

**9. 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.

**7. Adjournment.**

**NV SAVIN**  
**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

*Wednesday, June 30, 2010 at 1:00p.m.*

Location: Office of the Attorney General  
Mock Courtroom  
100 N. Carson Street  
Carson City, Nevada

---

**Please Note:** The NV SAVIN Governance Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

---

***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. Roll call of members and call to order.**

**Governance Committee Members Present:**

Frank Adams, Nevada Sheriffs and Chiefs Association  
Traci Dory, Department of Corrections  
Monica Howk, Board of Parole Commissioners  
Elizabeth Conboy, Nevada Division of Parole and Probation  
Susie Lewis, Henderson Police Department  
Maxine Lantz, White Pine County Victim/Witness Services  
Kareen Prentice, Domestic Violence Ombudsman  
Kathy Jacobs, Crisis Call Center (Telephone)  
Brett Kandt, Nevada Prosecution Advisory Council

**Governance Committee Members Absent:**

Sue Meuschke, Nevada Network Against Domestic Violence  
William O'Donohue, Victims of Crime Treatment Center  
Christina Davis, Nevada Association of Counties

**Other Individuals Present:**

J. Roy Giurlani, Nevada Division of Parole and Probation  
Jennifer Kandt, Grant Accountant  
Dee Schafer, Program Officer  
Henna Rasul, Nevada Attorney General's Office

Captain Conboy stated that she would be leaving her current position with Parole and Probation and that she had requested that J. Roy Giurlani be her replacement on the Governance Committee. She stated that Attorney General Catherine Cortez Masto approved the replacement.

**2. \*Discussion, recommendation, and possible action regarding election of vice-chair**

Motion: Maxine moved that Monica be elected vice-chair of the Governance Committee.

Second: Brett seconded the motion.

Vote: All in favor. Motion carried.

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

**a) May 4, 2010**

**b) May 19, 2010**

Motion: Brett moved that the minutes from May 4, 2010 and May 19, 2010 be approved with any technical changes that need to be made by staff.

Second: Maxine seconded the motion.

Vote: All in favor. Motion carried.

**4. \*Overview of project budget, expenditures, and match requirements (Jennifer Kandt).**

Jennifer provided an update on the project budget. Total grant funds were reported as \$819,267.00. She stated that Nevada is required to provide a significant match amount of \$908,296.00. She reported that to date the match amount provided totaled \$39,852.13. It is projected that once Nevada Department of Corrections and County Jails get implemented a significant match amount can be counted for staffing. Jennifer has asked BJA if conference space can be counted towards the match and BJA is requiring a proposal since it was not included in the original grant.

Jennifer stressed the need for all Governance Committee Members as well as subcommittee groups to complete the match forms, so that this information can be included in the match amount.

**5. \*Updates by the following Subcommittees:**

**a) Script Subcommittee**

Frank reported that he had been working with Dee and Appriss on the script for the county jails. Frank stated that he had addressed the last questions requested by Appriss including questions on utilizing the State ID number as the primary identifier for an offender. Dee stated that she confirmed with Appriss that

Parole and Probation, Nevada Department of Corrections and the Parole Board will have a separate script once these agencies get implemented. Dee stated that she confirmed with Appriss that they have worked with states that have multiple ID numbers in the past and this should not be a problem with Nevada.

**b) Guidelines and Standards Subcommittee**

Traci reported that the subcommittee met on July 8, 2010 to discuss a draft document and to review recommended changes. She stated that those changes were being made and a revised document had been forwarded to the subcommittee members. The subcommittee will be meeting again to review those changes and finalize the document. It will then be brought forward to the Governance Committee for final approval.

**c) Promotional Materials Subcommittee**

Kathy stated that the subcommittee met and reviewed the draft materials supplied by Appriss primarily for content. She stated that overall the subcommittee felt the content was good. It was reported that the subcommittee also discussed the quantity of each material to be supplied by Appriss annually and that is was the subcommittee recommendation to increase the number of tear off pads and decrease, if necessary the number of posters and brochures. Dee stated that she discussed this matter with Appriss and they indicated they would work with us on the number of materials provided in each category – posters, brochures and tear off pads. Frank said he would work with law enforcement to try to make it a standard practice that law enforcement officers utilize the tear off pads and provide the information to victims.

**6. \*Report and updates from Program Officer (Dee Schafer).**

Dee reported that her work over the last several weeks had been to review the timeline prepared by Appriss and to revise based on the actions that will be required on our end. She also reported that she met with the Nevada Department of Corrections and Parole and Probation to confirm that separate timelines will need to be developed for each of these agencies as well as the Parole Board.

**7. \*Overview of jail facilities/beds (Dee Schafer).**

Dee indicated that an updated version of the jail facility list is included in the packet. It was noted that a change in contact for Henderson needs to be made. The new contact should be Pam Laurer. Frank also indicated that Washoe County currently has Tiberon in place and asked if the interface cost projected for Carson City would be required. Dee told the committee that the cost was included in the current Appriss contract and until the interface process moves forward it should stand as is.

Dee also stated that she discussed with Appriss the new statewide records management system, which includes a jail management component. The concern was that Appriss would charge to create a new interface for the agencies that choose to go with the new system once implemented. She said that Appriss indicated that they have worked with the vendor who is going to be

supplying that new system and that there will be no charge on their end. Dee asked Frank if he would speak with the Director for the Nevada Department of Public Safety to ensure that the records management vendor will not charge a fee for the interface with VINE.

**8. \*Discussion, recommendation, and possible action regarding revision of project timelines with recommended roll-out plans.**

Dee discussed the project systems logistics plan. She stated that the plan includes not only what Appriss needs to complete but our actions as well. Dee indicated that the timeline is tight and revisions if necessary will be made once she has a chance to meet with the various agencies. The plan includes a recommended action timeline for each of the subcommittees. A similar plan will be developed for Nevada Department of Corrections, Parole and Probation and the Parole Board. Dee also noted that the facilities portion of the plan will need to be duplicated for each agency. Once implementation is completed a marketing and communications plan will be developed.

Motion: Brett motioned that the plan be approved with changes as necessary.

Second: Traci seconded the motion.

Vote: All in favor, motion carried.

**9. Presentation on VINE demo call**

The committee listened to a VINE demo call. Frank asked what happened if an individual forgets their PIN number. Dee said that she would ask Appriss and report back to the committee at the next meeting.

**10. \*Discussion, recommendation, and possible action regarding VINE script.**

Motion: Brett motioned to approve the VINE script subject to the inclusion of future state resource listings.

Second: Maxine seconded the motion.

Vote: All in favor, motioned carried.

**11. \*Discussion, recommendation, and possible action regarding state resource list for inclusion in VINE script.**

Motion: Brett motioned to approve the state resource list recommended by the Promotional Materials Subcommittee.

Second: Susie seconded the motion.

Vote: All in favor, motioned carried.

**12. \*Discussion, recommendation, and possible action regarding text messaging option.**

Jennifer indicated that Appriss projected the cost of text messaging at \$25,000.00. She stated that there could potentially be some dollars available for this option. Frank stated that often these projects cost more than anticipated and recommended that this be looked at in the future. He asked Dee to get clarification from Appriss on how long the \$25,000.00 quote would be good.

Brett recommended that this item be tabled and reevaluated at a future meeting.

**13. \*Discussion, recommendation, and possible action regarding text messaging option.**

Recommended by the committee that the agenda items for the next meeting include:

- a) Text messaging
- b) Overview project budget, expenditures and match
- c) Update from subcommittees
- d) Report from Program Officer
- e) Overview jail and beds
- f) Update project timelines and roll-out plans
- g) Update site visits
- h) Script status

**14. \*Discussion, recommendation, and possible action regarding future meeting dates.**

Next meeting set for August 25, 2010 at 1:00p.m.

**15. Public Comment.**

<p><b>Note:</b> 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.</p>
--

**15. Adjournment.**

Meeting was adjourned at 2:15p.m.

**NV SAVIN**  
**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

**Wednesday, August 25, 2010 at 1:00p.m.**

Location: Office of the Attorney General  
Mock Courtroom  
100 N. Carson Street  
Carson City, Nevada

---

**Please Note:** The NV SAVIN Governance Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

---

***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. Roll call of members and call to order.**

The meeting was called to order at 1:10p.m. Members introduced themselves and a quorum was established.

**Governance Committee Members Present:**

- Frank Adams, Nevada Sheriffs and Chiefs Association
- Traci Dory, Department of Corrections
- Monica Howk, Board of Parole Commissioners
- Susie Lewis, Henderson Police Department
- Christine Davis, Nevada Association of Counties
- Maxine Lantz, White Pine County Victim/Witness Services
- Kareen Prentice, Domestic Violence Ombudsman
- Kathy Jacobs, Crisis Call Center
- Brett Kandt, Nevada Prosecution Advisory Council
- Roy Giurlani, Parole and Probation
- Sue Meuschke, Nevada Network Against Domestic Violence

**Governance Committee Members Absent:**

**Other Individuals Present:**

Jennifer Kandt, Grant Accountant

Dee Schafer, Program Officer

Vicky Oldenburg, Nevada Attorney General's Office

**2. \*Discussion, recommendation, and possible action regarding minutes from the following meeting:**

a) June 30, 2010

Motion: Brett moved to approve the minutes of June 30, 2010.

Second: Maxine seconded the motion.

Vote: All in favor. Motion carried.

**3. \*Report and updates on expenditures and match requirements (Jennifer Kandt).**

Jennifer reported that the current grant match total through the end of June was approximately \$52,000. The total match requirement for the grant is approximately \$908,000. Jennifer reminded members to return match forms as soon as possible.

Jennifer stated that she is hoping that once an agency comes on board that we will be able to utilize the number of bookings, releases and registrations as well as the time the jail staff spends implementing the system as part of the match requirement. Therefore, it would be helpful to get some of the larger agencies installed first. She stated that we cannot utilize the current data from Washoe and Las Vegas Metro until these agencies transition over to the statewide system.

**4. \*Report and updates from Program Officer (Dee Schafer).**

Dee provided a preliminary report on site visits that were conducted through the 12<sup>th</sup> of August. Dee stated that she had completed the site visits will all the jails and detention centers, with the exception of Washoe, Las Vegas Metro, Owyhee, and Eureka.

Dee reported that every agency seemed excited and supportive of the project. She said that she would work with those agencies that have not completed the preliminary Appriss questionnaire. Additionally, she stated that there may be a way to install Carson City without paying Tiberon \$22,000. Dee reported that she and Appriss met with the Sheriff and IT staff the previous day. She stated that her recommendation is to work on Carson City after Esmeralda and then move on to Lyon and Douglas County.

Dee indicated that Esmeralda has been scheduled for install in September, and that she has asked Appriss to develop site specific work plans so accountabilities are clearly outlined.

Frank recommended that we also look at Elko County as a good potential start up agency as well as those that Dee has listed.

Brett asked if there was a possible warranty issue with Tiberon should Carson City develop the interface with Appriss. Dee indicated that had the same initial concern. She stated that she wanted to make sure the IT staff was comfortable with the process. She said that the response from Carson City's IT staff was that they do interfaces all the time with the Tiberon system. Dee stated that next step would be for the IT staff from Appriss to contact the IT staff from Carson City to see if it is as easy as it appears to be to develop the interface.

Dee also indicated that during the implementation phase she wants to ensure that the jail staff feel as comfortable as possible before the agencies go live. Therefore, the testing of the system may possibly take 3-4 weeks.  
(Committee moved to discussion of item 11 out of order.)

**5. \*Reports and updates from the following subcommittees:**

**a) Script Subcommittee**

Frank reported that the development of the script for the jail and detention centers had been completed. It was noted that Appriss will record the script in September and if changes are required in the future they will need to come to the Governance Committee for approval. The committee listened to a sample of the script under Item 6 of the agenda.

**b) Guidelines and Standards Subcommittee**

Traci reported that the subcommittee was continuing to work on a draft document and that the next meeting was scheduled for September 2, 2010. The subcommittee should have a final document for the Governance Committee at the next meeting.

**c) Promotional Materials Subcommittee**

Kathy reported that the subcommittee had been working on the promotional materials. She stated that final proofs were under Tab 7 in the packet for approval. Brett asked about adding wording to the affect of "service provided by your local law enforcement agency in addition to the Attorney General's Office". It was decided to move this discussion under Item 7 of the agenda.

**6. \*Discussion, recommendation, and possible action regarding script recording.**

The committee listened to a sample of the script recording. Frank asked if the part of the script that says "not all information on offenders is available at this time" will be updated as agencies come online. Dee said she believed that areas of the script that are fairly generic should be able to be updated. The group

discussed that there should always be a qualifier that not all information is in the system and that the victim should not rely solely on VINE for information.

**7. \*Discussion, recommendation, and possible action regarding final approval of promotional materials.**

Brett provided recommendations on changes for the promotional materials. Frank indicated that he agreed with Brett in the earlier discussion that local law enforcement agency should be added in the areas that mention, "this service is provided by".

Brett thanked the subcommittee for all the work they had done on the promotional materials. Brett mentioned concerns on how the victim services are currently listed on the materials in terms of which agencies are included and which agencies are not included. Kathy said that the subcommittee decided not to have all victim services listed on the materials because there are too many. The subcommittee decided to leave a blank area on the materials so that local victim services stamps could be developed for that area. The services currently listed are national and statewide numbers. Maxine suggested that National Numbers be listed alphabetically under a National heading and that Nevada numbers be listed alphabetically under a separate heading.

Motion: Brett motioned that we adopt the promotional materials with two revisions. Provide two category listings one for "National Numbers" first and then for "State Numbers" second. Wherever applicable reword, "Service provided by the Nevada Office of Attorney General" to "Service provided by the Nevada Office of the Attorney General and your local law enforcement agency."

Second: Motion seconded by Maxine.

Vote: All in favor. Motion carried.

**8. \*Discussion, recommendation, and possible action regarding expansion of the Promotional Materials subcommittee to include marketing, community outreach and training.**

Kathy reported that the subcommittee felt that they should continue their work in the areas of marketing, community outreach and training. It will be imperative that a good marketing plan be developed and implemented to optimize the utilization of the service.

Motion: Brett motioned to expand the scope of the Promotional Materials Subcommittee to include marketing, community outreach and training as well as changing the Subcommittee title.

Second: Maxine seconded the motion.

Vote: All in favor, motioned carried.

**9. \*Discussion, recommendation, and possible action regarding sending out general information making agencies aware of the VINE project.**

Frank suggested that this be a responsibility of the newly titled Promotional, Marketing, Community Outreach and Training Subcommittee. Dee suggested

that members of the Governance Committee participate in identifying agencies and individuals that should be targeted for marketing. The group suggested that be included in the marketing plan that is developed.

**10. \*Discussion, recommendation, and possible action regarding identifying existing or already planned conferences, meetings, and organizations where we may be able to provide training and outreach to those who will utilize the system.**

Frank suggested that a promotional booth be set up in Las Vegas at the annual Nevada Sheriffs' and Chiefs' Association. Frank said that he would have the individual accountable for vendors get in touch with Jennifer.

Frank said he would check into whether VINE could present at the Statewide Traffic Safety Conference in October.

Kathy asked the committee members to provide Jennifer a list of conferences that they are aware of that would be good for VINE information distribution or presentation.

**11. \*Discussion, recommendation and possible action regarding revision of project timelines and recommended roll-out plans.**

Dee recommended that Esmeralda be implemented first with Carson City following. The original priority list was developed initially by Frank and Dee. Other agencies recommended were Nye County and Elko County. Frank made the final recommendation for initial implementation including, Esmeralda County, Carson City, Douglas County, Nye County and Lyon County.

Motion: Maxine motioned that the committee accept the priority list as recommended by Frank.

Second: Brett seconded the motion.

Vote: All in favor. Motioned carried.

**12. \*Discussion, recommendation, and possible action regarding text messaging option.**

Dee reported that our quote from the vendor for \$25,000 will remain in place for the duration of the grant. Maxine asked Dee and Kareen as the marketing plan gets rolled out that they query the victim advocates on the text messaging option.

There was general consensus that this item be tabled, but kept on the agenda as needed for further discussion.

**13. \*Discussion, recommendation, and possible action regarding Memorandum of Understanding.**

Kareen reported that a sample of a Memorandum of Understanding was provided by South Carolina and revised for the possible needs of Nevada. Dee reported that this was brought up by several agencies and that she felt MOU's would make sense, especially to outline the potential for agencies to supply future funding. Brett and Vicky recommended an Intralocal Agreement rather than a Memorandum of Understanding be put into place. There was discussion that

legal counsel should look closely at NRS and determine which agreement would be most appropriate.

Motion: Maxine motioned to have legal counsel draft an appropriate agreement.

Second: Brett seconded the motion.

Vote: All in favor. Motion carried.

**14. \*Discussion, recommendation, and possible action regarding future project funding.**

Dee suggested that the group should evaluate the options that will be available to help fund the project in the future. Traci reported that NDOC will be evaluating if a portion of the inmate funding could possibly be utilized. Jennifer indicated that billing one individual agency for the entire statewide system is less expensive than billing individual agencies.

Frank said that we should continue to evaluate inmate court assessment fees as a potential funding option. Frank also recommended looking at developing a BDR with Victim Advocates and local law enforcement as the champions. Dee recommended that a list of possible future funding options be developed. Dee has already asked Appriss for a list of how other states fund these systems.

The group asked that several agency representatives be invited to the next Governance Committee Meeting to discuss possibilities for future funding.

Kareen said that she would invite these individuals.

**15. \*Discussion regarding future agenda items.**

The following agenda items were discussed:

Funding options, text messaging, final promotional materials presented, draft marketing plan, subcommittee reports, financial report, program report, intralocal agreement update.

**16. \* Discussion regarding future meeting dates**

The next meeting will be October 19, 2010 at 1:00 p.m.

**17. \*Public Comment**

<p><b>Note:</b> 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.</p>
--

**18. Adjournment**

Meeting was adjourned at 2:35.

**NV SAVIN**

**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

***Tuesday, October 19, 2010 at 1:00p.m.***

Via Video Conference:  
Office of the Attorney General  
Grant Sawyer Building  
555 E. Washington Avenue, Room 3315  
Las Vegas, Nevada  
and  
Office of the Attorney General  
100 North Carson Street  
Mock Courtroom  
Carson City, Nevada

---

**Please Note:** The NV SAVIN Governance Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

---

***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. Roll call of members and call to order.**

The meeting was called to order at 1:00p.m. Members introduced themselves and a quorum was established.

**Governance Committee Members Present:**

Traci Dory, Department of Corrections  
Monica Howk, Board of Parole Commissioners  
Susie Lewis, Henderson Police Department  
Maxine Lantz, White Pine County Victim/Witness Services  
Kareen Prentice, Domestic Violence Ombudsman  
Kathy Jacobs, Crisis Call Center  
Brett Kandt, Nevada Prosecution Advisory Council

Roy Giurlani, Parole and Probation  
Sue Meuschke, Nevada Network Against Domestic Violence

**Governance Committee Members Absent:**

Frank Adams, Nevada Sheriffs and Chiefs Association  
Christina Davis, Nevada Association of Counties

**Other Individuals Present:**

Jennifer Kandt, Grant Accountant  
Dee Schafer, Program Officer  
Henna Rasul, Nevada Attorney General's Office  
Chris Lovass-Nagy, Division of Child and Family Services  
Rebecca Salazar, Victims of Crime Compensation  
Liz Greb, Grants Analyst, Office of the Attorney General  
Charisse Whitt, Nevada Department of Public Safety Office of Criminal Justice Assistance

**2. \*Discussion, recommendation, and possible action regarding minutes from the following meeting:**

a) August 25, 2010

Motion: Brett moved to approve the minutes of August 25, 2010.

Second: Susie seconded the motion.

Vote: All in favor. Motion carried.

**3. \*Discussion recommendations and possible action regarding reports and updates on expenditures and match requirements (Jennifer Kandt).**

Jennifer reported that the tables under tab 3 included current expenditures and match numbers. She stated that she was still waiting for some items from September so the total under the match will change slightly. There was a question as to the match amount and if it was 50/50. Jennifer said that the match required was one to one. She said that the grant award was \$819,267.00, but the match amount was higher at \$908,296.00 as the match amount was not modified when the budget was adjusted in the initial grant application.

**4. \*Discussion, recommendations, and possible actions regarding reports and updates from Program Officer (Dee Schafer).**

Dee reported that all site visits had been completed, with the exception of the Eureka County Sheriff's Office and the Mesquite Police Department. She stated that all of the agencies are excited about the project. Dee reported that she did a presentation to Nevada Sheriffs and Chiefs Association about a month ago, receiving strong support. Brett asked about the outcomes of the elections and how they might affect the project. Dee said that she and Frank had discussed that and the feeling is that the newly elected officials will be very supportive of the project as well.

Dee reported on changes to the systems logistics plan. She stated that she has asked the vendor to provide weekly status installation reports to keep up to date

regarding each of the installations and to be able to provide the Sheriff's and Chief's an update on an ongoing basis.

Dee also reported that Esmeralda County is installed. She stated that the agency likes the system. The three additional agencies that the vendor is currently working with are Lyon County Sheriff's Office, Carson City Sheriff's Office and Douglas County Sheriff's Office. The vendor is working with these agencies simultaneously to get them up and running.

Dee stated that she provided a presentation to the Humboldt County Commissioners, where the feedback was very positive. Dee discussed a presentation that she developed which could be utilized by Governance Committee members.

Finally, Dee presented a recommended list of additional agencies for the vendor to start working with on installation. This list included, Churchill, Humboldt, Nye, Pershing, Lincoln and Lander Counties. Once the three current agencies are up and running a larger list will be provided to the vendor.

**5. \*Discussion, recommendations, and possible action regarding future project funding.**

Kareen reported that as an outcome of the last meeting she invited several representatives from funding agencies to come to this meeting to discuss potential future project funding options. These agencies included:

Rebecca Salazar, Victims of Crime Compensation  
Chris Lovass-Nagy, Division of Child and Family Services  
Liz Greb, Grants Analyst for the Office of the Attorney General  
Charisse Witt, Nevada Department of Public Safety Office of Criminal Justice Assistance

Kareen reported that she and Jennifer had contacted the technical assistance provider for the SAVIN grants requesting information on how other states are seeking ongoing funding for the VINE program. The representative supplied an outline, which is in the packet; however, not all states responded. California has received grants from the Emergency Management Agency, Delaware is submitting Victim's Rights Legislation and has received stimulus money. Hawaii is also submitting a funding bill to the legislature. Kentucky has been funded but is worried about cuts in future funding. Montana is funded through several agencies. New Mexico is seeking legislation for funding through court assessments. North Carolina has lost funding and will be looking at grants. Mississippi has utilized fines to fund the program.

Charisse Whitt asked Kareen what amount of funding is being requested. Kareen reported that currently Washoe County, Clark County and North Las Vegas are funded. Clark County and North Las Vegas are funding it through inmate phone fees. Jennifer reported the vendor provided an estimated cost of \$188,000.00 if

the entire state is billed as a whole. If the vendor is billing agencies one by one the cost is doubled. This is just vendor cost; it does not include hiring a coordinator for the system, which could potentially increase the amount by \$100,000.00. Jennifer stated that the current grant is to establish the program statewide and will expire the end of June 2011, but a six month extension is being submitted. There was discussion and general consensus that this would not be a good time to request funding from the legislature.

Chris asked if the \$188,000.00 included Washoe and Clark County. Kareen reported that the \$188,000.00 is the total state bill from the vendor. Chris reported that VOCA grants are funded in 3-year cycles, and that the agency has just issued enhancements for VOCA awards. Chris stated that VOCA could possibly fund a portion, but could not fund \$188,000.00 plus a position. There was discussion that this would be a viable program under VOCA but that there would need to be an already funded carrier agency that would potentially look at this project as an enhancement as a part of their one time request for funding.

Kareen asked if the Attorney General's Office could seek that funding. Chris said no because the Attorney General's Office is not currently funded. It would need to be funded through a current service provider. Maxine asked about the larger service providers funded by VOCA. Chris said that Crisis Call Center is one of the larger agencies, as well as the Nevada Network Against Domestic Violence. She stated that it would be best to approach a funded agency willing to take on this project. Chris also indicated that VOCA only covers certain areas – including child abuse, sexual assault, domestic violence and underserved areas.

Liz stated that OVW has funded some of these programs in the past, including the rural grant. However, this funding is limited to things that are eligible under the Violence Against Women's Act, for example domestic violence and sexual violence. Liz said that she did not believe the formula grants would be a good option because they are considered very soft funds, but the rural grant could be a good option if there was a way to track by perpetrator. The statewide caps for this funding are in the \$350,000.00 to \$400,000.00 range over a 2 year period. She stated that there are also some BYRNE/JAG grants that have funded VINE and that funding could come from several sources.

Kareen asked Charisse what grants her office offers. Charisse indicated the JAG and a few other Dept. of Justice Grants are awarded by her office. She indicated that there is a statewide strategy for these grants in place and that she did not think that this project would fall under one of those strategies, but that an application could still be submitted. It would be possible to apply for a JAG grant that would start in July of 2011.

Jennifer reported that Kareen and she spoke with the BJA Grants Administrator who suggested that the JAG grant be evaluated for potential funding. Brett suggested that it will be important to speak with Washoe County, Clark County and North Las Vegas to see how each agency will be willing to fund this program

in the future so that a dollar amount for future funding can be finalized. Dee suggested that a decision be made on the Program Coordinator as well.

Dee was asked what she has been telling agencies about future funding of the program. She reported she has told them that options are being evaluated but future funding has not been secured. Some will participate as long as they can and will make the decision to continue when the funding question is answered.

Chris also mentioned there are many grants that require a match for funding. For example the VOCA grant requires a 25% match. Some grants require a match others don't. In addition, the tracking of the stats are going to be important for ongoing required grant reports. This is an area that can be cumbersome for the individual or agencies who maintains the grant or grants. The group asked for an example of the types of reports that the VineWatch program can provide.

In summary, it appears that there are a variety of grant funding options to be evaluated, including those represented today. Liz suggested that several grants may need to be applied for to cover the cost of the program. It was decided that a final budget needs to be developed once the cost Washoe, Clark and North Las Vegas are willing to continue to fund is determined.

6. **\*Discussion, recommendation, and possible action regarding reports and updates by the Guidelines and Standards subcommittee (Traci Dory).**
  - a) Guidelines and Standards Manual
  - b) Jail Items Document

Traci reported that the Guidelines and Standards Manual and the Jail Items Document were both in the packet. The Jail Items were developed by Appriss and would be customized for our state. Traci suggested that any edits the Governance Committee members have for the Standards and Guidelines are provided to Dee or Jennifer. These Guidelines don't need to be adopted until the next meeting. Traci asked that edits be provided well in advance of the next meeting so the documents can be updated.

7. **\*Discussion, recommendation, and possible action regarding Promotional, Marketing, Community Outreach and Training Subcommittee (Kathy Jacobs).**
  - a) Final Promotional Materials Proofs and Numbers
  - b) Draft Marketing Plan
  - c) Presentations/Handouts/Publicity Requests

Kathy reported that in the last meeting the subcommittee worked on finalizing the promotional materials. She stated that final numbers were 13,000 tear-off pads, 6,000 brochures and 200 posters per year. The tear-off pads and brochures will be printed English on one side and Spanish on the other.

There was discussion that the distribution of these materials will be determined once there are several agencies up and running so that a victim doesn't get frustrated with the lack of information in the system when they register.

Kathy indicated that in the packet is a form for the Governance Committee to complete that will provide contact information on groups or entities that could benefit from a VINE presentation. Kathy suggested that Committee members list every agency or entity they can think of that might benefit. Kathy stated that there is also a form for an agency to request promotional information or a presentation and that there is a sample PowerPoint presentation that can be utilized by the Governance Committee members if they are going to speak with a group. The subcommittee has also requested that a Marketing Tool Kit be developed that can be utilized by the Governance Committee or the agencies utilizing the system.

Brett requested that the information in the PowerPoint reflect the Nevada Constitution rather than the NRS. Dee said she would change to reflect appropriately.

It was asked if the presentation could be done as a webinar. Dee said that she certainly can adopt it to be done in a webinar format.

There was discussion that In November Kareen and Dee will be presenting to the Nevada Coalition on Sexual Violence. Brett said that the Prosecutors would be another good target group.

**8. \*Discussion, recommendation, and possible action regarding Memorandum of Understanding or Interlocal Agreement (Henna Rasul).**

Henna reported that from the research that she has completed, since this would be a no cost agreement, she is recommending a Cooperative Agreement Between Agencies. Henna prefers this option because it is more formal and carries more weight in contractual terms. The Cooperative Agreement would be one document and signed by all the participating agencies.

Motion: Traci moved that Henna draft the Cooperative Agreement Between Agencies.

Second: Kareen seconded the motion.

Vote: All in favor with one abstention. Motion carries.

**9. \*Discussion regarding future agenda items.**

The group recommended that the Agenda be the same for the next meeting, including the Cooperative Agreement which will be presented by Henna.

**10. \*Discussion regarding future meeting dates.**

The next meeting was scheduled for January 11, 2011 at 1:00p.m.

**11. \*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.

**12. Adjournment.**

The meeting was adjourned.