

**Nevada VINE (Victim Information Notification Everyday)**

**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

---

**Monday, September 12, 2011 at 1:00p.m.**

Location:

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, introduction of new 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, Domestic Violence Ombudsman  
Kathy Jacobs, Crisis Call Center  
Brett Kandt, Nevada Prosecution Advisory Council

Sue Meuschke, Nevada Network Against Domestic Violence  
Roy Giurlani, Parole and Probation  
Frank Adams, Sheriffs and Chiefs Association  
Lynne Cavalieri, Las Vegas Metropolitan Police Department

**Governance Committee Members Absent:**

Christine Davis, Nevada Association of Counties  
Monica Howk, Board of Parole Commissioners

**Other Individuals Present:**

Jennifer Kandt, Grant Accountant  
Henna Rasul, Nevada Attorney General's Office  
Jillian Menesini, DPS  
Peter Dingee, DPS

**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) February 24, 2011

Motion: Brett moved to approve with a revision on page 3.

Jennifer stated that she had not drafted or proofread these minutes and asked that they be approved with any necessary grammatical changes.

Brett amended his motion to allow for any grammatical changes. 2<sup>nd</sup>: Maxine  
Vote: All in favor. Motion carried.

**4. \*Discussion, recommendation, and possible action regarding reports and updates on current general project status and changes. (Jennifer Kandt and Kareen Prentice).**

Jennifer reported that Dee Schafer left the project, and that the project had recently contracted with Frank Adams to take on some of her duties and that he would start working with the Parole Board and Parole and Probation as very little work had been done with those agencies. Jennifer also reported that Monica Howk had resigned as Vice Chair and Frank was resigning as Chair since he would now be working for the project. She stated that the next meeting agenda would include election of new Chair and Vice Chair.

Frank stated that he was also retiring from the Sheriff's and Chief's Association and he would be recommending that his replacement (Bob Roshak) be appointed to the Governance Committee.

Jennifer reported that Lincoln County had gone live last week, and that Churchill would probably be the next agency to go live. She stated that even though the report from Appriss indicated that Clark County would go live in September, that was not going to happen due to some delays with getting quotes from Motorola. Jennifer stated that they wanted all of Clark County to go live at once because it made sense for the press releases and community trainings. She said that there were several agencies already on-line that were transitioning to the Statewide Spillman system and that their interfaces would have to be transitioned. Jennifer also reported that it was looking like Department of Corrections would go live in January.

**5. \*Discussion, recommendation, and possible action regarding SAVIN grant expenditures and match requirements (Jennifer Kandt).**

Jennifer referred the committee members to the enclosed spreadsheets and stated that approximately one-half of the grant funds had been expended and approximately one-third of the match had been reported.

Jennifer stated that an extension had been granted through December 2012, and that there would be enough funds to pay Appriss until that date, but that their contract would need to be extended and money would need to be added to the contract.

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

Jennifer stated that no further progress had been made with securing future funding, but that there had been discussion on adding VINE and the Governance Committee to statute under the Attorney General's Office. Additionally, Jennifer stated that because many agencies had been inquiring as to the potential costs, she had drafted a letter which had been approved by the Assistant Attorney General which would detail maximum costs to agencies should funding not be secured. Jennifer stated that if the Attorney General's Office would be charging agencies for their portion, then intralocal agreements would need to be drafted.

Brett stated that he thought the letter should make it clear that the costs were based on a single bill to the Attorney General's Office and that it was based on participation by all agencies.

Frank suggested that the letter not be sent, and that he deliver it directly to the Sheriffs. Additionally, he said he thought it should be signed by the Attorney General.

Traci requested that the Department of Corrections letter be sent directly to her.

Maxine suggested that the letter be sent sooner or later.

There was some discussion on whether the letter should include costs for maintaining the Governance Committee to meet twice a year. Frank requested that Jennifer draft proposed costs to be included with the letter.

**7. Update from the Marketing and Promotions subcommittee (Kathy Jacobs).**

Kathy reported that the subcommittee reviewed the VINE website created by the Attorney General's Office and made recommendations. She also said that the members reviewed sample PSA's and made recommendations regarding preferred scripts, and that the subcommittee would assist with distribution of the PSA's once finalized. Kathy said that they will be setting a meeting date soon.

Kareen stated that the Attorney General did not want to do the PSA and that General Masto wanted local sheriffs do be involved in the PSA's. Kareen added that Sheriff Haley had agreed to do the PSA for Washoe County, and that Sheriff Kilgore would hopefully do a rural version. She also said that a version for the South would also be created.

There was discussion on whether there should be a version of the PSA for Department of Corrections and Parole and Probation, and there was further discussion that the PSA was more general in terms of victims of crime in the state of Nevada having access to information on the status of their offender.

Brett stated that he wanted to mention under this agenda item, that he had met with several DUI victim advocacy groups and that they all claimed not to have any knowledge of VINE.

Kareen stated that she and Traci had given a presentation to one of the DUI groups, but that they could work on outreach.

Jennifer stated that community outreach will be an on-going focus even after all agencies have been implemented.

There was discussion that it may be helpful to work through some of the statewide coalitions to get information out on VINE.

Lynne stated that the first Tuesday of every month, Area Command is open to the public and presentations are done. She said she thought that might be a beneficial outreach option for VINE in Clark County. There was further discussion that an Appriss community training could be coordinated with the first Tuesday.

**8. Update regarding agreement between the Attorney General's Office and participating agencies (Henna Rasul).**

Henna stated that the attached MOU was the final version that had gone out to all of the agencies with the exception of Parole and Probation and the Parole Board.

Frank recommended that the Director of DPS sign the MOU.

There was discussion that Jennifer would keep Frank up to date with agencies returning the MOU's so that he could speak with agencies who had not signed.

**9. Presentation/Overview of VINEWatch and VINELink.**

Jennifer went through the features of VINEWatch and VINELink.

There was discussion on the resource list that would be part of VINEWatch and Kareen indicated that she was working on finalizing the list of resources. Traci said that she did not necessarily think that courts should be listed on the victim resource lists. There was general consensus that if courts were on the lists, websites might be better than phone numbers.

There was discussion on a possible issue with Lincoln County housing Clark County inmates and how offender numbers would transfer and work.

**10. Comments from Chair.**

Frank thanked everyone for their hard work, and said he was excited to be working in a different capacity for the project. He said he would bring Bob Roshak to the next meeting to introduce him to the committee members.

**11. Discussion regarding future agenda items and meeting dates.**

There was general consensus that election of a new chair and vice chair be on the next agenda, a review of the PSA's, and review of the resource list.

Roy commented that he was retiring so that this would be his last meeting. He said he thought that Tom Ely would possibly be his replacement.

The next meeting was set for November 7, 2011 at 1:00p.m. and there was discussion on the possibility of using video-conferencing for the meeting.

**12. 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>
--

**13. Adjournment.**