

## **NEVADA VINE**

### **SAVIN Governance Committee:**

1. **Nevada Attorney General's Office [NAG] representative –**  
Kareen Prentice, Domestic Violence Ombudsman  
Office of the Attorney General
2. **Nevada Sheriff's and Chief's Association representative –**  
Robert Roshak, Executive Director  
Nevada Sheriffs' and Chiefs' Association
3. **Nevada Department of Corrections representative –**  
Traci Dory, Victim Services Officer  
Nevada Department of Corrections
4. **Nevada Board of Parole Commissioners representative –**  
Monica Howk, Victim Services Coordinator  
Board of Parole Commissioners
5. **Nevada Division of Parole & Probation representative –**  
Tom Ely  
Division of Parole and Probation
6. **Nevada Prosecuting Attorneys Council representative –**  
Brett Kandt, Executive Director  
State of Nevada Advisory Council for Prosecuting Attorneys  
Special Deputy Attorney General  
State of Nevada Office of the Attorney General
7. **A victim witness advocate appointed by the NAG –**  
Susie Lewis, Victim Advocate  
City of Henderson Police Department
8. **One crime victim currently residing within a county having a population of more than two hundred thousand [200,000] inhabitants, as determined by the latest federal census, appointed by the NAG -**  
Vacant
9. **One crime victim currently residing within a county having a population of less than fifty thousand [50,000] inhabitants, as determined by the latest federal census, appointed by the NAG –**  
Maxine Lantz, Program Coordinator  
White Pine County District Attorney's Office

10. Christina Davis, Executive Assistant to the Governor  
State of Nevada Governor's Office
11. Sue Meuschke, Executive Director  
Nevada Network Against Domestic Violence
12. Lynne Cavaliere, Director of Detention Records Bureau  
Las Vegas Metropolitan Police Department
13. Catherine Krause, Chief IT Manager  
Department of Administration

**NEVADA VINE (Victim Information and Notification Everyday)**

**GOVERNANCE COMMITTEE MEETING**

**AGENDA**

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***Wednesday, December 18, 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  
Executive Conference Room  
Carson City, Nevada

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**Please Note:** The 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. 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)

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.

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**1. Call to order, roll call, establish quorum.**

**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: (For possible action.)**
  - a) April 15, 2013
4. **\*Discussion, recommendation, and possible action regarding developing recommendations for the Attorney General and the Nevada Council for the Prevention of Domestic Violence regarding on-going VINE Governance Committee structure and membership. (For possible action.)**
5. **\*Discussion, recommendation, and possible action regarding reports and updates on current project status. This item will include an overview of VINE usage and statistics. (For possible action.)**
6. **\*Discussion, recommendation, and possible action regarding grant expenditures and match requirements for STOP, SAVIN and JAG grants. (For possible action.)**
7. **\*Discussion, recommendation, and possible action regarding future project funding and inter-local agreements. (For possible action.)**
8. **\*Discussion, recommendation, and possible action regarding VINE survey. (For possible action.)**
9. **\*Discussion, recommendation, and possible action regarding updates to the VINE Standards and Guidelines document. (For possible action.)**
10. **Updates regarding VINE promotional items and brochures.**
11. **Updates on VINE legislation.**
12. **Comments from Chair.**
13. **Discussion regarding future agenda items and meeting dates.**
14. **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.
15. **\*Adjournment. (For possible action.)**

All meeting materials are available for download at the VINE meeting page of the Attorney General's website: [http://ag.nv.gov/Hot\\_Topics/Government/VINE\\_Meetings/ Meeting](http://ag.nv.gov/Hot_Topics/Government/VINE_Meetings/Meeting) materials may also be picked up in person at any one of the following office locations:

**Office of the Attorney General – Carson City**  
 100 North Carson Street, Carson City, NV 89701  
 Telephone: 775-684-1100 Fax: 775-684-1108

**Office of the Attorney General – Reno**  
 5420 Kietzke Lane Suite 202, Reno, NV 89511  
 Telephone: 775-688-1818 Fax: 775-688-1822

**Office of the Attorney General – Las Vegas**  
 Grant Sawyer Building, 555 E. Washington Avenue Suite 3900, Las Vegas, NV 89101  
 Telephone: 702-486-3420 Fax: 702-486-3768

Anyone desiring additional information regarding any VINE Governance Committee meeting is invited to call or email the Committee Coordinator, Jennifer Kandt at (775) 688-1960 or [jkandt@ag.nv.gov](mailto:jkandt@ag.nv.gov).

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Jennifer Kandt, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

This agenda has been sent to all members of the Committee and other interested persons who have requested an agenda from the Committee. Persons who wish to continue to receive an agenda and notice of meetings must request so in writing on an annual basis.

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**THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED  
 IN THE FOLLOWING LOCATIONS:**

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Reno City Hall One E. First Street Reno, Nevada 89501	Office of the Attorney General 100 N Carson St. Carson City, NV 89701	Office of the Attorney General 5420 Kietzke Lane, Ste 202 Reno, NV 89511
Jean Nidetch Women's Center University of Nevada, Las Vegas 4505 Maryland Parkway Las Vegas, NV 89154	Grant Sawyer State Office Building 555 E. Washington Ave. Las Vegas, NV 89101	Nevada Department of Corrections 5500 Snyder Avenue Building 17 Carson City, NV 89701

Item 3a

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

**GOVERNANCE COMMITTEE MEETING**

**MINUTES**

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**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

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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.

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

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**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. 2<sup>nd</sup>: 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. 2<sup>nd</sup>: 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. 2<sup>nd</sup>: 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.**

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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. 2<sup>nd</sup>: Maxine

Vote: All in favor. Motion carried.

# Item 5

