

NV SAVIN

GOVERNANCE COMMITTEE MEETING

MINUTES

Thursday, February 24, 2011 at 1:30p.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 1:30p.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
Sue Meuschke, Nevada Network Against Domestic Violence*

Governance Committee Members Absent:

Roy Giurlani, Parole and Probation

Christine Davis, Nevada Association of Counties

Other Individuals Present:

Jennifer Kandt, Grant Accountant

Dee Schafer, Program Officer

Henna Rasul, Nevada Attorney General's Office

2. ***Discussion, recommendation, and possible action regarding minutes from the following meeting:**
 - a) *October 19, 2011*

Motion: Maxine moved to approve the minutes of October 19, 2011.

Second: Brett seconded the motion.

Vote: All in favor. Motion carried.

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

Jennifer presented the updated financial reports. She stated that the January match had not yet been calculated but that the amount should be significantly more because of Douglas County going live. Jennifer presented a table with a breakdown on how the match was being calculated for the detention facilities. She said that the match was based on twenty-nine minutes for each booking and each release. She said that the salary was based on an average for individuals who do this kind of work across the state. Additionally, Jennifer said that new registrations were based on ten minutes and the hourly rate was based on victim advocates working in the public sector.

4. ***Discussion, recommendations, and possible actions regarding reports and updates from Program Officer on current VINE project installation status and systems logistics plan (Dee Schafer).**

Dee reported on the status of the installation of sites. In Carson City Tiburon will be assisting with the development of the interface. Tiburon has indicated that they can start working on the interface in May, as they are currently working on several interfaces for VINE in other states. Lyon County is online and yesterday the Appriss representative did an administrative training for the staff in Lyon County.

Kareen Prentice introduced Edie Cartwright, the Public Information Officer for the Attorney General's Office. Edie has been assisting with the press releases,

marketing materials and promotional materials. A press release was issued yesterday for Douglas County which is now online.

Douglas County live administrative training was done about a week ago. Yesterday there was the community training in Douglas. The Appriss representative conducted the training. There were approximately 25 individuals who attended the session.

Esmeralda has been implemented. Dee is scheduled for site visit for administrative training. Lander, Humboldt and Elko Counties are in the testing process. Once testing is complete then the staff will attend the VineWatch webinar administrative trainings. Kathy asked how the jail staff is reacting to the system in Esmeralda and Douglas Counties. Dee reported that the agencies are just starting to use the system. Any glitches experienced should be cleared up by the time we do the community trainings.

The packet also includes an update of the site visits that are being made with each of the agencies. Appriss will begin working on Storey, Churchill and Pershing Counties. Eureka County is just putting in a new JMS system so they are probably several months away from completion. Las Vegas Enforcement and Detention is going well. Nye County is working on the system are going to try to utilize their current JMS system and then will transition when the agency goes on the statewide Spillman JMS system. Henderson Police Department has opened their new facility and will begin implementation shortly. Lincoln will have their new Spillman JMS installed by the end of February and Appriss will begin the work with them once the system is in place.

Dee reported that she attended the POST training to update them on the VINE project. Dee then conducted site visits with each of these agencies specifically to educate them on the VINE project. All of them are very excited about the project. Brett also indicated that the Prosecutor's Conference is scheduled in September at Tahoe and a presentation on VINE will be scheduled. Dee met with the PACE Coalition in Elko and there were approximately forty in attendance.

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

Jennifer reported that BJA approved a grant extension through June of 2012. This will cover our contract with Appriss through that time. Jennifer prepared a post grant projected budget based on paying Appriss in a statewide contract in the amount will be \$188,850 annually. Also included in the budget is a Program Officer, operating costs, travel, postage, and shipping.

The Attorney General's Office is looking at various options to cover the ongoing expenses when the grant expires. The agencies are aware that some cost may revert back to them. Jennifer said that if there is one bill for the state rather than each agency paying individually there is a tremendous savings. Frank asked Jennifer to forward to him the estimated costs per agency and he would have a discussion with the Sheriffs' and Chiefs'.

6. *Discussion, recommendation, and possible action regarding reports and updates by the Guidelines and Standards subcommittee (Traci Dory).

Traci reported that the Standards and Guidelines have been edited per the request of committee members. Traci requested an approval by the Governance Committee.

Motion: Maxine moved to approve the Standards and Guidelines

Second: Sue seconded the motion

Vote: Vote carried

Frank asked if this was the document that the jails will work from. Traci indicated that this was correct. It will also be provided to Appriss and BJA. The Appriss operators will use this document when they accept a Nevada call.

Kareen also reported that Appriss will work with the phone company for these facilities so that when they get a call from someone who wants to register they can press a number and automatically be connected to the VINE operator.

7. *Discussion, recommendation, and possible action regarding Promotional, Marketing, Community Outreach and Training Subcommittee (Kathy Jacobs).

a) Marketing and Promotions Contact List

b) Marketing Tool Kit

c) Sample Presentation (Kareen and Dee)

Kathy reported that the subcommittee reviewed and made changes and edits to all of the materials provided today for the Governance Committee. Sample brochures, tear off pads and poster were shared with the group.

Kathy reminded the committee that help is needed with the marketing and promotions contact list. Kathy asked the committee to identify groups or conferences and contacts that a VINE presentation might be appropriate.

The Governance Committee was presented a zip drive with the Marketing Tool Kit. The CD provides a good overview of VINE.

Maxine asked if there was any presentation that was just audio. Dee said that she would check. Dee indicated that the Attorney General's office will assist with the public relations and communications. Kareen indicated that Appriss will help develop the public service announcements. The Attorney General's Office would like to see if the Sheriffs' and Chiefs' would be willing to be in the PSA's. Frank indicated that he would ask Sheriff Haley and Sheriff Veil if they would be willing to participate.

Kareen and Dee provided a sample VINE presentation.

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

Henna reported that she reviewed the types of agreements that several other states have put into place and is recommending that an MOU be utilized. The draft that she presented had been approved by the Attorney General's Office. It will be signed by the Attorney General and individually by each Sheriff or Police Chief participating in the program.

9. *Discussion regarding future agenda items.

In addition to the other items on the current agenda Kareen recommended that a VineWatch overview be provided to the committee at the next meeting.

10. *Discussion regarding future meeting dates.

The next meeting will be April 28, 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 at 2:04 p.m.