

# Justice Assistance Council Meeting – Minutes

September 11, 2017 9:00 AM  
Fallen Heroes Conference Room  
Department of Public Safety  
54 Commerce Drive  
Augusta Maine 04333

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**Meeting called by:** Marty McIntyre

**Type of meeting:** Council Meeting

**Facilitator:** Tracy Poulin

**Attendees:** Marty McIntyre (chair), John Rogers, Ted Glessner, Lisa Marchese, Heather Putnam, Commissioner John Morris, Major Chris Grotton, Francine Stark, Elizabeth Ward Saxl, Sheriff Jeff Trafton, Tracy Poulin

**Guests:** Robert Chicoria

**Attendees by  
Telcon:** Stephanie Anderson, Ryan Thornell

**Absent:** Chief Robert Moulton, Colin O’Neil, Chief Jack Peck, Nick Snyder

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## *Minutes*

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**Agenda item: Roll Call**

**Presenter:** Marty McIntyre

Marty welcomed new council member Sheriff Jeff Trafton from the Waldo County Sheriff’s Office representing the Maine County Sheriffs.

**Agenda item: Minutes of last meeting**

**Presenter:** Marty McIntyre

Marty asked if there was any discussion on the last meeting minutes.

There was no discussion

Meeting Minutes of June 6, 2017 were accepted

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**Agenda item: VAWA STOP Implementation Plan and Grant  
Application**

**Presenter:** Tracy Poulin

**Discussion:**

Tracy distributed a spreadsheet detailing the applications received in response to the STOP Grant RFP. The Federal Grant has not been awarded, therefore, numbers reflecting federal grant values are estimates. The applications are group by category. The light grey highlighted applications meet the Sexual Assault set-aside.

**Discussion:**

Ted began by thanking all the members of the Victim Services committee for their assistance in reviewing the applications. There were an unusually small number of applications in this category this year. The committee reviewed each application very carefully.

- **Family Violence Project**
  - Requested \$54,195.00
  - Well done application
  - Good progress to date on existing grant
  - Good collaboration and outreach
  - MOUs and Letters of Support very good
  - Recommend fully funding
- **Caring Unlimited**
  - Requested \$54,664.00
  - Highly successful current program
  - Provides civil and legal services in York county
  - Application builds on data in current program
  - Very good letters of support
  - Missing Consultation/Collaboration Agreement from a victim services provider
  - Recommend full funding
- **Family Crisis Services**
  - Requested \$43,569.00
  - Good objectives
  - Good partnership documentation
  - Well written application
  - Well done overall
  - Continuation grant
  - Recommend full funding
- **MECASA – Human Trafficking**
  - Requested \$23,182.00
  - Inventive
  - Impressed with application
  - Worthwhile
  - \$2500 for Visa cards that are not a specific element of the program
  - Recommend full funding except for the \$2500 allotted for the Visa cards
- **Safe Voices**
  - Requested \$38,295.00
  - Providing a match of \$18,863.00 that is not required of a service provider
  - Focused on Domestic Violence
  - Overlong application
  - Budget summary not provided
  - Letters of Support provided
  - Old MOU information
  - Clear, measurable goals and objectives
  - Recommend full funding
- **Next Step**
  - Requested \$49,403.00

- All for Personal Services except \$1500 for travel
- 2 objectives
  - To fund a legal support advocate
  - Funding for a high risk offender task force
- It was questionable how sexual assault victims would benefit from the task force
- Application was not clear on the task force functions
- Unknown if the task force would be limited to Hancock county or other areas
- There is confusion as why Personal Services would have stipends. Is it for overtime?
- Recommended for funding with clarification of the task force stipends purpose
- **Partners for Peace**
  - Requested \$45,951.00
  - Full time legal assistant
  - Unclear if this was a current position or a new hire position
  - Committee spent a lot of effort in this application
  - Possibly supplanting an existing DHHS grant should that grant not be funded in FY 17
  - **Not recommended** for funding – too many important questions outstanding

### Conclusions:

Marty asked if there were any questions regarding the Victim Services category.

Lisa – What is the stipend?

Major Grotton – It is not clear what the function of the stipend is.

Elizabeth – Surely there are wage and hours issues.

Marty – Union issues also

Ted made a motion to accept the Committees recommendations for Victim Services. The motion was seconded by Lisa.

The motion was unanimously accepted to accept the Victim Services Committee’s recommendations.

**Agenda item: Prosecution Category**

**Presenter: Marty McIntyre**

### Discussion:

Marty began by stating there were 4 proposals in the category

- **Prosecutorial District I, York County District Attorney’s Office – Victim Witness Advocate**
  - Requested \$26,431.00
  - May be 50 % of one individual or 50% of 2 individuals
  - Last year of grant funded support
  - Amazing job of transferring costs to the county
  - Recommended full funding
- **Prosecutorial District I, York County District Attorney’s Office – Prosecutorial District I, York County District Attorney’s Office – Domestic Violence Prosecutor**
  - Requested \$103,573.00
  - Committee strongly felt that described work did not have to be performed by prosecutor level staff
  - Weak proposal
  - **Not** recommended for funding

- **Prosecutorial District I, York County District Attorney’s Office – Kennebec and Somerset Counties – Prosecutor and Investigator**
  - Requested \$103,600.00
  - Very good results on current program
  - Aggressive work
  - Recommended full funding
- **Prosecutorial District II, Cumberland County District Attorney’s Office on behalf of the Maine Prosecutor’s Association – Practice Assessment and Implementation of Reporting Standards Phase II**
  - Requested \$105,224.00
  - Second year of project
  - Very good statewide data on Domestic Violence and Sexual Assault
  - Recommend full funding

It was asked if there were any measurable goals in the York County DV prosecutor application?

Only to try 6 cases

Did they talk about screening?

Yes, screening was discussed. Application did not look like anything new; continued funding for the same work.

Very focused on the York Police Department; Pressing charges and bringing cases to court is a unique prosecutorial function; Felt that there would be more support if the application was specific to the prosecutorial effort but it seemed that much of the work could be done by others.

They could re-apply in the second RFP round with greater detail.

It was also discussed that this position should be funded either by the State or York County and that we would hate to lose the position.

There is no sustainability plan and it is the same rehash of previous applications for this position.

Marty made a motion to accept the Committee’s recommendations for Prosecution. The motion was seconded by Lisa.

The motion was unanimously accepted to accept the Prosecution Committee’s recommendations

**Agenda item: Law Enforcement Category**

**Presenter: Tracy Poulin**

**Discussion:**

Tracy began by stating there were 11 proposals in the category requesting about \$408,000 but only approximately \$249,000 will be available.

- **Lewiston Police Department**
  - Requested \$39,564.00 and will provide a \$39,977.00 Match
  - Grant continuation
  - Specifically tasked to work Domestic Violence
  - Interfaces with victims
  - Very good sustainability
  - Recommend full funding
- **Cumberland County Sheriff’s Office – Epic Program**
  - Requested \$58,046.00 and will provide a \$43,888.00 Match
  - Second year of program
  - Multi-disciplinary approach

- Weak Sustainability
- Not clear on Crystal Judson effort
  - Statewide?
- Working with the Police Academy and MECASA
- Very good data from current project
- Recommend full funding
- **Portland Police Department – Mapping Project**
  - Requested \$10,000.00 and will provide a \$4925.00 Match
  - Designed to help in Officer Safety when they enter an area in response to a call
  - May be a model project
  - One-time project
  - There is a confidentiality concern but Committee felt the department would handle that issue very well
  - Recommend full funding
- **MECASA – Law Enforcement Guidelines**
  - Requested \$6334.00, no Match required
  - Guidelines last updated in 1999
  - Addresses Sexual Assault
  - Concern with integration of apps for law enforcement; too many different applications
  - State-wide benefit to law enforcement
  - Recommend full funding
- **MECASA – Corrections Video**
  - Requested \$15,002.00, no Match required
  - Video for corrections officers and residents
  - PREA related
  - Supplement to officer’s training
  - Addresses Sexual Assault
  - Follow-on to a project of 2 years ago that was funded under PREA
  - Recommend funding under PREA
- **MECASA – Forensics Sex Crime Kits Study**
  - Requested \$35,152.00, no Match required
  - Last done in 2009
  - Helpful for Maine’s Legislature
  - Moderate backlog, Very big issue nationwide
  - Good support
  - Will update model policy
  - Recommend full funding
- **Waldo County Sheriff’s Office – Domestic Violence Investigator**
  - Requested \$85,247.00 and will provide a \$31,355.00 Match
  - Second year of program
  - Needs sustainability
  - Needs further development
  - Good collaboration letters
  - Recommend full funding
- **Aroostook County Sheriff’s Office – Domestic Violence Detective**
  - Requested \$35,299.00, no Match provided
  - Not enough remaining funding in Law Enforcement to fund this effort
  - Moved to Discretionary for further action with a recommendation to fully fund, partially with remaining Law Enforcement funds

- **Aroostook County Sheriff’s Office Task Force**
  - Requested \$3,750, no Match provided
  - Very difficult to follow the application
  - No support from other organizations
  - Lacking documentation of need
  - **Not** Recommended for funding
- **York Police Department**
  - Requested \$54,631.00, no Match provided
  - Paying overtime for Domestic Violence Detective
  - Sustainability not addressed
  - Supplementation not addressed
  - Offensive language in proposal
  - **Not** recommended for funding
- **Prosecutorial District V – Domestic Violence Investigator**
  - Long term
  - A lot of gaps in narrative
  - Stipend for full time employees to do Domestic Violence functions? How does that work?
  - Sustainability not addressed
  - No performance measures
  - **Not** recommended for funding

Heather – What is Crystal Judson?

Tracy - Sexual Violence with a member of Law Enforcement as the perpetrator

Commissioner Morris – This grant series is turning into grant awards for Domestic Violence Investigators and Prosecutors. This is not the purpose of these grants. Are there standards for Domestic Violence Investigators and Prosecutors?

Marty – The RFP is only for domestic violence and sexual assault.

Major Grotton – We should ask how long the applicants expect to use the grant process in their explanations of sustainability.

Tracy – Sustainability is already in the RFP. We are now developing the RFP for the next round. We will look at ways to strengthen the language.

Marty – The applicants should specify what they actually did to support sustainability.

There was general discussion regarding concerns on the York County Domestic Violence Prosecutor application. The District Attorney has been told many times by multiple parties that the State or County should be funding this position. York County received state funding for 3 additional prosecutors but chose not to fund the DV prosecutor with those State funds.

Francine – Motioned to accept the Law Enforcement Committee’s recommendations. The motion was seconded by Lisa and accepted and carried unanimously.

**Agenda item: Courts Category**

**Presenter: John Rogers**

**Discussion:**

- **Maine Judicial Branch – Enhancing Domestic Violence Dockets**
  - Requested \$67,207.00 and will provide \$50,261.00 Match
  - Application not laid out very well

- Program is one time funding and done involving best practice guidelines except for the reprinting of ODARA booklets
- ACTIVE participation of great concern. Not an evidence based practice. Victim Safety concerns. Recommendation is not to fund this portion of the application.
- Lots of math errors in the budget

Tracy - It did not appear that the budget and narrative were not reviewed as a whole

Francine – Letter of support from the Maine Coalition to End Domestic Violence is questionable. She did not have the opportunity to review the program before the letter was issued.

Tracy - The letter of support did not address specific proposal elements

Marty – We need to expand what meaningful consultation means in the next RFP, perhaps to have the program executive summary be part of the consultation agreement

John made a motion to accept the Counts Committee’s recommendations without funding for the ACTIVE participation and with revised budget numbers. Motion was seconded by Major Grotton. Motion was accepted and carried with Francine opposed and Ted abstaining.

**Agenda item: Discretionary Category**

**Presenter:** Tracy Poulin

**Discussion:**

- **Aroostook County Sheriff’s Office – Domestic Violence Detective**
  - Transfer from Law Enforcement due to lack of funding in category
  - Requested \$35,299.00 and will provide a \$65,310.00 Match
  - Excellent sustainability
  - Objective could be a bit better
  - Background quite extensive
  - Had meaningful collaboration
  - Sheriff’s office fully committed
  - Recommendation to fully fund

Marty – Funding will be inclusive of the approximately \$22,000.00 remaining from Law Enforcement  
 Commissioner Morris made a motion to accept the Discretionary Committee’s recommendation inclusive of the remaining funds from Law Enforcement. Motion was seconded by Lisa. Motion was accepted and carried with Sheriff Trafton abstaining.

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**Agenda item: Sexual Assault Set-Aside**

**Presenter:** General Discussion

Tracy – Required to set-aside 20% of the entire award amount for proposals that meaningfully address Sexual Assault. At the estimated funding level that equals approximately \$214,000 and an additional \$44,000 of FY 15 funding.

Marty – Looking at all the grants that meaningfully address Sexual Assault, MECASA and Prosecutorial District V Domestic Violence Investigator we have allocated about \$105,000 to the SA set-aside. Still have to allocate a \$153,000 balance to SA.

Elizabeth – Based on our previous actions today the numbers may be off a bit.

Marty – If we do not use the \$153,000 for SA any remaining money has to be returned to the Federal government. It cannot be used for other purposes.

Stephanie – That means \$153,000 of the remaining \$304,000 must be used to meaningfully address SA

Elizabeth – There should be no shortage of proposals to address SA in the second round. The timing of the RFP was a big factor why there was not as many proposals as expected.

Commissioner Morris – Are we going to put out a second RFP?

Marty – I recommend another RFP. Most of the remaining money is in Discretionary.

Tracy – Additionally, no current project proposal meets the culturally specific set-aside that needs to be part of the SA funding.

Commissioner Morris - Motion to issue a second RFP. Major Grotton seconded. Motion was accepted and carried.

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**Agenda item: Byrne/JAG Anticipated Award**

**Presenter:** General Discussion

Tracy – No award yet. Maine has been determined not to be in compliance with the Prison Rape Elimination Act (PREA). This will required approximately \$33,000 to be allocated for PREA. It is expected that the Byrne/JAG award will be \$930,000. We will continue the MDEA at the same rate, about \$681,000, leaving about \$252,000 for local law enforcement. There are some new certification issues this year.

Lisa – This is the first time this certification is required. Attorney General Sessions added a condition to require the states to certify that they would retain individuals for ICE without warrants. This is against Maine law. Situation is not unique to many. Others States are suing the Federal Government over this condition. Outcome is uncertain at this point but is hoped to be resolved by the end of September.

Commissioner Morris – Could we make MDEA whole?

Tracy – There is no available funding

Heather – The US Attorney for Maine would like part of the Byrne/Jag funding to go to competitive bidding.

Ted motioned for a PREA funding RFP at \$33,000 be issued. Francine seconded the motion. Motion was carried and accepted.



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**Agenda item: RSAT Anticipated Award**

**Presenter:** Tracy Poulin

Tracy – No award yet. Maine submitted an application at \$48,000. In July, the Federal Government asked Maine to increase application to \$65,893.00. Current RSAT program funding expires in January. We generally receive 3-5 proposals

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**Agenda item: Coverdell Anticipated Award**

**Presenter:** Tracy Poulin

Tracy – No award yet. Coverdell funds public labs forensic work. Only 3 labs in Maine.

**Next Meeting:**

The December meeting was moved to January 8, 2018 at 9:00 AM at the Fallen Heroes Conference Room

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