

Justice Assistance Council Meeting – Minutes

December 10, 2018 9:00 AM
Fallen Heroes Conference Room
Department of Public Safety
45 Commerce Drive
Augusta Maine 04333

Meeting called by: Marty McIntyre

Type of meeting: Council Meeting

Facilitator: Tracy Poulin

Attendees: Marty McIntyre (chair), Chief Robert Moulton, Major Chris Grotton, Francine Stark, Elizabeth Ward Saxl, Sheriff Jeff Trafton, Chief Jack Peck, Stephanie Anderson, Janet Joyeux, Colin O’Neil

Guests: Robert Chicoria

**Attendees by
Telcon:** Heather Putnam

Absent: John Rogers, Ryan Thornell

Minutes

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.

Chief Moulton made a motion to accept the last meeting minutes.

Elizabeth seconded the motion.

A vote was held and the JAC voted to accept the Meeting Minutes of August 27, 2018

Agenda item: VAWA STOP Grant

Presenters Tracy Poulin

General Discussion:

We received 6 proposals from the June RFP. All of them have been reviewed by the subcommittees and have been prepared for discussion. The review committee recommends that any score under 65 not be funded. There was some general discussion and the JAC concurred with the committee’s recommendation. Proposal discussion is documented by category and not the order of discussion during the meeting.

Courts

Maine Judicial Branch, Administrative Office of the Courts: This was the only proposal received in the Courts category. The Administrative Office of the Courts seeks funding for four specific projects:

1. Specialized training for MJB Service Providers on Domestic Violence and Sexual Assault in Maine's Immigrant and Refugee Communities - The Maine Judicial Branch (MJB) wishes to put on a day long training seminar for court rostered Mediators (175), GALs (184), CASA Volunteers (100), Interpreters (71) and Court Clerks (75) that educates them on the specific needs and challenges of victims and survivors of domestic violence and sexual assault in the immigrant and refugee community.
2. Update, printing and translation of the "First Steps in the PA/PH Process" Brochure. The MJB wishes to update, translate and print for distribution (12,000 copies) of the tri-fold "First Steps in the PA/PH process" brochure. This brochure needs to be updated and translated to provide a quick and accessible guide to the PA/PH (Protection from Abuse/Protection from Harassment) process.
3. Create, publish and distribute a Bench Quick Reference Card - Recent survey results provided to the MJB showed that there is concern in the DV /SA advocacy community that clerks, and in some instances judges, are providing inaccurate information to victims seeking protection orders.
4. Draft, film and publish to the MJB website a dynamic video that explains the PA/PH process.

Requested \$55,994 and the subcommittee recommends that this proposal be fully funded. Overall score 90.

Good project overall- Enhancement of the Judicial Branch response to Domestic Violence and Sexual assault. Provides training on cultural competency targeting immigrant and refugee communities. Video explaining Protection from Abuse is a great idea especially for those with limited literacy skills, Video will be available on the judicial website. Bench Quick Reference Card for judges – excellent idea

Project is a follow on to prior efforts by the courts to provide multi-language documents and training to court staff. Clear project responsibly, objectives and work plan

A motion was made and seconded to accept the Courts subcommittee recommendation.

A vote was held and the JAC voted to accept the Courts subcommittee recommendation.

Victim Services

Coastal Health Care Alliance: This project will support the training of at least six registered nurses employed by CHA to achieve Maine certification as Sexual Assault Forensic Examiners (SAFEs) and competency in: providing best practice medical care and treatment for survivors of sexual assault and domestic violence; collecting, documenting and preserving medical forensic evidence; and providing expert testimony for cases involving sexual and/or domestic violence.

This project will also support the maintenance and expansion of the Coastal Sexual Assault Nurse Examiner (SANE) program for Waldo County General Hospital, Pen Bay Medical Center and Lincoln Health to ensure: i. improved access to core medical services for survivors of sexual assault and domestic violence in rural Knox, Waldo, and Lincoln Counties; and, ii. skilled collection, documentation and provision of medical forensic evidence, as well as provision of expert testimony to support effective prosecution of perpetrators of sexual assault and domestic violence.

Requested \$21,832 and the subcommittee recommends that this proposal be fully funded. Overall score 98.

Strong project – Narrative very good, Work plan is very good, SANE nurses are providing a 2-year commitment to the program even though the grant application is only for one year. Prime example of a first time subrecipient that is easy to work with and wants to satisfy all requirements.

A motion was made and seconded to accept the Victims Services subcommittee recommendation.

A vote was held and the JAC voted to accept the Victims Services subcommittee recommendation.

Pine Tree Legal Assistance, Inc.: Pine Tree Legal Assistance applied for, and was awarded, a FY2018 STOP grant to support paralegal services helping victims of domestic and sexual abuse in Southern Maine. To put forth a competitive application, Pine Tree did not request STOP funds to support the administrative costs of the project in the initial RFP, including IT support, human resources, and other costs of doing business. Since STOP funds have not been fully expended this year, Pine Tree is requesting an additional \$22,000 to fully support the cost of the paralegal position.

Requested \$22,000 and the subcommittee recommends that this proposal not be funded. Overall score 55.

Weak Proposal – Good organizational capability, for the administrative costs associated with approved subgrant VS-01-18 Paralegal Services for Civil Legal Aid Project, no budget narrative, Costs are not broken down, only generally explained, Cost should have been in Subgrant VS-01-18. Category was changed by applicant to “Other” which is not an authorized category, not clear in application if the project is state-wide or limited to selected counties

A motion was made and seconded to accept the Victim Services subcommittee recommendation that this proposal not be funded.

A vote was held and the JAC voted to accept the Victim Services subcommittee recommendation that this proposal not be funded.

United Somali Women of Maine: Requests funding for two .75 FTE Multilingual Domestic Violence Victim Advocates (One in Portland/Westbrook/Biddeford & One in Lewiston/Auburn/Augusta) and a .25 FTE Project Coordinator. The advocate will provide direct victim services and case management including home visit outreach.

Requested \$77,543.00 and the subcommittee did not score this proposal due to the many issues with the proposal.

Very Weak Proposal – Rated a High-Risk proposal, Deficiencies in last year’s proposal have yet to be fully resolved and funding for last year has not been released. Project Director and Fiscal agent are the same person and who is also a Board member - definite conflict of interest, Concern that this is an expansion of an existing project that is not going well. MOUs were not signed by the agency director, Old narrative from last year carried forward with minor changes, United Somali Women is not in full compliance with MCEDV’s Quality Assurance Standards, Baseline performance figures were not provided, no progress documentation, no mention of Sustainability for funding of position(s) after grant would expire, No statement of Supplementing vice Supplanting, budget has many math errors

A motion was made and seconded to accept the Victim Services subcommittee recommendation that this proposal not be scored or funded.

A vote was held and the JAC voted to accept the Victim Services subcommittee recommendation that this proposal not be funded.

Prosecution

Androscoggin County District Attorney’s Office: The purpose of this proposal is to obtain funding for a full-time trial assistant to work directly with domestic violence, sexual assault, and human trafficking (DV/SA/HT) victims with a special emphasis on providing education and outreach services to our New Mainer population. The funding would be for one position; however, the responsibilities of the DV/SA/HT trial assistant would be divided between two trial assistants.

Requested \$62,668.13 and the subcommittee recommends that this proposal be fully funded. Overall score 90.

Strong project – Two 1/2 FTEs split work, Good sustainability, Provides seed money for startup, Resumes of the individuals were provided, Good organizational capabilities, New Mainer focus, not culturally specific, however one individual speaks 2 Somali dialects, Budget sound

A motion was made and seconded to accept the Prosecution subcommittee recommendation.

A vote was held and the JAC voted to accept the Prosecution subcommittee recommendation.

Law Enforcement

York Police Department: Requesting funding to secure funding for its Domestic Violence Investigator (DVI) and Bail Check/Protection Order positions. This is a two-prong approach to immediately address the needs of victims and to develop the strongest prosecutable cases. The main objective of this program will be to give each domestic violence case the specialized attention it deserves. The Case Coordinator will oversee the program by assigning an investigator to a domestic violence case within 24-hours after it happens. The DVI will be responsible for contacting the victim within those 24-hours. The DVI will take over the responsibility of the case to bridge the gap that currently exists between the police and domestic violence victims.

Requested \$39,778.00 and the subcommittee recommends that this proposal not be funded. Overall score 60.

Good organizational capacity, Project will pay for overtime for DVI and Bail Check/Protection Order positions, there was much discussion on funding projects that an agency should be doing on its own as base work, project appears to be for ‘normal’ police department services, what are the added services? Training was 4 hours for some but 8 hours for other individuals, Concern that this training does not create a DVI with specialized training and expertise, no mention of sexual assault, no information from Caring Unlimited despite consultation requirement in RFP.

A motion was made and seconded to accept the Law Enforcement subcommittee recommendation not to fund this proposal.

A vote was held and the JAC voted to accept the Law Enforcement subcommittee recommendation not to fund this proposal.

New Business	‘Other’ Category Added by Potential Subgrantee	General Discussion
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As noted above Pine Tree Legal Assistance submitted a proposal where the Category was changed to “Other” which is not an authorized category in accordance with the RFP. There was considerable discussion that is summarized below.

- Some concern that this type of effort could be Supplanting existing funding rather than Supplementing. Are the costs already funded?
- Requires some form of guidance going forward.
- Grants are generally for new and innovative ideas rather than work the subject agency is required to do anyway.
- For a new position or new activity, the proposal could be funded. If this is an adjunct to an existing grant, the funding request should have been in the original proposal.
- JAC should have a policy for the continuation of valued programs.
- VAWA funding can be used for core services.
- Part of a proposal’s overall score is based on sustainability. Proposals that use some part of other funding sources score higher.
- Federal grant funding can pay for indirect costs at either the Federal approved indirect cost rate for the agency or the de minimus rate.

- If a proposal requests funding for a full time equivalent person (or partial) and funding is required to pay for a support person, the proposal must provide additional detail (i.e. new hours, new position or additional narrative describing why the support individual is needed.)
- May fund support if the agency applied for funding from another source but was unsuccessful.
- JAC needs to continue to fine tune future RFP requirements.

New Business Future Meeting Dates

Presenter: Marty McIntyre

The JAC determined that future meetings would be held on Mondays at 1:00 PM with some flexibility for member's schedules.

The next meeting is scheduled for Monday March 11th at 9:00 AM. The future meeting schedule will be decided at that time

New Business Future RFP Releases

Presenter: Marty McIntyre

Procedures require a minimum of \$50,000 of remaining funds for an additional RFP to be released.

STOP funding for law enforcement and prosecution both have a current balance over \$50,000. We also are required to fund a culturally specific community-based organization for at least \$30,000.

Should the JAC take a different approach to future RFPs?

There are two main causes of the remaining funding:

- Insufficient number of applications
- Previous applicants did not use all the available funding that was granted.

Is it because potential applicants do not have trained personnel to submit a proposal, experience and/or resources?

Could JAC provide education and training? There are currently some guidance links on the DPS website. DPS cannot assist applicants after an RFP is released except via the bidder's question process.

The Prosecution area appears to be in greatest need of some assistance.

- Contact the Attorney General's office or the Maine Prosecutors Association
 - Heather Putnam, Francine Stark, and Elizabeth Ward Saxl agreed to contact the Maine Prosecutors Association to help.

Possibly use sole procurements under certain circumstances.

New Business New Chairperson

Presenter: Marty McIntyre

Marty is retiring by the end of the year and requested that the JAC decide a new chairperson from the existing membership.

The JAC also needs to nominate someone to the incoming Governor to replace Marty as the Sexual Assault Representative. Francine Stark and Elizabeth Ward Saxl agreed to research possible candidates for recommendation.

Meeting adjourned at 11:00AM