



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
CRIMINAL JUSTICE COUNCIL  
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**Summary Minutes  
Criminal Justice Council  
Victims Advisory Committee  
June 27, 2013**

**Supreme Court Conference Room  
11<sup>th</sup> Floor  
Carvel State Office Building  
820 N. French St.  
Wilmington, DE 19801**

**Committee Members:** Hon. Robert Coupe (Chair); Hon. Rita Landgraf (DHSS); Hon. Jennifer Ranji (DSCYF); Carol Post (DCADV); Corrie Schmitt (*Deb Reed*, DSP Victim Center); Amy Quinlan (*Hon. Patricia Griffin*, AOC); Susan Baldwin (US Attorney's Office); Bridget Poulle (*DVCC*);

**CJC Staff:** Maureen Monagle (CJC Coordinator); Andrew Spruill (CJC Sr. Planner); Angelique Maravelias (CJC Planer); Christian Kervick (Deputy Director); Drewry Fennell (Executive Director)

**Public Attendees:** Tim Collins

The agenda items were discussed in the following order:

**1. Committee Business:**

This was the first meeting of the Victims Services Advisory Committee (VSAC); which is a merger of two CJC committees (previously the Family Violence Prevention and Services Committee and the Victims Advisory Committee). An explanation was provided to the need to merge the work of this subcommittee, providing oversight and guidance on two federal funding streams, the VOCA-Victims Assistance Formula Grant and the FVPSA Formula Grant.

Committee members received copies of the "CJC Protocol for Funding Committees." This defines/describes the standard funding committee procedures for all

CJC funding subcommittees; to ensure a level of consistency and standards for all funding streams. Maureen explained that the makeup of the Review Team would vary based on the funding area. The CJC would ensure team members are knowledgeable of specific needs of the funding program. The Executive Director, with the input of staff, determines the makeup of the team. The use of a Review Team reduces the conflict(s) that arise when Committee Members are competing for funding. Maureen also explained that CJC Staff is exploring using Confidentiality Statements and Conflict Disclosure Forms for non-CJC reviewers. When conflicts do arise, the summary notes will disclose potential conflicts.

Members received the DRAFT by-laws for the VSAC. After some discussion for clarification, the Chair instructed the draft by-laws to be forwarded to the Committee for review and comments. This would be done via email and open for 30 days. After the opportunity for comment or input, the VSAC By-laws would be in place for next meeting.

The Chair also opened the same thirty day period for Committee members to volunteer or recommend a Vice-Chair. Members could email the Chair or Maureen. If no volunteers come forward, the Chair will select a Vice-Chair.

The Chair asked for a standard meeting to be set for regular Committee work. The group agreed for quarterly meetings, to be held on the third Thursday of that month, 2PM. Meeting locations may vary. When needed (funding cycles, etc), additional meetings will be held.

## **2. Family Violence Prevention & Services Formula Grant Program (FVPSA):**

Members received a document summarizing the FVPSA grant program. This is a federal formula grant the CJC receives through the US Department of Health and Human Services. The primary purpose of the FVPSA program is to assist the State's efforts to provide immediate shelter and supportive services to victims of domestic violence, family violence and dating violence. Funds are also used to enhance the State's efforts to increase public awareness.

The CJC must ensure the funds are distributed according to the federal guidelines (5% administration; 70% for emergency shelter; 25% for community-based services).

VSAC members were provided with a funding history and explanation of the distribution of funds. FY12 funds were the first year of a new plan, so FFY13 will not be competitive, but a continuation of programs.

CJC recently received the award for the FFY2013 FVPSA grant, Delaware's allocation is \$752,790 (a 2.2% reduction from previous year). Staff provided the Committee with a breakout of the distribution of funds. Staff explained that some details still need to be finalized with the agencies adjusting to the decrease. Maureen will be meeting with the NPO/NGO agencies that operate the 5 emergency DV shelters to discuss the reduction.

The FFY2013 FVPSA grant will need to be presented to the CJC during the September 16<sup>th</sup> meeting. The VSAC will need to review and vote on the recommendations during the next meeting, which was scheduled for September 11, 2013.

### **3. VOCA-Assistance Formula Grant Program:**

Members received a document summarizing the VOCA-Assistance grant. This is a federal grant the grant the CJC receives through the US Department of Justice, Office for Justice Program, Office for Victims of Crime (OVC). The primary purpose of VOCA-Assistance is to provide direct services to victims/survivors of crime.

The CJC must ensure the funds are distributed to meet the required minimum amounts in the following victimization categories: 10% for services to victims of domestic violence services; 10% for services to victims of child abuse; 10% for victims of sexual assault; 10% for victims of underserved crimes (identified as survivors of homicide, DUI victims/survivors, assault, robbery, elder abuse, and other violent crimes).

The VOCA-Assistance grant is more restrictive than other grant programs. Funding may not be used for services to perpetrators of crime, indirect organizational costs, prosecution efforts or investigative efforts, etc.

Members were provided with a funding history, and a list of current/active subgrants. Staff explained that several years ago, the previous Victims Advisory Committee did away with the “Three-Year Rule” that other CJC grant programs follow. The VOCA-Assistance grant was opened up for “4<sup>th</sup> Year & Beyond” funding. Programs that have been funded for more than three years are supposed to be competing for continuation funding. They are competing with new programs. Staff explained the challenge with that, on a planning level, is that agencies are programs are not relying on federal funds for sustainability, and it is difficult to expand, enhance or respond to the need for new services or new programs. Moving forward, this Committee would need to decide what practice they want to follow.

Some discussion and concerns were raised about going back to a “Three Year Rule” policy. There was some worry about having set rules in place that would make it so non-profits are in danger of not being able to continue services. There needs to be expectation of better evaluation of services to see if programs are effective. This particular topic would need further review and discussion, and planning to address.

Staff explained that during the next year, this Committee would have to participate in strategic planning to determine the goals/objectives of the VOCA-Assistance grant. CJC staff will be administering some sort of survey to victim service providers, etc., to help identifying needs or gaps. The plan for the VOCA-Assistance grant would be the work of this new Committee, and should help the Committee and the CJC determine funding recommendations, targeted projects etc. Staff would like the new plan to be in-place before the FFY2014 VOCA-Assistance funding cycle.

At the time of this meeting, OVC did not release State allocations. The CJC normally has this information in February/March. Due to budget issues on a federal level, this process has been delayed. Maureen explained the impact that would have on the State, is the competitive process for the VOCA-Assistance grant would have a quick turnaround. VOCA programs run on the federal calendar year. Funding recommendations have to be presented to the CJC during the September 16<sup>th</sup> meeting to ensure programs can start on October 1<sup>st</sup>.

Maureen provided the Committee with a draft solicitation. Once the CJC receives the allocation, CJC will announce availability of funds.

**4. Strategic Planning**

Staff explained that during the next year, this Committee would have to participate in strategic planning to determine the goals/objectives of the VOCA-Assistance grant. CJC staff will be administering some sort of survey to victim service providers, etc., to help identifying needs or gaps. There may also be other assessments that have been done in the State that could be shared. The example that was given was the DCADV's disability grant. Staff will research what other assessments are available.

Some discussion followed about the level of input of the VSAC. Maureen explained that the VSAC will be invited to participate in the planning day, along with key stakeholders. The plan for the VOCA-Assistance grant would be the work of this new Committee, and should help the Committee and the CJC determine funding recommendations, targeted projects etc. Ideally, the new plan will be in-place before the FFY2014 VOCA-Assistance funding cycle.

**5. Other/Public Comment:**

Tim Collins addressed the Committee. Of the five Emergency DV shelters in the State, Delaware does not offer shelter for men. He asked if this Committee would consider that in the future.

The next meeting was scheduled for September 11, 2013 at 10AM. The meeting location will be announced once confirmed; location will be in New Castle County.

At this time, the meeting was adjourned.

Respectfully Submitted,  
Maureen Monagle  
CJC Coordinator