

**NOTICE OF PUBLIC MEETING OF THE
EXECUTIVE COMMITTEE OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION
AND
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Executive Committee** of the Arizona Criminal Justice Commission and to the general public that the **Executive Committee** will hold a meeting open to the public on **Thursday, January 24, 2019** beginning at **1:00 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007**. Members of the committee may attend either in person or by telephone, video or internet conferencing.

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Chairperson Sheila Polk**
- Executive Committee Members:*
Sheila Polk, Chairperson
Joe Brugman, Vice Chairperson
David Byers
Charles Ryan
David Sanders
Sean Duggan
- II. Minutes of July 14, 2017 Meeting of the Executive Committee** **P-F-T**
- Approval of Minutes
- III. Formal Review and Evaluation Process for Agency Director and Deputy Director** **Andrew T. LeFevre**
- Review, discussion, consideration and possible action on recommendation to the full Commission that it adopt a formal review and evaluation process for the agency director and deputy director **P-F-T**
- IV. Commission Member Summaries of Current Events** **Andrew T. LeFevre**
- Pursuant to A.R.S. §38-431.02(K), individual Commission members may present brief summaries of current events, but no discussion may occur, and no action may be taken regarding anything that is presented. **Info**

V. Call to the Public

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

VI. Date, Time, and Location of Next Meeting

- The next Executive Committee meeting will be held at the call of the Chairperson

VII. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 24, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the July 14, 2017 Meeting

TO: Committee Members

FROM: Sheila Polk, Chairperson

RECOMMENDATION:

The Committee approve the minutes of the Executive Committee meeting held on July 14, 2017.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Minutes of the Executive Committee
July 14, 2017**

A public meeting of the Executive Committee of the Arizona Criminal Justice Commission was convened on July 14, 2017 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

Members Present: Sean Duggan, Chairperson, Chief, Chandler Police Department
Sheila Polk, Vice-Chairperson, Yavapai County Attorney
Dave Byers, Director, Administrative Office of the Courts
Charles Ryan, Director, Department of Correction, Greg Lauchner representing
David Sanders, Chief Probation Officer, Pima County

Members Absent: Joe Brugman, Chief, Safford Police Department

Staff Participating: Andrew T. LeFevre, Executive Director
Tony Vidale, Deputy Director
Teresa Eierdam, Finance Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Sean Duggan at 9:30 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the January 15, 2010 Meeting

Chairperson Duggan called for a motion to adopt the minutes. Commissioner Byers made a motion to approve the minutes from the January 15, 2010 meeting. Vice Chairperson Polk seconded the motion and the motion carried unanimously.

III. ACJC Research Priorities

Executive Director LeFevre discussed the existing statutorily mandated reports that ACJC is responsible for producing on a yearly basis. Vice Chairperson Polk then discussed that one of the recommendations of the Auditor General's review was that there should be a committee that oversees the research priorities of the SAC to better align their activities with state-wide criminal justice priorities. After review and discussion, Vice Chairperson Polk indicated that she would raise the issue of possible research priorities at the upcoming July Commission meeting and ask the Members to provide possible research ideas at the September Commission meeting for consideration.

IV. Funding Allocation for SB 1278 – Pretrial Intervention Fund

Executive Director LeFevre discussed the requirements of SB 1278 that appointed ACJC as the state agency responsible for distributing \$2.75 million appropriated by the legislature for pretrial intervention funding to the county attorneys offices. Executive Director LeFevre presented two potential funding allocation models for the committee's consideration (page 8 of the agenda). Vice Chairperson Polk made a motion to recommend to the full Commission that it adopt funding allocation #2. Chairperson Duggan seconded the motion and the motion carried unanimously.

V. ACJC Expense Allocation Across Program Areas

Executive Director LeFevre presented information to the Committee on ACJC's current expense allocation formula which funds the administrative costs to operate its Victim Services Program area out of the Criminal Justice Enhancement Fund. Due to declining revenues in that fund, it has become increasingly difficult to maintain that funding shift. Director LeFevre asked the Committee to consider recommending to the full Commission that ACJC be allowed to allocate administrative cost from program areas to the associated fund sources to better align agency revenue and expenses. Vice Chairperson Polk made a motion

to recommend to the full Commission that staff be able to allocate expenses to match revenue sources. Commissioner Byers seconded the motion and the motion carried unanimously.

VI. Call to the Public

Chairperson Duggan made a call to the public. No members of the public addressed the Committee.

VII. Date, Time, and Location of Next Meeting

The next Administrative Committee Meeting will be held at the call of the Chairperson.

VIII. Adjournment

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Andrew T. LeFevre
Executive Director

Audio recording is available upon request.

**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 24, 2019	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Review, discussion, and consideration of executive staff review and evaluation process

TO: Chairperson and Committee Members

FROM: Andrew T. LeFevre, Executive Director

RECOMMENDATION:

That the Executive Committee recommend to the full Commission that it adopt a formal review and evaluation process for the agency director and deputy director to be held on an annual basis.

DISCUSSION:

Executive staff have requested that the Commission consider the best way to put into place during the current year a review and evaluation process that allows the full membership to provide input how the staff are implementing their strategic vision for the agency.

The Executive Committee shall discuss the benefits of implementing a formal review and evaluation process to foster a closer working relationship between the Commission Members and executive staff at ACJC.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

IV

**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Commission Action

Action Requested:	Type of Action Requested:	Subject:
January 24, 2018	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Summaries of Current Events

TO: Chairperson and Commission Members

FROM: Andrew T. LeFevre
Executive Director

RECOMMENDATION:

Information Only

DISCUSSION:

Pursuant to A.R.S. §38-431.02(K), individual Commission members may present brief summaries of current events, but no discussion may occur, and no action may be taken regarding anything that is presented.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A