

**Arizona Criminal Justice Commission  
Minutes  
May 19, 2016**

A public meeting of the Arizona Criminal Justice Commission was convened on May 19, 2016, at Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**Members Present:**

Sean Duggan, Chairperson, Chief, Chandler Police Department  
Sheila Polk, Vice Chairperson, Yavapai County Attorney  
David Byers, Director, Administrative Office of the Courts  
Mark Brnovich, Attorney General, Zona Manjencich representing  
Joe Brugman, Chief, Safford Police Department  
K.C. Clark, Navajo County Sheriff, James Molesa representing  
Dave Cole, Retired Judge  
Chris Gibbs, Mayor, City of Safford, by conference call  
Drew John, Graham County Supervisor, by conference call  
Ellen Kirschbaum, Chairperson, Board of Executive Clemency  
Barbara LaWall, Pima County Attorney, Kathleen Mayer representing  
Bill Montgomery, Maricopa County Attorney  
Charles Ryan, Director, Department of Corrections  
Daniel Sharp, Chief, Oro Valley Police Department  
David Sanders, Pima County Chief Probation Officer, Carl Sheets representing by conference call  
Heston Silbert, Law Enforcement Leader, by conference call

**Members Absent:**

Joseph Arpaio, Maricopa County Sheriff  
Frank Milstead, Director, Department of Public Safety

**Staff Participating:**

John A. Blackburn, Jr., Executive Director  
Karen Ziegler, Deputy Director  
Marc Peoples, Program Manager  
Andy LeFevre, Public Information Officer  
Larry Grubbs, Program Manager  
Tony Vidale, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order and Roll Call**

The meeting was called to order by Chairperson Sean Duggan at 1:30 p.m. Roll was taken, and a quorum was declared present.

**II. A. Minutes of the March 24, 2016 Meeting**

Chairperson Duggan called for a motion on the minutes. Commissioner Daniel Sharp entered a motion to approve the minutes of the meeting held on March 24, 2016. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Commission.

**B. Minutes of the April 6, 2016 Meeting**

Chairperson Duggan called for a motion on the minutes. Commissioner Daniel Sharp entered a motion to approve the minutes of the meeting held on April 6, 2016. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Commission.

**III. Executive Director's Report**

**A. Staff and Program Updates**

Executive Director Blackburn introduced Heather Bohnet as the Grant Coordinator for the Criminal Justice Information Technology and Systems Improvement Program. Mr. Blackburn indicated that in the finance area, the Accountant III and Auditor positions are both vacant. A recruiting effort was made to fill the Accountant position, and staff was not able to find qualified applicants. A temporary service has provided a contractual employee, Bob Mackey, who is filling in as an Accountant for ACJC.

Executive Director Blackburn also recognized the Arizona Department of Administration's Employee Engagement Survey and explained how ACJC once again far exceeded the results for the state, indicating the positive work environment at the agency.

Marc Peoples, Criminal Justice Systems Improvement Program Manager, gave an update on the courtroom mobile fingerprint project. On April 15, 2016, the request for proposal was awarded to CrossMatch. Mr. Peoples provided a breakdown of the costs that were approved by the Commission in July 2014 and July 2015.

#### **B. Budget Update**

Karen Ziegler, Deputy Director, reported the FY17 budget passed by the legislature giving ACJC an increase to two appropriations. The Arizona Prevention Resource Center (APRC) fund includes the expenditure authority for FY17 at \$604,900. Also, SB1210 passed allowing spending flexibility in the APRC fund to allow for other uses by the Statistical Analysis Center. Lastly, the other appropriation to ACJC was an increase to the Victim Compensation and Assistance Fund for \$125,800. At the July 14, 2016, Commission meeting, ACJC staff will update on the agency funds and present options and issues for the FY18 budget proposal due to the Governor's office by September 1, 2016.

#### **C. Legislative Update**

Andy LeFevre, Public Information Officer, presented an update on the end of the 2016 legislative session. There were 1247 bills introduced, 388 passed, and 349 signed into law. ACJC's three legislative priority bills passed: HB 2154, the fingerprinting bill, was signed into law on April 5, 2016; SB 1210, the Resource Center Fund bill, was signed on March 14, 2016; and SB 1211, the Victim Compensation Fund allocation bill, was signed into law on May 18, 2016. Lastly, HB 2088, the School Assessment, student survey bill, that would have had a negative impact on ACJC's ability to conduct the Arizona Youth Survey (AYS) was amended to ACJC's satisfaction to exempt the AYS, and as a result, the survey will continue to be administered. Mr. LeFevre stated the Commissioners can review the 2016 legislative summary at the July 14, 2016, Commission meeting that will break down all the bills from the legislative session.

This item was presented for informational purposes and did not require Commission action.

### **IV. Drug, Gang and Violent Crime Control Program Cycle 30 Grant Awards**

Tony Vidale, Drug, Gang and Violent Crime Control Program Manager, presented the recommendation of the Drug, Gang, and Violent Crime Control Committee that the Commission award of the FY17 Drug, Gang, and Violent Crime Control Cycle 30 grant funds to eligible criminal justice agencies.

Mr. Vidale provided program background information on the Drug, Gang, and Violent Crime Control Program including information in Table DC1 (page 18 of the agenda) that summarized the grant awards for FY16; applicant grant requests for FY17 and the proposed grant awards for FY17.

Table DC2 (page 16 of the agenda) detailed staff's proposed total program size of \$9,138,442 which is comprised of \$3,128,540 from the federal Byrne/JAG grant, \$3,750,000 from the state DEA fund, and \$2,259,902 from a required 25 percent local fund match.

The grant solicitation opened February 22, 2016, and closed March 18, 2016. There were 36 applicants which included: 15 apprehension projects, 17 prosecution projects, one stateside forfeiture project, two forensic support projects, and one drug adjudication project. Table DC3 (page 19 of the agenda) displayed each applicant's request broken out by priority area and expenditure type.

The proposed grant awards according to staff's recommendation were listed under Table DC4 (page 20 of the agenda). The three Tier 1 project areas recommended for funding include apprehension projects for \$3,287,429; prosecution projects for \$3,329,208; and the statewide forfeiture project for \$677,652. The two Tier 2 project areas recommended for funding are the forensic support projects for \$433,556 and a drug adjudication project for \$1,410,597. The total recommended funding is \$6,878,540 in grant funds and \$2,259,902 in local matching funds used to support personnel costs for the grant projects broken out in personnel services, employee related expenditures, and overtime expenditures. Lastly, Table DC5 (page 21 of the agenda) displayed FY16 grant awards and FY17 recommended grant awards shown by county.

Commissioner Sheila Polk entered a motion to award the Arizona Drug, Gang, and Violent Crime Control Cycle 30 grant funds to eligible criminal justice agencies for the period beginning July 1, 2016, and ending June 30, 2017, except the Attorney General's Office Medicaid Fraud project, funded from October 1, 2016, and ending September 30, 2017. The motion was seconded by Commissioner Daniel Sharp and was unanimously approved by the Commission.

### **V. ACJC Victim Services Administrative Funds**

Larry Grubbs, Victim Services Program Manager, presented the recommendation of the Crime Victims Committee that an additional \$80,900 from the Crime Victim Compensation and Assistance Fund be allocated annually to ACJC to fund the Crime Victim Services Program Coordinator salary and employee related expenses. Currently, the position is funded from the Criminal Justice Enhancement Fund (CJEF).

Mr. Grubbs referred to Table VS-1 (page 23 of the agenda) that outlines the proposed allocation. In the current FY16 projected expenditures, the ACJC administrative expense is \$106,900. The FY17 proposed ACJC administrative expense totals \$187,800 – including the \$80,900 allocation increase.

Designee Kathleen Mayer entered a motion to approve the allocation of \$80,900 from the Crime Victim Compensation, and Assistance Fund be allocated annually to ACJC to fund the Crime Victim Services Program Coordinator. The motion was seconded by Commissioner Dave Cole and was unanimously approved by the Commission.

### **VI. Crime Victim Compensation Program**

Mr. Grubbs presented the recommendation of the Crime Victims Committee to allocate \$3,952,750 in state and federal crime victim compensation funds to each operational unit for the 15 counties for FY17 as shown in Table VS-2 (page 25 of the agenda).

Mr. Grubbs stated the total program size was contingent upon legislative approval of the appropriation increase to the crime victim compensation and assistance fund of \$125,800. The requested increase was approved and included in the allocated state funding for the next fiscal year. The process steps for allocation of state and federal compensation funds are listed on page 24 of the agenda.

Designee Kathleen Mayer entered a motion to approve the allocation of \$3,952,750 in state and federal crime victim compensation funds to the operational units as designated in Table VS-2 on page 25 of the agenda for the FY17 Crime Victim Compensation Program. The motion was seconded by Commissioner Daniel Sharp and was unanimously approved by the Commission.

**VII. Crime Victim Assistance Program**

Larry Grubbs, Program Manager, presented the recommendation of the Crime Victims Committee to allocate state Crime Victim Assistance grant awards totaling \$1,275,280 for FY17.

Mr. Grubbs referred the Commission to the funding proposal in Table VS-3 (page 31 of the agenda) that summarizes the FY16 grant awards, FY17 grant requests, and proposed FY17 awards for all applicants under all the tier groups. Table VS-4 is the distribution of funds by fifteen counties for FY16. Mr. Grubbs also reviewed the grant award summary narrative included on the agenda.

Next, Mr. Grubbs reviewed each funding tier and summarized how the awards were granted or denied for each project or agency. In addition, Mr. Grubbs explained the statutory change to A.R.S. § 41-2407 to remove the requirement that available funding split 50/50 between Commission eligible programs and other programs. This statutory change will take effect in August 2016 and did not impact the FY17 awards recommendation.

Commissioner Sheila Polk entered a motion to award the FY17 Crime Victim Assistance grant funds, in accordance to Table VS-3 of the agenda, with \$637,640 awarded to Commission membership eligible applicants, and \$637,640 awarded to all other applicants. The motion was seconded by Commissioner Daniel Sharp and was unanimously approved by the Commission.

**VIII. Hiring Process for the Executive Director Position**

Executive Director Blackburn reviewed that the Hiring Committee met on May 4, 2016, and conducted interviews with two internal candidates. On May 16, 2016, the Hiring Committee met again to review the information on each candidate and to discuss a recommendation to forward to the Commission for the Executive Director position.

At 2:32 p.m., Commissioner Daniel Sharp entered a motion to move to Executive Session for the Executive Director Position. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Commission. The open public meeting of the Commission reconvened at 2:48 p.m.

Chairperson Duggan asked for a motion on Item VIII. Commissioner Daniel Sharp entered a motion to appoint Andrew LeFevre as the Executive Director for the Arizona Criminal Justice Commission with an effective date of July 5, 2016, and a starting salary of \$120,000. The motion was seconded by Commissioner David Byers and was unanimously approved by the Commission.

**IX. Call to the Public**

Chairperson Duggan made a call to the public. The Commission presented a plaque to Executive Director Blackburn for his contributions to the state of Arizona, and several commissioners spoke about his dedication to law enforcement.

**X. Date, Time, and Location of Next Meeting**

The next Arizona Criminal Justice Commission meeting will be held on **Thursday, July 14, 2016**, at 2:00 p.m. at Little America Hotel, Flagstaff, AZ.

**XI. Adjournment**

The meeting was adjourned at 2:54 p.m.

Respectfully submitted,



Andrew T. LeFevre  
Executive Director

Audio recording is available upon request.