



State of Louisiana
Office of the Governor
Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

MINUTES
JJDP Advisory Board Meeting

Hilton Baton Rouge Capitol Center
103 France Street
Baton Rouge, Louisiana

November 14, 2012
10:00 a.m. – 12:00 p.m.

CALL TO ORDER

Chair William Landry called the meeting to order.

The following Board Members were present: Ronald Rossitto proxy for David Burton, Ted Cox, Claire Daly, Roy Juncker, Jr. proxy Dr. Debra DePrato, Alberto Galan, Julio Galan, Sancha Haysbert-Smith, Curtis Hooks, Charles H. Jackson, Roy Juncker, Jr., William "Bill" Landry, Dr. Mary Livers, Vi Eve Martin-Kohrs, Dana Menard, Ronald Rossitto, Dr. John Ryals, Jr., Tyler Tullos, Dr. David Walden, and David Zoller.

Louisiana Commission on Law Enforcement staff present were: Joseph "Joey" Watson, *Executive Director*, Katherine Guidry, *Federal Programs Section Manager*, Crystal Foster, *Juvenile Justice Program Manager*; Rutha Chatwood, *Victim Services Program Manager*; Opal West, *SAC Director*.

The following District Directors were present: Jeremy Edwards, *Northwest and Red River Delta Law Enforcement Planning District*; Marky Tucker, *North Delta Law Enforcement Planning District, Inc.*; Bonnie Vaughn, *Southwest District Law Enforcement Planning District*; Helmer Magnuson, *Metropolitan/Jefferson Criminal Justice Coordination Committee*; Maria-Kay Chetta, *Office of Criminal Justice Coordination*.

Other guests in attendance were: James Williams, *6th Judicial District Attorney's Office*; Mark Dumane, *19th Judicial District Attorney's Office*; Ronnie Gautier and Andrea A. Johnson, *AMI Kids*; Lisa Fitzpatrick, *Apex Community Advancement, Inc.*; Angela Chustz, *Community Receiving Home*; Vernon Stevens, *Concordia Parish Sheriff's Office*; Abby Garcia and Sharon

Durham, *D.O.V.E.S. Natchitoches*; Tracy Dahmer, *Louisiana Attorney General's Office*; Keesha Anderson and Gail Grover, *East Baton Rouge Parish Department of Juvenile Services*; Kevin Clement, *East Baton Rouge Parish Juvenile Court*; Nikki Johnson, *Jefferson Parish Department of Juvenile Services*; Tuwan R. Brown, *New Orleans Office of Criminal Justice Coordination*; Bridgette Butler, *Orleans Parish Juvenile Court*; Lt. Jesse Martin, Jr., *St. Landry Parish Sheriff's Office*; Ivy Cutrer and Luanne Vaccaro, *West Feliciana Parish Drug and Alcohol Awareness*.

ROLL CALL

Roll call was taken. A quorum was present.

ADOPTION OF THE AGENDA

Chairman William "Bill" Landry asked for a motion to adopt the agenda with the amendment. Roy Juncker, Jr. made the motion. Curtis Hooks seconded the motion. The motion passed without opposition or abstention.

Chairman William "Bill" Landry announced the requirements to attend Board and Commission meetings.

OLD BUSINESS

A. CONSIDERATION OF MINUTES

Chairman William "Bill" Landry asked for a motion to accept the May 23, 2012 meeting minutes. Curtis Hooks. made the motion to accept. Roy Juncker, Jr. seconded the motion. The motion passed without opposition or abstention.

B. OLD BUSINESS

No old Business to discuss.

NEW BUSINESS

A. **Egrants System** – Katherine Guidry advised the Board and audience that LCLE's current grants management system, GMIS is outdated and can no longer be supported. It is being replaced with a web-based grants management system called Egrants System which should be completed in December 2012. The Egrants system was developed and implemented by the Pennsylvania Commission on Crime and Delinquency in 2003-2004 with federal grant money. As a result, LCLE was able to contract to adapt and implement Egrants in Louisiana for a fraction of the cost of the initial development by PCCD. The Egrants system is pre-configured for standard Department of Justice grants and designed for enterprise scalability. Implementation, configuration, training, maintenance and support will be available to LCLE from the contractor who developed the system for Pennsylvania. Egrants has won multiple awards, including the Council of State Governments' 2009 Innovations Awards.

Egrants will provide a full life cycle support for state and federal grants. This system is virtually totally paperless and will provide visibility into funding available from multiple programs with web-based access to all participants in the grant process which includes grant opportunities, application submission, awards, reporting of progress reports, expenditure reports, adjustments, and to automatic notifications of due dates and delinquent notices.

Egrants will allow LCLE to streamline the mechanics of grant administration and focus more on promoting program objectives. The value of this Egrants system includes: subgrantee's compliance, statewide repository of data required by the Department of Justice and state grants, and global 24-7 accessibility via the Internet, along with online tutorials, FAQs and user guides.

The implementation of Egrants will begin with Federal Fiscal Year 2011 JJDP and JABG Programs in addition to all Federal Fiscal Year 2012 programs in Northwest, North Delta, Red River Delta, Southwest Law Enforcement Planning Districts as well as State-level projects. Today's applications applying for funding through these federal fiscal years and districts will receive their award under the new system. Once the Egrants system is placed into production, LCLE staff will enter these applications into Egrants. The award will look different and will be mailed directly to the applicant agency. With this new system being on line, all documents must be submitted directly to the Egrants system. Any documents that require signatures are to be mailed directly to LCLE. Documents are no longer mailed through the District office. LCLE office emailed each agency whose application will be in the new system requesting to complete an agency Egrants registration form. This office has received some signed registration forms by email and fax. If you have email or fax your form and have not mailed the original, we need the original signed form by close of business November 30. I have a list of those agencies if you would like to check on your agency. All other agencies will be notified after the first of the year to complete an agency Egrants registration form.

Applications that are being presented today through the Evangeline, Capital, Jefferson, METLEC, and Orleans will continue to use the existing GMIS until Egrants is fully implemented. The procedures of submission of progress reports, expenditure reports, etc. will continue to be forwarded to the District office. Also, all previous open federal fiscal years will also continue to use the GMIS system regardless of the district until the federal funds are closed and finalized with the Department of Justice.

All planning districts will use the Egrants system beginning with Federal Fiscal Year 2013 and State Fiscal Year 2014 awards.

B. Reporting Requirements – Katherine Guidry read the following requirements:

LCLE staff would like to remind all recipients of the reporting requirements to be eligible to receiving Federal funds from this office.

Expenditure Reports are due in LCLE's office by the 15th day following the reporting period. For example, if your project receives \$40,000 or more and/or if you receive less than \$40,000 and opt to report monthly, the expenditure report is due in LCLE's office by the 15th day of the following month. If your project receives less than \$40,000, your expenditure report is due on a quarterly basis. This means your report is due in LCLE's office by the 15th day of the month following the quarter period. Also, the equipment inventory list must be attached to the expenditure report if any equipment was purchased during the reporting period.

Quarterly Progress Reports regardless of the amount are due in LCLE's office by the 15th day following the reporting period. For example: If your project start date is January 1, the quarterly progress report is due in LCLE's office on April 15. If your project period starts on December 1, then your quarterly progress for the month of December is due in LCLE's office by January 15.

All projects with a start date prior to the receipt of your Statement of Award and Special Conditions will be given pre-award costs. When you return the signed award letter, you are required to include the completed expenditure report and quarterly progress report that are due. For example: If your project period is December 1, 2011 and you return the award letter in March, 2012, please adjust your expenditure report to include all incurred expenses from December 1, 2011 to February 29, 2012 if you are on a monthly reporting basis. If you are on a quarterly reporting basis, the expenditure report will be for the month of December only. For quarterly progress report, you must include the quarterly progress report for the month of December. If you filled a vacant position or had any changes in personnel and/or your budget, a subgrant adjustment is needed.

A subgrant adjustment request is required if there are any revisions to the original approved application. Subgrant adjustments must be submitted as soon as there are any changes needed. Subgrant adjustments must be in LCLE's office 30 days prior to the project end date to be considered. Personnel changes must be submitted immediately as they occur. LCLE will no longer accept a subgrant adjustment at the end of the project period that shows personnel changes that occurred throughout the entire project period. Also, you must include Subgrant Adjustment Form Page 3 along with the resumes.

Each application signed by the Authorized Official certifies to the Certified Assurance that the applicant agency will adhere to the reporting requirements. Future funding is contingent not only on the availability of funding, but proper grant management, which includes meeting the goals and objectives and submitting timely and accurate monthly, quarter and annual reports.

C. Grants Review Committee Report – Dr. John Ryals

Grant Review Committee met on November 14, 2012, with nine members present. The Committee reviewed 26 allocations, 2 increases; and 15 applications. The Committee will provide their recommendations when each item is presented.

D. Consideration of Allocations – Crystal Foster

There are 26 allocations for FY 2011 total \$535,860; 25 JABG state level and 1 JJDP for District 4.

Staff requested the Board to accept allocation and application at the same time due to the timing of the federal end date. Dr. Mary Livers asked if the JABG allocation for Bossier Parish Sheriff's Office project title, "*Boot Camp*" was correct. Ms. Guidry advised that the correct name should read "*To Be Named*" on the ballot as stated on the allocation list that was provided in the mailout. Sancha Haysbert-Smith motioned to simultaneously accept the

allocations and applications. Vi Eve Martin-Kohrs sectioned the motion. The motion passed without opposition. Dr. John Ryals, Jr., Roy Juncker, Jr. and Dr. Debra Deprato abstained on A10-8-019; Claire Daly abstain on A10-8-006; Vi Eve Martin-Kohrs abstain A10-8-016; Dr. Mary Livers abstain A10-8-031; Ted Cox abstain A10-8-015, and David Walden abstain on Bossier Parish Sheriff's Office.

- E. Consideration of Increases** – Crystal Foster presented one JABG and one Title II increases.
1. A10-8-030, Louisiana Department of Justice, "*Safe Schools*", Existing Federal Amount \$35,000; Proposed Increase \$40,255; Revised Federal Award \$75,255; Representative: Tracy Dahmer Farris

After much discussion Ms. Farris agreed to the Board's request for copies of the "Know The Law" booklet. Julio Galan made the motion to recommend approval. Ronald Rossitto seconded the motion. The motion passed without opposition or abstention.

2. J10-5-001, 19th Judicial District Attorney's Office, "*Truancy Court*", Existing Federal Amount \$25,935; Proposed Increase \$1,414; Revised Federal Award \$27,349; Representative: Mark Dumaine

Dr. Mary Livers made the motion to recommend approval. Dana Menard seconded the motion. The motion passed without opposition or abstention.

F. Consideration of Applications – Title II (JJDP)

DISTRICT 2 – North Delta Law Enforcement Planning District, Inc.

Marky Tucker presented two (2) Title II applications.

Egrants System

1. 6th Judicial District Attorney's Office, "*Diversion Program*", \$25,524 (continuation); Representative: James Williams

Vi Eve Martin-Kohrs made the motion to recommend approval. David Walden seconded the motion. The motion passed without opposition or abstention.

2. North Delta Law Enforcement Planning District, Inc., "*Administrative Funds*", \$1,173 (continuation); Representative: Marky Tucker

Vi Eve Martin-Kohrs made the motion to recommend approval with the special condition that all required documents are approved by staff. David Walden seconded the motion. The motion passed without opposition or abstention.

DISTRICT 3 – Red River Delta Law Enforcement Planning District, Inc.

Jeremy Edwards presented two (2) Title II applications.

Egrants System

1. Community Receiving Home, “*Youth Community Preparedness*”, \$31,137 (continuation); Representative: Angela Chutz

ViEve Martin-Kohrs made the motion to recommend approval. David Walden seconded the motion. The motion passed without opposition or abstention

2. Red River Delta Law Enforcement Planning Council, “*Administrative Funds*”, \$2,498 (continuation); Representative: Jeremy Edwards

ViEve Martin-Kohrs made the motion to recommend approval with the special condition that all required documents are approved by staff. David Walden seconded the motion. The motion passed without opposition or abstention.

DISTRICT 4 – Evangeline Law Enforcement Planning District, Inc.

Amanda Bourque presented two Title II applications.

GMIS

1. J11-4-001, St. Landry Parish Sheriff’s Office, “*Counseling Program*”, \$34,271; (new); Representative: Lt. Jesse Martin, Jr.

Sancha Haysbert-Smith made the motion to recommend approval with the special condition that all required documents are approved by staff. Tyler Lax seconded the motion. The motion passed without opposition or abstention.

2. J11-4-ADM, Evangeline Law Enforcement Planning District, “*Administrative Funds*”, \$1,271 (continuation); Representative: Amanda Bourque

Dana Menard made the motion to recommend approval with the special condition that all required documents are approved by staff. Dr. John Ryals, Jr. seconded the motion. The motion passed without opposition or abstention.

DISTRICT 5 – Capital District Law Enforcement Planning Council, Inc.

Wanda Johnson presented one (1) application.

GMIS

1. J11-5-002, West Feliciana Parish Sheriff’s Office, “*Substance Abuse Prevention Program*”, \$25,458 (continuation); Representative: LuAnn Vaccaro

David Zoller made the motion to recommend approval with the special condition that all required documents are approved by staff. Clair Daly seconded the motion. The motion passed without opposition or abstention.

DISTRICT 6 – Southwest Law Enforcement Planning District, Inc.

Bonnie Vaughan presented one (1) application.

Egrants System

1. Southwest Law Enforcement Planning District, “*Administrative Funds*”, \$1,229 (continuation); Representative: Bonnie Vaughan

Dr. John Ryals, Jr. made the motion to recommend approval. Ronald Rossitto seconded the motion. The motion passed without opposition or abstention.

DISTRICT 7 – Jefferson Parish Criminal Justice Coordinating Council and Metropolitan District Law Enforcement Planning and Action Commission

Helmer Magnuson presented one (1) application.

GMIS

1. J11-7-002, AMikids Donaldsonville, “*Intensive Aftercare Program*”, \$25,524 (continuation); Representative: Ryan Gaudin

Sancha Haysbert-Smith made the motion to recommend approval. Dana Menard seconded the motion. The motion passed without opposition or abstention.

DISTRICT 9 – New Orleans Office of Criminal Justice Coordination.

Maria-Kay Chetta presented two (2) applications.

GMIS

1. J11-9-001, APEX Community Advancement, Inc. “*Report/Resource Center*”, \$61,144 (new); Representative: Lisa Fitzpatrick

Roy Juncker, Jr. made the motion to recommend approval with the special condition that all required documents are approved by staff. Tyler Lax seconded the motion. The motion passed without opposition or abstention.

2. J11-9-ADM, City of New Orleans, “*Administrative Funds*”, \$2,346 (continuation); Representative: Tuwan Brown

Dr. John Ryals, Jr. made the motion to recommend approval with the special condition that all required documents are approved by staff. Curtis Hooks seconded the motion. The motion passed without opposition or abstention.

DISTRICT 8 - State Level

Katherine Guidry presented four (4) applications.

Egrants

1. City of Baton Rouge, “*Detention Diversion*”, \$10,000 (continuation); Representative: Gail Grover and Keesha Anderson

Curtis Hooks made the motion to recommend approval with the special condition that all required documents are approved by staff. Alberto Galan seconded the motion. The motion passed without opposition or abstention.

2. Calcasieu Parish Police Jury, "*Report/Resource Center*", \$10,000 (continuation); Representative: Katherine Vincent

Julio Galan made the motion to recommend approval. Dr. Mary Livers seconded the motion. The motion passed without opposition. Vi Eve Martin-Kohrs abstained.

3. Jefferson Parish Council, "*Alternatives to Detention*", \$10,000 (continuation); Representative: Nikki Johnson

Dr. Mary Livers made the motion to recommend approval with the special condition that all required documents are approved by staff. David Zoller seconded the motion. The motion passed without opposition. Dr. John Ryals, Jr., Roy Juncker, Jr. and Dr. Debra Deprato abstain.

4. Orleans Juvenile Court, "*Assessment Studies*", \$10,000 (new); Representative: Bridgette Butler
Sole source request

After discussion on the sole source request, Dr. Mary Livers made the motion to recommend approval of the application and sole source request. Dana Menard seconded the motion. The motion passed without opposition or abstention.

G. Reports

1. Governor's Conference – Dana Menard advised the Governor's Conference is scheduled for April 2-4, 2013 at the Marriot Convention Center in New Orleans, LA. See the attached report.
2. Children's Cabinet – Ronald Rossitto stated state agencies will now have access to the website www.kiddashboard.la.gov to keep track of progress the children are making. See attached report
3. State Legislation – Ronald Rossitto stated the session has not started yet. No report attached.
4. DMC Committee – ViEve Martin-Kohrs deferred the DMC Report to Lisa Hutchinson.
5. Federal Legislation – ViEve Martin-Kohrs advised the Federal Advisory Committee met October 18-19 in Washington D.C. One of committee's main focus is to get the OJJDP allocation in Congress. See attached report.

6. Office of Juvenile Justice – Dr. Mary Livers reported that OJJ has recently received small grants to help train a team of mentors. OJJ has teamed up with Second Chance Kennel to get pets ready for adoption. See attached report.
7. Juvenile Justice Federal Programs – Katherine Guidry reported that OJJDP found the 2012-2014 Three Year Comprehensive State Plan did not satisfied the Identification Phase of the DMC core requirement. Therefore, Louisiana is in non-compliance with DMC and 20% of the FY 2013 will be withheld and 50% of the remaining award is to get the State in compliance. Staff will submit an appeal to OJJDP. See attached report.

H. Other New Business

1. DMC Assessment Study Update – Lisa Hutchinson, Hornby Zeller Associates, presented an update on the status of the DMC Assessment.

Carle Jackson requested to the Board for payment approval for services on Phase 1 and 2 and those in Phase 3 prior to September 30, 2012. ViEve Martin-Kohrs made a motion to approve payment. Roy Juncker, Jr. seconded the motion. The motion passed without opposition or abstention.

2. Next Meeting Date – Katherine Guidry advised that the Board will be advised of the 2013 schedule as soon as it has not been finalized.

ADJOURN – ViEve Martin-Kohrs made a motion to adjourn the meeting. Roy Juncker, Jr. seconded the motion. The motion passed without opposition or abstention.

Minutes taken by Rutha Chatwood

Transcribed and Submitted by: Katherine M. Lee, Administrative Assistant

Attachments