

## MINUTES

### REGULAR MEETING ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY Friday, March 2, 2012 at 9:07 a.m. 300 West Adams Street, 2<sup>nd</sup> Floor Conference Room Chicago, Illinois

#### **Call to Order and Roll Call**

Chairman Peter M. Ellis welcomed Board Members and guests to the first 2012 quarterly Board Meeting of the Illinois Criminal Justice Information Authority. He called the meeting to order and asked General Counsel Lisa Stephens to call the roll.

In addition to Chairman Ellis, Authority Board Members in attendance were:

State's Attorney and Vice-Chairman Anita Alvarez  
Clerk Dorothy Brown  
Sheriff Thomas J. Dart  
Director Patrick Delfino  
Chief William T. Fitzpatrick  
Mr. Felix M. Gonzalez  
Mr. John R. Harvey  
Ms. Cynthia Hora  
Ms. Lisa S. Jacobs  
Mr. John Maki  
Superintendent Garry F. McCarthy  
Director Michael J. Pelletier  
Sheriff Patrick B. Perez  
State's Attorney John B. Roe IV  
Public Defender Randall B. Rosenbaum

#### **Approval of Minutes of the December 2, 2011 Regular Meeting**

With a quorum in place, Chairman Peter M. Ellis then asked for a motion to adopt the minutes of the December 2, 2011 Authority Board Meeting.

{Ms. Cynthia Hora so moved, with Mr. Felix Gonzalez seconding the motion, which was adopted by unanimous voice vote.}

#### **Chairman's Remarks**

Chairman Ellis noted that this was the first Board Meeting for new Board Member John B. Roe IV, Ogle County State's Attorney and welcomed him. He said that State's Attorney Roe would be introducing himself, but first several resolutions would be

presented for adoption including one in memoriam for fallen Chicago Police Officer Clifton P. Lewis, which he read into the record and then asked for a motion to adopt.

{Mr. Felix M. Gonzalez so moved, with Sheriff Patrick B. Perez seconding the motion, which was adopted by unanimous voice vote.}

Chairman Ellis presented the resolution to Chicago Police Department Superintendent Garry F. McCarthy who thanked the Board and said he accepted it in the spirit that the Department's dedicated men and women will continue to pursue bringing those responsible for Officer Lewis' death to justice.

Next Chairman Ellis presented for adoption resolutions of commendation honoring and thanking four previous Board Members for their service whose terms ended November 30, 2011, right before the Authority's last Quarterly Board Meeting.

He stated that those individuals included Barbara L. Engel, who served from June 6, 1991, with terms of membership on the Authority's Budget Committee, Appeals Committee, Ad Hoc Committee on Victim Services, as well as on the Juvenile Crime Enforcement Coalition; Bradley G. Demuzio who served from January 12, 2004 with terms of membership on the Authority's Budget Committee, Legislation and Regulations Committee, and Information Systems Committee; Eugene E. Murphy, Jr., who served from May 12, 2003, including chairing the Budget Committee, and terms of membership on the Legislation and Regulations Committee, and Appeals Committee; and John Z. Toscas with terms of membership on the Planning and Research Committee and Appeals Committee.

Chairman Ellis said that the Authority is grateful to each of them for their notable efforts and dedication to advancing the Authority's mission and asked for a unified motion to adopt the four resolutions of commendation.

{Ms. Cynthia Hora so moved, with Mr. Gonzalez seconding the motion, which was adopted by unanimous voice vote.}

Chairman Ellis returned to welcoming Ogle County State's Attorney John Roe to his first Board Meeting and asked him to introduce himself. State's Attorney Roe said that he was elected as State's Attorney in December, 2004, being a prosecutor for approximately 11 years, with service as a Corrections Officer in Ogle County and a Juvenile Probation Officer. He went on to say that he has worked and continues to serve on many commissions and committees statewide and locally addressing criminal justice reform and that he looked forward to his service on the Board.

At that point, new Board Member John R. Harvey stated that although he had attended an Authority Budget Committee Meeting, this, too, was his first Board Meeting. Chairman Ellis then welcomed and asked him to introduce himself. Mr. Harvey stated that he is from Madison County, working in Madison and St. Clair Counties in the development of resources for substance abuse and mental health treatment. He added that he has worked

with offenders in juvenile detention and probation, and for the County Mental Health Board as well as for the State's Attorney managing programs, and was pleased to be on the Board. Chairman Ellis thanked and welcomed him once more.

Chairman Ellis next brought attention to an e-mail he sent to Committee Members the previous evening and distributed hard copies concerning committee appointments. He thanked those serving for their commitment to committee participation, which he said is where the work gets done and provides interface with the Authority staff. He asked members to review their appointments and to raise any questions they had. With none being heard, he asked Executive Director Jack Cutrone for an update on Authority activities.

### **Executive Director's Remarks**

Mr. Cutrone reported that a good deal of staff time was being devoted to preparing for upcoming budget hearings in the General Assembly, and pointed out that a copy of the Governor's budget book regarding the Authority's budget was at each Member's place. He noted that a Budget Hearing before the House Public Safety Appropriations Committee was scheduled for March 7, and another before the Senate Public Safety Appropriations Committee, for March 27.

He explained that the Authority's Office of Fiscal Management prepared forms for the Illinois State Legislature, known as ISLs, which detail in a booklet of about 400 pages the work of the agency and related costs for its budget. He then highlighted various sections and pointed out a recommendation from the Governor that the Authority receive a total of \$2.5 million between grant funds and administrative funds to continue to support the Adult Redeploy Illinois Program.

Mr. Cutrone noted that Adult Redeploy Illinois is a flagship program of the Authority because of its use of state-of-the art knowledge in trying to divert the appropriate population from being incarcerated in prison to alternative sentencing in community sites that apply evidence-based programs and practices. He added that these techniques are generally more effective and that the Governor's Office is very strongly behind the effort.

He continued to say that at the appropriations hearings the best attempts will be made to convince the Legislature to add \$2.5 million in General Revenue Funds to the budget for this purpose. He added that some cost-benefit analysis will be demonstrated in terms not only of how much more effective the program is, but how comparatively inexpensive it is.

He noted that the projected savings from just the pilot sites is about \$33 million. He also noted that with the closure of some Department of Corrections facilities proposed in the Governor's budget as reported by the press, the \$2.5 million would not be an added expenditure but money transferred from the Department of Corrections budget.

Mr. Cutrone went on to describe a number of other line items in the Authority's proposed budget, including the issue of the match that was taken out of the Authority's budget last year. He explained that the match is required to help the Authority operate in spending the federal grant money it receives. He then reported that efforts to persuade the Governor's office to include it in this year's budget were successful because of how necessary the match is for the operation of the Authority. In outlining the process of how the Authority was able to operate with zero match last year, he emphasized that it could not do it again.

Mr. Cutrone moved on to other line items in the General Revenue Fund section including the Death Penalty Abolition Trust Fund, which is a new grant fund that the Authority will be administering and explained its purposes. He also mentioned that with some predictions of lower revenue for this coming fiscal year, there could be efforts to try to reduce the Authority's budget level from what appears in the Governor's Budget Book even though there are bills passed to reflect this amount as the Authority's Budget. He therefore suggested that anyone who may know Members on the House or Senate Appropriations Committees call and tell them about the good things that the Authority does with the money it receives.

Mr. Cutrone next turned to several recent Authority activities including co-sponsoring with the University of Chicago Crime Laboratory a very significant two-panel discussion, with one about policing and how it can affect and produce a reduction in crime. He said it included Superintendent McCarthy and nationally recognized criminologist Frank Zimmerman who wrote a book called "The City that Became Safe," about New York City's experience utilizing new policing strategies of which Superintendent McCarthy was a key part.

He explained that the other panel focused on education in the schools for crime prevention and very early recognition of individuals who are exhibiting characteristics related to a tendency toward criminal behavior. Mr. Cutrone reported that both discussions were fascinating and have links to the Webcast on the Authority's Website, which he encouraged everyone to watch. He added that the Authority is going to be working on a regular basis with the University of Chicago Crime Lab to produce other similar events and that the Lab is going to provide a researcher to work with the Authority's Research and Analysis unit at no cost.

Mr. Cutrone also noted that the Center of Excellence for providing training and technical assistance to jurisdictions in Illinois that want to establish mental health courts will be officially launched in April. He reported that Michelle Rock of the Specialty Courts Program in Winnebago County was hired as Director.

Other areas on which Mr. Cutrone reported included revisions that have been made to the Authority's grant management system to make it a web-based system and additional work being done to allow grantees to send their monthly or quarterly fiscal and program reports by web-reporting. Further, he mentioned that staff are addressing ways to make the Authority's public Website more informative about what the Authority does and its

future planning. He stated that Chairman Ellis and he spoke about involving Board Members' in that effort, which would require attending several meetings over the next year and a half or two years, and that Board Members' participation will be solicited.

Referring to the committee appointments that were made, Mr. Cutrone noted that there was great interest in the Budget Committee and the Legislation and Regulations Committee. He pointed out that increasing their size can cause a problem with the quorum requirement for holding meetings and emphasized that Board Members can become a member of any Committee by attending any of its meetings, thereby avoiding the quorum issue and urged Board Members to do so.

Mr. Cutrone then called attention to a memo from the Authority's General Counsel Lisa Stephens providing guidance to Board Members concerning potential conflicts of interest when voting on Budget Committee recommendations to fund proposals for their agencies, whether public or private.

An additional topic he noted was the current work of the Authority's Research and Analysis Unit matching Illinois Department of Corrections (IDOC) records with Illinois State Police criminal history record information (CHRI) to better track and do research on recidivism rates and factors related to incarceration.

In conclusion, Mr. Cutrone announced that Don Pignato, a long time employee of the Authority, and well-known to the Board, was retiring effective that day after 15 years and wished him well. Chairman Ellis thanked Mr. Cutrone and asked if there were any questions or comments.

In response, Mr. John Maki referring to the proposed involvement of Board Members in reviewing the work of the Authority, made a motion to create an ad hoc committee to familiarize new Board Members with the Authority's strategic plan that is being written. At that point, Mr. Cutrone explained the process that was being undertaken by staff to complete the plan, and indicated that a first draft would be available within the next two to three months. He emphasized that the draft would be sent to the Board for feedback and would not be finalized without Board approval.

In the discussion that ensued, Chairman Ellis noted that it appeared Board Members wanted to be involved in the process of developing the plan rather than just approving it and that an ad hoc committee be considered for that purpose. Comments also were made proposing Board input in decisions concerning grant-making priorities. After further discussion, Mr. Cutrone stated that the Authority's Research Director suggested utilizing the existing Planning and Research Committee for strategic planning, rather than creating an Ad Hoc Committee.

Ms. Lisa Jacobs then asked whether this activity is part of the charge of the Committee, with Mr. Cutrone responding in the affirmative. He also stated that any interested Board Member could appear and give input at meetings of the Planning and Research

Committee. He further noted that Ms. Jacobs is Chairman of the Committee and that John Maki is Vice-Chairman. Chairman Ellis then asked for a modified motion.

{Mr. Maki moved to utilize the existing Planning and Research Committee for working with staff to develop and finalize the Authority's Strategic Plan and to give input to staff for funding priorities in line with the Plan's goals. Mr. John Harvey seconded the motion which was passed by unanimous voice vote.}

### **Budget Committee Meeting**

Next, Chairman Ellis announced that the Budget Committee Meeting portion of the Board Meeting would be taking place and appointed all Authority Board Members and Designees present as a Committee of the whole. He called upon Clerk Dorothy Brown, Chairman of the Budget Committee, to conduct the meeting. Clerk Brown then introduced Mr. Mike Carter, Acting Associate Director of the Federal and State Grants Unit (FSGU) to proceed.

### **Justice Assistance Grants (JAG) FFY10 Plan Adjustments**

#### **Fund Reallocation**

Mr. Carter, referring to the memo in the meeting materials dated March 2, 2012 regarding JAG FFY10 Plan Adjustments, said that on January 6, 2012, staff presented to the Budget Committee a recommendation that the Cook County Sheriff's Office (CCSO) receive \$250,000 to support a jail diversion program for nonviolent drug-using women. Within that \$250,000 was approximately \$41,000 that was being charged as an indirect cost for Northwestern University. Some questions were raised and Northwestern has dropped the request for the \$41,000 for indirect costs.

Mr. Carter said that this raised a housekeeping issue; staff now recommends that a designation of \$208,332 be made directly to Northwestern rather than the CCSO. There would be no change to the implementation of the program. However, Northwestern would be the direct recipient of the award and would work in partnership with the CCSO.

Mr. Carter, in response to questions by Mr. Maki, said that the CCSO does not lack the capacity to administer this grant, but getting things through the Cook County Board often takes months rather than weeks. Northwestern could simply implement this program faster. He said that it would make sense to continue to channel these funds through Northwestern since the JAG program allows funds to go to a non-profit acting in direct partnership with a local unit of government.

Mr. Carter called attention to the table on Page 2 of the memo summarizing available funds. He said that while the table indicates \$978,000 available in FFY08 that must be spent by September 30, 2012, the actual available figure is \$504,000 because the \$460,000 listed as available in the local formula fund allocation has been designated to support local law enforcement officer safety grants and the Authority is finishing up a

request-for-proposals for police vehicles that will close on March 4, 2012. Those dollars are spoken for. This leaves \$504,000 that must be spent by September 30, 2012. Board members' ideas as to how to spend these funds are welcome.

Mr. Cutrone said that the Authority could easily get an extension for the use of the JAG FFY08 funds through March of 2013. He said that staff was in discussions with the Administrative Offices of the Illinois Courts (AOIC) to see if recordkeeping and data keeping and transmission can be improved. Staff will report back on related funding opportunities, but at the same time, other suggestions for appropriate ways to spend this money will be entertained.

Mr. Rosenbaum requested that a listing be sent to all Board Members detailing all of the funds managed by the Authority and what restrictions or guidelines applied to each so that if a Board Member has an idea they could determine whether it would fall within the requirements for the particular federal programs.

Mr. Cutrone said that such information is available on the Authority's website. The site has a grants page that explains each program and its allowable uses. The site also shows what funds have been spent on. The documents called Attachment A's detail where the funds have been designated. This information is publicly available.

Authority Chairman Ellis suggested sending an email to the Board Members outlining how to get this information from the Authority's website.

{Mr. Gonzalez moved to approve the JAG FFY10 Plan Adjustments. Ms. Alvarez seconded the motion, which passed by unanimous voice vote.}

### **Victims of Crime Act (VOCA) FFY11 Plan Adjustments**

#### **Recommended Designations**

Program Supervisor Ronnie Reichgelt, referring to the memo in the meeting materials dated March 2, 2012 regarding the VOCA FFY11 Plan Adjustments, said that the Jane Addams Hull House recently went into bankruptcy, which created a huge chasm of service lost in the City of Chicago and the surrounding area. The Authority had two programs for victim services that had contracts with Hull House and staff is now negotiating ending those contracts. One of those contracts was for a child advocacy center (CAC) program on the southwest side of Cook County and the other was for a domestic violence court advocacy program at the domestic violence courthouse.

Mr. Reichgelt said that the CAC program began its own non-profit and has been running since Hull House closed. There has been no service disruption for that program. The domestic violence court program was picked up by another non-profit. He introduced Danielle Butts from All Our Children (AOC) CAC and Ida Anger from Metropolitan Family Services (MFS), both of whom were present at the meeting.

Mr. Reichgelt said that staff recommended a designation of \$75,342 in FFY11 funds to AOC. He said that the staff at this agency is the original staff from the Hull House program. This designation would basically take the funding that went to Hull House and move it to AOC so that those services can continue. Likewise with the domestic violence court program; staff recommends a designation of \$51,646 in FFY11 funds to MFS to provide court advocacy services to domestic violence victims at the domestic violence courthouse. This entire program (11 advocates and a supervisor) was completely taken over by MFS. These grant funds support two of those advocates.

Mr. Reichgelt called attention to the table on Page 3 of the memo summarizing available VOCA funds. He said that although it appears that there is \$1.5 million in available funding, it will all probably be designated within the next six months. There won't be any leftovers.

Mr. Cutrone said that every three years the Victims Services Ad Hoc Committee (VSAHC) meets to help the Authority determine spending priorities for these funds. The funds that Mr. Reichgelt described as likely to be designated soon would be spent in accordance with a preexisting plan developed by the VSAHC.

Ms. Hora said that while she would vote in favor of this recommendation, she would encourage Mr. Reichgelt to continue to work with other funders because she felt that the Authority doesn't have a good handle on some of the services actually being provided.

Mr. Reichgelt said that he was very encouraged by the fact that the funding agencies from throughout the state have been meeting recently to discuss victim service funding and ways to make the funding more effective and efficient. He said that perhaps that was what Ms. Hora was referring to.

{Ms. Hora moved to approve the VOCA FFY11 Plan Adjustments. Sheriff Perez seconded the motion, which passed by unanimous voice vote.}

### **Adjourn**

With no old business or new business, Clerk Brown called for a motion to adjourn the Budget Agenda portion of the Authority Board Meeting and return to discuss other items on the Board Meeting agenda.

{Ms. Hora so moved, with Mr. Gonzalez seconding the motion, which was adopted by unanimous voice vote}

### **Fiscal Report by Ronald Litwin, Accounting Manager**

Chairman Ellis then called upon Ronald Litwin, the Authority's Accounting Manager to report on the financial status of the Authority in the absence of Chief Fiscal Officer Dreena Jones.

Mr. Litwin presented variance to budget comments on the fiscal results for the period July 1, 2011, through February 15, 2012, for agency operations and also awards and grants activities. He directed attention to Exhibit 1 in the hand out materials and noted that it is a comparison of the fiscal year to date expenditures and obligations through February 15, 2012, to the total fiscal year budget for the General Revenue Fund.

He said that he wanted to establish the fact that the period through February 15 is seven and a half months out of a 12-month fiscal year which represents 62 and a half percent of the time frame. He further explained that the total expenditures and obligations for the period were at a 54 percent level for the fiscal year and keeping in mind the 62 and a half percent time line, the Authority is basically in line on expenditures. Turning to Exhibit 2, which he indicated also is a comparison of the fiscal year to date expenditures and obligations through the February 15, 2012, period to the total fiscal year budget for the Awards and Grants activities. He further noted that the expenditures in the fiscal Criminal Justice Trust Fund are at a 50 percent level for the period, which he indicated was normal.

Mr. Litwin moved on to the Criminal Justice Information Projects Fund and explained it had a \$400,000 authority spending level but that the funding obtained from nonfederal government entities, private sources, and not-for-profit organizations was the \$53, 798 as indicated in Exhibit 2. He said that amount represents just 13 percent of the appropriations level.

Mr. Litwin next stated that the overall total expenditures and obligations for the Awards and Grant activity was at 50 percent, represented by the \$55,882, 074 in expenditures, which he again indicated is normal.

Moving to Exhibit 3, he explained that it details the federal funding sources for fiscal year 2012, and commented that the total award and interest earned for these federal grants on an inception to date basis and is \$225,398,779. He continued to say that the expenses to date on an inception to date basis through February 15, 2012, is \$145,578,585, which leaves an amount remaining on these awards on an inception to date basis of \$79,820,193.

Mr. Litwin then concluded by reviewing Exhibit 4, which he noted depicts the composition of the \$223,496,092. Chairman Ellis thanked Mr. Litwin and called upon Board Member Cynthia Hora of the Office of the Illinois Attorney General's Criminal Victims Services Division for a presentation on the Illinois Attorney General's Sexual Assault Nurse Examiner (SANE) Program.

**Presentation on the Illinois Attorney General's Sexual Assault Nurse Examiner (SANE) Program by Shannon Liew, SANE Program Coordinator**

Ms. Hora thanked Chairman Ellis and introduced SANE Program Coordinator Shannon Liew, whom she noted was a registered nurse and would be making the presentation. Ms.

Hora said that she was pleased to have this opportunity since the Authority for a number of years has funded the SANE Program Coordinator position that provides training to sexual assault nurse examiners throughout the state and was gratified that Ms. Liew will be able to demonstrate an on-line portion of the training that she spearheaded in developing.

Ms. Liew explained that to process as a Sexual Assault Nurse Examiner, registered nurses must take 40-hours of initial training, which SANE coordinates throughout the state, and which translates into five nine-hour days for nurses to attend. She went on to say that hospitals were finding it difficult to send nurses to a 40-hour training, encountering shift and salary problems. She explained that this situation was the impetus for moving some of the training on-line so that nurses would not have to be in the class room for five days, and credited Ms. Hora with the on-line training idea.

Ms. Liew continued to say that 16 hours of SANE on-line training was created with American Recovery and Reinvestment Act (ARRA) funds from the Authority, which enables nurses to only have to spend three days in the classroom and has been in use since May, 2011. Referred to as a blended format, she noted that it allowed her to increase trainings around the state from three 40-hour trainings last year to six this year.

At that point, Mr. Cutrone suggested that Ms. Liew, for the sake of new Board Members, explain the duties and role of a SANE nurse, which she then outlined. She noted that there are strict guidelines in terms of what SANE training must entail in order for nurses to qualify as a SANE nurse in accordance with an Illinois state statute that is part of the Sexual Assault Survivor Emergency Treatment Act.

Ms. Liew then described the topics covered in the initial training and showed some of the on-line modules, highlighting SANE training for providing testimony if there is a criminal trial. She explained it is done both on-line and in the classroom with a live mock trial exercise coordinated with the State's Attorney's Office in the location of the training. She then asked if there were any questions.

In response to a question by Mr. Ronnie Reichgelt, the Authority's Victims Services Program Administrator, as to how many nurses have gone through SANE training since it began receiving funding eight years ago, Ms. Liew said over 700. She also noted that each training is normally to capacity at 40 participants, with some having a wait list. As an example, she cited an upcoming training in Chicago that has a 70 percent wait list, which prompted adding a Chicago area training in Elmhurst.

Chief William T. Fitzpatrick then inquired if after the initial training there is follow-up training to update skill levels. Ms. Liew responded in the affirmative and referred to clinical training that is required in order to practice as a SANE nurse, which usually takes about 25 to 40 hours. She added that she is told by nurses who are unable to complete the clinical training that they still are able to do a better job with rape victim examinations because of initial SANE training.

At that point, Ms. Hora noted that the trainings provide continuing education credit hours for nurses much like those required for attorneys and other professionals and that the 40-hour training is free to them. In the discussion that followed, Public Defender Randall Rosenbaum inquired if there is a training module for juvenile SANE nurses. Ms. Liew responded that there is a separate pediatric SANE training involving the Department of Children and Family Services that utilizes an on-line module for mandated reporting, and which also requires clinical follow-up.

A discussion of the history of the Attorney General's SANE training program, including its funding, followed. Mr. Reichgelt complimented the program's progress and cited it as example of an excellent use of funds. Ms. Liew recounted attempts at providing SANE training that were uncoordinated before the Authority funded the Attorney General's program and noted the positive impact of the coordination.

She then reported that an even more coordinated approach in Illinois is underway. She explained that the Attorney General's Office is partnering with the Illinois Hospital Association to assure that there is at least one hospital with a 24-7 SANE program in each of the 11 regions of the state's trauma system. She said that goal is on its way to being met and thanked the Authority for funding the Attorney General's SANE program.

### **Adjournment**

Chairman Ellis thanked Ms. Liew, reiterating the SANE program's exemplary use of funds. He asked if there were any old business or new business. With no response, he called for a motion to adjourn.

{Ms. Hora moved that the meeting be adjourned. Mr. Gonzalez seconded the motion, which was adopted by unanimous voice vote.}





