



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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MINUTES

**Illinois Criminal Justice Information Authority
Budget Committee Meeting**

August 6, 2015

11:30 a.m.

300 West Adams, Suite 200

Large Conference Room

Chicago, Illinois 60606

Call to Order and Roll Call

The Budget Committee of the Illinois Criminal Justice Information Authority met on Thursday, August 6, 2015, at 300 West Adams, Suite 200, Large Conference Room, Chicago, Illinois. Authority Budget Committee Chair Cynthia Hora (representing Attorney General Lisa Madigan) called the meeting to order at 11:32 a.m. Authority General Counsel Lisa Stephens called the roll. Other Authority members and designees present were Philip Roy for State's Attorney Anita Alvarez, Amy Campanelli, Kathryn Dunne for Sheriff Tom Dart, Director Patrick Delfino, Director Kevin T. McClain, Pamela Paziotopoulos, Authority Chair Hon. Elizabeth Robb, Director Leo Schmitz, Director George H. Sheldon, Chief Rick Tanksley, and Paula Wolff. Also in attendance were Authority Executive Director John Maki, Authority Deputy General Counsel Junaid Afeef, Authority Program Supervisor Ron Reichgelt, Authority Program Supervisor Greg Stevens, Authority Program Supervisor Mary Ratliff (via teleconference), Authority Federal and State Grant Unit Administrative Assistant Jude Lemrow, Rebecca Janowitz of the Cook County Board of Commissioners, and other Authority staff members and guests.

Executive Director's Remarks

Executive Director John Maki said that he was excited for this meeting. Having been a Board Member in the past, he recognized that the Budget Committee (BC) is critical to the Authority's work. He said that he looked forward to making the BC process stronger, more effective, and more strategic.

1. Public Comment

None.

2. Authority Funding Overview

BC Chair Cynthia Hora, addressing the *Current Programs Briefing Book* included in the meeting materials, said that staff would provide an overview of the Authority's various funding sources and that the *Current Programs Briefing Book* would serve as a good future reference resource for Board / Budget Committee members.

Executive Director Maki said that the funding streams that the BC oversees are complicated; they behave differently and have different requirements. It will take time to learn all of the details. Funding comes from two general sources; the Federal Government and State Government. Federal funds come from either Formula Awards or Discretionary Awards. State funding, which is relatively new to the Authority in the last few years, has been difficult to absorb into the Authority's internal processes, which were designed to handle federal funds. Federal funds often allow for greater Authority discretion in their use, but the Authority serves as more of a pass-through agent for state funds. State funds will be introduced once a State Budget is in place and they will act somewhat differently than the federal funds. The bulk of the work that the Authority does in terms of research and funding to strengthen and seed programs stems from federal programs.

Authority Program Supervisors Greg Stevens and Ron Reichgelt delivered a PowerPoint presentation highlighting information provided in the *Current Programs Briefing Book* included in the meeting materials. They addressed the following federal programs:

| Federal Formula Programs | Federal Discretionary Programs` |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Justice Assistance Grants (JAG) | National Instant Criminal Background Check System Reporting Improvement Program (NARIP) |
| National Forensic Sciences Improvement Act (NFSIA) | Post-Conviction DNA Testing Program (PDNAT) |
| Prison Rape Elimination Act (PREA) | Project Safe Neighborhoods (PSN) |
| Residential Substance Abuse Treatment Act (RSAT) | Violence Against Women Act Arrest Program (VAWA A) |
| Sex Offender Registration and Notification Act (SORNA) | |
| Violence Against Women Act (VAWA) | |
| Violence Against Women Act Sexual Assault Services Program (VAWA SASP) | |
| Victims of Crime Act (VOCA) | |

3. Budget Committee Mission and Role

Executive Director Maki said that part of the reason that he wanted to hold this orientation meeting was a product of his prior experience as an Authority Board member. He said that during that time, he was not clear as to what the BC's role or mission was. He said that there is a certain perception that he wants to address head-on and it revolves around a question on the outside as to how funds are spent at the Authority; the perception is that funds are awarded to whoever comes here asking for it. That misperception comes from a fundamental breakdown in the Authority's processes. When the Authority was established, it was set up to do two primary things; strategic planning and funding oversight. Nationwide, the Authority is still regarded as the gold standard of this type of work. In the 1980's and 1990's the Authority did phenomenal work around information systems, crime mapping, funding, etc. Over time, the planning function eroded. The federal programs require a degree of planning and the Authority has been very responsive to that, but those planning processes did not filter up to the Board's level; the Board did not quite know what the plans were. At the budget level, this was problematic because one of the BC's jobs is to determine whether or not the programs recommended for funding designations fit within the priorities and a large part of this a consideration of what research has to offer regarding program performance. As a board and as an agency, the Authority needs to return to a model of having research informing funding and funding informing research. The BC plays a central oversight role in this model.

Executive Director Maki said that under current rules, the BC is supposed to review the Authority's general operating budget. That funding has been cut severely in recent years, resulting in a skeletal operation. The BC also oversees information systems funding. The BC will review fiscal reports and procedures. He said that he wanted the BC to have more input to the General Assembly and the Governor's Office.

Planning – Executive Director Maki said that in the past, the Board and staff worked together on planning. There were some attempts to do this in recent years, but they were not quite as effective as they could have been. To address this, the new Strategic Opportunities Committee (SOC) has been created and will be chaired by Paula Wolff. The SOC will be tasked with developing priorities and goals and how research will support those goals. The SOC will develop a plan to be presented to and approved by the Board that will lay out the framework for how the Board and the Agency should proceed and for how the BC should operate within that framework. He said that ideally, the representatives of the justice system that make up the Board would discuss larger overarching issues. Since the Authority has lost some of that high-level functionality, the BC has become almost a review committee; the BC often discusses finer details of specific program funding recommendations. However, the Authority has staff dedicated to performing such reviews internally, so that when a designation recommendation is

presented to the BC, the recommendation has already been technically vetted. He said that staff often does not present to the BC programs that they no longer recommend for funding partly because specific funding periods had been built into the funding recommendations and that is something that has been lost.

Budget Committee Grant Recommendation Report Template - Executive Director Maki called attention to *Budget Committee Grant Recommendation Report* template included in the meeting materials. The template is designed to illustrate the long-term plan for funding for the recommended designation and the grantee's plan to address program sustainability.

4. Grant Administration and Process

Mr. Reichgelt, addressing a PowerPoint slide, said that some of the Authority's long-standing process will change with the implementation of the new Grant Accountability and Transparency Act (GATA). He described the steps per the following outline:

1. Budget Committee Designation
2. Internal Review:
 - A. Monitor Review
 - B. Fiscal review
 - C. Legal Review
3. Execution of Interagency Agreement
4. Grant Monitoring:
 - A. Collection and Review of Data Reports
 - B. Collection and Review of Fiscal Reports
 - C. Disbursal of Funds
 - D. Site Visits
 - E. Technical Assistance
 - F. Closeout

Mr. Reichgelt said that the order of these step might change as the process is tweaked, but these are the basic steps that every grant must go through. Information gathered during this process informs future staff recommendations to either continue or discontinue funding.

Executive Director Maki, in response to a question by Rebecca Janowitz (representing the Cook County Board), said that there are two main ways that a program comes to be selected for funding; a request-for-proposals (RFP) process or a needs-based analysis. He said that in the future, program funding will be more RFP-driven.

General Counsel Lisa Stephens said that needs-based proposals often come from the Board itself.

Grant Accountability and Transparency Act (GATA) – Deputy General Counsel Junaid Afeef said that GATA was enacted to increase accountability and to reduce administrative burdens on both grantor agencies and grantees. To do this, Illinois has adopted many of the rules that the federal government uses for its grant administration programs and new rules will be developed wherever the federal rules prove to not be a good fit. The federal rules will be modified so that they can be implemented for state-level discretionary and pass-through grants from the legislature. The Single Audit Commission will review these modifications and make further changes as necessary. Grants funded pursuant to GATA will be limited to three years of funding without being subject to a new RFP. Other specific rules have not yet been adopted at this time.

5. Grant Recovery

Deputy General Counsel Afeef said that Illinois has the Grant Funds Recovery Act (GFRA). He said that until 2012, thanks to a combination of the Authority's staff, processes, and the types of grants that it has administered, the Authority never had a need to implement the GFRA's provisions to recover unspent or misspent funds. The GFRA requires that any unspent funds must be returned within 45 days of the end of a grant. In 2013, the Authority absorbed the Illinois Violence Prevention Authority (IVPA). The IVPA oversaw a program called the Neighborhood Recovery Initiative (NRI). The Authority was tasked with taking on the administration of NRI and recovering the unspent or misspent NRI funds. As of this meeting, the Authority has recovered approximately \$4 million in unspent or misspent funds from the NRI programs. All of these issues were legacy issues from the IVPA's administration of these programs. Deputy General Counsel Afeef said that there are two processes used to recover these funds:

- Informal Hearing Process – When Authority staff identifies unrecovered unspent or misspent funds, the first step is an informal hearing. Authority staff meets with grantee staff to try to resolve the issue and work out a repayment plan. Most such issues are resolved at the informal hearing
- Formal Hearing Process – The Authority does not have administrative law judges because the Authority has never had to deal with formal hearings in the past. The Authority entered into an intergovernmental agreement (IGA) with the Illinois Department of Public Health (IDPH) for the use of IDPH's administrative rules and administrative law judges to conduct formal hearings. All such judgements are turned over to the Illinois Attorney General's Office as necessary.

Deputy General Counsel Afeef said that the Authority never settles for less than the amounts owed. Most repayments are planned over a three- or six-month period. The implementation of GATA will help the Authority manage grants in a way that makes it very unlikely that it will have to pursue these processes in the future.

6. Justice Assistance Grants (JAG)

Executive Director Maki, referring to the memo in the materials dated August 6, 2015 and regarding the FFY11 JAG Plan Adjustments, said that in response to a spike in gun violence a few years ago, a panel of national experts on gun violence was consulted to form a strategy to combat gun violence. Authority staff has become aware of communities throughout Illinois that want to learn about these strategies. This designation would support a conference in Peoria, Illinois that will host representatives of jurisdictions with the highest levels of gun violence so that they can learn what techniques have been proven effective in combating gun violence in other communities. The MacArthur and Joyce Foundations have agreed to provide food and beverage services for this event.

Executive Director Maki, in response to a question by Director McClain, said that the conference would attract police chiefs, county executives, mayors, probation officers, community leaders, prosecutors, etc.

Director McClain said that, for future reference, the Illinois Law Enforcement Training and Standards Board (ILETSB) has mobile team training systems throughout Illinois. All law enforcement training must go through those mobile teams to obtain ILETSB certification. He requested that the Authority involve the ILETSB's mobile team system in future law enforcement training programs so that participating officers can receive proper certification.

Motion: Director Schmitz moved to approve the JAG FFY11 Plan Adjustment. Director McClain seconded the motion and it passed by unanimous voice vote.

Adjourn

Motion: Ms. Dunne moved to adjourn the meeting. Director Delfino seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 1:10 p.m.