

**Center for Crime Victim Services
Board Meeting Minutes
August 13, 2018**

Board Members Present: Bob Paolini, Susan Ide, Margaret Joyal, Jerry O'Neill. **Absent:** Richard Katzman.

Staff Members Present: Chris Fenno, Mary Kay Hewlett, Carol Morgan, Christine Morrison, Jodie Bacon, Abby Gladstone-Strobel, Carol Brochu, Elaine Boyce, Rachel Atkins, Melinda Meyer.

Absent: Cara Cookson.

The meeting was called to order at 1:35 PM.

REVIEW MINUTES OF LAST MEETING

The Board reviewed the meeting minutes of July 9, 2018, and approved them as presented.

LEGISLATIVE UPDATE

There was no legislative update this month.

COMPENSATION CLAIMS REPORT

Christine Morrison presented the Compensation report for July 2018. Payments related to homicide claims were much higher in July 2018 than July 2017 (\$20,597.52 vs. \$2,299.36). Christine explained that in July 2018 there were \$10,000 in funeral expenses; as well as \$10,000 in travel and relocation expenses; along with the cost to replace a computer that was taken as evidence by the police. The Compensation Report was accepted as presented.

REVIEW OF SPECIFIC COMPENSATION CLAIMS

Claim 65821 – (Note: claim number was originally presented with typo as “65281” but the number has been corrected in these minutes, per staff. The correct claim number is 65821). This claim was brought to the Board to determine if the roommate (and close friend) of the deceased victim, who suffered emotional harm because of the victim’s death, could be considered a victim and therefore eligible for her own claim. Per statute, such decision is to be determined by the Board on a case-by-case basis. The surviving roommate/close friend was seeking compensation for counseling and rent/relocation. The suspect was deceased. The Board voted all-in-favor to find the claimant eligible for her own claim.

RESTITUTION UNIT REPORT

Elaine Boyce presented on the Restitution Unit (RU) for July 2018. Of the 75 new orders received by the RU, she noted that 26 came from Chittenden County. In July, the RU Case Managers collected \$51,649.65, which was only \$750.35 short of their goal for that month. Another \$40,363.28 was received via tax offsets. Elaine noted in the fiscal year just ended (FY18), more was collected via tax offsets than in any other year since the RU began. A total of \$400,849.60 came from tax offsets, and another \$635,590.58 was collected by the Case Managers, making FY 2018 the second-best year for collections, since FY 2007. The Restitution Unit Report was accepted as presented.

FINANCIAL REPORT

Carol Brochu presented the Financial Report through July 2018. She reminded everyone that the state's new fiscal year (FY19) began on July 1st so the Center is now operating on the FY19 budget. She noted that the Center's Appropriation for FY19 is slightly higher than it was in FY18, and she's hoping we'll collect a bit more in revenues in FY19. So far, as of July 31st, 6.82% had been collected for FY19.

Carol explained that she bases her projected budget figures on a three-year average of prior years. She monitors both the Compensation Fund balance and the Restitution Fund balance monthly, looking at both operating expenses and payments to victims. She noted that the posting times of various revenues effects the figures presented on her board reports. For example, credit card receipts to the RU aren't posted until a month later than they are received. She also explained that the negative figure for Accrued Balance is due to the processing of payments to sub-grantees, since the Center pays out federal grant funds to our sub-grantees before the funds have been received. The figure listed as "Other Grants" represents money that the RU has collected for the Compensation Program, transferred quarterly by Mary Kay Hewlett.

Carol Brochu added that Center staff are now being offered a monthly finance update, to be held each month before the Board meeting. She had just presented the first such update to staff on August 10th. The Financial Report was accepted as presented.

REVIEW of PROPOSED CHANGES TO TRAVEL AND MEALS REIMBURSEMENT RATES FOR CCVS STAFF

Rachel Atkins presented draft language for proposed changes to the reimbursement rate used for travel and meals expenses for Center staff. Under the proposed changes, the mileage reimbursement rate for CCVS staff would be the same as the state's rate, which usually follows the federal rate. The meals reimbursement rate for staff would be the same as the federal rate. Moving to the federal meals rate will be helpful for staff attending out-of-state conferences in cities where meals are often more expensive. Carol Brochu added that using the federal rate will align with federal grant guidelines.

Margaret Joyal requested a change in the proposed language regarding mileage, so that the phrase about travel "from the primary work site to the destination" is listed before the phrase about travel "from the employee's home to the destination." It was agreed that the interim policy would reflect this change and that the new language would be brought back to the Board within the next few months.

CENTER UPDATE

Chris Fenno updated the Board on a variety of topics, including the national VOCA Training conference that she and other staff had recently attended. Chris gave a one-hour presentation at the conference on how to use VOCA (Violence of Crime Act) funding. At the same conference, Carol Morgan who serves on the national Compensation Board heard recommendations and brain-stormed ways that Vermont's compensation program might gain more funding. Although Vermont's federal VOCA funding increased, our federal Compensation funding did not.

Chris Fenno advised that the Executive Director of VOCA is stepping down, which might create an opportunity to change the base allocation for state funding which is currently based on state populations. A new formula could increase funding to small states such as Vermont.

Chris advised that the Center would soon be interviewing candidates to fill a new part-time position working on social media for the Center. A new staff Safety Committee was also being formed.

MEETING ADJOURNED: 2:25 PM

Next VCCVS Board Meeting Date:

**Monday,
September 10, 2018
Noon – 1:30 PM**

**Compensation Program office
58 South Main St.
Waterbury, VT**

To be followed by Board & Staff Picnic

**At: Waterbury Center State Park, 177 Reservoir Road,
Waterbury Center, VT 05677**

**Rain Location: If it rains, the picnic will be held
in the conference room at 60 So. Main**