

**Center for Crime Victim Services
Board Meeting Minutes
July 12, 2021**

Board Members Present: Bob Paolini, Margaret Joyal, Richard Katzman.

Absent: Susan Ide. Jerry O'Neill had just resigned.

Staff Members Present: Carol Brochu, Michelle Pelletier, Christine Morrison, Abby Gladstone-Strobel, Melinda Meyer, Julie Frailey. **Absent:** Carol Morgan, Jodie Bacon..

The meeting was called to order at 1:43 PM with Margaret Joyal attending via Zoom.

REVIEW MINUTES OF LAST MEETING

The Board reviewed the meeting minutes of May 10, May 21, and June 1, 2021, and unanimously approved them as presented.

COMPENSATION CLAIMS REPORT

Christine Morrison presented the Compensation reports through June 2021, which marked the end of state fiscal year 2021 (FY21). During June 2021 the number of claims received for both regular and sexual assault increased compared with the pandemic shut-down month of June 2020, but overall FY21 still showed a decrease in claims for both programs, compared to the previous year. Christine noted that the courts not being in session during the pandemic shutdown definitely reduced the number of claims coming into the program, since many claims are submitted via the State's Attorneys Victim Advocates. The Compensation Report was accepted as presented.

COMPENSATION REVIEW of AMENDED MENTAL HEALTH POLICY WITH INCREASE TO COUNSELING CAP

Christine Morrison presented the amended Mental Health Policy showing the increased counseling caps for the Victims Compensation and Sexual Assault Programs which the Board had approved on May 10, 2021. The Board agreed that the amended policy was correct as presented.

RESTITUTION UNIT REPORT

Michelle Pelletier reported on the Restitution Unit (RU) through June 2021. Statewide, a total of 41 restitution judgement orders (RJOs) were received in June. Collections by the case managers brought in more than \$41K and tax offsets generated another \$24K in June. Year-to-Date, collections for FY21 were the lowest since 2011, but more tax receipts were expected to come in due to the state's tax filing extension. One RU case manager had recently resigned, so the case workload had been re-assigned among the current case managers. Michelle noted that the RU was using a new credit card processing system, called PayEezy, which was working out very well and saving time. The Restitution Report was accepted as presented.

FINANCIAL REPORT

Carol Brochu presented the Financial Report through June 2021, which marked the end of state fiscal year 2021 (FY21). She noted that the year-end numbers were better than anticipated, although there were still concerns with declining revenues going forward. Each of the special funds had received a one-time special appropriation. The Financial Report was accepted as presented.

REVIEW OF CCVS EMPLOYEE HANDBOOK

Julie Frailey advised the Board on revisions made to the Employee Handbook. The Board will review the revised version and vote on whether to approve it in August.

REVIEW OF CCVS STAFF COLAS AND STEPS

The Board reviewed proposed COLAs and STEPS during the Executive Session.

REVIEW OF HIRING PROCESS FOR EXECUTIVE DIRECTOR

Julie Frailey advised the Board that the ad for a new Executive Director had been posted in SevenDays newspaper, as well as on Indeed, on the CCVS website, and sent out via the CCVS list-serve. The Board discussed the process for reviewing resumes and interviewing candidates.

EXECUTIVE SESSION

Motion was made by Margaret Joyal, seconded by Richard Katzman, and the Board voted unanimously at 3:16 PM to go into Executive Session to discuss COLAs and STEPs for CCVS staff. The Board came out of Executive Session at 3:40 PM. Motion was made by Richard Katzman and seconded by Margaret Joyal to approve a 2.25% COLA and 2% STEP increase for CCVS staff, effective retroactive to July 1, 2021. The Board voted unanimously to approve the COLA and STEP.

MEETING ADJOURNED: Motion was made and seconded to adjourn. Adjourned at 3:45 PM

Next VCCVS Board Meeting Date:

**Monday,
August 9, 2021
1:30 PM**

**In the conference room
At 60 South Main Street, Waterbury.**