

**Center for Crime Victim Services
Board Meeting Minutes
June 8, 2020**

Board Members Present: Bob Paolini, Susan Ide, Margaret Joyal, Richard Katzman, Jerry O’Neill.
Staff Members Present: Chris Fenno, Elaine Boyce, Carol Morgan, Christine Morrison, Jodie Bacon, Abby Gladstone-Strobel, Michelle Pelletier, Carol Brochu, Melinda Meyer.

The meeting was called to order at 1:37 PM.

REVIEW MINUTES OF LAST MEETING

The Board reviewed the meeting minutes of May 11, 2020 and approved them unanimously, with the following amendment: The Board agreed that, effective immediately, any specific Compensation Claim or Restitution Unit case that is mentioned in the minutes will list only the program’s claim or file number and the Board’s decision.

COMPENSATION CLAIMS REPORT

Christine Morrison presented the Compensation report through May 2020. Despite fewer overall claims being received in March and April, which was likely due to the pandemic shutdown, the total number of claims received year-to-date in fiscal year 2020 still showed an increase for both regular and SA claims, compared to the same period in the prior fiscal year; as did expenses for both programs. Reviewing the breakdown of compensation expenses for May 2020, Christine Morrison explained that more was actually paid out for counseling than the \$1,000 shown on the May report. Due to staff working reduced hours, and the work-flow of data-entry, the total actually paid out in May had not yet been completely entered into the Compensation Program’s database. The Compensation Report was accepted as presented.

COMPENSATION REVIEW OF GUIDELINES RE: ELIGIBLE EXPENSES RELATED TO SEXUAL ASSAULT

Compensation Program staff presented written summary of the guidelines agreed on by the Board at the May meeting, regarding eligibility of expenses related to sexual assault, pregnancy resulting. The Board reviewed the written guidelines and approved them as presented.

REVIEW OF SPECIFIC COMPENSATION CLAIM

There were no specific claims for review this month.

RESTITUTION UNIT REPORT

Michelle Pelletier reported on the Restitution Unit (RU) for May 2020. She noted that the figures reflect the pandemic shut-down of the courts, with only four (4) new restitution judgement orders received by the RU from across the state this May. Fewer payments had also come in from offenders. Michelle praised the staff of the RU who’d gotten as much done as possible while working reduced hours. Although collections came in short of the month’s goal, the collectors still brought in \$34K, and another \$38K came in via tax offsets. The Restitution Report was accepted as presented.

FINANCIAL REPORT

Carol Brochu presented the Financial Report through May 2020. She went over the format of the report pages, explaining that the tab titled “Fund Balances” (which she likens to a “checkbook”) showed that all the funds had positive balances, which was good news. However, CCVS was definitely seeing less than anticipated in revenues. Fortunately, CCVS had done a good job of lowering expenses in the past few months and money that was saved due to cancelled conferences and travel could be reallocated elsewhere. Regarding grants, due to the COVID 19 pandemic, most federal grants had been extended for an extra year, giving CCVS an additional year to pay out to subgrantees. The Board discussed possible changes to the format of monthly financial reports and agreed to revisit the topic at the July meeting. The Financial Report was accepted as presented.

CENTER UPDATE

Chris Fenno updated the Board on plans for a phased reopening of CCVS offices, with the goal of returning most staff to work by June 29th. Some staff who were working from home would probably continue doing so until September. All staff had taken the state-required COVID awareness training. Staff designated as Health Officers for each building would be trained next week, on how to screen anyone entering the offices.

MEETING ADJOURNED: Motion made and seconded to adjourn. Adjourned at 2:59 PM

Next VCCVS Board Meeting Date:

**Monday,
July 13, 2020 - 1:30 PM
Via Zoom Meeting**