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## **Heart of Texas Council of Governments**

Criminal Justice Advisory Committee

### **Meeting Minutes** *Heart of Texas Council of Governments* *1514 S. New Road, Waco Texas* Thursday March 10, 2022 10:00 a.m.

- I. Call to Order Chairman Brian Swick called the meeting to order at 10:07 AM
- II. Welcome and Introductions
- III. Members present:

Jay Sparkman	Ryan Howard	Mark Norcross
Tuck Saunders	Brian Swick	Nita Wuebker
Scott Ferguson	Glenn Shoemaker	Dick VanDyke
- IV. COG staff:

Lana Gudgel   Tim Jeske
- V. No Public Comment
- VI. Determination of Quorum

Yes quorum only 9 of the 16 members were present.
- VII. Proof of Posting Verified by HOTCOG Staff Member Lana Gudgel
- VIII. Chair Report None
- IX. HOTCOG Staff Reports: Lana presented on Community Planning, Hill County, Bosque County and McLennan County planning meetings have been completed, the remaining counties Falls County, Freestone County, Limestone County will be completed following the closing of the grant cycle. New plans will be available for the FY2024 grant cycle.

The VAWA, VOCA and JJA grant reports were presented to the board members for review. Lana Reported that the eGrants reporting system was not in use by all grantees until 4 years ago. Numbers prior to the eGrants reporting period were no longer available for review. Lana reported that the numbers in 2020 were lower as expected due to the COVID restrictions. However, prior to COVID it appeared that the grant applicates reports to the Office of the Governor at equal to or exceed the goals listed in the grant applications. In the coming years, Lana will pull the reports and include them in all future scoring packages for the boards review prior to the scoring meetings. Tim Jeske also suggested that members ask those applicants that have projects that have been funded for several years some hard questions regarding the success or failure of the projects. Questions such as “can you tell us a success story about your project that the program has had in the past.” This could be helpful in determining if funding is meeting the goals stated in the application.

Review of the scoring process. Lana provided members with a list of the pending grant applications for the FY 2023. Justice Assistance Fund has a total of 9 applications, SF 421 and TP have a total of 4 applications combined. These are all Juvenile assistance programs that have been divided into two funding groups for the FY 2023 cycle. The SF421 was formerly the JJTP / JJDP and is now the SF 421. Truancy prevention has been moved to its own funding source group and will be scored separately from the SF421. VOCA has a total of 4 applications and VAWA also has 4 applications. The CSEY has only 1 application this cycle. Members discussed procedures for scheduling the applicates presentations on April 8<sup>th</sup>. Members agree that all applicates for each funding group should be asked to come at the same time. Lana will conduct drawing to determine the order of presentations and forward that to the Members for approval. Once the order and times are approved Lana will contact all the applicants with instructions for their presentations. Members agreed that the CSEY application will be the first application to present since there is only one application and the scoring of the CSEY is slightly different from the other fundings. Lana explained that the CSEY is not a competitive funding group. The scoring for the CSEY is only to determine if the project is meeting the state priorities or not. There is no ranking of the CSEY. During the last cycle the CSEY had three applications and the Office of the Governor requested a special scoring for the CSEY. Lana had contacted the OOG regarding the CSEY for this cycle and was told that because there is only one application and it is not a competitive grant that there is no need for a special scoring meeting, the board can do the scoring at the same time as the other applications.

Member Ryan Howard had some additional questions regarding the scoring sheets and how projects were to be scored. Lana explained that information regarding the number of years a project had been funded previously would be listed at the top of the scoring sheets along with Vender Hold information. Lana explained what a vender hold was and why it is important in the scoring process. Nita asked with there were any applicants under vender hold at this. Lana told her that to her knowledge there are no vender holds at this time. The April Scoring meeting will be held at the McLennan Community College ESEC building 7601 Steinbeck Bend Road, Waco in the Lecture Hall.

- X. Approval of April 8, 2021 and October 21, 2021, minutes– Motion to approve by Scott Ferguson second by Nite Wuebker – Pass

- XI.** New Business – Lana informed the Board Members that the City of Rosebud, failed to send a representative to a grant workshop. The HOTCOG staff conducted 5 total workshops starting in January. Prior to this in December 2021, Rosebud contacted Lana for assistance with a grant application. Lana drove to Rosebud to meeting in person with the grant writers. At that time, Lana explained the procedures including the mandatory grant workshops to the Rosebud grant writer. Lana told the grant writer that they could attend a workshop virtually however, since this was at first time application, Lana recommended the grant writer attend in person, so they could receive additional assistance with the application. Lana was told by the grant writer they planned to attend in person on January 9<sup>th</sup>. Following the last of the January workshops Lana reviewed all pending applications and discovered a number of open applications that had not attended a workshop. A fifth workshop was scheduled as a virtual only workshop and all grantees were notified via email that this would be the final workshop and that attendance was mandatory to be eligible for funding through HOTCOG. At that time Rosebud had not yet opened an application, however the email notification of the final workshop along with the link was sent to the Rosebud grant writer. On February 9, the Rosebud grant writer contacted Lana for assistance with the application they had just opened. On February 10<sup>th</sup> Lana contacted Rosebud grant writers regarding submitting and certification of the grant application, and it was discovered that Rosebud had not sent a representative to a workshop. The grant writer request that the board consider allowing the City of Rosebud to apply and be scored because the grant writer had a death in the family and was gone for two weeks. During that time the grant writer did not have access to email and did not receive the email regarding the February workshop. Discussion - Member Scott Ferguson stated that the rule that all applicants must attend a workshop to be eligible has been in place for a long time, that Lana went above and beyond in making sure that the grant writer was aware of the mandatory workshop and by offering to drive to Rosebud and give the grant writer a ride to and from the workshop to meet the requirements. As such Member Ferguson moved to deem the City of Rosebud ineligible for the FY2023. Tuck Saunders seconded the motion. Passed.

Member Nita Wuebker asked about the eligibility of a Code Enforcement officer under the Criminal Justice grant program. Lana told Member Wuebker that she would need some time To review the funding requirements to see if Code Enforcement would be eligible under the Criminal justice program.

- XII.** Announcements or Future Business – None
- XIII.** Next CJAC meeting: April 8, 2022 at 9:00 AM
- XIV.** Adjournment 10:59 AM