

**Alamo Area Council of Governments  
Criminal Justice Advisory Committee Meeting  
Wednesday, January 13, 2016 – 1:30 p.m.  
Wetmore In-Service Room  
12625 Wetmore Rd, Ste. 436, San Antonio, TX 78247**

**MEMBERS PRESENT:**

1. Capt. Danny Bowermaster
2. Dr. Allen Castro
3. Chief Duane DuBose
4. Ms. Vickie Ernst
5. Mr. Quentin Thomas for Mr. Leon Evans
6. Mr. Dick Hetzel
7. Sgt. Bill Hill
8. Deputy Chief Ottis Hutchinson
9. Judge Larry James
10. Dr. Norma Greenfield-Laborde
11. Ms. Patsy Lackey
12. Ms. Ellen Wheeler-Walter for D.A. Nicholas "Nico" LaHood
13. Deputy Chief Joseph MacKay
14. Lt. Brian Pehl for Sheriff Buddy Mills
15. Ms. Abigail Moore
16. Chief Glenn Muennink
17. Ms. Karen Nelson
18. Mr. Tillman Roots
19. Detective David Price for Chief Scott Rubin
20. Mr. James Byod for Ms. Molly Solis
21. Mr. John Strelchun
22. Mr. Ronald Sutton

**MEMBERS ABSENT:**

1. Ms. Dejah Behnke
2. Constable Don Berger
3. Sheriff Randy Brown
4. Judge James Burdette, Jr
5. Amy Lambiase
6. Chief Deputy Brent Paullus
7. Dr. Norma Greenfield-Laborde
8. Chief Neva Schmidt
9. Chief Jenny Shafer
10. Ms. Pamela Taylor
11. Ms. Eladia R. Torres
12. Ms. Jocelyn VanConey

**STAFF PRESENT:**

1. Ms. Marcela Medina, Public Safety Director
  2. Ms. Laura Richardson, Public Safety Administrative Assistant
  3. Ms. Jennifer Forbes, Criminal Justice Program Planner
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1. **Meeting was called to order at 1:35 p.m. by Sgt. Bill Hill**

2. **Roll Call was taken by Ms. Laura Richardson and a quorum was established.**

3. **Citizens To Be Heard:**

No citizens to be heard.

4. **Consider and act upon approval of the minutes for Wednesday December 9, 2015.**

After consideration and discussion, a **motion** was made by **Judge Larry James** and **seconded by Mr. James Boyd** to accept the Minutes.

**All approved, the motion carried.**

5. **Discussion and appropriate action on membership.**

A. **New Alternate Member:** Mr. David Prasifka as alternate to Mr. Todd Perna for Atascosa County.

**A motion was made by Mr. James Boyd and seconded by Ms. Patsy Lackey to approve the above.**

**All approved, the motion carried.**

6. **Discussion and appropriate action on Program Report Items.**

A. **CJD Updates-**  
**Jennifer Forbes-**

A. **Strategic Planning:**

We are in the process of getting this put together. A survey was sent out on Dec. 31<sup>st</sup>. A list was sent out of all the agencies that has completed the survey so far. We only have 107 that have completed it. We would like many more to do it so please reach out to as many people as you can. We will have a Phase 2 meeting hopefully at the end of January. We will break out into the 4 different areas to come up with prioritization. The final Strategic Plan is due to the Governor's office on March 2, 2016.

B. **CJD Applications:**

We had our grant workshop on the 7<sup>th</sup> and had 70 people attend. We will hold additional smaller workshops with other people who request them. Technical Review is due Feb 1<sup>st</sup>. These will be returned by Feb 15. The applications are due to CJD on **Feb 26 by 5:00pm!**

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to TX DPS by August.

The CJD has had multiple different personnel changes in the grant programs. All have brand new directors.

The CJD has applications open now. The RFA's will be re-released soon because they had some changes they had to make.

The state priorities have not changed for GVA & VAWA.

The JAG now has Program-Specific Requirements. Projects must focus on reducing crime and improving the criminal justice system.

**There has been confirmation from CJD that Body Cameras are not allowed!**

**The CJD Narrative has changed.**

The Summary is now "Abstract". This will be nice to have this at the front instead of in the back which is where it was before.

Project Approach & Activities is new. This gives you a little more information on the methodologies of the project.

Performance Management- this used to be the Goal Statement.

The one thing that has been added and mandatory is sustainability. All applicants have to have this section completed.

Goals & Objectives- this allows the applicants to customize measures. This should be the desired end result and indicate the desired final product.

Measures- This is target output and target outcome. Allows agencies to get more in depth.

Reasonable Budget Expectations- We should be given these for **all 4 funding streams** sometime in Jan. Funding has been cut for the state however. These will all be a 12 month grant cycle this year.

**C. Score Tool:**

We will be doing our own score tool this year. It must meet these requirements per CJD:

- the problem to be solved is documented and real and is tied to appropriate target group (*Problem Statement*)
- the approach to be used is sound and clearly addresses the problem (*Project Approach and Activities*)
- the organization has a documented, good track record doing this type of work and has the right staff members to do so (*Capacity and Capabilities*)
- the organization has a clear plan to generate, collect, and assess output and outcome measures to support evaluation of results (*Data Management*)

We have additional material we may add:

- Whether the organization has shown progressive results in previously funded grants
- State Priorities and Program-Specific Requirements
- Regional Priorities
- Participation in Strategic Planning Process
- Vendor holds
- Adherence to evidence-based practices
- Other information deemed important by the COG and CJAC

It was discussed whether we want to add vendor holds as optional or mandatory. It was decided that if an applicant was on vendor hold under 30 days to be an optional deduction but if it was over 30 days then it will be a mandatory one.

*A copy of the presentation will be mailed out to everyone.*

**7. 2016 CJAC Calendar-**

The next meeting will be here at the Wetmore location.

**8. Next meeting date: February 10, 2016 at the Wetmore Facility**

**9. Adjourn**

**A motion was made by Dr. Allen Castro and seconded by Ms. Abigail Moore to adjourn. All approved, the motion carried. The meeting was adjourned at 2:15 p.m.**