



# Youth Justice Oversight Committee

## Grants Process Workgroup March 14, 2024 – Meeting Minutes

### I. MEETING DETAILS

Date and Time: March 14; noon-2:00 p.m. EDT

Location: Indiana Government Center – South, Conference Room 160

Minutes Prepared by Nancy Wever, Staff to Workgroup

### II. ATTENDEES

**Members Present in Person:** Devon McDonald, Don Travis, Lanica Angpak, Renee White, Tracy Fitz, Amber Becker, Michael Moore

**Members Present Electronically:** Robb Backmeyer, Chris Biehn

**Members Absent:** Judge Schein

**Guests:** Mark Fairchild, Judge Kenworthy, Jade Palin

**Staff Present:** Nancy Wever

### III. WELCOME AND INTRODUCTIONS

Devon McDonald convened the meeting at 12:00 p.m. EDT.

### IV. APPROVAL OF MINUTES (from 11/29 and 3/1 meetings)

Devon McDonald advised the group of the need to approve the minutes from the two previous meetings. He advised that because the membership is different than when those meetings occurred, we have two options: 1) approve the minutes by consent or 2) have them distributed and take formal vote at the next meeting. The group decided to approve them by consent. Nancy will distribute the minutes to the group.

### V. MEMBERSHIP

#### A. Roles

Devon McDonald explained that membership of some agencies is required by statute and others volunteered or were invited to join the workgroup. The role of each member is to represent their agency for all workgroup activities and responsibilities.

#### B. Responsibilities

Devon McDonald advised that the primary responsibility of the workgroup is to review and score applications for grant funds for purposes of making recommendations to the Indiana Criminal Justice Institute (ICJI) Board of Trustees. ICJI is the agency that administers the funds and approval of the grants is by the Board of Trustees.

#### C. Electronic Communication Policy

Devon McDonald explained that the workgroup is subject to public access laws. Members were provided with a copy of the Electronic Communications Policy that was previously adopted by the workgroup. Attention was drawn to the provisions requiring members to attend at least 50% of the meetings in person and voting requirements if members attend virtually.

### VI. GRANT APPLICATION SCORING PROCESS

## **A. Overview**

Devon McDonald advised that approximately \$2M was awarded for the first round of applications received. Not all of the funds have been distributed, as some remain in the contracting phase of the process. He reviewed the three funds: 1) Diversion; 2) Community-Based Alternatives to Detention; and 3) Behavioral Health. The Diversion and Community-Based Alternatives to Detention funds are formula grants, with each county eligible for a base amount with an additional amount determined by population (less populous counties receive more than those with higher populations). The total funding available in each of these is \$5M annually for a two-year grant cycle. The Behavioral Health pilot grants are competitive with \$20M available each year for a two-year grant cycle. Total funding for all three grants is \$60M.

Devon explained that currently, the funds are distributed on a reimbursement basis. However, HB 1194 allows for distribution to be advanced with documentation of expenditures provided with monthly or quarterly reports. If this bill becomes law, it becomes effective immediately, but will sunset at the end of the biennium. The funds are non-reverting – only the provision for the advancement of funds is affected by HB 1194. Grant awardees will get all or a portion of their funds by submitting an initial invoice that includes an explanation of how the funds will be spent. ICJI intends to meet with awardees to explain this process. If the funds are not expended, they will need to be returned to ICJI at the end of the grant cycle. Currently, there is no process in place for an awardee to reduce their award, but they could request an amendment to change the way the funds will be spent. This will not require a contract modification.

Grants for planning activities are available in the amount of \$20k per grant per county. This is in addition to the allocation available per the formula for the Diversion and Community Based Alternatives to Detention funds. These monies are available for distribution as an advancement.

Nancy Wever directed attention to the document that includes information on the statutes relevant to the grants. The intent was to provide a summary and guidance for the workgroup.

Devon encouraged the workgroup members to read the reports submitted by the Youth Justice Oversight Committee (YJOC) and its workgroups. If not all of them, members are asked to read the YJOC and the Grants Process Workgroup reports. Nancy Wever will send links to the reports and for a webinar that Devon suggested the members attend.

## **B. Training for Scoring**

ICJI will host a virtual training session for those scoring the applications. Nancy Wever will send a poll to find a date and time that works for most of the workgroup. The group determined that Fridays are likely the best day of the week to find a two-hour slot. The session will be recorded.

Each application will be scored by three scorers, including ICJI staff. Workgroup members will not receive access to Intelligrants but will be provided with the applications and scoring document/spreadsheet. Depending on the number of applications, each of the workgroup members may score all of the applications (if manageable number received) or the applications may be divided amongst the members (if large number received).

## **C. Timeline**

Devon McDonald advised that ICJI intends to open the application period quarterly until funds are depleted. ICJI has developed a timeline for the remainder of 2024. Nancy Wever will distribute this to workgroup members. The current application period will close April 12, 2024, and recommendations need to be made to the ICJI Board of Trustees in time for that group to vote at their meeting in June.

The workgroup agreed on the following timeline:

April 12 – applications will be available on Teams channel

May 1 – individual scoring complete both by ICJI staff and workgroup members

Week of May 6 or 13 – workgroup to meet in person to discuss scoring and recommendations; ICJI to compile into spreadsheet document  
Date TBD – recommendations to ICJI Board of Trustees, Youth Sub-Committee  
Date TBD – Youth Sub-Committee votes on recommendations to send to Board of Trustees; recommendations become public record when submitted to Board of Trustees  
Date TBD – Board of Trustees votes on funding recommendations and determines grant awards  
Date TBD – workgroup to meet to debrief process and schedule timeline through FY 2025 for quarterly process

## **VII. OTHER BUSINESS**

Judge Kenworthy advised that the Diversion Workgroup asked if a “one-pager” could be developed about the grants and include information on Frequently Asked Questions (FAQs). Renee White advised that ICJI is working on this and will share it when it is finished.

Judge Kenworthy is presenting at the Juvenile Judges Annual Meeting about the grants. She asked if ICJI could be present and have a table/space with materials and staff to answer questions. Renee advised that the Youth Division would appreciate any opportunities to share information or respond to questions. Nancy Wever suggested there be a table/space at the Justice Services Conference.

The workgroup is still seeking at least one additional member who qualifies as an “experienced practitioner in the mental and behavioral health profession”. The workgroup members suggested Dr. Ann Lagges, Dr. Zack Adams and Dr. Steve Vehewig as potential members.

Judge Kenworthy and Mark Fairchild will score proposals in addition to workgroup members.

## **VIII. Action Items**

Nancy to prepare minutes and distribute to the workgroup; including minutes from 11/29/2022 and 3/1/2023 that were approved by consent.

Nancy to send links to YJOC and Grants Process Workgroup Reports and ICJI webinar information.

Nancy to send poll to schedule training for scoring and for meeting in May to discuss scoring and make funding recommendations, debrief process and develop scoring timeline through FY 2025.

Nancy to add all members to Teams channel and upload applications when received from ICJI.

Workgroup members will have scoring complete by May 1, 2024.

ICJI to finish one-pager with information on grants and FAQs.

Nancy to connect with IOCS Education Division regarding ICJI having table/space at Justice Services Conference and Juvenile Judges Annual Meeting.

Nancy, Devon and Judge Schein to discuss additional mental and behavioral health practitioner for workgroup membership.

## **IX. ADJOURN**

Devon McDonald adjourned the meeting at 12:54 p.m.