

**Minutes from the ARIOB Site Selection & Monitoring Committee Meeting
April 26, 2013, 1:30-3:30pm., at ICJIA, 300 W. Adams, Suite 200, Chicago, IL**

In attendance: Patricia Hayden, Sarah Kaufman (for Cook County State's Attorney's Office), Sean O'Brien (for ICJIA), Angelique Orr

Non-ARIOB members: Mary Ann Dyar, Lindsey LaPointe

Sean O'Brien determined there was quorum and opened the meeting.

The committee met and discussed the following:

1. Recommendations regarding the extension of current sites' FY13 grant agreements.
2. Recommendations regarding additional dollars to sites to extend through 9/30/13 (if necessary).
3. Recommendations for FY14 grant allocations for the continuing ARI sites. Funding recommendations are based on designation request forms received from the continuing ARI sites for FY14 highlighting new program components and proposed budget requests.

Extension of current sites' FY13 grant agreements

- Overlapping federal and state funding created undesignated FY13 state dollars and currently \$250k is still undesignated after the distribution of supplemental funds.
- Lapse period of 6/30/13-9/30/13 can be used by current sites to spend these funds if vouchered by 6/30/13, and five current ARI sites have already extended grant agreements to 9/30/13.
- The current FY14 funding requests total approximately \$3.6 million for 12 months, an appropriate amount given the estimated FY14 total ARI budget in the General Assembly.
- Question of whether to grant continuing sites nine month FY14 grants (10/1/13-7/31/14) or 12 month grants (10/1/13-9/30/14).
 - 12 month period allows for more spending.
 - Goal for all ARI sites to get on SFY funding cycle.
 - Discussion of administrative challenges (program and site level) presented by sites on different funding cycles and lengths.
 - Spending should become consistent and easier to estimate in the next 12 months as sites gain program and spending stability.
- Motion: Recommendation to move all continuing sites onto 12 month grant periods, 10/1/13-9/30/14 – passed upon motion by Angelique Orr, seconded by Sarah Kaufman (none opposed, all in favor).

FY13 additional dollars to five sites to cover spending through 9/30/13 (Jersey, Macon, Madison, McLean, Winnebago)

- Estimated total cost to extend five sites for three months based on recent spending is \$178k. This would come from currently undesignated \$250k in FY13 state dollars.
- Concern that upper range recommendation would not be enough to cover all sites through 9/30/13.
- The full \$250k can be appropriated to these five counties to extend through 9/30/13 or it could be used for supplemental funds, administrative funds (strategic planning), "ramp up" dollars for new sites, or system wide trainings.
- Up to \$200k to extend sites 9/30/13 and the rest for other needs referenced above.
- ARIOB will have to allocate the \$200k to the specific sites and budgets need an amendment by 6/30/13.
- Round up what five sites need to extend through 9/30/13 (\$178,873) and take difference between \$178,873 and \$200k (\$21,127) and divide by the five sites needing funds to extend (\$4,224.40 to each site).

- Motion: Recommendation to provide additional funds needed to extend five sites through 9/30/13 based on recent spending patterns (\$178,873 total) and add the additional \$4,224.40 to five sites equally to ensure enough funds to carry through 9/30/13— passed upon motion by Angelique Orr, seconded by Sarah Kaufman (none opposed, all in favor).
(Jersey--\$31,006 + \$4,224.40=\$35,230.40; Macon--\$26,539 + \$4,224.40=\$30,763.40; Madison \$39,003 + \$4,224.40=\$43,227.40; McLean--\$15,262 + \$4,224.40=\$19,486.40; Winnebago--\$67,063 + \$4,224.40=\$71,287.40).

FY14 grant allocations for ten continuing sites

- Committee provided with the 12 month FY14 request and breakdown by budget category, prior allocation, average monthly spending, upper range of funding recommendation based on recent monthly spending, new program components and costs, and method of measuring cost-effectiveness when available (new reduction goal and/or proposed program capacity).
- Committee balanced a program's total request, including new program elements, with numbers diverted and served (when available). New program elements, such as an additional probation officer, have to align with increase numbers served to maintain cost-effectiveness.

9th Judicial Circuit (Fulton, Hancock, Henderson, Knox, McDonough, Warren) – Total request of \$613,242

- Combining three active counties and adding three more; goal to divert 51, a 15 person increase from 36 (42% increase), adding FTE probation officer, adding additional drug court attorney hours, increasing commodities and contractual, attending conference.
- Both Fulton and Knox have been behind in spending for most of the program, in part due to a one month lag in county billing, committee discussed spending issues and what program may have to cut if request only funded at \$436k.
- Cost effectiveness: \$8,565.88 per person (based on supervision of 51 per year)

Motion: Recommendation to fund up to \$436,860 (upper range of recent monthly spending x 1.42 to reflect 42% increase in numbers served) – passed upon motion by Sarah Kaufman, seconded by Patricia Hayden (none opposed, all in favor).

Cook County – Total request of \$1,006,189

- Adding community component (unknown price), 1 FTE probation officer (85K), maintaining recent supplemental funding grants of cognitive-behavioral therapy (\$100k), trauma services (\$90k), participant transit assistance (\$21k).
- Spending approximately \$60k per month, asking for approximately \$80k per month, but recent spending does not include the additional \$296k in new components.
- Goal to serve up to 200 individuals at a time.
- Cook does not have a robust coordinator to coordinate services, coordinate all program components, and to assist with paperwork.
- Cost effectiveness: \$5,031 per person (based on supervision of 200 per year)

Motion: Recommendation to fund up to \$1,006,189 (upper range of recent monthly spending, new program components) and mandate addition of a more robust program coordination role to fully implement the program— passed upon motion by Angelique Orr, seconded by Patricia Hayden (none opposed, all in favor, Sarah Kaufman abstains).

Crawford County — Total request of \$40,600

- Table request to align with FY14 funding request of the 2nd Judicial Circuit.
- If 2nd Judicial Circuit does not come in, ARIOB can vote on Crawford's funding request at the August meeting to accommodate 10/1/13 FY14 grant start date, this can be voted on in June or August ARIOB meeting.

DuPage County – Total request of \$317,514

- Current request reflects a doubling of the FY13 six month grant
- Spending issues reflect vendors not submitting bills on a timely basis and DuPage typically has a staff responsible for coordinating vendors/payments but position is vacant.
- Adding employment/mentoring (\$4,300), personnel increase (\$27k), equipment (\$8k), travel/training (\$8,300).
- Cost effectiveness: \$9,070 (based on diverting 35 – decreased if based on numbers served)

Motion: Recommendation to fund at \$317,514 – passed upon motion by Sarah Kaufman, seconded by Angelique Orr (none opposed, all in favor).

Jersey County — Total request of \$123,766

- Request slightly more than double of previous allocation, adding part-time project coordinator,
- Prior funding received to expand existing drug court from a capacity of eight to a total capacity of 20. Jersey has struggled to get people into drug court to maintain cost-effectiveness and technical assistance has been and will continue to be provided.
- Jersey began to draw participants from Greene County, can possibly look at other neighboring counties, and can possibly look into adding probation violators/intensive probation to the program.
- Cost effectiveness: \$10,314 (based on diverting 12)

Motion: Recommendation to fund at \$123,766 if capacity of 20 is maintained – passed upon motion by Angelique Orr, seconded by Sarah Kaufman (none opposed, all in favor).

Macon County — Total request of \$318,911

- Current request aligns with recent monthly spending.
- Addition of university partnership/research component (\$10k).
- Discussed need for more funds to account for recent supplemental request for \$24k in treatment dollars (not reflected in FY14 request).
- Cost effectiveness: \$3,388 (based on diverting 94, decreased if based on numbers served).

Motion: Recommendation to fund up to \$318,911 – passed upon motion by Angelique Orr, seconded by Patricia Hayden (none opposed, all in favor).

Madison County – Total request of \$213,718

- Prior request of \$187,050 for six months – current request is much less.
- Current request is \$27k out of projected spending range, but new components of TASC training (5k) and community restorative board (\$18k) explains difference.
- Madison County manages several grants to piece together a working program.
- Cost effectiveness: \$10,700 (based on diverting 20).
- Justifications for commodities request is needed in next budget due to extremely low-spending in commodities.

Motion: Recommendation to fund at \$213,718 - passed upon motion by Angelique Orr, seconded by Patricia Hayden (none opposed, all in favor).

McLean County – Total request of \$168,488

- Current request is about \$40k outside of projected spending range, accounted for with addition of new FTE probation officer (\$51K), addition of travel (\$8k) and increased commodities (\$19k).
- Former reduction goal of nine, recently 18 individuals served.
- Current proposal to increase capacity from 25 to 50.
- Cost effectiveness: \$3,370 (based on supervision of 50 per year).

Motion: Recommendation to fund up to \$168,488 – passed upon motion by Angelique, seconded by Sarah Kaufman (none opposed, all in favor).

St. Clair County — Total request of \$388,663

- More than doubling current award.
- New goal to serve 100 individuals, new reduction goal not yet identified.
- Current request is approximately \$160k outside or projected spending range, accounted for with new FTE probation officer (\$48k), new project coordinator (\$55k), new staff fringe (\$40k), cognitive behavioral therapy (\$7k), increase in pharmacy costs (\$18k), new community restorative board (\$1,900k), and ncrease in commodities (\$8,500).
- Verification needed on where additional \$16K requested is needed.
- Cost effectiveness: \$3,887 (based on supervision of 100 per year, need updated reduction goal).
- If 100 served, not all 100 will be diverted due to high needs of population (co-occurring disorders).

Motion: Recommendation to fund at \$388,663 – passed upon motion by Angelique Orr, seconded by Sarah Kaufman (none opposed, all in favor).

Winnebago County — Total request of \$380,462

- Spending has been on target and current request is \$67k outside of projected spending range, accounted for by new database assistant (\$37k), and new community restorative board consulting (\$10k), \$20k is unexplained increase.
- Unexplained increase may relate to recent increased price for drug treatment of female offenders covered in supplemental funding, but not yet reflected in monthly spending reports.

Motion: Recommend to fund at \$380,462 – passed upon a motion by Sarah Kaufman, seconded by Angelique Orr (none opposed, all in favor).

Report and materials to full ARIOB

- Committee members suggest a chart with breakdown of categories of requested funds, no spending ranges, no full designation request forms (e-mail instead), include information on sites on target with spending.

Sean O'Brien adjourned the meeting at 3.49p.m.

(Approved 6/6/13)