

**NOTICE OF PUBLIC MEETING OF THE
EXECUTIVE COMMITTEE OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION AND
AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Executive Committee** of the Arizona Criminal Justice Commission and to the general public that the **Executive Committee** will hold a meeting open to the public on **Monday, October 25, 2021** beginning at **8:30 a.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Upon a vote of a majority of the Members present, the Commission or its Committees may go into executive session for any of the purposes set forth in A.R.S. 38-431.03(A)(1) through (7), as applicable to the agenda items listed, including for the purposes of receiving legal advice or the consideration of employment-related issues.

Agenda for the meeting is as follows:

I. Call to Order and Roll Call

Chairperson Sheila Polk

Executive Committee Members:

Sheila Polk, Chairperson
Steve Stahl, Vice Chairperson
David Byers
David Sanders

**II. Approval of Minutes of the Executive Committee Meetings
Polk**

Sheila

P-F-T

- May 28, 2020
- October 25, 2019

III. Executive Director's Review and Performance Evaluation

Polk

**Sheila
P-F-T**

- Review, discussion, consideration and possible action on recommendation to the full Commission the results of the formal review and evaluation process for the agency Executive Director.

Notice of Executive Session Pursuant to A.R.S. Section 38-431.03: Upon a public majority vote of the members constituting a quorum, an Executive Session may be held for the discussion or consideration of the performance of the Executive Director pursuant to A.R.S. Section 38-431.03(A)(1). All business conducted in Executive Session is confidential pursuant to statute; and the public will be directed to leave the room and take all materials such as backpacks, purses, and briefcases.

IV. Discussion and review of ACJC Policy Number CJC-115 for Selection of Chairperson and Vice-Chairperson

**Andy LeFevre
Info**

- Members will review ACJC's internal policy for the selection of a Chairperson and Vice-Chairperson. This process occurs during the January meeting each even numbered year.

V. Discussion on Commission Membership and Committee Assignments

**Andrew LeFevre
Info**

- Members will hold an initial discussion regarding the Commission's Membership and current committee structure and assignments

VI. Approval of FY 2021 Enhanced Drug & Gang Enforcement (EDGE) Report

**Tony Vidale
P-F-T**

- Members will review and approve the FY 2021 Enhanced Drug and Gang Enforcement (EDGE) Report which by A.R.S Per A.R.S. § 41-2405 (A) 11, this report shall be submitted to the Governor, the President of the Senate and Speaker of the House of Representatives by October 31 of each year.

VII. Call to the Public

- Those wishing to address the Committee need not request permission in advance. In order to facilitate virtual participation in the meeting, members of the public wishing to address the Committee will need to email alefevre@azcjc.gov in advance of the meeting and provide a phone number where staff can reach you. Staff will email you an acknowledgment of your request and call you during the Call to the Public for your comment. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

VIII. Date, Time, and Location of Next Meeting

- The next Executive Committee meeting will be held at the call of the Chairperson

IX. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

II

EXECUTIVE COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
October 25, 2021	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 28, 2020 & October 25, 2019 Meetings

TO: Committee Members

FROM: Sheila Polk, Chairperson

RECOMMENDATION:

The Committee approve the minutes of the Executive Committee meeting held on October 25, 2019.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Minutes of the Executive Committee
May 28, 2020**

A public meeting of the Executive Committee of the Arizona Criminal Justice Commission was convened on May 28, 2020 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

Members Present: Sheila Polk, Chairperson, Yavapai County Attorney
 Steve Stahl, Vice-Chairperson, City of Maricopa Police Chief
 Dave Byers, Director, Administrative Office of the Courts
 Mark Napier, Pima County Sheriff
 David Sanders, Chief Probation Officer, Pima County

Staff Participating: Andrew T. LeFevre, Executive Director Tony Vidale, Deputy Director

I. Call to Order and Roll Call

Sheila Polk, Chairperson

The meeting was called to order by Chairperson Sheila Polk at 1:33 p.m. Roll was taken and a quorum was declared present. Ms. Polk announced that minutes of the October 25, 2019 meeting of the Executive Committee will be reviewed and approved at the next meeting of the committee.

II. Coronavirus Emergency Supplemental Funding Grant Program Funding Recommendation

Andrew LeFevre & Tony Vidale

Tony Vidale, Deputy Director, presented the staff recommendation of the \$11,187,184 in federal funds from the federal coronavirus emergency supplemental grant program to local, county, state, federal, and tribal agencies to provide services to the criminal justice system in Arizona. The grant will run from January 20, 2020, until January 20, 2022. The grant funding comes from BJA as part of the CARES Act. ACJC staff established funding priorities and communicated those to public agencies, including law enforcement agencies, corrections/detention agencies, probation offices, public safety agencies, and prosecutor/public defender offices and courts. Additionally, agencies and organizations that were not eligible for the award of CESF funds from BJA and expenditures for supplies and overtime expenditures due to the staffing shortages because of the coronavirus were prioritized for funding. ACJC staff was notified of the award on May 1, 2020, opened the grant solicitation on May 5, 2020, and closed the solicitation on May 20, 2020. There were 62 applications submitted. ACJC staff Marc Peoples helped review the technology requests and Heather Bohnet reviewed Victim Services projects. The review team focused on PPE first, then equipment, and overtime. Two charts were provided to the Committee that included the grant requests and the recommendations. The staff was able to provide funding for 54 agencies. The proposal funds projects from the following agency types: six state agencies, three cities, two counties, two city prosecutors, seven-county attorneys, 11 police departments, three probation offices, three sheriff offices, two university/college police departments, two substance abuse agencies, two superior courts, one task force, one town, one tribal prosecutor, and eight victim service agencies. ACJC staff worked hard to spread the funding promptly and fairly. Commissioner Dave Byers moved to recommend to the full Commission the allocation of \$11,187,184 in federal funds for grants allocated to the state, county, local and tribal criminal justice agencies and nonprofit agencies that provide services to the criminal justice system in Arizona as part of the Arizona Coronavirus Emergency Supplemental Funding Program. The motion seconded by Commissioner Steve Stahl passed unanimously by the Committee.

III. Call to the Public

Chairperson Polk made a call to the public. No members of the public addressed the Committee.

IV. Date, Time, and Location of Next Meeting

The next Administrative Committee Meeting will be held at the call of the Chairperson.

V. Adjournment

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Andrew T. LeFevre
Executive Director

Audio recording is available upon request.

Minutes of the Executive Committee
October 25, 2019

A public meeting of the Executive Committee of the Arizona Criminal Justice Commission was convened on July 14, 2017 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

Members Present: Sheila Polk, Chairperson, Yavapai County Attorney
 Joe Brugman, Vice-Chairperson, Chief, Safford Police Department
 Dave Byers, Director, Administrative Office of the Courts
 David Sanders, Chief Probation Officer, Pima County
 Steve Stahl, City of Maricopa Police Chief

Staff Participating: Andrew T. LeFevre, Executive Director Tony Vidale, Deputy Director

III. Call to Order and Roll Call

The meeting was called to order by Chairperson Sheila Polk at 1:28 p.m. Roll was taken and a quorum was declared present.

IV. Minutes of the January 24, 2019 Meeting

Chairperson Polk called for a motion to adopt the minutes. Commissioner Steve Stahl made a motion to approve the minutes from the January 24, 2019 meeting. Commissioner Dave Sanders seconded the motion and the motion carried unanimously.

III. Executive Director's Review and Performance Evaluation

Chairperson Polk announced that the Executive Committee was moving into executive session for the purposes of discussing the performance review for the Executive Director. Commissioner Dave Byers made a motion to enter executive session. Commissioner Joe Brugman seconded the motion and the motion carried unanimously. Executive session started at 1:31 pm.

The Executive Committee exited executive session at 1:55 pm. Commissioner Sanders made a motion to complete the executive director's evaluation based on the conversation and direction provided during executive session. Commissioner Brugman seconded the motion and the motion carried unanimously.

VI. Review of ACJC Policy Number CJC-115 for Selection of Chairperson and Vice-Chairperson

Director LeFevre provided an overview of the policy that the Commission follows for the announcement of the selection of its Chairperson and Vice-Chairperson at the November meeting of the full Commission and the nomination and selection at the January Meeting. Chairperson Polk indicated that she was interested in serving an additional term as ACJC Chair if there was no objection to her doing so. Members indicated their support and language changes to the policy were discussed for consideration at the full meeting of the Commission in November to allow for a chair and vice-chair to serve an additional two year term.

V. Discussion of Commission Membership and Committee Assignments

Director LeFevre discussed the Commission's membership and need for committee assignments for newly appointed members

VI. Call to the Public

Chairperson Polk made a call to the public. No members of the public addressed the Committee.

VII. Date, Time, and Location of Next Meeting

The next Administrative Committee Meeting will be held at the call of the Chairperson.

VIII. Adjournment

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,
Andrew T. LeFevre
Executive Director

Audio recording is available upon request.

EXECUTIVE COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
October 25, 2021	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Review, discussion, and consideration of executive Director review and Performance evaluation

TO: Committee Members

FROM: Sheila Polk, Chairperson

RECOMMENDATION:

That the Executive Committee review and discuss feedback provided by Commission Members, ACJC staff, and external stakeholders in order to prepare the annual performance evaluation of ACJC's Executive Director Andy LeFevre.

It is the recommendation of the Chairperson that this discussion occur in Executive Session, which is allowed under A.R.S. §38-431.03(A)(1) upon a majority vote of the Committee Members constituting a quorum.

DISCUSSION:

Committee Members will review and discuss all feedback received and provide guidance to the Chairperson on the preparation of a formal evaluation of the Executive Director. Per the established timeline, the Chairperson will discuss the results of the performance evaluation with the Executive Director in early November and the results will be provided to the full Commission as an information only item at its meeting scheduled for Thursday, November 21, 2019.

FISCAL IMPACT:

Minor – Executive Director Salary is primarily paid out of the funds ACJC receives from the Criminal Justice Enhancement Fund for administrative use.

ALTERNATIVES:

Not Approve - Modify - Table

**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
October 25, 2021	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Review of Policy for Selection of Chairperson and Vice-Chairperson

TO: Chairperson and Committee Members

FROM: Andy LeFevre
Executive Director

RECOMMENDATION:

Information Only

DISCUSSION:

Under interal ACJC Policy Number CJC-115, the selection of the ACJC Chairperson and Vice-Chairperson shall occur at the January Meeting held in even numbered years. This process is typically announced at the scheduled November Commission meeting.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A



ARIZONA CRIMINAL JUSTICE COMMISSION Policy and Procedure

Subject

**SELECTION OF CHAIRPERSON & VICE
CHAIRPERSON**

Policy Number
CJC-115

Effective Date
01/20/2011

Supersedes: 11/19/09

INTRODUCTION

This policy establishes the procedures for the formal selection of a Chairperson and Vice Chairperson from within the ranks of the appointed and ex-officio members of the Arizona Criminal Justice Commission (as outlined in ARS §41-2404). These procedures allow for smooth transition of leadership and insure orderly succession. This policy may be waived, as deemed appropriate by a vote of the Commission as a standing body.

POLICY AND PROCEDURES

1. Definitions: The following terms used in this policy may also be found in CJC 101 of the Arizona Criminal Justice Commission policy manual and, where appropriate, in ARS §41-2404.

A. "Chairman" (Chair or Chairperson) is the person selected by the members of the Commission (as outlined in ARS §41-2404) to provide general oversight and consultation to the Executive Director, assure that the Commission meets as required by mission and statute, chair and conduct Commission regular and special meetings, approve meeting agendas and any and all other functions deemed appropriate by the Commission as a body or outlined in ARS §41-2404.

B. "Vice Chairman" (Vice Chairperson) is the person who, in the absence of the Chairperson (or when asked by the Chairperson), exercises the authority of the Chair on behalf of the Commission and its members as outlined in ARS §41-2404.

C. "Term of Chairperson and Vice Chairperson" is the term of office in which members selected from within the ranks of the appointed and ex-officio members of the Arizona Criminal Justice Commission hold these two positions. Terms shall run from the first regular meeting of the Commission in a calendar year for a period not to exceed 24 months. The Vice Chair may normally succeed the outgoing Chairperson, unless this policy is waived by vote of the Commission or other circumstances dictate.

D. "Nominations for Chair and/or Vice Chair" shall be announced in open, public meeting(s), seconded and voted upon by the entire Commission. Those members interested in being considered for either of these two positions will notify the Executive Director during the period of time deemed necessary by the Commission or announce their interest during the open, public meeting and shall follow the normal selection process.

Procedure:

2. Normal Selection

A. Calls for nominations for Chairperson and Vice Chairperson.

- 1.** During the remaining 90 days of a currently seated Chairperson's term in their position, the Commission shall formally announce the time frame for the formal nomination process during an open, public meeting of the Commission.
- 2.** The Commission may accept nominations at the time of the vote if deemed necessary during an open public meeting. Commission members are reminded that pursuant to the Open meeting Law, they may not communicate in any manner with other commission members regarding the nomination or election process.
- 3.** All names of those members nominated shall be read in the next open, public meeting of the Commission.
- 4.** A vote on the nominees shall be taken at an open, public meeting of the Commission and a new Chair/Vice Chair shall be elected.

Procedure:

3. Special Selection

A. Requests to waive the policy/nominations from the floor.

- 1.** In the event that a seated Chair and/or Vice Chair cannot fulfill the term of these positions or in the event the Commission as a body wishes to waive this policy for a specific election, the following procedures will take place:

a. If both the Chairperson and Vice Chairperson are unable to fulfill their positions, the most senior Commissioner shall assume the role of Chair pro tem. The Chair pro tem shall instruct the Executive Director to post on either a special or regularly scheduled Commission meeting agenda a notice for open floor nominations for the Chairperson and Vice Chair. The Chair pro tem shall preside over all duties, as outlined in ARS §41-2404 until replaced by popular vote of the Commission in an open meeting.

- 2.** The Chair, for reason of excused absence, may ask any seated member of the Commission to act as Chair for a meeting (in the event of conflict or absence of the Vice Chair). During these meetings the Acting Chair has the full authority of the Chair or Vice Chair.

B. If a member of the Commission wishes to petition this body to waive this policy for a specific election, he/she shall notify the Chairperson in writing no later than 36 hours before the time and date of the posted meeting.

- 1.** The Chairperson shall instruct the Executive Director to publish and post an amended agenda with an action item for consideration by the Commission as a body, first to waive the process and then to formally accept nominations with a popular vote.
- 2.** As in all Commission business, Robert's Rules of Order shall provide guidance as to procedure.



**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
October 25, 2021	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Discussion on Commission Membership and Committee Assignments

TO: Committee Members

FROM: Sheila Polk, Chair
Executive Committee

RECOMMENDATION:

Information Only

DISCUSSION:

As part of its formal Sunset Review by the Auditor General's Office and subsequent hearing before the legislature, the Commission held a discussion in September 2016 to assess its membership to determine if it should be modified to more fully fulfill its mission and to better serve the entire state. At the September 2016 meeting the members agreed that their current membership was sufficient and agreed to hold a yearly discussion, in an open meeting, on the subject.

Creation of Committees and working groups, and the appointment of members, is at the discretion of the ACJC Chairperson. Does the current Committee structure and assignments adequately represent the role of the Commission and its associated work?

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

**EXECUTIVE COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
October 25, 2021	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Summaries of Current Events

TO: Chairperson and Committee Members

FROM: Tony Vidale
Deputy Director

RECOMMENDATION:

The Executive Committee approve the FY 2021 Enhanced Drug and Gang Enforcement (EDGE) report.

DISCUSSION:

The FY 2021 Enhanced Drug and Gang Enforcement (EDGE) report highlights activities funded by the Drug and Gang Enforcement Account and the Criminal Justice Enhancement Fund that relate to illicit drugs and drug-related gang activity. Per A.R.S. § 41-2405 (A) 11, this report shall be submitted to the Governor, the President of the Senate and Speaker of the House of Representatives by October 31 of each year. Staff will present the highlights of this report.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table