

*Commission on VASAP
Quarterly Board Meeting
Friday, December 2, 2011*

MINUTES

ATTENDANCE:

COMMISSION MEMBERS:

*Senator Henry L. Marsh, III
Senator Roscoe Reynolds (via teleconference)
Delegate Salvatore Iaquinto (via teleconference)
Delegate Jackson H. Miller
The Honorable James F. Almand
The Honorable George W. Harris, Jr.
The Honorable George D. Varoutsos
Sheriff Michael Wade
Mr. John L. Saunders
Ms. Pat Eggleston
Ms. Susan Marchon (via teleconference)
Mr. Roy-Keith Lloyd*

ASAP Directors:

*Ms. Robyn Allen
Mr. Miles Bobbitt
Mr. Anthony Carmichael
Mr. David Dutcher
Ms. Mary Read Gillispie
Mr. Richard Griffin
Mr. Ray Greenwood
Ms. Kathryn Hall
Ms. Jane Adams Jarvis
Mr. James Johnson
Mr. Daren Leake
Mr. Kimball Peele
Ms. Carol Powell
Ms. Pam Simmons
Ms. Kathryn Van Patten*

Commission Staff:

*Ms. Angela Coleman, Executive Director
Mr. Oscar Brinson, Legal Counsel
Ms. Charlene Motley
Ms. Tracy Thacker*

Guests:

*Mr. Charles Buffington
Mr. William Carne
Ms. Tracy Hallman
Mr. David Jarvis
Ms. Farrah De Leon Phongsavan
Mr. William Muse
Ms. Cindy Sheffield
Mr. Rick Witthoefft*

Time and Place:

The quarterly meeting of the Commission on Virginia Alcohol Safety Action Program (VASAP) was held on December 2, 2011 at 10:00 a.m. in the 6th Floor Speaker's Conference Room of the General Assembly Building. At the request of the Chairman, the meeting was called to order by Delegate Jackson H. Miller.

Welcome and Introductions:

Everyone in attendance introduced themselves. Delegate Miller offered thanks to everyone for attending the meeting.

Approval of Minutes:

A motion was made and properly seconded to approve minutes from the September 16, 2011 meeting.

A motion was made and properly seconded to approve minutes from the November 10, 2011 meeting.

Special Recognitions:

Senator Marsh presented Senator Roscoe Reynolds and Delegate Ward Armstrong plaques and signed framed name plates in recognition of their devoted and dedicated service as members of the Commission on VASAP. The Commission members and directors offered additional expressions of gratitude to Senator Roscoe Reynolds and Delegate Ward Armstrong for their tremendous support of the VASAP system.

Executive Finance Committee Report:

The Executive Finance Committee report was presented by Ms. Susan Marchon.

Ms. Marchon reported that the Executive Finance Committee met on December 1, 2011.

Dan River ASAP Building Purchase Update

Ms. Marchon provided an update on Dan River ASAP's building purchase that was previously discussed at the September 16, 2011 Commission meeting.

As requested by the Commission, Dan River ASAP solicited price comparison mortgage rates to several banks in addition to the rate that the building owner was willing to provide. It was determined that the banks had significantly lower rates. Dan River ASAP is now negotiating with the building owner to determine if he will provide similar rates before proceeding with the purchase. The Dan River ASAP director will provide status updates to the Commission.

Fee Guidance Document

Ms. Marchon reported that the Committee has finalized the Fee Guidance Document. The Fee Guidance Document entailed a lot of work for the Committee and the directors who helped with suggestions. The document will provide instruction for assessing the approved ASAP fees, and guidance on utilizing the financial transaction screen in Inferno.

Ms. Marchon stated that this was not an item that required Commission approval.

Budget Amendments

Ms. Marchon reported that two budget amendments were reviewed.

Capital Area ASAP submitted a budget amendment request to move one line item to another. The total is \$445.21 to replace computer equipment that is no longer functional. The purchase is necessary and does not change their overall budget. Ms. Marchon stated that since the amendment does not require any expenditure change to the overall budget, Commission approval is not necessary.

Southeastern ASAP is requesting a budget amendment in the amount of \$12,500 to cover the cost of credit card fees that the bank charges them to process credit transactions. At the time the budget was submitted, the amount was inadvertently omitted. The director was advised to solicit other banks for competitive rates. Southeastern ASAP has ample funds in their reserve to cover the cost of the budget amendment.

A motion was made and properly seconded to approve Southeastern ASAP's budget amendment in the amount of \$12,500. All were in favor, none opposed.

State Share

Ms. Marchon reported that several ASAP programs have become delinquent in sending their state share of fees to the Commission. Ms. Marchon reminded directors to submit state share fees on a timely basis and that in instances where state share of fees are not paid within 90 days or more, a letter will be sent to their policy board chairperson from the Commission advising them of the delinquency.

Executive Director's Report:

Ms. Angela Coleman gave the Executive Director's Report.

Ms. Coleman reported that the Commission office was in the process of certification of the Battlefield region with the last program certification scheduled for December 13, 2011.

Certification reports will be sent out to local program directors, at the same time, when all of the certification site visits have been completed. There will be a 30-day response time for submitting action plans for any noted deficiencies and areas of attention. The certification recommendations will be presented for approval at the March 2012 Commission meeting.

The remaining two regions, the Blue Ridge and Colonial regions will begin certifications in the spring and summer of 2012.

In keeping with the practices of other state agencies, effective March 16, 2012, meeting minutes, after Commission approval and signature by the Chairman, will be available on the VASAP website. Minutes will no longer be distributed at the Commission meeting.

Holiday Message

The Commission is often asked to participate in holiday messages regarding the dangers of drinking and driving. The Commission created a holiday message for 2011. A copy was disseminated to the Alta Vista newspaper per their request. A copy is also available on the VASAP website, and is available to local program directors to use in their local areas.

Senator Marsh remarked that the holiday statement held a valuable message and chose to read the message to the Commission and guests.

Ms. Coleman stated that about two years ago, Senator Marsh remarked that he attended a movie where a public service announcement from the Department of Health aired. Senator Marsh stated that he thought it would be a good idea that the Commission investigate similar activity. Ms. Coleman reported that starting today, a public service announcement movie trailer will be shown at several movie theatres around Virginia to include Richmond's Bowtie Cinema. The trailer will be shown through December 31, 2011 on fifty two screens throughout Virginia.

Ms. Coleman then presented a copy of the movie trailer to the Commission and guests for viewing. Ms. Coleman offered a special thanks to Christopher Morris, Special Programs Coordinator at the Commission office, for spearheading the movie trailer project. Ms. Coleman added that a majority of the project was produced in-house, thereby, providing a substantial cost savings. The total costs for the public service announcement was only \$5,000.

Senator Marsh remarked that if airing the trailer saves one life, it was well worth the expense.

VASAPDA Report:

Mr. Kimball Peele gave the VASAPDA Report.

Mr. Peele introduced himself as the director of Bull Run ASAP and the new VASAPDA President. Mr. Peele stated that he has been involved in the ASAP system since 1979.

Mr. Peele reported that the fall VASAPDA conference that was held in Charlottesville was a success. Mr. Peele added that Angela Coleman and Charlene Motley attended one day of the conference.

Mr. Peele indicated there were several on-going VASAPDA projects and stated that on behalf of ASAP directors and himself, they would like to thank the Commission members for the work they are doing. Mr. Peele gave an overview of the history of VASAP and how incorporating

local policy boards have strengthened the VASAP system. Mr. Peele added that VASAP is a NHTSA model program which continues to be one of the top DUI programs in the nation. He stated that In light of some recent issues, he and the other ASAP directors did not feel an “overhaul” of the system is necessary. Mr. Peele also stated that “if it is not broken, then don’t fix it”.

Senator Marsh commended Mr. Peele for an outstanding report.

Executive Session:

A motion was made and properly seconded to adjourn into Executive Session to discuss legal and personnel matters.

The Commission Returned to Open Session:

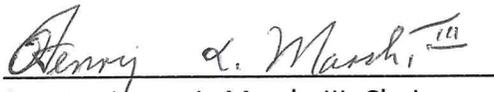
The Commission returned to open session. It was certified that only legal and personnel issues were discussed in Executive Session.

Meeting Dates:

March 16, 2012 June 8, 2012 September 14, 2012 December 7, 2012

Adjournment:

A motion was made and properly seconded to adjourn the meeting. The meeting was adjourned by Senator Henry L. Marsh, III, Chairman.



Senator Henry L. Marsh, III, Chairman