

COMMISSION ON VASAP  
QUARTERLY BOARD MEETING  
Friday, June 9, 2017

**Minutes**

**Attendance**

**Commission Members**

Delegate Jackson H. Miller, Chairman  
Sheriff Michael L. Wade, Vice Chairman  
Senator Glen H. Sturtevant, Jr.  
The Honorable Mary Jane Hall  
The Honorable George D. Varoutsos  
The Honorable Gino W. Williams  
Mr. John Saunders  
Ms. Pat Eggleston  
Mr. Anthony Carmichael  
Ms. Mary Read Gillispie

**Telephone Conference**

Delegate David J. Toscano

**Absent**

Senator Richard H. Stuart  
Delegate Richard L. Morris  
Delegate G.M. "Manoli" Loupassi  
Ms. Mellie Randall

**Commission Staff**

Ms. Angela Coleman, Executive Director  
Mr. Oscar Brinson  
Ms. Rosario Carrasquillo  
Ms. Charlene Motley  
Mr. Christopher Morris  
Mr. Richard Phillips

**ASAP Directors**

Ms. Robyn Allen  
Mr. Miles Bobbitt  
Ms. Andrea Cosans  
Ms. Sharneé Eure  
Ms. Angela Fortune  
Mr. James Hatcher Johnson  
Ms. Victoria Kesler  
Mr. Daren Leake  
Mr. Roy-Keith Lloyd  
Ms. Jaime Moran  
Ms. Debora Morgan  
Ms. Laura Offield  
Mr. Kevin Ortegel  
Ms. Cindy Sheffield  
Ms. Tara Smith  
Mr. Rick Wilkins

**Guests**

Ms. Linda Aldridge  
Ms. Janet Baugh  
Ms. Kim Barcliff  
Ms. Debra Coffey  
Ms. Michelle Denhoff  
Mr. Chad Goodwin  
Mr. Mario Harris, Sr.  
Ms. Cynthia Hites  
Mr. David Hites  
Mr. John Honea  
Mr. Scott Mason  
Mr. Toby Taylor  
Ms. Kimberly Williams

## **Time and Place**

The quarterly meeting of the Commission on the Virginia Alcohol Safety Action Program (VASAP) was held on June 9, 2017 at the Virginia State Capitol Building in House Room 1. The meeting was called to order by Sheriff Michael Wade Vice Chairman.

## **Welcome**

The Honorable Jackson Miller, Chairman and Sheriff Wade welcomed and thanked everyone for attending the meeting.

## **Approval of Minutes**

A motion was made by The Honorable Gino W. Williams, and properly seconded by the Honorable Glen H. Sturtevant, Jr., to approve the minutes from the March 17, 2017 Commission meeting. All were in favor.

## **Executive Finance Report**

The Executive Finance Committee report was presented by Mr. Anthony Carmichael.

The Executive Finance Committee met on June 2, 2017.

### **Local ASAP Programs FY 2018 Budget Review**

Mr. Carmichael informed that the Commission is authorized by the Code of Virginia to administer and supervise the system of local ASAPs to ensure maintenance of minimum standards for program operations such as accounting and auditing. In advance of a new fiscal year, the Commission considers and determines if budgets should be approved. At the end of each fiscal year, the Commission finances an independent audit of each program.

Mr. Carmichael reported that the Commission office and members of the Executive Finance Committee started the review process for the FY 2018 budgets in March. The early time frame allowed the committee to conduct an extensive review and provide directors ample time to respond to questions and make any necessary adjustments. Furthermore, prior to the budget review by the Commission, all budgets were reviewed and approved by the members of the local policy board as required. Each board chairman submitted a letter approving their individual ASAP's budget.

Special attention was given to the Arlington ASAP's budget. Mr. Carmichael detailed that the projected 2018 budget for the Arlington ASAP reflects a shortfall of \$248,213.30; however, in past years it has been the practice of the Arlington Sheriff's Department to cover any shortfall the program experiences. The Commission received a letter from the Arlington Sheriff's Department expressing its commitment to cover the shortfall again in 2018.

The Executive Finance Committee offered special recognition to Ms. Keshana Pierce, Senior Accountant for the Commission office, for her work in reviewing the budgets. Her primary goal was to ensure that the programs' budgets were fiscally sound and structured with a view towards maintaining program solvency.

The Executive Finance Committee recommended approval of all 24 local program budgets.

Delegate Miller thanked the Commission Staff and the ASAP Directors. He stated that when he became a member of the Commission, it seemed for several years, there were five or six local ASAP budgets which were at risk of not being approved. More time was spent by the Commission staff, as opposed to the local ASAPs, to amend the budgets. He expressed that it is good news that all budgets are approved, and that he is glad to see that all local ASAPs are working to stay on budgets specially in this time of difficulty for the local ASAPs with declining referral numbers.

A motion was made by Sheriff Wade, and properly seconded by The Honorable Mary Jane Hall, to approve the FY 2018 budgets for: Alexandria ASAP, Bull Run ASAP, Capital Area ASAP, Central Virginia ASAP, Chesapeake Bay ASAP, Court Community Corrections ASAP, Dan River ASAP, District Nine ASAP, Fairfax ASAP, James River ASAP, John Tyler ASAP, Mount Rogers ASAP, New River Valley ASAP, Old Dominion ASAP, Peninsula ASAP, Piedmont ASAP, Rappahannock Area ASAP, Rockingham/Harrisonburg ASAP, Southeastern Virginia ASAP, Southside Virginia ASAP, Southwest Virginia ASAP, Tri-River ASAP, and Valley ASAP. All were in favor.

A motion was made by Sheriff Wade, and properly seconded by Judge Hall, to approve the FY 2018 budget for Arlington ASAP. Nine were in favor. The Honorable George D. Varoutsos recused himself from voting.

### **Executive Director's Report**

Ms. Angela Coleman presented the Executive Director's report.

#### **Ignition Interlock Contracts**

Ms. Coleman stated that the Commission previously approved ignition interlock vendor contracts with Alcolock, Draeger Safety Diagnostics, LifeSafer, and Smart Start which will expire on June 30, 2017. As required by the Virginia ignition interlock regulations, the Commission solicited bids via a request for proposals.

Christopher Morris, Special Programs Coordinator for the Commission office, provided a brief overview of the ignition interlock vendor selection process.

Mr. Morris stated that the request for proposals was published on March 8, 2017 and closed on May 1, 2017. The Commission office received five proposals, and all five vendors were interviewed on May 25, 2017. The Virginia Attorney General advised that the Commission was

required to accept any proposal meeting the strict criteria of the Commonwealth of Virginia. Mr. Morris announced that all five proposals met the criteria.

Ms. Coleman informed the Commission that based upon their extensive review, the Executive Finance Committee recommended approval of a three-year contract for Alcolock, Draeger Safety Diagnostics, Intoxalock, LifeSafer, and Smart Start to provide ignition interlock services in Virginia.

Judge Hall asked what would be the effect of being an approved vendor.

Ms. Coleman stated that the five vendors announced will be the only interlock companies approved by the Commonwealth of Virginia to provide interlock services to the local ASAPs. She added that persons with ignition interlock requirement will have the opportunity to research and make the selection of their choice from one of the five vendors. The ASAPs do not make any recommendations at all. It is an independent selection.

Delegate Miller stated that adding another vendor will be beneficial for the Commonwealth of Virginia, being that there are some areas of the state where there are fewer selection options.

A motion was made by Judge Williams, and properly seconded by Senator Sturtevant, to approve three-year contracts for Alcolock, Draeger Safety Diagnostics, Intoxalock, LifeSafer, and Smart Start to provide ignition interlock services in Virginia. All were in favor.

#### Policy Board Training

Ms. Coleman stated that during interactions with policy board members, a common theme has been expressed regarding training on board responsibilities and making the training accessible to members who cannot travel to the main VASAP Training Conference.

For a solution, the Commission has organized a series of five training sessions for policy board members across the state. The policy board training is six-hours. The ASAP Directors will be invited for two hours which will include an interactive session between the policy board and the directors. The facilitators are Dr. James Burke and Ms. Linda Pierce of the Performance Management Group at the Center for Public Policy at Virginia Commonwealth University (VCU). They are known for their training sessions and assessments of public and private entities.

The first training session was held in Richmond on May 16<sup>th</sup>. Ms. Coleman reported that it was successful; however, the attendance and registration to date has been less than expected. Out of 261 appointed board members, only 75 have registered.

While most programs have at least one member registered and some have several attending different locations, there are a few local programs that do not have any of their board members registered. The Commission has expended a significant amount of resources for these road shows and the registration date has been extended to June 16<sup>th</sup> in hopes that attendance will increase.

The remaining policy board training dates and locations are on June 26, 2017 at the Sheraton Hotel located in Tysons; on June 27, 2017 at Boars Head Inn located in Charlottesville; June 28, 2017 at the Inn at Virginia Tech and Skelton Conference Center located in Blacksburg; and June 30, 2017 at the Sheraton Ocean Front Hotel located in Virginia Beach.

#### Training Conference

Ms. Coleman reported that the 2017 VASAP Training Conference will be held on August 28-29 at the Hampton Roads Convention Center.

She announced that the Commission office has upgraded the registration process. This year's registration will be entirely electronic. The Commission office will be sending a link to the ASAP Directors for distribution to their staff. Upon completion of registration, a ticket will be created with the pertinent information being coded. She informed that registrations may be completed via smart phone or personal computer. This will be a paperless process; therefore, the Commission office will no longer accept registrations by fax, regular mail or email. The new efficient process will allow for greater accuracy and a lighter workload for Commission staff.

#### StateScoop 50

Ms. Coleman informed that StateScoop is an organization that gathers top leaders from across government, academia and the technology industry to discuss ways technology can improve government.

Scoop News Group is the leading government IT media company in Washington, D.C., with a client and sponsor list that includes the biggest technology companies in the world.

Ms. Coleman stated that StateScoop recognizes the outstanding work of state IT officials. The state IT innovation of the year award recognizes innovative IT approaches to cross agency technology.

Ms. Coleman announced that this year, the Commission on VASAP received a StateScoop 50 award in the category of State IT Innovation of the Year for the on-line payment portal.

She highlighted that some of the award winners in the same category included the Supreme Court of Nebraska for its appellate e-filing system, as well as the Iowa Department of Transportation and the Arkansas Public Schools for their computer networks. Ms. Coleman and Ms. Rosario Carrasquillo, Executive Administrative Assistant for the Commission office, traveled to Arlington on April 23, 2017 to receive the award. Among the awardees was the Honorable Terry McAuliffe, Governor of the Commonwealth of Virginia, in the category of State Executive of the Year.

The Commission is very proud to have received another national award for the VASAP System. Ms. Coleman stated that she appreciates the support received from the Commission members and the local ASAPs while the program continues to grow and enhance.

Ms. Coleman thanked Ms. Carrasquillo for her hard work over the last year in assisting the local ASAPs with the payment system and for managing a number of edits and system updates. Finally, she reported that of the 24 ASAPs, 17 are receiving payments online.

#### Forum and Association of Ignition Interlock Administrators

On April 25-26, the Commission hosted the 2017 Multi-State Ignition Interlock Forum with the primary goal of discussing reciprocity issues and best practices in the area of interlock monitoring. There were 19 states represented. Ms. Coleman thanked Delegate Miller, Sheriff Wade and Mr. John Saunders for speaking on the agenda. Mr. Toby Taylor, Vice President of Regulatory Compliance for Smart Start, also presented valuable information in the area of incorporating education and treatment.

Following the 2017 Multi-State Ignition Interlock Forum was the conference of the Association of Ignition Interlock Administrators on May 21-24 at the Omni Hotel in Richmond. Although the Commission on VASAP was not the official host, Commission Staff played a major role in the conference organization, registration and presentations. Ms. Coleman concluded that the conference reviews from the attendees were positive regarding the location, the agenda and meals.

#### VASAPDA

Ms. Cindy Sheffield, President of the VASAP Directors' Association, presented the VASAPDA report.

Ms. Sheffield reported that VASAPDA provided training in the criminal justice academies on April 10th, 18th, 26th and May 4th. She thanked Mr. Morris and Mr. Miles Bobbitt, Director for the Valley ASAP, for presenting. Ms. Sheffield added that the ignition interlock vendors were also present and had the interlock devices on display. She stated that they had positive reviews.

Ms. Sheffield stated that on May 24-26, 2017 the VASAP Director's Conference was held at Virginia Beach. Mr. Richard Foy, Field Services Specialist, and Ms. Charlene Motley, Field Services Supervisor for the Commission, presented an overview of the ASAM criteria for treatment assessments, which will go into effect on July 1<sup>st</sup>.

Ms. Sheffield thanked the ASAP Directors who assisted her with organizing the VASAP Directors' Conference.

**Meeting Dates**

September 15, 2017	10:00 a.m.
December 8, 2017	10:00 a.m.

**Adjournment**

It was moved by Sheriff Michael Wade, and properly seconded by Senator Sturtevant, to adjourn the Commission on VASAP quarterly meeting. All were in favor.

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The Honorable Jackson H. Miller, Chairman

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