

**COMMISSION ON VASAP
QUARTERLY MEETING**

March 25, 2022

Minutes

Attendance:

Commission Members:

Mr. John L. Saunders, Vice Chairman
Senator Scott A. Surovell
Delegate James A. Leftwich, Jr.
The Honorable George D. Varoutsos
The Honorable Mary Jane Hall
The Honorable Gino W. Williams
Sheriff Stacey A. Kincaid
Ms. Margaret Steele
Ms. Pat Eggleston
Ms. Krystal Hulette
Ms. Tara Smith

Absent:

Senator Richard H. Stuart, Chairman
Delegate Don L. Scott, Jr.

Commission Staff

Ms. Angela Coleman, Executive Director
Ms. Rosario Carrasquillo
Mr. Richard Foy
Mr. Glen Miller
Mr. Christopher Morris
Ms. Charlene Motley

Office of the Attorney General

Ms. Janet Baugh

Time and Place

The quarterly meeting of the Commission on Virginia Alcohol Safety Action Program (VASAP) was conducted in Senate Committee Room A of the Pocahontas Building in Richmond, Virginia on March 25, 2022 at 10:00 a.m.

Senator Stuart, Chairman, was unable to attend. Mr. Saunders, Vice Chairman, presided in his absence. All meeting attendees introduced themselves.

Approval of the Minutes

Judge Williams moved, and Delegate Leftwich seconded, that the minutes from the December 10, 2021 Commission meeting be approved. All were in favor; none opposed.

ASAP Certification Updates

Old Dominion ASAP

Chief Neil White, Chairman of the Old Dominion ASAP Policy Board, accompanied by Superintendent Clay Corbin and Captain Patty Barr of the Northwestern Regional Adult Detention Center, provided the Commission with an update on the status of Old Dominion ASAP.

Chief White reported that progress is being made at Old Dominion ASAP despite the recent resignation of the program's director, Patricia Lowery. A new director has been hired. In the interim, Capt. Barr has done a fantastic job reviewing and implementing improved program processes and raising ASAP fee collection rates. Superintendent Corbin also commended Captain Barr for the positive changes she has implemented, stating that the office culture was much better now. He added that the circumstances at Old Dominion ASAP, leading to conditional certification, did not happen overnight; thus, it will take time for the program to fix everything. It is his goal for Old Dominion ASAP to not only become fully certified, but to be one of the best ASAP programs in the Commonwealth. Superintendent Corbin stated that he plans to attend the new directors training. He also expressed his appreciation to Ms. Coleman and the Commission staff for their assistance.

Ms. Coleman reminded the Commission members that Old Dominion ASAP was one of the two programs that was not fully certified at the last Commission meeting. Ms. Coleman recognized the hard work of the detention staff to improve the ASAP.

John Tyler ASAP

Ashley Cole, Director of the John Tyler ASAP, reported that with the help of the Commission staff, the program is now meeting required standards.

Mr. Saunders added that it is his intention and expectation that both Old Dominion ASAP and John Tyler ASAP will be fully certified by the June Commission meeting.

Information Technology Update

Glen Miller, IT Specialist for the Commission on VASAP, stated that his primary focus is to implement various processes and technologies to address identified inefficiencies and to improve the experience of clients interacting with the VASAP system. He provided an update on recent VASAP information technology initiatives to include the following:

- 1) The Commission office has delivered 27 laptop computers, monitors, mice and keyboards to the ASAPs at a cost of \$25,040 to be funded primarily by the Virtual Training Support grant.
- 2) Another 27 laptop computers, monitors, mice and keyboards were purchased by the Commission office for the ASAPs at a cost of \$24,675 using ignition interlock funds.
- 3) The development phase of the Adsystem Case Management System is almost completed. The \$250,000 upgrade will be completed and accessible to the ASAPs and clients by the end of September 2022. The upgrades include a refreshed website, integration of the online payment system and the case management system, ability of clients to submit paperwork online via most electronic devices, and electronic signature capability.
- 4) The Commission office is migrating its DMV user base to a more secure transport layer security (TLS) access method. This two year project, which is a focal point of the Commonwealth's information security plan, should be completed in April 2022.

Executive Director's Report

Ms. Coleman presented the executive director's report.

Budget Amendment Request

District Nine ASAP requested a budget amendment to release \$27,345.88 from reserves to pay the departing senior case manager for unused leave that was accrued over his 23.5 years of employment. Ms. Coleman stated that District Nine ASAP has sufficient reserves to cover the payment and recommended that the Commission approve the amended budget. Judge Hall moved, and Senator Surovell seconded, that the budget amendment be approved. All were in favor; none opposed.

Annual Training Conference

Ms. Coleman directed the attention of the Commission members to the announcement for the annual VASAP training conference. The conference will take place on August 15-16, 2022 at the Portsmouth Renaissance and will cover many of the procedural changes to occur as a result of the information technology changes Mr. Miller spoke about. The conference will give ASAP personnel from across the Commonwealth the opportunity to network, but emphasis will be on much needed, system wide training that has not occurred since 2019.

Ignition Interlock Funds Distribution

Ms. Coleman stated that last year the Commission voted to permit the allocation of ignition interlock funds to certain ASAPs with budgetary issues, as well as to some rural ASAPs in need of updated technology and equipment. Last year, the Commission collected approximately \$941,000 of interlock funds. Thus far, the funds have been used to open a satellite office in Warsaw, VA. Part-time employees will be hired to staff the satellite office. Since Tri-River ASAP covers such a large geographical area, opening the satellite office will cut the driving time of some offenders by as much as 45 minutes. Funds have also been allocated to the Southwest Virginia ASAP to update their office equipment and improve connectivity.

Ms. Coleman stated that a decision as to what ASAPs may receive ignition interlock funds next fiscal year will be determined at the June Commission meeting when the local program budgets

are examined. She added that some programs, such as Alexandria ASAP, may not be sustainable given their very low referral rates.

Financial Status of ASAPs

Ms. Coleman called on Chris Morris to further explain how the allocation of ignition interlock funds is impacting the financial status of ASAPs. He displayed graphs of selected ASAPs showing overall referrals, DUI referrals, reserve funds, accounts receivable, revenue, expenditures, operating costs, and reallocated ignition interlock fees. Several of the graphs showed the redistribution of interlock funds that were provided to ASAPs with financial problems between the months of August 2021 and February 2022. He noted that the ignition interlock fees sent from the Commission to these ASAPs were approximately double what they would have normally received if there had been no reallocation. The programs receiving reallocated ignition interlock fees were: Alexandria ASAP, Capital Area ASAP, Dan River ASAP, Court Community Corrections ASAP, Southside ASAP, Southwest Virginia ASAP, Tri-River ASAP and Valley ASAP.

Mr. Morris pointed out some of the benefits that have occurred as a result of the reallocation of the ignition interlock funds to include: 1) the opening of the aforementioned satellite office in Warsaw; 2) the provision of two laptop computers for every ASAP; 3) the purchase of additional technological items to increase mobility and improve communication; 4) the ability to maintain the state share of fees paid by the ASAPs to the Commission at a rate well below the maximum, statutorily permissible level of 10%; and 5) maintaining the financial solvency of all 24 ASAPs in the VASAP system. He noted that without the existence of the Enginuity Case Management System, TREDs, and the Virginia Interactive payment system, as well as financial support from the state office in some cases, several ASAPs would not have survived during the COVID pandemic.

Mr. Morris provided a snapshot sample of both stable and unstable ASAP programs. In particular, he noted the positive financial picture of Central Virginia ASAP, Chesapeake Bay ASAP, and Peninsula ASAP. In contrast, he showed that Bull ASAP and Rappahannock Area ASAP have an issue with low fee collection rates despite solid numbers of referrals, a problem

being experienced by multiple ASAPs at this time. Southside ASAP and Valley ASAP were shown as examples of programs who are financially stable, but only because the programs received reallocated ignition interlock funds and Paycheck Protection Program loans.

Judge Williams inquired as to whether similar graphs were available for every ASAP. Mr. Morris stated that he could make them available and that the data will be updated every month.

VASAP Directors' Association (VASAPDA) Report

Mr. Miles Bobbitt, Director of Valley ASAP, presented the VASAPDA report. He stated that VASAPDA is providing free posters to all Virginia high schools that warn about the dangers of alcohol/other drug use and vaping.

Meeting Dates

The following remaining Commission meeting dates are scheduled for 2022:

June 3

September 16

December 9

Adjournment

Judge Williams moved, and Delegate Leftwich seconded, that the meeting be adjourned. All were in favor and none opposed. There being no further business, Mr. Saunders adjourned the meet.



Senator Richard H. Stuart, Chairman