

COMMISSION ON VASAP  
QUARTERLY MEETING

September 16, 2022

Minutes

Attendance:

Commission Members:

Senator Richard H. Stuart, Chairman  
Mr. John L. Saunders, Vice Chairman  
Senator Scott A. Surovell  
Delegate Don L. Scott, Jr.  
The Honorable George D. Varoutsos  
The Honorable Gino W. Williams  
Ms. Margaret Steele  
Ms. Pat Eggleston  
Ms. Krystal Hulette  
Ms. Tara Smith

Commission Staff

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

Office of the Attorney General

Mr. Christian Parish

Teleconference:

The Honorable Mary Jane Hall

Absent:

Delegate James A. Leftwich, Jr.  
Sheriff Stacey A. Kincaid

**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 September 16, 2022 at 10:00 a.m.

Senator Stuart, Chairman, presided and called the meeting to order at 10:05 a.m. Ms. Angela Coleman, Executive Director, called roll of the Commission Members.

**Approval of the Minutes**

Senator Scott Surovell moved and Vice Chairman John L. Saunders seconded the motion that the minutes from the June 3, 2022 Commission meeting be approved. All were in favor; none opposed.

**ASAP Certification Update**

*Old Dominion ASAP*

Ms. Coleman reported that Ms. Jen McVeigh, newly hired director, has been actively working on bringing the Old Dominion ASAP into compliance with ASAP Policies and Procedures. Ms. Coleman added that the office is now open during regular business hours, phones are being answered, staff are returning phone calls in a timely manner and Ms. McVeigh has reestablished relationships with stakeholders in the area. It was recommended that Old Dominion ASAP be granted full certification through June 30, 2024.

Judge Gino Williams moved and Senator Scott Surovell seconded the motion to grant Old Dominion ASAP full certification through June 30, 2024. All were in favor; none opposed.

**Bull Run ASAP**

Chris Morris, Special Programs Coordinator for the Commission on VASAP, provided an update on Bull Run ASAP's financial status. The investigation conducted by the Virginia State Police found that there was no criminal activity; however, there were issues found within the financial workings of the program, to the extent that Bull Run ASAP's fiscal agent, City of Manassas

Park, had conversations with the Commission office about severing their relationship with the Bull Run ASAP.

Mr. Morris summarized an e-mail sent to Bull Run ASAP by the City of Manassas Park on May 26, 2022 citing the following issues:

1. Bull Run ASAP's payroll was paid by the City of Manassas Park's funds, which the City had not budgeted for. The City of Manassas Park's budget must be authorized and approved by the Governing Body. Bull Run ASAP is not part of the City's budget; therefore, its expenditures should not have been paid with City funds.
2. Late reimbursement payments by Bull Run ASAP to the City resulted in a negative impact to billing in subsequent months. The City referenced that the January check was late and they received the February reimbursement check in May, which was one month before the City's audit. The City signed a renewed contract with Bull Run ASAP on April 1, 2022 to continue to provide fiscal services. There is a section in the contract, paragraph F, which states that the City is now requiring Bull Run ASAP to promptly reimburse the City upon request.
3. The Bull Run ASAP reports the financials to the policy board on an actual cash basis rather than an accrual basis. Cash basis reporting works if bills are paid on time; however, it can be catastrophic if they are not; which is what happened with Bull Run ASAP.
4. The City cited in the e-mail that they still had not heard from Bull Run ASAP regarding direct access to Bull Run ASAP's bank account for payroll payment. They also noted that they had been reaching out to set up a meeting with the Director, Jaime Moran, by phone, e-mail and the front office staff. The Commission is unsure if that meeting ever occurred.

Ms. Jamie Moran, Director of the Bull Run ASAP and the chair of the Bull Run ASAP Policy Board were present to respond to questions of the Commission and to offer any statements regarding their financial status. Senator Stuart asked Ms. Moran how she planned to move forward.

Ms. Moran stated that she is going to adhere to the amended proposed provided approved budget, the personnel reorganization and is going to be working on increasing the collection rate. She added that Bull Run ASAP will be working with the fiscal agent from City of Manassas Park to merge all of the funds in one back account.

The Bull Run ASAP budget was discussed. Due to a reduction in projected revenues to \$821,377, there was discussion pertaining to a cut in expenses to balance the budget. A recommendation was proposed to cut a vacant position, a part time court liaison position, a license evaluator position and several other non-employee related reductions. Senator Surovell expressed concerns over removing the part time court liaison position due to the services provided to the client at the courthouse. Ideas were proposed that another employee could do this on a part time basis and bring a phone to answer calls from clients to the Bull Run ASAP during down time at the court. Senator Stuart advised Director Moran that the modification and presentation of an acceptable budget was the responsibility of the director.

Judge Williams moved and Senator Surovell seconded the motion to allow Bull Run ASAP 30 days to present the Commission with a viable budget. All were in favor; none opposed.

#### Review of Appropriations Act – Item 3 C – Special Session I (2022)

The Commission on VASAP was directed to review its organizational and financial structure and develop recommended actions needed to achieve long-term fiscal stability. The Commission was directed to report its findings, to include any recommendations that require legislative action, to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees by October 1, 2022.

Commission members were provided with a copy of the report and Ms. Coleman provided a brief summary of the contents of the report. Appendix A, ASAP Individual Director Salary/Overall Budget Comparisons, Appendix B, ASAP Cash on Hand & Property Value and Appendix C, Full and Part Time Employee / Jurisdiction Served/Total Population were presented along with the following recommendations:

**Recommendations:**

- It is recommended that regionalization and/or merger of programs occur in order to ensure that ASAP services are available to all citizens of the Commonwealth which is instrumental to protecting highway safety.
- It is recommended that a system of revenue sharing is implemented.
- It is recommended that individual ASAP program organizational structures are standardized.
- It is recommended that the local ASAPs inquire with the courts in their area on possible space available to house their program.
- It is recommended that the local ASAPs coordinate with each other to find opportunities to reduce operational costs by sharing contracts and services with mutual stakeholder to include, but not limited to, class instructors, labs and health care providers for employee benefits.
- It is recommended the commission continue to provide professional and leadership training to the ASAP directors via a system where continuing education credits are required on an annual basis.
- It is recommended that legislation is proposed to empower the commission to regionalize, re-organize or merge programs, providing sufficient notice to affected programs.

Delegate Scott moved and Vice Chairman Saunders seconded the motion to approve the report as presented to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees by October 1, 2022. All were in favor; none opposed.

**Executive Director's Report**

Ms. Coleman presented the director's report.

**Alexandria ASAP**

Ms. Coleman provided the commission with a program update. Alexandria ASAP does not have any staff. Commission staff are onsite two days a week to provide services. The Alexandria ASAP Policy Board communicated to Commission staff that they will be having a meeting next week to dissolve and return the program to the state office. Judge Varoutsos expressed concern

that commission staff providing day to day operations of the program is setting a precedent. Ms. Coleman agreed that it was not ideal but that it will be temporary while reorganization is being explored.

### VASAP Conference

The Annual VASAP Training Conference took place on August 16<sup>th</sup> through August 17<sup>th</sup> at the Portsmouth Renaissance. There were 150 ASAP staff members and policy board members from Chesapeake Bay ASAP, Piedmont ASAP, and John Tyler ASAP. Training included topics such as daily case management processes, data collection, and case management system enhancements. Speakers were exceptional and included two national speakers.

### Commission Office Audit

The Commission on VASAP's Financial Audit was on Monday, September 12<sup>th</sup>. There were no audit findings or recommendations. Ms. Coleman thanked the Commission staff, especially Ms. Charlene Motley for her hard work.

### Recognition

Ms. Coleman recognized three Commission staff for their state service.

Mr. Richard Phillips for five years of service.

Mr. Christopher Morris for ten years of service.

Ms. Charlene Motley for thirty years of service.

### VASAP Directors' Association Report

Ms. Hullette reported that VASAPDA has not held any meetings since their spring conference. VASAPDA highlighted some events of the VASAP training conference.

### Meeting Dates

Remaining Commission meeting date scheduled for 2022:

December 9

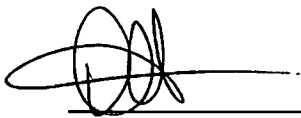
### Adjournment

Judge Williams moved and Vice Chairman Saunders seconded the motion to adjourn the meeting. All were in favor; none opposed.

Remaining Commission meeting date scheduled for 2022:  
December 9

**Adjournment**

Judge Williams moved and Vice Chairman Saunders seconded the motion to adjourn the meeting. All were in favor; none opposed.



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Senator Richard H. Stuart, Chairman