

**COMMISSION ON VASAP
QUARTERLY MEETING**

June 9, 2023

Minutes

Attendance:

Commission Members:

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

Absent:

Senator Scott A. Surovell

Commission Staff

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

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 June 9, 2023, at 10:00 a.m.

Senator Richard H. Stuart, Chairman, presided and called the meeting to order at 10:03 a.m. Ms. Angela Coleman, Executive Director, called roll of the Commission Members.

Approval of the Minutes

The Honorable Gino W. Williams moved, and The Honorable Mary Jane Hall seconded the motion that the minutes from the March 24, 2023, Commission meeting be approved. All were in favor; none opposed.

FY 2024 Local ASAP Budget Review

Ms. Coleman reported on a new electronic budgeting system that directors utilized this year. The system was designed to make the budget preparation easier as well as look at trend data and revenue before any issues arise. Ms. Coleman thanked the directors for their participation with the new system. Ms. Coleman advised that for budget approval, beginning this year, a director or a board designee must be present at the meeting to answer any questions. Ms. Coleman reported a representative from each of the 24 programs was in attendance and thanked them for coming. Ms. Coleman clarified that the section of the budget that states "approved" signifies that the budget was submitted to the Commission office successfully; however, the budget is not approved until the Commission grants full approval. Ms. Coleman recommended that all 24 ASAP program budgets be approved with discussion of two programs.

The first budget for discussion was Bull Run ASAP. Ms. Coleman noted that their fiscal agent cancelled their contract, so the employees are no longer participating with VRS. Ms. Coleman introduced Jaime Moran, Director of Bull Run ASAP, to speak to the cancellation. Ms. Moran reported the employees have been offered a 401K and still have their health benefits.

Ms. Coleman stated the second budget up for discussion was Alexandria ASAP with a reminder that members of the City of Alexandria were present at the last meeting to express their dedication. Ms. Coleman introduced Mr. Christopher Morris, Commission on VASAP Special Program Coordinator, and Mr. Rohan Williams, Director of Peninsula and Alexandria ASAP, to provide an update. Mr. Morris reported on May 11th he, along with Mr. Williams and Dr. Conway, met with Ms. Keller, the City of Alexandria Director of Human Rights and Ms. Sara Taylor, the City of Alexandria Director of Legal Affairs. Mr. Morris reported it was a good meeting with discussions including the need for free classroom space, possibly at the recreation center. Mr. Williams presented the City of Alexandria with a bare bones budget that included a part time employee. Ms. Keller and Ms. Taylor were going to go back and hash out the details. Mr. Morris reported he hoped they would attend the Commission meeting, but they advised they had no additional news to report to the Commission at this time. Mr. Morris stated he believes the finish line is near.

Mr. Morris introduced Mr. Rohan Williams to provide program operation updates for Alexandria ASAP. Mr. Williams requested to recognize Dr. Michelle Boone-Thornton, Peninsula ASAP Policy Board member, and Dr. Gjxiannah Conway, Alexandria ASAP staff, who he reports have been instrumental in working with the Alexandria program. Mr. Williams reported Alexandria ASAP has always been physically staffed since Peninsula ASAP has been involved. In May of this year applicants were interviewed and a local part time employee was hired with an opportunity to go full time. Mr. Williams reports the full-time status is contingent upon the City of Alexandria funding. Mr. Williams reported in the 2023 fiscal year, Alexandria ASAP has been involved with 279 DUI cases, 6 community service cases, 1 drug offender case, 13 license restoration evaluations and 51 ignition interlock completions. They have provided reports or testified on 130 cases in General District Court and 10 cases in Circuit Court as well as provided monitoring for federal probation cases. Senator Stuart and the Commission members thanked the staff for their hard work with Alexandria ASAP with a round of applause. The Honorable George D. Varoutsos reported he was concerned with how the arrangement would work but he spoke with Alexandria General District Court Judge Haddock last month and he was pleased with the way the arrangement was working. Mr. Williams reports the courts, commonwealth attorney's office, and the public defender's office have appeared to be happy, and they will continue to

work with those partners in the future. Senator Stuart stated those partners owe Mr. Williams and his staff a great debt of gratitude. Mr. Williams said he appreciates the opportunity. Ms. Coleman personally thanked Mr. Williams and Dr. Boone-Thornton for listening to an idea that had not been done before and that can now serve as a template as it has been proven successful. Ms. Coleman stated she owes them her professional debt of gratitude.

Ms. Coleman reported she is required by the Appropriations Act to let the Commission know that the Commission on VASAP is ending the fiscal year without any debt. The program planning and budget office, as well as the finance committee will be notified as appropriate. Senator Stuart stated that is outstanding and partly due to Ms. Coleman and her staff's outstanding leadership.

Delegate Don L. Scott, Jr. moved and Delegate James A. Leftwich, Jr. seconded the motion to approve the budgets of all twenty-four programs for fiscal year 2024. All were in favor; none opposed.

Certification Overview

Ms. Charlene Motley reported within several months, the triennial certification review will begin. During this time, Commission staff will conduct ASAP site visits and cases will be reviewed via the case management system. Any ASAP that has deficiencies will have 10 days to provide an action plan. Certification recommendations will be presented to the Commission at the June meeting next year. Current certifications will all expire June 30, 2024.

Executive Director's Report

Ms. Coleman presented the Executive Director's report.

Ignition Interlock

Mr. Christopher Morris pointed out the ignition interlock report has been revised to include the recommendations from Delegate Wren Williams given last meeting to include the previous year's numbers. Ignition Interlock figures from 2016 and RAMD have been included. Mr. Morris

stated RAMD numbers will now be tracked on future reports. Ignition interlock numbers for May appear to be higher than April, numbers are rising.

Intoxalock's contract was terminated at the last Commission meeting giving 90 days to transfer 1,692 clients. The Commission provided Intoxalock with a design that would not stress the system while transferring the cases. Over 70% of the clients have been transferred through the end of May. There are 527 left that have been unresponsive, but Mr. Morris feels confident, at the rate things are going, that all transfers will be completed by June 30th. Mr. Morris recognized the interlock vendors, along with the ASAP directors for pulling together during this process.

Senator Stuart asked Mr. Morris what happens if transfers result in show cause before the court and asked if the court would be notified of the issues with Intoxalock so that people are not in any jeopardy. Mr. Morris responded to avoid that Intoxalock has worked with the Commission to not put anyone in lockout until the deadline of June 30th. Mr. Morris stated he was not aware of any case where someone has been returned to court for that reason.

Mr. Morris reported new five-year contracts have been awarded. The interlock vendor contracts were awarded to LifeSafer, RoadGuard and Smart Start who are current vendors in Virginia. Remote alcohol monitoring contracts were awarded to SCRAM, LifeSafer and Smart Start. One new remote alcohol monitoring vendor, Securus Monitoring, was added. Mr. Morris reports a good business relationship with the companies.

The Honorable Mary Jane Hall asked if Intoxalock is still present in Virginia to provide services. Mr. Morris reports they are and have been very cooperative and responsive to any client complaints.

Upcoming Initiatives

Ms. Coleman reported Commission staff has been working on initiatives for the upcoming fiscal year to identify what the needs are in the field. This year, Commission staff have come up with quite a few initiatives all based on training, employee retention and engagement. Ms. Coleman

reported the directors participated in a successful training yesterday, the first of many to come; and while the training was mandatory, Ms. Coleman thanked the directors for their attendance.

Ms. Coleman reported past initiatives included updating technologies, updating ASAP curriculum, the opening of a satellite office, cash disbursements and updating the case management database. All of which were significant financial investments from the Commission office.

Ms. Coleman stated this year the focus will be more on training and changes in the way trainings are offered. Ms. Coleman stated a quarterly training for new ASAP hires is being implemented where topics such as DMV entry, ignition interlock, and ASAP policy and procedures will all be covered before they get immersed in their caseloads. This training will be in addition to yearly training occurring at the VASAP annual conference. Ms. Coleman advised all members who wish to attend any of the scheduled trainings to please do so. The quarterly training will be led by Ms. Shelby Edwards, Commission on VASAP Office Services Assistant, with support from Mr. Christopher Morris.

Ms. Coleman introduced the creation of the VASAP training leadership academy. The purpose of which is to identify and train future leaders within the ASAP system. With a rise in retirements, having those individuals already trained and ready to step into those roles will be highly beneficial. The training will be an extensive yearlong effort with a small group. There will be an application process and, to ensure ASAP operations are not impacted, some trainings will be in person while others will be virtual using the TEAMS platform. Ms. Rosario Carrasquillo, Commission on VASAP Special Programs Design Technician, will lead the effort.

Ms. Coleman reported Ms. Charlene Motley will lead the efforts on the triannual certification. Commission staff will be visiting each ASAP office at least once prior to certification to meet with staff. Ms. Coleman stated she wants everyone to be successful and pass certification. Commission staff will be reaching out to directors to let them know when they will be on site.

Ms. Coleman reported herself and Ms. Motley will be working with the local Policy Boards. Training will occur on September 27, 2023, for Policy Board members across the Commonwealth. The training will cover topics such as fiduciary responsibility, compliance with FOIA, etc. The last time a policy board training was implemented was in 2018. At that time, it was a regional training, and the number of participants was not as great as we had hoped for. With the training occurring this year in one centralized location, Ms. Coleman is hopeful for greater participation, and that everyone will receive the same information at the same time.

Public Information Education Activities

Once again, Ms. Coleman encouraged local ASAPs to be more involved in their communities. Last Saturday, Commission staff, Christopher Morris and Shelby Edwards were present at the Ashland Strawberry Faire. Ms. Coleman stated the agency wants to make sure they are doing their part to cut down on DUIs and not just waiting on DUIs to come to them. The Commission has brochures, handouts, and goody bags ready to mail out to the local programs for public information events. Ms. Coleman reminded directors to please make sure they are getting out in their communities.

Meeting Dates

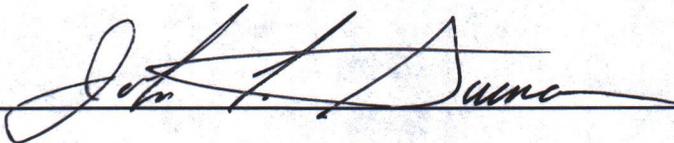
The following Commission meeting dates are scheduled for 2023:

September 15th

December 8th

Adjournment

The Honorable Gino W. Williams moved, and Delegate Don L. Scott, Jr. seconded, that the meeting be adjourned. All were in favor; none opposed. There being no further business, Senator Richard H. Stuart adjourned the meeting at 10:30 am.



Mr. John L. Saunders, Vice Chairman