



## INSPECTOR GENERAL REPORT

2006-02-0056

May 26, 2006

### INDIANA CRIMINAL JUSTICE INSTITUTE

*Inspector General David O. Thomas reports as follows:*

One year ago the Indiana General Assembly created the Indiana Office of Inspector General (OIG), codifying and expanding on Executive Order 05-03 issued by Governor Mitchell E. Daniels, Jr., on January 10, 2005.

Indiana Code 4-2-7-2 mandates that the OIG is “responsible for addressing fraud, waste, abuse, and wrongdoing in agencies.” State law further provides that the OIG shall “initiate, supervise, and coordinate investigations,” and in the event of sufficient evidence to create a “reasonable suspicion” that a crime has occurred, the inspector general shall report such wrongdoing to both the governor and state and federal law enforcement agencies and prosecutors with jurisdiction over those matters. I.C. 4-2-7-3.

Today, the OIG issues an investigative report detailing its findings into an ongoing review of misconduct at the Indiana Criminal Justice Institute (ICJI). This report is issued subsequent to verbal briefings of these findings made to the

Governor on April 25, 2006 and May 11, 2006 and to the ICJI Board of Trustees on May 12, 2006.

Cognizant that state law allows the OIG to only recommend actions to other state agencies, this report also outlines how our investigation lead us to recommend two earlier personnel actions: (1) our April 25, 2006 recommendation for the administrative leave of an Executive Branch agency leader and (2) our presenting evidence to the ICJI Board of Trustees on May 12, 2006 that led to the termination of two executives within that agency.

A third action is the referral of our investigation to the Prosecuting Attorney in Marion County and the United States Attorney for the Southern District of Indiana. Governor Daniels has authorized this referral pursuant to the OIG enabling statute, which authorizes a report to a prosecuting attorney if potential criminal conduct may exist. A prosecuting attorney may decide there is no criminal activity or request additional investigation. For this and other reasons, all persons are presumed innocent of criminal conduct.

Likewise, even if no criminal charges result from this investigation, the function of the OIG continues. A fourth and final action by the OIG will be making final recommendations to help prevent this wrongdoing from occurring in the future.

## I.

### THE CRIMINAL JUSTICE INSTITUTE

The ICJI is an Executive Branch state agency created statutorily in 1983. One of the purposes of ICJI is to receive and fairly distribute to various state and local government entities throughout Indiana the many criminal justice grant dollars received each year from the federal government. The purpose of having a single state agency in this role is to more efficiently and fairly advertise the availability of these monies and to provide a uniform application process to qualifying groups across Indiana.

There are four divisions within ICJI, designed to delegate the purposes of ICJI more efficiently. These are the: (1) criminal justice, (2) juvenile justice, (3) research and (4) victim services divisions.

Within these four divisions, there are currently approximately thirty-five (35) internal staff members at ICJI. These employees include an executive director (ED), three deputies to the ED, other division chiefs and a support staff.

Various entities are statutorily involved in the oversight of ICJI operations. A Board of Trustees is the final authority over the distribution of grants, the Indiana Attorney General is charged with recovering funds that have been misappropriated from the agency, and the Governor may call upon any state employee or entity to help carry out the statutory purposes of CJJI.

One of the grant programs administered by ICJI is the Juvenile Accountability Block Grant (JABG) program. Federal law imposes four primary

requirements on the state in the administration of the JABG program: (1) grants may only be awarded to the State or a unit of local government; (2) the unit of government receiving the grant must provide a cash match of at least 25%; (3) the state must distribute or “pass through” 75% of the total block grant allocation to local government units; and (4) “no funds allocated to a State under this subsection or received by a State for distribution under subsection (b) [to units of local government] may be distributed by the Attorney General or by the State involved for any program other than a program contained in an approved application.” These requirements are found in the JAIBG Guidance Manual, Office of Juvenile Justice and Delinquency Prevention, Department of Justice.

## II.

### INVESTIGATION

The OIG investigation began with an OIG website hotline report on February 3, 2006. The investigation proceeded with the following actions. Legal research commenced by examining the enabling statute of ICJI. All ICJI employees were interviewed, as well as other non-employees, resulting in over fifty (50) interviews. Executive Director Bolejack was apprised prior to these internal staff interviews that they would need to occur, was advised of the nature of the complaints, was given the opportunity to make detailed comment on the allegations, and was given a second opportunity in a subsequent interview to give

comment after being presented with the initial findings of the investigation. Documents were examined. The Governor was apprised of the investigation as required by statute, and the Attorney General's Office was briefed on the initial findings as required by I.C. 5-2-6-12. Two members of the State Board of Accounts operated in a team effort with OIG Special Agent investigators in performing audit functions. The United States Attorney's Office and members of the Federal Bureau of Investigations made contact with the OIG and were briefed due to the federal money involved.

All of these events occurred prior to the submission of the findings to the ICJI Board of Trustees in Executive Session on Friday, May 12, 2006. Bolejack was given another opportunity at this meeting to respond to the evidence collected. She declined, but was represented by her legal counsel at the session.

### III.

#### SUBSTANTIVE FINDINGS

##### A.

##### The McKenna SKIP Grant

##### Summary

The OIG investigation revealed an effort to bypass state review and approval procedures in order to direct a series of federal grants and contracts worth over one-half million dollars to Michael McKenna, a Louisiana criminal defense attorney with no prior experience in administering juvenile justice grant programs. In at least three different instances, ICJI Executive Director Heather Bolejack directed agency staff to process these federal grants to McKenna, her friend and a lifelong friend of her husband. One of those grants was for \$417,000, the largest juvenile justice discretionary grant awarded in the last five years by ICJI. This grant was for a program known as “Saving Kids of Incarcerated Parents” (“SKIP”) and was never approved by any of the three requisite ICJI review groups.

In fact, Board minutes of both the ICJI Board of Trustees and the Juvenile Justice State Advisory Group were fraudulently and perhaps criminally later altered and falsified to make it appear as if both groups had fully reviewed and approved of this arrangement.

Furthermore, this McKenna SKIP grant copied a program previously established by the Ten Point Coalition, a group of local ministers who have run a program for several years with the same concept and name.

When the McKenna SKIP grant was suspended after seven (7) months of this 12 month grant, McKenna had not mentored a single child.

Furthermore, McKenna admitted that this grant was his only source of funding, that he intended to pay himself a \$95,000 salary from the grant, and that the expenses he had incurred for the past seven months were primarily for salaries, the lease of a new vehicle, office space, purchase of computers, and out of state travel.

ICJI staff refused to process at least two of these additional grants or contracts directed to McKenna by Bolejack, describing these actions as improper and violating office policies.

This evidence allows us to reach the following primary findings of fact: (1) The primary purpose of the SKIP grant award was to benefit McKenna and not provide mentoring services to juveniles as required by federal law. (2) The timeline of events indicates that Bolejack was

personally and substantially involved in awarding McKenna's grant without Board approval. (3) Documents were falsified to make it appear as if this grant had been properly and legally approved to cover up an apparent deception. (4) Bolejack attempted to direct at least two more grants or contracts to McKenna which ICJI staff refused to process.

### Introduction

Michael McKenna was the recipient of a \$417,000 grant from ICJI on October 12, 2005. McKenna called his program the "Saving Kids of Incarcerated Parents" (SKIP) project and registered the name "SKIP" with the Indiana Secretary of State's Office. The described purpose of his SKIP program was to provide service to children whose parents were incarcerated.

The federal portion of the Juvenile Accountability Block Grant awarded to McKenna by ICJI totaled \$312,750. An additional \$104,250 was to come from state matching funds within ICJI.

The total grant awarded to McKenna totaled \$417,000 and was for a one-year period, from October 1, 2005 through September 30, 2006, according to an agreement between ICJI and McKenna Consulting (Exhibit 3, attached).

These grants must be approved by the Board of Trustees, however the OIG investigation revealed that the ICJI Board of Trustees never approved this grant. The minutes from the quarterly September 8, 2005 meeting show approval of the federal funds back to ICJI as the grant applicant (without mentioning McKenna's name) but were altered to appear properly approved. Additional irregularities in the application process for this SKIP grant are outlined below.

## Pre-Application:

### 1.

The OIG investigation revealed two initial concerns in the pre-application process. First, it was discovered that the Ten-Point Coalition, a faith based organization of the greater Indianapolis area, had operated a SKIP program under the supervision of Isaac Randolph. “Choices Inc.”, another Marion County organization, is also currently providing services to children of incarcerated parents in the Indianapolis area.

Neither existing program was offered the opportunity to apply for or secure federal grant funding administered by ICJI.

### 2.

Witness interviews also revealed the following information. Shortly after Heather Bolejack was appointed by the Governor as the Executive Director of the Criminal Justice Institute in April, 2005, Michael McKenna, a lifelong friend of Bolejack’s husband, expressed an interest in leaving Louisiana, where he was a practicing attorney, to pursue grant money in Indiana. Bolejack volunteered to help McKenna make connections with other grant providers and assist him and his family in relocating to Indiana.

It was Bolejack who first introduced McKenna to Isaac Randolph, a City-Council member in Indianapolis. Randolph, a former executive director of the Ten Point Coalition, a group of faith-based and community leaders, met with

McKenna and described a youth mentoring program from when he was involved with the Ten Point Coalition. The program, known as “Saving Kids of Incarcerated Parents” (“SKIP”), was designed to mentor and offer activities to the children of parents who were in jail or prison. Randolph was clear in articulating that at no point did he or Ten Point Coalition give McKenna permission to use either the concept or the name of the program. Yet, on March 29, 2006, without Randolph’s or Ten Point’s consent or knowledge, McKenna registered a program called “Saving Kids of Incarcerated Parents” with the Indiana Secretary of State’s Office listing only himself as the principal. In the May 17, 2006 edition of the Indianapolis Star, McKenna is quoted as saying, “I had no knowledge of any other program. This is a legal and valid program that I worked hard on.”

Indianapolis Star, May 17, 2006, p.B1

One week later, on August 25, 2005, Hurricane Katrina struck the Louisiana coast. McKenna and his family immediately relocated to Indiana and the effort to secure federal grant money took on a new urgency and importance.

#### Application:

3.

McKenna missed the August 1, 2005 deadline to apply for the SKIP grant, yet his application progressed when others who had missed the deadline were immediately denied further consideration for missing the deadline. ICJI witnesses confirm that McKenna’s grant application did not comply with the August 1,

2005 deadline and, at best, his application was a work in progress in the following months. ICJI records show that at least one other grant application was turned down for missing the August 1, 2005 deadline, this being from the Gary Police Department (see Exhibit 5, attached).

This information is corroborated by the June 21, 2005 ICJI Memorandum to “Eligible Units of Local Government” which shows the August 1, 2005 deadline (See Exhibit 1, attached). McKenna’s grant application reveals that no “received date” is marked thereon (See Exhibit 2, attached). Other basic information is absent, such as the “Legal Applicant Financial Officer” and the “Project Director”. ICJI witnesses confirm that this application was received after August 1, 2005.

4.

The fourth and perhaps most disturbing aspect of the \$417,000 McKenna SKIP grant application process is that none of the three review bodies established by ICJI to review the grant applications approved the McKenna SKIP grant. Yet Executive Director Bolejack signed the grant agreement (Exhibit 3, attached) and subsequently directed an expedited and immediate first payment of \$80,000 to McKenna.

Internal ICJI mechanisms require that review bodies must approve any award of block grant funds made from the Juvenile Division. The first review body is the Juvenile Justice State Advisory Group (JJSAG). The second is the ICJI Trustee Youth Services Sub-Committee and meets just before the third

review body at quarterly meetings. This third review body is the full Board of Trustees.

The first review body (JJSAG) met September 1, 2005. Minutes from this meeting are attached hereto as Exhibit 4. It is important to note that this document and its attachment (a spread sheet) were produced in April of 2006 by ICJI in an Access to Public Records Act request, and that the attachment shows that the McKenna SKIP grant is marked as “approved” (Exhibit 4, attached). This is an altered document, because the SKIP grant was not approved at the September 1, 2005 meeting, as demonstrated below.

The second review body, the ICJI Trustee Youth Services Sub-Committee, met the following week on September 8, 2005, and reported the results of the first meeting to the Board of Trustees. It is critical to note that the spreadsheet attached to these minutes shows a finding by the first review body (JJSAG) that the McKenna SKIP grant was reviewed but its disposition was recorded as “defer” rather than “approve” (compare Exhibits 5 and 4, attached). This document (Exhibit 5) was produced by an actual member of the JJSAG who was in attendance, who then corroborated in a recorded statement that the grant was never approved, but instead was deferred for being incomplete.

The third review group, the full Board of Trustees, also met on September 8, 2005. The minutes of the next quarterly meeting on December 5, 2005, show that the SKIP grant for McKenna was approved at the September 8 full board meeting (see Exhibit 6, attached). However, these minutes approved at the December 5 Board meeting do not reflect the actual Board actions and events of

the September 8 meeting, as supported by statements from members of the Board of Trustees and the documents referred to subsequently. In further support that these September 8 minutes are inaccurate, the SKIP grant could not have advanced to the Board since the JJSAG had not approved it.

Furthermore, these minutes state that, "One grant was deferred" (Exhibit 6, page 6). This text illustrates that the SKIP grant could not have been approved by the full Board of Trustees on September 8 because only one grant had been deferred, this being the SKIP grant (Exhibit 5, attached).

At once, the investigation focused on determining whether the September 8 full Board meeting was recorded. It was learned from several ICJI employees that it was recorded, similar to the other full Board meetings. However, the recording of the September 8 meeting was recorded over and therefore unavailable to OIG investigators.

Another document supporting the fact that the SKIP grant never was approved by the first review group is an email obtained from ICJI employees, dated September 29, 2005 (see Exhibit 7, attached). Here an ICJI employee is asking members of the first group for a rushed review of the McKenna SKIP grant. This email further documents that the McKenna's SKIP grant was never approved by the first, second or third review group.

In summary, the McKenna SKIP grant never received approval from the first review group which deferred the incomplete application. The altered document showing the first group "approved" the grant is contradicted by the members of that group who report otherwise, and who also corroborate their

information with the minutes and attachments they kept from the process.

Likewise, if one is to believe the doctored September 8 full Board of Trustees minutes, prepared by internal ICJI employees, is accurate, the later September 29 email requesting the McKenna SKIP grant to be approved by the first group becomes unnecessary.

Accordingly, the subsequent SKIP grant award signed by Executive Director Bolejack (Exhibit 3) and the first \$80,000 disbursed to McKenna under her direction occurred without the approval from any of the three required review bodies.

A timeline reflecting the above events is as follows:

2005:

- August 1: Application deadline missed by McKenna SKIP grant; Gary PD grant denied due to this same missed deadline
- September 1: Group 1 meets and defers SKIP grant for Department of Corrections (grant application makes no mention of McKenna)
- September 8: Group 2 meets and does not discuss SKIP grant and takes no action on the deferred SKIP grant  
  
Group 3 (full Board of Trustees) also meets and does not discuss SKIP grant and takes no further action on deferred SKIP grant
- September 29: Email from ICJI employee asks 1<sup>st</sup> Group to give feedback on SKIP grant for the Marion County Prosecutor's Office. There is still no mention of McKenna's involvement in the SKIP grant
- December 5: Group 3 (Board of Trustees) presented with falsified minutes from last meeting of September 8, 2005, alleging that McKenna SKIP grant was approved at September 8 meeting

5.

The investigation also revealed that Executive Director Bolejack was not only involved in the application process of the McKenna SKIP grant, but also helped steer the grant award to him.

Ms. Bolejack has taken the position that in order to avoid an appearance of impropriety, she did not attend any of the three review bodies when the McKenna SKIP grant was allegedly discussed. She has further denied any involvement with this SKIP grant process.

However, the minutes of the September 8, 2005, full Board of Trustees meeting (see Exhibit 6, page 1) reveal that Bolejack attended the meeting that same date, and participated in discussion.

Other evidence reveals her participation in the SKIP grant process. For example, she introduced McKenna to others interested in the SKIP grant.

She permitted ICJI staff to assist, if not have a major role, in the preparation of the grant application. As one example, on August 18, 2005, Deputy Gullans sent the following e-mail to the head of the division that administers the JAIBG grant, commenting on the McKenna SKIP grant application process:

“Did you happen to read the application that I emailed to you? I have some major concerns regarding the application . . .mostly because it is not very strong . . . especially for a program asking for \$400k+. And to be honest . . .the parts that are in there. . .are stuff that ‘I’ have suggested that Michael put in. Outside of me writing the grant . . .which I feel I almost will need to do . . . it is still very weak in the project description as to what they will actually be doing. I should send you the first draft. . .which has very little detail. I actually had to send Michael research links so that he

would put in statistics (sic). If you look at the budget pages . . . Michael would fall in the Program Manager position (at \$55k). The Project Director is listed at \$95K. . . which I think will raise some concerns. Just seems high. (ellipses in original e-mail).”

See Exhibit 8, attached.

The investigation further showed that Bolejack communicated more than once with members of the Marion County Prosecuting Attorney’s Office (MCPO) regarding their being the legal applicant on this SKIP grant application. These communications culminate in an October 27, 2005 e-mail exchange where Bolejack expressed frustration with the delay, which delay Bolejack described as a “disincentive” to ICJI funding future MCPO projects.

Furthermore, when Bolejack was advised on October 27, 2005 by the MCPO that there would be a delay in the approval of the grant due to paperwork being submitted in a late manner by ICJI, ICJI responded by naming itself as the legal applicant and notifying McKenna the next day (October 28, 2005) that he had been awarded the grant (Exhibit 3, attached).

Bolejack also signed the actual grant award letter (Exhibit 3, attached).

Bolejack further directed the first payment of \$80,000 to McKenna in an expedited manner in the following weeks, prior to the December 5 full Board of Trustees meeting.

6.

Other irregularities occurred with this particular grant. For example, the Federal Justice Assistance Block Grant requires that a state or local government entity is required be the “legal applicant”. In the case of the McKenna SKIP

grant, the legal applicant changed at least three (3) times. The grant started as an application by the Department of Corrections (Exhibit 5), changed to the Marion County Prosecuting Attorney's Office (Exhibit 2), and when Bolejack discovered that there would be a delay here, ICJI named itself as the legal applicant (Exhibit 6, page 6). These actions were reported as highly unusual by ICJI employees and the Board of Trustees.

In short, Bolejack approached all applicants during the course of this SKIP grant application.

7.

With the changes in the legal applicant, a revised application was also discovered within the agency where information had been covered by white-out, and new names and information were written in by hand (Exhibit 9, attached).

8.

This Justice Assistance Block Grants also required a state matching commitment of over \$100,000. In the many interviews conducted, no ICJI employee could state where this state matching amount would originate. However, an ICJI employee directed us to the September 8 Board of Trustees minutes (Exhibit 6, page 5) which shows a second award from federal funds to ICJI for over \$100,000, this being the exact amount of the state match required for the McKenna grant.

Bolejack stated to OIG investigators that the use of federal money for the

state match portion of a grant is impermissible under federal guidelines.

9.

A final concern regarding this particular grant goes to accountability after the award of the grant. Specifically, the question arises as to whether the purpose of this \$417,000 one year grant was being fulfilled by providing services to children of incarcerated parents. McKenna maintains that he was going to provide a summer camp for these children, but as of the May 3, 2006 suspension of the grant which was more than seven months into the grant period, no children had received any service or counseling.

B.

#### ADDITIONAL GRANTS AND CONTRACTS

In addition to the \$417,000 one year grant award to McKenna, our investigation also revealed that McKenna was to benefit from other ICJI grants. Applications or contracts in progress at ICJI reveal three additional contracts or grants by which McKenna was to benefit. The total contracts amount to \$336,000, with \$70,000 dedicated to McKenna. This is in addition to his \$95,000 salary detailed in the SKIP grant application.

These additional groups had not intended to utilize McKenna's services until introduced to McKenna by Bolejack.

C.

EXPENSE REIMBURSEMENTS

1.

Our investigation also revealed false expense reimbursement claims. One of the seminars attended by ICJI employees, including Deputy Director Kate Gullans and Executive Director Heather Bolejack, was in Washington D.C. in January of 2006. Approximately 40 persons from Indiana were invited by ICJI, and funded by ICJI, to attend with several ICJI employees. McKenna also attended this seminar. A reception was held by Bolejack and Gullans at this seminar. Food in the amount of \$2,000 and alcohol in the amount of \$500 was purchased for this reception. The State Accounting Manual clearly states that the State of Indiana does not reimburse alcohol expenses. These expenses were initially paid for by Gullans out of her personal funds.

Both Bolejack and Gullans were interviewed and asked about these expenses, and both reported that Gullans had donated these expenses to the State and was not seeking reimbursement. However, OIG Special Agents had earlier obtained copies of these receipts which had been submitted for reimbursement by Gullans. Immediately after Gullans' interview, she went back to the premises of ICJI and retrieved these expense reimbursement forms and took them out of the ICJI office that same day. Gullans provided OIG Special Agents with copies of her bank records showing all debit purchases. A comparison of the expense

submissions with her bank records show an exact match between the alcohol purchases she had submitted to ICJI for reimbursement. The alcohol receipts Gullans had submitted for reimbursement also had the liquor store name deleted.

Gullans was later confronted with these facts by OIG Special Agents and admitted to the wrongdoing.

2.

Bolejack also repeatedly requested subordinates to put her own personal expenses on their personal credit cards when traveling. Even if a subordinate employee agrees to this practice, this creates an uncomfortable situation for employees and creates inaccurate document submissions for later reimbursement.

3.

Another issue involved the timeliness of Bolejack reimbursing the agency Special Disbursement Officer (SDO) account for travel expenses. This is an account whereby travel and qualifying incidental expenses may be advanced to state employees. Here, it was determined that one repayment to the account by Bolejack exceeded six months, from August of 2005 through February of 2006, which caused controversy within the agency by not being timely reimbursed.

D.

Other investigative findings are being submitted to the Special Prosecuting and United States Attorneys for review.

#### IV.

#### CONCLUSION

The Indiana Office of Inspector General makes the following findings, subject to the review of this matter by the Marion County Prosecuting Attorney and United States Attorney.

##### A.

Because there is “reasonable cause” pursuant to I.C. 4-2-7-3(4) that one or more of the following federal and/or state statutes may have been violated, referrals to state and federal prosecutors are being made by the OIG. The following statutes are implicated by the evidence: official misconduct, I.C. 35-44-1-2, a class D felony; forgery, I.C. 35-43-4-2, a class C felony; obstruction of justice, I.C. 35-44-3-4, a class D felony; deception, I.C. 35-43-5-3, a class A misdemeanor; and theft or bribery concerning programs receiving federal funds, 18 USC § 666.

##### B.

The McKenna SKIP grant application was never approved by any of the ICJI-created review bodies.

##### C.

Executive Director Bolejack claimed no involvement in the McKenna SKIP grant application and her non-attendance at the meetings where the grant was allegedly approved. Yet she participated in and steered the approval of the application and attended meetings where the grant was allegedly approved.

D.

The written minutes of the ICJI Board of Trustees reporting the events of the September 8, 2005 meeting have been improperly altered to inaccurately report that the McKenna SKIP grant was approved.

E.

As there was in fact no legitimately approved McKenna SKIP grant application, the first \$80,000 payment to McKenna, authorized by Executive Director Bolejack, and an additional payment of \$110,000 claimed by McKenna were improper.

V.

#### RECOMMENDATIONS

The Indiana Office of Inspector General further makes the following recommendations. The OIG also expresses its willingness to meet with the Board of Trustees Audit Committee formed at the May 12, 2006 meeting to pursue and implement these and other recommendations.

A.

ICJI should immediately develop a written policy outlining the process required in rewarding all grants and contracts, either by written policy or administrative rule promulgation.

B.

ICJI should develop and implement a written policy or administrative rule whereby all relationships between grant and contract applicants with ICJI employees be disclosed to all reviewing entities.

C.

ICJI should develop and implement a written policy or administrative rule that allows ICJI to designate itself as the “legal applicant” of Federal Block grant funds only as a last resort and after full disclosure and discussion of the reasons for such a designation.

D.

An internal ethics prohibition should be instituted which prohibits requests to subordinate employees to advance travel expenses.

E.

OIG further reports that it joins the Board of Trustees in referring to the Indiana Attorney General this matter for appropriate financial collection action pursuant to I.C. 5-2-6-12.

Dated this 26<sup>th</sup> day of May, 2006.



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David O. Thomas, Inspector General



## MEMORANDUM

**To:** Eligible Units of Local Government

**From:** Kate Gullans  
Youth Division Director

**Re:** Juvenile Accountability Block Grant Program (JABG) Announcement

**Date:** June 21, 2005

The Omnibus Crime Control & Safe Streets Act of 2002 enacted by Congress authorized the Juvenile Accountability Block Grant (JABG) Program. Indiana's JABG appropriation for FY 2004 is \$1 million. Governor Daniels has designated the Indiana Criminal Justice Institute (ICJI) as the state agency to administer Indiana's JABG funds. Accordingly, I am writing to alert you to the availability of these funds and to provide you with specific information concerning the funding requirements and process for awarding JABG allocations to eligible units of local government.

### JABG Program Purpose Areas and Funding Distribution

The intent of the JABG program is to provide states and units of local government with funds to reduce juvenile delinquency, improve the juvenile justice system, and increase the accountability of juvenile offenders. As such, JABG funds must be spent in one or more of 16 Program Purpose Areas. (See pages 10-11 of the enclosed JABG Application for Federal Funds.)

Allocations for each unit of local government are based on a formula prescribed by federal law: two-thirds (2/3rds) is based on each jurisdiction's share of average expenditures for law enforcement, corrections, and court-related activities within the jurisdiction and the remaining third (1/3<sup>rd</sup>) of the allocation is determined using available data on each jurisdiction's share of average number of arrests for Part I Index crimes. **Units of local government whose allocation is determined to be \$10,000 or above are eligible to receive a direct award from the state.** A list of allocation amounts for FY 2004 are enclosed. ("FY 2004 JABG Indiana Allocations").

Allocations to eligible units of local government will be made in accordance with the administrative requirements specified by JABG legislation and guidelines developed by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). These administrative requirements are detailed on pages 25-26 of the enclosed application entitled "Juvenile Accountability Incentive Block Grant Program (JABG): Administrative Requirements", which provides general information about the JABG Program.

### Juvenile Crime Enforcement Coalition Requirement

All units of local government applying to receive a JABG allocation are required, by federal regulation, to establish a **Juvenile Crime Enforcement Coalition (JCEC)**. The JCEC will be responsible for the development of a coordinated enforcement plan for reducing juvenile crime and should include individuals representing the following: (1) police; (2) sheriff; (3) prosecutor; (4) probation; (5) community corrections/detention; (6) juvenile court; (7) schools; (8) public defender; (9) business; and (10) religious affiliated, fraternal, nonprofit, or social service organizations involved in juvenile justice issues.

The JABG Program provides an opportunity to reinforce sound juvenile justice practice already occurring in Indiana communities, as well as advance existing practices/initiatives through the addition of new programs and personnel to provide appropriate services and sanctions to juvenile offenders. **As such, ICJI strongly encourages communities to consider designating an already existing board or collaboration of boards to meet the JCEC requirement.**

#### **Options for Eligible Municipalities (Non-County Units of Local Government)**

Non-county units of government eligible to receive JABG allocations will be given the opportunity to select one of the following options regarding the use of their allocation:

- (A) Non-county units of government (cities/towns) may establish their own JCEC, develop their own enforcement plans to reduce juvenile crime and use their allocation independent of the county to implement their plans.
- (B) Non-county units of government may join in a regional coalition with their county. By establishing a regional coalition their allocation will be combined with the county allocation to implement a county-wide enforcement plan to reduce juvenile crime.

#### **Application Procedures**

New applications for the FY 2004 JABG program are due **August 1, 2005**. Copies of the application can be requested by calling 317/233-3340 or e-mailing [kgullans@cji.in.gov](mailto:kgullans@cji.in.gov) or downloaded at <http://www.in.gov/cji/youth/applications.htm> and then double click on the Juvenile Accountability Incentive Block Grant (JABG) link to the .pdf file.

#### **Requested Response**

In order for our office to finalize the JABG allocation award process we need to know your interest and intentions relative to accepting your jurisdiction's allocation. Accordingly, please complete and return via fax or mail as soon as possible the following enclosed forms:

- (1) **"Intent to Accept Funds" form -- Due not later than July 15, 2005**

JABG applications will be due by **August 1, 2005**. Please review all of the enclosed materials and contact me with any questions you have concerning the materials or the JABG program in general. I can be reached by phone at (317) 233-3340 or e-mail at [kgullans@cji.in.gov](mailto:kgullans@cji.in.gov).

Enclosures [2]

JUVENILE ACCOUNTABILITY BLOCK GRANTS APPLICATION

(See instructions on the next page.)

For ICJI Use Only

Date Received: / / Federal Award: \$ Grant Number:

A Type of Project:  Continuation Project  Previous Grant Numbers for this Project:   
 New Project

B Project Title: Save Kids of Incarcerated Parents (SKIP)

C Beginning Date of Project: 10 / 01 / 05 Ending Date of Project: 9 / 30 / 06

LEGAL APPLICANT

D Name of Agency/Organization: Marion County Prosecutors Office

Address:   
 City: State: IN Zipcode: 46204 County: Marion   
 Email: Tel: 317 / / Fa / /

E Financial Officer:

Address:   
 City: State: IN Zipcode: 46204 County: Marion   
 Email: Tel: 317 / / Fax: 317 / /

F Federal Employer ID Number:

G Type of Agency/Organization:  State  County  City  Town  Other

H Location of Agency/Organization: U.S. Congressional District: State Judicial District:

IMPLEMENTING AGENCY

I Name of Agency/Organization: Same as above

Address:   
 City: State: Zipcode: County:   
 Email: Tel: / / Fax: / /

J Project Director:

Address:   
 City: Indianapolis State: IN Zipcode: 46204 County: Marion   
 Email: Tel: 317 / / Fa 317 / /

K Other Contact: Tel: / / Email:

FUNDING REQUEST

L-1	JABG Allocation	\$ 312,750	← Source: _____
L-2	Cash Match	\$ 104,250	
L-3	Total Project Cost	\$ 417,000	

PROJECT INFORMATION

M-1 How many volunteers will be used for this project? 250

M-2 How many juveniles are expected to receive direct services from this project? 500





**JUVENILE ACCOUNTABILITY BLOCK GRANTS  
PURPOSE AREA BUDGET WORKSHEET**  
(See attached instructions for the Purpose Area Budget Worksheet.)

**E. CONSTRUCTION**

Type of Construction	Description	Total Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Construction Subtotal</b>		\$

**G. PURPOSE AREA BUDGET SUMMARY**

	Amount Allocated	Cash Match	Total Project Cost
<b>TOTAL PURPOSE AREA COSTS</b>	<b>\$ 312,750</b>	<b>\$ 104,250</b>	<b>\$ 417,000</b>

**JUVENILE ACCOUNTABILITY BLOCK GRANTS  
TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET**

**H TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET**

	Allocation	Cash Match	Total Project Cost
a. PERSONNEL (NEW HIRES & EXISTING EMPLOYEES SUBTOTAL)	\$ 138,750	\$ 46,250	\$ 185,000
b. CONTRACTUAL SERVICES	\$ 33,750	\$ 11,250	\$ 45,000
c. TRAVEL	\$ 18,750	\$ 6,250	\$ 25,000
d. EQUIPMENT	\$ 3,375	\$ 1,125	\$ 4,500
e. OPERATING EXPENSES	\$ 118,125	\$ 39,375	\$ 157,500
f. CONTRUCTION	\$	\$	\$
g. GRAND TOTAL FOR ALL PURPOSE AREAS	\$ 312,750	\$ 104,250	\$ 417,000



October 28, 2005

Mr. Michael McKenna  
694 D Metairie Dr.  
Greenwood, IN 46143

RE: Saving Kids of Incarcerated Parents (SKIP)  
JABG grant #: 04-JB-012

Mr. McKenna:

Congratulations on your receipt of the Juvenile Accountability Block Grant Award.

Please find enclosed your grant award packet containing all materials necessary for management and administration of your grant.

Kate Gullans and I would like to meet with you sometime next Thursday, November 3<sup>rd</sup> or Friday, November 4<sup>th</sup> to review the MOU and the protocol for grant vouchering/invoicing. You may submit an invoice at this time for payment.

Please contact Kate Gullans to schedule a time convenient for you at: (317) 232-4220.

Again, we look forward to working with you to help improve the lives of children in Indiana.

Sincerely,

Michelle M. Tennell  
Youth Division Director / Juvenile Justice Specialist

**INDIANA CRIMINAL JUSTICE INSTITUTE  
JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM  
GRANT AWARD LETTER**

IN ALL GRANT CORRESPONDENCE REFER TO GRANT NUMBER: 04-JB-012

SUBGRANTEE: Marion County Prosecutors Office  
RE: Save Kids of Incarcerated Parents (SKIP) Program  
251 East Ohio Street, Ste. 160  
Indianapolis, IN 46204

GRANT AMOUNT: Federal: \$312,750.00  
Local: \$104,250.00  
Total: \$417,000.00

GRANT PERIOD: October 1, 2005 through September 30, 2006

**DATE OF AWARD: October 12, 2005**

In accordance with provisions of Indiana's State Juvenile Accountability Block Grant (JABG) Plan for the fiscal year and on the basis of the appended application, the Indiana Criminal Justice Institute hereby awards to the foregoing subgrantee an action grant in the amount shown above for the project activities specified in the application and within the Program Purpose Areas authorized within the State JABG Plan.

The Grant is subject to the condition set forth in the Institute guidelines. It is subject also, to the **SPECIAL CONDITIONS** indicated below and General Conditions indicated on the following page.

- (1) The grant shall become effective, as of the date of the award, upon return to the Institute of the signed duplicate copy of this Grant Award letter. If the legal applicant is an entity different from the implementing agency for the grant, the Grant Award letter must be accompanied by a written agreement between the unit of government and the implementing agency. The written agreement should address the responsibilities of each party to the grant with regards to fiscal management and quarterly reporting on progress on both fiscal and programmatic elements of the grant, as well as the process for the receipt of funds.
- (2) All materials publicizing or resulting from award activities shall contain an acknowledgement of the awarding agency assistance. An acknowledgement of support shall be made through the use of the ICJI Logo and the following or comparable footnote: "This project was supported [in part or in whole] by Grant No. 04-JB-012 awarded by the Indiana Criminal Justice Institute and made possible by Award No. 2004-JB-FX-0057 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs."
- (3) For the purposes of Indiana State Board of Accounts audit, please refer to Federal Catalog Number 16.523 Juvenile Accountability Incentive Block Grant - Allocation to States, FY 2004 Award #04-JB-FX-0057, U.S. Department of Justice, Office of Justice Programs.

**SPECIAL CONDITION? Yes**

1. Implementing Agency agrees to work collaboratively with the Indiana Criminal Justice Institute during the development and implementation of the SKIP program to ensure that set short, mid and long range goals are accomplished.
2. Signed grant award letter, certifications, and special conditions must be on file before funds are released.
3. Grant funds must be obligated during the grant period. Obligations incurred during the grant period must be paid within 90 days following the end of the grant. Grant funds not drawn down by December 31, 2006 will be forfeited.
4. Funds may not be drawn down until all Juvenile Justice and Delinquency Prevention Act of 2002 reporting requirements are met, facility reports are up to date, and the county is in substantial compliance with the core protections of the JJDP Act of 2002.
5. Grant funds may not be drawn down more than one quarter in advance without prior approval of the Indiana Criminal Justice Institute.

INDIANA CRIMINAL JUSTICE INSTITUTE  
JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM  
GRANT AWARD LETTER

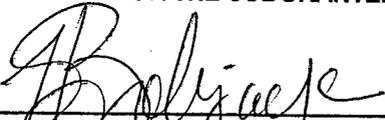
Signature Page

RE: 04-JB-012

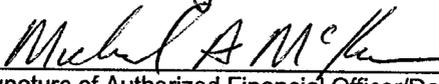
Indiana Criminal Justice Institute

  
Heather Bolejack, Executive Director

ACCEPTED FOR THE SUBGRANTEE:

  
Signature of Heather Bolejack  
Official/Date

Heather Bolejack  
Type or Print Name & Title of Official/Date

  
Signature of Authorized Financial Officer/Date

\_\_\_\_\_  
Type or Print Name & Title of Authorized  
Financial Officer

**YOUTH DIVISON  
JUVENILE JUSTICE STATE ADVISORY GROUP**

**Quarterly Meeting**

**September 1, 2005**

**Minutes**

**I. Welcome/Call Meeting to Order**

JJSAG Chair, Bob Mardis welcomed members and call the meeting to order at 1:00 pm.

**II. Approval of June 2005 Minutes**

Chair asked members to review the June 2005 minutes and called for a motion to approve the minutes.

Motion to Approve: Kate Gullans

Second                      Kathy Lisby

**III. Indiana Criminal Justice Update, Kate Gullans**

Kate Gullans announced a change in personnel assignments within the Youth Division of ICJI. The changes are as follows:

- Kate Gullans is the new Deputy Director
- Michelle Tennell is the new Youth Division Director
- Youth Law Team is the new compliance monitor

It was also announced that the Youth Division has three newly classified staff positions:

- 1-Grants Manager
- 1-Program Manager
- 1-DMC Coordinator

**IV. Review/Discussion of Title II Formula Grants**

Eight (8) applications were reviewed and scored prior to the meeting by the SAG members and the JJ Specialist.  
(see attached spreadsheet)

**V. Review/Discussion of Title V Delinquency and Prevention Grants**

Five (5) applications were reviewed and scored prior to the meeting by the SAG members and the JJ Specialist.  
(see attached spreadsheet)

**VI. Review/Discussion of Juvenile Accountability Block Grant (JABG)**

Twelve (12) applications were reviewed and scored prior to the meeting by the SAG members and the JJ Specialist.  
(see attached spreadsheet)

## VII. New Business

### A. Update on Compliance Monitoring, Michelle Tennell

Michelle Tennell reported that the Federal OJJDP Compliance Audit was August 8-12. It was noted that ICJI training was nationally recognized and that Muncie Reception and Diagnostic Center (MRDC) was on board with reporting.

### B. CJJ Fall Conference

The Coalition of Juvenile Justice's (CJJ) Fall Conference will be focused on Disproportionate Minority Contact (DMC) and it was decided that Bob Mardis, Susan Carpenter, Michelle Tennell, Kate Gullans, and Heather Bolejack would attend.

### C. Statewide Plan

It was decided that a meeting should be held and that information needs to be compiled and an overview completed for the Statewide Plan.

### D. School Safety Specialist Academy

Members were informed of a DOE sponsored School Safety Specialist Academy being held September 7-8.

### E. New Administrative Rules/Process of Promulgating

Three rules were decided on and are as follows:

1. Grantees will have 60 days to send in Signed Grant Award Letters
2. All potential Grantees must apply by the deadline of August 1 or funds will revert.
3. If grantees find themselves out of compliance they will have 4 months to take corrective action or funds will revert and be redistributed.

### F. New Statewide Project

There will be a new statewide project for \$480,000 in JABG funds that are being deferred.

### G. Kids Count Conference

The Indiana Youth Institutes 2005 Kids Count Conference will be November 18 and representatives from the Youth Division will attend.

Next meeting set tentatively for November 17, 2005.

Meeting Adjourned by Chair, Bob Mardis

0003

Legal Applicant	Project Title	Amount Funding Requested	Amount of Cash Match	JJSAG Rec.	Board Decision	Award Amount	JJSAG Comments
Johnson County Community Corrections	JABG-Thinking for a Change	\$20,000.00	\$2,222.00	Approve	Approve	\$22,222.00	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days or funds will be deobligated and revert back to State for disbursement.
Allen Superior Court-Family Relations Division	JABG QUEST Grant	\$37,406.00	\$4,166.22	Approve	Approve	\$41,562.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days or funds will be deobligated and revert back to State for disbursement.
Porter County Circuit Court-Juvenile Court	Saturday Diversion Program	\$20,000.00	\$2,222.22	Approve	Approve	\$22,222.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Elkhart County	SHOCAP & JDC Improvement Projects	\$19,998.00	\$2,222.00	Approve	Approve	\$22,220.00	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Monroe County Government	SHOCAP	\$20,000.00	\$2,222.22	Approve	Approve	\$22,222.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Lake County	JABG Enhancement Program	\$45,988.00	\$5,109.78	Approve	Approve	\$51,097.78	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
LaPorte County Govt. (Board of Commissioners)	Comprehensive Juvenile Accountability Program	\$20,000.00	\$2,222.22	Approve	Approve	\$22,222.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Marion Superior Court	Marion County JABG Projects Round VII	\$194,748.00	\$21,638.67	Approve	Approve	\$216,386.67	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Vanderburgh Co Superior Court-Juvenile Division	Start II	\$20,766.00	\$2,307.33	Approve	Approve	\$23,073.33	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Madison County Commissioners	R.E.S.P.O.N.D.	\$20,000.00	\$2,222.22	Approve	Approve	\$22,222.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Hamilton County Commissioners	Linking Early Adolescent Prevention Programs	\$20,000.00	\$2,222.22	Approve	Approve	\$22,222.22	Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
<b>McKenna Consulting</b>	SKIP(Saving Kids of Incarcerated Parents)	\$312,750.00	\$104,250.00	<b>Approve</b>	<b>Approve</b>	\$417,000.00	Signed grant award letters must be received by ICJI by November 30th. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Gary City		\$0.00		Disapprove	Disapprove	\$0.00	<b>Did not apply by August 1st deadline. Funds revert back to State.</b>
<b>TOTALS</b>		<b>\$751,656.00</b>				<b>\$904,673.11</b>	

Legal Applicant	Project Title	Amount Funding Requested	JJSAG Rec.	Board Decision	Award Amount	JJSAG Comments
Johnson County Community Corrections	JABG-Thinking for a Change	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days or funds will be deobligated and revert back to State for disbursement.
Allen Superior Court-Family Relations Division	JABG QUEST Grant	\$37,406.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days or funds will be deobligated and revert back to State for disbursement.
Porter County Circuit Court-Juvenile Court	Saturday Diversion Program	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Elkhart County	SHOCAP & JDC Improvement Projects	\$19,998.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Monroe County Government	SHOCAP	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Lake County	JABG Enhancement Program	\$45,988.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
LaPorte County Govt. (Board of Commissioners)	Comprehensive Juvenile Accountability Program	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Marion Superior Court	Marion County JABG Projects Round VII	\$194,748.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Vanderburgh Co Superior Court-Juvenile Division	Start II	\$20,766.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Madison County Commissioners	R.E.S.P.O.N.D.	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Hamilton County Commissioners	Linking Early Adolescent Prevention Programs	\$20,000.00	Approve			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Indiana Department of Correction	SKIP	\$0.00	Defer			Signed grant award letters must be received by ICJI by October 31st. Must remain in compliance with JJDPA 2002 as amended. If deemed out of compliance, corrective action plan must be accepted by ICJI within 120 days of finding or funds will be deobligated and revert back to State for disbursement.
Gary City		20,000 \$0.00	Disapprove			Did not apply by August 1st deadline. Funds revert back to State.
<b>TOTALS</b>		\$438,906.00				

**Indiana Criminal Justice Institute  
Board of Trustees  
Meeting Minutes  
September 8th, 2005**

**Board Members Present:** Jason Barclay, Honorable Sheila Carlisle, Lisa Decker, Susan Carpenter, J. David Donahue, Tom Melville, Heather Bolejack, Larry Landis, Sheriff Jerry Harbstreit, Honorable Dick Good, Steve Johnson, Jane Seigel, Autumn Cassidy, Mark Stuaan, Rep. Andy Thomas.

**CJI Staff members Present:** Donna Roberts, Jason Hutchens, Roxanne Butler, Michelle Tennell, Dan Jeffries, Steve King, Kate Gullans, Trent Morse, Brent Myers, Terrie Grantham, Mark Roberts, Sandy Warren.

**Call to Order:** The meeting was called to order by Chairman Jason Barclay. Attendees introduced themselves.

**Minutes:** There was a motion and a second to approve the Minutes from the June 17<sup>th</sup>, 2005, Board of Trustees Meeting. The Minutes were approved with no changes.

**Chairman Comments:** The Board welcomes Heather Bolejack back from maternity leave. The Board acknowledges the departure of Deputy Director Nikki Kincaid. The Governor's Meth Initiative legislation was enacted on July 1<sup>st</sup>, 2005, and the first numbers coming in are very encouraging. The initial reports back from the State Police indicate that Meth arrests and seizures have dropped by over 60% since the July 1<sup>st</sup> enactment. The State Police are working to improve the reporting structure. CJI is fully engaged in overseeing the Governor's Meth Initiative and Meth-Free Indiana Coalition. Director Bolejack has exciting news regarding a commitment from the Office of National Drug Control Policy to hold a Meth Summit in Indiana in December.

**Director's Report – Heather Bolejack:**

- Recap of Washington, D.C. Trip:
  - There is a wealth of information and resources available to CJI and, specifically, the Board of Trustees, at the Federal level that has never been tapped.
    - National Criminal Justice Agency – Met with Cabel Cropper, Executive Director, and other members of his staff. NCJA can conduct training sessions with the Board on ways to become an active/engaged Board and also in the administration of funds. NCJA is a tremendous resource that has not been fully utilized in the past. CJI has the opportunity to receive training and mentorship from past SAA's regarding best practices and the opportunity to implement existing grant management software at significantly less cost than building a new infrastructure. The former Director of the

Pennsylvania Criminal Justice Agency was given a special 1.8 million-dollar grant from the NCJA to develop and implement a new grant management software infrastructure. Part of the condition of his grant was to ensure that this system would interface with the other States and be fully accessible for other States to implement. Several other States have taken advantage of this and have implemented this program in their States for a cost of \$30-40,000.00. It would be a tremendous asset to CJI to implement this program as well and would help alleviate the problems discussed in previous Board meetings.

- Met with other Federal Funders and found that the individual agencies were extremely helpful and have many resources at our disposal. They are anxious to assist us further.
- Met with the Office of National Drug Control Policy and we have the go ahead to host a Meth Summit in Indiana in December. There have been different forums and summits of this nature around the country but this is the first one that the ONDCP has given their blessing to. This is a tremendous honor for the State, Governor, and this Agency. The tentative date is December 13-15, 2005. We will be looking to highlight the works of several different agencies within the State of Indiana and the Meth-Free Indiana Coalition. The Governor will be selecting a delegation to attend, as the format is a summit rather than a conference. There will be a formal reception so that others may attend as well.

- Efficiency Highlights of the Agency:

- Division Directors have been asked to become experts in their own divisions
- CJI and the DOC have come up with a creative arrangement to share the talents of current staff members rather than hiring new people

- HR Changes:

- Kate Gullans has been selected to replace Nikki Kincaid as the Deputy Director of Programs. Kate has been with the Agency for several years. She starting off working for the Agency as a Research Associate assisting all of the various divisions by supplying them with the research necessary to administer their grants. She was appointed Director of the Youth Division when Nikki was appointed

as Deputy Director of Programs. She brings a wealth of experience with her to her new position.

- Jason Hutchens has been appointed Deputy Director of Research & Public Policy. Jason comes to us from the Marion County Justice Agency. He is an award winning researcher, grant writer, and Federal trainer. He has tremendous contacts at the Federal level. Jason is an attorney but has chosen not to practice law in the traditional sense but has used those skills as a researcher. He will assist us tremendously as we implement our goals of gathering meaningful data to assist in awarding grants to subgrantees. He will head up our criminal justice information sharing efforts and oversee our university partnerships.
- Trent Morse has been appointed Director of the Victim Services Division. He is working on many exciting initiatives, which the Board will be hearing about in the future. Trent replaces Stephanie Jones. Stephanie's family moved to Northern Indiana and we feel fortunate to have been able to retain Stephanie as a consultant to the Agency.
- Roxanne Butler has been appointed Communications/Public Relations Director. Roxanne received B.A. degrees in both Journalism and Political Science from Indiana University. Roxanne possesses exceptional journalism skills as a former news reporter and understands the media locally, statewide and nationally. She has had a tremendous career as an investigative reporter and she is able to anticipate actions of the media even before they shows up on the radar screen.
- Michelle Tennell has been appointed as Youth Division Director. Michelle has been an Independent Contractor with CJI as the JJDP Compliance Monitor for the Youth Division. As many of you may already know, the State of Indiana was out of compliance in a number of areas in juvenile corrections and some of the Youth Division subgrantees. We actually lost federal funding due to being out of compliance. When that happens, you are required to hire a Compliance Monitor and spend a certain portion grant dollars to work on compliance. Michelle, working with Kate, has quickly turned that situation around and now, not only are we not in trouble, we are on the radar screen as an Agency and State that is part of the best practices of the country. Michelle has been asked by the OJJDP to speak at a National Conference and highlight what she has done in the area of compliance.

**Chairman's Comments:** Welcome to all new staff members – we are excited to have such an impressive group working for the Agency.

**Drug & Crime Control Committee Report – Honorable Richard Good:**

- The following grant applications were presented to the Drug & Crime Control Committee prior to the full Board Meeting:
  - Continuation Grants - Approved:
    - \$347,895 Marion County Prosecutor's Office - Community Prosecution Program
    - \$ 27,846 Indiana Department of Corrections - AFIS Project Maintenance
  - New Applications - Approved:
    - \$ 22,500 Indiana Prosecuting Attorneys Council - Traffic Diversion Computer Program
    - \$ 72,750 Indiana Department of Child Services - Indiana Drug Endangered Children Protocol
    - \$281,250 Indiana Prosecuting Attorneys Council - Traffic Diversion Computer Program
    - \$ 42,837 Indianapolis Police Department - Our Kids (OK) Program
    - \$127,912 City of Greenwood – Greenwood Recovery Court
    - \$ 9,735 Johnson County Community Corrections – Thinking For A Change (T4C)
    - \$124,351 Marion County Superior Court, Juvenile Division - Marion County Juvenile Drug Treatment Court
  - Deferred Action to December, 2005:
    - \$ 75,468 Marion County Justice Agency – Research Project  
Marion County Jury Pool

There was a motion and a second to approve the Drug & Crime Control Committee Report. The Drug & Crime Control Committee Report was approved by the Board.

**Chairman's Comments:** Welcome to State Representative Andy Thomas who is here for the first time representing the General Assembly.

**Victim Services Committee Report – Mark Stuaan:**

- There were three (3) appeals up for review, however, since not all Committee members were present, it was suggested that the Committee meet at a future date to review same before the next Board of Trustees meeting.

**Chairman's Comments:** We agree to the deferral of the Victim Services Committee Report until the next meeting of the Board of Trustees.

**Youth Committee Report – Susan Carpenter:**

- The following grant applications were presented to the Youth Committee prior to the full Board Meeting:
  - Title V Grants - Approved:
    - \$ 64,735 Wayne County Commissioners – Boys & Girls Club of Wayne County, Indiana, Inc.
    - \$ 57,819 Orange County Board of Commissioners – Prisoner & Community Together, Inc. d/b/a Hoosier Hills Pact
    - \$ 51,500 Perry County – Lincoln Hills Development Corp.
    - \$ 76,946 Allen County Superior Court, Family Relations Division – YMCA of Greater Ft. Wayne/Youth Services Bureau [Requested \$100,000]
    - \$ 50,000 Tippecanoe County Government – Community & Family Resource Center
      - There was one grant application that was denied on the grounds that the County (St. Joseph) is out of compliance with the requirements of JJDP Act which means it is not eligible for funding. We have been working with St. Joseph County on that issue and, in fact, our Federal Compliance Auditor was here in August and visited with them. There were some formal recommendations made as a result of that audit.
  - JABG Formula Grants - Approved:
    - \$101,440 Indiana Criminal Justice Institute – P&A
    - \$ 20,000 Johnson County Community Corrections – JABG – Thinking for a Change
    - \$ 37,406 Allen Superior Court – Family Relations Division – JABG QUEST Grant
    - \$ 20,000 Porter County Circuit Court – Juvenile Court – Saturday Diversion Program
    - \$ 19,998 Elkhart County – SHOCAP & JDC Improvement Projects
    - \$ 20,000 Monroe County Government – SHOCAP
    - \$ 45,988 Lake County – JABG Enhancement Program
    - \$ 20,000 LaPorte County Govt. (Board of Commissioners) – Comprehensive Juvenile Accountability Program
    - \$194,748 Marion Superior Court – Marion County JABG Projects Round VII
    - \$ 20,766 Vanderburgh County Superior Court – Juvenile Division – Start II

\$ 20,000 Madison County Commissioners – R.E.S.P.O.N.D  
\$ 20,000 Hamilton County Commissioners – Linking Early  
Adolescent Prevention Programs  
\$312,750 Indiana Criminal Justice Institute – SKIP

- **One grant was deferred.** The grant of Gary City was denied on the grounds that we had not received an application from them and they had not yet drawn down their last grant.

**Chairman's Comments:** What is the reason that St. Joseph County was not in compliance?

**Youth Committee Chairman's Response:** St. Joseph County has what we call a "philosophical" disagreement with the State and Federal Legislature. The Judge in that County believes it is appropriate to jail minor consuming offenders. A "status offender" cannot be jailed with adults or in regular jail circumstances for crimes that would not be crimes committed by adults. In Indiana, 18-21 year olds who are consuming are considered adult offenders. In St. Joseph County, the juveniles are also treated like adult offenders. According to the law as we understand it, and certainly in accordance with the JJDP Act regulations, those minors should not be incarcerated in an adult facility. It is also our understanding that St. Joseph County incarcerates purely status offenders which would be runaways and truants.

**Chairman's Comments:** And what is the effect of their non-compliance?

**Youth Committee Chairman's Response:** They are affecting our ability as a State to remain in compliance because we are audited on how many violations we have statewide and when any one County has violations, it really effects funding for the entire State.

**Chairman's Comments:** Staff, what have we done thus far to deal with this non-compliance.

**Staff's Response:** We have spoke with the Judge up there and it is our understanding that there have been some discussions between the Judge and the Judicial Center. We are hoping that he can be educated to appreciate the seriousness of his actions. Since a local organization in St. Joseph County is being denied funding due to this situation (and they have been advised exactly why they are being denied funding), hopefully, the Judge will receive some feedback about it.

**Director Bolejack's Comments:** We also discussed in our sub-committee meeting, proposing legislation that will more clearly define what is and is not a "status" offense so that the gray area is removed.

**Chairman's Comments:** Jane, do you have any other recommendations of steps that we can take on that front?

**Youth Committee Chairman's Response:** Perhaps we could arrange for other Juvenile Court Judges to meet with him. We previously provided compliance training to all of the Juvenile Court Judges and he was in attendance. We will continue with our educational efforts.

**Board Member's Comments:** Is there any additional grant money that goes to St. Joseph County that could be used a leverage to persuade the Judge to re-think his position?

**Chairman's Comments:** Stopping VOCA grants would be a considerable amount.

**Board Member's Comments:** The other folks in St. Joseph County might take interest in this.

**Youth Committee Chairman's Response:** Up to this point, we have only used the juvenile funding as leverage.

**Chairman's Comments:** Staff, I'd ask you to report back on that at the next meeting. If we decide at that time that we want to take an official action as a Board, perhaps we can pass a resolution or issue a statement to the Judge from the Board.

There was a motion and a second to approve the Youth Committee Report. The Youth Committee Report was approved by the Board.

#### **New Business & Staff Reports:**

**Chairman's Comments:** Larry Landis brought to my attention the fact that the Indiana Code requires the Board of Trustees to appoint one member of the Public Defender position to the Public Defender Commission and it was his recommendation that Susan Carpenter be re-appointed to that position. The Commission is a statutorily created commission that reimburses the Counties if they are in compliance with the standards set out by the Commission. The Commission is an 11 member Board – 3 appointed by the Governor, 4 appointed by the Legislature, 3 appointed by the Chief Justice, and 1 appointed by the CJI Board of Trustees. Susan has been the Board's appointee since the Commission was adopted. It is a 4-year term and her current term had expired.

There was a motion and a second to approve the re-appointment of Susan Carpenter to the Public Defender Commission. Susan Carpenter was re-appointed to the Public Defender Commission for a 4-year term.

**Chairman's Comments:** The second item of new business I have is to report that since the last Board Meeting, we have convened the first meetings of the Governor's Council on Impaired and Dangerous Driving and the Drug-Free Indiana Commission. Those groups have operated somewhat semi-autonomously from this body even though they are staffed by the Indiana Criminal Justice Institute and, technically, we oversee the Divisions that sponsor those two Commissions. I have asked the Commission Chairmen to attend our meetings and report to us regularly so that this body has greater oversight of the work that they are doing and there is a greater coordination and collaboration between the two bodies. Curtis Hill, Prosecutor from Elkhart County, is the Chairman of the Governor's Council on Impaired and Dangerous Driving. John Von Arx, former Marion County Auditor, is the Chairman of the Drug-Free Indiana Commission.

The last piece of new business I have is to get the Board's involvement in the project that Jason Hutchens is going to oversee that Heather briefly mentioned earlier – a criminal justice sharing initiative. This has never been done in the State before, at least in a coordinated, organized manner. In working with my counter-parts from other States, I have learned that other States have far more developed integrated criminal justice sharing initiatives in their States and I would like to launch one in the State of Indiana with the Board of Trustees overseeing the work of that initiative and setting up priorities. What that means is that everything from the way we share information with our courts to our law enforcement officers and prosecutors will be examined. We have a wealth of information about offenders and crimes at our disposal but we don't do a very good job of collecting the information and sharing it with our first responders and others who deal with this on a

daily basis. I have asked Steve Johnson to lead a State Task Force on this issue that will be staffed by Jason Hutchens and the Indiana Criminal Justice Institute. The Task Force will pull together members of the Agency, the Board, and other State stakeholders to prioritize what initiatives we want to launch under this Task Force, to help identify money to work with the ongoing JTAC initiative, and also work with our 800 MHz Motorola initiative which is a State wide effort to set up a communication system for our first responders. The reason why that is so important to this initiative is that it will allow our Sheriffs to communicate better with our State Police and other local first responders - fire departments, EMT's, etc. – they will all be on the same network. It will also allow us to transmit data and it gives us the opportunity to take the information we collect as a State and send it out to our local law enforcement officers on the front lines instantaneously. I'd like this Task Force, under Steve's leadership, to direct that initiative and be involved in the strategic planning. I would further like to ask Steve to report back to the Board on the work of the Task Force.

### **Special Presentation – Jason Hutchens.**

- **Proposed MOU for Subgrantees.** The proposed MOU sets out, in detail, a timeline and the deliverables to be delivered within that timeline. Further it requires all Subgrantees to meet with members of the Division who oversees their Grant and also a member of the research team to talk about data collection, measurement, and implementation. We have been losing the opportunity to tap the information the subgrantees are gathering. The information collected will help with administrative issues such as terminating subgrantees.

**Rep. Thomas' Comments:** When the subgrantees sign the paperwork for the grants, aren't they agreeing to comply with federal regulations? So, the situation with St. Joseph County – this will just help this situation, correct? It will show they were aware they had to be in compliance, right?

**Jason Hutchen's Comments:** Yes, and it will also allow us to collect the data to show the noncompliance. It will be a very strong tool to quickly and precisely document noncompliance. This document will help in other areas as well such as in oversight and training. It will prove to be very valuable in many ways.

There was a motion and a second to direct the CJI staff to adopt the use of the proposed MOU. The use of the proposed MOU was approved by the Board.

**Chairman's Comments:** I would like to ask Commissioner Donahue if he would be willing to host the next Board Meeting at the Meth Rehabilitation Center the DOC has launched at the Miami County Correctional Facility.

**Comm. Donahue's Comments:** We would be happy to have the Board as our guests at any of the three (3) meth treatment facilities we currently have. On September 1<sup>st</sup> we opened our first female meth treatment facility. It is also the first of its kind in the Country. Whichever facility is logistically in the best interest of the Board members will be fine and we welcome the opportunity to show them off. Each facility has conference space. We can incorporate a tour and lunch into the Agenda.

**Next Board Meeting- November 30th, 2005. 11:00 a.m. Commissioner Donahue will inform the Board of which facility we will meet at. Lunch with Board & Staff following the meeting.**

**Meeting Adjourned**

**Gullans, Katalina**

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**From:** Gullans, Katalina  
**Sent:** Thursday, September 29, 2005 12:33 PM  
**To:** 'Bob Mardis'; Graham, Cathleen; 'Clarissa Snapp'; 'Colin Riley'; 'Hal Thompson'; 'Heather Mollo'; 'Kathy Lisby'; 'Linda Henderson'; Carpenter, Susan; 'Tim Curley'  
**Cc:** Tennell, Michelle  
**Subject:** JABG Application for your review  
**Attachments:** JABGGrantApp (FINAL) (2).doc; Grant Critique Form - JABG 2005.doc

JJSAG Members,

Please find attached a JABG application for your review. I hate to ask for such a short turn-around time, but if there is anyway that I can have any comments/feedback by the end of business tomorrow, Friday, September 30<sup>th</sup> – that would be great. The proposed grant will be piloted in Marion County – with expectations of being implemented throughout the State based on results/efforts from this pilot project. Michelle & I will work closely with the Project Director and Program Manager to ensure that the program contains pertinent components essential to its success.

I have attached the review sheet for your convenience. You may either email back comments, or fax your comments back (317-232-4979). Additionally, I have hard-copies and can send/walk them over to you if you needed.

Please let me know if you have any questions/concerns. Again, I thank you for your prompt attention!

Kind Regards,

*Katalina "KATE" Gullans*  
Deputy Director of Programs  
Indiana Criminal Justice Institute  
One North Capitol, Suite 1000  
Indianapolis, IN 46204  
(317) 232-4220  
Fax (317) 232-4979  
[kgullans@cji.in.gov](mailto:kgullans@cji.in.gov)  
[www.in.gov/cji](http://www.in.gov/cji)

**From:** Gullans, Katalina  
**Sent:** Thursday, August 18, 2005 8:33 AM  
**To:** Tennell, Michelle  
**Subject:** RE:

You've got to be optimistic...or else you'll loose your sanity!  
Regarding the packets...please DO NOT include the DOC/Michael application that I emailed to you. It is NOT ready to go. But YES PLEASE...send the rest. Thanks!  
They are in a box in my (your soon to be) office. THEY are on the bookcase next to the window.

Did you happen to read the application that I emailed to you? I have some major concerns regarding the application...mostly because it is not very strong...especially for a program asking for \$400k+. And to be honest...the parts that are in there...are stuff that "I" have suggested that Michael put in. Outside of me writing the grant... which I feel I almost will need to do...it is still very weak in the project description as to what they will actually be doing. I should send you the first draft...which has very little detail. I actually had to send Michael research links so that he would put in statistics. If you look at the budget pages...Michael would fall in the Program Manager position (at \$55k). The Project Director is listed at \$95k...which I think will raise some concerns. Just seems high.

I think I am just very critical....especially as this grant has some "connection" to ICJI...since it was initiated by our office (so to speak) with Heather calling a meeting with Michael and Isaac Randolph...so it is then imperative that the application and program be strong so as to not warrant any "favoritisms" -- so to speak.

I will be heading downstairs in a minute...to work outside and enjoy the sun-set... might as well enjoy the beautiful scenery and work at the same time. It is really a tranquil resort....very beautiful...marble bathrooms...great room-service...just lovely.

It's just out in the middle of the hills...so you can't walk and do a lot of sight-seeing (without paying a pretty penny for a cab-ride).

Okay...I best get going. Oh, have had great conversations with Dennis and Scott Petrdige (OJJDP) yesterday...so that was great. Dennis was on my flight and he congratulated me (good news travels fast I guess). I told him that he'll be happy that the new JJ Specialist will most likely be you. So its good. Plus...Indiana just rocks!

Let me know if you need anything. Thanks for helping me out with the packets!

Kate

Indiana Criminal Justice Institute

JUVENILE ACCOUNTABILITY BLOCK GRANTS APPLICATION

(See instructions on the next page.)

For ICJI Use Only

Date Received: / / Federal Award: \$ Grant Number:

A Type of Project: [ ] Continuation Project [X] New Project Previous Grant Numbers for this Project:

B Project Title: Save Kids of Incarcerated Parents (SKIP)

C Beginning Date of Project: 10 / 01 / 05 Ending Date of Project: 9 / 30 / 06

LEGAL APPLICANT

D Name of Agency/Organization: Indiana Criminal Justice Institute
Address: One N. Capitol Ave, Ste 1000
City: Indpls. State: IN Zipcode: 46204

E Financial Officer: Rob
Address: 200 East
City: State: IN Zipcode: County: Marion

F Federal Employer ID Number

G Type of Agency/Organization: State [X] County [ ] City [ ] Town [ ] Other [ ]

H Location of Agency/Organization: U.S. Congressional District: 4,5,7 State Judicial District: 19

IMPLEMENTING AGENCY

I Name of Agency/Organization: McKenna Consulting
Address: 2700 MARKET TOWER 10 W. MARKET ST.
City: INDIANAPOLIS State: IN Zipcode: 46206 County: MARION
Email: ACOCHRAN@INDYGOV.ORG Tel: 317 1327 15615 Fax: 317 1327 15325

PROGRAM MGR - Michael McKenna
Address: 694 D METAIRIE DR.
City: GREENWOOD State: IN Zipcode: 46143 County: JOHNSON
Email: Tel: 317 1899 19542 Fa 317 / /

K Other Contact: MATT Troyer Tel: 317 / 635 / 8900 Email:
Bingham McHALE

FUNDING REQUEST

Table with 3 rows: L-1 JABG Allocation \$ 312,750; L-2 Cash Match \$ 104,250; L-3 Total Project Cost \$ 417,000. Source: Indiana Criminal Justice Institute

PROJECT INFORMATION

M-1 How many volunteers will be used for this project? 250
M-2 How many juveniles are expected to receive direct services from this project? 500

2dc