



Youth Justice Oversight Committee

Grants Process Workgroup March 1, 2023 – Meeting Minutes

I. MEETING DETAILS

Date and Time: March 1, 2023; 2:00-4:00 p.m. EDT

Location: Indiana Government Center – South, Conference Room 4

Minutes Prepared by Nancy Wever, Staff to Workgroup

II. ATTENDEES

Members Present in Person: Devon McDonald, Judge Schein, Damon Cox, Joann Keys

Members Present Electronically: James Wilson, Kim Whitehurst, Carmen Sims

Members Absent: Rebecca Humphrey, Leslie Dunn, Angie Hensley, Ross Maxwell, Judge Murray

Staff Present: Nancy Wever

III. WELCOME AND INTRODUCTIONS

Chair McDonald convened the meeting at 2:05 p.m. EDT, noting that we do not have quorum necessary to take any formal action.

IV. APPROVAL OF MINUTES (from 11/29 meeting)

Members present did not have any recommended edits; approval tabled until quorum present.

V. MEMBERSHIP

Chair McDonald led discussion regarding continuing the work of the workgroup (WG). This is a good time to review membership and allow those who want to step away to do so and to invite new/additional members to join.

Action Needed:

If any member would like to resign and/or if any member has suggestions for additional members, please notify Nancy who will share information with chairs for consideration.

Chair McDonald continued discussion regarding the upcoming work. The initial plan was that members could divide into sub-committees, similar to the structure used to develop the previously submitted recommendations. However, there is concern that many on the WG are potentially eligible grant recipients and the appearance of an ethical concern arises. To comply with statutory requirement that ICJI work with WG and other entities, one option is to create an “ethics screen” process that would allow the WG to review plans and applications and make recommendations, but not on any plan/application with which the member had a connection (e.g., if the member represented a county that was applying, etc.). To ensure that the Request for Proposals (RFP) had thorough review, the WG could invite state agency and foundation (CICF, Lily, etc.) representatives to assist in development of the RFP. Joann suggested including some kind of survey to determine the feasibility of reporting on the performance measures in the RFP.

Action Needed:

With support from Nancy, Devon and Judge Schein will convene a group of state agency and foundation representatives to assist in development of the RFP.

VI. TIMELINE/ACTION PLAN

Chair McDonald advised that ICJI board meets on December 8th, at which they would be making final decisions. Backing up from this date, the RFP should be released by the end of August and remain open for 30 days. ICJI plans to hire three or four new staff to support the administration of these grant funds. Discussion ensued regarding the need to have review/approval of the Youth Justice Oversight Committee (YJOC) before releasing the RFP. The YJOC meets in August and WG agreed that RFP should be presented at or before that meeting. Chair McDonald advised that ICJI will draft the RFP for review by group that will be convened as indicated under item V.

Action Needed:

ICJI will begin drafting RFP.

VII. GRANT PROCESS: ICJI EXAMPLE

Chair McDonald shared an example of an RFP previously utilized by ICJI. A noted difference is that the RFP for the Diversion, Community-Based Alternatives, and the Behavioral Health grants are not using federal funds so the language and requirements related to that will be removed. There will need to be language added about organizations needing to be registered to do business in the State. Additional changes/considerations:

- Because these funds will be available on a calendar year, but the State operates on a fiscal year, funds to be used between 7/1 and 12/31 of the last year of the grant cycle will need to be encumbered through a Purchase Order (PO) by 6/30 of that year.
- ICJI will need an invoice for funds being “front-loaded” and process will be on a reimbursement basis afterward. Planning grants can be fully front-loaded.
- Notification that if submitting for a planning grant, the plan will need to be updated for year two when the determination is made about use of funds.
- Currently, ICJI does internal scoring of proposals. Three (or a minimum of two) staff score the proposals and the final score is a computed average of the individual scores. This could be used to “weed out” those who are ineligible or who are requesting unallowable costs. The WG discussed the development of a matrix for the scoring that can be discussed on a webinar or Q & A session about the RFP.
- There is no minimum organizational size or budget to be eligible to submit plan/application.
- There can be a fiscal agent that is different than the grantee agency.
- The plan/application process allows for submission of attachments which will include:
 - Budget
 - Collaborative plan (as required by statute)
 - Inter-Agency Agreement (if applying as regional partnership)
 - Sustainability Plan (for behavioral health grants which are titled as “pilot”)

The WG discussed the need for the RFP to have simple and clear language and to include information about webinars and opportunities to get help in plan/application submission. Several WG members emphasized concern that the jargon and legal language is intimidating and may prohibit getting the funds to those who are most close to serving youth and families.

Chair McDonald advised that modifications to the budget may be permitted mid-cycle, with consideration of the number of requests, limits on the percentage of funds allowed per request, and scope of the program.

Chair McDonald reported that ICJI does not have experience in administering formula grants. Judge Schein advised that there may be grants administered by IOCS that are formula grants and are very simple to receive.

Action Needed:

Nancy will gather information on other agencies’ processes for distributing formula grant funds.

VIII. NEXT STEPS

The WG determined there is not a need to meet again until RFP has been developed and reviewed by representatives from other state agencies and foundations. It is anticipated that the next WG meeting may be in June.

IX. ACTION ITEMS

- a. **If any member would like to resign and/or if any member has suggestions for additional members, please notify Nancy who will share information with chairs for consideration.**
- b. **With support from Nancy, Devon and Judge Schein will convene a group of state agency and foundation representatives to assist in development of the RFP.**
- c. **ICJI will begin drafting RFP.**
- d. **Nancy will gather information on other agencies' processes for distributing formula grant funds.rider.**

X. ADJOURN

Chair McDonald adjourned the meeting.

DRAFT