**Safe Harbor Commission Meeting**

**March 16, 2021,1:00 PM – 3:00 PM**

**Via Microsoft Teams**

**Meeting Attendees:** Tom Rawlings, April Hale, Susan Boatwright, LaMarva Ivory, Chris Hempfling, Theresa Schiefer, Melissa Carter, Diane Scoggins, Judith Fouts, Rachel Davidson, Kristy Carter, Tyrone Oliver, Amy Hutsell, Michelle Smith, Erica Mortonson, Jay Neal, Aleks Jagiella-Litts, Allison Ashe, James Kizer, Christopher Perlera, Steven Hatfield, Dahlia Brown and Salena Perry.

**Called to Order:** 1:03pm

1. **Welcome and Call to Order – Tom Rawlings, DFCS Division Director**
	1. ***Updates and announcements***
		1. Ms. LaMarva Ivory called role which resulted in a quorum. Seven of the eight Commission members were present (Allison Ashe, Theresa Schiefer, April Hale, Tom Rawlings, Judith Fouts, Diane Scoggins, and Jay Neal).
		2. $300,000 has been allocated in the amended 2021 budget that should be encumbered by June 30th.
		3. The Commission needs to adopt Rules and Regulations, bylaws, and funding guidelines to allocate the funds.
2. **Subcommittee Reports**
	1. Safe Harbor Commission Bylaws Update
		1. Professor Melissa Carter’s students completed a draft of bylaws for the Commission to review and adopt.
		2. The Commission reviewed the bylaws while Chris Hempfling and Professor Carter made real time edits.
		3. Professor Carter agreed to email the edited bylaws including the mark-ups and strike-outs to the Commission, while Chris Hempfling agreed to email the edited version of the bylaws to the Commission members.
		4. The motion to accept the bylaws was made by Tom Rawlings to adopt the bylaws as amended in this meeting pursuant to the official copy that Professor Carter will email. The motion was seconded by April Hale and passed unanimously.
	2. Funding Guidelines Update
		1. The Professor Melissa Carter’s students completed a draft of funding guidelines for the Commission to review and adopt.
		2. The Commission reviewed the funding guidelines while Chris Hempfling and Professor Carter made real time edits.
		3. After reviewing the funding guideline, Theresa Schiefer made a motion to accept the funding guidelines, it was seconded by Diane Scoggins. The motion passed unanimously.
	3. Rules and Regulations Update
		1. Professor Melissa Carter’s students are finishing up the draft of the rules and regulations which are projected to be completed by next week.
		2. When the Commission accepts the rules and regulations, the board needs to vote on the publishing those rules and regulations.
		3. The rules and regulations should be published for 30 days, after which, the board will vote to adopt or not adopt the published rules. They are sent over to the Secretary of State’s office to be adopted.
		4. Chris Hempfling expressed concerns about the Commission disbursing funds until there are adopted rules and regulations that are filed with the Secretary of State’s Office; however, the planning of the disbursement of funds can move forward.
		5. Tom suggested that the meeting be adjourned and call a special meeting on March 30th in which the Commission will continue with the rest of the agenda and vote on publishing the rules and regulations.
		6. Tom also suggested that the Commission get the application process started for the funds, so that before June 30th, the rules and regulations will be adopted and the Commission will be in a position to issue funds.
	4. Safe Harbor Fund - Kristy Carter, Victim Assistance Division Director, Criminal Justice Coordinating Council (CJCC)
		1. The funding sub-committee did not meet.
		2. This subcommittee is waiting on the filing of the rules and regulations with the Secretary of State’s office.
		3. The CJCC Staff has the RFA and the funding announcement that has been drafted and are available for review.
		4. Those priority areas include residential treatment facilities and safe home support, new construction or renovation of residential facilities and secured transport.
		5. Kristy mentioned that a few Commission members, CACGA, Wellspring Living, and other long term residential facilities have come forward with a concern about attaching a funding stream for youth that are not in custody to assist those facilities in providing for those targeted in specialized services.
		6. Kristy suggested that the Commission members should review that concern and consider adding that piece to the funding announcement.
		7. Director Jay Neal mentioned that CJCC needs general guidance in how funds should be spent from the Commission before they move forward with an RFA.
		8. CJCC would also like guidance on certain highlighted parts of the RFA from the Commission before releasing.
		9. CJCC would like help from the Commission with reviewing the applications.
3. **Next Steps**
	* 1. Create an annual meeting calendar for the Safe Harbor Commission.
		2. The special meeting for the Safe Harbor Commission will be Tuesday, March 30th at 3pm.
		3. In the next special meeting, the Commission plans to vote to publish the rules and regulations, vote on the RFA, revisit the joint meeting with the Grace Commission and the Safe Harbor Commission.
		4. CJCC will send out the draft of the RFA for the Commission to review (specifically the priority areas).
		5. Chris Hempfling and Professor Carter will send the edited versions of the Bylaws and the Funding Guidelines.
		6. The motion was made to adjourn, it was moved by Diane Scoggins, seconded by April Hale, and was unanimously passed.

**Meeting Adjourned: 3:09pm**