

**Juvenile Justice Advisory Committee - 1st Quarter Meeting**  
**February 2, 2018 - 10:00AM**  
**DPSP Office, Jackson, MS**

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**AGENDA**

- |                                                                                       |                         |
|---------------------------------------------------------------------------------------|-------------------------|
| I. ✓ Call to Order                                                                    | Martin                  |
| II. ✓ Roll Call                                                                       | Dedeaux                 |
| III. ✓ Approval of Past Minutes<br>A. October 20, 2017                                |                         |
| IV. ✓ Introduction of Guests                                                          |                         |
| V. Specialist Update<br>A. New Travel Requirement<br>B. 2018 JJ Symposium- Discussion | Holmes<br>Ledger<br>All |
| <i>7/31-8/3</i><br><i>Bilby</i>                                                       |                         |
| VI. - Retreat Re-Scheduling (2 <sup>nd</sup> Quarter meeting)                         |                         |
| VII. New and Old Business                                                             | Martin                  |
| A. State of MS 3 year Plan RFP                                                        | Holmes                  |
| - SAG Role                                                                            |                         |
| - <i>Update Members</i>                                                               |                         |
| B. Grant Budget Update-2015, 2016, 2017                                               | Holmes                  |
| C. Detention Standards                                                                |                         |
| - Update                                                                              | Ledger                  |
| D. Committee Reports Updates                                                          |                         |
| - Public Relations                                                                    | Phillips                |
| - DMC                                                                                 | Roberts                 |
| - MS DAI (JDAI)                                                                       | Salters                 |
| - Legislative                                                                         | Broome/Coleman          |
| - State                                                                               |                         |
| - Federal                                                                             |                         |
| <i>Website/Twitter</i><br><i>Links - JDAI Site</i>                                    |                         |
| VIII. Announcements                                                                   |                         |
| XI. Adjourn                                                                           |                         |

**MISSISSIPPI JUVENILE JUSTICE ADVISORY COMMITTEE**  
**MINUTES**  
**February 2, 2018**

**MEMBERS PRESENT**

Judge Tom Broome  
Judge Frank Coleman  
Ms. Jaqueline Dedeaux  
Dr. Alfred Martin  
Jim Maccarone  
Katrina Phillips  
Gloria Salters  
Ginger Smith  
Angela Robertson

**EXCUSED MEMBERS**

Tia Anderson Grisham  
Randy Pierce  
Dr. Lisa Nored  
Linda Whittington  
Eric Williams

**DPS STAFF PRESENT**

Emberly Holmes  
Jacqueline Ledger  
Anslem Palmer  
Lora Hunter

**GUESTS**

Dr. Tim Norris

**CALL TO ORDER**

Meeting was called to order by Chair, Dr. Alfred Martin at 10:05 a.m.

**APPROVAL OF MINUTES**

Minutes from July October 20, 2017 were read. Judge Frank Coleman moved that the minutes be accepted and Katrina Phillips second.

**New/Old Business**

**New Travel Requirement** – Jackie Ledger advised the committee that the optimizer for the new travel requirements has been revised. Ms. Ledger gave each SAG Member copies/examples of the optimizer and all travel authorization forms. She also stated that she needs the pre authorization from members at least two weeks before the scheduled meeting, including the optimizer. This policy is for all in and out of state travel. (See Attachment)

**2018 JJ Symposium** - DPS has reached out to NCADD to administer the Symposium and NCADD will ask Marc Fomby to contract as Conference Planner. Daisy Carter, Executive Director, NCADD, is preparing the proposal for the 2018 Symposium but it is the SAG Committee's responsibility to put conference together. Dr. Martin emphasized that it is critical that the SAG Members get sponsors for this symposium. He also stated that even though the committee talked about a national conference, we should concentrate on a state conference because of time restraints.

Tentative dates for conference includes: July 31, 2018-August 3, 2018. July 31, 2018 is travel date for SAG Members.

Angela Robertson asked Committee to shift focus of conference from opiates to what was learned from the Drug Abuse Study which included Adams, Desoto, Hinds, Rankin, Pike and Lowndes Counties (See Handout). Dr. Martin reminded committee that conference must focus in line with OJJDP Standards.

### **Retreat Rescheduling**

New Dates for SAG Retreat will be March 28-29, 2018 @ Beau Rivage, Biloxi, MS. Dr. Martin will send agenda of this retreat at a later date.

### **3 Year Plan**

The 3 Year Plan will be discussed at the SAG Retreat in March.

Emberly Holmes discussed the Grant Budget Update.

### **New SAG Members**

Names of new potential members, stakeholders, as well as current SAG Members were submitted to the Governor's Office. Dr. Martin is expecting a response soon from the Governor's Office in reference to this matter.

## **COMMITTEE REPORTS UPDATES**

**PUBLIC RELATIONS** - Katrina Phillips reported that the process of the new website is up and running. Ms. Phillips also stated that bios and pics are needed of each SAG Member for the website. Ms. Phillips also talked about the possibility of face book and twitter to promote the upcoming symposium. Dr. Martin stated that we will discuss this in detail at the retreat.

**DMC** – Dr. Robertson reported that she and Dr. Garner are ready to complete DMC data from MYCIDS. No specific date was given on the completion of this report.

**JDAI** – Gloria Salters reported that she met with Annie Casey Foundation last Friday. The Annie Casey Foundation is changing the way of business which includes not directly funding states. She further stated that Mississippi will continue to be funded and the focus: 1) Expand state collaborative which include JJ collaborative in working towards reform; 2) Working on statewide risk assessment instrument and will reach out to three

other counties, Jackson, Lauderdale and Desoto Counties; (T A will be needed to move forward with data and validation); 3) Working with local communities on creating and sustaining a collaborative effort in their communities (JDAI Counties).

**Legislative Update** – Judge Broome gave report on Bills #1067 (Oakley Bill); #1079 (Community Home Option, Hinds County); #1202 (Kaylin Kersh Act) #2803 (Sexting, changed from 21 to 18 years of age)

Dr. Martin announced to the committee that Karen Harp has been appointed as Administrator of OJJDP as of December 2017.

Next quarterly meeting will be held at the retreat at Beau Rivage Resort, Biloxi, MS.

Minutes prepared by,  
Jaqueline H. Dedeaux  
SAG Secretary

**State Of Mississippi Trip Optimizer System: Car Rental vs Mileage Reimbursement Calculator**

<b>Traveler Name:</b>	<b>Agency #:</b> 107	<b>Travel Dates:</b>	
<b>Input Variables</b>		<b>Chart Help:</b>	
Total Miles to be Traveled that Exceed 100 Miles per Day	500	← Input miles that exceed 100 miles per day	
Total Number of Miles to be Traveled Less than or equal to 100 Miles per Day		← Input all other miles that will be traveled in trip that do not exceed 100 miles per day (equal to or less than 100)	
Total Days in Trip (24-hr periods)	3	← Use # of 24-hour periods (4 day trip = 4)	
Total Miles to Rental Car location	45	← Input only the distance to the rental car location (this mileage will be doubled in the total calculation formula)	
Vehicle Rental Daily Price	\$48.68	← Input price for rental vehicle using the vehicle rental rates <b>(See Vehicle Rental Rates Tab)</b>	
Vehicle Rental Weekly Price		← Input price for rental vehicle <u>only if renting a car on a weekly basis</u> using the vehicle rental rates <b>(See Vehicle Rental Rates Tab)</b>	
Miscellaneous Fees*	\$55.09	← Input any other fees charged including but not limited to sales tax, motor vehicle tax, and etc. to be charged due to form of payment	
Cost of Gasoline per Gallon**	\$2.29	← Input current pump price (Utilize the higher cost between city from which the travel will begin and the destination)	
Mileage Reimbursement Rate (if pool car is <u>not</u> available)	\$0.545	← Current State Rate	
Average Rental Car Gas Mileage (MPG)	25	← Input average MPG for rental car type using the Average MPG chart <b>(See Average MPG Tab)</b>	
<b>Calculated Results</b>			
Total Reimbursement Expense		<b>Privately Owned Vehicle Cost (No Pool Car Available)</b>	
		\$272.50	← Total Miles to be Traveled X .545
		<b>Rental Car Cost</b>	
Rental Cost		\$146.04	← Total Days in Trip X Car Daily Rental Price
Weekly Rental Cost		\$0.00	← Weekly Rental Cost
Taxes and Fees		\$55.09	← Total Amount of Additional Taxes and Fees
Refueling		\$45.80	← (Total Miles in Trip / Average MPG) X Cost of Gas per Gallon
Total Rental Cost		\$295.98	← Rental Cost + Taxes and Fees + Refueling + Distance from Home to Rental Car Location
<b>Special Conditions</b>			
* If the rental is not directly billed to the agency or charged on a Travel Card, sales and motor vehicle tax can be reimbursed. Contact the rental car company to obtain the added miscellaneous fees that will be added to the total, including tax from the city of which you will be renting.			
** Gas prices do fluctuate but an estimated price can be retrieved from sites such as <a href="http://www.gasbuddy.com">www.gasbuddy.com</a> .			

### TRAVEL AUTHORIZATION

In-State  Out-of State  Out of Country  Travel Advance  PTE Authorized

#### TO BE COMPLETED BY TRAVELER

Name: [REDACTED] Title: MSJJAC/SAG Board Member

Agency Name: DPSP Division Name: Office of Justice Programs

Travel Date From: [REDACTED] To: [REDACTED] Destination(s): Ridgeland, MS

Conference/Meeting Name: SAG Meetings and Trainings

Purpose of Travel: To conduct the business of MSJJAC (SAG) as well as fulfill federal requirements and plan for statewide training event

Travel Advance Amount: \_\_\_\_\_ Prior to Trip Expense / Authorized: \_\_\_\_\_

Total Estimated Cost: [REDACTED] Fund Source: General or Special *Complete Payment Info below, if known*

Total Actual Cost: \_\_\_\_\_ Difference in Estimated and Actual Cost: \_\_\_\_\_

Signature: [REDACTED] Date: [REDACTED]

#### TO BE COMPLETED BY AGENCY/INSTITUTION (As required by individual Agency/Institution)

Funds Certification: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Division Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### TO BE COMPLETED BY DEPT. OF FINANCE AND ADMINISTRATION For Travel Outside the Continental U.S.

Budget Analyst Fund Certification: \_\_\_\_\_ Date: \_\_\_\_\_

DFA Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### TO BE COMPLETED BY DEPT. OF FINANCE AND ADMINISTRATION For Excess Expenses Incurred on Travel Outside the Continental U.S.

Budget Analyst Fund Certification: \_\_\_\_\_ Date: \_\_\_\_\_

DFA Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### PAYMENT INFORMATION

SAAS Agency #: \_\_\_\_\_ Activity: \_\_\_\_\_ Trip #: \_\_\_\_\_

SPAHRS Agency #: \_\_\_\_\_ Org: \_\_\_\_\_ Cat: \_\_\_\_\_

Fund #: \_\_\_\_\_ Sub Org: \_\_\_\_\_ Proj: \_\_\_\_\_

**INSTRUCTIONS FOR TRAVEL AUTHORIZATION**

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).
2. Complete all applicable items and obtain approval PRIOR to commencing travel.
3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.
4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.
5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.
7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.
8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.
9. For detailed line instructions, see MAAPP manual section 13.20.20.

**WORKSHEET**

		Estimated Cost	Actual Cost
Airfare:		_____	_____
Meals:	_____ Days @ _____ /Day	_____	_____
Lodging:	_____ Days @ _____ /Day	_____	_____
Registration Fee:		_____	_____
Rental Car:	_____ Days @ _____ /Day	_____	_____
Mileage:	_____ Miles @ \$0.545 /Mile	_____	_____
Other:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	Total	=====	=====

**TRAVEL VOUCHER**

State of Mississippi: \_\_\_\_\_ (Agency or Institution) PIN/WIN: \_\_\_\_\_  
 Name: \_\_\_\_\_ PID#: \_\_\_\_\_  
 Address: \_\_\_\_\_

Check One:	
Employee	_____
Contract Worker	_____
Board Member	_____

  

Trip Optimizer Attached	
Yes	_____
No	_____

Reason Why Trip Optimizer is <i>not</i> Attached	
Other (reason listed in cell below)	_____

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from \_\_\_\_\_ to \_\_\_\_\_. The itemized statement follows.

Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request
<b>Prior to Trip Expenses (PTE):</b>				
Lodging				
Public Carrier (Airfare)				
Registration				
<b>Payment Information (pulls from Travel Authorization)</b>				
SPAHRS Trip #				
Travel Order #				
SAAS Ag #				
SPAHRS Ag #				
Fund #				
Activity / Location				
Org / Sub Org				
Rpt Category				
Project / Sub Proj				

Per Diem in Lieu of Subsistence	
Taxable Meals	
Non-Taxable Meals	
Lodging	
Registration	
Travel in Private Vehicle	
Travel in Rented Vehicle	
Travel in Public Carrier (Airfare)	
Other:	
Sub Total	
Less: Travel Advance	
Less: PTE Lodging	
Less: PTE Public Carrier	
Less: PTE Registration	
Less: PTE Other	
<b>Net Payment (Overpayment)</b>	

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



