



**NC Human Trafficking Commission: Appropriations Committee
Meeting
Monday, August 14th, 2023
WebEx through the NC Judicial Center / Cypress room (C1-1225)**

**1:06 PM – Call to Order & Roll Call Attendance
Committee Member, Joseph Kyzer**

Committee member Joseph Kyzer opened the meeting and called to order. He then conducted a verbal roll call to document attendance. Committee members in attendance at the meeting were Amy Auth Danielle Carman, Joseph Kyzer, Jasmine McGhee (joined at 1:06 pm), Nancy Hagan, Deana Joy (joined at 1:10pm), and William Nichols. Also in attendance were Commission Executive Director, Christine Long, Grants Administrator, Kathy Estrada, Grants Managers and Data Manager, Kristen Howe, Jacqueline Kehinde, Ellen Chupik Smith, Ashawntee Cabello, and Administrative Secretary, Lauren Amato. Members of the public were also able to view or listen to the meeting via WebEx.

**1:07 PM – Approval of the Minutes 7/10/2023 (moved to next meeting, 8/28)
Joseph Kyzer**

Committee member Joseph thanked all in attendance. He then asked if there were questions to the minutes from the July 10th meeting. Kathy Estrada asked Committee Member Joseph if we can push the approval of 10 July minutes to the next meeting to give members more time to review. Joseph approved the request to give the committee time to send out minutes and be reviewed. Joseph stated that this meeting was called to get out some approval for the last remaining section of 16.23. He requested that staff review what we're going to block vote, which was included in Kathy's communication through email, see if there's any questions and then we can vote.

**1:09 PM – Vote discussion
Kathy Estrada & Christine Long**

Kathy spoke on the Vote Summary which was displayed on the screen. There are 8 awards total, and this is the 2nd to last 16.23 vote. We are closing all application this Friday, 18 Aug, and will provide an update on the remaining funds for 16.23. There are 8 awards that will be voted on today. Three from 16.23, two from 16.23 (SA), and three from 16.20A totaling 8 awards. Committee member Joseph asked if anyone had any questions or comments about the grantees that were listed on the report and for what we were voting on. Committee member Marc asked if there were any concerns or issues from any of the grantees or applicants. Kathy answered that there were no issues for these agencies. She also stated that we've been working with them for a while trying to get their revisions in and corrected. Marc and Joseph thanked the team for all the hard work. Joseph asked if there were any other questions or comments before we vote for the first block. Nancy stated that she could not read the screen and requested that Kathy read off the names. For 16.23 (DV): Domestic Violence & Rape Crisis Center of Scotland Co, Hannah's Place, & Onslow County Women's

Shelter. For the 16.23 (SA): Domestic Violence & Rape Crisis Center of Scotland Co, & Onslow County Women's Shelter. For 16.20A: Crossroads Sexual Assault Response and Resource, Help Incorporated, and REACH of Macon Co. 8 awards totaling a little over 1 million dollars. Committee member Danielle asked if the HTC staff conducted any risk assessments on the grantees. Kathy stated that we sent out internal control questionnaires and received them all back except a few. Our staff is in the process of scoring the risk assessments now from the internal control questionnaire. Danielle asked if we found any of them to be high risk. Kathy responded that we have not completed the risk assessments yet. We focused on the 16.22 agencies to get those assessments done first as a priority, so we cannot say if these agencies are high risk or not yet. Danielle asked if we do find them at high risk, what is our process. Kathy stated that we just solidified and finalized our monitoring plan, and it talks about what whether they're low, moderate, or high risk and it has an action plan between each of those. For the high risk, we are doing a site visit on top of call/email correspondences. We are in the process of putting together a site visit plan, which will be discussed next meeting. Christine spoke on a conducting some risk assessments for a few of the agencies that received 16.22 funding, funding for facility improvements that was state money. The only two that she saw on the list that did not get 16.22 is Domestic Violence & Rape Crisis Center of Scotland Co, & Onslow County Women's Shelter. Those would be brand new risk assessments being done on those agencies. Christine stated that in 16.22, out of the 72 agencies, she recalls around 8 or 10 that were high risk. This means that we will do site visits and have had accountability calls with some of them. We are also taking very close documentation to make sure that when the quarterly reports come in, they are accurate before we issue a 2nd quarter payment to them. Of the ones we did conduct a risk assessment for, we do not believe any of them were high risk, but again we did not do Domestic Violence & Rape Crisis Center of Scotland Co, & Onslow County Women's Shelter yet. Marc thanked Cristine for her response to the Commission and stated that we are doing the right thing and vetting the grantees very closely. Marc asked that if we do have a high risk, what is the protocol? Do we stop funding immediately and do an inquiry or how do we proceed from that? Christine asked Kathy to share from her screen the monitoring plan. She explained if it was low risk then we continue with minimal interactions and make sure their reports and information is correct and on time. If they go moderate risk, there are a few more steps, and a little more documentation. The high risk is when we may hold payments, conduct site visits, request more documentation or information. It may also state that if we do accountability call, we may ask the board chair to be on there as well. We went with some of the other risk assessments that we had seen as examples. The risk assessment that we put together had some I believe 15 items that did not change. Such as, what level they fall under for receiving government money, & if our funding is more than 50% of their agency's budget. It also had at the end a place where we could consider additional risk if we've learned additional information. For example, if another state agency has them as high risk. It could be several different things where we might have to weigh them a little heavier do to the new information. Joseph thanked Christine and her team for the information and said that the risk assessments is some of the more valuable information he has picked up from the work of the working groups and NC PRO. Joseph asked for the list to be brought back up on the screen so that we could vote.

1:20 PM - VOTE

Committee Member, Joseph Kyzer

Joseph requested to call out for the commissioners who are here and how they want to vote since it is a lot of grants in different blocks. He requested to state "I" when your name is called in support of advancing the grants as a block, or if not abstain. Committee member Deana stated that she had two agencies on the list that she wanted to abstain from voting because they include a children's advocacy center. She asked if she should vote in favor for the rest and abstain from those two agencies or abstain for its entirety. Joseph stated

that since we are blocking it, and we do not need you for the quorum, she can abstain from the block. Joseph got input from the Commission team as well and they agreed that it will work best that way. Joseph started with the recorded vote to approve this block of appropriation committee recommendations here on August 14, 2023, as seen on the Webex screen. Amy (“I”), Danielle (“abstain”), Nancy (“I”), Joseph (“I”), Jasmine (“I”), Marc (“I”), Joseph stated that he has 5 affirmatives and 1 abstentions, which would be 5 of our 11. He stated that it does not get us there. Christine stated that she was under the assumption that when you open the meeting with a quorum of a full committee then, these votes are a majority of the members present. Joseph agreed with Christine’s statement. He thanked everyone for helping with the vote and stated that it passes.

1:23 PM- Public Comment

Committee Member, Joseph Kyzer

Joseph asked if there were any other questions or things that we can help address while we’ve got everyone present. He also asked if anyone from the public has questions or comments. Marc commented that he is very proud of what we’ve been able to do and accomplish for our team and commission staff. He stated that he believes that we have made some great strides to find the best system and the best protocol to move forward and we our continuing to fine tune it. Joseph agreed and asked if we are projecting our next meeting to be 28th of Aug, in which Christine confirmed.

1:25 PM– Adjournment/Ethic Statement

Committee Member, Joseph Kyzer & Lauren Amato

Lauren read the Ethics Statement and Joseph thanked Lauren. Joseph made a motion to adjourn the meeting.