



MEMORANDUM

Date: October 23, 2018

To: Julie Castañeda
Clerk of the Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Your October 16, 2018 Memorandum Regarding the Community Law Enforcement Partnership Commission Mission**

After review of your October 16, 2018 memorandum, I believe the following clarifications are appropriate:

- I agree with the analysis that the Community Law Enforcement Partnership Commission (CLEPC) should only begin after a grant has been awarded. To do otherwise would require the CLEPC to perform unnecessary work. The CLEPC should focus their attention on grants that have been awarded to the Sheriff's Department, subject to acceptance by the Board of Supervisors.
- A quorum of the CLEPC should be eight members present, since the membership is 15 members. Regarding the request to require a majority of the members who "have expertise in the criminal justice system" be in attendance to constitute a quorum is inappropriate. A quorum should simply be eight of the members attending a particular meeting regardless of their affiliation by Supervisor or expertise in the criminal justice system.
- All grants will go to the Board of Supervisors for their final review and decision. The CLEPC is simply a recommending body. They can recommend for, against or take no position.
- I would also recommend CLEPC's mission contain language that indicates that if the Commission has not acted on a grant that has been approved for award to the Sheriff's Department within 30 days, the grant is deemed approved and will be automatically forwarded to the Board of Supervisors with a recommendation for approval. I believe such a requirement is appropriate to avoid any unnecessary delays in considering grants received by the Sheriff's Department to the Board of Supervisors.

Ms. Julie Castañeda

Re: **Your October 16, 2018 Memorandum Regarding the Community Law Enforcement
Partnership Commission Mission**

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The Board of Supervisors has been copied on this memorandum as well as your October 16, 2018 memorandum. If there is any disagreement regarding CLEPC's terms and conditions described in our memoranda, I request the Board place this matter on the next available Board of Supervisors Public Hearing Agenda and provide appropriate direction.

CHH/anc

Attachments

c: The Honorable Chairman and Members, Pima County Board of Supervisors
The Honorable Mark Napier, Pima County Sheriff



Pima County Clerk of the Board

Julie Castañeda

Melissa Manriquez
Deputy Clerk

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MEMORANDUM

To: Chuck Huckelberry
County Administrator

From: Julie Castañeda
Clerk of the Board

A handwritten signature in black ink, appearing to read "Julie Castañeda", written over the printed name in the "From:" field.

Date: October 16, 2018

Re: Community Law Enforcement Partnership Commission Mission

On October 4, 2018, staff from the Pima County Sheriff's Department PCSD, Criminal Justice Reform Unit of County Administrator's Office, Grants Management and Innovation Department, and Clerk of the Board's Office met to discuss the transition of the Community Law Enforcement Partnership Commission (CLEPC) and its new role and responsibilities. During our meeting, it became clear that there were questions that need additional clarification and possibly the Board's approval on how to proceed.

In your memorandum dated September 26, 2018, you state that "When a grant is received or applied for, or a notice of award has been made to the Sheriff, the grant is then directly forwarded to CLEPC." Regarding grant applications, Staff is concerned about the potential for hardship on all parties in cases in which the Sheriff might be forced to miss funding application deadlines due to the timing of CLEPC meetings, Board of Supervisors' Agenda deadlines, and/or the lack of a CLEPC quorum. Staff therefore proposes that the Sheriff's Department not be required to seek CLEPC approval on grant applications. Alternatively, the Sheriff's Department will provide updates and explanations about their pending grant applications to the Commission at each monthly meeting.

Staff also recommends that as soon as a Notice of Award (NOA) is provided to the Sheriff's Department, that the NOA then be placed on the CLEPC's agenda for review (it is assumed that the full NOA and all final grant application submittal materials that resulted in this award will be provided as an attachment to the agenda). This approach will ensure that the Commission has all the necessary information it needs to carry out its obligation to accept, deny, or make no recommendation regarding the funding award.

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Subsequent to the October 4, 2018 meeting, the Sheriff's Department identified additional concerns. One such concern is the need to clarify what constitutes a recommendation by the CLEPC and what constitutes a quorum. The clarification should be that the CLEPC can only make a recommendation when there is a quorum. PCSD also pointed out that in your September 6, 2018 memo, you indicate that "there would be three appointments" for each Board Member to the CLEPC, "one of which needs to have expertise in the criminal justice system." Since the role of these appointees is critical for the CLEPC to understand criminal justice system grants, the Sheriff's Department proposes that a quorum cannot be achieved without a majority of these experts present during any vote for or against endorsement. Finally, the Sheriff's Department asserts that regardless of the opinion of the CLEPC, the Sheriff's Department should not be precluded from presenting grant awards to the Board for approval, since the CLEPC is an advisory body only.

At the next meeting of the CLEPC, which has been scheduled for November 13, 2018, staff would like to proceed with a study session to provide the Commission with an explanation of their new responsibilities as indicated above and if approved by the Board, develop and present a process for grant applications and grant awards, explain how the grant cycle will work, provide training, and establish bylaws and new meeting dates and times, if necessary.

For your information each of the departments attending the meeting are in agreement with this process.

Staff proposes the following revised CLEPC mission and would like to request your assistance in providing these revisions to the Board of Supervisors for their approval.

Mission: To provide the Board of Supervisors with a review and recommendation on all grants awarded to the Sheriff's Department*. To be provided information on all grant applications being submitted by the Sheriff's Department**.

*Includes all grants awarded to and submitted by the Pima County Sheriff's Department for the Board of Supervisors' consideration

**This process includes grants that are led and managed by the Sheriff's Department whether the Sheriff is a primary grant recipient or subrecipient.

/jc