

COMMISSION ON VASAP  
QUARTERLY BOARD MEETING

Friday, December 9, 2016

**Minutes**

**Attendance:**

**Commission Members:**

Delegate Jackson H. Miller, Chairman  
Senator Glen H. Sturtevant, Jr.  
The Honorable Mary Jane Hall  
The Honorable George D. Varoutsos  
The Honorable Gino W. Williams  
Ms. Mellie Randall  
Mr. John Saunders  
Ms. Pat Eggleston  
Mr. Anthony Carmichael  
Ms. Mary Read Gillispie

**Absent:**

Sheriff Michael L. Wade, Vice Chairman  
Senator Richard H. Stuart  
Delegate Richard L. Morris  
Delegate David J. Toscano  
Delegate G.M. "Manoli" Loupassi

**Commission Staff:**

Ms. Angela Coleman, Executive Director  
Mr. Oscar Brinson, Legal Counsel  
Ms. Rosario Carrasquillo  
Mr. Richard Foy  
Mr. Christopher Morris  
Ms. Charlene Motley  
Mr. Richard Phillips

**ASAP Directors:**

Mr. Miles Bobbitt  
Ms. Sharneé Eure  
Ms. Angela Fortune  
Ms. Krystal Hullette  
Mr. James Hatcher Johnson  
Ms. Victoria Kesler  
Mr. Daren Leake  
Mr. Roy-Keith Lloyd  
Ms. Jaime Moran  
Ms. Deborah Morgan  
Mr. Kevin Ortegel  
Ms. Cindy Sheffield  
Ms. Pam Simmons  
Ms. Tara Smith  
Mr. Rick Wilkins

**Guests:**

Ms. Linda Aldridge  
Ms. Reginia Benson  
Ms. Debra Coffey  
Ms. Michelle Denhoff  
Mr. Chad Goodwin  
Mr. John Honea  
Mr. Scott Mason  
Dr. Bridgette Williams  
Mr. Harlan Williams

### **Time and Place:**

The quarterly meeting of the Commission on the Virginia Alcohol Safety Action Program (VASAP) was held on December 9, 2016 at the General Assembly Building in the 6<sup>th</sup> Floor Speaker's Conference Room at 10:00 a.m. The meeting was called to order by the Honorable Jackson H. Miller, Chairman.

### **Welcome:**

Delegate Miller welcomed and thanked everyone for attending the meeting.

### **Special Recognitions**

Ms. Angela Coleman, Executive Director for the Commission on VASAP, was recognized by Delegate Miller for being selected as one of the 2016 recipients for the Kevin E. Quinlan award for Excellence in Traffic Safety. On November 30, 2016, Ms. Coleman traveled to the Hart Senate Office Building in Washington D.C. where the award was presented to her by Shaquille O'Neil in honor her leadership and success in administering VASAP and Virginia's interlock program, which is recognized as one of the strongest in the nation.

### **Approval of Minutes:**

A motion was made by the Honorable Gino W. Williams, and properly seconded by Senator Glen H. Sturtevant, Jr., to approve the minutes from the September 16, 2016 Commission meeting. All were in favor.

### **Executive Finance Report:**

The Executive Finance Committee report was presented by Mr. Anthony Carmichael.

Mr. Carmichael reported that the Executive Finance Committee met on December 2, 2016.

### **Operational Guidelines**

Mr. Carmichael stated that in 2015, the Commission initiated a project to create written operational guidelines to accompany the approved policies and procedures. These guidelines with detail step by step instructions on how to process daily case management transactions. The draft document was introduced at the 2015 VASAP conference, initial feedback was received, documented, and it was then piloted at four ASAP locations. The ASAP staff provided some very valuable insight, resulting in new processes being added.

In 2016, Commission staff conducted five training sessions on the operational guidelines; therefore, staff of the 24 ASAP programs have been trained and acclimated to the proposed changes.

The document is in its final editing stage and will be ready for dissemination in January 2017.

#### VASAP On-Line Payment Update

Mr. Carmichael informed the Commission members that 13 ASAPs are currently live and able to collect payments onsite as well as 24 hours per day online through mobile devices and personal computers. He added that New River Valley ASAP and Rappahannock Area ASAP have submitted applications and are waiting final approval. Mr. Carmichael stated the vendor that maintains the website, Virginia Interactive, will be contacting the remaining ASAPs to help them determine if they can save money by using Elavon as the merchant vendor. The savings amounts to about 1.76 percent under the traditional merchant fees.

Mr. Carmichael is the Director of the Southeastern Virginia ASAP, which is one of the 13 ASAPs currently processing payments online. He reported that the online payment system has streamlined their payment processes and increased their revenue. He added that the program is saving money with the new process. Additionally, Commission staff and Virginia Interactive have been very responsive to assist the ASAPs with any issues.

#### Quarterly Interlock Report

Mr. Carmichael presented the ignition interlock summary report. He stated that the quarterly installation numbers for the months of August, September and October averaged 7,919.

#### Executive Director's Report:

Ms. Coleman presented the Executive Director's report.

#### Status Report for Tri-River ASAP

Ms. Coleman reported the Commission has been providing daily oversight to the Tri-River ASAP.

The program is in the process of appointing new policy board members. Ms. Coleman reported that the program provides services to 11 jurisdictions and has received signed resolutions from the Counties New Kent, Westmoreland, Lancaster and Northumberland. The counties that have not signed a resolution are Essex, Gloucester, King and Queen, King William, Richmond, Mathews, and Middlesex.



Ms. Coleman stated that even though the Tri-River ASAP is fully staffed, the Commission staff will continue to provide daily oversight, which includes all financial processes and ignition interlock, until the policy board can be legally constituted.

On November 4, 2016, Mr. Oscar Brinson, Legal Counsel for the Commission; Ms. Charlene Motley, Field Services Supervisor for the Commission; and Ms. Coleman, met with the Middle Peninsula Planning Commission in response to the unwillingness from some of the members to make appointments for the Tri-River ASAP policy board. The Middle Peninsula Planning Commission wanted to meet with the Commission staff because they desired to have some knowledge of the circumstances of the prior board is disbandment. They also sought some assurance that even if board appointments were not made, that residents would still have access to the ASAP services. The Commission staff encouraged them to make appointments and advised that the local policy board provides administrative oversight.

Mr. Brinson informed the Commission members that the meeting went very well. Although there was a lot of tension when they first arrived, after the meeting, Mr. Brinson stated that the Middle Peninsula Planning Commission said they felt better. Mr. Brinson stated that Ms. Coleman explained the situation and expressed to them respectfully that this is their program. The VASAP system does not work unless local officials take responsibility for the program and move forward. The Middle Peninsula Planning Commission seemed to fully accept the responsibility.

#### Monitoring Ignition Interlock

Ms. Coleman informed the Commission members that given the significance of the monitoring of ignition interlock calibration reports, and especially now that cameras are required, the Commission is conducting the monitoring for Alexandria ASAP and Tri-River ASAP.

The Commission will continue to monitor the calibration reports for Alexandria ASAP until the program can have staff trained.

Ms. Coleman thanked the Commission staff for their help.

#### Treatment Provider Workgroup

At the last Commission meeting, Delegate Miller appointed a work group to study our process regarding how the VASAP system awards contracts to treatment providers. The mandate for this group was to review our current processes and propose procedures that will allow equal access to all certified treatment providers across the state. The Attorney General's office, as well as several legislators, received complaints from local treatment providers indicating that they were not allowed on the approved list to provide services in their locality. Under the direction of Ms. Mellie Randall, Commission member and the Director of the Office of Substance Abuse Services, the group recommended to the Commission that all treatment

providers should use the American Society of Addiction Medicine (ASAM) Criteria, if they desire to be on the list of approved providers. The new list will be managed by the state office and will include everyone with the ASAM Criteria certification; thus, ASAP participants will have a wider range of treatment providers from which to choose.

Ms. Randall stated that the ASAM Criteria approach is the gold standard for both assessing and developing treatment plans and tracking outcomes for individuals who are receiving treatment for substance abuse disorders. Ms. Randall added that participants who come to the local ASAPs need different types of treatment, so it is important for the treatment to be effective and for participants to get the right level and duration of treatment. The work group recommended this approach because it is already in use in the Commonwealth of Virginia. Ms. Randall stated that the ASAM Criteria training will be one of the requirements for a treatment provider to be able to provide services to ASAP participants. ASAM certification is not required to be licensed by the Department of Health. The ASAM Criteria is required for treatment providers who desire to receive Medicaid payments. This training is already being provided for treatment providers who are accepting Medicaid insurance.

An ASAP treatment provider was in attendance, Dr. Bridget Williams, Executive Director/Therapist of the Angelo Recovery Center. She had several questions about the implementation of the ASAM Criteria. Since there was no public discussion on the agenda, Delegate Miller instructed Dr. Williams to contact the Commission staff at any time for answers to her questions.

If the requirement for treatment providers to have the ASAM Criteria is approved by the Commission, the Change Companies will be contacted to assist in facilitating several training sessions throughout the state. The training will be available to any treatment providers who want to be on the new ASAP treatment provider list.

The treatment provider work group will be meeting again in January to establish protocols. It is anticipated that the final process will be presented to the Commission for approval at the March meeting.

#### Case Management System

The Commission was awarded a grant in the amount of \$385,000 to replace the existing case management system.

Ms. Coleman stated that the request for proposals was posted and ten vendors responded. The Commission staff has narrowed that list to four vendors which will be interviewed on Monday, December 15, 2016. Ms. Coleman added that she expects to be able to view a prototype or at least a demonstration of a proposed product during the interviews. She concluded that all work, which includes the launch of the case management system, must be completed by September 30, 2017. The Commission will invite several ASAP directors for input during the developmental stage and throughout the entire project which will include training for all ASAP staff.



### General Assembly 2017

In anticipation of the legislative session, Delegate Miller appointed a committee to discuss potential legislation that could impact ASAP operations.

Delegate Miller appointed the following individuals to the Legislative Committee:

Delegate Jackson H. Miller, Chairman

Senator Richard H. Stuart

Senator Glen H. Sturtevant, Jr.

Delegate David J. Toscano

Ms. Angela Coleman, Executive Director

Mr. Richard Foy

### 2016 Holiday Statement

The 2016 Holiday Statement, which speaks about the dangers and consequences of DUI, was presented to the Commission. The statement encourages Virginians to enjoy the holiday season by thinking before making a decision to drink. Ms. Coleman stated that during the calendar year of 2015, 241 persons were killed and 4,917 were injured in alcohol-related crashes. She added that during the holiday season of November and December 2015 alone, there were 1,314 alcohol related crashes, 36 fatalities and 783 injuries which were all preventable.

Think before drinking and make plans ahead of time for a safe ride home so that the statistics can be reduced.

### 2017 Multi-State Ignition Interlock Forum

Ms. Coleman stated that the 2017 Multi-State Ignition Interlock Forum will be hosted in Richmond, April 25-26, 2017. A location has not been selected; however, a request for proposals has been completed. The Multi-State Ignition Interlock Forum is held every year, and during the forum, neighboring states are invited. This year the number of attendees has expanded from 17 states in 2015 to over 30 states. Ms. Coleman added that Delegate Miller was very involved in the forum in 2015.

Due to the success of the forum, the Traffic Injury Research Foundation (TIRF) has invited VASAP to Kansas City, Missouri to speak to the Midwestern States at their Region 7 Ignition Interlock Meeting. Ms. Coleman and Ms. Rosario Carrasquillo, Executive Administrative Assistant for the Commission, will discuss ignition interlock reciprocity protocols and VASAP's mobile app, Approcity. Virginia is very excited to be able to move west and highlight the VASAP program.

## **VASAPDA**

Ms. Cindy Sheffield, President of the VASAP Directors' Association, presented the VASAPDA report.

Ms. Sheffield stated that the VASAPDA fall conference was held in October in Winchester, VA. In 2017, VASAPDA will provide training in the criminal justice academies which will include ignition interlock.

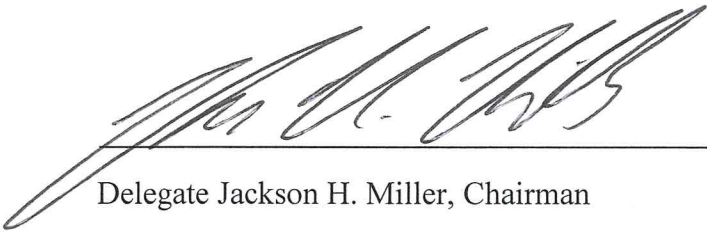
### **2017 Meeting Dates:**

The meetings for the Commission on VASAP in 2017 will be held at the Capitol Building, 1000 Bank Street, Richmond, Virginia 23219 in House Room 1.

March 17, 2017	10:00 a.m.
June 9, 2017	10:00 a.m.
September 15, 2017	10:00 a.m.
December 8, 2017	10:00 a.m.

### **Adjournment:**

The meeting was adjourned by Delegate Miller.

  
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Delegate Jackson H. Miller, Chairman