

# Report on Boards & Commissions

**Department: Public Safety**

**Secretary: Jami Cook**

The purpose of this report is 1) prompt an analysis of the Boards & Commissions in your Department and to identify efficiency (cost savings) and effectiveness (better results) opportunities and 2) to propose and develop to deliver efficiency and effectiveness improvements.

## **Boards & Commissions Project Proposal**

- 1.1. List all boards, commissions, etc. within your department.

Commission on Law Enforcement Standards and Training (CLEST)  
Crime Victims Reparations Board (CVRB)  
ACIC Supervisory Board  
Fire Protection Service Board (FPSB)  
State Fire Prevention Commission  
State Emergency Response Commission (SERC)  
Arkansas ETS Board (Dissolved and replaced by the 911 Board)  
Arkansas State Crime Laboratory Board – established A.C.A. 12-12-302  
Arkansas State Police Commission (ASPC)  
\*Homeland Security Advisory Group  
\*Fusion Center Executive Board

- 1.2. What state resources support each board, commission, etc.? What is the total cost associated with each board, commission, etc. broken down by general revenue and by all other sources?

### **CLEST:**

General Revenue from CLEST's budget (\$2500) is available for Board Member expense reimbursement pursuant to Act 78 of 2019.

1 CLEST staff member performs work required by the Board including scheduling, sending meeting notices, and preparing meeting agendas and minutes. This position is funded 100% by general revenue.

CLEST spends, on average, \$400 per fiscal year on board travel reimbursements, pays no stipends, and provides food from the cafeteria for board meetings at an estimated cost of \$45 per meeting. The Board spends \$557.80 per meeting in professional fees for recording and transcription services.

### **CVRB:**

Special Revenue from CVRB's budget is used for Board Member expense reimbursement.

1 CVRB staff member performs work required by the Board including scheduling, sending meeting notices, and preparing meeting agendas and minutes. This position is funded 100% by special revenue.

CVRB spends, on average, \$325 per fiscal year on board travel reimbursements, pays no stipends, and does not provide meals for meetings. The Board spends approximately \$1,000 per year in professional fees for recording and transcription services.

### **ASCL:**

General and Special Revenue from ASCL's budget (\$2,000) is available for Board Member expense reimbursement pursuant to Act 214 of 2019.

1 ASCL staff member performs work required by the Board including scheduling, sending meeting notices, and preparing meeting agendas and minutes. This position is funded by general and special revenues.

ASCL spends, on average, \$260 per year on board member travel reimbursements, \$240 for stipends, and \$500 for meals.

ASP Commission:

General and Special Revenue from ASP's budget (\$10,000) is available for Board Member expense reimbursement pursuant to Act 1007 of 2019.

1 ASP staff member performs work required by the Board including scheduling, sending meeting notices, and preparing meeting agendas and minutes. This position is funded by general and special revenue.

The ASP Commission meets monthly and spends approximately \$4,000 per year on board member travel and \$5,040 for stipends. Miscellaneous costs include: plaque and gavel for outgoing Chairman - \$94.29 and advertising for Commission rule changes - \$157.99.

#### ACIC Supervisory Board:

General and Special Revenue from ACIC's budget (\$5,000) is available for Board Member expense reimbursement pursuant to Act 97 of 2019.

1 ACIC staff member performs work required by the Board including scheduling, sending meeting notices, and preparing meeting agendas and minutes. This position is funded by general and special revenue.

ACIC spends, on average, \$1,562 per fiscal year on board travel reimbursements, \$1,275 on stipends, and approximately \$1,980 on meals.

#### FPSB:

General Revenue from ADEM's budget (\$5,000) is available for Board Member expense reimbursement pursuant to Act 344 of 2019.

1 ADEM staff member performs work required by the Board including scheduling, sending meeting notices, preparing meeting agendas and minutes, and administering the Act 833 grant program for the fire departments in Arkansas. This position is funded 50% General Revenue/50% Emergency Management Performance Grant program.

No expense reimbursements have been requested since the passing of Act 344 of 2019. No other costs associated with this Board.

#### SERC:

The SERC meets semi-annually. The ADEM Director is a member.

1 ADEM staff member performs work required by the Board including sending meeting notices. This position is funded 50% General Revenue/50% Emergency Management Performance Grant program.

No other costs are associated with this Board

#### AR 911 Board

This Board meets monthly and is chaired by the ADEM Director.

All funds for Board expenses and administration are paid through the Public Safety Trust Fund

- 1.3. What are the key results, outcomes, performance indicators and/or success measures for each board, commission, etc.?

CLEST is responsible for making determinations on law enforcement certification, eligibility for certification, and ability to act as a law enforcement officer in the State of Arkansas. CLEST sets the minimum standards for employment as a law enforcement officer and conducts basic and specialized training for law enforcement. CLEST's success is measured by the quality of services provided to Arkansas' law enforcement community.

CVRB is responsible for administering the state's reparations program for victims of crime. The program consists of two sections, the crime victims section and the sexual assault program. CVRB makes eligibility determinations on claims for compensation based on requirements set by statute and board rules. CVRB's success is measured by the quality of customer service delivered to victims of crime.

The ACIC Supervisory Board is responsible for approving agency requests for ACIC access, establishing policy and procedure governing ACIC systems, hearing appeals related to access to the ACIC system, and making disciplinary determinations for violations of ACIC rules. ACIC measures its success by its ability to successfully balance the public's access to information with an individual's right to privacy.

The FPSB is responsible for setting the minimum standards for certification, classification, and performance of fire departments and firefighters. FPSB's success is measured by the quality of services provided to Arkansas' fire community.

The SERC supervises and coordinates the activities of the local emergency planning committees (LEPC) in each of the emergency planning districts. The Commission ensures that plans are adequately developed, maintained, and exercised to facilitate an effective response to accidents and incidents involving hazardous materials. SERC's success is measured by the effective and efficient response to disasters involving hazardous materials.

The Arkansas 911 Board is responsible for managing, overseeing, and disbursing 911 service fees; preparing and administering a 911 plan for the State; serving as the central 911 policy planning body of the State; and communicating and coordinating with federal, state, regional, local, and private entities. The 911 Board's success is measured by the effective operation of the State's 911 system.

The ASCL Board is responsible for approving proposed legislative changes and laboratory initiatives designed to assist the lab in communicating with stakeholders in the criminal justice community. The ASCL Board's success is measured by the efficient operations of the Arkansas State Crime Lab in the delivery of services to the public and Arkansas' criminal justice community.

The ASP Commission is responsible for approving promotions, hearing appeals on disciplinary actions, reviewing applications for employment, and promulgating rules related to commissioned staff. The ASP Commission is committed to hiring and promoting individuals dedicated to service in their community. The ASP Commission measures its success by the commitment its law enforcement officers have to the citizens of the State.

- 1.4. After a thorough analysis of boards, commissions, etc. within your department, identify key opportunities you would propose for more effective operations, improved services, and/or efficiencies.

The Department of Public Safety is committed to identifying efficiency opportunities and areas to improve the delivery of services to the public and DPS staff. Accordingly, many of DPS's Boards and Divisions are undergoing a Lean Six Sigma analysis in order to identify areas needing improvement. Additionally, DPS is currently researching automation opportunities for its Divisions that provide direct services to the public. DPS is evaluating all facility accommodations in order to determine what spaces could be equipped with video conferencing, phone conferencing, and recording equipment to meet the needs of all boards under the Department.

- 1.5. Identify any obstacles to the implementation of these proposals.

The Department anticipates providing as needed training to Department staff in order to ensure the highest quality customer service. No anticipated budget requirements at this time.

- 1.6. What would be key action steps for these proposals?

Several of DPS's Boards and Divisions are currently undergoing a Lean Six Sigma analysis. The Department is committed to the continual evaluation and revision of its processes and systems in order to ensure efficient and effective operations.

**Additional thoughts/comments:**