

**VICTIM & WITNESS ASSISTANCE  
AND LAW ENFORCEMENT BOARD  
of the  
17<sup>TH</sup> JUDICIAL DISTRICT**

**BYLAWS**

**BOARD MEMBERS:**

**Andrea Schiola  
Betsy Westbrook  
Jamie Kreiger  
Kati Behrens  
Jessica Jessen**

**Appointed by the Chief Judge  
Kyle Seedorf**

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**ARTICLE 1  
AUTHORITY, PURPOSE, AND DUTIES**

**1.1 AUTHORITY:** The 17th Judicial District Victim & Witness Assistance and Law Enforcement Board (hereafter VALE Board) derives its existence and authority from Colorado Revised Statute (C.R.S) §24-4.2-101, hereinafter referred to as the VALE Statute.

**1.2 PURPOSE AND DUTIES:** The purpose and duties of the VALE Board include, but are not limited to, the following:

- A. Conduct an open, fair and equitable application and award process for local VALE grant requests.
- B. Maintain sound written financial and programmatic policies and procedures, and reporting mechanisms.
- C. Conduct an annual financial and programmatic review.
- D. Enter into a written agreement with the District Attorney regarding the type and level of administrative assistance and legal advice that is mutually agreeable.

**ARTICLE 2  
MEMBERSHIP**

**APPOINTEES:** The VALE Board shall consist of five members appointed by the Chief Judge of the 17th Judicial District.

- A. Members must currently reside within the 17th Judicial District; may not be employed by the District Attorney or the State Judicial Department within the 17<sup>th</sup> Judicial District; and may not be an attorney actively practicing law in the criminal courts of the 17<sup>th</sup> Judicial District.
- B. In making such appointments, the Chief Judge shall be aware whether an appointee represents or belongs to an organization, public or private, which might reasonably be anticipated to be a recipient of monies pursuant to this article. This does not imply that such individuals should be precluded from being appointed.

**TERM OF OFFICE:** Each member appointed to the VALE Board may serve a term of three years. Each member may be reappointed once and serve two consecutive terms. A person may be reappointed thereafter if it has been at least one year since the person served on the VALE Board. All vacancies, except through the expiration of term, shall be filled for the unexpired term only.

**COMPENSATION:** Members shall serve without compensation but may be reimbursed

from the District Attorney's administrative fund for actual and necessary expenses directly related to the activities of the VALE Board.

**DIVERSITY:** To the extent possible, members shall reflect the diversity of the 17th Judicial District, taking into consideration geographic location, gender, ethnicity, and experience with victim issues.

**ATTENDANCE/ABSENCES:** Members are expected to attend every regular meeting. In the event a member cannot attend, he/she should notify the VALE Program Administrator or Chair in a timely manner. Three absences during a twelve-month period shall be evidence of a member's inability to sufficiently participate in the VALE Board's duties and responsibilities and may result in a request to the Chief Judge for removal of the member from the Board. Exceptions may be made upon review of the circumstances by the Chair and other board members.

### **ARTICLE 3 CHAIR AND VICE CHAIR**

**DESIGNATION OF CHAIR AND VICE CHAIR:** The VALE Board shall designate, through a majority vote, one of its members as Chair and one member as Vice Chair at the annual meeting pursuant to C.R.S. §42-4.2-101.

**TERMS:** The Chair and Vice Chair shall serve for a term of one year and may be reappointed as long as their term of office has not expired.

**DUTIES OF CHAIR:** The duties of the Chair include:

- A. Presiding over VALE Board meetings.
- B. Signing appropriate documents and correspondence.
- C. Calling special meetings as needed.
- D. Enforcing ethics, conflict of interest and other provisions of these Bylaws.
- E. Appointing subcommittees as necessary to carry out the purpose of the duties of the VALE Board.
- F. Meeting annually with the Chair of the 17th Judicial District Crime Victim Compensation Board to determine the deposit of unclaimed restitution for each year.

**DUTIES OF THE VICE CHAIR:** The duties of the Vice Chairperson shall include:

- A. Assuming the duties of the Chairperson in his/her absence.

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**COMPENSATION:** Members shall serve without compensation but may be reimbursed

- B. Assuming the duties of the Chairperson if he/she has a conflict of interest on a particular grant.

**REMOVAL OF THE CHAIR/VICE CHAIR:** The Chair or Vice Chair may be removed from those duties for just cause at a regular or special meeting of the VALE Board through a majority vote of the members.

**CONFLICT OF INTEREST:** Each year all VALE Board members shall make a declaration in writing that is provided to the VALE Program Administrator any conflict of interest or appearance of conflict that they might have with any person, agency or organization applying for VALE grant funds or with any other matter with the VALE Board will act upon in the normal course of its business.

- A. If both the Chair and Vice Chair have a conflict of interest on any matter, the Chair shall designate another VALE Board member to preside over the VALE Board in that matter.

#### **ARTICLE 4 MEETINGS**

**REGULAR MEETINGS:** The VALE Board shall conduct regular meetings as often as necessary to meet the statutory and funding mandates under which it operates. Notice shall be provided to VALE Board members of the date, time and location of regular meetings not less than five working days in advance of the meeting.

**ANNUAL MEETINGS:** The VALE Board shall conduct an annual financial and programmatic review during the first quarter of each calendar year.

**SPECIAL MEETINGS:** The Chair may call special meetings with notice being supplied to VALE Board members not less than three working days in advance of the meeting.

**TELEPHONE CONFERENCE CALLS:** A meeting may be held by conference call to conduct nonrecurring business if deemed necessary by the Board.

**VIRTUAL MEETINGS:** The Board may choose to meet virtually for any regular, special, or annual meeting. The Board may choose to meet virtually to conduct nonrecurring business if deemed necessary.

**OPEN MEETINGS:** VALE Board meetings are open to the public, as required under the Colorado Open Meetings Law (C.R.S. §24-6-401 and 402). The public is welcome to observe VALE meetings of the 17th Judicial District, however they are not open for public comment or discussion. Persons in attendance that demonstrate disruptive behavior that otherwise impedes the Board's ability to function will be asked to leave by the VALE Board Chair.

**EXECUTIVE SESSION:** At any regular or special meeting, the VALE Board may proceed into Executive Session upon an affirmative vote of two thirds of the quorum present. The VALE

Board may review and discuss matters requiring legal counsel in Executive Sessions pursuant to C.R.S. §24-6-402(4)(c), C.R.S. § 24-6-402(4)(g), C.R.S. §24-72-202(4)(b)(4), and C.R.S. §24-7-204(1)(a) when meeting attendees include persons who are not VALE staff or VALE Board members. Executive Sessions shall be electronically recorded as required by C.R.S. §24-6-402(2)(d.5)(I)(A). The electronic recording shall be retained for a minimum of ninety (90) days. After the ninety-day period, the electronic recording may be destroyed. The meeting minutes shall reflect the topic(s) discussed as part of the Executive Session without further explanation.

**PUBLIC NOTICE:** Public notices of meetings shall be provided in compliance with the Colorado Open Meetings Law. Public notices will be posted on the 17VALE.org website a minimum of 24 hours prior to a scheduled meeting. Public notices shall include:

- A. The day, date, time and location of the meeting.
- B. Name, address and telephone number of a contact person.
- C. Information as to how to request a copy of the Board's Policies and Procedures, Bylaws and meeting minutes.
- D. Information on how to make a report alleging a violation of the *Standards for the Administration of VALE Programs* such as the telephone number and address of the Colorado Division of Criminal Justice.
- E. Information regarding the authority of the VALE Board to hold an Executive Session as allowed in C.R.S. §24-6-402(4)(c), C.R.S. § 24-6-402(4)(g), C.R.S. §24-72-202(4)(b)(4), and C.R.S. §24-7-204(1)(a).
- F. Information notifying that persons may submit information in writing to the VALE Board via the VALE Administrator at least five working days prior to a scheduled meeting to be reviewed by the VALE Board at that meeting. Letters received less than five days prior to the meeting will be deferred until the VALE Board's next scheduled meeting.

**AGENDA:** The VALE Program Administrator and/or designee, with the approval of the VALE Board Chair, shall prepare an agenda for all meetings held by the VALE Board. The District Attorney, Court Executive, Chief Judge or any VALE Board member may add an item to the agenda by calling the VALE Program Administrator at least three working days in advance of the meeting, subject to approval of the VALE Board Chair. Agenda items may also be added at the time of the meeting by consensus or majority vote of the VALE Board.

**MINUTES:** Minutes shall be kept of all regular and special meetings of the VALE Board and distributed for review by the VALE Board members at the next scheduled meeting. Minutes shall include, but not limited to:

- A. Documentation of a quorum of Board members in attendance as well as documentation

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of all other parties, including the public, in attendance.

- B. Date, time and location of meeting; review and approval/correction of previous Board meeting minutes; and members in attendance at the meeting.
- C. The language of any motion, together with a summary of any objection or amendment to the motion, including the vote taken on each motion, grant request or any other matter related to a grant application.
- D. Any declaration of VALE Board or staff member's conflict of interest prior to the motions and the votes of the VALE Board on that matter.
- E. The reason(s) for a denial of a grant application request, or for partial or reduced funding approved.
- F. Identification of any grant application brought before the VALE Board for reconsideration of the original decision and the reason(s) for the final decision(s).
- G. Documentation of financial and program planning and review.
- H. Documentation of any review, amendments/revisions to the Policies and Procedures, including the record of votes and effective date of change(s).
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- J. Documentation of any other business brought before the VALE Board.
- K. Documentation of the time an executive session commenced and ended as well as all members in attendance during the session.
- L. Documentation of the specific law or statute citation, rule, or regulation that was the basis to hold an Executive Session.

## **ARTICLE 5 QUORUM**

**DEFINITION:** A majority (three of five) appointed VALE Board members present at a regular or special meeting of the VALE Board shall constitute a quorum.

**DETERMINATION OF QUORUM:** A quorum must be present for the decision-making process to go forward. If a quorum is not present at the scheduled time of the meeting, business may be provisionally transacted. Ratification of provisionally transacted business shall occur at such time as a quorum is present, or at the next regular meeting, or through written or electronic voting coordinated by the VALE Program Administrator.

## **ARTICLE 6 VOTING**

**VOTING:** A majority vote of the Board members on a motion which has been seconded shall be the official decision of the Board. A tie vote shall be considered a defeat of the motion. When the vote is not unanimous, the minutes shall reflect the number of affirmative and negative votes, the number of abstentions, and the name of any person declaring a conflict of interest.

**PROXY VOTES:** VALE Board members may not give a proxy vote to another member.

**CONFLICT OF INTEREST:** VALE Board members shall abstain from voting when there exists an actual, or the appearance of, a conflict of interest in the claim under consideration. In the event that a VALE Board member abstains from voting because of a conflict of interest, three affirmative votes are needed for the motion to pass.

**VOTE OF CHAIR:** The Chair shall be a voting member of the Board.

## **ARTICLE 7 ETHICS AND CONFLICT OF INTEREST**

**DECLARATION:** Each year all VALE Board members shall make a declaration during any meeting, to be included in the minutes, of any conflict or appearance of conflict of any kind, that they might have with any person, agency or organization applying for VALE grant funds, or with any other matter which the VALE Board will act upon in the normal course of its business. It is the responsibility of the Chair to enforce this article.

**RESPONSIBILITY OF MEMBERS AND STAFF:** If a VALE Board member or staff member is aware of a conflict of interest or appearance of conflict, they shall bring such a conflict to the attention of the VALE Board. If a Board member does not make a declaration of a conflict, the decision as to whether a conflict of interest exists shall be made by a majority vote of the VALE Board.

**ABSENTION FROM MOTIONS AND VOTING:** A VALE Board member shall abstain from making a motion, seconding a motion, discussing a motion, or voting on any matter in which the member has a conflict of interest or appearance of conflict of interest. At the point that a conflict is declared, the member shall leave the room while the matter is considered.

**IMPROPER INFLUENCE:** A VALE Board member or any staff member shall take no action to improperly influence the decision of a VALE Board member or staff member on any grant application or other matter in which they have an interest or the appearance of interest.

**PROHIBITIONS:** No VALE Board member shall accept any stipend, fee, gratuity, or other

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consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation of a VALE Board member or staff member on a matter before the VALE Board.

**NOTIFICATION OF CHIEF JUDGE:** It shall be the responsibility of the VALE Board members, VALE Program Administrator, or legal advisor to notify the Chief Judge of any violation or attempted violation of this article by a VALE Board member. If substantiated, such violation may be considered as cause for immediate removal from the VALE Board.

## **ARTICLE 8 ADMINISTRATIVE FUNDS**

**ANNUAL BUDGET:** Pursuant to C.R.S. §24-4.2-103(4), all monies deposited into the fund shall be used solely for the grant disbursements as outlined in C.R.S. §24-4.2-105 except that the District Attorney may use an aggregate of no more than 10% of new revenue for administrative purposes. The budget and expenditures of the Administrative Fund shall consist of administrative costs allowable by statute and for the preparation of victim impact statements. The authorized budget shall be subject to the availability of funds.

**EXPENDITURE AGREEMENT:** The VALE Board and District Attorney shall develop an annual written expenditure agreement and budget for the use and disbursement of all 17th Judicial District VALE administrative funds. The agreement will be reviewed at the annual meeting and will include a description of the manner in which administrative funds will be expended or reimbursed by the Court Executive.

**TRANSFER OF ADMINISTRATIVE FUNDS:** Unused portions of the District Attorney's administrative funds may be reserved for future use or may be transferred to the main VALE portions of the 17th Judicial District fund at the discretion of the District Attorney.

**WRITTEN AUTHORIZATION:** The VALE Board shall provide written authorization to the Court Executive for the disbursement of administrative funds to the District Attorney as requested and approved by the VALE Board. The Board may authorize the Court Executive to disburse administrative funds to the District Attorney in **one of the following manners**, at the discretion of the District Attorney:

- A. With the agreement of the Board, allowable expenses directly incurred by the District Attorney may be reimbursed by direct transfer of funds to the District Attorney's funding source, the Board, or Boards of County Commissions of a judicial district. Specific reimbursable costs must be identified in the written financial records of the District Attorney.
- B. With the agreement of the Board, the District Attorney may direct the payment of allowable expenses incurred, with said payments to be made by the Court Executive directly to the vendor.

**ADMINISTRATIVE ENCUMBRANCES:** Once adopted by the VALE Board, the budget and written expenditure agreement shall be considered a local encumbrance of VALE administrative funds.

**MANNER OF DISBURSEMENT:** The VALE Board may authorize the Court Executive to disburse administrative funds to the District Attorney in the following manner:

- A. The District Attorney may establish a separate account held by the District Attorney's Office to receive administrative funds for the expenditure of allowable costs.
- B. This fund is subject to all generally accepted accounting principles and is part of the audit universe in the annual audit obtained by the District Attorney's Office.

**MAINTENANCE OF DOCUMENTATION:** The District Attorney's office will maintain accounting documentation that is accessible and verifiable as to the District Attorney's administrative expenditures from the VALE administrative funds.

**ANNUAL EXPENSE REPORT:** The District Attorney shall provide the VALE Board with an annual report that documents the actual 17th Judicial District VALE administrative fund expenditures. This report shall provide sufficient details to determine the relationship of the expenditures to the administration of the 17th Judicial District VALE program. The VALE program administrator shall provide a copy of this report to the Division of Criminal Justice.

## **ARTICLE 9 DISTRICT ATTORNEY'S OFFICE RESPONSIBILITIES**

**DUTIES OF THE DISTRICT ATTORNEY:** The duties of the District Attorney or designee include the following:

- A. Provide appropriate administrative and training assistance to the local VALE Board and shall act as the legal advisor to the Board.
- B. Provide a staff person to act as the VALE Administrator.
- C. Designate a legal advisor to the VALE Board to provide legal opinions and statutory interpretations as needed or requested by the Board.
- D. Develop with the VALE Board a written expenditure agreement and budget regarding the disbursement of administrative funds.
- E. Provide public access to Bylaws, Policies and Procedures, and Board meeting minutes.
- F. Periodically review training needs of and provide training to administrative and legal staff, and local VALE Board members, especially new staff or Board members, on

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- E. Provide public access to Bylaws, Policies and Procedures, and Board meeting minutes.
- F. Periodically review training needs of and provide training to administrative and legal staff, and local VALE Board members, especially new staff or Board members, on

consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation of a VALE Board member or staff member on a matter before the VALE Board.

**NOTIFICATION OF CHIEF JUDGE:** It shall be the responsibility of the VALE Board members, VALE Program Administrator, or legal advisor to notify the Chief Judge of any violation or attempted violation of this article by a VALE Board member. If substantiated, such violation may be considered as cause for immediate removal from the VALE Board.

## **ARTICLE 8 ADMINISTRATIVE FUNDS**

**ANNUAL BUDGET:** Pursuant to C.R.S. §24-4.2-103(4), all monies deposited into the fund shall be used solely for the grant disbursements as outlined in C.R.S. §24-4.2-105 except that the District Attorney may use an aggregate of no more than 10% of new revenue for administrative purposes. The budget and expenditures of the Administrative Fund shall consist of administrative costs allowable by statute and for the preparation of victim impact statements. The authorized budget shall be subject to the availability of funds.

**EXPENDITURE AGREEMENT:** The VALE Board and District Attorney shall develop an annual written expenditure agreement and budget for the use and disbursement of all 17th Judicial District VALE administrative funds. The agreement will be reviewed at the annual meeting and will include a description of the manner in which administrative funds will be expended or reimbursed by the Court Executive.

**TRANSFER OF ADMINISTRATIVE FUNDS:** Unused portions of the District Attorney's administrative funds may be reserved for future use or may be transferred to the main VALE portions of the 17th Judicial District fund at the discretion of the District Attorney.

**WRITTEN AUTHORIZATION:** The VALE Board shall provide written authorization to the Court Executive for the disbursement of administrative funds to the District Attorney as requested and approved by the VALE Board. The Board may authorize the Court Executive to disburse administrative funds to the District Attorney in one of the following manners, at the discretion of the District Attorney:

- A. With the agreement of the Board, allowable expenses directly incurred by the District Attorney may be reimbursed by direct transfer of funds to the District Attorney's funding source, the Board, or Boards of County Commissions of a judicial district. Specific reimbursable costs must be identified in the written financial records of the District Attorney.
- B. With the agreement of the Board, the District Attorney may direct the payment of allowable expenses incurred, with said payments to be made by the Court Executive directly to the vendor.

compliance with local VALE statutes, standards, and Bylaws.

- G. Provide regular training to Deputy District Attorneys on the local VALE statutes and the correct assessment of surcharges.
- H. Assure that a record of encumbrances by grant or scholarship, and a record of administrative fund encumbrances is maintained.
- I. Assess the ability to meet existing unpaid obligations in the future, prior to making new financial commitments.
- J. Designated staff within the District Attorney's Office and the Court Executive shall have a process by which encumbrances which will not be utilized, can be periodically cleared, no later than three months following the end date of a grant or scholarship award.

**DUTIES OF THE VALE PROGRAM ADMINISTRATOR:** The VALE Administrator or designee shall have the following responsibilities:

- A. Schedule and attend all meetings of the VALE Board.
- B. Accept grant applications and report forms as submitted by grant applicants or recipients.
- C. Develop screening criteria and tools for grant applications and written reports that are consistent with VALE statutes and standards, and as determined useful by the VALE Board.
- D. Maintain all appropriate documentation relating to the grant process, including the applications, written agreements/contracts, as well as financial and narrative reports.
- E. Maintain documentation that is accessible and verifiable as to 17th Judicial District VALE funds approved and disbursed by the VALE Board to grant recipients, and encumbrances made by person, agency or organization for grants or scholarships, and for the administrative funds.
- F. Prepare the annual *Request for Proposal* for dissemination and publication.
- G. Reconcile 17th Judicial District VALE disbursements with the financial records of the Court Executive at least quarterly.
- H. Maintain a record of signing authority for both VALE and administrative funds. Request that any delegation of signing authority for VALE administrative funds be in written form signed by the VALE Board Chair or official delegating the authority.
- I. With the approval of the Board Chair, prepare the agenda for all meetings.

- J. With the approval of the Board, discretion may be used to approve minor grant modifications within the same budget line, without taking a Project Change Request to the next scheduled meeting.

**DUTIES OF THE LEGAL ADVISOR:** The legal advisor shall have the following responsibilities:

- A. Provide the VALE Board legal advice as to the statutory interpretations and legal opinions as needed and/or requested by the VALE Board.
- B. Attend meetings as determined appropriate and necessary by the VALE Board and the District Attorney.

**WRITTEN AGREEMENT:** The written agreement between the District Attorney and VALE Board shall specify the level of administrative assistance and legal advice that is mutually acceptable to the Board and the District Attorney. The level of assistance shall not deprive the Board of its authority to make independent decisions, nor shall it place an unreasonable burden on the District Attorney. The agreement shall be reviewed annually and updated as needed. The written agreement between the District Attorney and the VALE board shall also include, but not be limited to the following:

- A. A statement that administrative staff shall maintain accessible and verifiable documentation of program expenses that have been approved by the Board, including copies of financial and programmatic reports received from funded agencies.
- B. A statement that administrative staff shall reconcile program expenses with the financial records of the Court Executive at least quarterly.
- C. A statement describing the authority and responsibility of designated administrative and/or legal staff to screen grant applications for the Board, and written documentation of any delegation of signing authority from Board to staff, and the conditions under which such delegation may be used.

## **ARTICLE 10**

### **COURT EXECUTIVE AND STATE COURT ADMINSTRATOR RESPONSIBILITES**

**DUTIES OF THE COURT EXECUTIVE:** The Court Executive shall serve as the financial officer of the VALE funds and shall have the following responsibilities:

- A. Maintain custody of all local VALE funds and carry out all designated financial duties of the program, maintaining a fund accounting system with an adequate method of internal controls to safeguard the funds and assets.

- J. With the approval of the Board, discretion may be used to approve minor grant modifications within the same budget line, without taking a Project Change Request to the next scheduled meeting.

**DUTIES OF THE LEGAL ADVISOR:** The legal advisor shall have the following responsibilities:

- A. Provide the VALE Board legal advice as to the statutory interpretations and legal opinions as needed and/or requested by the VALE Board.
- B. Attend meetings as determined appropriate and necessary by the VALE Board and the District Attorney.

**WRITTEN AGREEMENT:** The written agreement between the District Attorney and VALE Board shall specify the level of administrative assistance and legal advice that is mutually acceptable to the Board and the District Attorney. The level of assistance shall not deprive the Board of its authority to make independent decisions, nor shall it place an unreasonable burden on the District Attorney. The agreement shall be reviewed annually and updated as needed. The written agreement between the District Attorney and the VALE board shall also include, but not be limited to the following:

- A. A statement that administrative staff shall maintain accessible and verifiable documentation of program expenses that have been approved by the Board, including copies of financial and programmatic reports received from funded agencies.
- B. A statement that administrative staff shall reconcile program expenses with the financial records of the Court Executive at least quarterly.
- C. A statement describing the authority and responsibility of designated administrative and/or legal staff to screen grant applications for the Board, and written documentation of any delegation of signing authority from Board to staff, and the conditions under which such delegation may be used.

## **ARTICLE 10 COURT EXECUTIVE AND STATE COURT ADMINSTRATOR RESPONSIBILITES**

**DUTIES OF THE COURT EXECUTIVE:** The Court Executive shall serve as the financial officer of the VALE funds and shall have the following responsibilities:

- A. Maintain custody of all local VALE funds and carry out all designated financial duties of the program, maintaining a fund accounting system with an adequate method of internal controls to safeguard the funds and assets.

compliance with local VALE statutes, standards, and Bylaws.

- G. Provide regular training to Deputy District Attorneys on the local VALE statutes and the correct assessment of surcharges.
- H. Assure that a record of encumbrances by grant or scholarship, and a record of administrative fund encumbrances is maintained.
- I. Assess the ability to meet existing unpaid obligations in the future, prior to making new financial commitments.
- J. Designated staff within the District Attorney's Office and the Court Executive shall have a process by which encumbrances which will not be utilized, can be periodically cleared, no later than three months following the end date of a grant or scholarship award.

**DUTIES OF THE VALE PROGRAM ADMINISTRATOR:** The VALE Administrator or designee shall have the following responsibilities:

- A. Schedule and attend all meetings of the VALE Board.
- B. Accept grant applications and report forms as submitted by grant applicants or recipients.
- C. Develop screening criteria and tools for grant applications and written reports that are consistent with VALE statutes and standards, and as determined useful by the VALE Board.
- D. Maintain all appropriate documentation relating to the grant process, including the applications, written agreements/contracts, as well as financial and narrative reports.
- E. Maintain documentation that is accessible and verifiable as to 17th Judicial District VALE funds approved and disbursed by the VALE Board to grant recipients, and encumbrances made by person, agency or organization for grants or scholarships, and for the administrative funds.
- F. Prepare the annual *Request for Proposal* for dissemination and publication.
- G. Reconcile 17th Judicial District VALE disbursements with the financial records of the Court Executive at least quarterly.
- H. Maintain a record of signing authority for both VALE and administrative funds. Request that any delegation of signing authority for VALE administrative funds be in written form signed by the VALE Board Chair or official delegating the authority.
- I. With the approval of the Board Chair, prepare the agenda for all meetings.

- B. Maintain the original written Board authorizations for the disbursements of local VALE funds.
- C. Disburse funds only upon the written authorization of the Board or in accordance with statutory mandates.
- D. Any delegation of signing authority for the program must be in written form, signed by the official or Board delegating this authority, and maintained by both the Court and the District Attorney's Office.
- E. Provide the Board with written reports regarding the status of the fund in a manner that is acceptable to the Board, so that the Board can make well-informed decisions. Financial reports requested by the Board or the District Attorney's Office shall be due on a date mutually agreed upon by all parties. The report shall include beginning and ending fund balances, amount of funds collected, amount of funds encumbered, and amount of funds expended.
- F. Participate in the annual financial review of the local VALE program.

**DUTIES OF THE STATE COURT ADMINSTRATOR:** The State Court Administrator's Office shall have the following responsibilities:

- A. Consult, coordinate, and develop with the Division of Criminal Justice financial and administrative operating procedures that provide technical support and assistance regarding fiscal requirements affecting all districts.
- B. Train and provide guidance to the Court Executives on local VALE financial and reporting responsibilities.

## **ARTICLE 11 GRANT FUNDING PROCESS**

**EQUITABLE PROCESS:** The VALE Board shall engage in an open, fair and equitable application and award process for the 17th Judicial District VALE requests and shall vote on the recommendation for each grant application. The grant funding process is further defined in the VALE Board Policies and Procedures.

## **ARTICLE 12 POLICIES AND PROCEDURES**

**ADOPTION AND AMENDMENT OF POLICIES AND PROCEDURES:** The VALE Board shall adopt Policies and Procedures that are set forth in writing, dated and approved by a majority vote. They may be amended as necessary, and the VALE Program Administrator shall maintain written documentation of such changes. The VALE Board may deviate from an established policy or procedure for good cause upon a majority vote of the members

present at the meeting where the question arises.

### **ARTICLE 13 BYLAWS**

**ADOPTION AND AMENDMENT OF BYLAWS:** The VALE Board shall adopt Bylaws that are set forth in writing, dated and approved by the majority vote. The Bylaws will be reviewed annually and will be amended as necessary. The VALE Program Administrator shall maintain written documentation of changes made and approved. The Bylaws may be amended at any regular or special meeting of the VALE Board by an affirmative vote of at least three-fifths of the appointed members. Staff may correct formatting errors and typos at any time to provide internal consistency without going through the above amendment procedure.

### **ARTICLE 14 ROBERT'S RULE OF ORDER**

**PARLIAMENTARY MATTERS:** All matters not covered by the Bylaws, Policies and Procedures approved by the VALE Board shall be governed by Robert's Rule of Order. The order generally states:

- A. Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- B. Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- C. Only one thing (motion) can be discussed at a time.

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- C. Only one thing (motion) can be discussed at a time.

- B. Maintain the original written Board authorizations for the disbursements of local VALE funds.
- C. Disburse funds only upon the written authorization of the Board or in accordance with statutory mandates.
- D. Any delegation of signing authority for the program must be in written form, signed by the official or Board delegating this authority, and maintained by both the Court and the District Attorney's Office.
- E. Provide the Board with written reports regarding the status of the fund in a manner that is acceptable to the Board, so that the Board can make well-informed decisions. Financial reports requested by the Board or the District Attorney's Office shall be due on a date mutually agreed upon by all parties. The report shall include beginning and ending fund balances, amount of funds collected, amount of funds encumbered, and amount of funds expended.
- F. Participate in the annual financial review of the local VALE program.

**DUTIES OF THE STATE COURT ADMINISTRATOR:** The State Court Administrator's Office shall have the following responsibilities:

- A. Consult, coordinate, and develop with the Division of Criminal Justice financial and administrative operating procedures that provide technical support and assistance regarding fiscal requirements affecting all districts.
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## GLOSSARY OF TERMS

### **ADMINISTRATOR**

The person designated by the District Attorney to provide administrative support to the Board, the VALE program, and to supervise VALE staff.

### **APPLICANT**

An agency or individual that has formally applied and has been approved for funding from the 17<sup>th</sup> Judicial District VALE Board.

### **AUTHORIZED OFFICIAL**

The person who is, by virtue of such person's position, authorized to enter into contracts for the grant recipient.

#### *If the funded agency is a:*

State Agency

City

County

Sheriff's Department

Police Department

Courts

District Attorney's Office

Private non-profit agency

School district

#### *Then the Authorized Official may be the:*

Department or Division Director

Mayor or City Manager

Chairperson of the County Commissioners

Chairperson of the County Commissioners

Mayor or City Manager

Chief Judge

District Attorney

President or chairperson of the Board of Directors

Superintendent

### **COLORADO DIVISION OF CRIMINAL JUSTICE (DCJ)**

The Colorado State Criminal Justice Planning Agency.

### **COLORADO OPEN MEETINGS LAW**

State legislation that provides that the formation of public policy is public business and may not be conducted in secret (C.R.S. 24-6-401 and 402.)

### **COURT EXECUTIVE**

The person appointed by the Presiding Judge of the 17th Judicial District to serve as the financial officer of the VALE funds.

### **CRIME VICTIM COMPENSATION (CVC)**

A program created by statute, administered through the district attorney's office and governed by three appointed board members, that provides financial assistance to victims of crime in cases reported to law enforcement agencies. There are twenty-two Crime Victim Compensation programs throughout the state of Colorado.

### **DISTRICT ATTORNEY**

Elected District Attorney for the 17th Judicial District.

**ENCUMBRANCE**

An unpaid obligation that has not yet been paid and that the VALE Board is legally obligated to pay because it has ordered something, or has entered into a contract, a written letter of agreement or a purchase order for services, training or equipment.

**EXECUTIVE SESSION**

A confidential meeting involving the VALE Board members and staff that can be held if a legal or confidential matter needs to be discussed outside the presence of the public.

**FINANCIAL OFFICER**

The person who is responsible for all financial matters related to a grant funded program and has responsibility for the accounting, management of funds, verification of expenditures, audit information and financial reports. The person who actually prepares the financial reports may be under the supervision of the Financial Officer. The Financial Officer must be a person other than the Authorized Official or the Project Director of the grant.

**FUND**

All monies paid as a surcharge levied in criminal actions pursuant to 24-4.2-104, as well as any federal or state monies that may be received from the governor of Colorado for the purpose of assisting victims of and witnesses to crime.

**FUNDED AGENCY**

The term used for the agency which has been awarded 17th Judicial District VALE funds.

**LOCAL BOARDS**

The term used to refer to the twenty-two local VALE Boards throughout the state of Colorado.

**PROJECT DIRECTOR**

The person who has direct responsibility for the implementation of the grant funded project. This person should combine knowledge and experience in the project area with the ability to administer the project and supervise personnel. He/she shares responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. This person will normally devote a major portion of his/her time to the project and is responsible for meeting all reporting requirements. The Project Director must be a person other than the Authorized Official or the Financial Officer.

**QUORUM**

A quorum is at least three of the five appointed members of the Victim & Witness Assistance and Law Enforcement (VALE) Board.

**REQUEST FOR PROPOSAL (RFP)**

Formal written announcement stating the purpose and availability of local VALE funds.

**REVENUE**

All fees ordered by the court, accrued interest, contributions or donations.

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President or chairperson of the Board of Directors

Superintendent

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### **DISTRICT ATTORNEY**

Elected District Attorney for the 17th Judicial District.

**UNPAID OBLIGATION**

An encumbrance that has not yet been paid and that the VALE Board is legally obligated to pay because it has entered into a contract, a written letter of agreement or a purchase order for services, training or equipment.

**UNCLAIMED RESTITUTION**

Restitution that has been remitted to the County Clerk's office and has remained unclaimed by the designated victim(s) for two years.

**VALE**

Victim Assistance Law Enforcement Board.

17<sup>th</sup> JUDICIAL DISTRICT  
VICTIM & WITNESS ASSISTANCE  
AND LAW ENFORCEMENT

BYLAW SIGNATURE PAGE

THESE BYLAWS SUPERSEDE PREVIOUS BYLAWS AND SHALL REMAIN IN EFFECT  
UNTIL AMENDED OR ABOLISHED.

Date of Adoption March 19, 2025

VALE Board, Chair \_\_\_\_\_

Andrea Schiola  
Name Printed

VALE Board, Vice Chair \_\_\_\_\_

Betsy Westbrook  
Name Printed

VALE Board Member \_\_\_\_\_

Jamie Kreiger  
Name Printed

VALE Board Member \_\_\_\_\_

Kati Behren  
Name Printed

VALE Board Member \_\_\_\_\_

Jessica Jessen  
Name Printed

17<sup>th</sup> JUDICIAL DISTRICT  
VICTIM & WITNESS ASSISTANCE  
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Date of Adoption March 19, 2025

VALE Board, Chair Andrea Schiola

Andrea Schiola  
Name Printed

VALE Board, Vice Chair Betsy Westbrook

Betsy Westbrook  
Name Printed

VALE Board Member Jamie Kreiger  
Signed by:  FCBS7D31097F439...

Jamie Kreiger  
Name Printed

VALE Board Member Kati Behren

Kati Behren  
Name Printed

VALE Board Member Jessica Jessen

Jessica Jessen  
Name Printed