

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
November 28, 2018

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### **Members Present:**

Jennifer Bourne, Director, Clinch Valley Community Action Agency  
Cathy Easter, Executive Director, Safe Harbor  
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia  
Debbie Evans, Division Chief of the Sexual Assault Center & Domestic Violence Program, City of Alexandria Department of Community & Human Services  
Kandy Freeman, Assistant Executive Director, Madeline's House  
Caroline Jones, President/CEO, Doorways for Women & Families  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Candy Phillips, Executive Director, First Step  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Kristina Vadas, Manager of Victims Services, DCJS  
Rebecca Weybright, Executive Director, SARA Charlottesville

### **Absent Members:**

Teresa Christin, Executive Director, Avalon  
Regina Pack Eller, Executive Director, Family Resource Center  
Kristi VanAudenrove, Executive Director, VSDVAA

### **Others Present:**

Courtney Meyer, Professional Standards Coordinator, DCJS

### **Welcome & Remarks**

The meeting started at 10:10 am with a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves.

### **Approve Minutes from October 2018 Meetings**

Ms. Jones presented the October 24, 2018 minutes for approval. There were no corrections made to the minutes. Kandy Freeman made a motion to approve the minutes. The motion was seconded by Rebecca Weybright and approved.

### **Recap October: Introduction**

Ms. Jones asked Rebecca Weybright to report back on any changes that she made to the Introduction. Ms. Weybright presented the changes she had made to the committee for their review. There were no corrections made to the revised Introduction. Debbie Evans made a motion to approve the revised Introduction. The motion was seconded by Maria Simonetti and approved.

### **Recap October: Training**

Ms. Jones reviewed the homework the committee had been tasked with between the October meeting and this meeting. Due to time constraints and the breadth of information to be covered in the homework, not all members were able to complete the homework. The committee broke into two groups, one was the group who were asked to research and expand on training and its intent while the other group went through the comments on standards #6-18 to categorize the comments into research, revise, or discard. After an hour of group work, the committee reconvened. Ms. Jones reported back for the training group. Their group proposed the following to the committee for Standard #2:

- Be more specific about the different training modalities that programs could utilize when training staff, volunteers, and interns.
- Staff and volunteers complete priority content area within 3 months of joining the agency and the full training content within 6 months since there were concerns expressed in the comments about having the full training content completed within 3 months. Ms. Jones provided the committee with a sample from her agency regarding content covered at her agency's training that reflected the training topics outlined in the previous accreditation process.
- Include three (3) levels of training content based on the staff, volunteers, and interns contact with clients, similar to the Action Alliance. The group asked the committee to consider increasing the Admin/Support level hours to be more than 4 hours.
- All levels will be required to have an annual refresher while staff in ongoing, direct service roles would be required to complete ongoing professional development.
- Board training is addressed in Standard #4, which can be expanded upon under that standard instead of Standard #2.
- Removing Standard #3 and having all training in one place under Standard #2.

The committee discussed each proposed item briefly. Ms. Jones asked the committee to take the sample from her agency back to their agencies to discuss with their teams and bring back ideas from their teams regarding content for training at the January meeting.

### **Review Comments for Standards #6-18**

Jennifer Bourne reported back for the other group who were able to categorize comments in standards #6-10 into research, revise, or discard within the hour. Ms. Bourne went over the following changes made to standards #6-10:

- #6: The group decided to discard both comments.
- #7: For the first measure, the group decided to research on the first comment about operational procedures to be able to provide programs with sample policies. The group utilized the second comment that suggested using the Oxford comma after 'maintenance' for clarity. The third comment was discarded. For the second

measure, the group utilized the first comment about making the measure clearer by breaking the measure into two sentences. The group discarded the second comment. For the third measure, the group addressed the first comment by deciding to provide a sample policy to programs to have more guidance about reasonably time-limited. The group discarded the second comment.

- #8: For the first measure, the group decided to do research on requirements for demonstrating cultural competency based on all six comments. The group noted that the fifth comment could offer potential guidance for their research. For the second measure, the group discarded all comments. For comments on both measures and the standard overall, the group discarded.
- #9: For the first measure, the group discarded the only comment. For the second measure, the group decided to add the Victims' Rights in VA Code to the glossary based on the first comment. The group decided to replace the second measure with the verbiage in the third comment, "Written policy that identifies that all clients are informed of their rights." The group discarded the second comment for the second measure and the three comments for the standard overall.
- #10: Based on the comments and discussion with the whole committee, the group decided to remove the first measure. For the second measure, the group decided to replace verbiage from the second comment for the measure to read, "Ensure 24/7 access and response to trained staff providing crisis intervention services, risk assessment, safety planning, information, and referral to all survivors seeking assistance." For the standard overall, the group discarded all three comments.

The committee took a break to retrieve lunch and then continued working on the comments through lunch. The committee decided on the following for standards #11-18:

- #11: The committee decided to discard all the comments. The committee also decided to make 'medical' clear in the glossary.
- #12: For the first measure, the committee discarded the first comment. For the second comment, the committee clarified in the standard by adding "safe" in between 'emergency' and 'shelter.' For the second measure, the committee revised the measure to read, "Establish and maintain protocols for addressing shelter requests that cannot be met by your organization." The committee discussed adding how to handle survivors who are outside of an organization's service area in the training content. The committee discarded the other comments for measures two and three as well as the comments on the standard overall. Imminent danger was a concern that appeared multiple times in the comments. The committee discussed addressing imminent danger in the resources by defining and clarifying imminent danger and how homelessness is a factor.
- #13: The committee decided to remove the first measure; in turn, discarding the corresponding comments. For the second measure, the committee discarded the first three comments and addressed the fourth comment by removing 'medical advocacy' from the measure. The committee discussed defining counseling in the glossary. For the third measure, the committee discarded the only comment.
- #14: For the first measure, the committee discarded the first comment and addressed the second comment by revising this first part of the measure to: "Develop and maintain signed agreements (e.g. MOU's, cooperative, partnership) as needed..."

- #15: The committee discussed needs assessments and ways to understand diversity in an agency's community. For the first measure, the committee addressed the first comment by deciding to define diversity in the glossary. The committee discarded the second comment. For the second measure, the committee addressed the third and fifth comments by changing the list to reflect standard #1 and addressed the fourth comment by adding "Demonstrate efforts" at the beginning of the measure. Therefore, the second measure will read, "Demonstrate efforts to provide a range of specialized advocacy services to identified populations within your community that may include race, gender identity or expression, ethnicity, national origin, age, disability, religion, limited English proficiency, immigration status, sexual orientation, refugees and immigrants, deaf and hard of hearing, LGBTQIA+, age and developmentally specific, non-English speaking, and people with disabilities." The committee discarded the first and second comments for the second measure.
- #16: The committee discarded the only comment for the first measure.
- #17: For the first measure, the committee decided to do more research based on the three comments to provide programs with more guidance. For the second measure, the committee discarded all the comments except the third comment which they decided to do more research on defining "effective" prevention programming.
- #18: For the second measure, the committee utilized the comment by adding, "Offer and" before 'provide' so the measure now reads, "Offer and provide training and education to allied professionals." The committee discarded both comments for the standard overall.

### **Closing Remarks**

Ms. Jones discussed focusing on prioritizing training content, re-writing the training content, and discussing implementation of the standards at the January meeting. With winter upon us, Ms. Jones also asked the committee to contact the Professional Standards Coordinator, Courtney Meyer, by 10am the day before the meeting if inclement weather would prevent them from traveling to the meeting. Then, Ms. Jones, Bourne, and Meyer would make the final decision in cancelling a meeting due to inclement weather. The meeting adjourned at 4:00pm.

### **Actions before next meeting**

Each member was asked to discuss training content with their respective agencies and bring their team's ideas about adding/removing training content to the January meeting.

### **Public Comment**

There was one member of the public present who did not have any comments.

**Next Meeting: Wednesday, January 23, 2019**

**10am-4pm**

**Shelter for Help in Emergency in Charlottesville, VA**