

**Task Force on Services for Survivors of Sexual Assault**  
**Full Task Force**  
Meeting Minutes

April 19, 2024 – 1:00pm-3:00pm

Hybrid Meeting: Zoom & Varina Area Library

<b>Members Present:</b>	<b>Members Absent:</b>	<b>VDH Staff:</b>	<b>Public:</b>
Chair Maria Altonen (in-person)	Delegate Kelly Convirs-Fowler	Camilla Herndon (in-person)	Mary Ottinot
Senator Jennifer Boysko (virtual)	Genevieve Lohr	Adam Hade (virtual)	Davis Gammon (VHHA)
Delegate Karrie Delaney (virtual)	Bonnie Price		Isabel Salken
Ashley Balcombe (in-person)	Lindsey Caley		
Laurie Crawford (in-person, designee for Danny Avula)	Caren Sterling (arrived after meeting adjourned)		
Michele Laaksonen (virtual)			
Robin Foster (in-person)			
Ariel Ward (virtual)			
Caitlin Yerkes (virtual)			
Delegate Jackie Glass (virtual)			
Chatonia Zollicoffer (virtual)			

Topic/Subject	Discussion	Recommendation
I. Call to Order and Introductions	Chair Altonen called the meeting to order at 1:02pm. Chair Altonen conducted a roll call of members present. Quorum was met.	
II. Review of the Agenda and Approval of Minutes	<p>Chair Altonen reviewed the agenda with the Task Force members. Chair Altonen presented the March Full Task Force meeting minutes. A motion to approve the meeting minutes was made by Ashley Balcombe and the motion was seconded by Caitlin Yerkes. The minutes were approved.</p> <p>Chair Altonen presented the March Telemedicine sub-committee meeting minutes. A motion to approve the meeting minutes was made by Ashley Balcombe and the motion was seconded by Michelle Laaksonen. The minutes were approved.</p>	
III. Public Comment	One member of the public provided public comment: Mary Ottinot stated she is a policy advocate, RN, and survivor. Mary shared her goal is to make recommendations to ensure the Task Force is inclusive of survivors.	
IV. Updates from OLC	Kim Beazley shared that OLC has not received feedback from hospitals on any of the model documents. Kim also shared a document with a list of hospitals who have not submitted their plans and who have had their plans denied. The document is current with no outstanding plans for OLC to review as of 4/19/2024. Kim clarified the deadline to submit plans was in October 2023.	
V. Review Model Documents	Dr. Robin Foster shared a printed document of the current language within the model documents regarding mandated reporting to CPS, and the recommended language to add regarding mandated reporting for incapacitated or elderly adults. A motion to approve the adding the new language to the model documents was made by Dr. Robin Foster and the motion was seconded by Ashley Balcombe.	
VI. Telemedicine Discussion	Ashley Balcombe shared that the telemedicine sub-committee will reconvene before the next full Task Force Meeting to determine telemedicine recommendations.	

VII. Educational Materials Discussion	<p>Dr. Robin Foster shared updates from the Educational Materials sub-committee and reviewed the updates to the drafted PowerPoint. Dr. Foster requested that the Task Force review the PowerPoint and provide feedback within two weeks. Task Force members can send their feedback to Camilla to comply with FOIA requirements. Isabel Salken will update the PowerPoint to make it accessible and engaging so that the Task Force can review and vote on the final version at the next Task Force meeting.</p> <p>Michelle Laaksonen shared information regarding military and prison contracts for forensic exam. Michelle described a situation in which military personnel received forensic exam at a non-military facility and the evidence collection was not admissible in military court martial. Task Force members requested the policy in which this was allowable.</p>	
VIII. Bylaws Review	Camilla reviewed update to the Task Force bylaws. A motion to approve the updated bylaws was made by Senator Boysko and the motion was seconded by Chatonia Zollicoffer.	
IX. Task Force Branding and Logos	Camilla shared the two logos developed for the Task Force branding. The Task Force provided feedback on the color, font, and design of the logo.	
X. Next Steps	A Doodle poll will be sent out for availability of next meeting in early June.	
XI. Adjourn	The meeting was adjourned by Chair Altonen at 1:57pm.	