

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

June 11, 2021 - 11:00am  
VIA WEBEX

A full recording of the meeting can be found [here](#).

**Task Force Members Present:** Bonnie Price; Brooke Thomas; Melissa Harper\*; Delegate Convirs-Fowler; Senator Jennifer Boysko; Delegate Karrie Delaney; Lindsey Caley; Major Caren Sterling; M. Norman Oliver; Patty Hall; Robin Foster; Sara Jennings; Scott Sparks; Toni Zollicoffer.

\*Ms. Harper joined the meeting late due to technical issues.

**Task Force Members Absent:** Gena Boyle Berger, Mark Herring, Jeanne Parrish, Dawn Scaff

**VDH Staff Present:** Ms. Rebekah E. Allen; Ms. Alexandra Jansson

**Call to Order**

Dr. Oliver called the meeting to order at 11:04am.

**Introductions**

Dr. Oliver welcomed those in attendance to the meeting. Ms. Jansson conducted a roll call of members present.

**Review of Agenda**

Ms. Jansson reviewed the agenda. No changes were made to the previously distributed agenda.

**Approval of Minutes**

Ms. Allen reviewed the minutes that were distributed and the process for approval. Ms. Allen suggested that the minutes be amended so that Ms. Boyle Berger's name is corrected throughout the minutes. Dr. Jennings made a motion to approve the minutes as amended. Delegate Convirs-Fowler seconded the motion. Senator Boysko abstained from the vote since she was not present at the meeting. The motion was approved unanimously by the remaining Task Force membership.

**Public Comment**

Theresa Mulherin provided written comment to the Task Force regarding considerations for treatment and transfer plans, working with community based providers, and transportation suggestions. Ms. Mulherin also provided oral comment during the public comment period summarizing the written comment. The written comment is attached at the end of these minutes.

## **Presentations and Discussion**

### ***Results of Task Force Member Survey***

Ms. Jansson presented the results of the member survey, created as a result of a discussion from the prior Task Force's meeting. Ms. Jansson noted that the original slide deck distributed prior to the meeting reflected the responses of only one-third of the membership since response to the survey had been low. After the slide deck was distributed, additional members completed the survey, so the slide deck being presented reflected additional responses.

Ms. Jansson noted that though the survey offered the opportunity for Task Force members to share resources, none had been received to date so she encouraged members to send those resources as soon as possible to her and Ms. Allen. Ms. Jansson also noted that the expertise and resources of the Task Force was lacking in some areas, so the Task Force may need to work with outside partners to bolster those areas. Ms. Jansson noted that in working on the regulations, she and Ms. Allen had pooled some state and national resources to supplement the Task Force's work.

### ***Draft Work Plan Proposal from VDH Staff***

Ms. Allen reviewed the proposed structure and schedule for the Task Force. Ms. Allen suggested that the Task Force retain its biweekly meeting schedule, but to instead use those meeting dates to break into smaller committees that have a focused attention on a specific subset of deliverables. Ms. Allen proposed creating three committees--Model Documents, Best Practices and Processes, and Workforce and Education--and the deliverables each would be responsible for developing and bringing back to the full Task Force for approval. Ms. Allen noted that based on the survey results, the Best Practices and Processes Committee would likely need to be supplemented with outside partners' expertise and resources. Ms. Allen also noted that using three committees on a rotating biweekly schedule would result in each committee and the full Task Force meeting once every four weeks.

Ms. Allen proposed that the annual report deliverable not be assigned to a specific committee, but instead that she and Ms. Jansson retain primary responsibility for drafting the report because of their experience in writing these types of reports. She and Ms. Jansson would provide the preliminary draft to the Task Force no later than September for review and feedback so there would be sufficient time to revise the report prior to its submission deadline.

### ***Discussion on Task Force Work Plan***

Dr. Oliver opened the discussion to the group. Major Sterling stated that Colonel Settle's response to the survey should have included that law enforcement's perspective should be represented in the transfer and transport for pediatric and adult survivors discussions because of law enforcement's existing involvement in those areas.

Dr. Jennings stated that the work plan looks acceptable conceptually, but as the work begins, there may be more feedback and tweaking. Dr. Caley agreed with Dr. Jennings's comments. Dr. Oliver also agreed, and directed Ms. Allen and Ms. Jansson to proceed with setting up the work plan.

## **Next Steps**

Dr. Thomas clarified that she hasn't yet shared resources because she didn't want to inundate the Task Force with a large volume of information that wasn't responsive to the Task Force's needs, but would be willing to provide them to the committees as needed

Ms. Allen asked if the June 25th meeting should be a full Task Force meeting or a committee meeting. Dr. Caley asked for clarification. Ms. Allen said that it would be for a single meeting, not for all committees to meet on the same day due to limited availability of the Task Force members. Dr. Sparks asked if the full Task Force would meet followed by a committee meeting, so members interested in attending both would have to set aside up to four hours of their day. Dr. Oliver clarified that it would be one group meeting per Friday, so that the full Task Force and each committee would meet once every 4 weeks. Ms. Jansson stated that if the schedule rotation proposed on the slide desk were adopted, then the Model Documents Committee would meet on June 25th, Best Practices and Process Committee would meet on July 8th, the Workforce and Education Committee would meet on July 23rd, and the full Task Force would meet on August 8th. Senator Boysko proposed following the rotation that had been presented. Dr. Oliver stated the Task Force would adopt that rotation if there was no objection. No objection was raised. Ms. Allen stated that at each committee's first meeting, the committee would pick its chair.

In response to a question from Ms. Harper, Ms. Allen explained that the resources and information requested in the survey were intended to help fill in the blanks of what the model documents should include; Ms. Allen gave the example of best practices for other states and the federal government and existing transfer or treatment plans for survivors of sexual assault that Virginia hospitals have. Dr. Price noted that the process as presented wasn't linear and didn't match a patient's experience, which should be discussed further in future meetings. Dr. Price suggested that a future presentation topic should be how each region of Virginia handles survivors of sexual assault and where the gaps are both statewide and in each region. Dr. Oliver asked Ms. Allen and Ms. Jansson

Ms. Zolicoffer asked how each committee would know what the others had done to maintain awareness of next steps for other committees. Ms. Jansson responded that minutes would be kept and circulated for each committee and that there would likely be sufficient overlap in committee membership that a member of both committees could assist in information sharing. Ms. Allen also pointed out that the full Task Force meetings would include report outs from the committees. Delegate Delaney noted that it was helpful to hear from subject matter experts what the best practices are and what the barriers are to those practices. Ms. Allen noted that should be included in the annual report of the Task Force.

Dr. Sparks asked whether a Google shared folder could be created to share documents, resources, and minutes between Friday meetings. Ms. Zolicoffer also asked for dependencies to be added in so each committee understood how their work interconnected with the other committee.

### **Other Business**

Dr. Oliver asked for volunteers to prepare regional presentations at a future meeting:

- Central Region and Northern Neck: Dr. Price and Dr. Jennings
- Far and Near Southwest: Ms. Harper, Ms. Hall, and Dr. Caley
- Eastern Region and Tidewater: Dr. Thomas and Dr. Sparks
- Northern Region: Ms. Zollicoffer
- Southside Region: Dr. Foster
- Northwest Region: Dr. Parrish?

Ms. Zollicoffer requested a template for the presentations and Dr. Price agreed to come up with a template at Dr. Oliver's request. Ms. Allen and Ms. Jansson will distribute the template to the presenters.

Ms. Allen stated she was awaiting an announcement from the Governor's office on the reappointments of Dr. Caley and Dr. Thomas to the Task Force. Ms. Allen also announced that Ms. Jansson had recently been promoted to Senior Policy Analyst.

### **Meeting Adjournment**

Dr. Oliver moved to adjourn the meeting. Meeting adjourned at 12:12pm