

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
March 20, 2018

Members Present:

Rebecca Weybright, Executive Director, SARA Charlottesville
Yolanda Thompson, Co-Director, Fairfax County Office for Women and Domestic & Sexual Violence Services
Jennifer Bourne, Director, Clinch Valley Community Action Agency
Tamy Mann, Executive Director, Safehome Systems
Elvira De la Cruz, Chief Program Officer, James House
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Kandy Freeman, Assistant Executive Director, Madeline's House
Teresa Christin, Director, Avalon
Caroline Jones, Executive Director, Doorways for Women & Families

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Rebecca Lee, Chief Program Officer, YWCA of Richmond
Regina Pack Eller, Executive Director, Family Resource Center
Kassandra Bullock, Victim Services Manager, DCJS
Kristi VanAudenhove, Executive Director, VSDVAA

Welcome & Remarks

The meeting started at 10:32 a.m., with a quorum present.

Approve Minutes from February 2018 Meeting

Yolanda Thompson presented the February 20, 2018 minutes for approval. A request was made to correct the spelling of one of the member's name. Jennifer Bourne made a motion to approve the minutes. The motion was seconded by Kandy Freeman and approved.

Vote on Introduction and Value Statement

Ms. Thompson presented the accreditation standard's Introduction and Value Statement for approval. The committee made minor wording and grammar changes. Caroline Jones made a motion to approve the Introduction and Value Statement. The motion was seconded by Jennifer Bourne and approved.

Review and Draft Performance Measures

The committee reviewed sample measures from the Action Alliance and Washington State. The committee discussed which measures from the Action Alliance and Washington State would fit under each of the standards. Ms. Thompson had the committee focus on measures for the standards under the Administration section.

After much discussion, in order to promote a more organic approach to the measures, members were given homework to assign measures they think would best fit under each standard. This result will be shared at the April meeting. Additionally, the committee decided to table a discussion about picking a format for the standards and measures until the next meeting.

Onboarding Checklist for New Members

The Professional Standards Coordinator presented the sample onboarding checklist for new committee members for the committee's review. The committee added another point to the checklist regarding the chair and co-chair being informed of the new member, the code and vision/purpose/value statement to the new member's onboarding packet, and a brief summary of the two codes that allow for electronic participation prior to the table showing the differences between the two codes. The committee discussed developing member role descriptions in the future since their roles will be evolving as they move towards implementing the standards. With the additions and grammar changes, Caroline Jones made a motion to approve the onboarding checklist. The motion was seconded by Jennifer Bourne and approved.

Closing Remarks

Ms. Thompson adjourned the meeting at 2pm due to inclement weather warnings.

Actions before next meeting

The Professional Standards Coordinator will create a document with the standards and the measures the committee selected from the Action Alliance and Washington State samples underneath each standard. The Committee members will present homework results at the next meeting.

Public Comment

No members of the public were present.

Next Meeting: Tuesday April 17, 2018

10am-4pm

Shelter for Help in Emergency in Charlottesville, VA

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
April 17, 2018

Members Present:

Rebecca Weybright, Executive Director, SARA Charlottesville
Yolanda Thompson, Co-Director, Fairfax County Office for Women and Domestic & Sexual Violence Services
Jennifer Bourne, Director, Clinch Valley Community Action Agency
Tamy Mann, Executive Director, Safehome Systems
Elvira De la Cruz, Chief Program Officer, James House
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Kandy Freeman, Assistant Executive Director, Madeline's House
Regina Pack Eller, Executive Director, Family Resource Center
Kassandra Bullock, Victim Services Manager, DCJS
Kristi VanAudenrove, Executive Director, VSDVAA

Members Present Remotely per §2.2-3708.1

Caroline Jones, Executive Director, Doorways for Women & Families

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Rebecca Lee, Chief Program Officer, YWCA of Richmond
Teresa Christin, Director, Avalon

Welcome & Remarks

The meeting started at 10:15 a.m., with a quorum present.

Approve Minutes from March 2018 Meeting

Yolanda Thompson presented the March 20, 2018 minutes for approval. A request was made to change "on-board" to "onboarding" throughout the *Onboarding Checklist for New Members* section, as well as change "their" to "the" in the second sentence of that section. Jennifer Bourne made a motion to approve the minutes. The motion was seconded by Rebecca Weybright and approved.

Advisory Committee on Sexual and Domestic Violence Updates

The Professional Standards Coordinator provided updates from the Advisory Committee on Sexual and Domestic Violence March meeting. The coordinator presented the following points for consideration:

- Timeline for completing the accreditation standards;
- Incentives to become accredited (Requirement for grant funding, priority for funding, etc.);
- Community and Sexual and Domestic Violence Agency Comments Strategy;
- Including Hiring Practices in Standards; and
- Chair/Co-Chair Attendance at Advisory Committee Meetings

Members were also encouraged to attend future Advisory Committee meetings. Meeting dates will be sent to all members.

Group Work: Performance Measures

The committee members broke into groups to discuss measures for the Administration or Community Engagement sections of the standards.

Draft Performance Measures

After reconvening, the committee discussed measures for standards relating to Administration. The committee discussed using language from the Action Alliance regarding non-discrimination policy and exceptions for faith-based organizations. However, the following points were discussed and tabled until later:

- Number of times non-profit Boards should meet
- Demonstrating a diverse funding base
- Evidence of background checks

Closing Remarks

Ms. Thompson announced that she is leaving her current position in Fairfax County, and can no longer serve as Chairperson of the PSC committee. The committee decided to vote on a new Chairperson at the next meeting.

Concerns were heard regarding quorums and attendance. Ms. Thompson will reach out to the member who has missed three consecutive meetings and following up with the committee on the appropriate action. The committee will start with measures in the Community Engagement section at the next meeting. Ms. Thompson adjourned the meeting at 4:08 pm.

Actions before next meeting

The Professional Standards Coordinator will send the committee a copy of the Action Alliance's 2013-16 Accreditation Manual and meeting information for the upcoming Advisory Committee meetings.

Public Comment

No members of the public were present.

Next Meeting: Tuesday May 15, 2018

10am-4pm

Shelter for Help in Emergency in Charlottesville, VA