

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
May 15, 2018

Members Present:

Rebecca Weybright, Executive Director, SARA Charlottesville
Jennifer Bourne, Director, Clinch Valley Community Action Agency
Tamy Mann, Executive Director, Safehome Systems
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
Regina Pack Eller, Executive Director, Family Resource Center
Kristina Vadas, Victim Services Program Coordination Supervisor, DCJS
Kristi VanAudenrove, Executive Director, VSDVAA

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Rebecca Lee, Chief Program Officer, YWCA of Richmond
Elvira De la Cruz, Chief Program Officer, James House

Welcome & Remarks

The meeting started at 10:20 a.m. and by 10:47am a quorum was present.

By-Laws: Meeting Attendance

Tamy Mann discussed with the committee the conversation exchange with a member of the committee who has missed over three consecutive meetings. Ms. Mann also brought up that a second member of the committee has now missed three consecutive meetings. Both members were appointed by the Advisory Committee. The committee discussed what is meant by Article III, Section 2a of their by-laws regarding being absent from three consecutive meetings. The committee decided to have Ms. Mann reach out to the two committee members by phone to discuss this part of the by-laws again and re-establishing their commitment to the committee. If one or both member(s) decide not to continue on the committee, then the Advisory Committee will begin working on appointing one to two new members to the committee to fill those (potential) vacancies. Ms. Mann asked Kristi VanAudenrove for an update on the Action Alliance filling the current vacant spot and she reported that they still need to send out applications, so there are no new updates. The committee also asked if the Action Alliance and Advisory Committee could have pre-approved lists of people who can replace members when

there's an attendance issue in order to avoid a lag time between when a person leaves and when a replacement is brought onboard.

Election: Chair and Co-Chair

Since Ms. Thompson left the committee, Ms. Mann discussed with the committee how they need to elect a new chair as well as a co-chair since her term as co-chair ends in August. Ms. Mann reminded the committee that their by-laws state that the chair and co-chair alternate between appointees from the Action Alliance and Advisory Committee. Since Ms. Thompson was appointed by the Action Alliance and Ms. Mann was appointed by the Advisory Committee, the next chair will need to be a member appointed by the Advisory Committee while the next co-chair will need to be a member appointed by the Action Alliance. The committee discussed possible candidates. Regina Pack Eller motioned for Tamy Mann to serve as the interim Chair from now through August at which time Caroline Jones will be the Chair and for Jennifer Bourne to serve as Co-Chair starting now. The motion was seconded by Cartie Lominack and approved.

Approve Minutes from April 2018 Meeting

Ms. Mann presented the April 17, 2018 minutes for approval. There were no corrections made to the minutes. Caroline Jones made a motion to approve the minutes. The motion was seconded by Kandy Freeman and approved.

August-December Meeting Dates

Ms. Mann opened the floor for discussion regarding scheduling the committee's meeting dates for the rest of the year. The following dates were confirmed:

- *Wednesday August 22nd* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.
- *Monday September 24th* from 10am-3pm at TBD in Charlottesville, VA. ****Tentatively this is the community forum.****
- *Wednesday October 24th* from 10am-4pm at TBD in Charlottesville, VA.
- *Wednesday November 28th* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.
- *Wednesday December 12th* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.

The committee decided that they would see how far they get by the end of the June meeting to determine when a save-the-date for the community forum should be sent out. Members were concerned that the standards and measures might not be ready by September.

Advisory Committee Meeting

Kristina Vadas from DCJS reminded the members about the upcoming Advisory Committee meeting on *Tuesday June 5th* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. The Advisory Committee will be focusing on grant administration processes at the June meeting. Ms. Vadas also shared the rest of the Advisory Committee's meetings for this year:

- *Wednesday September 26th* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. Meeting focus: Review statewide reports and studies to identify gaps.
- *Wednesday December 5th* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. Meeting focus: Review statewide plans and studies and make plans to improve local services.

This sparked a discussion about whether the committee wanted to report any updates to the Advisory Committee. The committee decided they want to present a brief presentation on how the trends at their agencies have changed due to funding and the increase in awareness about domestic and sexual violence from the national media. The committee members will pull data regarding certain trends from their agencies and submit to the Professional Standards Coordinator by May 30th to be included in the brief presentation. Ms. Mann and two other committee members will attend the June Advisory Committee meeting to provide the brief presentation.

Draft Performance Measures

The committee began with the Community Engagement section. Two members who had worked on the section in a group at the April meeting reported on the measures they developed for the standards under Community Engagement. The committee made minor changes and additions to the measures for the standards under the Community Engagement section.

The committee moved onto the Ethics section. After much discussion, the committee decided to re-distribute the standards under Ethics to the Administration section and remove the Ethics section. The committee thought Standards #7-11 that were under Ethics fit better under Administration.

Closing Remarks

Ms. Mann asked for a motion to adjourn the meeting at 4:09pm. Regina Pack Eller motioned to adjourn the meeting. The motion was seconded by Kandy Freeman and approved.

Actions before next meeting

The Professional Standards Coordinator will draft up a sample application process for the committee to review at the June meeting. The Committee members' homework for the June meeting is to brainstorm measures for the standards under Crisis Intervention and Advocacy as well as questions they think may arise at the community forum. Then, by May 30th, the committee members' will pull data on trends at their respective agencies for the brief presentation to the Advisory Committee.

Public Comment

No members of the public were present.

Next Meeting: Tuesday June 19, 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
June 19, 2018

Members Present:

Rebecca Weybright, Executive Director, SARA Charlottesville
Jennifer Bourne, Director, Clinch Valley Community Action Agency
Tamy Mann, Executive Director, Safehome Systems
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Teresa Christin, Director, Avalon
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Kristina Vadas, Victim Services Program Coordination Supervisor, DCJS
Kristi VanAudenrove, Executive Director, VSDVAA

Absent Members:

Rebecca Lee, Chief Program Officer, YWCA of Richmond
Regina Pack Eller, Executive Director, Family Resource Center
Kandy Freeman, Assistant Executive Director, Madeline's House
Caroline Jones, Executive Director, Doorways for Women & Families
Cathy Easter, Executive Director, Safe Harbor

Others Present:

Thomas Fitzpatrick, Division Director, Programs and Services, DCJS
Courtney Meyer, Professional Standards Coordinator, DCJS

Welcome & Remarks

The meeting started at 10:16 am without a quorum present.

Membership

Tamy Mann reported that Rebecca Lee decided that it was best for her to resign from the committee at this time. Ms. Lee was appointed by the Advisory Committee and they will be able to appoint a new member to fill her vacancy at their September meeting. Kristi VanAudenrove provided an update on the Action Alliance filling their vacant spot on the committee and she reported that in July they will be voting in Debra Evans from the City of Alexandria's Department of Community & Human Services. The Professional Standards Coordinator reported that the Advisory Committee was able to appoint a new member at their

June 5th meeting to fill the vacancy of Elvira de la Cruz. The new member is Cathy Easter from Safe Harbor. Ms. Easter will be in attendance at the committee's July meeting.

Update: Advisory Committee's June 5th Meeting

Caroline Jones was unable to attend this meeting; therefore, Rebecca Weybright provided a brief report on how Ms. Jones' presentation to the Advisory Committee went on June 5th. Ms. Weybright described how Ms. Jones did a great job. Kristina Vadas echoed Ms. Weybright's report on Ms. Jones' presentation to the Advisory Committee.

This led to a discussion about how frequently the committee should present to the Advisory Committee. Thomas Fitzpatrick discussed how the Advisory Committee had recently updated their by-laws regarding the Advisory Committee's relationship to the Professional Standards Committee. Some members suggested reporting to the Advisory Committee once a year. Ms. VanAudenhove suggested that the committee not commit to once a year and instead only present to the Advisory Committee when there is something to report on. The majority of the members agreed that it would be best to only present to the Advisory Committee when there is something to report on.

Approve Minutes from May 2018 Meeting

Ms. Mann presented the May 15, 2018 minutes for members to review. There was not a quorum present, so the approval of the May 15, 2018 will be tabled to the July meeting.

Draft Performance Measures

The committee began with the Community Engagement section. One member who had worked on the section in a group at the May meeting reported that they did not have time in between meetings to add more to the Community Engagement standards. The committee reviewed the Community Engagement section and no one had any measures to add to those standards.

The committee broke into two groups of three for an hour and a half, one group worked on measures for the Crisis Intervention standards and the other group worked on measures for the Advocacy standards. The Crisis Intervention group then shared the measures they had developed and the committee as a whole discussed each measure. Then, the Advocacy group shared the measures they had developed and the committee as a whole discussed each measure. For this part of standard #14, "*The identity of survivors sheltered by the Sexual and Domestic Violence Agency will be protected from public knowledge and from inclusion in a third-party database,*" the committee discussed changing the wording later.

Draft Application

The Professional Standards Coordinator shared a draft application for the committee to review. This sparked a discussion regarding the process for accreditation and the timeline for when everything will be completed and ready for programs to begin applying for accreditation. This led to a discussion on site visits (when they would occur and who would do them), provisional versus full accreditation, and when applications should begin being received.

Community Forum

After discussing the application process, the committee discussed the in-person community forum in September. Many members thought an in-person community forum would not be obtainable by September because they did not think the committee would have all the answers to most of the questions that could be brought up by the programs in attendance. The committee decided to have an online feedback period during September and wait to hold the in-person community forum. The committee discussed the possibility of having the “final” draft of the standards and measures as the main focus for the Action Alliance’s Directors Forum on November 29th. Ms. VanAudenhove said the agenda for the Director’s Forum in November has not been determined yet and that the committee could utilize the session to receive further feedback on the “final” draft of the standards and measures. Since a quorum was not present, an official decision was not made; however, the majority of the committee members present were in agreement to not have an in-person community forum in September and instead have the online feedback happen in September.

Closing Remarks

Ms. Mann asked the Professional Standards Coordinator to assign each member three standards to work on cleaning up the measures for those standards as homework to be completed by the July meeting. The meeting adjourned at 4:06pm.

Actions before next meeting

The Professional Standards Coordinator will send Debra Evans an onboarding packet and assign each member three standards to work on cleaning up as homework.

Public Comment

No members of the public were present.

Next Meeting: Tuesday July 17, 2018

10am-4pm

Shelter for Help in Emergency in Charlottesville, VA