

**Task Force on Services for Survivors of Sexual Assault  
Full Task Force and Best Practices Committee  
Meeting Minutes**

December 12, 2022 – 2:00pm-4:00pm

Hybrid meeting

St. Mary’s Hospital, Medical Office Building North, Suite 206

<b>Members Present:</b>	<b>Members Absent:</b>	<b>VDH Staff:</b>	<b>Public:</b>
Chair Maria Altonen	Delegate Convirs-Fowler	Liz Zaunick	Gleibys Gonzalez Lopez
Senator Jennifer Boysko (alternate)	Jason Miyares		
Delegate Karrie Delaney	Danny Avula		
Robin Foster			
Lindsey Caley			
Bonnie Price			
Sara Jennings			
Dawn Scaff			
Melissa Harper			
Caren Sterling			
Patricia Hall			
Chatonia Zollicoffer			
Scott Sparks			

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendation</b>
<b>I. Call to Order and Introductions</b>	Chair Altonen called the meeting to order at 2:09pm. Chair Altonen conducted a roll call of members present. Introductions were completed and quorum was met.	

<b>II. Review of Agenda and Approval of Minutes</b>	<p>Chair Altonen reviewed the agenda with the Task Force participants. No changes were made to the previously distributed agenda. Chair Altonen presented the minutes from the November 21st, 2022 meeting for member review. No changes were requested. A motion to approve the minutes was made by Sara Jennings and the motion was seconded by Bonnie Price. The minutes were approved.</p>	
<b>III. Public Comment</b>	<p>There were no public members requesting comment during this period.</p>	
<b>IV. Other Business</b>	<p>Chair Altonen reviewed the draft work plan and answered questions from the group. Chair Altonen then led a group discussion to determine objectives and timelines for the group after the completion of the pediatric transfer plan and transfer agreement model documents. It was determined that after the group completed the pediatric model documents, they would move on to completing the adult transfer plan and transfer agreements, and then complete workforce and education plan activities. There was disagreement about whether external deadlines existed for activity completion and Chair Altonen stated that they would follow up on this during the next meeting.</p> <p>Chair Altonen then led a discussion about how the group would like completed materials to be disseminated and suggested utilizing VDH's Injury and Violence Prevention Program webpage to post and share materials. There was general agreement from the group to move forward with this method. Chair Altonen will follow up with next steps.</p>	
<b>V. Best Practices Committee</b>	<p>Bonnie Price led a discussion of Model Transfer Plan Quick Reference Guide for Pediatric Sexual Abuse Patients document and the Model Transfer Quick Reference Guide for Pediatric Sexual Abuse Patients algorithm document. Additional changes to both documents were made.</p>	
<b>VI. Next Steps</b>	<p>Chair Altonen reviewed the upcoming Task Force meeting schedule.</p>	
<b>VII. Adjourn</b>	<p>The meeting was adjourned by Chair Altonen at 3:51pm.</p>	