

**Task Force on Services for Survivors of Sexual Assault
Educational Materials Sub-Committee
Meeting Minutes**

January 26, 2024 – 2:00pm-4:00pm

Hybrid Meeting: Zoom & Westover Hills Library

Members Present:	Members Absent:	VDH Staff:	Public:
Chair Maria Altonen (in-person)		Camilla Herndon (in-person)	
Robin Foster (in-person)			
Genevieve Lohr (in-person)			
Ariel Ward (virtual)			

Topic/Subject	Discussion	Recommendation
I. Call to Order and Introductions	Chair Altonen called the meeting to order at 2:03pm.	
II. Review of the Agenda	Chair Altonen reviewed the agenda with the Task Force members. No changes were made to the previously distributed agenda.	
III. Election of Sub-Committee Chair	Chair Altonen held election of Educational Materials Sub-Committee Chair. Genevieve Lohr volunteered for the position. Dr. Foster made a motion to approve the new sub-committee chair and Ariel Ward seconded the motion.	
IV. Public Comment	There were no public members requesting comment during this period.	
V. Committee: Education Materials	Chair Altonen opened the floor for Task Force members to discuss the development of educational materials for hospitals, healthcare providers, rape crisis centers, children’s advocacy centers, and others. The sub-committee outlined content for the educational materials: introduction, adult and pediatric treatment and transfer information, appendices, transportation. The sub-committee assigned each member a section to begin drafting and plan to submit their drafts to Camilla Herndon by the next meeting. The sub-committee discussed including best practices, reimbursement information,	

	transportation protocols, and information for community service boards who may receive a disclosure, and a link to a map of receiving hospitals. The sub-committee members questioned the approval process for the educational materials.	
VI. Next Steps	The sub-committee members will e-mail their drafts to Camilla Herndon. The sub-committee will review their drafts at the March 1, 2024 educational materials sub-committee meeting.	
VII. Adjourn	The meeting was adjourned by Chair Altonen at 2:49pm.	