

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Final Meeting Minutes

Tuesday, December 8, 2020, 10:00 a.m. – 1:00 p.m.  
Zoom Meeting (COVID-19)

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### Members Present:

Jennifer Bourne, Director, Clinch Valley Community Action Inc.  
Cathy Easter, Executive Director, Safe Harbor  
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia  
Debbie Evans, Division Chief of the Sexual Assault Center & Domestic Violence Program,  
City of Alexandria Department of Community & Human Services  
Robin Gauthier, Executive Director, Samaritan House  
Sheree Hedrick, Executive Director, Hanover Safe Place  
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence  
Stacey Sheppard, Director of Housing & Human Services, Total Action for Progress  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Kristina Vadas, Manager of Victims Services, DCJS  
Laura Beth Weaver, Executive Director, Women's Resource Center of the New River Valley

### Members Absent:

Kandy Hayes, Domestic Violence Program Director, Southside Center for Prevention Inc.  
Kristi VanAudenhove, Executive Director, Virginia Sexual and Domestic Violence Action Alliance

### Others Present:

Dione Bassett, Victims Services Grant Program Specialist, DCJS  
Tom Fitzpatrick, Division Director, DCJS  
Anya Shaffer, VOCA Administrator, DCJS

### Welcome & Remarks

The meeting started at 10:00 a.m. with quorum established. Cathy Easter and Jennifer Bourne welcomed all members. Jennifer Bourne facilitated an ice breaker activity to begin the meeting. Dione Bassett facilitated the recording of meeting minutes.

### Review and Approval of September 16, 2020 & October 21, 2020 Minutes

Cathy Easter requested the review of the September and October meeting minutes for approval. The committee reviewed the minutes as presented. There were no corrections made to the minutes. Maria Simonetti made a motion to approve the minutes. The motion was seconded by Debra Evans. Dione Bassett facilitated a roll call vote of all present members, and the minutes were approved.

### **Application Release & Hiring Updates**

Kristina Vadas provided an update on the release of the application. Currently, there are 15 applicants and the plan is to move forward with the February 1st due date. There will be a webinar for the applicants and committee members are welcome to attend. It will be recorded and available. There have not been many questions from applicants regarding the process.

DCJS is currently hiring for the new Sexual Assault Forensic Examiner Program Coordinator position. The Professional Standards Consultant and Coordinator positions are next in queue to be approved for hire.

### **Discussion – Code of Virginia Changes**

Tom Fitzpatrick reported that the Advisory Committee on Sexual and Domestic Violence is considering *Code of Virginia* changes primarily to address the lack of diversity in committee membership. He asked this committee for input on potential changes to this committee's *Code of Virginia* section. Committee members discussed the size of the committee, not requiring that only directors be members, and what could be changed through bylaws rather than Code. Some other possible changes include making the committee members appointed by the Governor and including the Virginia Department of Social Services (VDSS).

It is unclear if these legislative changes will move forward during the 2021 General Assembly Session, as there are strict limits on the number of bills that legislators can file.

### **Discussion – Materials Presented to PSC for Voting on Applicants**

Kristina Vadas discussed the procedure for presenting information to the committee regarding applicants. It is proposed that the Coordinator meet with Kristina to discuss applications and then present that information to the PSC for a vote.

### **Discuss and Finalize Application Appeals Process**

The committee discussed the appeals subcommittee and process. The appeals subcommittee will likely be comprised of current and/or former members, plus Kristina Vadas and the Coordinator or Consultant. Only denials will go to the appeals subcommittee and it is not anticipated that there will be a large volume of them. Provisional accreditation will be reviewed by the full committee. The committee will work on creating an appeals process document.

### **Meeting Schedule Going Forward**

Cathy Easter proposed meeting in February and doing a Doodle poll to find a good date. It is best to avoid February 22-26 as the UPLC will be meeting at that time.

### **Other Member Announcements**

There were no announcements.

### **Public Comment**

There were no public comments.

## Meeting Summary

### Action Items:

- Kristina Vadas will send a poll to schedule the February meeting.
- DCJS will email draft proposed legislative changes and current bylaws.
- Dione Bassett will provide information on the current status dates of the members and a list of past members.
- Committee will review the bylaws in a future meeting.
- DCJS will draft application review/voting process and will provide to committee.
- DCJS will draft an appeals process document and will provide to the committee.
- Kristina Vadas will invite VDSS staff to the next PSC meeting.

### Decisions/Votes:

- The committee voted to approve the meeting minutes for September 2020 and October 2020.