

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Final Meeting Minutes

Tuesday, February 16, 2021

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  
Sheree Hedrick, Executive Director, Hanover Safe Place  
Kandy Hayes, Domestic Violence Program Director, Southside Center for Prevention Inc.  
Stacey Sheppard, Director of Housing & Human Services, Total Action for Progress  
Laura Beth Weaver, Executive Director, Women's Resource Center of the New River Valley  
Kristina Vadas, Manager of Victims Services, DCJS

### Members Absent:

Robin Gauthier, Executive Director, Samaritan House  
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Kristi VanAudenhove, Executive Director, Virginia Sexual and Domestic Violence Action Alliance

### Others Present:

Dione Bassett, Victims Services Grant Program Specialist, DCJS  
Quillin Musgrave, Domestic Violence Program Specialist, VDSS  
Anya Shaffer, VOCA Administrator, DCJS

### Welcome & Remarks

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

### Review and Approval of December 8, 2020 Minutes

Cathy Easter tabled this until later in the meeting when quorum was established. Once quorum was established, Cathy Easter requested the review of the December meeting minutes for approval. The committee reviewed the minutes as presented. There were no corrections made to the minutes. Laura Beth Weaver made a motion to approve the minutes. The motion was seconded by Sheree Hedrick. The December 8, 2020 minutes were approved.

### **Update on *Code of Virginia* Changes**

Cathy Easter and Kristina Vadas provided an update on the proposed changes to the committee's *Code of Virginia* section.

### **Status of Applications & Hiring**

Kristina Vadas reported that there were 14 applications received for accreditation. Kristina apologized for the billing error with the application fees and reported that it has been resolved.

Committee members who applied provided feedback on the application process, to include:

- Some of the questions seem redundant.
- Some of the questions were unclear in what was being requested or asked.
- Applicants would like the ability to upload multiple attachments in one field.
- It was unclear what was needed for plans of action; it would be helpful to provide a template or sample plan of action for applicants.
- The instructions for the census data question/upload need clarified.

Committee members also discussed that it would be helpful to survey and get feedback from other non-member applicants, on how the application process went for them.

DCJS hopes to receive approval to hire for the Professional Standards Coordinator and Consultant positions soon. Both will be part-time positions.

### **Review Procedure: Voting on Applicants**

Kristina Vadas discussed the two documents provided prior to the meeting. No vote is required as these are procedural documents for review. Kristina made requested changes and the edited documents will be provided at the next meeting. Once finalized, the committee discussed posting the documents on the DCJS Professional Standards webpages and sending them out to all applicants.

### **Membership Terms**

Cathy Easter requested that all committee members find their membership term dates and provide them to Dione Bassett. Most members provided this information prior to the end of the meeting.

### **Selection Appeals Subcommittee Members**

The committee discussed the appeals subcommittee and process. It was suggested that the committee establish a pool of 5-6 current and/or former members, and from that (as needed), establish an appeals subcommittee with 3 of those members, plus Kristina Vadas and the Coordinator or Consultant as non-voting members. Only denials will go to the appeals subcommittee and it is not anticipated that there will be a large volume of them. Provisional accreditation statuses will be reviewed by the full committee. The committee will work on creating an appeals process document.

The suggested pool of potential appeals committee members includes current members Linda Ellis-Williams, Kandy Hayes, and Sheree Hedrick, and former members Cartie Lominack and Becky Weybright.

## **Review Bylaws**

Cathy Easter proposed discussing the bylaws at the next meeting as they will need to be revised if there is a change in the Code section.

## **2021 Meeting Schedule**

Cathy Easter proposed a two-hour meeting in May and doing a Doodle poll to find a good date.

## **Other Member Announcements**

There were no other member announcements.

## **Public Comment**

There were no public comments.

## **Meeting Summary**

### Action Items:

- DCJS representative will send a poll to schedule the May meeting.
- Clarify/improve components of the application for the second round of applicants.
- DCJS will provide revised drafts of two documents at the next meeting.
- Committee will review bylaws at the next meeting.

### Decisions/Votes:

- The committee voted to approve the meeting minutes for December 8, 2020.