

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Albemarle County Police Department, Training Room B
Charlottesville, VA
November 4, 2019

Members Present:

Jennifer Bourne, Director, Clinch Valley Community Action, Inc.
Cathy Easter, Executive Director, Safe Harbor
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
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence
Kristina Vadas, Manager of Victims Services, DCJS
Kristi VanAudenrove, Executive Director, VSDVAA
Laura Beth Weaver, Assistant Director, Women's Resource Center of the New River Valley
Rebecca Weybright, Executive Director, SARA Charlottesville

Members Present Remotely per 2.2-3708.1

Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Kandy Hayes, Domestic Violence Program Director, Southside Center for Violence Prevention Inc.
Caroline Jones, President/CEO, Doorways

Others Present:

Courtney Meyer, Professional Standards Coordinator, DCJS
Tierra Smith, Grants Program Specialist, DCJS

Welcome & Remarks

The meeting started at 10:20am without a quorum present. A quorum was present at 10:35am. The Professional Standards Coordinator, Courtney Meyer, welcomed everyone and asked members to introduce themselves. Ms. Meyer shared that she will be leaving DCJS on December 4th and that Tierra Smith will be assisting during her transition. Kristina Vadas told the committee that she would keep them abreast on Ms. Meyer's replacement.

Approval of October Minutes

Jennifer Bourne presented the October 16, 2019 minutes for approval. There were no corrections made to the minutes. Rebecca Weybright made a motion to approve the minutes.

The motion was seconded by Laura Beth Weaver and approved. Robin Gauthier and Cartie Lominack abstained.

Standards Manual: Vote

Ms. Meyer presented the professional standards manual for the committee to review for final approval. The committee made some edits to the document, to include:

- Edits to their titles and added Robin Gauthier on the Authors page.
- Page numbers for Crisis Intervention through Resources needed to be updated on the Table of Contents.
- On page 2, added “Action Alliance” in parentheses at the end of the first paragraph.
- In the third measure for Standard #4 on page 6, identified that the font is different and needs to be changed.
- In Standard #8 on page 7, removed the word “the” before survivors.
- In the second measure for Standard #12 on page 9, identified that the font is different and needs to be changed.
- For the second measure in Standard #14 on page 9, asked that the order of the list of populations reflect Standard #1.
- On page 16 in the glossary, added “respectful” before connection in the definition for healthy relationships and capitalized the first word in the definition for healthy relationships.
- In the glossary on page 16, added “consensual” after voluntary in the definition for healthy sexuality and capitalized the first word in the definition for healthy sexuality.
- On the Resources page (p.19), removed the apostrophe after the “s” in standards in the first paragraph and noted that the contact information for the Professional Standards Coordinator will need to be updated.

Ms. Bourne presented the professional standards manual with corrections for approval. Cathy Easter made a motion to approve the professional standards manual with corrections. The motion was seconded by Debbie Evans and approved.

Ms. Meyer presented the professional standards manual for the committee to review for final approval. The committee made minor edits to their titles and added Robin Gauthier on the Authors page. The committee noted the page numbers for Crisis Intervention through Resources needed to be updated on the Table of Contents. On page 2, the committee added “Action Alliance” in parentheses at the end of the first paragraph. In the third measure for Standard #4 on page 6, the committee identified that the font is different and needs to be changed. In Standard #8 on page 7, the committee removed the word “the” before survivors. In the second measure for Standard #12 on page 9, the committee identified that the font is different and needs to be changed. For the second measure in Standard #14 on page 9, the committee asked that the order of the list of populations reflect Standard #1. On page 16 in the glossary, the committee added “respectful” before connection in the definition for healthy relationships and capitalized the first word in the definition for healthy relationships. In the glossary on page 16, the committee added “consensual” after voluntary in the definition for healthy sexuality and capitalized the first word in the definition for healthy sexuality. On the Resources page (p.19), the committee removed the apostrophe after the “s” in standards in the first paragraph and noted that the contact information for the Professional Standards Coordinator will need to be updated. Ms. Bourne presented the professional standards manual

with corrections for approval. Cathy Easter made a motion to approve the professional standards manual with corrections. The motion was seconded by Debbie Evans and approved.

Organizational Self- Assessment & Summary: Vote

Ms. Meyer presented the organizational self- assessment for final approval. The committee asked that the titles of the sections in the Standards column be spelled out. The committee would like the document to be in landscape view. The committee asked that the date have a box to stand out. The committee would like the measures for Standards #5 and #14 to be all together instead of running onto the next page. For consistency with the standards manual, the committee removed “the” in front of survivors’ in Standard #8 and asked that the order of the list of populations in the second measure of Standard #14 reflect Standard #1.

Ms. Meyer presented the organizational self-assessment summary for final approval. The committee removed Ms. Meyer’s name from the first paragraph and changed the date in the last sentence to “after February 3, 2020.” The committee replaced “Name and Title of Submission Person” with “Agency Contact.” The committee asked that “Name” and “Title” line up with “Agency Name,” “Email,” and “Phone.” Under, “The agency is” for dual agency, the committee capitalized the “a” in agency. The committee replaced “Signature of Submission Person” with “Signature of Agency Contact.” The committee would like the word “Date” at the bottom to be bold and not italicized.

Ms. Bourne presented the organizational self- assessment and organizational self-assessment summary for approval with corrections. Candy Phillips made a motion to approve both the organizational self-assessment and organizational self-assessment summary with corrections. The motion was seconded by Debbie Evans and approved.

Cover Letter for Standards Release

Ms. Meyer presented a draft of the cover letter to accompany the professional standards manual, professional standards organizational self-assessment summary, and professional standards organizational self-assessment. The committee replaced the comma with a colon after “Dear Colleagues.” The committee added “and Domestic” after “Sexual” in the first paragraph. The committee moved “Professional Standards Organizational Self-Assessment” in front of “Professional Standards Organizational Self-Assessment Summary” in the first paragraph. The committee removed Ms. Meyer’s name in step #2. In Step #3, the committee added “your agency’s” in front of “internal.” In Step #4, the committee removed Ms. Meyer’s name. In Step #5, the committee changed the date to, “after February 3, 2020.” Before, “If you have any questions...” in the last paragraph, the committee added, “The Professional Standards Committee anticipates a maximum of 20 organizations each year (2020, 2021, and 2022) to go through the accreditation process. Agencies that apply the first year, 2020, will be selected for accreditation review on a random basis.” In the last paragraph, the committee removed Ms. Meyer’s name and replaced the contact information with, “please contact the DCJS Professional Standards Coordinator at sdvstandards@dcjs.virginia.gov. Under “Sincerely,” the committee would like “PSC” spelled out. In the list of committee members, commas were added before those with “Inc.”, Ms. Phillips added “Inc.” to her agency’s name, DCJS was spelled out, the Action Alliance was spelled out, and SARA was spelled out.

Ms. Bourne presented the cover letter for approval with corrections. Laura Beth Weaver made a motion to approve the cover letter with corrections. The motion was seconded by Candy Phillips and approved.

E-mail Template for Post-Standards Release

Ms. Meyer reminded the committee of their decision from the October meeting to draft an e-mail template for each committee member to send to six to eight programs to follow-up with them regarding the release of the standards to ensure they received the e-mail from DCJS with the packet of information. The committee discussed whether a follow-up e-mail was necessary. The committee decided to post-pone the follow-up e-mail until January if they deem it necessary at that time.

Accreditation Application

Ms. Weaver presented the content she drafted for Crisis Intervention through Community Engagement for each measure as an attachment/site visit/question. For the first measure in Standard #9, under the application question, the committee changed “during generally observed holidays” to “agency observed holidays” and added “includes all elements of the standard” in the review criteria. For the second measure in Standard #9, the committee clarified that the documentation for the site visit would be a data report. The first measure of Standard #10, the committee separated application question #1 into two questions: 1) What is your agency’s protocol for ensuring that survivors in their community have 24/7 access to accompaniment services when they access emergency medical systems? 2) What is your agency’s protocol for ensuring that survivors in their community have 24/7 access to accompaniment services when they access justice systems? The review criteria for the site visit question is that the agency at least have an MOU. For the second measure of Standard #10, the committee clarified that the documentation for the site visit would be a data report.

For the first measure of Standard #11, the committee removed the application question and added a site visit question, “Describe your collaborative efforts across agencies.” The second measure of Standard #11, the committee added an attachment, the VAWA Compliance Checklist. The third measure of Standard #11, the committee clarified that the documentation for the site visit would be a data report. For the first measure of Standard #12, the committee added a site visit question, “Discuss the individualized advocacy services that your agency provides to foster survivor healing from the trauma of violence.” The second measure of Standard #12, the committee clarified that the documentation for the site visit would be a data report. For Standard #13, the committee added an application question that will reflect the chart for Action Alliance’s Application Question #11 with identifying community organizations that the agency has a partnership with in coordinating services to support survivors. The site visit will have questions for the chart in the application question. For Standard #14, the committee changed the application question to, “How did your agency identify the diverse needs of the community?” Answers expected for this question would be formal needs assessment, environmental scan, and focus group.

For the first measure of Standard #15, the committee changed the application question to, “In the past year, highlight the outreach activities completed by your agency staff or volunteers.” The committee added under attachments, “Attach a list or report of your outreach activities within the past year.” For the third measure of Standard #16, the committee would like the application question to reflect the chart for Action Alliance’s Application Question #11. For the second measure of Standard #17, the committee changed the application question to, “In the past year, provide a calendar/listing of training or education presentations provided to Allied Professionals.” For the third measure of Standard #17, the committee moved the application

question to a site visit question. For the fourth measure of Standard #17, the committee would like the site visit question to reflect the chart for Action Alliance's Application Question #11.

Future Meetings

Ms. Meyer shared the Doodle poll results with the committee and confirmed the following 2020 meeting dates:

- Wednesday January 22, 2020
- Tuesday February 25, 2020
- Wednesday March 25, 2020
- Monday April 27, 2020
- Wednesday May 27, 2020
- Wednesday June 24, 2020

Closing Remarks

Ms. Bourne thanked Ms. Meyer for all of her work on the committee. The meeting adjourned at 3:30pm.

Public Comment

There was one member of the public present on the phone who did not have any comments.

Summary

Action Items.

- Courtney Meyer will revise and provide the standards to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will revise and provide the organizational self-assessment and summary to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will revise the cover letter.
- On November 6th or 7th, Courtney Meyer will e-mail the sexual and domestic violence field the cover letter, professional standards manual, professional standards organizational self-assessment, and professional standards organizational self-assessment summary.
- Kristina Vadas will highlight the professional standards in the January Victims Services Quarterly Conversation.

Decisions/Votes:

- The committee revised and approved the final version of the professional standards manual.
- The committee revised and approved the final version of the professional standards organizational self-assessment.
- The committee revised and approved the final version of the professional standards organizational self-assessment summary.
- The committee revised and approved the cover letter to accompany the release of the professional standards.
- The committee decided to postpone the post-standards release follow-up e-mail until January, if deemed necessary to create and send at that time.
- Professional Standards #11 and #16 were approved with additional changes.

- January meeting will be on Wednesday January 22, 2020.
- February meeting will be on Tuesday February 25, 2020.
- March meeting will be on Wednesday March 25, 2020.
- April meeting will be on Monday April 27, 2020.
- May meeting will be on Wednesday May 27, 2020.
- June meeting will be on Wednesday June 24, 2020.

Next Meeting: Wednesday January 22, 2020

10am-4pm

Albemarle County Police Department, Training Room B