

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
April 25, 2019

Members Present:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Kandy Freeman, Domestic Violence Program Director, Madeline's House
Caroline Jones, President/CEO, Doorways for Women & Families
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center
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

Cathy Easter, Executive Director, Safe Harbor
Candy Phillips, Executive Director, First Step

Absent Members:

Jennifer Bourne, Director, Clinch Valley Community Action Agency
Teresa Christin, Executive Director, Avalon
Debbie Evans, Division Chief of the Sexual Assault Center & Domestic Violence Program, City of Alexandria Department of Community & Human Services
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Kristina Vadas, Manager of Victims Services, DCJS

Others Present:

Courtney Meyer, Professional Standards Coordinator, DCJS

Welcome & Remarks

The meeting started at 10:15am without a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves. One new member introduced was Laura Beth Weaver, Assistant Director of the Women's Resource Center of the New River Valley.

Review February Minutes

Ms. Jones presented the February 13, 2019 minutes for review. The committee was unable to approve the February minutes due to lack of quorum. The approval of the February minutes was tabled until the May meeting.

Update from Advisory Committee

Ms. Jones asked Cathy Easter to provide the committee with an update from the Advisory Committee's meeting in March. Ms. Easter attended the Advisory Committee's meeting in March to provide an update on the professional standards. At the meeting, Ms. Easter learned about a needs assessment survey that the Crime Commission was releasing to sexual and domestic violence agency directors for feedback on various topics including the professional standards. Ms. Easter described how the survey questions about the standards assumed the field had viewed the final version of the standards. A discussion ensued about the survey and why this committee was not consulted. A staff member from the Crime Commission was on the phone and members were able to ask clarifying questions about the survey.

Timeline

Ms. Jones proposed a timeline to have the accreditation process rolled out in September:

Current Meeting (April): Review training matrix and begin creating the application.

May: Continue working on the application, discuss application fees, and vote on the completed training matrix.

June: Review process/site visit, marketing and roll-out, and technical assistance. Soft release of the standards and training matrix to the field to prepare them for September.

July: No meeting.

August: In the last week of August hold a 1-2 day meeting to wrap up and prepare to roll-out the accreditation process in September. The Professional Standards Coordinator, Courtney Meyer, will send out a Doodle poll to determine the August meeting dates.

Ms. Jones discussed how the committee will also need to determine the intersection between funders, the Professional Standards Committee, and accreditation; the primary purpose of the site visit; and a time frame for when an agency has not met accreditation.

Training Matrix

Ms. Jones asked the committee to review the training matrix. A committee member suggested to add headings at the top and include a line referencing back to the standard on how the training can be achieved through in-person, online, and more. Laura Beth Weaver volunteered to organize the training topic categories based on the professional standards' categories (Administration, Crisis Intervention, Advocacy, and Community Engagement). After Ms. Weaver makes edits, the committee will vote on the training matrix at the May meeting.

Application Discussion

Ms. Jones proposed that instead of starting from a blank slate that the committee use an existing application(s) as a starting off point. Ms. Jones asked the committee to take fifteen minutes to briefly review the three sample applications: Action Alliance, Oklahoma, and Washington State. The committee decided to utilize parts of Oklahoma's checklist for listing attachments and to not use any part of Washington State's application. The committee decided to use the Action Alliance's application as a basepoint and went question by question to make necessary edits. The committee reached question five when they decided to go standard by standard and compare to what is currently on the Action Alliance's application to determine what needs modified and/or added.

Ms. Jones facilitated a discussion with the committee regarding the application process. She suggested having an organizational assessment for agencies to utilize in determining whether they are ready to apply for accreditation. Example:

Standard	Measure	Yes	In Progress	No	TA Needed
Admin-#1	Non-discrimination policy				
	Regardless of income, no fees are charged.				

Each agency would have three months to complete the organizational assessment. A sample timeline for the application process would be:

- September 2019: Roll-out, begin 3 year implementation.
- Oct-Dec 2019: Agencies are working on their organizational assessments. Scoring guidelines will be shared with everyone.
- Jan-Feb 2020: All organizational assessments are reviewed and scored. The assessments would be scored based on the number of “Yes” the agency marks. This will determine what agencies are in the top third, second third, and final third. The top third would be invited to apply to be accredited in 2021, second third for 2022, and final third for 2023.
- March 2020: Each agency would be notified about their status based on the organizational assessments.
- April 2020: The top third group would submit their applications for accreditation.
- May 2020-March 2021: Complete site visits for the top third group. After site visits are completed, the agencies would either be fully accredited or not. If they are not awarded full accreditation, they would either be a) given 30 days to fix minor pieces and if satisfactorily completed be awarded full accreditation –OR- b) be asked to seek technical assistance and try again the following year.
- Repeat for the second third (2022) and final third (2023) groups.

To solidify the scoring process for the organizational assessment, the committee discussed needing to determine what items are non-negotiables. The committee also discussed the need to define the tiers. With the application process and moving forward, Ms. Jones reminded the committee of key assumptions:

- “Staffed by” 12 committee members and 1 professional standards coordinator (Courtney).
- Action Alliance?: May be able to offer a dedicated staff person.
- TA: webinars and in-person trainings.
- 55-75 agencies, which means we could have 12-20 site visits per year (1-2 per month).
- Committee does not want the standards tied to funding until full 3 years are done.

Closing Remarks

The meeting adjourned at 3:10pm.

Actions before next meeting

Ms. Meyer will send out a Doodle poll to determine August's meeting date(s).

Public Comment

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

Next Meeting: Wednesday May 29, 2019

10am-4pm

Shelter for Help in Emergency in Charlottesville, VA