

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

The Madison Room at Jefferson-Madison Regional Library  
Charlottesville, VA  
February 20, 2018

---

### **Members Present:**

Rebecca Weybright, Executive Director, SARA Charlottesville  
Yolanda Thompson, Co-Director, Fairfax County Office for Women and Domestic & Sexual Violence Services  
Jennifer Bourne, Director, Clinch Valley Community Action Agency  
Tamy Mann, Executive Director, Safehome Systems  
Elvira De la Cruz, Chief Program Officer, James House  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Kandy Freeman, Assistant Executive Director, Madeline's House  
Regina Pack Eller, Executive Director, Family Resource Center  
Teresa Christin, Director, Avalon  
Rebecca Lee, Chief Program Officer, YWCA of Richmond  
Kassandra Bullock, Victim Services Manager, DCJS  
Kristi VanAudenrove, Executive Director, VSDVAA

### **Absent Members:**

Caroline Jones, Executive Director, Doorways for Women & Families  
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia

### **Welcome & Remarks**

The meeting started at 10:27 a.m., without a quorum present. By 11:00 a.m., a quorum was present.

### **Details in Minutes**

The Committee requested more detail be included in the minutes to illustrate how decisions were made. Members of the Committee were informed that minutes are posted on Town Hall and Community Calendar.

### **Attendance**

The Committee discussed both electronic participation and moving the location of the meetings to help with quorum and overall attendance issues. There were concerns from the Committee members about moving the meetings around and after some discussion; the Committee decided to continue to hold meetings in Charlottesville.

### **Electronic Participation**

The Professional Standards Coordinator reviewed the committee's options for electronic participation per the Code of Virginia, § 2.2-3708 and 2.2-3708.1. The Committee agreed to participate in meetings electronically when necessary as outlined in the Code of Virginia.

### **Approve Minutes from August, October, and December 2017 Meetings**

Minutes of the following meetings were called to the attention of the Committee:

#### August 23-24, 2017

Ms. Thompson presented the minutes from the August 23-24, 2017 meetings for approval. A request was made to correct the spelling of two of the members. Rebecca Lee made a motion to approve the minutes with correction. The motion was seconded by Jennifer Bourne and approved.

#### October 24, 2017

Ms. Thompson presented the October 24, 2017 minutes for approval. A request was made to remove the "draft" watermark. Rebecca Lee made a motion to approve the minutes with correction. The motion was seconded by Elvira De la Cruz and approved.

#### December 13, 2017

Ms. Thompson presented the December 13, 2017 minutes for approval. Regina Pack Eller made a motion to approve the minutes. The motion was seconded by Rebecca Lee and approved.

### **Member Roles**

The Professional Standards Coordinator provided the names of members whose terms were expiring and informed the Committee of the process to terminate, to continue, or to recommend new members. Information was also provided on the criteria(s) for membership as outlined in the Code of Virginia.

The Committee requested that the nomination process for membership by the Action Alliance and the Advisory Committee on Sexual and Domestic Violence and the orientation of new members be reviewed and consistent. The Committee asked the Professional Standards Coordinator to draft a checklist for integrating new members.

The Committee discussed the recurring issue of failing to have a quorum present. The Committee reviewed the attendance of the previous three meetings which met the minimum criteria for a quorum but conflicted with the current bylaws which stated "a majority of nine out of twelve voting members of the Committee shall constitute a quorum to conduct business".

Tamy Mann made a motion to change the By-laws to reflect "a majority of eight out of twelve voting members of the Committee shall constitute a quorum to conduct business." Teresa Christin seconded the motion and the motion was approved.

The Professional Standards Coordinator, Courtney Meyer, discussed her role on the Committee and how it will impact the Committee. The Professional Standards Coordinator posed the question to the Committee that meetings are recorded in lieu of actively taking minutes in order to enhance the function of the Committee; eliminate the need for additional staff to take

minutes; and enable the Coordinator to be more active in the meetings. The Committee members tabled this discussion for a later date.

#### **Vote on Standards Thus Far**

After an extensive review of each standard, Rebecca Lee made a motion to approve the standards with the corrections. Teresa Christin seconded the motion and the motion was approved with no objections. The Professional Standards Coordinator will make the requested changes and send out the “final” approved version of the standards to all committee members.

#### **Actions before next meeting**

The Professional Standards Coordinator will draft a sample checklist for the Committee’s review for new members. The Committee will discuss performance measures at the next meeting and members were provided handout to review prior to the next meeting of performance measures developed by Washington State.

#### **Public Comment**

No members of the public were present.

**Next Meeting: Tuesday March 20' 2018**

**10am-4pm**

**Shelter for Help in Emergency in Charlottesville, VA**