

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
May 15, 2018

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### **Members Present:**

Rebecca Weybright, Executive Director, SARA Charlottesville  
Jennifer Bourne, Director, Clinch Valley Community Action Agency  
Tamy Mann, Executive Director, Safehome Systems  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Kandy Freeman, Assistant Executive Director, Madeline's House  
Teresa Christin, Director, Avalon  
Caroline Jones, Executive Director, Doorways for Women & Families  
Regina Pack Eller, Executive Director, Family Resource Center  
Kristina Vadas, Victim Services Program Coordination Supervisor, DCJS  
Kristi VanAudenrove, Executive Director, VSDVAA

### **Absent Members:**

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia  
Rebecca Lee, Chief Program Officer, YWCA of Richmond  
Elvira De la Cruz, Chief Program Officer, James House

### **Welcome & Remarks**

The meeting started at 10:20 a.m. and by 10:47am a quorum was present.

### **By-Laws: Meeting Attendance**

Tamy Mann discussed with the committee the conversation exchange with a member of the committee who has missed over three consecutive meetings. Ms. Mann also brought up that a second member of the committee has now missed three consecutive meetings. Both members were appointed by the Advisory Committee. The committee discussed what is meant by Article III, Section 2a of their by-laws regarding being absent from three consecutive meetings. The committee decided to have Ms. Mann reach out to the two committee members by phone to discuss this part of the by-laws again and re-establishing their commitment to the committee. If one or both member(s) decide not to continue on the committee, then the Advisory Committee will begin working on appointing one to two new members to the committee to fill those (potential) vacancies. Ms. Mann asked Kristi VanAudenrove for an update on the Action Alliance filling the current vacant spot and she reported that they still need to send out applications, so there are no new updates. The committee also asked if the Action Alliance and Advisory Committee could have pre-approved lists of people who can replace members when

there's an attendance issue in order to avoid a lag time between when a person leaves and when a replacement is brought onboard.

### **Election: Chair and Co-Chair**

Since Ms. Thompson left the committee, Ms. Mann discussed with the committee how they need to elect a new chair as well as a co-chair since her term as co-chair ends in August. Ms. Mann reminded the committee that their by-laws state that the chair and co-chair alternate between appointees from the Action Alliance and Advisory Committee. Since Ms. Thompson was appointed by the Action Alliance and Ms. Mann was appointed by the Advisory Committee, the next chair will need to be a member appointed by the Advisory Committee while the next co-chair will need to be a member appointed by the Action Alliance. The committee discussed possible candidates. Regina Pack Eller motioned for Tamy Mann to serve as the interim Chair from now through August at which time Caroline Jones will be the Chair and for Jennifer Bourne to serve as Co-Chair starting now. The motion was seconded by Cartie Lominack and approved.

### **Approve Minutes from April 2018 Meeting**

Ms. Mann presented the April 17, 2018 minutes for approval. There were no corrections made to the minutes. Caroline Jones made a motion to approve the minutes. The motion was seconded by Kandy Freeman and approved.

### **August-December Meeting Dates**

Ms. Mann opened the floor for discussion regarding scheduling the committee's meeting dates for the rest of the year. The following dates were confirmed:

- *Wednesday August 22<sup>nd</sup>* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.
- *Monday September 24<sup>th</sup>* from 10am-3pm at TBD in Charlottesville, VA. \*\*Tentatively this is the community forum.\*\*
- *Wednesday October 24<sup>th</sup>* from 10am-4pm at TBD in Charlottesville, VA.
- *Wednesday November 28<sup>th</sup>* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.
- *Wednesday December 12<sup>th</sup>* from 10am-4pm at the Shelter for Help in Emergency in Charlottesville, VA.

The committee decided that they would see how far they get by the end of the June meeting to determine when a save-the-date for the community forum should be sent out. Members were concerned that the standards and measures might not be ready by September.

### **Advisory Committee Meeting**

Kristina Vadas from DCJS reminded the members about the upcoming Advisory Committee meeting on *Tuesday June 5<sup>th</sup>* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. The Advisory Committee will be focusing on grant administration processes at the June meeting. Ms. Vadas also shared the rest of the Advisory Committee's meetings for this year:

- *Wednesday September 26<sup>th</sup>* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. Meeting focus: Review statewide reports and studies to identify gaps.
- *Wednesday December 5<sup>th</sup>* from 10:30am-12:30pm at the Patrick Henry Building in Richmond, VA. Meeting focus: Review statewide plans and studies and make plans to improve local services.

This sparked a discussion about whether the committee wanted to report any updates to the Advisory Committee. The committee decided they want to present a brief presentation on how the trends at their agencies have changed due to funding and the increase in awareness about domestic and sexual violence from the national media. The committee members will pull data regarding certain trends from their agencies and submit to the Professional Standards Coordinator by May 30<sup>th</sup> to be included in the brief presentation. Ms. Mann and two other committee members will attend the June Advisory Committee meeting to provide the brief presentation.

### **Draft Performance Measures**

The committee began with the Community Engagement section. Two members who had worked on the section in a group at the April meeting reported on the measures they developed for the standards under Community Engagement. The committee made minor changes and additions to the measures for the standards under the Community Engagement section.

The committee moved onto the Ethics section. After much discussion, the committee decided to re-distribute the standards under Ethics to the Administration section and remove the Ethics section. The committee thought Standards #7-11 that were under Ethics fit better under Administration.

### **Closing Remarks**

Ms. Mann asked for a motion to adjourn the meeting at 4:09pm. Regina Pack Eller motioned to adjourn the meeting. The motion was seconded by Kandy Freeman and approved.

### **Actions before next meeting**

The Professional Standards Coordinator will draft up a sample application process for the committee to review at the June meeting. The Committee members' homework for the June meeting is to brainstorm measures for the standards under Crisis Intervention and Advocacy as well as questions they think may arise at the community forum. Then, by May 30<sup>th</sup>, the committee members' will pull data on trends at their respective agencies for the brief presentation to the Advisory Committee.

### **Public Comment**

No members of the public were present.

**Next Meeting: Tuesday June 19, 2018**

**10am-4pm**

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