

Virginia Sexual and Domestic Violence Program Professional Standards Committee

DRAFT Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
February 13, 2019

Members Present:

Jennifer Bourne, Director, Clinch Valley Community Action Agency
Teresa Christin, Executive Director, Avalon
Cathy Easter, Executive Director, Safe Harbor
Kandy Freeman, Assistant Executive Director, Madeline's House
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Candy Phillips, Executive Director, First Step
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center
Kristina Vadas, Manager of Victims Services, DCJS
Kristi VanAudenhove, Executive Director, VSDVAA
Rebecca Weybright, Executive Director, SARA Charlottesville

Members Present Remotely per 2.2-3708.1

Debbie Evans, Division Chief of the Sexual Assault Center & Domestic Violence Program, City of Alexandria Department of Community & Human Services
Caroline Jones, President/CEO, Doorways for Women & Families

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia

Others Present:

Courtney Meyer, Professional Standards Coordinator, DCJS

Welcome & Remarks

The meeting started at 10:15am with a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves.

Approval of November and January Minutes

Jennifer Bourne presented the November 28, 2018 minutes for approval. There were no corrections made to the minutes. Maria Simonetti made a motion to approve the minutes. The motion was seconded by Kandy Freeman and approved. Ms. Bourne presented the January 23, 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 Maria Simonetti and approved.

General Updates

Ms. Jones discussed how the VOCA Victims Services Grant Program's core services do not directly connect to the core services the committee has outlined in the standards. Ms. Jones is concerned about how this will effect programs' abilities to meet the professional standards and asked committee members for their thoughts. Members shared their concerns about how funding may fluctuate in the future and the effects that would have on programs being able to meet the core services outlined in the standards. A brief discussion followed about increasing state funding to make the bottom two levels of Category 3 funding higher, which would require legislative advocacy from all programs.

Ms. Jones checked in with members regarding the impact of the federal government shutdown to see if any members had anything to share. The members did not have anything to share.

Ms. Bourne shared with the committee that Regina Pack Eller is unable to serve on the committee moving forward. Kristina Vadas informed the committee that the Advisory Committee would be meeting sometime in March, which is when they will vote on a replacement.

Review of Standards

Ms. Bourne presented the clean draft of the professional standards prepared by Courtney Meyer for the committee to review. On page 3 for Acknowledgements, a member informed the committee that three of the previous members listed were no longer at their organizations and suggested to continue to update the content on the page going forward. Under Standard #2, a request was made to change "computer-based" to "self-directed." The members discussed the number of hours required for paid staff versus volunteers under Standard #2. A member suggested that the committee might want to focus on the training content instead of the training hours. The committee decided to discuss the training content and come back to the training hours later.

Ms. Meyer presented words for the glossary. The committee reviewed the words and decided to split up the words to define as their homework. Ms. Bourne facilitated the division of glossary words to each member in the room.

Training Content Discussion

Ms. Bourne asked members to share input that members' gathered from their staff regarding training content based on the previous accreditation training matrix from the Action Alliance. One member shared that her staff suggested adding information about mandated reporting. After a brief discussion about mandated reporting and what is legally required for them as advocates, the committee decided adding a general overview but not a full training on mandated reporting would be sufficient. A committee member suggested changing "cultural sensitivity" to "cultural competency." Another committee member suggested using "cultural humility" instead because a person can never be truly competent in every culture, but could practice an ongoing awareness and understanding of different cultures. The committee agreed to use "cultural humility." A member suggested changing "self-care" to "secondary trauma exposure." One last suggestion was to be more specific about "drug-facilitated" since alcohol is considered a drug; a suggestion was made to change "drug-facilitated" to "Alcohol & Other Drug-Facilitated Sexual Violence."

Ms. Bourne asked the committee if there was any content that the committee wanted to add to the training content from the Action Alliance's accreditation training matrix. Members suggested adding the following training topics:

- Human Trafficking
- Fair Housing & Domestic Violence
- Sexual Harassment- specifically regarding property managers
- Addiction & Recovery
- ACE's
- How to use an interpreter
- Trauma-informed, based on SAMSHA model
- Voluntary services-level 1, outreach
- Community engagement: outreach, prevention, and facilitation skills

Ms. Bourne asked the committee if there was content they wanted to remove from the Action Alliance's accreditation training matrix. A suggestion was made to remove "VAdata" and replace with "data collection."

Ms. Bourne asked the committee if there was content that the committee wanted to add or remove from the board training section of the Action Alliance's accreditation training matrix. A member suggested to expand on the "roles and responsibilities" topic to include strategic planning, conflict of interest, contingency planning, succession planning, fiduciary responsibility, fundraising/fund development, and grant funding. The committee had a brief discussion about including information about the Action Alliance in the board training. The committee decided to mention general information about the Action Alliance such as what they do and their contact information. The committee also discussed whether to have the board training separate from the rest of the training matrix or not.

Ms. Bourne asked the committee if they would want to make any changes to hours required for the levels on the training matrix from the Action Alliance. The committee discussed increasing Level I to 8 hours and rolling Level II content into Level III. Level I would be for staff, volunteers, and interns with no direct service with clients and the new Level II would be for staff, volunteers, and interns involved in direct service with clients. The committee also suggested removing "minimum" from both levels for them to read, "Level I: 8 Hours of Training for All Staff & Volunteers/Interns" and "Level II: 40 Hours of Training for All Staff & Volunteers/Interns."

Review of Standards: Vote

After reviewing the cleaned version of the standards and discussing the training content, the committee decided to keep the hours under Standard #2 as is for the time-being. Ms. Bourne presented the cleaned version of the standards for approval with the suggested corrections discussed previously. Cathy Easter made a motion to approve the standards with the suggested corrections. The motion was seconded by Kandy Freeman and approved.

Timeline

Ms. Bourne presented the following pieces of the timeline for discussion: funding, site visit, application, review process, marketing, and TA & follow-up.

Funding: The committee discussed tying funding to the standards and, as discussed at previous meetings, decided to still recommend not tying the standards to funding at implementation.

Site Visit: The committee discussed whether to have site visits. Ms. Meyer and Ms. Vadas presented options for how accreditation could look without site visits and/or having virtual site visits. Members expressed concern about the loss of face-to-face human connection and the value behind having in-person site visits. The committee discussed the logistics and costs of site visits. Ms. Vadas shared the fees from the DCJS law enforcement professional standards: \$250 for initial accreditation and re-accreditation, and \$100 annual fee for all accredited agencies. Their accreditation is on a 4-year cycle. Law enforcement agencies seeking initial or re-accreditation incur the costs of housing and meals for the site visit team. The committee discussed how logistically they would not be able to travel to 50 programs for site visits. A member suggested that instead of a team have one-person conduct the site visit such as the professional standards coordinator (Ms. Meyer) or a consultant. The committee discussed that if a consultant conducted the site visits, a fee of \$250 for applications and an annual fee of \$100 for accredited agencies could pay for the consultant, but probably not all associated travel costs. Ms. Bourne asked the committee if, overall, they thought that site visits were important. The majority of the committee responded, "Yes." The committee discussed how it might be best to wait to conduct the site visit until programs apply for re-accreditation to give programs more time.

Application: Ms. Bourne summarized what was discussed at the November meeting regarding the application and how the committee had thought about tiers for the application. The committee asked to focus on the review process more. Ms. Meyer was asked to send committee members a copy of the previous accreditation application from the Action Alliance.

Review Process: The committee discussed how to assess accreditation applications either through a scoring system or from an all-or-none approach. The committee briefly discussed whether there would be provisional accreditation status or not.

Marketing: The committee briefly discussed the "why" for becoming accredited. The committee discussed who would produce the marketing materials, which Ms. Meyer said she could coordinate with DCJS's graphics and IT departments. The committee also suggested marketing accreditation during the Action Alliance's directors' call.

TA & Follow-Up: The committee discussed how accreditation related TA would be facilitated by Ms. Meyer and more specific programmatic TA for accreditation could be provided by the Action Alliance.

Future Meeting Dates

Ms. Bourne asked the committee what dates would work for them to hold their May, June, and July meetings. Ms. Bourne suggested that the committee could hold a 2-day meeting one of those months for the committee to accomplish more tasks. The committee discussed various dates for each month and could not reach a consensus. Ms. Bourne asked Ms. Meyer to send out a Doodle poll to the committee to help determine meeting dates for May, June, and July.

Closing Remarks

The meeting adjourned at 3:35pm.

Actions before next meeting

Each member was assigned 5-6 words to define from the professional standards' glossary. Ms. Meyer will send out a copy of the previous accreditation application from the Action Alliance as well as a Doodle poll to determine May-July meeting dates.

Public Comment

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

Next Meeting: Thursday, March 28, 2019**10am-4pm****Shelter for Help in Emergency in Charlottesville, VA**