

Virginia Sexual and Domestic Violence Program Professional Standards Committee

DRAFT Meeting Minutes

Wednesday, May 19, 2021

10:00 a.m. – 1:00 p.m.

Zoom Meeting (COVID-19)

Members Present:

Jennifer Bourne, Director, Clinch Valley Community Action Inc.
Cathy Easter, Executive Director, Safe Harbor
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
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
Sheree Hedrick, Executive Director, Hanover Safe Place
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence
Stacey Sheppard, Director of Housing & Human Services, Total Action for Progress
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center
Laura Beth Weaver, Executive Director, Women's Resource Center of the New River Valley
Kristina Vadas, Manager of Victims Services, DCJS
Kristi VanAudenhove, Executive Director, Virginia Sexual and Domestic Violence Action Alliance

Members Absent:

Kandy Hayes, Domestic Violence Program Director, Southside Center for Prevention Inc.

Others Present:

Quillin Musgrave, Domestic Violence Program Specialist, VDSS

Welcome and Remarks

The meeting started at 10:05 a.m. Cathy Easter welcomed all members and determined that a quorum was present. Jennifer Bourne facilitated an icebreaker activity to begin the meeting.

Review and Approval of February 16, 2021 Minutes

Cathy Easter requested review of the February minutes for approval. The committee reviewed the minutes as presented. There were no corrections made to the minutes. Debbie Evans made a

motion to approve the minutes. The motion was seconded by Maria Simonetti. Candy Phillips abstained. The February 16, 2021 minutes were approved.

Upcoming *Code of Virginia* Changes & Bylaws Revisions

Kristina Vadas provided a summary of the changes to the *Code of Virginia* sections for this committee and for the Advisory Committee on Sexual and Domestic Violence. Changes are effective July 1, 2021.

The new application process will be through the Secretary of the Commonwealth's website. Information about the committee and available positions is not yet posted. DCJS staff will let the committee know when the application is online and available.

The committee discussed that this is the time for members to decide whether they can recommit to the committee or not. Members are asked to notify Kristina Vadas of one of the following options:

1. Planning to apply for an appointment to the committee
2. Willing to apply, but also willing to step aside if needed to increase diversity
3. Not planning to apply for an appointment

DCJS staff will begin working on a recruitment message to be sent to all sexual and domestic violence agencies. One of the goals of the Code changes is to increase diversity on the committee.

Regarding current bylaws, Cathy Easter and Debbie Evans volunteered to work together to make draft revisions to the bylaws. These revisions will reflect the upcoming Code changes; any additional changes to the bylaws will be made by the new committee members once appointed.

Review Procedures Drafts (Appeals & Approval/Voting)

Kristina Vadas presented revised drafts of the two procedures. For the Appeals Procedures, one edit was made. With this edit, a motion to approve this document was made by Maria Simonetti and seconded by Debbie Evans. The document was approved. For the Approval/Voting Procedures, a motion to approve was made by Linda Ellis-Williams and seconded by Candy Phillips. The document was approved. Both documents will be emailed to all current applicants and added to the DCJS Professional Standards webpages.

Discussion about Appeals Subcommittee Members

Cathy Easter asked for volunteers for the pool of potential Appeals Subcommittee members. She specifically asked for those who did not apply in this first round. Robin Gauthier, Sheree Hedrick, Candy Phillips, and Maria Simonetti volunteered. Linda Ellis-Williams and Kandy Hayes had already volunteered during the February meeting. Potential former members discussed in February included Cartie Lominack and Becky Weybright.

Status of DCJS Hiring & Applicant Email

Kristina Vadas discussed the open ad for the two part-time Professional Standards positions, and asked for members' help in spreading the word to potential applicants. She also shared that an email was sent to the 14 current applicants, providing them a status update on the application process.

2021 Meeting Schedule

The committee discussed timing for the next meeting and suggested mid- to late-August. DCJS will send out a Doodle poll to determine a set date.

During this meeting, the committee will discuss and determine the timeline for the second round of Professional Standards applications so that this information can be provided to the field.

Other Member Announcements

There were no other member announcements.

Public Comment

There were no public comments.

Meeting Summary

Action Items:

- DCJS will send a poll to schedule the August meeting.
- Committee members to notify Kristina Vadas of intent to apply for appointment.
- DCJS will draft a recruitment message to be sent to all sexual and domestic violence agencies.
- Cathy Easter and Debbie Evans will propose revisions to committee bylaws.
- During next meeting, the committee will discuss the timeline for the second round of Professional Standards applications.

Decisions/Votes:

- The committee voted to approve the meeting minutes for February 16, 2021.
- The committee voted to approve the Appeals Procedures document.
- The committee voted to approve the Approval/Voting Procedures document.