Virginia Sexual and Domestic Violence Program
Professional Standards Committee

DRAFT Meeting Minutes

Wednesday, July 12, 2023, 10:00 a.m. – 1:00 p.m.
Virtual Meeting
Pursuant to *Code of Virginia* § 2.2-3708.3

Members Present:

Angela Blount, Associate Director, Virginia Sexual and Domestic Violence Action Alliance
Judy Casteele, Executive Director, Project Horizon
Cori Davis, Program Director, Bedford Domestic Violence Services
Shel Douglas, Director, Fauquier County Social Services
Nancy Fowler, Program Manager, Office of Family Violence, DSS
Leonard Hall, Jr, Director, Millstone International Logistics
Tamy Mann, Director, Giles County Victim/Witness Assistance Program
Teresa McKensie, Assistant Director, Radford/Floyd Victim/Witness Assistance Program
Jennifer Quitiquit, Director, Chesterfield County Victim/Witness Assistance Program
Heather Sellers, Director, Bedford County Victim/Witness Assistance Program
Shelley Strain, Executive Director, Eastern Shore Coalition Against Domestic Violence[1]
Kristina Vadas, Manager of Victims Services, DCJS
Ellen Wheeler, Assistant Director, Project Horizon

Members Absent:

Elvira De la Cruz, Chief Executive Officer, Latinos in Virginia Empowerment Center

Professional Standards Team Members Present:

Amber Stanwix, Professional Standards Coordinator, DCJS
Andrea Sutton, Professional Standards Consultant, DCJS

Members of the Public Present:

Stephanie Andrews, CEO, YWCA of Central Virginia
Amia Barrows, Victims Services Grant Monitoring Supervisor, DCJS
Angela Davis, Office Manager/Executive Assistant, Laurel Center Intervention for Domestic and Sexual Violence

[1] Shelley Strain joined the meeting at 12:30p.m.

Lisa Herbaugh, Children's Project Coordinator, Laurel Center Intervention for Domestic and Sexual Violence
Jeff Kenney, Finance and Grant Coordinator, Laurel Center Intervention for Domestic and Sexual Violence
Melissa Kenney, Director of Operations, Doorways for Women and Families
Andi Martin, Sexual Assault and Intimate Partner Violence Program Coordinator, DCJS
Cindy Marzullo, Development Director, Laurel Center Intervention for Domestic and Sexual Violence
Diana Ortiz, President and CEO, Doorways for Women and Families
Angela Phillips, Director, Franklin County Family Resource Center
Faith Power, Executive Director, Laurel Center Intervention for Domestic and Sexual Violence
Chrissy Smith, Victims Services Grant Program Specialist, DCJS

Welcome & Remarks

The meeting was called to order at 10:00a.m. A roll call was done for the Committee members and the members of the public introduced themselves. There was a quorum of voting members present.

Approval of Meeting Minutes

The minutes from the May 9th meeting were reviewed by the Committee members. A motion to approve the minutes was made by Ellen Wheeler, and Shel Douglas seconded the motion. After a vote, the minutes were unanimously approved.

Updates

Amber Stanwix and Andrea Sutton, the Professional Standards Team, provided a brief update to the Committee regarding the upcoming round of accreditation applications. They reported that an information session was offered for the upcoming round and that they are accepting Organizational Self-Assessment Summaries through July 31st. Currently, no Summaries have been submitted.

Review of Accreditation Recommendations

Amber Stanwix and Andrea Sutton conducted the review of accreditation recommendations.

<u>The Laurel Center Intervention for Sexual and Domestic Violence</u>

After a presentation by the Professional Standards Team demonstrating that the agency met all the Professional Standards, Shel Douglas made a motion to approve the accreditation status recommendation, and Tamy Mann seconded the motion. The Professional Standards Committee voted 9-0 to grant full accreditation status to the Laurel Center Intervention for Sexual and Domestic Violence as a dual sexual and domestic violence agency.

Safe Harbor

After a presentation by the Professional Standards Team demonstrating that the agency met all the Professional Standards, Leonard Hall, Jr. made a motion to approve the accreditation status recommendation, and Jennifer Quitiquit seconded the motion. The Professional Standards Committee voted 9-0 to grant full accreditation status to Safe Harbor as a dual sexual and domestic violence agency.

Eastern Shore Coalition Against Domestic Violence

After a presentation by the Professional Standards Team demonstrating that the agency met all the Professional Standards, Teresa McKensie made a motion to approve the accreditation status recommendation, and Cori Davis seconded the motion. The Professional Standards Committee voted 9-0 to grant full accreditation status to the Eastern Shore Coalition Against Domestic Violence as a dual sexual and domestic violence agency. The Executive Director of this agency, Shelley Strain, was not present at the meeting when this presentation occurred and, therefore, did not vote.

YWCA of Central Virginia

During the presentation by the Professional Standards Team for this agency, the Team raised two areas in which it appeared that the agency is not currently meeting the requirements of the Standards. First, the Team was unable to determine that the agency is fully meeting the training requirements under Professional Standard #2. In addition, the agency is not currently meeting the requirement to protect its files from fire. Due to these issues, the Professional Standards Team recommended that the agency be granted provisional accreditation status. Under this status, the agency will have up to six months to create a plan of action to address these issues, and then up to 12 months to demonstrate that the issues have been resolved.

After the presentation by the Professional Standards Team, Shel Douglas made a motion to approve the accreditation status recommendation, and Ellen Wheeler seconded the motion. The Professional Standards Committee voted 9-0 to grant provisional accreditation status to the YWCA of Central Virginia as a dual sexual and domestic violence agency.

Franklin County Family Resource Center

After a presentation by the Professional Standards Team demonstrating that the agency met all the Professional Standards, Tamy Mann made a motion to approve the accreditation status recommendation, and Shel Douglas seconded the motion. The Professional Standards Committee voted 9-0 to grant full accreditation status to the Franklin County Family Resource Center as a domestic violence agency.

Doorways for Women and Families

After a presentation by the Professional Standards Team demonstrating that the agency met all the Professional Standards, Tamy Mann made a motion to approve the accreditation status recommendation, and Shel Douglas seconded the motion. The Professional Standards Committee voted 9-0 to grant full accreditation status to Doorways for Women and Families as a dual sexual and domestic violence agency.

Lunch

The Committee broke for lunch at 11:25a.m. The meeting resumed at 12:30p.m.

FOIA Discussion: Presence of Committee Members

Under the Professional Standards Accreditation Status Process document and the Professional Standards Application Process document, Committee members who are affiliated with an applicant agency are required to withdraw their participation and presence during the presentation of accreditation status recommendation for that agency. Concerns have been raised that this requirement may violate Virginia's Freedom of Information Act.

Amber Stanwix informed that group that, under *Virginia Code* § 2.2-3707, all meetings of public bodies are required to be open, except in certain circumstances that do not apply to the Professional Standards Committee. The Committee Chair then raised the issue that the requirement of the Committee seems to conflict with this law. In addition, the withdrawal requirement conflicts with the process of allowing representatives from other agencies to observe the presentations.

After a brief discussion, the Committee determined that the process documents should be amended to remove the requirement that Committee members withdraw when their agencies are being presented, although they will not be allowed to participate in the discussion. In addition, Committee members will be allowed to excuse themselves during the presentation if they wish to do so.

Professional Standards Revision

Andrea Sutton led a brief discussion about the process for revising the Professional Standards. She informed the Committee that the Team plans to examine each Standard and provide any related suggestions or concerns that the Team has developed over the past two years. She emphasized that one of the areas in which the Team would like to improve the Standards is developing some metrics that can be used to measure whether a Standard is begin met.

The group had a brief discussion about the process of revision and which agencies will be impacted. The Team clarified that the agencies who will apply in the upcoming round will still be applying under the current Standards and that any revisions will only begin to be used in the

fourth round. In addition, a Committee member emphasized that this process is not about completely rewriting the Standards, but rather clarifying, redefining, and polishing.

Andrea Sutton informed the group that the Team will send an email to all Committee members asking for suggestions regarding the Standards and that these will be used to begin the discussion at the September meeting.

Public Comment

There were no comments from the public.

Closing Remarks

The meeting adjourned at 1:00p.m.

Action Items

- Should a procedure document be developed to lay out the steps that the Professional Standards Team will take should a follow-up visit be deemed necessary?
- Should members of the Committee who are not leadership staff of sexual and domestic violence programs be able to vote on accreditation status recommendations?
- Should there be a process by which the records of the Professional Standards Team are audited? If so, who would be responsible for that?
- Should accreditation under Professional Standards be tied to grant funding in some way? If so, how?

Future Meetings

- September 27, 2023, 10:00a.m. to 4:00p.m., Tuckahoe, Henrico Public Library