

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center
Charlottesville, VA
August 28, 2019

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
Kandy Hayes, Domestic Violence Program Director, Southside Center for Prevention Inc.
Caroline Jones, President/CEO, Doorways
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center
Kristina Vadas, Manager of Victims Services, DCJS
Kristi VanAudenrove, Executive Director, VSDVAA
Laura Beth Weaver, Assistant Director, Women's Resource Center of the New River Valley
Rebecca Weybright, Executive Director, SARA Charlottesville

Absent Members:

Candy Phillips, Executive Director, First Step

Others Present:

Chad Felts, Victims Services Grant Program Specialist, DCJS

Others Absent:

Courtney Meyer, Professional Standards Coordinator, DCJS

Welcome & Remarks

The meeting started at 10:20am with a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves.

Review May and June Minutes

Ms. Jones presented the May 29, 2019 minutes for review. There was one change made to the minutes for clarification. The committee agreed upon the following edit, "The first round of accreditation will be completed by June 2023." Laura Beth Weaver made a motion to approve the minutes, with the edit. The motion was seconded by Cathy Easter and approved.

Ms. Jones presented the June 10, 2019 minutes for approval. Cathy Easter made a motion to approve the minutes. The motion was seconded by Rebecca Weybright and approved. Caroline Jones abstained.

Updates

Ms. Jones asked if anyone had updates to share. Kandy Hayes shared that her agency will start providing SANE exams as of October 1st and their Forensic Advocacy Center will open on September 1st. Additionally, Ms. Hayes's agency is allowing domestic pets for clients requesting shelter arrangements. Kristi VanAudenrove shared that the Action Alliance received nine applications to fill Teresa Christin's vacancy. Ms. VanAudenrove said they added a question on the application asking whether they could share the application(s) with DCJS if the Advisory Committee had a seat to fill. This will help create a pool of potential members for when there are future vacancies on the committee. The Action Alliance's Governing Body will be voting on Teresa Christin's replacement in September.

Crime Commission Survey

Ms. Jones presented the Crime Commission Survey for review. The committee raised concerns about Question #22 with regards to asking about the opportunity to provide feedback versus actually providing feedback. The committee decided to flip Question #22 with #21 and reword #21 as follows, "Has your agency reviewed the draft SDVA professional standards released in September 2018?", with #22 to ask, "Did your agency provide feedback on the draft SDVA professional standards during the public comment period?" The committee discovered that page 11 (Questions 23-26) of the survey was missing from the copies provided to the committee. Reviewing the rest of the survey was tabled to the September meeting due to the missing questions.

Standards

Ms. Jones presented the draft of the professional standards for review. The committee made several edits throughout. Within the standards themselves, there was a request for the non-discrimination language to mirror the language used in the federal civil rights act. The committee decided to replace "staff member" with "advocate" throughout the document. The committee discussed the portions that mention, "maintaining documentation of number of requests." The committee decided to focus less on specific numbers and more on tracking the needs, both met and unmet—change to, "Document requests for services and services provided." The committee also discussed adding a sentence about language access to Standard #1 near or with the non-discrimination portion. The committee decided to vote on the standards in September.

Training Matrix

The committee reviewed the draft of the training matrix. The committee made several minor edits. The committee added a sentence under the Board of Directors training, "Training for Board of Directors members is content-specific. Length of training will be determined by the agency." Ms. Jones presented the training matrix for approval. Rebecca Weybright made a motion to approve the training matrix. The motion was seconded by Cartie Lominack and approved.

Glossary

The committee reviewed the draft of the glossary. The committee would like consistency in structure and voice, definitions that "sound like us," and context in the definitions versus pure

dictionary definitions. The committee made several edits throughout the glossary. Cartie Lominack, Kristi VanAudenhove, and Laura Beth Weaver volunteered to work on edits to the glossary in order to hopefully vote on a final draft at the September meeting. A revised version of the glossary will be sent to Courtney Meyer by Friday, September 6th.

Roll-Out Messaging and Marketing

The committee discussed whether the standards and accreditation process will be ready by October 1st. Ms. Jones, Maria Simonetti, and Rebecca Weybright will work on drafting a “Coming Soon” save-the-date style notification to send out to agencies after the September meeting, providing important dates, a timeline of events, and FAQs. The organizational self-assessment and cover sheet will need to be amended to reflect the proposed changes to the standards discussed. The committee decided to amend the cover sheet to remove the points tally and simply ask the agencies if they are ready to apply/participate.

Next Meeting

Ms. Jones reviewed the items to be discussed at the September meeting:

- Revised standards
- Glossary
- “Coming Soon” notification
- Organizational self-assessment and cover sheet
- Standards-related questions from the draft Crime Commission survey

Additional items to discuss include:

- Accreditation process documents
- Application and scoring

Closing Remarks

There was discussion about rescheduling the September meeting to allow more members to attend. However, no good date could be agreed upon and it was later determined that enough members could attend to have quorum for voting purposes.

The meeting adjourned at 3:43pm.

Public Comment

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

Actions before next meeting

Ms. Lominack, VanAudenhove, and Weaver will send their edits to the glossary to Courtney Meyer by Friday, September 6th. Ms. Jones, Simonetti, and Weybright will work on save-the-date items for accreditation roll-out. A Doodle poll will be sent out to all members to determine the October and November meeting dates. There was interest in making the October meeting a day and a half, depending on what is accomplished at the September meeting.

Next Meeting: Wednesday September 11, 2019

10am-4pm

Shelter for Help in Emergency in Charlottesville, VA