

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
October 24, 2018

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### **Members Present:**

Jennifer Bourne, Director, Clinch Valley Community Action Agency  
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 Freeman, Assistant Executive Director, Madeline's House  
Caroline Jones, Executive Director, Doorways for Women & Families  
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*

Regina Pack Eller, Executive Director, Family Resource Center

### **Absent Members:**

Teresa Christin, Executive Director, Avalon

### **Others Present:**

Courtney Meyer, Professional Standards Coordinator, DCJS

### **Welcome & Remarks**

The meeting started at 10:16 am with a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves.

### **Approve Minutes from August and September 2018 Meetings**

Ms. Jones presented the August 22, 2018 minutes for approval. There were no corrections made to the minutes. Debbie Evans made a motion to approve the minutes. The motion was seconded by Rebecca Weybright and approved. Ms. Jones presented the September 24, 2018 minutes for approval. Cartie Lominack made a suggestion on p.2 of the minutes to add 'recommend' before "not tie" in the last sentence of the section on tying accreditation to

funding. Cathy Easter made a motion to approve the minutes with the addition of 'recommend.' The motion was seconded by Rebecca Weybright and approved.

#### **Review Comments for Standards #1-4**

The committee broke into small groups for an hour to go through the comments for standards #1-4 and categorize them into needs more research, needs clarification, and other/disregard. The committee reconvened and went through each comment. The committee discussed adding a note or section right before the standards to direct individuals to the manual for further guidance on the standards and measures.

For the second measure under Standard #1 regarding no fees, the committee decided they would need to have an extended conversation on fees later in order to clarify the measure. The committee discussed possibly clarifying the measure in the manual, defining crisis intervention, adding VOCA/VAWA to clarify, and/or adding another measure. There was a discussion about user fees for the community versus contracts fees. For Standard #1's third measure, the committee decided to replace 'around' with 'inside' due to concerns in the comments about signage on the outside of programs' facilities. The committee discussed the need to clarify 'noticeable inclusions' later. For the fourth measure under Standard #1, the committee decided to add multicultural competency to the measure and to provide examples of options for civil rights, diversity, and multicultural competency trainings in the manual or application. For the overall comments for Standard #1, the committee decided to move "regardless of income" from the third comment to the second measure before 'no fees.'

For Standard #2's first measure, the committee decided to remove 'course' to avoid confusion. The committee decided to define what "at least one more refresher training annually" is later in the second measure of Standard #2. For Standard #2's third measure, the committee replaced 'Maintain copies of' with 'Ensure' as well as removed the definitions of sexual and domestic violence. The committee decided to add a note to the measure for programs to see the glossary for the fuller definitions. For the first measure under Standard #3, the committee decided to remove 'course' to avoid confusion.

For Standard #4's second measure, the committee decided we could utilize the one comment about adding how supervision hours are tracked to the application by asking a question such as, "Explain the supervision process at your agency." For Standard #4's third measure, the committee decided to replace 'solvency' with 'fiscal responsibility' to clarify the measure. For the last measure of Standard #4 regarding boards, the third requirement listed in the measure on what boards must have and adhere to discusses board orientation. The committee decided to add 'and training' after 'board orientation' in the third requirement. Additionally, in the third requirement, the committee decided that the board orientation would also include the mission of the agency and the board members' roles and responsibilities. The committee also decided to add conflict of interest to the board training due to a comment regarding agency employees on the board. In Standard #4's overall comments, the third comment suggests adding 'fiscal policies that detail auditing, internal controls, and procurement requirements.' The committee decided to add this to the third measure under Standard #4 that addresses fiscal responsibility.

For the first measure under Standard #5, the committee decided to add 'state and federal' before 'regulations and contracts.' For Standard #5's second and third measures, the

committee decided to join the two measures since they are similar and replace 'evidence' with 'policy/plan.' The committee also discussed having special conditions underneath the measure if an agency does not conduct criminal and/or Child Protective Services background checks on their staff and volunteers. For the fourth measure under Standard #5, the committee decided to replace 'Code of' with 'Ethical & Behavior.' The last comment under the fourth measure suggested adding sexual harassment training. The committee decided that sexual harassment training would be something in an agency's personnel policy and training.

### **Training**

The majority of the comments received on Standards #1-4 were questions and concerns about training. The committee decided to look closer at training and expand on what they have in the measures by looking at the intent of the training hours. The committee decided to look at training through the following lenses: orientation, training, refresher, and professional development. Ms. Jones asked who would like to be in a small group to research and expand on training more through those four lenses in between this meeting and the November meeting. Ms. Jones volunteered herself to be in the small group and the other members who volunteered to join her were Cathy Easter, Debbie Evans, and Maria Simonetti. Ms. Jones asked the rest of the committee to look at the Action Alliance's training plan and how they could evolve it before the next meeting. A committee member suggested the creation of a checklist for onboarding for agencies to utilize for what new staff should learn within the first few weeks. The committee also discussed what happens when staff move from one agency to another in regards to training and the committee decided that whether additional training was needed for that individual would be up to the discretion of the agency's director. Ms. Jones also asked Ms. Weybright if she could look at the Introduction to the standards and measures that she had written to determine if it needed to be refreshed or not. Ms. Jones also discussed the possibility of an 'Introduction to Accreditation' training for programs to understand the incentives and to encourage buy-in from programs.

### **2019 Meetings**

The committee set dates for their January-April 2019 meetings. The dates are as follows:

Wednesday January 23, 2019

Wednesday February 13, 2019

Thursday March 28, 2019

Thursday April 25, 2019

The meetings will continue to be held from 10am-4pm at the Shelter for Help in Emergency-Community Outreach Center.

### **Closing Remarks**

The meeting adjourned at 3:45pm.

### **Actions before next meeting**

Caroline Jones, Cathy Easter, Debbie Evans, and Maria Simonetti will research and expand on the training and its intent. The rest of the committee will look at how to evolve the Action

Alliance's training plan and categorize the comments for the rest of the standards into needs more research, needs clarification, and other/disregard. Rebecca Weybright will look at refreshing the Introduction to the standards and measures.

**Public Comment**

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

**Next Meeting: Wednesday, November 28, 2018**

**10am-4pm**

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