

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
June 10, 2019

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### **Members Present:**

Jennifer Bourne, Director, Clinch Valley Community Action Agency  
Cathy Easter, Executive Director, Safe Harbor  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Candy Phillips, Executive Director, First Step  
Kristi VanAudenhove, Executive Director, VSDVAA  
Laura Beth Weaver, Assistant Director, Women's Resource Center of the New River Valley  
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:**

Teresa Christin, Executive Director, Avalon  
Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia  
Kandy Freeman, Domestic Violence Program Director, Madeline's House  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Kristina Vadas, Manager of Victims Services, DCJS

### **Others Present:**

Courtney Meyer, Professional Standards Coordinator, DCJS

### **Welcome & Remarks**

The meeting started at 10:13am without a quorum present. Jennifer Bourne welcomed everyone and asked members to introduce themselves.

### **Review May Minutes**

Ms. Bourne presented the May 29, 2019 minutes for review. A committee member suggested clarifying "The implementation of standards would end June 2023." Due to a lack of quorum, the committee will vote on the May minutes in August.

### **Training Matrix Review**

Laura Beth Weaver shared an updated version of the training matrix for the committee to review. The committee decided to add more clarification regarding the training matrix in the matrix's introduction paragraph. Caroline Jones drafted content for the clarification, and the committee liked the content and decided to vote on the addition at the August meeting.

### **Organizational Assessment and Cover Sheet (RFC)**

Courtney Meyer shared the organizational assessment in an Excel version. The committee reviewed the assessment and discussed how to score the assessment. There was discussion about the first round consisting of a certain number of agencies with the highest scores and the committee briefly discussed cut-off scores. Then, the committee focused on the cover sheet for the organizational assessment and brainstormed items to include on the cover sheet. Ms. Meyer will formally draft up the cover sheet for the organizational assessment for the committee to review in August.

### **Update Training Language**

Ms. Bourne led the committee through reviewing the language in Standard 2 to ensure the language was consistent with the training matrix. After updating language in Standard 2, the committee decided to review all of the standards for language consistency and made minor changes. The changes made will be voted on in August.

### **Updated Timeline and Implementation Plan**

The committee reviewed the updated timeline. Ms. Bourne shared her concern with having the first 20 agencies with the highest organizational assessment scores being selected for the first round of accreditation applications. The committee discussed the selection process more and decided to randomly select agencies, regardless of their organizational assessment score, who indicate on the cover sheet that they are "Ready" to apply for accreditation.

### **Application and Attachments**

The committee began reviewing the Action Alliance's accreditation application and tried to match questions to the current professional standards. The committee struggled with this and switched methods. Instead, the committee went through all the standard's measure and marked each standard's measure as either: a) application question; b) attachment; and/or c) site visit.

### **Scoring, Tiers, and Fees**

The committee discussed how the application and site visit would be scored. This discussion connected to a question about having tiers. The committee decided that it is too late to have tiers and that instead, based on the application and site visit, agencies would be given either provisional or full accreditation. For the fees, Ms. Meyer shared that DCJS has the ability to house the accreditation application fees and that it would be up to the committee to decide how the fees would be utilized. Ms. Meyer shared how the code states, "May adopt...fees...", and that Kristina Vadas interpreted that part as the committee could or could not have fees for accreditation. The committee discussed what the fee could be used for such as certificate plaques or bigger training. The committee decided that a reasonable fee for a three (3) year accreditation is \$150. The committee will vote on this fee in August.

Ms. Bourne asked Rebecca Weybright to share an update on her conversation with Nancy Fowler from VDSS regarding tying funding to accreditation. Ms. Weybright said that Ms. Fowler

has three (3) year grants being released soon and does not plan to tie accreditation to the grants being released. Ms. Weybright also shared how Ms. Fowler felt that VDSS has not felt connected to the current professional standards process.

### **Closing Remarks**

Ms. Meyer will ask Kristina Vadas for the current draft of the crime commission's survey to be shared with committee for them to use as a basepoint for creating professional standards questions for the survey. The committee listed what they would have to vote on in August:

- May Minutes
- Training Matrix
- Standards
- Format of Organizational Assessment
- Cover Sheet for the Organizational Assessment
- The standard's measures marked as a Question, Site Visit, and/or Attachment for the application process
- Scoring as Provisional and Full
- Fees
- Glossary

In August, the committee would also like to discuss having a confidentiality statement for the committee when reviewing applications, a grievance policy, and the appeals process. The meeting adjourned at 3:52pm.

### **Actions before next meeting**

Ms. Meyer will connect with Cartie Lominack to determine if the meeting space would be available on September 9<sup>th</sup> or 11 for September's meeting date. Ms. Meyer will draft a cover sheet for the organizational assessment and send out to the committee for review.

### **Public Comment**

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

**Next Meeting: Wednesday August 28, 2019**

**10am-4pm**

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

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
May 29, 2019

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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  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Caroline Jones, President/CEO, Doorways for Women & Families  
Candy Phillips, Executive Director, First Step  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Laura Beth Weaver, Assistant Director, Women's Resource Center of the New River Valley  
Rebecca Weybright, Executive Director, SARA Charlottesville

### *Members Present Remotely per 2.2-3708.1*

Kristina Vadas, Manager of Victims Services, DCJS

### **Absent Members:**

Teresa Christin, Executive Director, Avalon  
Kandy Freeman, Domestic Violence Program Director, Madeline's House  
Kristi VanAudenrove, Executive Director, VSDVAA

### **Others Present:**

Courtney Meyer, Professional Standards Coordinator, DCJS

### **Welcome & Remarks**

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

### **Approval of February and April Minutes**

Ms. Jones presented the February 13, 2019 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 Debbie Evans and approved. Caroline Jones and Laura Beth Weaver abstained. Ms. Jones presented the April 25, 2019 minutes for approval. There were no corrections made to the minutes. Laura Beth Weaver made a motion to approve the minutes.

The motion was seconded by Maria Simonetti and approved. Jennifer Bourne, Debbie Evans, and Cartie Lominack abstained.

### **Crime Commission Survey & Advisory Committee**

Ms. Jones shared an update from a phone call conversation with the Crime Commission's Executive Director, Kristen Howard. Ms. Howard told Ms. Jones how the Crime Commission was updating data to a survey done a few years ago to obtain a current pulse on the field. Ms. Howard explained how the survey has been delayed several times and that there is no rush; June is not a hard deadline. Ms. Jones said that Ms. Howard stated, "my timeline is your timeline." Ms. Howard asked Ms. Jones how the survey can be strategically helpful by being released in the summer before the standards are released or in the fall when the field will have the standards on hand. Ms. Howard also welcomed the committee to write questions for the professional standards section of the survey.

Ms. Jones discussed her concerns about releasing the standards when some agencies didn't receive all the funding they requested under the VOCA Victims Services Grant Program (VSGP) and that in FY22 there is a possibility that VOCA funding could decrease again. Ms. Jones also discussed how this committee should advocate and work together with the Advisory Committee since the Advisory Committee has legislators at the table who can make legislative changes. Ms. Jones would like to set up a proactive way to keep connected to the Advisory Committee to work in harmony and partnership. Jennifer Bourne suggested forming a similar connection with the Governing Body of the Action Alliance since both the Advisory Committee and Action Alliance are responsible for appointing members to this committee.

The committee discussed the timing of releasing the standards and the best time to suggest to Ms. Howard for the Crime Commission's survey to be released. The committee would like to know the timeline for them to write questions for the survey and the Crime Commission's turn around time for writing their final report after all the survey data is collected. Ms. Howard had shared how in order to make any legislative changes, the Crime Commission has to have the survey's final report by the end of December. Ms. Jones will follow-up with Ms. Howard regarding a timeline for writing survey questions and the Crime Commission's turn around time for the final report.

### **Resources Discussion**

Ms. Jones shared information about resources moving forward from a phone conversation between herself, Jennifer Bourne, Courtney Meyer, Kristina Vadas, and Kristi VanAudenhove. Ms. Jones discussed how DCJS will not link the standards to funding per Ms. Vadas. Ms. Jones provided clarification that DCJS will be able to provide a contract position to conduct the site visits (per Ms. Vadas). This led to a discussion on communicating with other funders and asking them to not tie the standards to funding. Rebecca Weybright offered to reach out to VDSS. Ms. Jones discussed ensuring that a professional standards site visit and a funder/monitoring site visit are different. The committee discussed the incentive to become accredited with not having funding tied to the standards as well as the impact of the VSGP grant awards on the standards. The committee decided that there was not going to be a perfect time to release the standards and to continue moving forward.

### **Training Matrix**

Laura Beth Weaver led the committee in a review of the training matrix that she re-organized. The committee reviewed the training matrix and made changes as necessary. The committee decided to wait to vote on the training matrix at the June meeting.

### **Timeline and Implementation Plan**

Ms. Jones discussed how the committee would focus on completing the application and marketing pieces at their June and August meetings. Ms. Meyer shared the Doodle poll results for the August meeting and the committee decided on Wednesday August 28th. Ms. Jones talked about having a reference library for agencies regarding different organizations who can provide TA. The committee listed scoring sheets that will need to be created for the following: a) Organizational Assessment, b) Application, and c) Site Visit. Ms. Bourne reminded the committee about creating a grievance process and Ms. Jones added that to the committee's to-do list. The committee decided that accreditation would be good for three (3) years and then agencies would re-apply. Candy Phillips emphasized how the committee will need to think through the re-accreditation process.

The committee discussed and created a timeline for implementing the standards. The committee plans on creating a save-the-date to be sent to all agencies on September 1<sup>st</sup> so agencies are aware of the standards' release. Ms. Jones presented the timeline below for approval. Candy Phillips made a motion to approve the timeline. The motion was seconded by Debbie Evans and approved.

<b>Date</b>	<b>Task</b>
Oct/Nov 2019	Roll out standards to all SDV Providers Organizational assessment—submit Request for Consideration (RFC) plus self scores/First 20 with score of ____ or above
Dec 2019	1 month: PSC Coordinator coordinates with DCJS Contract position to set-up site visits and invite first round applications
Jan-Feb 2020	First round complete applications
March-July 2020	5 months for 20 site visits to be completed by the DCJS Contract position and for application scoring
Rolling	PSC voting on Applications

The first round of accreditation will be complete by June 2023.  
Accreditation will begin for each agency when they are approved.

### **Application Fees**

The committee discussed the application fee and suggested \$250 for agency's applying for three (3) year accreditation. Ms. Meyer will ask Ms. Vadas how the fee, if implemented, will be handled by DCJS.

### **Closing Remarks**

Ms. Jones discussed that at the June meeting the committee will update the standards with training language and decide the format for the application. The meeting adjourned at 3:50pm.

**Actions before next meeting**

Ms. Weybright will connect with VDSS about not tying the standards to funding. Ms. Meyer will send out a Doodle poll to determine September's meeting date.

**Public Comment**

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

**Next Meeting: Monday June 10, 2019**

**10am-4pm**

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

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

Shelter for Help in Emergency's Community Outreach Center  
Charlottesville, VA  
April 25, 2019

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### **Members Present:**

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia  
Kandy Freeman, Domestic Violence Program Director, Madeline's House  
Caroline Jones, President/CEO, Doorways for Women & Families  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
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

### *Members Present Remotely per 2.2-3708.1*

Cathy Easter, Executive Director, Safe Harbor  
Candy Phillips, Executive Director, First Step

### **Absent Members:**

Jennifer Bourne, Director, Clinch Valley Community Action Agency  
Teresa Christin, Executive Director, Avalon  
Debbie Evans, Division Chief of the Sexual Assault Center & Domestic Violence Program, City of Alexandria Department of Community & Human Services  
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency  
Kristina Vadas, Manager of Victims Services, DCJS

### **Others Present:**

Courtney Meyer, Professional Standards Coordinator, DCJS

### **Welcome & Remarks**

The meeting started at 10:15am without a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves. One new member introduced was Laura Beth Weaver, Assistant Director of the Women's Resource Center of the New River Valley.

### **Review February Minutes**

Ms. Jones presented the February 13, 2019 minutes for review. The committee was unable to approve the February minutes due to lack of quorum. The approval of the February minutes was tabled until the May meeting.



## **Update from Advisory Committee**

Ms. Jones asked Cathy Easter to provide the committee with an update from the Advisory Committee's meeting in March. Ms. Easter attended the Advisory Committee's meeting in March to provide an update on the professional standards. At the meeting, Ms. Easter learned about a needs assessment survey that the Crime Commission was releasing to sexual and domestic violence agency directors for feedback on various topics including the professional standards. Ms. Easter described how the survey questions about the standards assumed the field had viewed the final version of the standards. A discussion ensued about the survey and why this committee was not consulted. A staff member from the Crime Commission was on the phone and members were able to ask clarifying questions about the survey.

## **Timeline**

Ms. Jones proposed a timeline to have the accreditation process rolled out in September:

Current Meeting (April): Review training matrix and begin creating the application.

May: Continue working on the application, discuss application fees, and vote on the completed training matrix.

June: Review process/site visit, marketing and roll-out, and technical assistance. Soft release of the standards and training matrix to the field to prepare them for September.

July: No meeting.

August: In the last week of August hold a 1-2 day meeting to wrap up and prepare to roll-out the accreditation process in September. The Professional Standards Coordinator, Courtney Meyer, will send out a Doodle poll to determine the August meeting dates.

Ms. Jones discussed how the committee will also need to determine the intersection between funders, the Professional Standards Committee, and accreditation; the primary purpose of the site visit; and a time frame for when an agency has not met accreditation.

## **Training Matrix**

Ms. Jones asked the committee to review the training matrix. A committee member suggested to add headings at the top and include a line referencing back to the standard on how the training can be achieved through in-person, online, and more. Laura Beth Weaver volunteered to organize the training topic categories based on the professional standards' categories (Administration, Crisis Intervention, Advocacy, and Community Engagement). After Ms. Weaver makes edits, the committee will vote on the training matrix at the May meeting.

## **Application Discussion**

Ms. Jones proposed that instead of starting from a blank slate that the committee use an existing application(s) as a starting off point. Ms. Jones asked the committee to take fifteen minutes to briefly review the three sample applications: Action Alliance, Oklahoma, and Washington State. The committee decided to utilize parts of Oklahoma's checklist for listing attachments and to not use any part of Washington State's application. The committee decided to use the Action Alliance's application as a basepoint and went question by question to make necessary edits. The committee reached question five when they decided to go standard by standard and compare to what is currently on the Action Alliance's application to determine what needs modified and/or added.

Ms. Jones facilitated a discussion with the committee regarding the application process. She suggested having an organizational assessment for agencies to utilize in determining whether they are ready to apply for accreditation. Example:

Standard	Measure	Yes	In Progress	No	TA Needed
Admin-#1	Non-discrimination policy				
	Regardless of income, no fees are charged.				

Each agency would have three months to complete the organizational assessment. A sample timeline for the application process would be:

- September 2019: Roll-out, begin 3 year implementation.
- Oct-Dec 2019: Agencies are working on their organizational assessments. Scoring guidelines will be shared with everyone.
- Jan-Feb 2020: All organizational assessments are reviewed and scored. The assessments would be scored based on the number of “Yes” the agency marks. This will determine what agencies are in the top third, second third, and final third. The top third would be invited to apply to be accredited in 2021, second third for 2022, and final third for 2023.
- March 2020: Each agency would be notified about their status based on the organizational assessments.
- April 2020: The top third group would submit their applications for accreditation.
- May 2020-March 2021: Complete site visits for the top third group. After site visits are completed, the agencies would either be fully accredited or not. If they are not awarded full accreditation, they would either be a) given 30 days to fix minor pieces and if satisfactorily completed be awarded full accreditation –OR- b) be asked to seek technical assistance and try again the following year.
- Repeat for the second third (2022) and final third (2023) groups.

To solidify the scoring process for the organizational assessment, the committee discussed needing to determine what items are non-negotiables. The committee also discussed the need to define the tiers. With the application process and moving forward, Ms. Jones reminded the committee of key assumptions:

- “Staffed by” 12 committee members and 1 professional standards coordinator (Courtney).
- Action Alliance?: May be able to offer a dedicated staff person.
- TA: webinars and in-person trainings.
- 55-75 agencies, which means we could have 12-20 site visits per year (1-2 per month).
- Committee does not want the standards tied to funding until full 3 years are done.

**Closing Remarks**

The meeting adjourned at 3:10pm.

**Actions before next meeting**

Ms. Meyer will send out a Doodle poll to determine August's meeting date(s).

**Public Comment**

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

**Next Meeting: Wednesday May 29, 2019**

**10am-4pm**

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

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## Approved Meeting Minutes

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

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### **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**