

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

Albemarle County Police Department, Training Room B
Charlottesville, VA
October 16, 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
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence
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:

Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center

Others Present:

Courtney Meyer, Professional Standards Coordinator, DCJS

Welcome & Remarks

The meeting started at 10:22am with a quorum present. Caroline Jones welcomed everyone and asked members to introduce themselves. Ms. Jones shared that the committee has a new member, Robin Gauthier from Samaritan House, who will be at their November meeting.

Reviewed Group Guidelines

Ms. Jones reminded the committee about the group guidelines they had developed at their previous meeting. The group guidelines were posted on the wall in the room for the committee to refer to throughout the meeting. Ms. Jones reiterated to the members that Courtney Meyer and other DCJS staff are a resource for editing and that they can do grammar/spelling checks so that the committee can focus on content and context.

Review September Minutes

Ms. Jones presented the September 11, 2019 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. Jennifer Bourne abstained.

Standards

Ms. Jones presented the warm hand-off language that she and Ms. Meyer added to Standard 11. The committee discussed the use of the term “warm hand-off” and other language to use instead. The committee decided to remove the warm hand-off language in the standard itself and instead modified the first measure to read, “Establish and maintain protocols for addressing shelter requests including those that cannot be met and those that originate outside your service area. These protocols must include collaborative efforts across agencies to directly connect survivors in imminent danger to appropriate resources.” Ms. Jones presented the updates to Standard 11 for approval. Debbie Evans made a motion to approve the updates to Standard 11. The motion was seconded by Linda Ellis-Williams and approved.

Ms. Jones presented updates to Standard 16 made by Kristi VanAudenhove to include the Virginia State’s Prevention Plan and Guidelines for Primary Prevention. The committee asked for more information about the state plan. Ms. VanAudenhove explained the creation of the state prevention plan has been a collaborative effort between the Virginia Department of Health (VDH), Virginia Department of Social Services (VDSS), DCJS, VSDVAA, and eight sexual and domestic violence programs. The state prevention plan is going through final approvals amongst those involved and is tentatively set to be released in January 2020. The state prevention plan will be housed on the Community Solutions to Sexual and Domestic Violence: Virginia website. Ms. Jones asked that a hyperlink be added to the standard to direct programs to the state prevention plan. Ms. Jones presented the updates to Standard 16 for approval, including the addition of a hyperlink to the state prevention plan. Candy Phillips made a motion to approve the updates to Standard 16. The motion was seconded by Rebecca Weybright and approved.

Ms. Meyer presented a draft of the standards manual formatted by DCJS’s graphic designer, Marsha Dietz. The committee asked that the headings for each section be page breaks. For consistency, the committee asked Ms. Meyer to add healthy relationships and healthy sexuality to the glossary using definitions from Virginia’s Guidelines for the Primary Prevention of Sexual Violence & Intimate Partner Violence. Ms. Meyer showed the committee the professional standards webpages on DCJS’s website and will share the link for the committee to explore the webpages more.

Accreditation Application: Vote on Fee

Ms. Jones discussed how the committee had considered different amounts for the accreditation application fee and the last amount was \$150. Ms. Jones reminded the committee that the fee would be a one-time fee for programs’ 3-year accreditation period. Ms. Weybright asked to emphasize to programs that the one-time fee would not be due until the accreditation application is submitted. Ms. Jones presented a one-time application fee of \$150 due at the time of application submission for approval. Cathy Easter made a motion to approve a one-time application fee of \$150 due at the time of application submission. The motion was seconded by Debbie Evans and approved.

Organizational Self-Assessment Summary and Organizational Self-Assessment

Ms. Meyer presented the organizational self-assessment summary for review. The committee added the word “voluntary” before accreditation and the December 16th due date in the introduction paragraph. The committee added “for 2020” after accreditation in the question starting with “Based on the organizational self-assessment...” For the, “Would you like to apply for accreditation” question, the committee added after No, “If no, please tell us why.” Ms. Meyer presented the organizational self-assessment for review. The committee added “voluntary” before accreditation in the instructions and, “For internal use only” after the instructions. The committee added a wide column called, “Notes”, after the “TA Needed” column. Ms. Meyer will update Standards 11 and 16 on the organizational self-assessment to reflect the approved changes. Ms. Jones asked that the organizational self-assessment summary and organizational self-assessment mirror the colors and formatting of the professional standards manual. The committee will vote on the updated changes to the organizational self-assessment summary and organizational self- assessment at their November meeting.

Update Timeline

The committee updated the accreditation timeline and implementation plan. The committee decided to distribute a cover letter that will describe all the attachments, due dates, how the fee does not need to be submitted right away, instruct programs to only return the organizational self-assessment summary, and describe the lottery process for applying for accreditation. The committee decided that on November 6th or 7th, the cover letter along with the professional standards manual, organizational self- assessment summary, and organizational self-assessment would be sent out to all sexual and domestic violence programs. The committee decided to draft an e-mail for each committee member to send to six to eight programs to follow-up with them regarding the release of the standards to ensure they received the e-mail from DCJS with the packet of information. The committee discussed and decided that the organizational self-assessment summary would be due January 31, 2020. Ms. Meyer will then notify programs about the next steps in applying for accreditation. At the committee’s January 2020 meeting, their focus will be on application scoring, site visit checklist, and appeals process. At the committee’s February 2020 meeting, their focus will be on application scoring and site visit checklist.

In March 2020, applications will be sent out to the first round of programs. The committee discussed the timing of hiring the DCJS consultant. Kristina Vadas reminded the committee that the consultant would be working 29 hours a week. The committee discussed how many site visits the consultant could complete per week and decided that the consultant could do up to two site visits a week. In May 2020, the applications from the first round of programs will be returned. From May-August 2020, the DCJS consultant will review applications and conduct site visits. The committee will meet sometime during May-August 2020 to review completed accreditation recommendations from the DCJS consultant. A rolling appeals process will occur during this time frame as well. In Fall 2020, round two of organizational self-assessments will be sent out and in January-February 2021 round two programs will submit applications.

Future Meeting Dates

Ms. Jones asked Ms. Meyer for the results of the Doodle poll asking what is the best day of the week and best week of the month for everyone. Ms. Meyer shared that there were only eight members who participated in the poll and the top days and weeks of the month for those

members. The top days and weeks of the month shared did not work for the committee members present at the meeting. The committee asked that Ms. Meyer send out another Doodle poll to determine meeting dates for the committee's January-June 2020 meetings.

Accreditation Application

The committee began drafting questions for the accreditation application based on work they had done at their June meeting in categorizing each measure as an attachment/site visit/question. The committee also detailed what would need to be attached and what would need to be seen and/or asked at the site visit. The committee decided to create a list of attachments needed to accompany the application. The committee finished application content for the Administration section. Laura Beth Weaver volunteered to put content in for the rest of the sections' application attachments/site visit/questions. Ms. Meyer will send Ms. Weaver the file the committee worked from.

Closing Remarks

The meeting adjourned at 3:40pm.

Public Comment

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

Summary

Action Items.

- Courtney Meyer will revise and provide the standards to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will revise and provide the organizational self-assessment and summary to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will send out a Doodle poll to determine meeting dates for the committee's January-June 2020 meetings.
- Laura Beth Weaver will create content for application attachments/site visit/questions in the measures for Crisis Intervention through Community Engagement before the November meeting.

Decisions/Votes:

- Professional Standards #11 and #16 were approved with additional changes.
- The accreditation application fee of \$150 due at the time of application submission was approved.
- A cover letter will accompany the standards release package that will describe all the package's items, due dates, how the fee does not need to be submitted right away, instruct programs to only return the organizational self-assessment summary, and describe the lottery process for applying for accreditation.
- On November 6th or 7th, the cover letter along with the professional standards manual, organizational self- assessment summary, and organizational self-assessment will be sent out to all sexual and domestic violence programs.
- An e-mail will be drafted for each committee member to send to six to eight programs to follow-up with them regarding the release of the standards to ensure they received the e-mail from DCJS with the packet of information.
- The organizational self-assessment summary will be due January 31, 2020.

- The January 2020 meeting will focus on application scoring, site visit checklist, and appeals process.
- The February 2020 meeting will focus on application scoring and site visit checklist.
- A list of attachments needed will accompany the application.
- Applications will be sent out to the first round of programs in March 2020.
- The DCJS consultant will be hired in late-winter/early-spring 2020.
- Applications from the first round of programs will be returned in May 2020.
- The DCJS consultant will review applications and conduct site visits from May-August 2020.
- The committee will meet sometime during May-August 2020 to review completed accreditation recommendations from the DCJS consultant.
- There will be a rolling appeals process during May-August 2020.
- Round two of organizational self-assessments will be sent out in the Fall 2020.
- Round two programs will submit applications in January-February 2021.

Next Meeting: Monday November 4th, 2019

10am-4pm

Albemarle County Police Department, Training Room B

Virginia Sexual and Domestic Violence Program Professional Standards Committee

Approved Meeting Minutes

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Charlottesville, VA
November 4, 2019

Members Present:

Jennifer Bourne, Director, Clinch Valley Community Action, Inc.
Cathy Easter, Executive Director, Safe Harbor
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
Mary Carter Lominack, Executive Director, Shelter for Help in Emergency
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence
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

Members Present Remotely per 2.2-3708.1

Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center

Absent Members:

Linda Ellis-Williams, Director of Programs, YWCA of Central Virginia
Kandy Hayes, Domestic Violence Program Director, Southside Center for Violence Prevention Inc.
Caroline Jones, President/CEO, Doorways

Others Present:

Courtney Meyer, Professional Standards Coordinator, DCJS
Tierra Smith, Grants Program Specialist, DCJS

Welcome & Remarks

The meeting started at 10:20am without a quorum present. A quorum was present at 10:35am. The Professional Standards Coordinator, Courtney Meyer, welcomed everyone and asked members to introduce themselves. Ms. Meyer shared that she will be leaving DCJS on December 4th and that Tierra Smith will be assisting during her transition. Kristina Vadas told the committee that she would keep them abreast on Ms. Meyer's replacement.

Approval of October Minutes

Jennifer Bourne presented the October 16, 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 Laura Beth Weaver and approved. Robin Gauthier and Cartie Lominack abstained.

Standards Manual: Vote

Ms. Meyer presented the professional standards manual for the committee to review for final approval. The committee made some edits to the document, to include:

- Edits to their titles and added Robin Gauthier on the Authors page.
- Page numbers for Crisis Intervention through Resources needed to be updated on the Table of Contents.
- On page 2, added “Action Alliance” in parentheses at the end of the first paragraph.
- In the third measure for Standard #4 on page 6, identified that the font is different and needs to be changed.
- In Standard #8 on page 7, removed the word “the” before survivors.
- In the second measure for Standard #12 on page 9, identified that the font is different and needs to be changed.
- For the second measure in Standard #14 on page 9, asked that the order of the list of populations reflect Standard #1.
- On page 16 in the glossary, added “respectful” before connection in the definition for healthy relationships and capitalized the first word in the definition for healthy relationships.
- In the glossary on page 16, added “consensual” after voluntary in the definition for healthy sexuality and capitalized the first word in the definition for healthy sexuality.
- On the Resources page (p.19), removed the apostrophe after the “s” in standards in the first paragraph and noted that the contact information for the Professional Standards Coordinator will need to be updated.

Ms. Bourne presented the professional standards manual with corrections for approval. Cathy Easter made a motion to approve the professional standards manual with corrections. The motion was seconded by Debbie Evans and approved.

Ms. Meyer presented the professional standards manual for the committee to review for final approval. The committee made minor edits to their titles and added Robin Gauthier on the Authors page. The committee noted the page numbers for Crisis Intervention through Resources needed to be updated on the Table of Contents. On page 2, the committee added “Action Alliance” in parentheses at the end of the first paragraph. In the third measure for Standard #4 on page 6, the committee identified that the font is different and needs to be changed. In Standard #8 on page 7, the committee removed the word “the” before survivors. In the second measure for Standard #12 on page 9, the committee identified that the font is different and needs to be changed. For the second measure in Standard #14 on page 9, the committee asked that the order of the list of populations reflect Standard #1. On page 16 in the glossary, the committee added “respectful” before connection in the definition for healthy relationships and capitalized the first word in the definition for healthy relationships. In the glossary on page 16, the committee added “consensual” after voluntary in the definition for healthy sexuality and capitalized the first word in the definition for healthy sexuality. On the Resources page (p.19), the committee removed the apostrophe after the “s” in standards in the first paragraph and noted that the contact information for the Professional Standards Coordinator will need to be updated. Ms. Bourne presented the professional standards manual

with corrections for approval. Cathy Easter made a motion to approve the professional standards manual with corrections. The motion was seconded by Debbie Evans and approved.

Organizational Self- Assessment & Summary: Vote

Ms. Meyer presented the organizational self- assessment for final approval. The committee asked that the titles of the sections in the Standards column be spelled out. The committee would like the document to be in landscape view. The committee asked that the date have a box to stand out. The committee would like the measures for Standards #5 and #14 to be all together instead of running onto the next page. For consistency with the standards manual, the committee removed “the” in front of survivors’ in Standard #8 and asked that the order of the list of populations in the second measure of Standard #14 reflect Standard #1.

Ms. Meyer presented the organizational self-assessment summary for final approval. The committee removed Ms. Meyer’s name from the first paragraph and changed the date in the last sentence to “after February 3, 2020.” The committee replaced “Name and Title of Submission Person” with “Agency Contact.” The committee asked that “Name” and “Title” line up with “Agency Name,” “Email,” and “Phone.” Under, “The agency is” for dual agency, the committee capitalized the “a” in agency. The committee replaced “Signature of Submission Person” with “Signature of Agency Contact.” The committee would like the word “Date” at the bottom to be bold and not italicized.

Ms. Bourne presented the organizational self- assessment and organizational self-assessment summary for approval with corrections. Candy Phillips made a motion to approve both the organizational self-assessment and organizational self-assessment summary with corrections. The motion was seconded by Debbie Evans and approved.

Cover Letter for Standards Release

Ms. Meyer presented a draft of the cover letter to accompany the professional standards manual, professional standards organizational self-assessment summary, and professional standards organizational self-assessment. The committee replaced the comma with a colon after “Dear Colleagues.” The committee added “and Domestic” after “Sexual” in the first paragraph. The committee moved “Professional Standards Organizational Self-Assessment” in front of “Professional Standards Organizational Self-Assessment Summary” in the first paragraph. The committee removed Ms. Meyer’s name in step #2. In Step #3, the committee added “your agency’s” in front of “internal.” In Step #4, the committee removed Ms. Meyer’s name. In Step #5, the committee changed the date to, “after February 3, 2020.” Before, “If you have any questions...” in the last paragraph, the committee added, “The Professional Standards Committee anticipates a maximum of 20 organizations each year (2020, 2021, and 2022) to go through the accreditation process. Agencies that apply the first year, 2020, will be selected for accreditation review on a random basis.” In the last paragraph, the committee removed Ms. Meyer’s name and replaced the contact information with, “please contact the DCJS Professional Standards Coordinator at sdvstandards@dcjs.virginia.gov. Under “Sincerely,” the committee would like “PSC” spelled out. In the list of committee members, commas were added before those with “Inc.”, Ms. Phillips added “Inc.” to her agency’s name, DCJS was spelled out, the Action Alliance was spelled out, and SARA was spelled out.

Ms. Bourne presented the cover letter for approval with corrections. Laura Beth Weaver made a motion to approve the cover letter with corrections. The motion was seconded by Candy Phillips and approved.

E-mail Template for Post-Standards Release

Ms. Meyer reminded the committee of their decision from the October meeting to draft an e-mail template for each committee member to send to six to eight programs to follow-up with them regarding the release of the standards to ensure they received the e-mail from DCJS with the packet of information. The committee discussed whether a follow-up e-mail was necessary. The committee decided to post-pone the follow-up e-mail until January if they deem it necessary at that time.

Accreditation Application

Ms. Weaver presented the content she drafted for Crisis Intervention through Community Engagement for each measure as an attachment/site visit/question. For the first measure in Standard #9, under the application question, the committee changed “during generally observed holidays” to “agency observed holidays” and added “includes all elements of the standard” in the review criteria. For the second measure in Standard #9, the committee clarified that the documentation for the site visit would be a data report. The first measure of Standard #10, the committee separated application question #1 into two questions: 1) What is your agency’s protocol for ensuring that survivors in their community have 24/7 access to accompaniment services when they access emergency medical systems? 2) What is your agency’s protocol for ensuring that survivors in their community have 24/7 access to accompaniment services when they access justice systems? The review criteria for the site visit question is that the agency at least have an MOU. For the second measure of Standard #10, the committee clarified that the documentation for the site visit would be a data report.

For the first measure of Standard #11, the committee removed the application question and added a site visit question, “Describe your collaborative efforts across agencies.” The second measure of Standard #11, the committee added an attachment, the VAWA Compliance Checklist. The third measure of Standard #11, the committee clarified that the documentation for the site visit would be a data report. For the first measure of Standard #12, the committee added a site visit question, “Discuss the individualized advocacy services that your agency provides to foster survivor healing from the trauma of violence.” The second measure of Standard #12, the committee clarified that the documentation for the site visit would be a data report. For Standard #13, the committee added an application question that will reflect the chart for Action Alliance’s Application Question #11 with identifying community organizations that the agency has a partnership with in coordinating services to support survivors. The site visit will have questions for the chart in the application question. For Standard #14, the committee changed the application question to, “How did your agency identify the diverse needs of the community?” Answers expected for this question would be formal needs assessment, environmental scan, and focus group.

For the first measure of Standard #15, the committee changed the application question to, “In the past year, highlight the outreach activities completed by your agency staff or volunteers.” The committee added under attachments, “Attach a list or report of your outreach activities within the past year.” For the third measure of Standard #16, the committee would like the application question to reflect the chart for Action Alliance’s Application Question #11. For the second measure of Standard #17, the committee changed the application question to, “In the past year, provide a calendar/listing of training or education presentations provided to Allied Professionals.” For the third measure of Standard #17, the committee moved the application

question to a site visit question. For the fourth measure of Standard #17, the committee would like the site visit question to reflect the chart for Action Alliance's Application Question #11.

Future Meetings

Ms. Meyer shared the Doodle poll results with the committee and confirmed the following 2020 meeting dates:

- Wednesday January 22, 2020
- Tuesday February 25, 2020
- Wednesday March 25, 2020
- Monday April 27, 2020
- Wednesday May 27, 2020
- Wednesday June 24, 2020

Closing Remarks

Ms. Bourne thanked Ms. Meyer for all of her work on the committee. The meeting adjourned at 3:30pm.

Public Comment

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

Summary

Action Items.

- Courtney Meyer will revise and provide the standards to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will revise and provide the organizational self-assessment and summary to DCJS graphics designer, Marsha Dietz.
- Courtney Meyer will revise the cover letter.
- On November 6th or 7th, Courtney Meyer will e-mail the sexual and domestic violence field the cover letter, professional standards manual, professional standards organizational self-assessment, and professional standards organizational self-assessment summary.
- Kristina Vadas will highlight the professional standards in the January Victims Services Quarterly Conversation.

Decisions/Votes:

- The committee revised and approved the final version of the professional standards manual.
- The committee revised and approved the final version of the professional standards organizational self-assessment.
- The committee revised and approved the final version of the professional standards organizational self-assessment summary.
- The committee revised and approved the cover letter to accompany the release of the professional standards.
- The committee decided to postpone the post-standards release follow-up e-mail until January, if deemed necessary to create and send at that time.
- Professional Standards #11 and #16 were approved with additional changes.

- January meeting will be on Wednesday January 22, 2020.
- February meeting will be on Tuesday February 25, 2020.
- March meeting will be on Wednesday March 25, 2020.
- April meeting will be on Monday April 27, 2020.
- May meeting will be on Wednesday May 27, 2020.
- June meeting will be on Wednesday June 24, 2020.

Next Meeting: Wednesday January 22, 2020

10am-4pm

Albemarle County Police Department, Training Room B