

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## **DRAFT** Meeting Minutes

Thursday, August 19, 2021 10am-1pm  
Zoom Meeting (COVID-19)

---

### **Members Present:**

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  
Robin Gauthier, Executive Director, Samaritan House  
Kandy Hayes, Domestic Violence Program Director, Southside Center for Prevention Inc.  
Sheree Hedrick, Executive Director, Hanover Safe Place  
Candy Phillips, Executive Director, First Step: A Response to Domestic Violence  
Maria Simonetti, Executive Director, The Collins Center & Child Advocacy Center  
Kristina Vadas, Manager of Victims Services, DCJS  
Laura Beth Weaver, Executive Director, Women's Resource Center of the New River Valley

### **Members Absent:**

Jennifer Bourne, Director, Clinch Valley Community Action Inc  
Stacey Sheppard, Director of Housing & Human Services, Total Action for Progress  
Kristi VanAudenhove, Executive Director, VSDVAA

### **Others Present:**

Dione Bassett, Victims Services Grant Program Specialist, DCJS  
Anyia Shaffer, VOCA Administrator, DCJS

### **Welcome & Remarks**

Cathy Easter welcomed all members and called the meeting to order at 10:03 a.m. Ms. Easter led the meeting with an ice-breaker discussion.

### **Approval of June 2020 Meeting Minutes**

Cathy Easter requested the review of the August 2020 meeting minutes supplied by Tierra Smith for approval. The committee reviewed the minutes as presented. There were no corrections made to the minutes. Maria Simonetti made a motion to approve the minutes. The motion was second by Debbie Evans and approved. Dione Bassett proceeded to have a roll call vote of all present members. All members voted for the approval of the August 2020 meeting minutes.

### **Online Application Review**

Prior to the meeting Tierra Smith disseminated the Test Site and log-in information to committee members with a request to engage in testing. In addition, Dione Bassett included this information in the Meeting Reminder correspondence and requested testing so that feedback could be discussed during the meeting. Kristina Vadas

also shared that the online system will allow for payments. Once the application is complete, the applicant will be redirected to a payment page. It will not generate a PDF once the application is completed. However, the confirmation email will provide the applicant's answers. Ms. Vadas noted the requested changes made based on the August meeting discussion. The committee discussed the following plans of action:

- Communicate to applicants that an attachment is required for each item
- Change from "The Agency Is" to "The Agency is Applying For"

There were no additional changes proposed. Laura Beth Weaver made a motion to approve the revisions made to the online application and Maria Simonetti second this motion. All members voted for the approval.

### **BREAK**

Committee members took a brief 5-10 minute break and resumed the meeting at 2:20pm.

### **Discussion of Timeline**

Ms. Cathy Easter presented the Virginia Professional Standards Committee Draft Timeline and Implementation Plan from October 2019. Ms. Easter facilitated a discussion about updating the timeline due to the COVID-19 pandemic. The following feedback was provided by the Committee:

- Change March 2020 to October 2020 for Applications will go out
- Change May 2020 to February 2, 2021 for Application to come back
- Change Start of Site Visits to March-June 2021

The Committee asked for an update on the hiring of the PSC Coordinator and Part-time consultant position. Kristina Vadas disclosed that the Commonwealth of Virginia is still under a hiring freeze. Positions must be approved by the Office of the Secretary and there currently is no timeframe on this process. Based on previous approvals it could be approximately a month or more. She confirmed that both positions have been requested for approval. Committee members expressed concern with moving forward with the releasing the application prior to filling the positions. Ms. Vadas confirmed that there are 18 applicants and that DCJS does have the capacity to provide a webinar in November if the application process begins in October.

### **Ethics Statement**

Ms. Jennifer Bourne led a discussion regarding the Value Statement for the Virginia Professional Standards Committee. The committee reviewed the statement and discussed whether there is a need to add a conflict of interest clause. Committee members decided that the current value statement and the Code of Virginia section on the Professional Standards Committee show a commitment to transparency and standards that are survivor-centered, inclusive, and empowering for programs and those impacted by Sexual and Domestic Violence. No changes needed.

### **Closing Remarks**

Committee members noted that they enjoyed the Victims Services newsletter provided by DCJS. The meeting adjourned at 3:25pm.

### **Public Comment**

There were no public comments.

### **Summary**

#### **Action Items**

- Kristina Vadas to revise the Online Application based on feedback provided by the committee
- Kristina Vadas to send communication to applicants with the following information:
  - thanking them for their patience; provide an update on the delay in the schedule

- explain that uploads are required
- provide word doc with application questions
- give information about who to contact with questions and technical assistance
- make a webinar available in November

**Decisions/Votes:**

- The committee voted to approve the meeting minutes from the last meeting held on August 25, 2020
- The committee voted to approve revisions made to the online application based on feedback received from members
- Committee decided to discuss drafting an “Ethics Statement” at the next meeting
- Committee agreed to postpone Timeline Discussion for next meeting

**Next Meeting: October 21, 2020 1pm-4pm via Zoom platform. Meeting information to be sent via e-mail.**