

# Virginia Sexual and Domestic Violence Program Professional Standards Committee

## **DRAFT Meeting Minutes**

**June 30, 2026, 10:00 a.m. – 3:00 p.m.**

Midlothian Library – Chesterfield Public Library  
100 Millworks Crossing  
Midlothian, Virginia 23114

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### **Members Present:**

Judy Castele, Executive Director, Project Horizon  
Cori Davis, Program Director, Bedford Domestic Violence Services<sup>1</sup>  
Nancy Fowler, Director, Office of Family Violence<sup>2</sup>  
Avery Harper, Executive Director, The Phoenix Project  
Tamy Mann, Director, Giles County Victim/Witness Assistance Program  
Kelly McCoy Meade, Executive Director, Women’s Resource Center of the New River Valley  
Faith Power, Executive Director, The Laurel Center  
Kristina Vadas, Manager of Victims Services, DCJS

### **Members Absent:**

Timika Cousins, Executive Director, The Faces Behind a Purpose for You  
Leonard Hall, Jr, Director, Millstone International Logistics  
Heather Sellers, Director, Bedford County Victim/Witness Assistance Program  
Brittany Stevens, Executive Director, Safehome Systems, Inc.  
Laura Beth Weaver, Director of Advocacy and Member Support, Virginia Sexual and Domestic  
Violence Action Alliance

### **Professional Standards Team Members Present:**

Amber Stanwix, Professional Standards Operations Coordinator, DCJS

### **DCJS Staff Present:**

Andi Martin, Sexual Assault and Domestic Violence Initiatives Supervisor, DCJS  
Harvey Powers, Chief Deputy Director, DCJS

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<sup>1</sup> Cori Davis arrived at 10:13 a.m.

<sup>2</sup> Nancy Fowler arrived at 10:15 a.m.

## **Welcome & Introductions**

The meeting was called to order at 10:05 a.m. A quorum was not present at that time, but was achieved when Cori Davis arrived at 10:13 a.m. The group introduced themselves and conducted an ice breaker. Kristina Vadas introduced the new Chief Deputy Director of DCJS, Harvey Powers.

## **Approval of Meeting Minutes**

The minutes from the May 27, 2026, Committee meeting were reviewed by the members. A motion to approve the minutes was made by Judy Castele, and Tamy Mann seconded the motion. After a vote, the minutes were approved 6-0.

## **Professional Standards Update**

Amber Stanwix provided several updates to the group. She informed everyone that second round interviews for the new member of the Professional Standards Team have taken place and that a third round will be conducted soon. She reported that she had not been able to make contact with the Secretary of the Commonwealth's office regarding a potential seal design, but she was able to connect with staff in DCJS regarding changes to the Online Grant Management System (OGMS) to allow organizations to post documents there. Testing regarding potential changes is ongoing.

Ms. Stanwix informed the group that Judy Castele has been reappointed to the Committee. In addition, Debra Evans from the Alexandria Sexual Assault Center and Domestic Violence Program, Amanda Mbata from Safe Harbor, and Madeline Torres from the YWCA of Richmond were also appointed. The group then expressed their appreciation to the departing members Tamy Mann and Heather Sellers for their work with the Committee.

## **Discussion Regarding Required Documentation**

The group reviewed a list of the documents required by the Professional Standards. As they did so, they agreed to a series of changes to the related Standards.<sup>3</sup> The group agreed to consider several topics in future meetings, including time frames for conflict-of-interest policies and disability access plans. The group also discussed having the Professional Standards Team develop information sessions regarding training plans and the security of client files. Ms. Stanwix agreed to conduct further research into items including the training requirements, background checks, and technology security.

## **Lunch**

The group broke for lunch at 12:32 p.m. and reconvened at 1:33 p.m.

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<sup>3</sup> A list of the proposed changes is included below.

## **Discussion Regarding Training Matrix**

The group began this discussion by reviewing a list of the topics included in the Training Matrix. While initially the group discussed minor technical changes, the conversation moved to discussing the overall effectiveness of the Matrix and whether a full overhaul should be conducted. Suggestions were made to change the training levels, having foundational training followed by more intensive training on selected topics, and separating volunteer training from staff training. Ms. Stanwix agreed to conduct research on the requirements imposed by other states.

## **Discussion Regarding Additional Revision Topics**

The final point the group discussed was the change to the length of accreditation from three to five years. Ms. Stanwix inquired whether accreditation should be extended for agencies that have already been accredited. There was discussion regarding the seven agencies with an expiration date of June 30, 2027. Ms. Stanwix pointed out that it would be challenging to complete the reaccreditation process for those agencies while also moving through the process with the twenty agencies that are already in the queue. After a brief discussion, Judy Castele moved to extend the accreditation status for those agencies by one year. Fatih Power seconded the motion, and it was approved by a 6-0 vote.

## **Other**

Faith Power mentioned that Laura Beth Weaver sent an email prior to the meeting requesting that the group discuss services for children, prevention services, and a tiered accreditation process. Ms. Power requested that these items be added to the agenda for the next meeting. Ms. Power also raised the question as to whether the bylaws of the Committee should be modified to restrict reappointment of former members for a period of time. Ms. Stanwix informed her that, because members are appointed by the Governor, the Committee bylaws cannot create restrictions on membership.

## **Public Comment**

There were no public comments.

## **Closing Remarks**

The Chairperson adjourned the meeting at 2:56 p.m.

## **Upcoming Meeting**

The next meeting will be held virtually on September 10<sup>th</sup>, 2026, from 9:00 a.m. to 12:00 p.m.

## **Revisions to Documentation Requirements**

### **Standard #1**

For the first measure, the group agreed to require separate nondiscrimination policies for staff and clients. The staff policy will not include limited English proficiency or immigration status. In addition, “color” will be added as a required protected characteristic for both policies.

The group agreed to strike “This written policy must include action steps, be reviewed at least annually, and be updated every three years” from the sixth measure.

### **Standard #2**

The group agreed to modify the language of the first measure to reflect that the agency must demonstrate that it is meeting the requirements of the Training Matrix.

### **Standard #3**

The group agreed to delete the fourth measure, which states, “Agency shall maintain a sustainability plan with projected revenues and expenditures for the 36 months of operation following the submission of an application for accreditation.”

The group agreed to delete “any criteria for staff representation” from the staff grievance policy requirements in the eighth measure.

The group agreed to modify the tenth measure to require an emergency operations manual. This will include weather emergencies.

The group agreed to delete the eleventh measure, which states, “Fire, tornado, bomb threat and intruder drills shall be conducted annually. The date, time, and type of the drill shall be documented.”

### **Standard #4**

The group agreed to delete the first measure, which states, “Agency must have written job descriptions for board members.”

The group agreed to remove the requirement regarding conflict-of-interest policies from the by-laws and, instead, make it a separate requirement. The new requirement should specify that the policy may be an individual policy or a section of the by-laws. In addition, the group will discuss whether to add a time frame for the policy.

The group agreed to delete “including those who reflect the diversity of the communities served” from the third measure.

The group agreed to review the sixth measure and determine if the language relating to board training should be similar to the language surrounding the agency training plan.

#### **Standard #5**

The group agreed to add “or using an agency vehicle” to the end of the third measure.

#### **Standard #7**

The group agreed to modify the second measure to read, “Agency has a written confidentiality policy that complies with applicable legal requirements.”

The group agreed to delete “not to exceed the program participant’s active length of services” from the third sub-measure in the release of information requirement.

#### **Standard #10**

The group agreed to modify the second measure to read, “Agency maintains documentation of crisis intervention services that the agency provided.”

#### **Standard #11**

The group agreed to revise the first measure to read, “Agency must establish and maintain written procedures and practices for medical and criminal/civil justice system accompaniment response. This measure will also be modified to ensure that agencies know they may collaborate with community partners to meet the Standard.

The group agreed to change the second measure to read, “Agency maintains documentation of accompaniment services that the agency provided”

**Standard #12**

The group agreed to revise the fourth measure to read, “Agency maintains documentation of emergency shelter services that the agency provided.”

**Standard #13**

The group agreed to modify the second measure to read, “Agency maintains documentation of advocacy services that the agency provided.”

**Standard #17**

The group agreed to delete the third measure, which reads, “Agency maintains training materials as they apply to community outreach.”