

**Idaho Council on Domestic Violence and Victim Assistance Meeting Minutes-Riverside Hotel – Boise, ID – October 25, 2013**

**Members Present:** Sue Welch-Chair, Maggie Strowd- Co-Chair, Mia Vowels, Dan Bristol, Doug Graves

**Members Present via Bridge Call:** Len Humphries

**Members Absent:** Dr. Karen Neill

**Staff Present:** Luann Dettman, Anne Chatfield, Sally Alvarado,

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>	Sue Welch, Council Chair, called the meeting to order.	
<b>Minutes</b>	Sue requested approval/disapproval action on the August 13, 2013, meeting minutes.	Doug made a Motion to approve the August 13, 2013, meeting minutes as presented. Maggie seconded the Motion, and it was carried unanimously.
<b>Action Items</b>	<p>Action items from the previous meeting were reviewed.</p> <p>The E-grant software system has been forwarded to the Department of Administration IT staff for researching compatibility requirements.</p> <p><i>Sally informed the Council that she currently working with the test site. Sally explained that the E-grants system is very detailed and that she has sent out an email requesting training manuals.</i></p> <p>Mia suggested that the evaluations for the sessions at the Two Days in June Conference be placed in the Conference booklet next year; this would ensure that everyone receives the evaluations and would also eliminate the need for distribution at each session.</p> <p><i>Anne reported that she checked on the feasibility of inserting the Conference evaluations in the booklet. One evaluation sheet that will encompass all sessions will be inserted in the booklet with the ability to easily remove the evaluations to submit them.</i></p>	Sally will report on the E-grant software progress at the January meeting.

<p><b>Region 3 Funding Presentation (Kim Ivacek, Executive Director, Hope's Door)</b></p>	<p>Kim Ivacek, Executive Director of Hope's Door, Caldwell, presented the Council with a proposal for providing services to the Nampa area, which was previously covered by Valley Crisis Center. Ms. Ivacek explained that, due to the increased demands for advocacy and classes, it was necessary for Hope's Door to hire additional staff, in order to ensure that all victims would have access to services. Ms. Ivacek provided the Council with a proposed budget and requested that the Council reallocate the remaining Valley Crisis Center award to Hope's Door to provide needed services in Nampa.</p>	<p>Mia made a Motion to reallocate the remaining funds awarded to Valley Crisis Center to Hope's Door. Maggie seconded the Motion, and it was carried unanimously.</p>
<p><b>Two Days in June Conference Discussion</b></p>	<p>Anne reported that she is currently researching and contracting speakers for the Two Days in June Conference.</p> <p>Discussion ensued on providing attendees with a flash drive that would contain all handout materials, which would greatly reduce printing costs and eliminate the need for session distribution of handout materials.</p> <p>Anne reported on her progress in researching ways to enhance the awards presentation conducted at the luncheon. Anne provided the Council with ideas that would honor crime victim providers while also incorporating an element of fun.</p>	<p>Anne will research the cost of providing a flash drive in lieu of printed handout materials.</p> <p>Anne will prepare the awards criteria and provide the Council with the email addresses of their Regional contacts in order to promote nominations for the Two Days in June luncheon awards.</p>
<p><b>Grant Application Discussion</b></p>	<p>Luann informed the Council that, with the Federal reporting requirements requesting a DUNS # from all funded programs, there will be an additional line item added to the cover sheet for the 2014/2015 Grant Application, requesting this information. The Grant Application notice of availability will be released December 3, 2013. The Letter of Intent will be due January 10, 2014 with the Grant Application due date of March 7, 2014. The grant awarding will be conducted</p>	

	<p>during the May 2, 2014 Council meeting.</p> <p>Sue reminded everyone that the Council did elect to make the Letter of Intent a mandatory requirement. A Grant Application that is submitted without a Letter of Intent having been received by the due date will not be considered.</p>	
<b>Program Updates</b>	<p>Luann provided the following program updates for the past quarter:</p> <p>Legal Aid Services: was recently informed that they were not going to receive a Federal grant that they have received in the past and that two additional grants they have utilized have been significantly reduced for this coming year. Luann provided the Council with a copy of the National Domestic Violence Hotline report, which shows that, in Idaho, legal services comprise 40% of the calls. This reflects the importance of legal services and the need for determining additional avenues to be explored in providing these services.</p> <p>City Life: the Executive Director of City Life, a program in Region 3, will be resigning in January. With this resignation the City Life Board has contacted ROSE Advocates with the feasibility of providing services in that area.</p> <p>Children’s Voices: a CASA program in Region 3 will be joining Family Advocates, a CASA program in Region 4, for all administrative duties.</p>	
<b>Program Monitoring</b>	<p>Sally informed the Council that the first quarter scheduled monitoring in the Idaho Falls area has been completed. She said that there were no major findings to report. She will begin conducting the second quarter visits in the Twin Falls area next.</p>	

<b>Offender Intervention Update</b>	<p>Mia provided an overview of the CODVOIPS meeting that was held on October 24, 2013. She informed the Council that the Committee did not receive any new or continuing applications for review this quarter. Mia reported that the Committee completed and approved an inquiry form that will be utilized by those wanting to file an inquiry or complaint against approved intervention programs.</p> <p>Sally reported that she has compiled the statistics received from the recent Offender Intervention Program survey and had copies available for the Council members. Sally also stated that the Committee will continue the survey in the future, as it will allow the Committee to have a yearly comparison.</p>	Sally will have the form placed on the ICDVVA website.
<b>Office Update</b>	Luann reported that the Council office was able to maintain day-to-day operations during the government shutdown without any lapses in payments to the programs, in huge part to the Department of Health and Welfare covering these costs until funds could be Federally drawn.	
<b>Standards</b>	Luann provided the Council with an update on the Standards document. Luann stated that the Council would need to schedule a conference call sometime in November, to review any comments received and to approve the proposed docket which will be sent to the Legislature in January.	
<b>Strategic Funding Plenary</b>	<p>Luann reported that, in her discussions with the Department of Health and Welfare, an RFP did not have to be generated to contract with a state agency in conducting a Statewide Victim Needs Assessment; therefore, the Council could contract with Boise State University.</p> <p>Discussion ensued, and the Council was in agreement</p>	Luann will draft a questionnaire outlining the requirements for a proposal and work with Sue in contacting potential applicants.

	that the opportunity for conducting the Needs Assessment should be offered to other Institutions of Higher Education as well.	
<b>Executive Session</b>	The Council did not go into Executive Session.	
<b>Adjourn</b>	The Meeting adjourned.	Dan made a Motion to adjourn the meeting. Maggie seconded the Motion, and it was carried unanimously.