

Idaho Council on Domestic Violence and Victim Assistance Meeting Minutes-SpringHill Suites, Boise-January 27, 2012

Members Present: Dan Bristol, Len Humphries, and Maggie Strowd

Members Present via Telephone: Sue Welch and Mia Vowels

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

Topic	Discussion	Action
Welcome	Council Chairperson Susan Hazelton was not in attendance for the meeting. Council Vice Chair Sue Welch was via telephone. Sue directed Dan Bristol to chair the meeting. Dan conducted the welcome and introductions.	
Minutes from the October 28, 2011 Meeting	Dan Bristol requested approval/disapproval action on the minutes for the October 28, 2011 meeting.	Len Humphries made a Motion to accept the meeting minutes as presented. Maggie Strowd seconded the Motion, and the Motion was carried unanimously.
Action Items	<p>Action items from the previous meeting were reviewed. Luann reported that she had contacted the Director from a funded program regarding the submission of timely reports. Following the discussion, Luann said that the reports for this program were on time this past quarter.</p> <p>Luann will provide a response to the action item on Standards/Strategic Plan under the Standards Rewrite agenda item.</p> <p>Luann stated that the recently filled Grants/Contracts Officer position will be working on special projects; preparing contracts; and providing back-up support for day to day activities currently assigned to</p>	

	<p>other staff. Sue requested that this job description be in writing for documentation.</p> <p>Luann reported that Karen provided a write up for the Two Days in June Innovation Awards, which was added to the grant application; posted on our website; and will be sent via email to programs and past attendees prior to the due date.</p> <p>It was noted that Sally would provide updates on action items regarding batterer treatment prevention under the BTX update agenda item.</p>	<p>Luann will prepare a written job description for the file.</p>
<p>Program Updates</p>	<p>Luann reported that North Idaho Violence Prevention Center is currently interviewing applicants for the Executive Director position, and they are hoping to fill the position soon.</p> <p>Dr. Michael Sexton with the St. Luke's CARES Program in Boise has taken on other duties and has shifted the program management to Dr. Paul McPherson.</p> <p>Luann reported that Idaho Legal Aid Services (ILAS) had written Legislation to increase the marriage/divorce fees an additional \$20.00 for ILAS funding. They proposed that the money collected be run through the Idaho Council on Domestic Violence and Victim Assistance. Luann is currently working with the Dept. of Financial Management, in regards to this Legislation.</p>	

	<p>The Council members expressed that they would not support this Legislation.</p> <p>Sue reported that she had been contacted by the Shoshone County Women’s Resource Center to visit their program.</p>	<p>Sue will schedule a meeting with the program.</p>
Two Days in June Update	<p>The Two Days in June Conference will be held on June 5th and June 6th, 2012, in Coeur d’Alene. Luann reported that she and Anne had been contacting potential speakers for the Conference. To date, seven of the twelve speakers have given verbal commitments. Anne has been working on the “Save the Date Card,” which will be finished soon. Anne is in the process of entering all 400 participants from the 2011 conference in the email data base. She will be sending the cards out via email this year in order to save mailing costs. Luann stated that she is working with Maggie on the Voices of Hope presentation. Maggie will be checking with the troupe on their availability for the Conference. The performance will be held on June 6th as the keynote address. Sue asked that all Council members promote the Conference in their Regions.</p>	<p>Luann and Anne will provide an update on the Conference during the May 4, 2012 meeting.</p>
Batterer Treatment Update	<p>Sally reported that the Batterer Treatment meeting scheduled for January 26, 2012, had been cancelled. Karen was out of town and several members were unable to attend, which left no quorum. Sally will work with Karen to reschedule the meeting, as there are several renewal applications.</p>	

	<p>Sally reported that she had made a presentation to the Senate Health and Welfare Committee on January 12, 2012, and also to the House Human Resource and Commerce Committee on January 19, 2012, pending rule docket #16-05041101. Both Committees approved the pending rule docket. She stated that currently the rules are in effect under temporary rule and will be final at the conclusion of this Legislative Session.</p> <p>Sally reported she has completed the “terms of office” tracking system; however, the information needs to be reviewed by the CODVOIPS prior to distributing to the Council.</p> <p>Sally reported that the revised monitoring schedule was distributed to the Council members.</p>	
Office Update	<p>Dan requested that the Office Update agenda item be moved to follow the BTX Update, in order to allow more time to discuss the following agenda items. Council members concurred.</p> <p>Luann reported that the Council provided the break foods for the Risk Assessment and Offender Accountability Conference sponsored by the Idaho Supreme Court. The Conference was held January 17-19, 2012. Domestic Assault and Battery Evaluators and Offender Intervention Program Providers</p>	

	<p>attended. Sally and Karen attended the Conference, and they felt that the Conference was very beneficial. The main speaker for the Conference was Craig Ackley. Luann reviewed the evaluation comments for him, and she found that the participants gave him high scores. Anne will contact him to possibly present at the Two Days in June Conference. Sue asked about the number of participants at the Conference.</p> <p>Luann also reported that she and Anne attended the Attorney General's Press Conference announcing the Idaho Hope Card. The Idaho Hope Card Program allows anyone with a valid, long-term (12 months or more) order of protection to request a card that summarizes the order's most important details. The Idaho Hope Card Program is a statewide program.</p> <p>Luann also reported that the VINE System is currently going through the Legislative process and that she will keep the Council updated on this Legislation.</p>	<p>Luann will obtain a participant list to forward to the Council members.</p>
Standards Rewrite	<p>Luann reported that she and Anne have a meeting scheduled in February with LaDessa Foster, Deputy Director, and Jennifer Lanhuis, Program Manager with the Idaho Coalition Against Sexual and Domestic Violence, on the Program Standards rewrite. Luann explained that these Standards were written years ago and in some cases do not apply completely to some of the current</p>	

	<p>funded programs nor the current environment. It was decided that the rewrite would be completed by a working committee specifically put together for the Standards rewrite. Luann and Anne have been researching the Standards from other states, and they are hopeful that some of their language can be incorporated in order to not re-create the ground work. The new Standards will need to be approved through the Legislature. Sue asked that this be made a priority with the Council and staff. A meeting in February has been scheduled to begin this process.</p> <p>The Statewide Strategic Plan was also discussed during this topic session. Luann would like to have the Council start the Strategic Planning process as soon as possible. Luann stated that it is very important that the Council work on the funding portion of the Strategic Plan. This Plan would include identifying direct priorities on how programs would be funded to include: what type of programs we fund, and what our core service priorities for funding would be. Sue agreed and thought that the reworking of the Standards and Strategic Plan went hand in hand.</p>	<p>Following the February meeting, Luann will provide a schedule of the Standards Rewrite Plan to the Council members.</p>
<p>Program Monitoring</p>	<p>Sally reported that she had emailed the revised second quarter monitoring schedule to the CODVOIPS and Council members, and she reported that the second quarter site visits had been completed. She is beginning</p>	

	<p>to schedule programs for the third quarter.</p> <p>Sally stated that the most common monitoring issue among programs is that Boards are not performing annual reviews of documents listed in the financial program standards. This is a signed assurance that programs sign.</p>	
<p>Grant Application Discussion</p>	<p>Luann stated that the office received a Letter of Intent from all currently funded programs and a Letter of Intent from five new programs. Luann expressed some concerns regarding the review process. She stated that she would like to have the Council have a discussion on reviewing/scoring the grant applications, as several of the comments supplied last year were not uniform. This will enable the reviewers to define and have a mutual understanding of how each item will be scored. The Council was in agreement that they felt a conference call would be beneficial. Luann stated that with a Strategic Plan in place the grant review process will be more concise in the future.</p> <p>Luann reported that to date she still had not heard from the Family Violence Prevention Fund on how much the allocation of funds were for Idaho for this year.</p> <p>Discussion ensued on revising the reviewer score sheet. Sue requested that reviewers receive the quarterly report numbers for each program from the office, in order to verify</p>	<p>Luann will set-up a bridge conference call and email Council members with instructions on how to participate.</p>

	<p>the response to the victims served and services provided. Sue also requested that reviewers receive the Program objectives and goals from the prior grant application to ensure that they have not been duplicated.</p> <p>In order to provide programs a cost savings for printing and postage for the grant application submission, and to assist the Council in the future in comparing previous grant information to current grant information, the Council elected to have applicants submit one completed copy and then email the narrative and budget directly to the office.</p>	<p>Margie will add victims served and services provided to the initial grant application checklist for verification of numbers, and she will check that Program objectives and goals are not duplicated. This will be provided to the grant application reviewers.</p> <p>Luann will send an email to all applicants with the revised instructions on the grant application submission.</p>
Next Meetings	<p>May 4th, 2012 in Boise July 27th, 2012 in Sun Valley</p>	
Adjourn	<p>The meeting adjourned.</p>	<p>Len made a Motion to adjourn the meeting. Maggie seconded the Motion, and the Motion was carried unanimously.</p>