

Idaho Council on Domestic Violence and Victim Assistance Meeting Minutes-Quality Inn-Clarkston WA October 28, 2011**Members Present:** Susan Hazelton, Dr. Karen Neill, Len Humphries, Maggie Strowd, Mia Vowels, Sue Welch (via telephone)**Staff Present:** Luann Dettman, Sally Alvarado**Guests Present:** Karrie Smith, MaryLou Franzese, Adrien Loehring, Emilia McLarnon

Topic	Discussion	Action
Welcome	Susan Hazelton, welcomed everyone and called the meeting to order at 8:32 a.m.	
Minutes	Council Chairperson, Susan Hazelton, requested approval/disapproval action on the July 29, 2011 meeting minutes.	Karen made a motion to approve the July 29, 2011 meeting minutes as presented. Len seconded the motion and it was carried unanimously.
Action Items	<p>Action items from previous meeting were reviewed. Sally stated that she distributed the surveys and has received about half of the survey's back. Sally is sending another notice to those programs that have not returned their survey with a November 11th, 2011 deadline for submission of the surveys. Sally will summarize the survey data and send out to CODVOIPS and Council by the end of November.</p> <p>Luann stated that she is not able to provide a breakdown of attendance at the conferences for the past five years as we do not keep the records that long. Sue asked if we had at least the number of registrations. Luann stated that she could possibly get the number of registrations for the past few years. Sue suggested that maybe we start keeping a record of the number of registrations in the future so when we consider moving the conference around the state we can see what impact it could potentially have on the attendance at the conference. Susan asked Luann if she could review the Council minutes and see if the numbers could be obtained.</p>	.

<p>Program Updates</p>	<p>Luann provided program updates by Region and reported things are going well with the exception of a few issues with a couple programs. The Council directed Luann to contact the County Commissioners of one of the ICDVVA funded programs via a letter informing the Commissioners of the difficulty a program is having with submitting their reports on time and that this is jeopardizing their ICDVVA grant. The Council indicated the letter should include a cc: to the person responsible for submitting the reports.</p>	<p>Luann will contact the County Commissioners of one of the ICDVVA funded programs via a letter informing the Commissioners of the difficulty a program is having with submitting their reports on time and that this is jeopardizing their ICDVVA grant. The Council indicated the letter should include a cc: to the person responsible for submitting the reports.</p>
<p>Two Days in June Update</p>	<p>Luann informed the Council that the Two Days in June conference will be held on June 5th & June 6th, 2012, in Coeur d'Alene. Luann stated that she has begun working on the speakers for the conference. Luann asked Maggie to share with the Council the Voices of Hope presentation that was conducted in Canyon County. Luann informed the Council that the national office has restricted funds on food and beverage expenditures; however, we utilize state funds to provide this at our conference. Karen distributed an outline on what to provide and the deadlines, etc., for the Innovation Awards. Len suggested we attach the solicitation application for the Innovation Award to the grant application RFP. Add to Karen's outline the statement that the Council will select two Innovation Award recipients and the award recipients will speak during the conference luncheon about their innovation projects and the Council will support this by paying for one person for each award to attend the conference.</p>	<p>Add to Karen's outline the statement that the Council will select two Innovation Award recipients and the award recipients will speak during the conference luncheon about their innovation projects and the Council will support this by paying for one person for each award to attend the conference.</p> <p>When RFP is published an addendum for the Innovation Award application will be attached to the grant application.</p>
<p>Batterer Treatment Update</p>	<p>Karen informed the Council that the CODVOIPS has reviewed the committee by-</p>	

laws. The CODVOIPS would like the Council to discuss and consider the following:

- The committee is currently comprised of five members and the CODVOIPS discussed increasing the membership to seven so that every region could have representation. After discussion it was decided to leave the committee composition at five members;
- The committee would like to recommend that the Chairperson of the Council not be a required member of the CODVOIPS. This is not a requirement that is in the by-laws so no action needs to be taken regarding the by-laws.

The remainder by-law changes include the following:

- Change the name and acronym throughout the document to reflect the name change to Committee for Oversight of Domestic Violence Offender Intervention Programs and Standards (CODVOIPS);
- Under terms of office add, Members terms of office will be documented.

Dr. Neill presented the program monitoring schedule that Sally shared with the CODVOIPS. Susan expressed concern with being able to complete the nine visits by the

Sally will develop a “terms of office” tracking system which will reflect staggered terms and will provide this information to the Council for replacement or reappointment of members when terms of office expiration dates are approaching

	<p>end of the quarter. In addition, concern was expressed that the proposed schedule has programs that are past due for monitoring visits scheduled in the 4th quarter. After discussion the Council requested Sally to revise the monitoring schedule to reflect switching the programs to be monitored during quarter four and quarter three and send the revised schedule to the Council members by the end of next week.</p> <p>Dr. Neill stated the CODVOIPS is recommending the Council approve the Temporary/Pending Rule Domestic Violence Docket #16-1504-1101.</p> <p>Karen stated that as previously mentioned in the action items that the survey has been sent out to all state approved offender intervention programs and that Sally did a very nice job on the survey addendum.</p>	<p>Sally will send out the revised monitoring schedule to the Council members by the end of next week (November 4, 2011).</p> <p>Maggie made a motion to approve the Temporary/Pending Rule Domestic Violence Docket #16-1504-1101. Mia seconded the motion and it was carried unanimously.</p>
Arrival of Guests-Introductions	Introductions were conducted.	
Program Presentations	<p>Program Presentations were provided by the following agencies:</p> <ul style="list-style-type: none"> • YWCA 	
Grant Application Discussion	<p>Luann stated that she did not foresee the need to make any changes to the grant application this year. Susan stated that the score sheet needs a bit more work. Susan asked if the formatting issue would be fixed. Luann indicated that the formatting issues will most likely still happen as agencies use a variety of different versions. Sue asked when the RFP's will be sent out. Luann indicated the notices will go in the paper on December 5th, and December 12th, 2011 with the Letters of Intent due on January 16, 2012 and the grant application due date of March 9, 2012. Luann stated the funding</p>	<p>Luann will send the score sheet to Susan and Sue to review for any needed revisions.</p>

	<p>decisions will be at the Council's May 4, 2012 meeting.</p>	
<p>Office Update</p>	<p>Luann reviewed the budget with the Council and indicated the receipts are running about the same. There was discussion again regarding the discrepancies between counties. Luann indicated it is most likely due to inconsistent coding and also that it is based on what is collected not what is actually ordered.</p> <p>Luann stated that she met with Kelly Miller and LaDessa with the Coalition and they offered to assist with the standards revisions. Luann stated she will be working on developing a recommended plan for the Council to begin working on at their January meeting. Sue suggested we invite LaDessa to attend our January meeting in the afternoon to assist in working on the plan.</p> <p>Luann indicated there is a federal person that assists programs in developing strategic plans and she would like the Council to consider utilizing this person to assist the Council in developing a strategic plan. Luann will check into the availability of Ann Seymour and will update the Council at the January meeting.</p> <p>Luann informed the Council that Anne Chatfield, the new Grants/Contracts Officer, will begin her employment with the Council on January 1, 2012. Karen asked what the role and primary responsibilities for the position will be. Luann indicated she will develop and identify roles and responsibilities.</p>	<p>Luann develop a recommended plan for revising the standards for the Council's January meeting.</p> <p>Luann will check into the availability of Ann Seymour and will update the Council at the January meeting.</p> <p>Luann indicated she will develop and identify the roles and responsibilities for this position.</p>

	Luann stated that the office has been being remodeled, i.e., windows are redone-tinted, painting, etc.	
Executive Session	The Council went into Executive Session.	<p>Karen made a motion to enter into an Executive Session. Mia seconded the motion and it was carried unanimously.</p> <p>Karen made a motion to reopen the meeting. Len seconded the motion and it was carried unanimously.</p>
Program Presentations Continued	<p>Additional guests joined the meeting and the program presentations continued from the following agencies:</p> <ul style="list-style-type: none"> • Alternatives to Violence of the Palouse • Second Judicial CASA Program <p>An inquiry was made of the Council on what their priorities for this upcoming year are? Susan stated that the Council is beginning in January on planning to plan for the revisions to the standards and to develop a strategic plan with a federal facilitator. Karen provided a review of the new innovation awards.</p>	
Adjourn	Meeting adjourned.	Maggie made a motion to adjourn the meeting. Len seconded the motion and it was carried unanimously.