

**4<sup>th</sup> Quarter Meeting Minutes**  
**Idaho Council on Domestic Violence and Victim Assistance**  
**304 N 8<sup>th</sup> St, Ste 140, Boise, ID 83702**  
**December 2, 2022**  
**9:00 a.m. MST – 4:00 p.m. MST**  
**Zoom Meeting**

**Members present:** Jodi Nafzger, Rachel Kaschmitter, Jessica Uhrig, Laura Diaz, Alan Boehme

**ICDVVA staff present:** Heather Cunningham, Dana Wiemiller, Amy Duque, Kristina Larkin, Jessica Marshall, Meredith Shoen

**Others present:** Dr. Laura King, Kathy Figueredo, Lisa Melchiorre, Angela Chapman-McDavid, Bea Black, Sarah O'Banion, Kim Deugan, Candice Balcazar

The meeting was called to order at 9:05 AM

- 1. Action Item: Minutes from July 21, 2022, Meeting**  
Review and approval or revision of July 21, 2022, Meeting Minutes  
**Action:** Councilmember Uhrig moved to approve the minutes from July. Councilmember Nafzger seconded. Motion passed unanimously.
- 2. Action Item: Minutes from September 19, 2022, Special Meeting**  
Review and approval or revision of September 19, 2022, Meeting Minutes  
**Action:** Councilmember Nafzger asked for “Special Meeting” to be added to the title. With this change, Councilmember Uhrig moved to approve the minutes from September. Councilmember Diaz seconded. Motion passed unanimously.
- 3. Action Item: Minutes from November 30, 2022, Special Meeting**  
Review and approval or revision of November 30, 2022, Meeting Minutes  
**Action:** Councilmember Uhrig moved to approve the minutes from November. Councilmember Kaschmitter seconded. Motion approved unanimously.
- 4. Update: New ICDVVA Administrative Assistant Hire**  
Administrative Assistant 2, Meredith Shoen, introduced herself. She worked in corrections for over 20 years, most recently as a Presentence Investigator; she has a recent Criminal Justice degree from Boise State University.
- 5. Update: OFCO VOCA Monitoring Closeout**  
Presentation by ICDVVA Staff  
Executive Director Cunningham summarized that the financial portion of the 2022 federal monitoring of ICDVVA for our VOCA grant is now completed and there are no findings or concerns. The financial and programmatic monitoring are both now closed out. In the past two years we have not only resolved all our previous audit items, but we now have a completely clear monitoring. We are currently fully compliant with all VOCA requirements.

**6. Update: State of Idaho HR Assignment**

Introduction of Chrystelle Zimmerman

Executive Director Cunningham noted that ICDVVA is now with state HR, not DHW HR; however, our assigned HR representative keeps changing. Ms. Zimmerman recently took another job so she will not be joining us today. We will invite the new HR representative, once assigned, to a future Council meeting.

**7. Update: Update on Voices Against Violence Acquisition of Crossroads Harbor**

Presentation by ICDVVA Staff and Victims Against Violence (VAV) Executive Director Angela Chapman-McDavid regarding an update of the acquisition of Crossroads Harbor by VAV, resulting changes to FY23 VAV budget to address the expanded service area, as well as resolution of Crossroads VOCA reimbursement issues.

Executive Director Cunningham provided a recap/background on Crossroads' situation. VAV acquired the program on October 4, 2022, and the acquisition is complete. Crossroads is now closed. Executive Director Chapman-McDavid noted program staff are working in Twin Falls and Rupert offices. VAV had an open house/grand opening this past Monday, which went well; VAV is working on ensuring the community in Rupert is aware that victim services in the area remain available. Executive Director Cunningham indicated that the funds that Crossroads' accountants had identified as needing to be paid back to the Council, roughly \$18,000, have been handled and that the proper adjustments have been made and the Crossroads FY22 award is now closed.

**8. Action Item: Elmore County DV Council Probationary Update & Next Steps**

Introduction of Elmore County Domestic Violence Council (ECDVC), Board Members, and mentor from Family Services Alliance (FSA). Executive Director Cunningham provided an update regarding the Elmore program. Staff worked to find a mentor for this program, since we do not do direct services. Ms. O'Banion agreed to be a volunteer mentor. As the Interim Director, Ms. Balcazar is doing well, had a good meeting with ICDVVA. Moving in a positive direction. Ms. Figueredo: has gone through a transitional time, pleased with the way it's going, grateful to ICDVVA, hired a new coordinator, will start in January 2023. Looking for new director, working on interviews, if Ms. Balcazar doesn't get it, she will remain a program manager. Conducting interviews for case manager and working on strategic plan. Ms. Melchiorre has been on Elmore board for 15 years and has experienced organization changes. Ms. Balcazar reported she, a case manager, and an advocate are working through old policies to be more client centered and inclusive, changing intake practices, and are working towards better taking care of staff and clients. They changed their timesheets to be able to better keep track of actual work locations and hours; now turning in at each pay period not the end of the month to help monitor discrepancies, has a good variety of new and old staff. Ms. O'Banion, with FSA in Southeast Idaho, met with Ms. Balcazar a few times and is impressed with how Ms. Balcazar is handling challenges as an interim executive director. Ms. O'Banion is hoping they can do more in-person work. Regarding Kim, she is not allowed on premises, but is instead doing fundraising offsite; Ms. Balcazar is not her supervisor. They are planning on the fundraising to end, and Kim would no longer be in that position or with the agency. Fundraising efforts would be distributed among other staff. They have

noticed a positive difference in agency. Regarding cultural diversity in community, they have sent letters to proposed new board members from airbase to join since the board works closely with the base. Regarding Hannah and childcare concerns, her baby was at work and she was not focusing on clients, simultaneously, her position ended, and she declined being an advocate in a new position. It is now in policy that staff children will not be at work, with individual unforeseen emergencies on a case-by-case basis. Executive Director Cunningham recommendation: the program will remain on probation, Ms. O'Banion will still be a mentor, and ICDVVA can offer training opportunities. Recommend continued funding. Also recommend continuing probationary period until new Executive Director has been in place for some time. Council is pleased with the progress and with Ms. Balcazar's performance.

Councilmember Nafzger moved to continue 6 months of probation with monitoring and mentorship. Councilmember Boehme seconded. Motioned passed unanimously.

**9. Update: Grant Awarded for OVC FY 2022 Building State Technology Capacity. Presented by Executive Director Cunningham and ICDVVA staff**

Received \$500,000 award for grant management software. Currently working through state procurement process. We have until 2025 to use the grant. Plan is to give license to ITS to be able to assist other state agencies, not just ICDVVA. Will update Council quarterly with progress.

**10. Update: ICDVVA/SAC Data Dashboard Project**

Presentation by Executive Director Heather Cunningham & Research Analyst Jessica Marshall

Research Analyst Marshall is working on building a data dashboard to have all grant data in one place. There is a gap in coordinating our data with other data such as crime. Showed a first iteration of proposed data board with agencies, needs scores, and demographic indicators; will be able to target funding to needed areas. Currently a 5-year timeline, and as data is collected, the timeline will increase up to 10 years and so on. Councilmember Nafzger asked if this will be readily accessible. Research Analyst Marshall noted yes, but currently as read only and is not routinely updated at this point.

Executive Director Cunningham noted she and Research Analyst Marshall meet monthly with ISP to discuss how to make this a usable tool, as well as quarterly meetings with other stakeholders. We want to build a tool that is useful and updatable. The goal is to be able to see reported crime and victimizations at a county level to help the underserved populations, what services they receive, and what they are not receiving. We are gaining progress every month and will hopefully be able to present in the June meeting. This shows long term benefits to many agencies within the state.

Research Analyst Marshall said this has sustainability. It takes time to set up but will be easily maintained in the future. Research Analyst Marshall then talked about the Clarke decision; how there has been an increase in domestic violence aggravated assaults and a

decrease in domestic violence simple assaults. Law Enforcement is issuing more citations since they cannot arrest in misdemeanor domestic violence calls.

Councilmembers Uhrig and Boehme reported revictimization has increased, but felony arrests are not really going up; sixth district is an outlier as it has not issued a lot of warrants for domestic violence for arrest. Individuals cited and parties aren't happy, law enforcement comes again, and then there is a higher likelihood of felony charges. Judges seem just as willing for domestic violence warrant as driving under the influence warrants. District 2 has an on-call attorney and judge for such nighttime calls.

Executive Director Cunningham reported on a constitutional amendment update. ICDVVA's role is increasing awareness, educating programs (including their boards) and public, and providing data.

Executive Director Cunningham mentioned that at the VOCA conference in Georgia there was a session on this data sheet; Idaho was presented as a pioneer in hiring a research analyst and cleaning up statewide data.

#### **11. Update: ICDVVA Presentations to Subrecipient Boards**

Presentation by Executive Director Cunningham

Executive Director Cunningham has scheduled every program for a board visit; only three remain on the calendar. Most were in person, some were virtual. She provided a statewide lens, info about ICDVVA and funding trends. Has resulted in increased engagement and collaboration, a successful initiative. She also encouraged boards to work on outside funding to help supplement federal funds requested. There is great variety in the boards.

Ms. O'Banion commented that her board enjoyed the meeting, having another perspective, and engagement with ICDVV.

#### **12. Update: ICDVVA Stakeholder Survey Results**

Presentation by Director Heather Cunningham

Executive Director Cunningham reported there have been a lot of program changes over the past few years. She asked stakeholders to provide anonymous information on ICDVVA processes, communication, etc, and received 40 responses out of 47 funded programs. Feedback was overwhelmingly positive. Council members were asked to read in detail at their own convenience.

#### **13. Presentation: Boise State Biennial Victimization Reports**

Presentation by Dr. Laura King regarding the second agency survey report and the victim survey initial findings. Presentation on year two of the Idaho Crime Victim Service Provider Survey. Biennial Report: agency characteristics, services, needs, barriers. Final report is in progress.

#### **14. Action Item: Safety & Resilience Conference, Next Steps** Presentation by Executive Director Heather Cunningham and discussion with Ms. Black from the WCA

Executive Director Cunningham noted in earlier Council meeting about the difficulties ICDVVA staff have in planning and preparing for the conference. It consumes too much time and affects ability to handle required grant administration and other duties. WCA is willing to take on the conference planning responsibilities. ICDVVA could assist with funding a WCA conference planning position using VOCA admin funds to cover conference costs. Training must continue to be focused on professional development. WCA would assist with the 2023 conference and then take over planning responsibilities for 2024. Financial advantages to having another agency organize include fundraising and using registration fees to cover costs.

Ms. Black: WCA considers the conference to be a valuable training event and sends as many staff as possible. They found the opportunity to be engaged in planning intriguing and would like to ensure the conference continues. WCA conducts a couple of large events with anywhere from 300 to 600 attendees at each. They know how to orchestrate big events but do not have a staff member to dedicate to this. They are willing to hire someone with ICDVVA funding support.

Executive Director Cunningham stated most states do not plan, organize, implement a conference like this. The Coalition offers different types of training, so transitioning to them isn't a viable option; need Council guidance if we're going to offer funding as part of this partnership.

Councilmember Kaschmitter noted that it sounds like a good partnership opportunity. Any concerns about doing this? Executive Director Cunningham said we need to make sure to avoid any appearance of favoritism. Believes it's not a problem as long as we're transparent about what we're doing and why. No concerns about working with WCA or doing something new. Ms. Black wants to ensure that any additional funding would not impact the grant funding they receive for services, and it needs to be a truly separate award specific to the conference.

Councilmember Nafzger wondered if this would this mean we'd need to make it a competitive process every year. Executive Director Cunningham stated we would need to try one year first and could potentially be a 3-year agreement after that. Ms. Black said she wouldn't want to be competing every year either.

Councilmember Nafzger moved for the Council to support collaboration with WCA for Safety & Resilience Conference planning and implementation. Councilmember Kaschmitter seconded. Motion passed unanimously.

**15. REMOVED. Action Item: Revision to Policy Manual on Complaint Procedure**

Presentation by ICDVVA Staff and discussion of next steps, questions

Not ready at this time, we plan to revamp the complaint procedure, make it more detailed, and review policies and procedures. This will assist with future FVPSA monitoring.

#### **16. Update: Need & Demand Data Collected by ICDVVA**

Presentation by Research Analyst Jessica Marshall

Research Analyst Marshall conducted a presentation showing needs and demands focusing on counseling and housing, also shared information with National VOCA conference, demonstrated unmet need in Idaho. Housing results show that more than 1,500 victims waited for shelter, and just over 2,000 victims were provided shelter with an average length of stay being 23 days. Transitional housing is hard to offer due to the affordable housing shortage. Barriers include funding, covid impacts, and no-stay lists at hotels/motels. Counseling barriers include lack of providers, transportation, childcare, language differences, and funding. FY23 will include changes to the questions based on results collected during past year.

#### **17. Update: New ICDVVA Victim Survey**

Presentation by Research Analyst Jessica Marshall

Research Analyst Marshall provided results on victim survey. Not viable the first time around. Conducted second survey, better response rate. Executive Director Cunningham noted most states do not have this kind of survey, and people in trauma don't typically want to take surveys. Our survey is not the same as the BSU survey. Programs should think of this as an exit item and ICDVVA can compile the data.

#### **18. Action Item: Set 2023 Council Meeting Dates**

Presentation by ICDVVA Staff and discussion of 2023 Quarterly meeting dates

Proposed meetings:

- Q1 March 24, 2023, virtual
- Q2 May 24, 2023, virtual
- Q3 July 21, 2023, in person
- Q4 December 8, 2023, virtual.
- Strategic plan session on February 17, 2023, in person

Roundtable for Region 4: Councilmember Naftzger would prefer mid-November

Councilmember Nafzger moved to use proposed dates. Councilmember Boehme seconded. Passed unanimously.

#### **19. Update: 2022 Regional Roundtable Recap/2023 Roundtable Plan**

Presentation by ICDVVA Staff

Grant Manager Kristina Larkin reported that all seven regional roundtables were completed. Program takeaways include lack of childcare, lack of SANE nurses, build relationships with law enforcement with more training, difficulty finding counseling staff,

mending relationships, struggles with housing especially during tourism season, and translators.

Executive Director Cunningham noted that ICDVVA would like to provide trauma-based training for law enforcement, additional regional meetings, and gather feedback from Council members regarding meetings. Last year there were lots of ideas such as mentoring and a resource library. Asks Council members how meetings should proceed. Councilmember Nafzger noted she attended the 1<sup>st</sup> meeting and saw mostly service providers there but did not feel like there were many weighing in. Is it possible to provide lunch? Executive Director Cunningham shared we could not feed them, there were no funds for it, but will look into it for future meetings.

Councilmember Nafzger asked if we can we instill a more conversational meeting? Executive Director Cunningham noted barriers to this are staffing issues, COVID, some programs/people talked a lot, some did not--mostly based upon prior relationships. All regions have different dynamics. Councilmember Kaschmitter stated in her region, providers and the community are spread out. Likes the idea of sitting at a round table. Councilmember Diaz agreed some providers talk more than others and give good presentations, agreed that a circle may be more productive to see faces, not the back of heads.

Executive Director Cunningham shared we want to have neutral space as to not appear to show favoritism; therefore, lining up venues is challenging. Moving forward, she would like it if roundtables were facilitated by Council members. Councilmember Kaschmitter said she would be willing to be a co-facilitator in her region. Councilmember Uhrig is willing also. Councilmember Nafzger said she would rather co-facilitate and help, is not comfortable presenting by herself, and wouldn't have the tools to do so—at least starting out. Councilmember Diaz would be willing to co-facilitate at least at the beginning.

Executive Director Cunningham said every year is different, you do not have to do the data in every roundtable, it is valuable to make a deeper connection between Council members and programs. If programs have issues with staff, they could be comfortable bringing issues up because they don't know the Council members. Will plan for at least one or two staff accompanied by Council members to start having a more active role. It is the easiest way to connect with programs in your community.

## **20. REMOVED, DUPLICATE: Action Item: Revision to Policy Manual on Complaint Procedure**

### **Standing Items:**

#### **21. FY23 & FY24 Agency Budget Update**

Presentation by Executive Director Cunningham

Executive Director Cunningham's budget request for FY24 has been submitted. Still short on funding and don't know if Governor's office will submit request for one-time funding from legislature. Continuing to explore all options, including extension on VOCA funds.

**22. ICDVVA Collaboration & Education Efforts Update & 2024 planning discussion**

Presentation by Executive Director Heather Cunningham

Executive Director Cunningham noted collaboration was limited under prior ICDVVA administrations. Currently, the agency is collaborating with several partners – tribes and Disabilities Council to name a few. Would like Council member input on continued collaboration and how we prioritize – which to maintain, which to let go, etc. Engaged in effort to establish “subject matter experts” in our priority categories; this can be time consuming. Has contracted collaboration with the Coalition at this point and suspended monthly meetings. Councilmember Nafzger noted she was proud of the way we collaborated but has no input at this time of who to pull back from. No other input.

**23. FY22 Update – Financial Report (Final Year End Grant Expenditures)**

Presentation by Grants Supervisor Dana Wiemiller

Ended FY22 subawards with 98% fully expended. Only a few agencies had remaining funds. Staff has been working with a DHW Financial Analyst to reallocate funds to expiring grant awards, including VOCA19, FVPSA, and FVPSA ARP, to ensure they are fully expended. Closeout letters are in progress.

**24. FY23 Update – Financial Report**

Presentation by Grants Supervisor Dana Wiemiller

Reiterated award amounts by funding stream for FY23. Currently processing October reimbursements so no data to report.

**25. Monitoring Update**

Presentation by Grants Supervisor Dana Wiemiller

Provided a summary report of 2022 monitoring. Twenty-one programs already monitored with two more scheduled in December. Very few findings or concerns since programs were monitored last year and addressed any issues identified.

**26. Reimbursement Payment Timing Update**

Presentation by Research Analyst Jessica Marshall

Processing time is looking good. 100% of agencies submitted within 30-day deadline in October – first time. Average processing time from received to payment date jumped up a little bit due to staffing shortages at DHW.

The meeting adjourned at 3:15pm