

Meeting Minutes
Idaho Council on Domestic Violence and Victim Assistance
May 24, 2023: 2nd Quarter Meeting
9:00 a.m. MST, via Zoom

Members Present: Wes Somerton, Rachel Kaschmitter, Laura Diaz, Alan Boehme, Jessica Uhrig

Members Absent: Jodi Nafzger, Clint Lemieux

ICDVVA Employees Present: Heather Cunningham, Jessica Marshall, Dana Wiemiller, Amy Duque, Kristina Larkin

Meeting was called to order at 9:03 am.

1. Action Item: Approval of Amended Meeting Agenda

Wes moved to approve, Alan seconded. Passed unanimously.

2. Action Item: Minutes from March 24, 2023

Review and approval or revision of March 24, 2023, meeting minutes

Wes moved to approve, Alan seconded. Passed unanimously.

3. Action Item: Minutes from April 5, 2023

Review and approval or revision of April 5, 2023, special meeting minutes

Wes moved to approve, Alan seconded. Passed unanimously.

4. Action Item: Elmore County DVC Probation Status Change

Dana presented. New ED started in early March. Moved from Florida, has 20+ years in serving vulnerable populations. Also hired new finance person. Organization has come a long way. Recent monitoring visit was a very positive experience. No items of concern. Recommendation is to end probationary status.

Wes moved to remove probationary status, Jessica seconded. Passed unanimously.

5. Discussion: Response to Idaho Anti-Trafficking Coalition

Wes presented. Council received a complaint by IATC against a staff member of ICDVVA regarding communication to IATC about their relationship with another agency. This would have to be a discussion in Executive Session since it relates to agency personnel. Not on agenda for today, so will have to be addressed at a future meeting.

6. Discussion: Process for Executive Director Search

Posting is out. Jessica presented. Originally had a two-week application period, but Jessica asked for it to remain open until filled. Asked HR for a list of pre-screened qualified applicants to be sent to the Council every 2 weeks. Council gets to make the decision. Screening committee has

HR member, Council member, Thomas Strauss, Christine Pisani, Darci Anderson.

7. Agency Move Update & Outstanding Items

Dana Wiemiller presented. Staff is settled into the PTC offices; however, generally working remote most days. Still have some logistics to resolve including conference room reservations, security and facility notifications, and some IT issues. Rent for the space is unresolved – proposing same annual cost (\$20K) for 215 square feet that we were paying for 1700 square feet. We are still using storage space in the Borah Bldg Draft of MOU with DHW still needs to be finalized, executed. Wes described the new space to the rest of the Council and expressed frustration at the space we were assigned, the lack of privacy, and the inability to access/reserve conference space.

8. Action Item: Plan for FY24 Grant Scoring – July Meeting to Onboard New Members

Jessica Marshall presented. Scoring will be similar to last year. Proposals will be assigned to each Council member. Assignments will be made by June 5 (apps due June 2). Everyone will be assigned applications from two regions, not their own. July 7 will be deadline for score submission. Hoping to have new Council members approved in July by the governor’s office; however, it may be necessary for outgoing members to score this year. HAC noted that if we get new applicants, they may need additional screening that would take longer than June 5 to assign to Council members. Wes moved to hold onboarding meeting July 21 from 10-12, then Aug 4 scoring meeting. Laura seconded. Passed unanimously.

9. Tech Grant Update: Five proposals were received. A five-member evaluation committee worked together to narrow to three finalists to provide demonstrations in the next few weeks. Team of evaluators from State Controllers Office, IT, and ICDVVA, as well as Parks and Rec as another agency who will potentially want to license the grants software. Still on track for go-live date October 1.

10. Sexual Assault Training Update: To date, \$11,466.23 has been expended on training under the award to Idaho State Police (ISP), with 13,533.77 remaining. Great value for our money – many have been impacted. Document is included in the Meeting Materials site with live links to view recorded trainings. ISP can pull stats for us any time (or on a regular schedule) to see how many have viewed trainings. Our relationship with ISP is very strong and collaboration will continue.

11. ADWAS Basic Advocate Training Update

Registration was capped at 20; however, 24 have registered including 10 deaf + 14 hearing individuals registered. The training is meant for anyone with 18 months or less in the field. ICDVVA is covering travel expenses for deaf advocates attending the training. Goal is to write into FY24 subawards that deaf advocates are available to all funded programs for deaf victims or to fill in during staffing shortages. Also will need to make first responders, law enforcement, SANE nurses, and prosecutors aware of the resource.

12. Update on EVAWI and VOCA Summit/Conference Attendance

Amy Duque and Dana Wiemiller went to End Violence Against Women International (EVAWI) Conference in Chicago in April to focus on domestic violence and sexual assault sessions. Jessica Marshall and Dana attended the VOCA biannual summit in Washington, DC. It has been valuable to develop subject matter expertise among staff members. Dana, Amy, and Jessica each presented a brief recap of their conference experiences. Value not only in information shared, but also the networking. Key takeaways from the VOCA conference include: administrators need stabilization of funding. Extensions are helpful but difficult – now will no longer be tied to the pandemic. She touched on the stricter requirements for Suitability and Language Access. Also tips for federal audits.

13. Update on Management Assistant Recruitment

Position was upgraded from Admin to Management Assistant. The higher classification will provide better pay, but more importantly, provide a higher skillset which will allow a more efficient distribution of responsibilities among staff. Received many apps, conducted 1st and 2nd round interviews. A final candidate has been selected. Reference checks are complete, and an offer will likely be extended today.

14. Action Item: VOCA Administrators August Conference Presentation

Director Cunningham proposed a VOCA conference session on Blind and Low Vision victims and it was accepted for the VOCA Administrator's Conference in August. She contacted VOCA to ask if she could still attend since she would be leaving the Council in July. VOCA approved the request and that she would be able to attend as the former Executive Director of ICDVVA. VOCA will fully fund her travel. Wes moved to allow HAC to represent ICDVVA at the August conference. Jessi seconded. Motion passed unanimously.

15. Director's Update: Remaining gaps/issues for future consideration

Director Cunningham had to log off and leave the meeting to deal with an emergency situation; she indicated she would follow-up with an email outlining the discussion items for #15 and questions could be facilitated via email.

Standing Items:

1. FY24 & FY25 Agency Budget Update

Dana presented indicated she had greater participation with DHW in ICDVVA budget preparation than in previous years. She indicated that general funds were originally allocated primarily to personnel expenses with very little for operating expenses. New legislative restrictions will no longer allow movement of funds, meaning funding allocated to personnel must remain there and may not be moved to cover operating expenses without legislative approval. General funds are needed for operating expenses, so potential solutions are being identified for the FY25 budget. Also working on reversion/reallocation process right now. Hoping for some kind of encumbrance to continue spending State Bridge funds after May– we are not the only agency requesting this extension; expecting an answer soon. Rachel asked if LUMA rollout date was possibly going to be

postponed – Dana said she had not heard anything to this effect. Jessi asked if the Council could help make connections, but Dana feels there is good communication with the right people.

2. ICDVVA Collaboration & Education Efforts Update

Director Cunningham not present – item deferred.

3. FY23 Update – Financial Report

Dana presented the current financial report. At 50% of the grant year, most agencies are on target with their spending.

4. Monitoring Update

Dana presented. Monitoring has been conducted with eight agencies to date in 2023, six were co-monitored with ISP. Five reports have been completed, with only one finding, 13 concerns, and eight recommendations. Two new programs are being monitored this year with one repeat from 2022.

5. Reimbursement Payment Timing Update

Jessica presented. 30-day submission rate for reimbursements is between 90-95% - programs are letting staff know if they need to submit late. Late submissions are usually just one or two days late, nothing egregious. Reimbursement processing time averages under two weeks from submission to GM review, and then less than two weeks for GM review to paid. These statistics are included monthly in the ICDVVA newsletter to ensure accountability with funded programs. Turnaround was faster when ICDVVA had an Administrative Assistant. DHW has resolved their staffing issues and payment processing time has improved considerably.

Meeting adjourned at 11:41 am.