

**Idaho Council on Domestic Violence and Victim Assistance**  
**March 24, 2023: 1<sup>st</sup> Quarter Meeting Minutes**  
**9:00 a.m. MST**

Attended by:

**Members:** Jodi Nafzger, Jessica Uhrig, Laura Diaz, Clint Lemieux, Alan Boehme, Wes Somerton, Rachel Kaschmitter

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

Jodi Nafzger called the meeting to order at 9:06 am MST.

**1. Action Item: Amended Minutes from January 20, 2023, Special meeting**

Review and approval or revision of January 20, 2023, meeting minutes

Minutes have been amended to remove ED by title with respect to the personnel matter discussed at that meeting. This amended version will be uploaded to Townhall to replace the prior version.

Motion: Jodi Nafzger. Second: Jessica Uhrig. Motion approved.

**2. Action Item: Minutes from February 17, 2023, Strategic Planning meeting**

Review and approval or revision of February 17, 2023, meeting minutes

These minutes will also need to be amended to remove reference to ED by title in item 12.

Motion: Wes Somerton. Second: Jessica Uhrig. Motion approved.

**3. Action Item: Minutes from March 13, 2023, Special meeting**

Review and approval or revision of March 13, 2023, meeting minutes

Motion: Wes Somerton. Second: Jodi Nafzger. Motion approved.

**4. Action Item: Approval of 2023 Strategic Plan**

Presentation by Director Cunningham and review of any public comments received

No additional public comments were received. Heather Cunningham went over goals to confirm that Council agrees with all revisions. Also discussed the revised org chart with Dana's reclassification as well as the new Management Assistant position.

Motion: Alan Boehme. Second: Jessica Uhrig. Motion approved.

**5. Action Item: Approval of FY24 Grant Application Announcement (GAA)**

Presentation by ICDVVA Staff

Dana Wiemiller presented the new RFP, Instructions, and Compensation Summary. Discussed the new underserved definition.

Motion: Jodi Nafzger. Second: Alan Boehme. Motion approved.

**6. Action Item: Approval of FY24 Grant Application Scoring Rubric**

Presentation by Research Analyst Marshall

Jessica Marshall explained changes in scoring rubric from last year.

Collaboration questions: Jessica Uhrig asked about a more objective way to measure

collaboration. Jessica Marshall said she leans toward leaving the application as is, knowing that

monitoring will identify collaboration problems. The application may not be the best place to capture this information. Jessica Uhrig agreed to leaving app as is. Wes Somerton asked if programs would be honest in choosing, perhaps on a 1-3 scale, to judge if a region is achieving collaboration. Jessica Marshall pointed out that we usually find out about problems from a third party, and not necessarily from the parties involved. Wes thanked staff for keeping track of comments about scoring last year in order to make this year's changes. Motion: Wes Somerton. Second: Alan Boehme. Motion approved.

**7. Action Item: Approval of FY24 Training Coordinator Application Announcement & Scoring Rubric**

Presentation by Program Administration Manager Wiemiller & Director Cunningham  
Dana Wiemiller presented the Application for the training coordinator position to run the conference, roundtables, and some other training needs. She walked the Council through the scoring rubric as well. Applications must be scored by 2 Council members and 2 staff members. Heather Cunningham asked if Rachel Kaschmitter and Laura Diaz would consider serving as scorers since they both served on the Conference Planning Committee (can't score an app from their own region, so may need a backup as well). Wes asked for a description of other options explored, and Heather Cunningham provided a history. Rachel Kaschmitter and Laura Diaz agreed to serve as scorers, with Wes Somerton as a backup. Clint Lemieux also agreed to serve as a backup scorer.

Motion: Jessica Uhrig. Second: Rachel Kaschmitter. Motion approved.

**8. Action Item: Approval of FY23 Supplemental Funding Awards**

Presentation by Program Administration Manager Wiemiller  
\$350K was available to allocate to programs in State Bridge Funding, and must be spent by end of May. Agencies submitted requests worth \$500K. We were able to funnel \$46,068 into FVPSA ARPA funds, since they had Covid ties. Total recommended in State Bridge Awards = \$349,457. Wes Somerton asked for clarification on some training costs requested, which staff provided. Motion: Jessica Uhrig. Second: Alan Boehme. Motion approved.

**9. Action Item: Approval of Revisions to ICDVVA Grant Administration Policies & Procedures Manual**

Presentation by Director Cunningham

Heather Cunningham walked the Council through the redline of the policy manual.

Motion: Alan Boehme. Second: Clint Lemieux. Motion approved.

**10. Action Item: Approval of Revisions to ICDVVA Service Standards**

Presentation by ICDVVA Staff and review of any public comments received

Dana Wiemiller presented the Service Standards revision, including the history of the rewrite process over the last 18 months, the several options for agency feedback to be incorporated, and the tie-in with our monitoring process. Heather Cunningham mentioned the importance of Service Standards in responding to complaints. Wes Somerton asked about the removal of the vulnerable adult forensic interview reference, and staff explained the reason. He also asked about the removal of the signed confidentiality statement in support groups, which staff explained. Wes Somerton also asked if the PII definitions were consistent between the Confidentiality section

and the Definitions section, and staff indicated that yes they are consistent.  
Motion: Alan Boehme. Second: Wes Somerton. Motion approved.

**11. Discussion Item: Update on Elmore Co. DVC Probation/New ED**

Presentation by ICDVVA Staff

Heather Cunningham presented a quarterly check-in on the Elmore County DVC probation situation. New ED is in place, and Sarah O'Banion, the assigned mentor, has checked in with her and is planning to meet in person soon. Heather Cunningham is hopeful that the probation can end at the next quarterly meeting, once the new ED is settled. A few developments: their 2<sup>nd</sup> location had closed over a year ago, but last week they announced it would reopen, so they can have a separate location for intakes and walk-ins, but only a part of the building this time (not the whole thing). Heather Cunningham also reported that the federal inquiry into the misuse of funds by ECDVC is resolving without need to recoup funds.

**12. Discussion Item: Update on Agency structure/reorganization/assignment/offices**

Presentation by Director Cunningham

Reclassification of the Management Assistant has been approved. It is still unclear how soon we can post the position. Our move will take place this week, to the DHW building, 5<sup>th</sup> floor, into a 4-person cubicle plus a small office. There will be a dedicated computer with connectivity to DHW system. Move could be permanent or temporary. Agency pivoting to more remote work. Heather Cunningham also presented about the removal of ICDVVA from DHW, idea to create a Victim Service Bureau came up in legislative session this year but was dropped – but it could still happen sometime in the future. Heather Cunningham explained why we still need to ultimately detach from DHW, because there are too many things that we have to do for federal grant compliance that remain out of our control.

**13. Discussion Item: Update on anti-trafficking collaboration issues**

Presentation by Director Cunningham

The two local anti-trafficking agencies are still not engaging in collaboration. The letter ICDVVA sent to both agencies was received. IATC asked for more detail on any complaints received and COBS asked if there will be any mediation. Heather Cunningham responded that no formal complaint has been filed and no mediation has been requested to date. Both agencies will probably apply for ICDVVA funds this year.

**14. Discussion Item: FVPSA Compliance Review Update**

Presentation by Director Cunningham

Heather Cunningham explained that FVPSA requires collaboration with our local Coalition. We have referred the issue to NNEDV for assistance. Sheena Williams, our federal FVPSA grant officer, has confirmed that we are doing everything necessary for compliance. Jessica Uhrig participated in the conversation, and confirmed HAC's account. Our FVPSA audit will be at the end of 2023. The Coalition is trying to create a state needs assessment based on the reports ICDVVA paid BSU to create based on our programs' data. Wes Somerton asked if FVPSA monitoring us on a schedule, or if something triggered it. Heather Cunningham explained that we are overdue, should be every 2 years.

**15. Discussion Item: VOCA Bi-Annual Summit and Annual Conference**

Presentation by Director Cunningham

Dana Wiemiller and Jessica Marshall will attend the May VOCA conference for Victim Assistance Administrators in DC. The mandatory VOCA conference in August will be in Chicago. Jessica Marshall and Heather Cunningham will present about the new data dashboard, with Darci Anderson from Victims Comp. Heather Cunningham also proposed to co-present with an expert in services for the blind and visually impaired, president of the National Federation for the Blind, Oklahoma chapter, a speaker she had identified for our conference before it was canceled. Our resource list is being translated into Braille.

**16. Update item – Deaf & Hard of Hearing Collaboration**

Presentation by Director Cunningham

Heather Cunningham has been working with the Idaho Commission on the Deaf and Hard of Hearing to better serve this community with victim services. June 7-11, trainers are coming from Washington for a week at a cost of around \$8000 to train deaf advocates. Venue has been identified. First 2 days of the training is open to any advocate, hearing or deaf, and then the rest of the week is for deaf only. ICDVVA will cover travel costs.

**17. Update item – 2023 Legislative Update**

Presentation by Director Cunningham

Heather Cunningham summarized the following:

- Our administrative rules passed House and Senate, will take effect when session closes. If the session closes by 3/31, we don't have publish our RFP in newspapers (required by old rules but not new ones).
- Our 4 bills were bundled into 1 and it got shut down because it asked for rulemaking authority. ICDVVA should still try to tie State DV funds to need rather than marriage licenses, in a future session. Also try to change the statute requiring victims to provide reimbursement for services. (Ok for now, minimum contribution is still zero.)
- 17B - Unemployment for DV victims/Dept of Labor passed. This allows unemployment insurance benefits for domestic violence victims who have to quit their jobs.
- 17C – proposing that marriage licenses get replaced by certificates. Heather Cunningham was able to get a \$15 certificate fee assigned to us, so if it had passed, we would still be funded. Did not pass.
- 17D - Senator Wintrow – proposed that medical personnel not have mandatory reporting for DV – wasn't advanced this year
- 17E - Public Safety Division – dead for now
- Appropriation bill – H333. JFAC approved our budget without controversy. Passed the House. In the Senate today.

**Standing Items:**

**18. FY23 & FY24 Agency Budget Update**

Presentation by Director Cunningham

Heather Cunningham shared a PowerPoint that identified the sources of our funds in FY23. We try to keep a minimum of \$12M available to programs each year to prevent programs from shutting down. FY24 awards will still have supplemental FVPSA-ARPA funds to help bolster the total funding. FY25 is another story – we will only have \$9M to go around, unless the state grants us more one-time funds. Heather Cunningham stressed the necessity to maintain a strong foundation with the legislature to get what we need in the future.

**19. FY23 Update – Financial Report**

Presentation by Program Administration Manager Wiemiller  
Dana Wiemiller shared the summary of subrecipient spending to date.

**20. Monitoring Update**

Presentation by Program Administration Manager Wiemiller  
Dana Wiemiller shared the summary of the 26 programs set for monitoring in 2023. So far this year, there have been no findings in the 4 completed, now that monitoring is on a regular schedule. 6 will be co-monitored with ISP, who also gives them grants. Wes asked about the utility of co-monitoring, and staff said it was beneficial to subrecipients to have it all at once.

**21. Reimbursement Payment Timing Update**

Presentation by Research Analyst Marshall  
Jessica Marshall presented that programs are mostly submitting draws within 30 days. Some exceptions due to staff turnover and other one-time situations, and they get approval from GMs in these cases. She also shared data for our review and payment timing. On average, agencies are paid in about 2 weeks. DHW timing for payments has improved dramatically. Unclear what will happen with the LUMA transition, but it will certainly slow down.

**22. Action Item: Executive Session pursuant to I.C. § 74-204(3) and § 74-206(1)(b) to discuss a personnel matter.**

**March 24, 2023, Executive Meeting Minutes**

**Members Present:** Jodi Nafzger, Rachel Kaschmitter, Laura Diaz, Wes Somerton, Jessica Uhrig, Clint Lemieux

**Others Present:** Andy Snook and Lori Wolff

Jodi Nafzger called the meeting back to order at 2:17 pm.

**1. Action Item: Executive Session pursuant to I.C. § 74-204(3) and § 74-206(1)(b) regarding a personnel matter.**

Wes Somerton moved to go into Executive Session per I.C. § 74-204(3) and § 74-206(1)(b). Seconded by Clint Lemieux. Motion approved unanimously with a roll call vote.

The Council went into Executive Session at 2:18pm. Council and others move in to separate private

breakout room.

A motion was made, seconded, and approved to exit Executive Session. The Executive Session ended at 3:17 pm

Council exited Executive Session.

Jodi Nafzger adjourned meeting at 3:18 pm MST.