

4th Quarter Meeting Minutes
Idaho Council on Domestic Violence and Victim Assistance
450 W. State St., Boise, ID 83702
December 8, 2023 | 9:00 a.m. MT

Members Present: Vice-Chair Jessica Uhrig, Jennifer Beazer, Laura Diaz, Jona Jacobson, Rachel Kaschmitter

Members Absent: Chair Wes Somerton, Clint Lemieux

ICDVVA Employees: Amy Duque, Kristina Larkin, Jessica Marshall, Erin Vlamis, Dana Wiemiller

Meeting was called to order at 9:09am MT.

1. Action Item: Meeting Minutes from August 4, 2023

Review and approval or revision of August 4, 2023, meeting minutes.

Jona moved to approve minutes, Jennifer seconded motion. Minutes approved unanimously.

2. Action Item: Amended Meeting Minutes from March 24, 2023

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

Jennifer moved to approve the amended March minutes, Rachel seconded motion. Amended minutes approved unanimously.

3. Action Item: Revision to Grant Administration Policies & Procedures

Dana Wiemiller, Executive Director, reviewed proposed changes to the Grant Administration Policies & Procedures. Changes include updates to job titles, deletion or inclusion of processes related to new systems such as AmpliFund and Luma, an update to our grievance policy, and an update to our match waiver policy. Jennifer moved to approve changes to ICDVVA Grant Administration Policies & Procedures, Jona seconded motion. Revisions approved unanimously.

4. Community Outreach Behavioral Services (COBS) Complaint

Presentation by ICDVVA staff to update council on complaint and action items that are being followed to address complaint.

5. 2024 Meeting Dates

Council discussion to establish quarterly meeting dates for 2024.

Proposed a Strategic Planning meeting date, a Grants Award meeting date, and all four quarterly meeting dates. All are subject to change if conflict arises and will be posted on ICDVVA's website.

6. Standing Item: Presentation - FY23 Grant Financial Report

Amy Duque, Grant Manager, presented the status of FY23 subawards which ended September 30, 2023. 98% of all awarded funds were spent in FY23, and 27 agencies spent 100% of their awards. Only two agencies fell below 90%.

7. Standing Item: Presentation - FY23 Monitoring Report

Kristina Larkin, Grant Manager, presented on FY23 monitoring programs. 24 of 25 programs on the 2023 monitoring list have been conducted, with the final monitoring scheduled for next week.

8. Executive Director Report

Dana Wiemiller, Executive Director, presented on the following:

- ICDVVA Staffing – The job posting for the Program Administration Manager closes on the 13th of December.
- Luma Transition – reimbursements are no longer delayed, but we are still learning how to navigate Luma functions.
- Grant Management Software – AmpliFund was implemented on October 1st and reimbursements are officially being submitted through the system. Amplifund hosts weekly meetings with staff to provide technical assistance and troubleshoot items. Amplifund has also provided online training assistance to programs through webinars and participation in ICDVVA monthly office hours with programs.
- 2024 Safety & Resilience Conference –Building Hope Today is coordinating conference planning activities. The conference is confirmed for June 25-26, 2024, at the Riverside Hotel. We are partnering with the Idaho Children’s at Risk Task Force who also hosts a conference in June with several of the same participants as the Safety and Resilience Conference. A Call for Proposals has been released to solicit conference speakers.
- Collaboration with the Idaho Coalition Against Sexual & Domestic Violence – Dana and Amy Duque have been having monthly meetings to expand collaboration. The next meeting in January will focus on a 2024 planning calendar to ensure coordination on key meetings, trainings, outreach activities, and deadlines.
- Collaboration with the Council for the Deaf & Hard of Hearing – Requesting information from Deaf Advocates to establish their purview of service/locations. A language access webinar is being planned for 1st quarter which will provide information for agencies on how to access Deaf Advocates, ASL interpreters, and how to put together their language access plans as required under VOCA.

9. Councilmember Reports

- Jessica Uhrig shared that Region 2 is making progress on creating a CAC, which is a large area of need for that region.
- Jennifer Beazer shared praise regarding ICDVVA’s ability to navigate the transition of staff members and having a busy grant season.

Meeting adjourned at 10:50am MT.