

**Committee for Oversight of Domestic Violence**  
**Offender Intervention Programs**  
**December 20, 2023 | 10:00 a.m. MST**  
**Meeting Minutes**

**Members Present:** Wes Somerton-Chair, Trevor Castleton, Jeff Matsushita, Heidee McMillin, Amber Moe

**Members Absent:** Kimberly Talbot, Ursula Warden

**ICDVVA Staff Present:** Dana Wiemiller, Jessica Marshall, Erin Vlamis

**Guests Present:** Melissa Bishop and Alfredo Hernandez - Trivium Life Services

**10:09 am – Call to Order** by Wes Somerton

**1. Action Item: Review & Approve Minutes from August 10, 2023, Meeting**

Heidee McMillin motioned to approve. Trevor Castleton seconded motion. Motion passed unanimously.

**2. Action Item: New Trainee Application**

- Roger Kroshus, Trivium Life Services

Amber Moe motioned to approve. Trevor seconded motion. Motion passed unanimously after a quick discussion on the applicant's educational background; Melissa Bishop/Trivium Life Services confirmed that applicant has a master's degree, which meets qualifications.

**3. Presentation Item: OIP Data Collection Report**

Jessica Marshall, Senior Research Analyst, spoke about data that has been collected this year from OIP programs. There was nothing new to report from last year, trends are steady.

**4. Discussion Item: Program Monitoring**

Dana Wiemiller, Executive Director, recommended having additional documents submitted with new/renewal program applications. Documents could include priority items reviewed during program monitoring. Providing these items with the application would enhance the Committee's assessment of a program application and ensure key policies and documents are in place prior to program approval. Council members agreed this would be a valuable thing to move forward with and this will be worked on by members prior to the February 2024 Committee Meeting. Melissa gave input as a provider and mentioned it would be cumbersome but makes sense.

**5. Discussion Item: Program Supervisor Requirements**

Dana asked the Committee to revisit a previous discussion regarding an exception to the requirement that Program Supervisor's must have a master's degree. The Committee had discussed during their May 2023 meeting and staff from Trivium Life Services have requested additional discussion on the matter. Alfredo Hernandez/Trivium Life Services spoke about how there are qualified individuals that would be interested in doing this work but don't have a master's degree; should we be limiting who can do this work and create this barrier for programs? Melissa seconded what Alfredo spoke about, also mentioning that she would be interested in becoming a Program Supervisor but does not have a master's degree, and although

she has over 10 years of experience, wanted an understanding of the requirement. Committee members discussed the need for ensuring sufficient education and experience standards for Program Supervisor's; however, agreed there may be a way to adopt a policy that would ensure standards are met without the master's degree. The topic will be visited when reviewing the Minimum Standards. Jeff Matsushita volunteered to be part of that conversation. Heidee offered to share an evaluation template she is familiar with that could help guide the conversation.

**6. Discussion Item: Minimum Standards Review & Update**

Dana recommended that Minimum Standards be reviewed and updated, which could include updates to the educational qualifications that Program Supervisors must hold. The Committee agreed that this seems like a good action item.

**7. Discussion Item: 2024 Safety & Resilience Conference**

Dana gave an update on where the 2024 Safety and Resilience Conference stands. ICDVVA is partnering with Building Hope Today and the Governor's Children at Risk Task Force (CARTF) for this year's conference. The dates will be June 25 and 26, 2024 at the Riverside Hotel.

**8. Discussion Item: 2024 Committee Meeting Dates**

- 1<sup>st</sup> Quarter: Wednesday, February 28 @ 10:00 am – 12:00 pm (virtual)
- 2<sup>nd</sup> Quarter: Friday, May 17 @ 10:00 am (in person for renewal applications)
- 3<sup>rd</sup> Quarter: Thursday, August 22 @ 10:00 am (virtual)
- 4<sup>th</sup> Quarter: Thursday, November 14 @ 10:00 am (virtual)

**11:52 am – Adjourned** by Dana Wiemiller