

Idaho Council on Domestic Violence and Victim Assistance Meeting Minutes – Riverside Hotel – September 8, 2017

Members Present: Sarah Swanson, Maggie Strowd, Doug Graves, Dr. Karen Neill, Vice-Chair, Len Humphries (via telephone)

Staff Present: Luann Dettman, Kimberly Conklin, Angela Wissel

Topic	Discussion	Action
Welcome	Dr. Karen Neill called the meeting to order. Introductions were conducted.	
Meeting Minutes	Karen requested approval/disapproval action on the May 12, 2017 meeting minutes.	Maggie made a Motion to approve the May 12, 2017 meeting minutes as presented. Doug seconded the Motion, and the Motion was carried unanimously.
Executive Session	The Council, pursuant to Idaho Code §74-206, convened in Executive Session for §74-206(1)(b).	Maggie made a Motion to enter Executive Session pursuant to Idaho Code §74-206, for §74-206(1)(b). Len seconded the Motion, and the Motion was carried unanimously. Doug made a Motion to adjourn Executive Session. Maggie seconded the Motion and the Motion was carried unanimously.
Office Update	<p>Luann reported that Kimberly has been promoted to the Grants/Contract Officer position. The Grants/Contracts Program Specialist position will open with interviews to be conducted in the next few weeks. Target date for hire is set for October 30, 2017.</p> <p>Kimberly and Angela attended the 2017 VOCA National Training Conference in Washington, DC on August 14-17, 2017. The Conference focused on sessions pertaining to the Federal accountability requirements for VOCA funding.</p>	

	<p>The 25th Annual Two Days in June Conference will be June 7-8, 2018. Research for presenters is currently being conducted.</p> <p>This past year H&W has updated several contracting policies and the forms that need to be submitted to initiate a contract. Two of those being that the revised budgets and a copy of the programs registration with System for Award Management (SAM), need to be submitted prior to a contract being generated. Our funded programs had a short turnaround time this year to submit their revised budgets so that contracts could be initiated. Our office really appreciated the programs working with us to get this accomplished and now that we are aware of the new requirements we will schedule this into our process for the future.</p>	
Program Updates	There were no program updates to report.	
Monitoring Update	<p>Kimberly and Angela conducted site visits to program in Region 4 and Region 6. Kimberly and Angela provided an overview of how the monitoring is conducted. Programs submit requested documents for a desk monitor prior to the on-site visit. This method allows for a more in-depth look at a programs policies and procedures. Kimberly also discussed the advantage of having two staff persons conducting the monitoring.</p>	There were no findings that required Council action.
Upcoming Meeting	The next Council meeting is scheduled for December 1, 2017 in Boise.	

Adjourn

The Meeting adjourned.

Maggie made a Motion to adjourn the meeting. Sarah seconded the Motion, and the Motion was carried unanimously.