

**Idaho Council on Domestic Violence and Victim Assistance**  
**March 31, 2022 Minutes**  
**9:00 a.m.**  
**Via Zoom**

**9:00 a.m. MST**

Join Zoom Meeting

<https://us06web.zoom.us/j/87232869584?pwd=VzAxVWhEbTlGVGh3YnlManVkUVJTZz09>

Meeting ID: 872 3286 9584

Passcode: 970467

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

**Members Absent & Excused:** Alan Boehme

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

**Jodi Nafzger, called the meeting to order at 9:02 am**

**1. Action Item: Minutes from February 25, 2022 meeting**

Approval of the February 22, 2022, meeting minutes were deferred to April meeting.

**2. Action Item: Approval of FY23 Grant Application Announcements/RFP's**

Presentation by Director Cunningham and Council Discussion

Consistent with adopted policy, each Council member has been assigned one grant and tasked with a review of the applicable regulations and a comparison to the RFP, ensuring that it accurately and completely reflects the state and federal requirements. FY23 assignments were:

VOCA: Jodi, Rachel, Clint

FVPSA: Wes, Alan, Laura

State DV: Jessica

Director Cunningham presented the final draft RFP for the FY23 grant applications for committee review and input. Updates made since the original draft submitted to the Council are the dollar amounts for each funding stream. Staff worked with DHW to determine amounts available in the various funding sources based on prior awards and the amounts expended to date for each funding source. The RFP includes a range of funds rather than a specific amount. Director Cunningham explained that the Council must vote on whether or not the RFP complies with guidelines. Once approved, RFP will be posted on website.

Chair Nafzger said she believed the VOCA section complies, Wes Somerton said the FVPSA section complies and asked if there were any other edits. Dana Wiemiller mentioned the removal of the FVPSA ARP funding source as it will be completely expended during FY22. Jessi Uhrig said the DV section complies.

**Action:** Chair Nafzger motioned to approve the RFP. Councilmember Somerton seconded. Motion approved unanimously.

### **3. Action Item: Approval of FY23 Grant Applications and Scoring Rubric**

Presentation by ICDVVA Staff and Council Discussion

Review of revised and updated FY23 combined grant application and scoring rubric; review of simplified State DV grant application.

Amy Duque provided overview of application. She explained that a fillable .pdf form will be used this year and narrative portions include word limits. Generally the content is very similar with some new questions such as: information and data on unmet service needs in the community/region, additional detail on agency staffing and volunteers; information on agency succession planning, additional detail on agency/community collaborations. Ms. Duque also explained that the budget portion has been simplified and included in the general application rather than a separate document.

Changes to the budget/financial portion include: formula calculation included in the budget to ensure at 60% of the request will fund direct services. Budget narrative is broken into two parts – personnel request with detailed information about salary, hourly rate, the percent of salary funded by ICDVVA, and the total ICDVVA cost. Applicants must also include whether the pay rate per employee is the same, increase or decrease from FY22. The budget narrative portion was revised to limit the description text and applicants must indicate if the expense is a continuation, expansion, or reduction from FY22. The applicant must provide additional narrative on any new/expanded services to justify their request. The applicant must also provide additional information and justification on requests for training funding.

Jessica Marshall provided overview of the application scoring rubric and explained that scoring will be completed in Jotform using scores/criteria included in this rubric. Director Cunningham explained that the scoring criteria will be included in the application instructions to ensure scoring transparency for all applicants. All applications will be scored by two staff, two council, and either herself or Ms. Wiemiller. The average of the four scores will be the final score. For further transparency, the award letters will include final score.

Chair Nafzger asked if staff could score underserved rather than Council. Director Cunningham indicated that applicants must provide supporting information and data on underserved populations which results in an element of discretion to this question and that it would be appropriate for Council to be included in score this question. Councilmember Somerton agreed the Council should score this section since it is a federal priority. Councilmember Kaschmitter also agreed.

Director Cunningham offered to include a sample scoring session at the next Council meeting. Chair Nafzger asked to include on the April meeting agenda. Director Cunningham reminded everyone that the applications are due June 3<sup>rd</sup> and the scoring meeting is July 21<sup>st</sup> so there should be plenty of time for everyone to score.

**Action:** Councilmember Uhrig motioned to approve the FY23 application and scoring rubric. Councilmember Lemieux seconded. Motion approved unanimously.

**Action Item: Creation of a Statewide Category for VOCA Funds for FY23**  
Presentation by Director Cunningham and Council Discussion

Director Cunningham provided an overview of how agencies identify where they're providing services and how some agencies provide statewide services, but their funding is tied to the region where they're located – referencing MADD and Idaho Legal Aid as examples. A recommendation was made to establish a statewide funding “bucket” so that the funding is allocated based on where agencies are providing services - not where they are physically located. Agencies have supported the idea when discussed during rulemaking sessions.

Councilmember Kaschmitter asked how would the money be allocated. Director Cunningham explained that an agency that provides services statewide would have 1/7<sup>th</sup> of their award coming from each regional funding bucket rather than just one region.

**Action:** Councilmember Uhrig motioned to create a statewide funding allocation . Councilmember Kaschmitter seconded. Motion approved unanimously.

#### **4. Action Item: Review and Approval of Strategic Plan - Revised Statewide Planning Section**

Presentation by Director Cunningham and Council Discussion

At the Feb 25<sup>th</sup> meeting the Council voted to approve the updated strategic plan, but requested minor changes, and agreed that the plan could be slightly revised to meet the requirements of the FVPSA required statewide plan. The data section was revised to be a statewide planning session; the Council will vote to ratify and approve the plan as revised.

Director Cunningham explained that the revisions made after the February 25 meeting included the following: inclusion of the definition of underserved populations and the FVPSA requirement for a State Plan.

**Action:** Chair Nafzger motioned to approve revisions to statewide planning section in the Strategic Plan. Councilmember Uhrig seconded. Motion approved unanimously.

#### **(Approx. 9:30am) Action Item: Executive Session. Executive Session re Employee compensation Pursuant to I.C. § 74-206(1)(b)**

Jodi moved to enter into Executive Session pursuant to I.C. § 74-206(1)(b). Jessi seconded. Unanimously approved. Committee entered into Executive Session at 9:56 AM

Jodi moved to adjourn the Executive Session. Clint seconded. Unanimously approved. Committee adjourned Executive Session at 10:36 AM

#### **5. Update: VOCA Monitoring Underway**

Presentation by Heather Cunningham and Council Discussion

VOCA monitoring has commenced; required documents are required to be uploaded by both ICDVVA and DHW by May 2; formal interviews will be conducted May 9 – 14, 2022.

Director Cunningham informed the Council that VOCA monitoring is officially underway and will keep councilmembers advised of the status as the monitoring progresses.

## **6. Update: Region 7 Program Meetings**

Presentation by Heather Cunningham and Council Discussion

Council staff met this week with Upper Valley CAC (Rigby), Family Crisis Center (Rexburg) and Domestic Violence and Sexual Assault Center (Idaho Falls) regarding collaboration and service delivery concerns in Region 7.

Director Cunningham provided overview of three agencies in Region 7 that are not working well together, including funding received by ICDVVA, historical information about the agencies, and funding positions taken by a former ICDVVA Executive Director. ICDVVA has remained neutral in all issues up to this point; however, the difficulties among the agencies appear to be impacting victim services, resulting in ICDVVA needing to address the issue with the agencies involved.

Director Cunningham explained actions so far: one-hour mtgs with each agency this week, interviews with some law enforcement in the region. Large portion of law enforcement agencies in region have indicated they do not want to work with Upper Valley CAC; however, ICDVVA needs to ensure ICDVVA funding is supporting victim services and that agencies are collaborating in order to ensure timely and appropriate victim services.

Staff is recommending that the three programs provide additional data to identify who they're serving/where victims are coming from to see if the allegations of law enforcement not working with UVCAC is validated through data.

Chair Nafzger said she is comfortable with how this issue has been addressed so far and agreed with recommendation to start collecting data, and to research/evaluate training opportunities.

## **7. Update: Lykke provider complaint investigation**

Presentation by Heather Cunningham and Council Discussion

The Council was recently presented with several complaints from Ms. Lykke, which were investigated. There was no breach of ICDVVA standards found and the complaints are now closed. This is on the agenda in case members have questions about the investigation, results or process.

Director Cunningham shared status of the complaint investigation, saying all complaints have been closed with no finding of violations by any of the named agencies. Letters have been sent to complainant and three agencies advising them of the determination. ICDVVA has continued to receive emails from complainant. All correspondence from complainant are being saved; however, ICDVVA is not responding to these additional emails.

11:00 am – (or earlier if meeting items are covered) Adjourn

Councilmember Somerton motioned to adjourn the meeting. Councilmember Lemieux seconded. Motion approved unanimously. Meeting adjourned at 11:00 AM.