

**DHS Domestic Violence Council Meeting**  
**August 19, 2008 9:00AM – 4:00PM**  
**4074 Winema Place, Building 53,**  
**Upstairs – District 3 Conference Room**  
**Salem, OR**  
**Minutes**

**Present:** Ardy Birkmeyer, Bonnie Brautigam, Rhonda Culley, Jayne Downing, Teri Herndon, Susan Hughes, Carol Krager, Julie McFarlane, Stephanie Merlib and Verona Turner.

**Round Table Discussion:**

- Bonnie Brautigam announced this would be her last meeting as she is planning to retire at the end of this year.
- Rhonda Culley and Ardy Birkmeyer updated everyone regarding their meeting with Clyde Saiki concerning the work we have done on the Strategic Plan. They discussed the procedure for filling the vacant DV Council positions. Clyde will identify areas he wants represented, send a notice to managers asking for recommendations and the applicants will be approved by their managers, then we will send out the applications. We were advised that DV Council is going to have a new sponsor. The DV Council will be meeting every other month instead of monthly for the remainder of the biennium.
- Jayne Downing is conducting Train the Trainer - Domestic Violence, Sexual Assault and Stalking Training. So far, 669 managers have been trained and the feedback from the managers has been phenomenal, they expressed the desire to have the rest of their staff receive the training.

**Meeting Objective:**

After introductions were conducted the meeting was led by Jayne Downing to finalize and complete work on the strategic plan. The group decided to review one strategy at a time and assign the tasks to each activity. The goal of the meeting is to assign tasks and commit the strategic plan to a draft for final approval. Also, plan and make preparations for the Diversity Conference resource table, assign a person to staff the resource table, and choose the display material for the table.

**ACTION ITEMS:**

- ✓ Meeting for September 16, 2008 has been canceled. Cancel conference room for September 16, 2008. **COMPLETED**
- ✓ If we make significant changes to the Strategic Plan we will send a copy to Kathy Isles.

- ✓ To implement our standards and training expectation goals for the DV Council we will meet with Judy Gerrard to collaborate and insure the training standards will coordinate with the Training Unit.
- ✓ Each DV Council member will forward a copy of the DV Council minutes to his or her manager.
- ✓ Jayne Downing will contact Chris to verify that he wants to remain a participant in DV Council.
- ✓ Rhonda Culley will contact non-participants who do not attend to verify if they wish to remain in DV Council.
- ✓ Verona Turner will contact Vivian Bliss regarding her application (sent via email was returned undeliverable) and resend the application to her. **COMPLETED**
- ✓ Ardy Birkmeyer suggested we include our mission statement with the new member application to advise the new members “What we do” and “What we are.”
- ✓ Members requested our Strategic Plan be put on the web site when completed.
- ✓ Rhonda Culley, Carol Krager and Verona Turner will update the new recruitment and application packet.
- ✓ Rhonda Cully will clarify with Clyde if a brief statement regarding a per diem can be added to the partner recruitment cover letter.
- ✓ Rhonda Culley will make the position description changes to the new recruitment and application packet.
- ✓ Carol Krager will invite Julie Gerrard to our October 21, 2008 DV Council meeting. **INVITED and ACCEPTED**
- ✓ Carol Krager will talk to Julie Gerrard to have Jayne Downing’s training qualify as continuing education training plans & CEU’s.
- ✓ Carol Krager will draft an e-mail and send it out to DV List Services to recruit new community partners. **DONE**
- ✓ ***REMINDER TO EVERYONE: Please do not forget to bring your white elephant item or craft item for the sale we are planning for the October 21, 2008 meeting.***

Next DHS DV Council Meeting: October 21, 2008

TIME: 9:00 AM–4:00PM

Location: 4074 Winema Place

Bldg. 53,Upstairs–Dist. 3 Conf. Room

Salem, OR

Facilitator: Stephanie Merhib

Team Building: Susan Hughes

Snacks: Dave Flock