

DHS Domestic Violence Council Meeting Minutes
January 20, 2009
9:00 A.M. to 4:30 P.M
4074 Winema Place, Building 53, District 3 Conference Room
Salem, OR

Present: Rhonda Culley, Jayne Downing, Susan Hughes, Nanci Jarrard, Carol Krager, Stephanie Merhib, Mickey Serice, Choya Adkison-Stevens, and Verona Turner.

Absent: Ardy Birkmeyer, Sara Clark, Teri Herndon, Therese Hutchinson, Julie McFarlane, Cheryl O'Neill, Linda Pursell and Chris Sielieky.

Introductions:

New members were welcomed and everyone introduced herself and included a brief description of the work they perform.

Overview:

- Susan Hughes conducted a presentation on “How they do Safe assessments in Home Study of Families”. SAFE stands for structured analysis family evaluation. The goal of the assessment process is to streamline the home study process as well as have consistency throughout the state. This new home study has been implemented in sixteen states. Both Foster Care providers and Adoptive parents go through the same home study, as well as criminal screens.

Meeting with our new Sponsor:

- Mickey Serice, Deputy Assistant Director of CAF is our new DHS DV Council sponsor. Mickey gave us an overview of his experience with both Child Welfare and Mental Health. He also explained the Sponsors role in the DHS DV Council. The department assigns a sponsor to a group or project and if the group experiences an issue or barrier the sponsor can start working to remove the barrier by taking information to the cabinet. We have asked Mickey to give some thought about what direction we could take to move forward with the DV Council.

Recruitment of DHS DV Council Members:

Mickey advised the DHS DV Council that they could recruit new members. Rhonda would like the new applicants to be appointed and attend our next meeting on March 17, 2009.

- ✓ Send Applications by February 1, 2009

- ✓ Applicants must respond by February 15, 2009
- ✓ Carol will check to see if we need to get approval from communications before we can recruit by e-mail. **(Completed)**
- ✓ Brainstorm recruitment strategies for DHS –Targeted Recruitment piece; Gloria Anderson is new Diversity person - Marietta and Joe Hestings - OIT
Carla Kerstner – look at Child Welfare, SPD-DD and VR
- ✓ Stephanie, Choya, Jayne and Nanci volunteered to screen new applications
- ✓ Carol will modify the recruitment letter **(Completed)**

Updates:

- ✓ Carol is working with HR to create a tool kit to support the new PAS policy, she distributed a draft.
- ✓ Carol will send out an electronic copy of the DHS Guidelines in Support of the “Workplace Effects of Domestic Violence, Sexual Assault & Stalking Policy.” She would like for you to note any corrections or changes on the document, then send it back to Carol by February 13, 2009.
- ✓ Stephanie will bring certificates to next meeting, Tuesday, March 17, 2009
 - Ardy
 - Dave Flock
 - Betsy
 - Bonnie
- ✓ Rhonda will e-mail the message to Carol regarding DV Manatory Training from Debra Bray, Louise and Judy Gerrard and cc Mickey. **(Completed)**
- ✓ Need to assign mentors for new members.
 - Jayne and Choya are a mentor team
 - Nanci and Susan and Jayne are a mentor team
 - Guidelines for mentors is on the CD we distributed at the January 20, 2009 meeting. A copy of the CD was mailed to each member that was unable to attend the meeting. **(Completed)**

DHS DV Council Achievement Award:

DHS DV Council Recognition Nomination form

1. Implementation of DHS DV Standards
2. Innovative Solutions
3. General Recognition and/or Categories
4. Local DV Provider Recognition

Criteria for Recognition form:

- Collaboration with local Providers
- Within DHS
- Implementation of Standards

- Direct impact on service delivery
- Individual
- Groups
- DHS/Advocates
- Innovative Solutions
- Education of Peers
- Policy changes that support the standards
- Demonstrates effective Leadership
- Nominations via e-mail or PDX
- Send to Verona Turner
- Have applications due by: JULY 31, 2009
- Choose Recognition recipient in September
- Recognize recipient in October
- Send out notice in Directors Letter
- After finalization the criteria will be added to the web page.

Action Items:

- ✓ Carol Krager will gather “Updates and Mock Ups” statistics and numbers by the end of this month from Pam Ruske. This information will be presented to everyone at our next meeting.
- ✓ Choya Adkison-Stevens will send an electronic copy of the strangulation brochure format to Carol Krager. **(Completed)**
- ✓ Carol Krager will check to see if we need to provide information in multiple languages on the web.
- ✓ Carol Krager will put a resource directory on our web page.
- ✓ Verona Turner will send a draft of the minutes to Rhonda and Carol. **(Completed)**
- ✓ Verona Turner will send the minutes to the web site to be published on the web when they are finalized.
- ✓ Stephanie will bring the laptop and projector to the next meeting to show the links to the web page.
- ✓ Rhonda and Carol talked to Mickey to try to get Point People from different areas of the department.
- ✓ Carol will correct Mission Statement in her notebook **(Completed)**
- ✓ Carol will update the Action Steps matrix **(Completed)**
- ✓ Carol will update the DHS DV Strategic Plan and DHS DV Action Steps and forward the final copy to Verona. **(Completed)**
- ✓ Verona will save the Strategic Plan as a final copy. **(Completed)**

- ✓ Carol Krager will contact Ruth Scofield to see if she is going to work on Diversity Council this year.
- ✓ Carol will do a mock-up of the Recognition Nomination form and will send it out to everyone. **(Completed)**

Material Distributed at the meeting:

- CD – DHS Domestic Violence Council New Member Packets 2009
- Guidelines for Mentors of new DHS DV Council Members
- DHS Domestic Violence Council List
- DHS DV Council – Duties Draft Update January 2008
- Department of Human Services Domestic Violence Strategic Plan 2008-09
- DHS Domestic Violence Council Strategic Plan 2008-09 Action Steps- Carol's Draft
- Criteria for 2008 Governor's Council Annual Awards of Excellence Nomination
- Copy of the Department of Human Services letter to Jayne Downing
- DHS Guidelines in Support of the "Workplace Effects of Domestic Violence, Sexual Assault and Stalking Policy" 50.010.04 – Draft 01-02-2009
- Brochure Thomas R. Dargan Outstanding Achievement Awards.

Next Meeting:

The next DHS Domestic Council meeting is scheduled for March 17, 2009, from 9:00 A.M. to 4:30 P.M. 4074 Winema Place, Building 53, District 3 Conference Room, Salem, OR.

Facilitator: Stephanie Merhib and Jayne Downing will be the back up facilitator

Team Builder: Jayne Downing

Snacks: Rhonda Culley

Agenda Items:

- Review and approve the Council Award criteria
- Sign the Certificate
- Have all the DHS Council new members here
- Jayne will be lead for new member recruitment committee

The meeting adjourned at 4:30 P.M.