

**DHS Domestic Violence Council Meeting Minutes**  
**October 21, 2008**  
**9:00 A.M. to 4:30 P.M**  
**4074 Winema Place, Building 53, District 3 Conference Room**  
**Salem, OR**

**Members present:** Rhonda Culley, Dave Flock, Teri Herndon, Susan Hughes, Carol Krager, Julie McFarlane, Valerie Eames for Stephanie Merhib, Chris Sielieky and Verona Turner.

**Members excused:** Jayne Downing and Therese Hutchinson.

**Meeting materials sent via email prior to meeting:** Meeting Agenda, Minutes of the August 19, 2008 DHS Domestic Violence Meeting, Draft of DHS Domestic Violence Strategic Plan 2008 – 2009.

**Additional Handouts at meeting:**

- CD - Domestic Violence Power Control Wheels from Carol Krater

- **Introductions held.**

- Rhonda announced to the members that Clyde Saiki will be resigning as our Sponsor and is working on finding a replacement.
- Ardy Birkmeyer and Betsy Hoag have resigned from the Council.

**Diversity Conference Information: Carol Krager and Valerie Eames reported on the Diversity Conference held September 8 & 9, 2008.** Carol stated the resource table at the Diversity Conference went very well. The table was well staffed to answer questions and focus was placed more on work place resource material, which seemed to generate a lot of interest. Jayne Downing facilitated four training sessions during the Diversity Conference, each session attracted a large audience and Carol's perception was that the classes were very well received. Carol stated she has not seen the results from the electronic surveys of the Diversity Conference.

Valerie Eames stated that Stephanie Merhib facilitated classes on Elder Abuse and that the sessions were very well received. Discussed adding something about Elder Abuse in our measurements as often domestic violence in the elderly is thought of as elder abuse instead of domestic violence.

Rhonda commented that we would have to wait for the evaluations and see if we are invited back to the Diversity Conference next year to see if we met our goals in the Strategic Plan.

## Updates:

Carol Krager updated the group regarding the DHS Workplace Violence Training, DAS Workplace Violence Training and the Governors Executive Order. She stated that roll out of the training has not been defined yet. During the meeting to review the material it was decided the DAS Training would create an addendum to support the DHS staff. Carol was not sure if it would be called a guideline or a procedure. It was acknowledged that the DHS DV Council would review the material.

- The Executive Order states:
  - All Managers will receive training by February 2009.
  - All current staff will have the ability to attend training.
  - All staff will be informed of policy regarding domestic violence in the workplace.

**ACTION:** *Anyone on DHS DV Council who would like to be part of the committee to develop the additional material for DHS employees please call Carol Krager.*

**Guest Speaker:** Judy Gerrard, Manager for DHS Training and Development  
Judy Gerrard stated the Domestic Violence Training policies have been developed from DAS and are similar to the DHS Training policy. The HR managers and HR Analysts have been asked to attend Jayne Downing's training. The HRA's will get "train-the-trainer" information and they will work with local DV Service Providers. Essentials of HR Management should have domestic violence information in it and managers will be instructed to call HR when they have DV situations arise. They will be a resource for Managers if they need help finding options and direction and will advise steps to take. Judy informed the group that new employees would receive training through the New Employee Orientation System, as well as, a checklist of items to be used as a guide for managers for training new employees. Another resource is the employee handbook and CAF offers a DV101 training class. Also DHS 2400 will be updated to include the information. Managers will get tools to use with employees at staff/unit meetings. Carol mentioned this training is beyond DV101 it includes sexual assault and stalking. **ACTION:** *Judy stated she would have a meeting with Louise and draft a specific, clear message stating how this training will be conducted and get back to us.*

The council asked Judy if there was a way to receive CEU's credit for domestic violence training. She stated there were specific steps to be met before credit could be received for a class. Shawn Clark is the contact for further information about ACCBO credits for drug and alcohol counselor type employees; Cheryl Furrer for

CEU's for OVRS staff; Karyn Schimmels for child welfare staff. The following would need to be provided: the course outline, instructor's names and qualifications, course evaluation, the number of each certificate issued with the date and delivery location and the number of CEU's. Also, in order for DHS to pay for CEUs, they need to be a requirement for some aspect of the person's job.

The council asked who is responsible to monitor all managers' compliance with the attendance requirement and ensure all managers attend the domestic violence training? At this time the manager's attendance tracking will not be monitored by the Learning Center. Judy thought probably the manager's manager, would monitor the attendance. It was also mentioned that people must retrain every five years. The Learning Center will send out the five year reminder, after the system is revised.

We discussed the possibility of having the Training and Development Unit help us develop training around the Standards. We are going to pick a small section and get with Judy to see how they can help us. Judy invited Carol Krager to attend the next Employee Training Council Meeting to discuss.

#### **DHS Domestic Violence Strategic Plan 2008-2009:**

Rhonda placed a motion on the table to vote on the 2008-09 DHS Domestic Violence Council Strategic Plan, with the task and plans removed and placed in a "Tasks" document. Votes were counted, with 100% agreement to accept the motion.

#### **Other Discussion Items:**

Rhonda asked the group for input regarding what they would like to see happen to give this meeting more impact and value. i.e. What can be done to make this meeting a meaningful use of your time?

Suggestions were:

- Would like more communication with the field. Ask them what is working and what is not working? What innovative things are going on in shelter programs?
- Ask the other departments across the division to share their plans, strategies, POP's, bills, etc.
- Invite more trainers and speakers.
- Sponsor/leader can help the Council have more impact by filtering our message up and down through the divisions.
- Would like more communication with shelter programs.
- Find gaps and improve the DV Council.
- Pick specific targets for more education and training.

- DV Council Standards have been created, what are the implementation plans to get them spread across the field.
- Develop projects around DV awareness month.
- Develop a 2009 DV awareness campaign.
- Implement “Tips” Project.
- Update DHS DV Resources Matrix (Carol Krager has one)

### **ACTION ITEMS:**

- ✓ The need for a recruitment letter for the Sponsor to give to managers was discussed. Dave will create a draft letter and send it to the DV Council for review. The purpose of the letter is to convince a manager to recommend a staff person to be a member of the Council. Areas that we feel need representation from on the Council are Child Welfare, SPD, VR and DD. The letter will:
  - Outline the new member process,
  - Describe the desired strengths of the person we are seeking to fill the position. i.e., experience, interest and commitment,
  - Explain how this is a valid use of time by providing examples of what we have done.
- ✓ Dave will draft the email thanking Dr. Bruce Goldberg for including domestic violence information in his weekly message and send to members for comments.
- ✓ Bring cards to the next meeting for Ardy, Betsy and Bonnie.
- ✓ Invite the new members to the January 20, 2008 meeting.
- ✓ Assign mentor people to orient the three new members.
- ✓ Teri Herndon will follow up with Carol Krager and confirm the HRA meeting date. (HRA meetings are held the 2<sup>nd</sup> Tuesday of every month).
- ✓ Carol will attend the HRA meeting, (30 minutes) to raise awareness of the DHS DV Standards by giving a broad overview and a short summary of train the trainer concept. Carol will bring the table topper and business cards.
- ✓ Carol will give Teri Herndon 35 copies of the updated Standards (2 pages).
- ✓ Rhonda will send an email to recruit the new co-chair.
- ✓ Verona will separate the Strategic Plan into two documents; the Plan and Tasks
- ✓ Rhonda, Carol and Verona will create an Action plan.
- ✓ Sharon Hughes will re-organize the TIPS material and give them to Rhonda.
  - ✓ Carol will send out her DHS Policy matrix to everyone when matrix is updated; want to include AMH and HR.
- ✓ Judy Gerrard requested Carol Krager attend a meeting with her department.

- ✓ Carol will invite the web person to our November meeting.
- ✓ Carol will contact someone from the same sex relationship community to speak about domestic violence in that community.
- ✓ Consider having a person from batters intervention program to be represented at our meetings.

**Future Agenda Items:**

- Invite someone to speak about domestic violence trends with soldiers returning home from the war.
- Invite Cynthia Stinson, Department of Justice to talk about their standards after the legislative session is over. The advisory group is proposing legislative changes to the standards.
- In January, Susan Huges will provide the information of “How they do safe assessment in home studys of families.”

**Next Meeting:**

The next DHS Domestic Council meeting is scheduled for November 18, 2008, 9:00 A.M. to 4:00 P.M., 4074 Winema Place, Building 53, District 3 Conference Room, Salem, OR.

The meeting adjourned at 4:30 P.M.