

DHS Domestic Violence Council

June 17, 2008

Present: Bonnie Brautigam, Ardy Birkmeyer, Rhonda Culley, Anita Davis, Jane Downing, Valerie Eames, Teri Herndon, Therese Hutchinson, Carol Krager, Linda Pursell and Verona Turner.

(Julie McFarlane participated by telephone for part of the meeting.)

Round Table Discussion:

- Stephanie was unable to attend; Valerie Eames attended as her representative.
- Jane Downing announced they are working on a web survey to better connect with everyone.
- Jane Downing issued a hand out titled “Seniors and People with Disabilities Overview”.
- Members requested Verona Turner to send out a red flagged reminder of the upcoming meetings, on Friday prior to the meeting date.
- Anita Davis reminded everyone of our mission statement and vision statement which is:

Mission Statement: *“To enhance safety for victims and survivors by providing guidance and developing systems within DHS to support a coordinated response to prevent domestic violence.”*

To achieve this mission, members will:

- Keep DV survivors as a first priority
- Affirm every individual’s dignity and right to personal safety
- Treat each individual seeking help with respect
- Increase awareness of the obstacles and oppressions challenging survivors through advocacy, education and training.

Vision Statement: *“Culture shift to eradicate domestic violence altogether.”*

Meeting Objective:

After introductions were conducted the meeting was turned over to Anita Davis to begin the task of planning and creating a paper draft of the strategic plan. The goal of the meeting is to make progressive use of our time and commit the strategic plan to a paper draft for final approval.

Next DHS DV Council Meeting: July 15, 2008 TIME: 9:00 AM – 4:00 PM

Location: 4074 Winema Place, Salem OR – Building 53
Upstairs – District 3 Conference Room

Facilitator: Rhonda Culley

Known agenda items: Anita finalize strategic plan (perhaps update), Mentor Discussion, Diversity Council Table resource material

Snacks: Ardy Birkmeyer

Handouts: Agenda

Strategy 1

Provide outreach through education and training to enhance partnerships and collaboration.

- 1.1** Inform and engage DHS divisions, community partners and other state agencies and contractors to promote awareness and DV training.

Responsible parties: DV Council

Activity: Provide DV training sessions at 2008 Diversity Conference.

Performance Indicator: 80% of survey evaluations from training and resource table are rated good to excellent.

Performance Indicator: DV council invited back to the next Diversity Conference.

Activity: Provide resource table at 2008 Diversity Conference.

Performance Indicator: Track materials distributed and requests for additional information and resources (50% of material is taken).

Activity: Encourage appointment of DV point people throughout DHS.

Performance Indicator: 80% of positions filled on average per year.

- 1.2** Deliver and monitor required training on DV, sexual assault and stalking in the workplace required by the Governor's Executive Order.

Responsible parties: DHS Office of Human Resources and DV Council

Activity: Request information from Human Resources and offer recommendations to Human Resources Training Unit regarding GEO compliance training plan.

Performance Indicator: DHS in compliance with Governors Executive Order by February 2009.

Strategy 2

Improve consistency in the implementation of the Domestic Violence Standards in all DHS divisions and with contractors.

2.1 Commit DHS cabinet to implementation of the standards within their divisions.

Responsible Parties: DHS cabinet, Director's Office, Human Resources, and DV Council.

Activity: Identify representatives from each division to sit on DV council. Identify division DV liaisons.

Activity: Each division will develop a plan to implement standards and report progress every six months.

Performance Indicator: 75% of all divisions will have developed a plan to implement standards by September 2009.

2.2 Design and implement boiler plate language for applicable contractors that includes requirement for DHS approved DV training and requirement to abide by the standards.

Responsible Parties: DHS Contracts and Procurement, Contract administrators, DV Council

Activities: Develop a monitoring process for compliance.

Performance Indicator: 50% of all new contracts starting July 2009 will include boiler plate language about DV standards.

Strategy 3

Develop and implement a communication plan to disseminate information and increase awareness about the mission and values of the DV Council.

1.1 Review and update the plan annually.

Responsible Parties: DV Council, Office of Communications

Performance Indicator: By **MM/DD/YY** a base line will be established to be used for future measurement.

Strategy 4

Update and maintain a strong organizational structure for the DV Council.

4.1 Update the recruitment process.

Responsible Parties: Cabinet Sponsor, DV Council

Activity: Review the recruitment process.

Activity: Provide guidelines for DHS appointments to Council.

Performance Indicator: Sponsor must attend 75% of the meetings.

Activity: Collaborate with sponsor regarding DHS appointments to Council.

Performance Indicator: 80% of positions filled on average per year.

4.2 Strengthen sponsor participation & communication.

Responsible Parties: Sponsor, DV Council

Activity: Quarterly meetings with DV Council Chair and Sponsor.

Performance Indicator: Sponsor & Chair will meet 4 times per year.

Activity: Sponsor attendance at meetings quarterly.

Performance Indicator: Sponsor must attend 75% of the meetings

Activity: Sponsor provides feedback re-meeting minutes monthly

4.3 Strengthen council members attendance participation.

Responsible Parties: DV Council

Activity: Attendance survey current membership regarding commitment, ability to participate and the meeting schedule.

Performance Indicator: 75% of members in attendance each meeting (average per year).

4.4 Create a support council member.

Responsible Parties: D.V. Council

Activity: Provide regular training opportunities during council meetings.

Activity: Develop an orientation process for new members. Assign mentors to new members.

Performance Indicator: 100% new members are orientated and assigned a mentor within 3 months of joining the council.

Performance Indicator: ON yearly average, 80% of all vacant positions are filled.