

DHS DV COUNCIL

March 18, 2008

Present: Bonnie Braeutigam; Carol Camfield; Marie Cervantes; Jayne Downing; Dave Flock; Betsy Hoag; Susan Hughes; Therese Hutchinson; Carol Krager; Stephanie Merhib; April Scott; Chris Sielieky.

Introductions:

Introductions were conducted.

Team Building

Susan led the Team Building exercise.

New Member Packets

The DHS DV Council New Member Handbook handout was distributed. Carol went over the requirements for the New Member Packets. She announced that they would be made available for all new members. It was mentioned that a DV 101 marketing sheet would need to be developed. Concerns surfaced in regard to assigning partners as mentors to DHS folks, as there are less partners on the council than DHS staff. A suggestion was made to assign someone other than the chairs to manage DV Council materials in order to maintain consistency. It was proposed that it be a DHS person. The discussion transitioned to the need for the membership description to be re-written, as it currently resembles a job description. It was mentioned that volunteers are needed. It was suggested that the same committee do the re-write as developed the New Member Handbook. It was agreed that the old one would be used until then. It was recommended that DHS members bring in an overview of their division, along with organizational charts and common acronyms.

Action Items:

- ✓ Carol will review compile past evaluations sheets to aid in the development of a new DV 101 marketing sheet.
- ✓ Carol will bring the draft marketing sheet to the next meeting for review and feedback.
- ✓ Dave will bring in an SSP overview.
- ✓ Stephanie will send April an overview of SPD.
- ✓ Susan will send April an overview of CW.
- ✓ Theresa will provide April with an overview of AMH.
- ✓ Carol C. will send April an overview of DMAP.
- ✓ Betsy will type up a list of mentor duties.

Report Out from 2/26 Strategic Planning Session

Betsy reviewed the last minutes and led a discussion around the Strategic Planning Session. The group discussed the Mission Statement that was developed. Concerns surfaced that the statement is too global and unachievable.

It was agreed that the word “ensure” would be replaced by “support”. Members also concurred that the phrase “within DHS” would also be added. Betsy mentioned that in reviewing the Action Plan some loose ends were identified around the implementation of the Standards. A discussion was held around implementation and what has held up the process. It was brought up that some of the Standards tasks were completed by other areas and quite possibly it just needs to be compiled. The group brainstormed where we have been successful.

- Web implementation strategies
- Process questionnaire regarding how the field implemented elements of the Standards.

Carol responded that she has compiled the questionnaire responses to develop a marketing document to illustrate what the field has done called “Putting the Standards to Work”. The group agreed that there are no loose ends regarding implementation of the Standards and that any extras could be added to the Strategic Plan. It was proposed that the Standards go through an official implementation process with a possible “piggy back” on the requirements around manager training for DV in the Workplace. It was also suggested that specific tools be developed to assist the training process. Discussions were held around the six Potential Strategies from the Objectives. It was decided that for the Refine/Evaluate/Survey portion we would review what Carol did with the local DV plan.

Action Items:

- ✓ Betsy will re-write the council mission statement to include “within DHS” and replace “ensure” with the word “support”.
- ✓ Carol will send out some of the feedback that she received in response to the process questionnaire that she sent to the DV Point Person in each district.
- ✓ Carol will send Stephanie a copy of the questionnaire to send to folks in order to gather information from AAAs and other areas.
- ✓ April will send members a list of the DV Point Persons and meeting dates.
- ✓ Carol will invite Judy Gerrard to the meeting after next to assist in building some tools for the Standards training process.
- ✓ The group will come up with some objectives and strategies around the following for the strategic planning session.
 - Organization
 - Education/Training/Partnerships
 - Refine/Evaluate/Survey
 - Communication Plan
 - Budget
 - Re-new interest in standards and ongoing training.
- ✓ Carol will send out a copy of the local DV plan.

✓ April will bring copies of the local DV plan for the next meeting.

Sample Manager's DV Training

Jayne Downing presented a portion of the Manager's DV training.

Next Meeting

Anita will attend to finish the Strategic Plan. A facilitator will need to be identified for the six meetings after next. Stephanie will bring the snacks next time.

Lenore Walker Cycle (Not used)



