

DHS DV COUNCIL

April 15, 2008

Present: Carol Camfield; Jayne Downing; Valerie Eames; Dave Flock; Betsy Hoag; Susan Hughes; Teri Herndon; Therese Hutchinson; Julie McFarlane; Linda Pursell; April Scott; Chris Sielieky.

Strategic Planning

Anita inquired as to what the group would like to see come from this planning session. It was concluded that a one-year plan would be the preferred result. The plan timeline will run July 2008 – June 30, 2009.

Anita reviewed the February minutes for reference purposes. She distributed a handout detailing the objectives that were decided upon during the February planning session.

Discussions were held around “loose ends” with regard to the Standards. It was concluded that the Standards are not “loose ends” but more of a work in progress. Anita advised that it be included in the strategic plan.

The March minutes were also reviewed in reference to the mission statement. The council decided to change a portion of the mission statement to read:

“Enhance safety for victims and survivors by providing guidance and developing systems within DHS to support a coordinated response to prevent violence”.

Objectives:

Education / Training / Partnerships

Strategy:

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

Incorporate:

- Advocacy
- Outreach

Activities:

- Provide DV session at 2008 Diversity Conference.
- Support Governor's Executive Order.
 - Track using training evaluations and number trained.
- Outreach to other divisions
 - Encourage
 - Inform
 - Identify gaps in representation.
 - Promote DV training specific to employees' work.
 - Get everyone on the same page in the different divisions.
 - DV council work with division heads.
 - Consult/provide feedback on trainings to cabinet, HR (?)
 - Compile data

Communication Plan

Strategy:

- Develop a communication plan to disseminate information and increase awareness about the mission and values of the DV Council.
 - Provision of guidance and resources

Activity:

- Update web site and access to information
 - Update, monitor, improve access to DV information on the DHS Web site.
 - Develop relationship with Web administrator
 - Extend invitation to web person to attend meeting
 - Schedule time for a consistent ongoing conversation with our sponsor.
 - Provide monthly tips.
 - Market/advertise DV Awareness Month.
 - Identify resources needed.

**Note: For every objective there will be a process of identification of resources needed to accomplish each objective.*

Organization

Strategy:

- Establish and maintain a strong organizational structure for the DV Council.

Activities:

- Develop plan to recruit and retain council members.
- Review and update guidelines for governance of council.
- Develop a training and orientation process for new members.

**Note: We need performance measures for each over arching strategy.*

Re-new interest in Standards and ongoing training

Strategy:

- Promote Standards to all DHS divisions and partners.

Activities:

- Create a brochure about the Standards.
- Confirm Standards are accessible on the Web
- Review Standards with regard to current practices and inform cabinet about improvements needed.
- Incorporate reference to Standards into all mandatory DV manager training

Next Steps:

- Council will add performance indicators and outcome measures and come up with an implementation plan.

Parking Lot:

- In a future meeting create a definition of “systems” as appears in the mission statement.
- Focus on Objectives and narrow them down to three.
 - Refine / Evaluate / Survey
 - Budget
 - Re-new interest in Standards and ongoing training.
- Attendance discussion
- Develop train-the-trainer modules for managers’ use in training to Standards.

Acid test for the over arching plan and activities:

SMART

- **Specific**
- **Measurable**
- **Attainable**
- **Realistic**
- **Timely**

Round Table:

- ✓ Betsy Hoag announced that she received an email from Chris Malette saying that she plans to resign. We will need to put out a recruit letter and establish a committee to handle recruitment.
- ✓ Jane Downing announced that she conducted a DV manager training at the Department of Consumer Business Affairs. She has several more scheduled with other agencies.
- ✓ Julie McFarland mentioned that the Attorney General's Sexual Assault Task Force has a new executive director. She also announced that April is Sexual Assault Awareness Month. You can go to AGSATF.Org for materials and information.
- ✓ Julie also mentioned a memo that went out to all DHS managers about safety in the workplace. DV was not mentioned in the memo. Julie noted that DV is often left out of occupational safety training, though they sometimes do touch on some aspects.
- ✓ Valerie Eans, who was attending in Stephanie Merhib's place, volunteered Stephanie to bring the snacks to the next meeting.
- ✓ Carol Camfield wants web resources to be more accessible and user friendly to DMAP. Concerned that nurses couldn't find information easily in a crisis situation.
- ✓ Dave Flock brought his assignment; a summary of Self-Sufficiency and also brought along other references/brochures regarding structure/organizational chart.

- ✓Chris Sielieky announced a candle-light vigil for Crime Victim's Rights on the Capitol steps; Tuesday, April 16th, at 7:00 pm.
- ✓Susan Hughes reported that she and Bonnie Braeutigam connected over the phone to develop overview of Child Welfare. They found much of the information to be out-dated. Discussed putting together a specific packet of information.
- ✓Dave Flock suggested we invite one of the staff of Clackamas Women's Services onboard in regard to working with Mental Health to properly evaluate trauma.

Assignmmts:

- **All Council Members**
 - Look over Strategies/Objectives before next meeting.**
 - Look over Diversity Council Strategic Plan (which we will be using as our model) performance indicators, measurements, and implementation.**
 - Come prepared to develop the same for each activity in our Strategies/Objectives**
- **Next Meeting**
 - Facilitator: Jayne Downing/ Betsy Hoag**
 - Team building: Jayne Downing**
 - Snacks: Stephanie Merhib**
 - Handouts: April Scott**
 1. **April Minutes**
 2. **Diversity Council Strategic Plan**