

DHS and OHA DV Council

Aug. 23, 2011

Present: Choya Adkison-Stevens, Laurie Bisby, Karen Collette, Jayne Downing, Chantell Geels, Julie McFarlane, Cheryl O'Neill. April Scott and Rose Wilde.

Team Building:

Rose led a team building exercise. She taught us some baby sign language and we sang a little song.

Recruitment and Membership

Chantell mentioned that she heard from Theresa Hutchinson. She will not be returning to her position on the council, although she is looking for a replacement Mental Health and Addictions. We haven't heard from Carol Chaney about her meeting attendance or presentation. We may need to send out another OHA email announcement. We have at least one vacancy in DHS and several in OHA. Julie is the only representation from OHA. We have 11 applications. Two are OHA staff. It was suggested that maybe we do a second round of recruitments to get more from OHA representation if we don't get anymore before the deadline.

Rose can call Carol Cheney see if somebody from multi cultural health might be interested. Julie will also talk to Trisha from MCH to see if she can recommend anybody.

Chantell read off all the divisions from OHA. It was mentioned that Mickey had indicated that he would also check around for interested parties as well.

Discussions were held about the review and scoring process of candidates. Then we will make formal recommendations to Mickey. The timeline was discussed. It was agreed that the application team would do reviews during lunch.

It was decided that applications received after the deadline will be held and the applicant notified.

It was announced that we should encourage applicants from the health field, as well as community members. Applications received after today will be emailed to committee members to review on their own.

Discussions were held around if new members should attend in September or October. It was concluded that new members would be confirmed in September and they will be welcomed in October. We can choose mentors and they will call the new members and invite them to Oct meeting (DV awareness month) Committee will have recommendations of new members by next meeting. If we could get recommendations to Mickey by Sept. 13th, that would be great. April suggested we have a list at the Diversity Conference for people to sign up for future recruitments

Chantell mentioned that we have several adhoc positions open. **Jayne** will contact Cari with the Oregon Coalition Against DV and let her know we are open to recommendations.

Rose will email current adhoc and members that we haven't seen since January and let them know we are looking at filling spots.

Pending the results of Rose's email tally we have the following positions open:

- 6 adhoc
- 1 DHS
- 2 partners
- 4 OHA

Choya mentioned that she sent out the recruitment announcement to community partners and got a couple responses. Nick Gallow from Self Enhancement Inc., which is culturally specific to African Americans, would be interested in applying in the future.

It was decided that if people aren't offered a membership then they maybe offered an adhoc position instead, if folks agree.

Diversity Conference Planning.

Chantell announced that she won't be able to attend. She doesn't have staff available for coverage. Rose said she can go 28th. April will go the 27th. Karen volunteered to do set up. Rose will get Karen the contact info so she can do set up. Julie indicated that she probably won't be able to go, but could ask other folks in her office if they would be interested in covering the table. Choya brought in posters today. Jayne has ordered 600 little give-aways for the table. We need to bring some materials for the table as well. Rose can do a sign up sheet for folks that want more information about

council, along with a flyer for people that are interested in being on council for future recruitments. The council would also like to silent witnesses present for the Diversity Conference. Rose will ask for an extra table. Jayne will be doing a presentation on Human Trafficking and mail order brides, and she will send April the handouts on those topics for the table.

Public Health has an updated fact sheet. Julie will check on that, along with the hand out on homicides and get those sent to April to make copies for the table. Chantell will provide the handout around Domestic and Sexual Violence 2011 handout and Homicide – Suicide in Oregon.

Julie suggested that we have something regarding the new funding for DV advocates in DHS offices and one about the DOJ grant. Julie will ask DOJ if they have a fact sheet. Rose can do tear down but will need help. Rose will check to find out when we can take the table down. Karen volunteered to help with tear down. She will check her schedule. Karen will coordinate the silent witnesses with Jayne and she will plan to pick them up. April will make copies and will look at the presentation schedule to see when she can be available to cover the table.

8-3:30 vendor booths are open. 2nd day you breakdown at 3p.

Discovering the “Richness of Diversity” is the theme. Karen mentioned that she did block off both days. April will let everyone know when she will be available to cover the table. Rose will email everyone to coordinate coverage.

DV 101 material are good handouts. DV in the workplace material is also good. Check with Carol on how many copies we should have available.

We should think about prioritizing the most important handouts. Rose will connect with Karen about set up and take down. April will make extra copies of DV 101 handouts and not worry about having extra because they get used in training.

Manager Training Update

Rose mentioned that the training has been part of a conversation with HR and Carolyn Ross. Human Development has committed to including the training in the employee development plan.

There will be ongoing work on development and better tracking from this point forward, as they are using an online course. Judy Jerrard will step up

involvement and she will get a more comprehensive list of managers that have been trained.

Rose discussed that in her district they got two different lists of trainings. She compared the list and they told folks to get trained by the end of the month. She will follow up on getting a better list.

Julie mentioned that the group met and included, Jayne, Cheryl, Julie, Robert and Choya. They reviewed the list and got advice. A letter will be sent to Mickey. They were hoping to have better data. It was asked, whose responsibility is it to do the tracking? We agreed that we would have to work with managers and ask that they track their managers and follow up. It was agreed that we should use our efforts for tracking the future and not the past. In the fall, it was discussed, that maybe we should do a blitz announcement about getting trained.

Choya mentioned that all managers would be trained and the tracking would be done on line. We won't have to worry about who has it or not. That should be done in April or Oct 2012.

Concerns were raised that there are no consequences for not taking the training. Managers will need to be committed to making sure employees get trained. It is on the new manager training web page and it is a required training.

Our Communication Plan should include information on this training and getting the word out about it. Julie suggested that Erin Kelly-Siel and/or Dr. Goldberg could send out an email, once or twice a year, regarding expectations around management training. Maybe DV awareness month in October would be a good month. We would have to check with Mickey and ask if we could ask for Director's support as part of our communication plan and ask for Director's support.

Choya mentioned that Cheryl has been working on a draft training plan. There are some pre-steps, for example the training needs to be updated. We won't be ready by October so it might be premature to ask for a Director email.

Discussions were held around how we could get the training updated and revamped. We don't have technical support to get it updated online. Jayne is working on the content. She will talk to Sydney Forest about getting the technical support to do that. **Karen** offered to check into the process with

Judy Jarrard. DAS originally did it but they don't do that stuff anymore. It is a required training so how do we get it done? Rose will check on statistics with regard to who has had the training. Judy has committed to work with OIS and ensure division heads have accessed to training reports.

Rose pointed out that we had also discussed putting together a survey for managers about the training, and the need for training around DV in the Workplace.

Jayne brought up DV Awareness Month and how she has been thinking that lot of changes need to be made to the award nomination paper. She volunteered to do a mock up of the changes and then get it out for feedback by 8/25 with due date for 9/15. We could get out the winner's name in time for Director's message in October. Then we could arrange presentations in the community. We could do 1 or maybe 2 winners. Chantell announced that Mickey said there will be a \$600 prize for the winner. \$300 from DHS and \$300 from OHA. He will meet with Jeremy Emerson about an OHA sponsor. It was suggested that we review nominations at September meeting. Jayne offered to revise the language. April will be the contact. Jayne will make those changes today and give it to April to change the actual document, then get it dispersed. Choya will circulate it out to partners. Gene Evans in Communications can help us get it out. Jayne will send April the Word version. It should also be update on web too! The due date Sept 15th.

Julie mentioned an idea. The group doesn't have budget and we've talked about OHA in the past has written grants to get funding. It would be a good idea to write funding into existing grants.

A discussion was held about the funding for DV advocates in field offices. It is now a permanent part of DHS budget. It also includes money for infrastructure. Jayne reminded that the infrastructure money is one time fund. Julie thought that maybe they could carve out some funding for the council. There are administrative dollars which could be asked for.

Julie mentioned that it maybe a good time to ask for some money. Maybe we could talk to Ryan Vogt. Continued discussions were held around asking for funding and it was suggested that we talk to Mickey about it.

It was decided that the new co chairs would talk to him. It was also noted that it would be good to talk to Mickey about new DV program and how our role ties into it. Maybe we should ask him to come to our next meeting to provide an update. Julie will follow up with new co-chairs about next steps.

Communication Plan

Discussions were held about the DV standards communication plan being the only one communication plan for the council. Rose said she looked at the strategic plan and there are a lot of parts that we could pull out.

It was mentioned that Public Health Week and Women's Health Week would be good opportunities. Communication with both DHS and OHA leadership and external communications would be helpful in promoting the council. Discussions continued on the ways to create a brand for the council.

We will need to work in connection with joint operations committee to promote the DV Standards. We will also work with contracts and procurement around the boilerplate language in contracts.

Discussions were held around development of a Communication Plan. Jayne indicated that the Standards Communication Plan was developed around same time as we the Standards. The thinking was that the sub-committee would be formed around communications with DHS.

Rose suggested that we use what we have now, then gather from other places around the training plan, awareness months, Public Health Week, then we put that stuff down on paper to help with planning every year.

It was also suggested that we update the Standards Communication Plan to fit our needs. Do we need a separate plan? Maybe it would be useful to combine the two. It was suggested that we add a communication section to the Strategic Plan. Maybe strategy 3 could be broadened to include the communication goals and identify what's going on this year. Members agreed.

Rose mentioned that when are planning for next year we can fill in stuff around communications, then we can revise it from year to year.

Rose suggested we add it to the action steps and members agree.

DHS/OHA DV Council Action Plan 10-11 – updated Nov. 2010

Communication objectives – (Rose)

Discussions were held around Strategy 1 and communication about training. The Objective being that staff are aware of training opportunities and awareness is promoted around DV training opportunities.

Discussions were also held around DV awareness. We want that people to know that training is mandatory and they should be taking it. We want

people to take action and understand what is a mandatory training and what is recommended. It was suggested that we might we want to communicate that the training is mandatory with regard to the Standards. Those who are required know it and also how to sign up.

Promoting Awareness #3 – A discussion was held about the lack of visibility. We could check with the Diversity Council to get their input. It was suggested that we could develop one or two sentences and use them consistently, like branding. People get confused about the different councils. Choya thought we might use the mission statement. Rose mentioned that we get recognition around the DV awards and that's a good way to highlight the work that the council is doing.

Suggestions were made around developing a one pager with talking points for consistent messaging, we don't have that. Vehicles could be updated, like OHA.

Choya mentioned that we need something in our communication plan about tabling at events.

We also need to include the newsletter Handle with Care that goes out to partners and DHS about DV. We would have to discuss who would do it. Carol has been doing it.

2011-12 meeting planning

It was suggested that we schedule a member to do a presentation about their job, once per meeting. They can also choose to talk about their motivation for DV prevention and their motivations for being on the council.

A 2011/12 agenda planning session was held and the calendar for the next 12 months was displayed. Discussions were held and items scheduled through June 2012.

Action Matrix

Discussions were held and updates were made to the Action Matrix.

New co-chair

Discussions were held about the process around choosing new co-chairs. There is a 1 year commitment. It is the responsibility of co-chairs to develop the agenda and forward it to the facilitator. They also schedule speakers, review minutes and coordinate the communication duties.

The members in attendance for the August meeting nominated Rose and Choya for co-chairs. They agreed unanimously that Rose would continue and Choya would be added as council co-chair. It was also decided that Chantell would act as mentor and provide support to new members.

Next Meeting: Sept. 20, 2011

Winema Pl.

Snacks: Rose

Agenda:

New members

Wrapping up recruitment

Diversity conference

Primary food handout – April