

**Domestic Violence and Sexual Assault Advisory Council
Regular Meeting Minutes**

Tuesday, June 18th, 2024, at 10:00 a.m.
Oklahoma Judicial Center, Room E123
Lincoln Blvd., Oklahoma City, Oklahoma 73105

1. CALL TO ORDER

a. ROLL CALL/ESTABLISHMENT OF QUORUM

- i. The meeting was called to order by Ann Lowrance, in accordance with the Open Meeting Act at 10:07 a.m. Members present included Ann Lowrance, Whitney Anderson, Kelsey Samuels, Judge Leah Edwards, Brandon Pasley, Jacqueline Steyn, Shelley Miller, and Kristie Chandler. Member Jayra Camarena arrived at 10:22 a.m. Non-members present included Mary Wickstrom, Stephanie Lowery, Myel Solorzano Sutton, Miguel Mojica, Melissa Van Duyne, and Leslie Clingenpeel.

b. ASSURANCE OF COMPLIANCE WITH OPEN MEETING ACT

2. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF REGULAR MEETING MINUTES FROM TUESDAY APRIL 16th, 2024:

- a. Whitney Anderson stated that she was not listed as a member who attended the April meeting and would need to be added.
- b. Jacqueline Steyn highlighted a few areas throughout the minutes where corrections would need to be made.
- c. Jacqueline Steyn motioned to approve the meeting minutes with corrections. Brandon Pasley seconded the motion. Motion carried unanimously.

3. DISCUSSION AND POSSIBLE ACTION ON EXTENDING VASU COUNCIL MEETINGS:

- a. Brandon Pasley asked for comments from the Council members who travel far to attend meetings. He stated that with the previous Advisory Council, the meetings started at 1:00 p.m. and lasted until 4:00 p.m.
- b. Kelsey Samuels commutes 3+ hours for the monthly meetings, and reported she is happy to continue meeting at 10:00 a.m. or later in the day. Judge Leah Edwards reported that she can re-arrange her schedule if the Council decides to begin meeting in the afternoon. Jacqueline Steyn stated that she teaches a class on Tuesdays until 1:15 p.m., and by moving the meetings to the afternoon, she would be able to attend for longer.
- c. Stephanie Lowery reported that her and Myel had discussed that moving forward, the agenda should concentrate on certain discussion items/topics to tackle at each meeting so that the Council is able to accomplish goals more effectively. Ann Lowrance agreed and stated that if needed, the Council can also create different

sub-committees to work on specific items and bring it back to the Council for review.

- d. Council members discussed possibly switching the day of the week and time that the group meets. Myel Solorzano Sutton reported that if the Council decides to extend the time or switch the day the group meets, the meetings will have to be moved to a different location. The Council agreed that Myel Solorzano Sutton should check with the AG's Office to ensure their new proposed meeting plans will work and report back to the Council at the next meeting. Agenda item tabled.

4. DISCUSSION AND POSSIBLE ACTION ON CHANGING RURAL PROGRAM MEMBER, ADDING NAAV REPRESENTATIVE AND DVSA CULTURALLY SPECIFIC MEMBER

- a. Ann Lowrance started the discussion regarding changing the second rural program member. Jacqueline Steyn and Brandon Pasley suggested finding an alternative program and inviting an individual with expertise to fill the second rural program spot on the Council. Kelsey Samuels agreed and recommended a number of Directors. Ann Lowrance noted the importance of having geographic diversity on the Council and suggested adding a director from a rural, southern program. Brandon Pasley agreed and suggested contacting Kathy Manning with the Family Shelter of Southern Oklahoma since her program is in Ardmore and has recently gone through the renewal certification process. The Council agreed and Myel Solorzano Sutton will reach out to Kathy before the next meeting.
- b. Jacqueline Steyn stated that with the previous Council, all member's resumes were on kept and the group should consider sending those in to have on file at the AG's Office. The Council agreed and will send Myel Solorzano Sutton their resumes before the next meeting.
- c. Brandon Pasley motioned to nominate Shelley Miller as the NAAV representative. Kelsey Samuels seconded the motion. Motion passed unanimously.
- d. Whitney Anderson motioned to nominate Jayra Camarena as the culturally specific program representative. Judge Leah Edwards seconded the motion. Motion passed unanimously.

5. DISCUSSION AND POSSIBLE ACTION ON UPDATING INVOICE SERVICE RATES

- a. Stephanie Lowery directed Council members to their provided packets to discuss the procedure for changing/updating the invoice service rates. The last time the rates were updated was 15 years ago, and she acknowledges the need for it to be done again. She suggested creating a working group or sub-committee to work on reviewing and making the necessary changes to present to the Council.
- b. The Council agreed to create a sub-committee to begin working on this. Kelsey Samuels will chair the committee and will be joined by Whitney Anderson, Jayra

Camarena, Stephanie Lowery and Leslie Clingenpeel. Stephanie reported that she will also reach out to Paul Fockler and Renee Clemmons to extend an invitation.

- c. Kristie Chandler asked Stephanie Lowery if the programs are currently meeting their contract amounts, to which Stephanie responded yes. Ann Lowrance asked if changing/updating the service rates would delay funding flow and Stephanie's response was no. Once changes/updates are agreed on, they would be able to amend the contracts and continue on.
- d. Jacqueline Steyn and Ann Lowrance suggested researching and reviewing rates for case management and rehabilitation services with the Department of Mental Health to compare. Kelsey Samuels stated that she will reach out to close, out of state DVSA programs to share their rates for review with the sub-committee.
- e. Kelsey Samuels highlighted that her historical knowledge surrounding the definitions is limited and would love to connect with individuals who are able to help. Ann Lowrance offered to help with any questions she may have. The Council will hear updates from the sub-committee at a future meeting.

6. DISCUSSION AND POSSIBLE ACTION ON "HOT BUTTON" TOPICS

a. VIRTUAL BIP CLASSES,

- i. Judge Leah Edwards asked if the law requiring BIPs for perpetrators was amended. Brandon Pasley reported that their legislative committee wasn't aware when the Bill was being pushed through because it was done quietly. Ann Lowrance stated that this is a legislative issue that will need to be corrected next session.
- ii. Mary Wickstrom with the Court Assistance Program reported that with DA's no longer requiring clients to complete BIP classes, it is hurting their program. Within the past month, their numbers have decreased by 10%.
- iii. Jacqueline Steyn asked the Council if they believed that this could be an issue that DAC could help with. She suggested scheduling a meeting with them to have them consider putting out a position statement. Jacqueline also highlighted the need for an Oklahoma BIP coalition. Mary Wickstrom reported that they had tried starting one in the past, but were unsuccessful.
- iv. Kelsey Samuels also highlighted a huge need for legislative training surrounding BIP during the next legislative session.
- v. Council members had discussion surrounding virtual BIPs and the lack of research supporting them. Jacqueline Steyn offered to put together a list of BIP research resources and provide that to the Council.
- vi. Judge Leah Edwards asked if the DVFRB gathers information on whether or not an individual has attended or completed BIP, to which Jacqueline Steyn reported they had tried to in the past. Stephanie Lowery reported the AG's Office is working to purchase a database for the DVFRB that would help track that.

- vii. Jacqueline Steyn suggested reviewing the recommendations from the DVFRB from the past decade specifically related to BIPs.
- viii. Kristie Chandler reported that the idea of virtual BIP classes has come up in her local CCRT meetings and there are ADA's who are strongly opposed to offering the classes virtually for different reasons. She also reported speaking with an LCSW clinician out of Colorado who operates a BIP with a virtual option. The LCSW clinician stated that they couldn't imagine running their program without offering the virtual option.
- ix. Jacqueline Steyn stated that it would be beneficial to create a subcommittee dedicated to researching BIP related issues and bringing that back to the Council for review. Kristie Chandler offered to chair the subcommittee and include Jacqueline Steyn, Myel Solorzano Sutton, Shelley Miller, and Mary Wickstrom. Myel Solorzano Sutton will also reach out to DVIS' Director of Clinical Programs, Margaret Black, to extend an invitation.
- x. Ann Lowrance suggested that EVO's legislative committee work this summer on a position paper covering the issues.
- xi. Kristie Chandler asked Myel Solorzano Sutton if the annual statistical reports were received from all certified BIPs this year to which she reported yes.

b. EXCUSED ABSENCES FOR BIP,

- i. Myel Solorzano Sutton directed the Council to the printout in their packet that listed standard 75:25-3-1 and addressed excused/unexcused absences for BIP clients. The Council agreed that the newly formed BIP subcommittee can work on drafting language that better addresses what types of events or emergencies may be accepted as an excused absence.
- ii. Shelley Miller had to leave for a previously scheduled meeting at 11:42 a.m.

c. DVSA PROGRAM'S TRAINING REQUESTS AND

- i. Kelsey Samuels reported that with the additional funding programs are set to receive, they have agreed that they want more trainings. In a survey sent out by EVO to all DVSA programs, about half of them participated and reported this. She asked if anyone on the Council is able to help with the training requests that were listed on the survey results. Jacqueline Steyn and Ann Lowrance stated that they are happy to train on ethics.
- ii. Whitney Anderson stated that she would like to see a training take place covering best practices with technology.
- iii. Stephanie Lowery reported that the AG's Office currently puts on a three-day BIP facilitator training twice a year, and it might be a good idea to put on a similar training, but for DVSA programs. She stated that it would take some time to come up with the curriculum and best practices information,

but a subcommittee could begin working on this. The Council members discussed which training topics could potentially be included in the training.

- iv. Kelsey Samuels stated that while she hopes next year is different, any trainings that could be covered via ZOOM would benefit a lot of programs who have to budget for travel

d. VOLUNTEER TRAINING HOURS

- i. Myel Solorzano Sutton reported that this item is stricken from the agenda.

7. DISCUSSION AND POSSIBLE ACTION ON SUBCOMMITTEE’S WORK

a. ADVOCACY/SERVICE PROVIDERS CODE OF ETHICS

- b. Jacqueline Steyn reported she met with Ann Lowrance, Rose Turner, Karen Cunningham, and Myel Solorzano Sutton virtually three times to create the prepared code of ethics draft for the Council. The Council reviewed the draft and discussed updates.
- c. Jacqueline Steyn stated that she will include a reference to “client’s” definition for clarity. She also stated that the AG’s Office can put together a list of “model codes” for programs who may need inspiration while writing theirs. Myel Solorzano Sutton will put together a list for programs.
- d. Judge Leah Edwards motioned to accept with corrections. Kelsey Samuels seconded. Motion passed unanimously.

8. DISCUSSION AND POSSIBLE ACTION ON SUBCOMMITTEE’S WORK

a. BILLING CODES AND DEFINITIONS

- b. This subcommittee has been merged with the group tasked with updating service rates. No action taken.

9. DISCUSSION AND POSSIBLE ACTION ON TITLE 75 ATTORNEY GENERAL CHAPTER 15: STANDARDS AND CRITERIA FOR DOMESTIC VIOLENCE AND SEXUAL ASSAULT PROGRAMS

- a. Ann Lowrance suggested that all Council members review Chapter 15 and come prepared to the next meeting ready to report changes or updates. Myel Solorzano Sutton has created an editable document that includes all previously mentioned edits that will be projected for the Council at the next meeting.
- b. Kelsey Samuels and Ashley Henson stated that there is some language in the standards that is confusing for programs. For example, in 75:15-5-4.1, the “in the event of my death” clause language has caused confusion and reduced the amount of points some programs receive during their renewal onsite reviews. Myel Solorzano Sutton stated that it was her understanding that programs were not required to discuss this with each client, but rather those who demonstrated an extremely high level of lethality and were only counted off if their program did not have a form created for this topic. Jayra Camarena reported that her advocates

typically address this after conducting the danger assessment with clients and only if they are demonstrating a high lethality risk.

- c. Kristie Chandler stated that with recent onsite reviews she has attended, this form wasn't presented often. Jacqueline Steyn reported that the original intention with this standard was for programs to do it at their own discretion and in the way that they felt was best.
- d. Whitney Anderson highlighted that this conversation is different with human trafficking victims, especially when they are staying in shelter. She stated that this can also be a topic covered in training.
- e. The agenda item was tabled for the next meeting.

10. NEW BUSINESS

- a. None reported.

11. ANNOUNCEMENTS

- a. None reported.

12. ADJOURNMENT

- a. Brandon Pasley motioned to adjourn. Whitney Anderson seconded the motion. Meeting adjourned at 12:12 p.m.