

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

Tuesday, August 27<sup>th</sup>, 2024, at 1:00 p.m.  
Office of the Oklahoma Attorney General  
313 NE 21<sup>st</sup> St., 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 Meetings Act at 1:05 P.M. Members present included Ann Lowrance, Whitney Anderson, Kelsey Samuels, Jayra Camarena, Meagan McCurley, Rose Turner, Shelley Miller, and Kristie Chandler. Non-members present included Mary Wickstrom, Matt Levey, Charlotte Vanover, LaBrisa Williams, Tracey Lyall, Stephanie Lowery, Myel Solorzano Sutton, Anthony Hernandez Rivera, Cindi Holderbee and Leslie Clingenpeel.

**b. ASSURANCE OF COMPLIANCE WITH OPEN MEETING ACT**

i. Myel Solorzano Sutton announced that the meeting was in compliance with the Open Meetings Act. An agenda was posted at the principal office of the Oklahoma Attorney General's Office on August 26<sup>th</sup> at 11:00 A.M. and on the Oklahoma Attorney General's Office website on August 26<sup>th</sup> at 1:15 P.M.

**2. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF REGULAR MEETING MINUTES FROM TUESDAY, July 16<sup>th</sup>, 2024:**

a. Shelley Miller motioned to approve the meeting minutes. Rose Turner seconded the motion. Motion carried unanimously.

**3. DISCUSSION AND POSSIBLE ACTION ON REPLACING SECOND RURAL PROGRAM REPRESENTATIVE**

- a. The Council discussed having Safe Center's Executive Director, Meagan McCurley, join the Council as the second, rural program representative.
- b. Whitney Anderson motioned to add Meagan McCurley as the Council's second, rural program representative. Kristie Chandler seconded the motion. Motion passed unanimously.

**4. DISCUSSION AND POSSIBLE ACTION ON BIP SUBCOMMITTEE'S WORK**

- a. Kristie Chandler reported on the work the BIP subcommittee has been focusing on: virtual BIP classes, unexcused/excused absences, and the creation of a Code of Ethics for BIP providers.
- b. Absences were discussed first. Matt Levey with the Court Assistance Program asked if the Council would consider adding a 24–48-time frame limit on absences.

Kristie Chandler stated that for cultural reasons, it may be better to allow absences for circumstances that have arisen within that specific week.

- c. The Council reviewed the excused/unexcused absences from the BIP subcommittee and decided on tabling any action until the verbiage is prepared to be put into the standards. Kristie Chandler will work on finalizing language for the next meeting.
- d. Kristie Chandler reported on the Code of Ethics created by the subcommittee for BIP providers. The Council reviewed the language.
- e. Whitney Anderson motioned to add the BIP Code of Ethics section to Oklahoma Administrative Code Title 75, Chapter 25 as subchapter 10. Jayra Camarena seconded the motion. Motion passed unanimously.
- f. Kristie Chandler referred to the BIP subcommittee's virtual BIP classes recommendation handout for her update to the Council. She reported that the subcommittee's recommendation is to not allow programs to provide services virtually; however, if the Council agrees that virtual should become an available option, then there needs to be strict guidelines guiding how programs are to operate virtually, what types of clients this option would be available to, how classes are to be instructed, etc. Council members discussed what the program would look like if it was offered virtually.
- g. Council members opposed to virtual BIP classes expressed why and discussion ensued. Kristie Chandler reported that she is willing to update the BIP virtual recommendation made by the subcommittee, but wanted to know if the Council is seriously considering adding virtual BIP classes or not. The Council asked Kristie to update the handout and bring it prepared for the next meeting before any action is taken.

## **5. DISCUSSION AND POSSIBLE ACTION ON BILLING CODES AND DEFINITIONS SUBCOMMITTEE'S WORK**

- a. Kelsey Samuels reported on the updates and changes the billing codes and definitions subcommittee has worked on. All recommendations have been put into Chapter 1 and highlighted in gray for the Council's review. Stephanie Lowery stated that the subcommittee also plans on creating a supplemental sheet to be disseminated with the billing definitions for clarity.
- b. Each subcommittee recommendation was reviewed by the Council, but no action was taken. The agenda item will be tabled for the next meeting.

## **6. DISCUSSION AND POSSIBLE ACTION ON CALCULATING HOTLINE TEXTING TIME FOR INVOICE PURPOSES**

- a. Ann Lowrance questioned if the Council would like to take any action at this time, to which Rose Turner responded she feels as if there is not enough information at this time. Kelsey Samuels recommended researching and coming to the next meeting with more information.
- b. Ann Lowrance recommended tabling the agenda item until the Council is able to identify which programs offer this type of service and what it looks like for them. Agenda item tabled for future discussion.

**7. DISCUSSION AND POSSIBLE ACTION ON TITLE 75 ATTORNEY GENERAL CHAPTER 1**

- a. The Council finalized their recommendations for Chapter 1. Myel Solorzano Sutton will finalize edits and send them to the respective permanent rulemaking liaison, Thomas Schneider, within the Attorney General's Office for review.

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

- a. The Council continued reviewing and recommending changes/updates to Chapter 15. Final recommendations will be made at the meeting scheduled for September 9<sup>th</sup>, 2024.

**9. DISCUSSION AND POSSIBLE ACTION ON TITLE 75 ATTORNEY GENERAL CHAPTER 25**

- a. The Council continued reviewing and recommending changes/updates to Chapter 25. Final recommendations will be made at the meeting scheduled for September 9<sup>th</sup>, 2024.

**10. NEW BUSINESS**

- a. No new business reported.

**11. ANNOUNCEMENTS**

- a. Kristie Chandler reported that she will be stepping into her new role as the YWCA's OKC Executive Director on September 30<sup>th</sup>, 2024. She asked the Council if she should continue serving as the BIP Expert, or if she needs to prepare a recommendation for a new individual to replace her. The Council will discuss at the next meeting.

**12. ADJOURNMENT**

- a. Kristie Chandler motioned to adjourn. Rose Turner seconded the motion. Meeting adjourned at 4:07 p.m.