

MINUTES
Sexual Assault Forensic Examiners Advisory Committee
November 30, 2009

The Sexual Assault Forensic Examiners Advisory Committee met at 225 Spring Street, Wethersfield, in the fourth floor conference room on Monday, November 30, 2009, from 10:01 a.m. to 11:39 a.m.

Statutory Members in Attendance:

Chair Linda J. Cimino, Denise S. Covington, Marielle Daniels, Robert Hoffman, Nancy Kushins, Lara Merana-Bailey, Joy Reho, Judith Rossi, Gregory Shangold, Sharon Tarala, James Thomas

Non-statutory Members in Attendance:

Audrey Courtney, Anna Doroghazi, Charlene Gallaway, Nina Livingston, Lisa Secondo, Michael Soltis

Statutory Members Excused or Absent:

Michelle Cruz

OVS Staff Present:

James Morgan and Brenda Jordan

Agenda:

1. Welcome and Introductions

Linda J. Cimino called the meeting to order at 10:01 a.m. and welcomed members. Members introduced themselves and indicated whether they had served on the SANE/SAFE Coalition.

2. Review of Advisory Committee Statutory Charge

Members received a packet that included the relevant sections of September Special Session, Public Act No. 09-3, a financial spreadsheet of forensic sex evidence exams reimbursements paid from July 1, 2008 through June 30, 2009, the Massachusetts curriculum outline for their sexual assault nurse examiner (SANE) program, and the Massachusetts duties and preferred qualifications of regional SANE coordinators.

Linda informed members that Committee meetings fall under the Freedom of Information Act, therefore committee agendas, minutes, and a list of Committee members will be posted at www.jud.ct.gov/committees/safe.

Linda reviewed the statutory charge of the Committee and the Office of Victim Services as delineated in September Special Session Public Act No. 09-3, Sections 47, 48, and 49 and announced that the Committee will terminate on June 30, 2012.

Nancy Kushins provided an overview of the preliminary work done by the Coalition in regards to the establishment of a sexual assault forensic examiners program.

3. Update: Funding

Lisa Secondo reported that there are two sources of Recovery Act funding for the program: a Justice Assistance Grant (JAG) and a Violence Against Women Act (VAWA) grant. Both are one time funding grants and require a high degree of reporting, data, transparency, and accountability. Most of the materials: reports, contracts, expenditures, and payments will be posted on the Connecticut State Recovery and Department of Justice Web sites.

Linda added that the Office of Policy and Management (OPM) is requesting only one grant at this time: the STOP (Services-Training-Officers-Prosecutors) VAWA grant for \$350,000, which must be submitted to OPM by December 11, 2009. Linda stated that she had forwarded a draft application to the Judicial Branch Grants and Contracts Specialist on November 24, 2009. The timeframe for this grant is January 1, 2010 to March 31, 2011.

4. Update: Program Coordinator Request for Proposals

Linda reported that the draft STOP VAW grant application includes Request for Proposals (RFP) for a project coordinator and training partner that will be posted by January 6, 2010. Linda has crafted two-thirds of the project coordinator RFP, which she plans to forward to the Judicial Branch Purchasing Department at the end of the week. Linda will also e-mail the position duties and qualification sections of the RFP to members.

The budget items include thirteen months salary for the project coordinator, recruiting SANE nurses by June; equipment needs; two trainings of 30 students; and one or two meetings to launch the program.

Linda requested members' opinion if the project coordinator should be a SANE nurse or have a background in sexual assault issues, such as an advocate. As the RFP is currently drafted, the qualifications include either a registered nurse with three to five years of experience or a four-year degree with an advocacy or medical component.

Members agreed that the ideal candidate would be SANE certified with a minimum of five years nursing experience, preferably in the emergency department, a bachelor-prepared nurse, in addition to preferably having administrative or management experience.

Members then discussed the responsibilities and salary of the project coordinator. Linda stated that she would inquire with Massachusetts on their project coordinator's salary and e-mail the information to members. Nancy inquired if a search committee will interview candidates. Linda replied that interviews will be held by a proposal review committee consisting of a member from Judicial Branch Materials Management, an individual not within

the Judicial Branch, herself, Jim Morgan, and one or two members from the SAFE Advisory Committee.

Members also discussed:

- The importance of having measurable data and examination costs to support continuing the program
- Memorandums of Understanding
- The inclusion of children examinations in the program. Members agreed to define the age of thirteen as the beginning age of adolescence. Lisa cautioned that VAWA funding cannot be focused on children.
- Review the financial data of the forensic sex evidence exams account reimbursements paid from July 1, 2008 through June 30, 2009. Linda stated that she would extrapolate the adolescence data from the Child column.
- Brief discussion on the training partner and curriculum
 - Quinnipiac University is the only educational institution in the state that offers a SANE program.
 - Consider the International Association of Forensic Nurses as a resource to recommend curriculum outline
 - Members will e-mail suggested best practices to Linda

5. Meeting Schedule

The next meetings will be held on December 14, 2009, from 9:00 to 11:00 a.m. and January 6, 2010 from 2:00 to 4:00 p.m.

The agenda for the December meeting will include a discussion on whether the program will be a statewide or region approach.

6. New Business

No new business was introduced.

7. Other

Judith Rossi recommended that a Committee membership list with contact information be developed. Linda responded that Brenda Jordan, the Committee minute recorder, would e-mail a contact list.

8. Adjournment

Linda adjourned the meeting at 11:39 a.m.

Brenda Jordan, Recorder