

MINUTES
Sexual Assault Forensic Examiners Advisory Committee
December 14, 2009

The Sexual Assault Forensic Examiners Advisory Committee met at 225 Spring Street, Wethersfield, in the fourth floor conference room on Monday, December 14, 2009, from 9:12 a.m. to 11:02 a.m.

Statutory Members in Attendance:

Denise S. Covington, Robert Hoffman, Nancy Kushins, Nancy Mayeda-Brescia, Joy Reho, Gregory Shangold, Sharon Tarala, James Thomas

Non-statutory Members in Attendance:

Audrey Courtney, Anna Doroghazi, Lisa Secondo, Karen Zott, Michelle Labonte

Statutory Members Excused or Absent:

Linda J. Cimino, Michelle Cruz, Marielle Daniels, Judith Rossi

OVS Staff Present:

James Morgan and Brenda Jordan

Agenda:

1. Welcome and Introductions

Linda J. Cimino called the meeting to order at 9:12 a.m. and welcomed members. Linda announced that Nancy Kushins would chair the meeting, as Linda was unable to attend because she would be providing testimony at a domestic violence task force meeting.

Linda amended the agenda to include approval of the November meeting minutes.

Nancy also welcomed members. Members introduced themselves.

2. Approval of the Minutes from the November 30, 2009 Meeting

Linda asked for a motion to accept the minutes of November 30, 2009. The motion was moved and seconded; the minutes were accepted as presented.

3. Update: STOP Grant Application

Brenda Jordan reported on behalf of Linda that the STOP (Services-Training-Officers-Prosecutors) grant application was signed by the Judicial Branch Chief Court Administrator on December 9, 2009, and forwarded to the Office of Policy and Management on the same day.

The grant application was for \$350,000 and included budget information for the consultant's salary, needed equipment, and travel expenses.

4. Discussion: Program Coordinator Request for Proposals

A document that contained excerpted text from the draft Program Coordinator Request for Proposal (RFP) was distributed to members.

Members reviewed the document and agreed to amend the language as follows:

1. The addition of recruitment and public advocacy under the program coordinators' responsibilities:
 - *Assist in the development of an RFP to aid in the **recruitment** and the selection of contracted SAFE personnel;*
 - *Develop materials explaining the benefits **and be a public advocate** of the SAFE program for the Division of Criminal Justice and the Judicial Branch, Judge Support Services Unit.*
2. The addition of administrative/management experience as a preferable quality.

A member suggested that during the interview process, the interview panel should inquire about the candidate's public speaking skills.

5. Update: Pilot Program Region

Members received a color-coded map of Connecticut that represented the service areas of the Connecticut Sexual Assault Crisis Services, Inc, (CONNSACS) member sexual assault crisis programs; a map of Connecticut that included the Connecticut Uniform Crime reports – reported sexual assault by town for 2006, the number of Connecticut Adult Forensic Sex Evidence Exams Billed for July 2006-June 2007 and the hospitals visited by survivors of sexual assault following the assault as reported by CONNSACS rape crisis counselors; and an updated forensic sex evidence exams reimbursements by hospital, county, and victim age from July 1, 2008 to June 30, 2009.

Members discussed the data provided. Joy Reho raised a concern that the kit reimbursement data was not an accurate reflection of the number of kits performed according to her department records. Joy also reported that her department is experiencing a significant delay in receiving completed kits.

Nancy stated that she would bring the issue of not receiving completed kits in a timely manner to the Commission on the Standardization of the Collection of Evidence in Sexual Assault Investigations. Chief Hoffman stated that he would write an article for the Connecticut Police Chiefs Association newsletter.

Members agreed that the pilot program would consist of the following hospitals: Hartford Hospital, St. Francis Hospital, Eastern Connecticut Health Network (preferred site Manchester Hospital), Central Connecticut Health Alliance - New Britain Hospital, Windham Hospital, Middlesex Hospital Health

System (preferred site Marlborough Medical Center). It was determined that the response time for a SANE trained nurse to arrive at the hospital should be one hour.

6. Discussion: Program Coordinator Request for Proposals Distribution

Nancy sought members' suggestions on where the program coordinator RFP should be posted. Members suggested the following:

- Statewide nursing bulletins
- National International Association of Forensic Nurses
- List serv through the Connecticut Hospital Association
- Emergency department directors
- CONNSACS website
- Department of Administrative Services website
- Judicial Branch website
- To obtain Massachusetts's distribution list

Nancy requested that members e-mail Brenda.Jordan@jud.ct.gov any additional suggestions.

7. Meeting Schedule

The next meeting will be held on January 6, 2010, from 2:00 to 4:00 p.m. and January 28, 2010 from 2:00 to 4:00 p.m.

The agenda for the next meeting will include a discussion on developing a memorandum of agreement (MOA). Members were provided with a copy of the MOA between the Massachusetts Department of Public Health and The Hospital for review prior to the meeting.

8. New Business

No new business was introduced.

9. Adjournment

Nancy adjourned the meeting at 11:02 a.m.

Brenda Jordan, Recorder