

MINUTES
Sexual Assault Forensic Examiners Advisory Committee
February 25, 2010

The Sexual Assault Forensic Examiners Advisory Committee met at 225 Spring Street, Wethersfield, in the fourth floor conference room on Thursday, February 25, 2010, from 2:10 p.m. to 4:05 p.m.

Statutory Members in Attendance:

Linda J. Cimino, Marielle Daniels, Nancy Kushins, Nancy Mayeda-Brescia, Joy Reho, Gregory Shangold, and Sharon Tarala

Non-statutory Members in Attendance:

Nicholas Cimmino, Michelle Labonte, Patti LaMonica, Lisa Secondo, Kelly Sinko, and Karen Zott

Statutory Members Excused or Absent:

Denise S. Covington, Michelle Cruz, Robert Hoffman, Judith Rossi, and James Thomas

OVS Staff Present:

Brenda Jordan

Agenda:

1. Welcome and Introductions
Linda J. Cimino called the meeting to order at 2:10 p.m. and welcomed members. Members introduced themselves.
2. Approval of the January 6, 2010 Meeting Minutes
Linda asked for a motion to accept the minutes of December 14, 2009, as presented with a correction that the Office of Policy and Management signed the grant award under Item 3: Updates. The motion was moved and seconded; the minutes were accepted as presented with the correction.
3. Discussion: Program Coordinator RFP
Linda reported that one submission was received for the Program Coordinator Request for Proposal (RFP) issued in January, but the submission did not meet the minimum scoring requirement. The RFP was re-issued on February 5, 2010. Linda will e-mail members if any submissions are received after this RFP closing date on March 2, 2010.

Members discussed the possible reasons/barriers for the low submission and discussed other alternatives to obtain a program coordinator. Members agreed that dividing the work of the program coordinator into two separate positions might elicit more interest.

Linda stated that she would discuss dividing the position and soliciting applicants through a Request for Qualifications process with the Purchasing Department. Linda will also divide the position responsibilities by business and clinical functions and forward to the Committee for comment.

Members also briefly discussed the grant funding salary limitations, the hours of the position, and whether the individuals hired would be able to work at a location besides a Judicial Branch building. Linda stated she would inquire if working at another location is possible.

4. Discussion: Contents of the Memorandum of Agreement (continued)

Members reviewed the proposed changes in Sections II through V, Subsection B of the draft Memorandum of Agreement (MOA). Members accepted the changes in Sections II, III, and subsections A and C of Section IV. Several additional changes were made to Subsection D of Section IV and Subsection B of Section V that will be reflected in a Word document and distributed to members.

Members with medical backgrounds agreed to review Appendix B of the MOA prior to the next meeting.

5. Updates

This agenda item was tabled for the next meeting.

6. Meeting Schedule

The next meetings will be held on March 18, 2010, from 2:00 to 4:00 p.m. and April 7, 2010 from 2:00 to 4:00 p.m.

7. New Business

No new business was introduced.

8. Adjournment

Linda adjourned the meeting at 4:05 p.m.

Brenda Jordan, Recorder