
Domestic Violence Workgroup Subcommittee #5 – Services and Contract
Summary of Meeting of 10AM 11-19-2008 at Room 311 South - OCFS 52
Washington St. Rensselaer, New York

- **Introductions:**

The meeting started at about 10:15AM. In attendance were Carole-Merrill-Mazurek, Susan Clark, Rachel Halperin, Jaclyn DeChiro and Jaime DeJesús. Lisa Gordon joined the meeting later. Attending through telephone hook-up were Sandra Townsend, Diane Thomas, Allison Ross, Marie Philip, Patty Jo Newell, Lorraine Madry and Marcia Ribble. After a period for introductions we proceeded with the meeting.

- **Role of State Staff Representatives**

Jaime DeJesús explained how the DV Collaborative Workgroup efforts started in July 15th, 2008. The intent of this effort was to empower local districts and DV programs with the leadership and ability of taking a hard look at the regulations in the hope of bringing the regs up to date and consistent with the best practices. DeJesús explained that the role of the state representative in the sub-committee was to serve as resource to the works of the sub-committee in terms of providing access to regulations, summary of prior work and facilitating any logistical aspect of meetings, communication and related activities. The main leadership of the sub-committee would be on the shoulders of the Chairperson selected and each member. DeJesús also stated that we would need to rely on each other and on phone, personal and electronic contact to be able to work together and be able to put together a work product for our sub-committee. We agreed to make sure that all could access the DV internet page as it is there that we would post documents that needed to be evaluated by all. JDJ stated that he would make sure that all members had access to the web-page.

- **Representation on Subcommittee**

The sub-committee is composed of 15 members representing LDSS and DV programs from across the state with a number of programs in the NYS area and a number in the Capital District and Erie County Area. This represents a very rich perspective that will impact the quality of the work we will be conducting. To the extent possible we would try to explore the possibility of scheduling meetings at a midway local district in order to make it easier for all members to travel. JDJ will contact the director of services of Ulster and Orange local districts in order to see if this is possible.

- **Selection of Chairperson and Recorder**

The sub-committee then proceeded to elect the Chairperson of the Sub-Committee. Rachel Halperin, from Help USA volunteered and was elected by acclamation. Ms. Carole Merrill-Mazurek, from Schenectady YWCA volunteered and was selected the Vice-Chairperson of the Sub-committee. After short moments of silence the sub-committee decided to table the election of the Recorder for another time, as we took time to think about who would like to volunteer for the task.

- Resources

As soon as the Chairperson was elected, Ms. Halperin was provided with the binder resource material directly related to the aspects our sub-committee will be evaluation. As the need arises, the state representative will assist the Chairperson in the dissemination of all pertinent material. It was also decided that the members of the sub-committee could reach out to people not in the sub-committee but with ideas to contribute and make sure to tap into these non-member contributions. Additionally, the sub-committee will have the power of reviewing any research material in existence that may help our review. The state representative's main role will be to make sure all members have the information they need in order to do their work.

- Website Posting of Meeting Summaries

All information regarding the works of all the sub-committees will be posted in the OCFS Domestic Violence Website. This will facilitate the work of all members regardless of location. The name, and contact information for all members of our sub-committee will be readily available to all members for consultation and contact. The summaries of our meetings (including this one!) will be posted for the benefit of all.

- Deliverables and Timetables-Work Plan

The first item for the sub-committee to work on will be to develop a work plan that the sub-committee will follow in order to deliver their work product. The Chairperson stated that she would put together a draft with ideas on how we as a sub-committee could discharge our tasks and this plan could be discussed at a later meeting. December 19th, 2008 was set as the control date to develop this work plan and share with other sub-committees. Additionally, the end of January will be the control date to start reporting out to other sub-committees any preliminary sub-committee work. We will communicate the specific date when this information becomes available.

- Proposed Ground Rules

Creativity of coordinated work, communication and cooperation, timely sharing of ideas and work documents, support of the work of each other are all guiding ground rules of our sub-committee. The next meeting was scheduled for 12/11/08 at 2:30PM at this same site, unless we can get access to a local district facility more centric to the needs of all geographical areas.

The meeting ended at 11AM.