

**Victim Access Workgroup Agenda Tuesday,
October 17, 2023
8:00-9:00am
Fairfax County Courthouse, Room 201.1**

Members present: Judge Susan Stoney (co-chair), Nora Mahoney (co-chair), Judge Jonathan Frieden, Kacey Kirkland, Tina Spurlock, Ayaan Ali, Pam Sejas, and Brittany Vera.

I. Welcome

Judge Stoney opened the meeting and welcomed members. The group briefly reviewed what was accomplished at the previous meeting.

II. Review of Kendra's Edits

The group agreed that the sections needed to be in the third person format.

The group discussed the FAQ vs. narrative format. It was suggested that the people who review the materials be asked to give feedback on which style of the sections felt more accessible.

The group agreed to shorten the sections through small groups instead of the larger group before sending it out to groups to review.

III. Plan for Material Review

The group assigned sections to group members to review.

Deadline for draft edits is November 13th. Workgroup members will send to Brittany who will circulate to the workgroup before the next meeting.

The group discussed trying to keep each section to 3 long paragraphs. The group discussed what was most relevant to include. Information such as where someone might need to know of where to go to file, whom to call to make an appointment, and what documents they need to bring with them to complete that particular step of the process. The section should also include time sensitive constraints, like those in the PPO process.

The group discussed having the groups who would review the materials lined up in advance so after edits are finished, they are prepared to review them promptly.

IV. Public Comment

There were no comments from the public.

V. Adjourn

The workgroup agreed to change the time of the next meeting in November to Tuesday, November 28th to avoid low attendance the week of Thanksgiving. The meeting was adjourned without further discussion.

Next meeting:

Tuesday, November 28, 2023

8:00-9:00am

Fairfax County Courthouse, Room 201.1