



Accountability Workgroup
Thursday, March 16th, 2023
3:00 PM- 4:30 PM
Government Center, Room 2/3 and Zoom

Members Present: John Cook (Chair), Chris Davies (Staff), Andréa Nunes Gardner (Staff), Courtenay Schwartz (VSDVAA), Derwin Overton (OAR), Adam Allston (Health Department), Donna Audritsh (ADAPT Volunteer), Iman A. Omer-Bahar (Health Department), Stacy Ziebell (DSVS), Melody Vielbig (DSVS), Brittany Davis (CJI), Shaneen Dewendre (Ashiyanaa).

Presenters: Heaven Berhane (RISE Project), Karolin Betances (RISE Project).

I. Approve Remote Attenders

- a. Courtenay Schwartz is attending the meeting remotely as she lives more than 60 miles away.
- b. Iman A. Omer-Bahar is attending remotely due to caring for her sick children.
- c. Shaneen Dewendre attending remotely due to work commitment. She left 30 minutes before the end.
- d. Kim Parr is attending remotely due to health issues.
- e. Brittany Davis is attending the meeting remotely as she lives more than 60 miles away.
- f. Heaven Berhane is attending the meeting remotely as she lives more than 60 miles away.
- g. Karolin Betances is attending the meeting remotely as she lives more than 60 miles away.
- h. Andréa Nunes-Gardner is attending remotely due to health issues.
- i. John Cook asked for a motion to approve remote attendees, Adam Allston moves the motion to be approved. Darwin Overton seconded. Motion passes.

II. Review/Approval of February 16th, 2023 minutes

- a. No changes. Minutes are approved as written.

III. DSVS update on status of focus group

- a. Update about Flyer, it has been sent to DSVS Public Information Officer and will be available in the next few days.
- b. Flyer will be translated once the Flyer is approved.
- c. The Facilitator Flyer recruitment was sent to DV network
 - i. One response was received from a potential participant
- d. OAR has identified some potential facilitators and we are looking for more.
- e. We are still in need to identify where and when focus group will take place.
- f. Timeline Update: we had March for existing forums and April for planned forums, the timeline might need to change considering our facilitator needs.
- g. Surveys:
 - i. We are putting in a survey monkey? How will be lunched? Should we include in the flyer?
 - ii. If surveys are included in the Participant Recruitment Flyer, could have a broader distribution and reach the voices of community that we usually we don't reach out to or hear from.
 - iii. There are concern about putting survey link in the Participant Recruitment Flyer, people might not want to participate in the focus groups.
 - iv. If surveys are completed after the focus groups, it might give an opportunity to inform questions to the survey .
 - v. The workgroup decided to hold off on the survey for a month
 - vi. Concerns about doing things in the summer as many people travel during this time.

IV. DSVS overview of facilitator guidelines and roles

- a. Skills needed (not necessarily service providers), you don't need to be a provider to facilitate groups as DSVS will help prepare facilitators.
 - i. DSVS staff are planning on schedule a meeting with facilitators to provide information and prepare them to facilitate Focus Groups.
 - ii. DSVS staff developed a training manual for facilitators.
 - iii. Facilitator skills:
 - Good listener, observer, and communicator.

- Able to “bridge” ideas, thoughts, experiences among participants.
 - Able to demonstrate respect and sensitivity for the experiences of others.
 - Be aware of everyone’s contributions to the focus group.
 - Maintain neutrality (not agreeing or endorsing anyone’s opinions or experiences).
 - Able to defuse arguments if they surface.
 - Able to carry out the ground rules.
- b. Roles needing to be filled (facilitator, cofacilitator, scribe – note takers, host)
- i. CJI suggested that the co-facilitator can also be the note taker and four roles might be too many roles in the focus groups.
- c. Workgroup help to identify potential facilitators:
- i. Suggestion to provide gift cards for facilitators; Gift card can be given to volunteer facilitators, they cannot be given to DSVS staff.
 - ii. Suggested to reach out to Joe Meyer to ask if Shelter House can provide facilitators and host focus groups with existing forums.
 - iii. Donna volunteered herself and potentially her daughter who is finishing her social work degree.
 - iv. It was suggested to send the recruitment flyer for facilitators to DSVS volunteer through Tanisha Cox.
 - v. John requested that the workgroup member identify people that could fill the roles needed to facilitate focus groups.
- d. Confirm or modify planned focus group timeframe.
- i. The workgroup agreed to move the timeline to April and May.

V. Presentation from RISE Project

- a. RISE Project from Center of Justice Innovation provided a presentation to the workgroup.
- b. The workgroup members shared that a project like this is missing from our community and it would be helpful to have something similar.
- c. The workgroup agreed that we need to identify credible messengers and people of influence in underserved neighborhoods.

VI. Progress toward deliverables, Goals 1 – 8

- a. Currently we are focusing on goals number one and will be able to start addressing goals number 2, 3, 4 after analyzing data from Focus Groups.
- b. For goal number 6, there was a suggestion to have a speaker to provide information about data for what is working to promote accountability in their program.
- c. Goals 5, 7 and 8 will be address after goal number 6.

VII. Schedule education topics and presenters for upcoming meetings

- a. Existing alternative programs to promote accountability
- b. Someone who has caused harm to share their accountability process
- c. Mentoring and peer support groups
- d. Substance use disorder and how impacts domestic violence
- e. Other topics

VIII. Open comment from the public

- a. There was no comment from the public, there was no participants from the public.

IX. Adjourn

- a. Meeting adjourned at 4:30pm.