Charleston Gazette
December 1989

# Women's group delays suit

The West Virginia Coalition Against Domestic Violence has delayed a suit to obtain payment of overdue funds from the West Virginia Division of Health and Human Resources.

The 13 battered women's programs of the WVCADV met in early December to begin preparation for legal action against the state. DHHR Secretary Taunja Willis Miller met with WVCADV representatives in late December and said that monthly payments would be made to the programs in December, January and February. The programs are owed approximately $200,000. Miller also announced that the DHHR would seek a special allocation from the Legislature this month to secure the existence of social service programs through this fiscal year.

The member programs of the WVCADV elected not to bring suit at this time in an attempt to work cooperatively with the DHHR in obtaining the contract payments.

Battered women's programs in West Virginia have been in financial crisis this year, depleting their savings, cutting staff and salaries and obtaining loans in order to continue their services.

# P R O J E C T  C O N T R A C T

Sue Julian
CED - Focus Group
David Miller
December 28, 1989

PROJECT CONTRACT

## Overall Problem Statement

Before 1970, there was virtually no help for battered women and their children in West Virginia. Victims of domestic violence seeking safe space and protection from perpetrators were faced with limited social, legal and economic options. Although hundreds of women and children suffered physically, medically, emotionally, economically, spiritually, mentally, and socially from patterns of coercive and dehumanizing behavior inflicted upon them by another person, batterers were not held accountable for their acts of violence and abuse. Society did not consider domestic violence a crime.

## Overall Goal Statement

In the 1970's pockets of concerned citizens throughout the state of West Virginia began to focus on the need to respond to domestic violence assault in their communities. Several of these groups incorporated into grassroots, community-based organizations whose primary purpose was to provide safe space where survivors of domestic violence would be supported in looking at alternatives to their present situation. The magnitude and scope of violence in the home heightened the need for those working in shelter programs to organize themselves into a statewide coalition whose mission would be to work for the eradication of domestic violence in West Virginia. Formed in 1979, the West Virginia Coalition Against Domestic Violence is committed to the elimination of personal and institutional violence against women and their children. The thirteen local programs in the statewide domestic violence network provide a variety of services to meet the immediate needs of victims for safety and to provide them with support and information. Additionally, WVCADV's central service office serves as a vehicle for promoting change in systems affecting all persons who live in homes where violence and abuse occur.

## Scope of Solutions to Achieve This Goal

The nature of domestic violence is all-encompassing. In order to effect changes that stop violence in the home and prevent further occurrences of abuse, domestic violence programming must go beyond the provision of direct services. Because violence in families is deeply rooted in social and cultural values and attitudes, programs have had to take on the much larger tasks of public education, training, advocacy and outreach. Eradication of the problem of domestic violence challenges all of society's institutions: religious, social, educational, economic, political, judicial, and medical. Working within this context WVCADV strives to create places of safety, change and hope where long term goals of value based violence-free relationships are possible.

In deciding on what specific area to focus, representatives from each of the thirteen domestic violence programs were asked to prioritize two from among five predetermined issues. (See Appendix A). The results of the survey are as follows:

| Cash Flow | | Prevention | | Law Enforcement | | Criminal Justice | | Housing | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 |
| x | x | x | x | x | x | x | x | x | x |
| x | x | x | x | x | x | | x | | x |
| x | | x | x | x | | | x | | |
| x | | | | | | | x | | |
| x | | | | | | | | | |
| 5 | 2 | 3 | 3 | 3 | 2 | 1 | 4 | 1 | 2 |
| 7 | | 6 | | 5 | | 5 | | 3 | |

Many of the participants found the request to prioritize issues difficult because they felt that all the issues were equally important and necessary. At the same time, participants noted the criticalness of cash in order to develop and implement projects on other issues. Based on the programs' present financial dilemma this contract will address cash flow issues in the domestic violence network of West Virginia.

## Cash Flow Problem Statement

Since 1984 the thirteen programs of the West Virginia Coalition Against Domestic Violence have consistently experienced on-going problems of irregular cash flow from state funding sources. These sources of money come from Victims' Of Crime Assistance (VOCA), Family Prevention Services Act, Title XX Purchase of Social Services, and Family Protection Act; they comprise a major percentage of the programs' budgets. Since the state is legally obliged to provide safety and protection to adults and children who are victimized by violent and abusive behavior in the home, program directors are insistent in negotiating with state agencies a funding transfer process that benefits the people for whom the funding is intended. As of December 1989, Title XX funding is five months in arrears with some programs and six months with others. Family Prevention grants were scheduled to begin January 1, 1990; programs have yet to receive the grant application.

Delay in delivery of funds creates havoc in the efficient and effective operation of programs. For instance, time and creative energy normally spent organizing around women's issues are diverted to figuring-out from where will the next month's budget come. Because of the financial crisis there is a freeze on expansion of services to outlying and remote areas; legislative advocacy is curtailed; long-range planning e.g., developing transitional housing, is postponed. The lack of programmatic security and longevity deplete staff morale and their willingness to hang-in for the long haul. Prevention work in the schools and training programs for magistrates and law enforcement officers are considered less essential compared to keeping the shelter doors open. All of this creates an atmosphere of incompleteness where minimal direct services are provided without substantive support from work for social change.

Programs have been forced into month-to-month survival and have used a variety of strategies to continue delivery of services. They have borrowed money from lending institutions; have laid-off staff, cut health insurance benefits and staff hours. Some programs have shifted major amounts of money through interfund transfers; others have engaged in emergency community fundraising. However, if this problem continues, by Fiscal Year 1991-1992 specialized services to battered women and their children in West Virginia will be severely decreased.

## Cash Flow Goal Statement

The cash flow goal of the West Virginia Coalition Against Domestic Violence is to develop financial processes that will enable domestic violence programs to maintain fiscal stability.

Project Purpose

1. To work with the Department of Human Resources in establishing an efficient process for the distribution of funds to domestic violence programs who have social service contracts.

2. To develop a plan for diversification of funds that will facilitate movement of Coalition programs toward greater economic flexibility and stability.

Objectives and Methods

1. To assist in setting-up a mechanism for timely distribution and more efficient allocation of grant awards.
   a. By analyzing and evaluating the impact cost-reimbursement has on cash flow in grassroots, non-profit domestic violence programs in West Virginia.
   b. By setting-up a meeting with representatives from the Department of Human Resources and WVCADV in order to critique and possibly restructure the current process of grant award distribution.
   c. By meeting with representatives from the Family Protection Services Board in order to look at the possibility of the Coalition itself being a depository for Special Revenue Accounts e.g. Marriage License Tax and Divorce Surcharge.

2. To compare relevant statistical data that will inform WVCADV's financial decisions and will be useful in revising portions of WVCADV's 1987-1988 State Plan.
   a. By gathering appropriate financial and programmatic data from the five neighboring state coalitions and networks against domestic violence: Ohio, Pennsylvania, Maryland, Virginia and Kentucky.
   b. By comparing and analyzing levels of funding from state funding sources to WVCADV programs between FY 84-84 and FY 89-90.
   c. By projecting ideal and feasible financial conditions for effective delivery of services.

3. To develop a strategy for diversification of funds that would then be incorporated into WVCADV's revised State Plan.
   a. By developing and distributing to Coalition member programs a questionnaire that will serve as the base in determining the Coalition's current financial profile.
   b. By meeting with program representatives to analyze the information received from other domestic violence networks and from WV domestic violence programs. and to develop a proposed plan for

diversification of funds.

c. By facilitating discussion and decision-making regarding plan for diversification of funds at the quarterly meeting of WVCADV..

4. To initiate a progressive partnership between statewide corporations who purport to have a socially responsible commitment to local/state communities and WVCADV.

a. By researching several statewide corporations' record of corporate donations: International Business Machines, Chesapeake & Potomac Telephone Company,, Atlantic Telephone & Telegraph Company, Union Carbide, and at least two major coal companies in West Virginia..

b. By setting up meetings between representatives of these corporations and representatives of the Coalition to discuss the mission of WVCADV and the possibility of on-going annual corporate donations that will support the Coalition in its work to "create a safer state of family."

5. To identify out-of-state funding sources that fund networks versus local programs.

a. By researching private foundations' interests and award criteria in the foundation directories at the state library.

b. By sending requests for grant applications to appropriate foundations and funding sources.

## Timeline * January - December 1990

| Activity | J | F | M | A | M | J | J | A | S | O | N | D |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Contact programs re:cost reimbursement | x | x | | | | | | | | | | |
| Prepare for/meet with reps from DHS/Purchase of Social Services | | x | x | | | | | | | | | |
| Prepare for/meet with reps from Family Protection Services Board | x | | | | x | | | | | | | |
| Develop/send questionnaire to programs | x | | | | | | | | | | | |
| Gather, compare, analyze levels of state funding to programs between Fiscal Years 84 to 89. | x | x | | | | | | | | | | |
| Develop/send questionnaire to other state networks | | x | | | | | | | | | | |
| Meet with Coalition reps re;info received from questionnaire. | | | | x | x | x | | | | | | |
| Decision-making re: Diversification Plan | | | | | | | | | x | | | x |
| Research statewide corporations | | | | | | x | x | x | | | | |
| Meet with reps from corporations | | | | | | | | | x | x | x | |
| Research private foundation | | | | | | x | x | x | | | | |
| Send requests for grant applications. | | | | | | | | | x | x | x | |

## Project Budget *

| Income | | Expenses | |
|---|---|---|---|
| WVCADV | $6000. | Salary (25% FT position) | $3975. |
| | | Travel | 500. |
| | | Postage | 150. |
| | | Phone | 250. |
| | | Office Supplies | 125. |
| | | Printing | 1000. |
| Total Income | $6000. | Total Expenses | $6000. |

* Because this is an in-house project and part of the work of the Coalition costs will be absorbed through the organizational budget.

Sue Julian
P.O. Box 483
Frametown, WV 26623

May 4, 1990

Hi David!

Enclosed is my project journal for the month of April. Would you please insert the April package into my project binder? Thanks. At the end of last month's class I gave my project binder to Michael Swack so if you haven't already received it ask Michael about its whereabouts.

The project is going well for me and the Coalition. For some time now Coalition members have been wanting to revise the State Plan but other things kept surfacing that would nudge the revision into the background. Today two program directors and the other Coalition staff person agreed to work with me as an ad hoc committee. Our first meeting will be in May and our hope is to have the revision completed by the end of the calendar year.

Hope all is going well with you.

Peacefully,

Sue

Sue Julian

Sue Julian
P.O. Box 483
Frametown,WV 26623
(304)765-2250 (W)

April 2, 1990

Hi David!

Enclosed is my Project/Journal binder. I apologize for the bulkiness and for being somewhat behind in handing in my Journal Summaries to you. Rest assured the amount of paper work included will happen this time only. In subsequent months I will submit the present month's Journal Summary.

Please note the projected shifts in my project focus particular during the month of March. In working on this contract I have seen a steady evolution from the originally identified project to a revision of the Coalition's State Plan.

The one and only State Plan was developed for 1987-1989 and was based on the Coalition's budget at that time. In 1987 WVCADV had a grand total budget of $459. With our database up-and-running and the cash flow crisis beginning to ease up, I started to think that this might be a good time and opportunity to revise the State Plan. Revision would include a projected Financial Plan along with a projected Service Plan based on a Needs Assessment Survey. A revised State Plan would enable the Coalition to plan strategic ways of raising funds, passing laws, developing new programs, providing services in under resourced counties, etc.

If possible I'd like to speak with you about this sometime during the April weekend.

Thanks much for your time and concern. I hope you are enjoying the first signs of Spring.

Sincerely,

Sue

Sue Julian

WEST VIRGINIA COALITION AGAINST DOME C VIOLENCE +++++ DATA BASE REPORT FORM

PROGRAM NAME: _____ REPORTING MONTH: _____

DATE SENT: _____ PERSON REPORTING: _____

## I. RESIDENT DATA

A. NEW ADULT RESIDENTS: FEMALE _____ + MALE _____ = TOTAL ADULT RESIDENTS _____

| AGE GROUPS | ETHNIC GROUPS | MARITAL STATUS | EDUCATIONAL LEVEL | REFERRAL SOURCE | PHYSICAL CHARACTERISTICS |
|---|---|---|---|---|---|
| _____ Under 15 | _____ White | _____ Single | _____ Grade School | _____ Legal Services | _____ Pregnant |
| _____ 16 - 21 | _____ Black | _____ Married | _____ Some HS/9+ | _____ Social/Shelter | _____ Differently-abled |
| _____ 22 - 59 | _____ Asian Org. | _____ Divorced | _____ HS Grad/GED | _____ Police/Sheriff | |
| _____ 60 + | _____ Hispanic Org. | _____ Widowed | _____ Some College | _____ Medical | |
| | _____ Native Am. | _____ Separated | _____ College/Prof. | _____ Self/Friend | |
| | | | _____ Other | _____ Church/Minister | |
| | | | | _____ School | |
| | | | | _____ Other | |

B. NEW CHILD RESIDENTS : FEMALE _____ + MALE _____ = TOTAL CHILD RESIDENTS _____

Age Group : _____ Birth to 5 _____ 6 - 12 _____ 13 and above

C. CONTINUING RESIDENTS: Adults (C1) _____ + Children (C2) _____ = Total Cont. Residents _____

D. TOTAL ADULT RESIDENTS SERVED THIS MONTH: (A + C1) _____

E. TOTAL CHILD RESIDENTS SERVED THIS MONTH: (B + C2) _____

F. TOTAL RESIDENTS SERVED DURING THIS MONTH (D + E) _____

## II. SHELTER NIGHTS DATA

A. SHELTER NIGHTS PROVIDED: Adult _____ + Child _____ = Total _____

B. GEOGRAPHIC SERVICES: SHELTER NIGHTS BY COUNTY/STATE USING WV KEY

| Key | Adult | Child | Nights | Key | Adult | Child | Nights | Key | Adult | Child | Nights |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

## III. ADULT ABUSER INFORMATION

**ABUSER RELATIONSHIP**
_____ Spouse
_____ Parent
_____ Son/Daughter
_____ Relative/In-law
_____ Acquaintance
_____ Former Spouse
_____ Significant Other
_____ Stranger/Other

**TYPES OF ABUSE**
_____ Physical
_____ Verbal/ Emotional
_____ Sexual

**THREATENED/USED**
_____ Weapon
_____ Fists
_____ Other
_____ Medical Attn. Needed

**ABUSER AGE GROUPS**
_____ Under 15
_____ 16 - 21
_____ 22 - 59
_____ 60 +

**ABUSER ETHNIC BKGR**
_____ White
_____ Black
_____ Asian Org.
_____ Hispanic Org.
_____ Native Am.

**CONTRIBUTING FACTORS**
_____ Alcohol or Drugs
_____ Unemploy./Stress
_____ History of Abuse
_____ Other

_____ ABUSER = VETERAN (YES)

**ABUSER REFERRALS**
_____ Mental Health
_____ Educational
_____ Legal
_____ Law Enforcement

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## IV. CHILD ABUSER INFORMATION

**ABUSER RELATIONSHIP**
_____ Mother
_____ Father
_____ Relative/In-law
_____ Other

**TYPES OF ABUSE**
_____ Physical
_____ Emotional/~~Sexual~~ Verbal
_____ Sexual

**THREATENED /USED**
_____ Weapon
_____ Fists
_____ Other
_____ Medical Attn. Needed

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## V. ADVOCACY, COUNSELING, SERVICE DATA

A. NUMBER OF HOTLINE RESPONSES MADE DURING THIS MONTH _____
B1. NUMBER OF PERSONS FILING A DOMESTIC VIOLENCE PETITION _____
B2. NUMBER OF PERSONS DROPPING A DOMESTIC VIOLENCE PETITION _____
B3. NUMBER OF FAMILY PROTECTION ORDERS DENIED BY MAGISTRATE _____
C1. NUMBER OF NON-RESIDENTS SERVED: Adults _____ + Children _____ = Total _____
C2. NUMBER OF RESIDENTS SERVED: Adults _____ + Children _____ = Total _____
C3. TOTAL NUMBER SERVED: ADULTS _____ + CHILDREN _____ = TOTAL _____
D. COUNSELING/ADVOCANCY HOURS/UNITS PROVIDED TO:
Adult Residents _____
Child Residents _____
Adult Non-Residents _____
Child Non-Residents _____
Group Support Hours _____
TOTAL HOURS/UNITS PROVIDED THIS MONTH _____

F. TYPES OF REFERRAL : RESIDENT AND NON-RESIDENT

| | | | | |
|---|---|---|---|---|
| _____ Medical | _____ Financial | _____ Mental Health | _____ Educational | _____ Child Care |
| _____ Legal | _____ Law Enforcement | _____ Vocational | _____ Protective | _____ Housing |

G. NUMBER OF PERSONS REFFERED OR HOUSED ELSEWHERE BECAUSE OF SPACE LIMITS _____

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## VI. COMMUNITY EDUCATION AND PREVENTION: STAFF/VOLUNTEERS/BOARD

A. PROGRAMS TO COMMUNITY GROUPS _____ NUMBER OF PERSONS PRESENT _____

B. PROGRAMS TO SCHOOL GROUPS _____ NUMBER OF PERSONS PRESENT _____

C. TOTAL COMMUNITY/SCHOOL PROGRAMS _____ TOTAL NO. PERSONS PRESENT _____

D. NEWSLETTERS/PRINT MATERIAL DEVELOPED _____

E. PRESS RELEASES OR PSA'S DEVELOPED _____

F. OTHER MEDIA EVENTS PRESENTED _____

G. TRAININGS PRESENTED BY STAFF/BOARD/VOLUNTEERS _____ PERSONS COMPLETING _____

H. TRAININGS ATTENDED BY STAFF/BOARD/VOLUNTEERS _____ PERSONS COMPLETING _____

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## VII. OTHER DATA

A. TOTAL VOLUNTEER HOURS CONTRIBUTED DURING MONTH: _____

B. VALUE OF IN-KIND DONATIONS FOR MONTH $ _____

C. TOTAL PROGRAM COST FOR MONTH: $ _____

D. HUMBER OF HOMELESS PERSONS SHELTERED IN ADDITION TO SERVICES PROVIDED TO DOMESTIC VIOLENCE/SEXUAL ASSAULT SURVIVORS:

Number of Adults _____
Number of Children _____
TOTAL SHELTERED _____
Number of Shelter Nights _____

# WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENCE

## DATA BASE FORM GUIDELINES

### I. RESIDENT DATA

A **recipient of service** is an adult victim of actual or threatened abuse; the dependent child/children of the victim; or significant others. A **significant other** is a family or household member or any other person who relates to the victim in an important and meaningful way, such as parent, sibling, close friend.

A **new resident** is any person receiving shelter who has not been previously sheltered during the current contract year (July 1 - June 30). A **continuing resident** is any person who has previously received or continues to receive services during the current contract year. All residents receiving services in the month of July are new residents even if they were present in June. The July report should not list any continuing residents.

Residents may be housed elsewhere because of space, safety, or accessibility issues; e.g. motel, hotel or a safe home.

The age and ethnic information is adapted from Federal reporting forms.

"**Differently-able**" is defined in Federal reports as meaning "any person who has a physical or mental impairment which substantially limits one or more major life activities." "Major life activities" are "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working."

The total number of new adult residents is the same as the total number in all sub-groups except "physical characteristics." The total number of new child residents matches the total of the three age groups. Line D equals the total of new and continuing adult residents; Line E equals the total of new and continuing child residents; line F gives the total of all residents for the current month.

### II. SHELTER NIGHTS DATA

Please use the appended key for geographical area. The total of the adult and child nights from one area equals the nights total for each key. The total of all the shelter nights listed by key equals the total given in Line A. No key number should be used more than one time.

### III. and IV. ABUSER INFORMATION

This information pertains to abusers of residents and non-residents. Although there is some openness in interpreting types and factors regarding

abuse, please try to be consistent. These numbers will not match any total since they include a range of persons served.

Examples of **"Contributing Factors: Other"** include jealousy; a "history of abuse" includes prior battering as well as growing up in an abusive family.

Examples of **"Significant Other"** include a close or live-in friend, a lesbian batterer.

V. ADVOCACY, COUNSELING, SERVICE DATA

A **hotline call** is defined as an incoming call that is domestic violence related and pertains to an individual victim's needs. This call may come at any time of the day or night directly from the victim or from another person requesting information and/or assistance. A hotline call is often the initial client contact.

Hotlines are logged for the current month without duplication of clients. If one person calls one time, and a second person calls five times, there are two hotline calls for that month. Calls are logged regarding clients and services. Line A requests only the number of calls; services are listed in Section E.

Line B: residents and non-residents whom you assist with Domestic Violence Petition filing. The number in B1 refers to those filed; the number in B2 refers to those DVP's dropped by the petitioner; the number in B3 refers to those protection orders denied by the magistrates. Fill in this information as accessible to you.

Lines C/D: a **unit** is defined as one hour of direct client contact or collateral contact on behalf of clients provided by program staff or volunteers. This section reflects the Title XX client contact summary sheet.

**Medical:** Hospital, clinic, EMT, psychiatrist, physician.
**Legal:** Legal Services, magistrate, attorney
**Financial:** DHS, Food Stamps, Social Security, WIC, churches/ Salvation Army, Catholic Community Services.
**Law Enforcement:** Police, sheriff, state police.
**Mental Health:** Private counselor, psychologist, mental health facility, support groups.
**Vocational:** Job service, employment centers.
**Education:** School, literacy program, GED, vocational education.
**Protective:** Adult Protective Services/Child Protective Services via DHS.
**Child Care:** Child care provided by any service that is outside the shelter/program.
**Housing:** HUD, Housing Authority, low-income housing assistance.

## VI. COMMUNITY EDUCATION

**Sections A/B** refer to any presentation to a group: religious, civic, fraternal, educational; count or estimate the number present.

**Sections D/E/F** refer to any print or media materials developed for community education or intervention use. "**Other Media Events**" include a radio show, a TV interview, a DVAM courthouse ceremony. State the number developed, not the number sent/distributed or the estimated number reached.

**Trainings** have been simplified to mean those presented or attended by staff, volunteers, or board members relative to the program. A training differs from a program in that it includes defined goals, objectives, outcomes and is directed to a defined group. Trainings enhance or develop skills and the capacity to provide services. Persons completing a training are often qualified professionally; e.g., area DHS stafff or mental health staff; program staff or volunteer in-service; law enforcement personnel.

**Programs** are more general in content and audience; e.g., a group of students, members of a club or church. They offer information about domestic violence in general, services available, program needs and projects.

## VII. OTHER DATA

Lines A/B/C provide helpful information for developing grant materials; value of volunteers, value of community donations, per-capita service costs. **Section D refers to homeless persons who are not direct program clients but who are housed on a temporary basis.** All shelter residents are homeless. Some programs provide emergency shelter as space allows to non-eligible clients who are homeless. This section provides data on this group and may be helpful in relationship to "homeless" programs. **The stats in this section should not appear in any other section of this form.**

INITIAL DRAFT.
TO BE REVIEWED BY
AD HOC COMMITTEE IN MAY.

# PROGRAM SURVEY

(To assist in the revision of the State Plan.)

Name of Program _____

Contact Person _____

1. Identify any geographic area(s) that are underserved within your program's service area?

2. Identify any unmet needs of specific population groups within your program's service area, e.g. women of color, differently-able women, lesbians, prostitutes, older women.

3. Does your program have any expansion plans beyond FY 1990-1991? If so, identify the services to be expanded and estimate the costs.

4. Identify services which your program is unable to meet due to a lack of resources.

5. What specific activities would your program conduct if there were increased resources?

6. In your program's Affirmative Action policy do you identify any certain groups? If yes, please list the identified groups.

7. Briefly describe how your program implements the Affirmative Action policy?

8. Would you say that your program is adequately staffed? If not, what additional staff positions would you include?

9. Does your program have a Child Advocate: a person whose primary focus is children's issues?

10. In what activities would you like to see the Coalition office focus on during the next three years?

During the last eighteen months, Coalition staff visited each program at least once. In the course of conversation several programs suggested tht the Coalition assess salary scales in the member programs. The following questions are based upon these conversations.

6. What is the salary (not including benefits) of the highest paid fulltime staff position in your program?
   Position: _____ Salary: _____

7. What is the salary (not including benefits) of the lowest paid fulltime staff position in your program?
   Position: _____ Salary: _____

8. Identify criteria your program uses in establishing salary scales.

**WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES**

**Building 6, Capitol Complex**

**Gaston Caperton**
**Governor**

**Charleston, WV 25305** **Telephone (304) 348-2400**

January 23, 1990

Sue Julian
WVCADV
P.O. Box 85
Sutton, WV 26601

Dear Sue:

Thank you for agreeing to serve on the Proposal Review Committee for the FY 89-90 Family Violence Prevention and Services Funds. Enclosed with this letter are some items which will be of help to you as you prepare for the meeting. Included are:

- Results of the Pre-Proposal Questionnaire;
- A listing of the FVPSF awards since 1986, and the amounts requested for this fiscal year;
- A packet of Proposal Evaluation forms for your use as work sheets;
- A copy of each proposal;
- A copy of the Request For Proposal material; and,
- A copy of the federal law allocating these funds.

As we agreed earlier, the meeting will be held on January 29, in the Human Services' Commissioners' Conference Room which is located on the sixth floor of Building Six of the Capitol Complex. A map of the Capitol Complex is included to help you find this room. The Review Committee will begin work immediately after the Family Protection Services Board meeting which starts at 10:00 AM. I hope you'll also be able to attend that meeting.

Thanks again and I'm looking forward to seeing you on the 29th.

Sincerely,

K. Diane Crump
Contract Specialist
Contracted Services

ATTACHMENTS

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV
for a Safer
State of Family

9-13-90

Hi David –

Enclosed is my CED Project report for the month of August. As you will see, activity around revision of the State Plan slowed down ... committee members called to postpone the scheduled meeting.

However, by the time you receive this, the Ad Hoc Committee will have met twice with input from program members who attend today's Coalition mtg.

Hope all goes well with you.

Sue

West Virginia Coalition
Against Domestic Violence

January 16, 1991
10:30 am

Hi David

Our phone call ten minutes ago focused exclusively on school work. In terms of completing this program I am in a good place knowing that timelines will be met, and therefore "am doing great."

But I, like other people, am very depressed, scared, angry and hanging on to hope. With the world on the brink of war I find it very difficult to be about creating peace in the home. Although I know well the connection between global war and violence in the home, and that every ounce

of work done in the name of peace is not done in vain, I am overwhelmed with a deep feeling of helplessness regarding the events occuring in the Persian Gulf.

I find it horribly sickening to hear politicians & strategists speak of a quick war as if human lives today and in the future are pawns on a chess board.

Issues of power and control are tightly woven threads that reinforce domination in the home & the world. I hope for & work toward the day when these threads are transformed into fibers of justice, equality and peace — for all people.

In the struggle with hope

Sue Julian

SEP 89

MONTHLY REPORT OF CED PROJECT

SEPTEMBER 1989

Met for the first time with Focus Group and facilitator, David Miller. Discussed process and strategy involved in putting together a project.

**Task**: To identify the community I am working with.

**Completed**: For this assigment I used the same paper submitted to Michael Swack in the CED course. See Attachment A. To complete this assignment I interviewed three Coalition members: one program director, one survivors of sexual assault, one Team Coordinator for WVCADV.

ATTACHMENT A

# West Virginia Coalition Against Domestic Violence:

## A Community Profile

Community Economics
Instructor: Michael Swack
October 20, 1989
Sue Julian

# West Virginia Coalition Against Domestic Violence:

## A Community Profile

In the United States prior to 1970 a woman who was severely beaten and brutally dominated in the privacy of her home found minimal legal recourse to insure her safety and, if any, the safety of her children. Cultural, social, legal, economic, political and religious institutions/systems operated out of patriarchal perspectives that viewed violence as a means of resolving conflict, that reinforced the superiority of men over women, that supported women's submission to their husbands, and that reinforced rigid social/sexual stereotypes. Gradually during the 70's battered women began to break the silence which for years served to insulate and segregate the hideousness of what was happening behind the doors of so many homes.

Today, the magnitude and scope of domestic violence is overwhelming. According to statistics gathered by the National Coalition Against Domestic Violence "In 1987, an estimated 375,000 battered women and their children were **sheltered** nationwide by domestic violence programs, representing an increase of more than 100% for women and 60% for children since 1983."[1] It is important to note that this number refers only to those persons who were sheltered; it does not include the multitudes of women and children who received services. In fact "an estimated 3 to 4 million American women are battered each year by their husbands or partners."[2]

Before 1970 the situation in West Virginia was comparable to what

was happening nationwide. There was virtually no help for battered women and their children in West Virginia. The prevalence of domestic violence in West Virginia was compounded by rural realities of isolation, lack of access to transportation, small communities where everyone was in some way related to each other, fundamental religious belief systems and law enforcement personnel who were untrained in and unconcerned about issues relating to domestic violence.

In the mid 1970's concerned citizens from various counties in West Virginia began to focus on the need to respond to domestic violence assault in their communities. By 1978 several domestic violence programs had developed across the state. In 1979, the network of domestic violence programs formed a loosely knit coalition community, the West Virginia Coalition Against Domestic Violence (WVCADV), whose primary focus was to strengthen and support each member program as well as to provide a statewide voice for battered women and their children. Ten years of struggle and commitment, and an eighteen month leadership development program has helped to build the Coalition into a strong and unified community with Principles of Unity, a Mission Statement, short and long range goals, a central service office with two full-time paid staff, and a community determined to work in the building of a non-violent world.

The West Virginia Coalition Against Domestic Violence is comprised of thirteen member programs that provide direct services to survivors of domestic violence and abuse, and one program - the central service office - whose primary purpose is to work for systemic change. WVCADV believes that both dimensions, direct services and

systemic change, are essential to the process of transforming social structures and norms. The local programs provide safe space and crisis intervention to those who seek refuge from life-threatening home environments. All programs operate a 24-hour hotline and offer advocacy in the following areas: legal, medical, housing, and economic. Counseling is available to all women who use the domestic violence program services; many programs also have child advocates who work with children through issues such as witness-abuse, emotional and psychological effects of domestic violence, divorce, school, etc.

In Fiscal Year 1988 the thirteen member programs provided direct services to over 14,000 adults and children from the fifty-five counties in the state; two-thirds of this number are children.[3] More in-depth statistics are difficult to come by in West Virginia. Prior to July, 1989, there was no uniform method of gathering statistics in the domestic violence network and the figures available through the Department of Justice were totally inadequate to accurately reflect the occurrence of battering and abuse in the home. Funding for the operation of programs and for the provision of services comes from a variety of sources: local, state and federal. Lack of access to sufficient funds for all programs limits the effectiveness and slows down the work of the Coalition community.

In looking at WVCADV's community profile from the perspective of those who live and work within the community I interviewed three women who actively participate in all aspects of the Coalition. To these women I asked a series of ten questions which address the following areas: 1) membership in the community; 2) community strengths, areas

to be developed and trends; 3) vision for the future: resources and needs.

Each woman interviewed described the Coalition community in relationship to the broader community: "The image that comes to mind when I think of the Coalition community is concentric circles that overlap in different ways. The core group is made up of representatives from Active Member Programs (who meet quarterly to discuss situations and issues pertinent to the programs and to battered women and their children, who participate in strategic planning for the Coalition community, who make decisions affecting the future of the community and who take responsibility for implementing the decisions made.) If the Coalition is to be effective it has to include the broader base for whom the Coalition exists, namely battered women and their children. Board of Directors and staff from local programs are also members of this community. Beyond that lies the networking of people (e.g. other state coalitions against domestic violence and the battered women's movement in general) who are committed to the empowerment of women and the ending of violence in the community."[4]

Membership for two interviewees was described as a process of evolution: movement from initial involvement based on the need to get a piece of the state's funding pie to a deep desire to work together on women's issues with other like-minded people. One woman described her membership in terms of survival (she is a formerly battered woman) and in terms of her commitment to the Coalition's Mission Statement. All three women find profound meaning in their membership and in the work that they do in the community.

The following strengths of WVCADV were listed by the women interviewed: dedication and commitment of program staff; desire among coalition members to create and work for social change; ten-year herstory of providing safe, secure and supportive environments for survivors of domestic violence; networking of local programs; organized channel where the voices and concerns of battered women are addressed and taken seriously; establishment of a central service office which facilitates a holistic approach to personal and social change.

These same women listed the following as needs of WVCADV's community: stable funding base for all programs; centralized media resource center; statewide community education; mandated secondary and elementary prevention and awareness programs in all schools; a lobbying base for the gathering and dissemination of legislative information and possible action; fully funded children's services and outreach programs in all fifty-five counties.

In spite of the economic and political climate in West Virginia I was surprised to hear the interviewees address the question of trends in positive terms. All three perceived the Coalition community's movement toward "more and more participation of members, and members' willingness to deal with the real issues." Another trend observed was establishing credibility within the broader state community. A negative trend mentioned was the high rate of turnover and burnout among program staff. The cause of this turnover rate is attributed to low wages, few if any insurance benefits, and working in an environment of constant and intense life-threatening situations.

When asked "What would you identify as two or three achievable goals for the Coalition community in the next three years? What resources are presently available to help us reach these goals? What do we need that we don't have?" All three women referred to the **needs** (refer to p.5) as potential three year goals for the Coalition. Resources that the Coalition has to help reach these goals are: knowledgeable and experienced people spread throughout the state who understand the issues involved in the complex reality of domestic violence; people willing to work for legislative and social change; broad grassroots support throughout the state; regional rapport with neighboring state coalitions; active state membership in the National Coalition Against Domestic Violence. What does the Coalition need that we don't have? Money. The Coalition community lacks sufficient and adequate funding to provide quality and efficient services to all fifty-five counties in the state. With only thirteen domestic violence programs in WV many counties remain severely underserved and without proper access to existing services.

A- A good overview of the organization — although this seems more like an organizational profile than a community profile. A community profile would look more closely at the women themselves — who are they, what do they do, what is the relationship between violence & broader issues of economic & political oppression?

NOTE The organization is the community that I work with on the state level. Local programs work directly with women and children.

## Bibliography


1. Statistics from 1987 NCADV Domestic Violence Statistical Survey, National Coalition Against Domestic Violence, PO Box 15127, Washington, D.C. 20003-0127.

2. Understanding Domestic Violence: Fact Sheets, National Woman Abuse Prevention Project, 20000 P Street, NW, Suite 508, Washington, D.C. 20036.

3. Statistics from 1989 West Virginia Coalition Against Domestic Violence Phone Survey, West Virgnia Coalition Against Domestic Violence, PO Box 86, Sutton, WV 26601.

4. Diane Reese, WVCADV Team Coordinator, interview October 1989.

MONTHLY REPORT OF CED PROJECT

OCTOBER 1989

Met with Focus Group and discussed 'how to' develop problem statements that are simple, clear and include the following points:

a. Fixed in time. When was/is it a problem? For how long? How long will it continue if nothing is done about it?
b. Place. Where is this a problem?
c. Nature of the problem? What is the problem? Why is it a problem?
d. Estimated size of the problem. How big of a problem is it?
e. People affected by the problem. Who is impacted by this problem?

**Task**: Develop problem statement(s) pertinent to your community.

**Completed**: Came to the November class with three problem statements concerning the West Virginia Coalition Against Domestic Violence. See Attachment B.

To complete this assignment I discussed with co-workers the difficulties, problems and goals of the Coalition.

Problem Statements

1. Since 1984 the 13 programs of the West Virginia Coalition Against Domestic Violence have consistently experienced on-going problems of irregular cash flow and of unstable financial resources. If this problem continues, by Fiscal Year 1991-1992 services to battered women and their children in West Virginia will be severely curtailed and/or eliminated.

2. Since the inception of the Family Protection Act of 1979 Magistrates throughout the state of West Virginia have failed to comparably interpret and implement the directives of the domestic violence law. Battered women and their children have suffered the impact of Magistrate Courts' inconsistencies in granting them legal protection from their perpetrators. If this problem is not addressed immediately some women will die; others will be forced to continue living in terror and violence.

3. Education around domestic violence and sexual assault issues in the school system in West Virginia is sporadic. If the cycle of violence is to be broken a curriculum on domestic violence and violence-free relationships needs to be introduced into the school systems. If this problem is not addressed in the next two years, children in West Virginia will continue to be at risk and vulnerable to abuse in all its forms and the generational cycle of abuse will be passed on more easily.

FAMILY PROTECTION SERVICES BOARD

Minutes of Meeting
Commissioners' Conference Room
West Virginia Department of Human Services
October 31, 1989

PRESENT

Deborah Short, Chair
Kathryn Atkins, Member
William Hair, Member
Judy King-Smith, Member
Diane Crump, Designated Member and staff to Board, WV Department of Human Services
Donna Arey, Staff, WV Department of Human Services
Jim Morton, Staff, WV Department of Human Services
Martha Hinchman, Staff, Governor's Committee on Crime, Delinquency & Corrections

OPENING

Deborah Short, Chair opened the meeting with introductions.

OPERATING
RULES & REGULATIONS

Diane Crump, Board staff presented a proposed draft of board operating rules and regulations for the Board's review and discussion. The draft was accepted with the following changes and additions.

- The Board will meet at least three times a year. Meetings will be held on an irregular basis during the first year of operation for organizational purposes. Specific dates for future meetings will be determined at each meeting.
- A majority of the Board members will constitute a quorum.
- The Board will operate on a concensus model for its decision making process.
- A vice-chair will be elected in July. The terms of the chair and the vice-chair will run from July 1 through June 30 to coincide with the state's fiscal year.
- Chairperson Responsibilities:
  - Call and conduct all meetings
  - Work with Board staff in planning agenda for the meetings
  - Speak for Board in the media, with other agencies and with the legislature.

- Any grievance by a shelter or program regarding the distribution of funds may be filed with the Chair.

The operating rules and regulations will be filed with the Secretary of State for acceptance, effective December 1, 1989.

PEER REVIEWS

Proposal: Judy King-Smith as Coordinator for the Coalition presented the Coalition's proposal for the Licensing standards peer review for FY 89-90. A copy of the proposed Timeline, Peer Evalution Summary and Certification of Compliance is attached. (Attachment A)

Decision: Consensus to accept the Coalition's proposal.

MONITORING

Proposal: Donna Arey, Contract Monitor presented the Department's proposal to provide the Board with the annual evaluation of programs called for by law. Donna also presented a timeframe for monitoring visits and a copy of the monitoring report for Branches as a sample of a review (Attachment B). A copy of the Timeframe and the Report are also attached to these minutes.

Decision: Consensus to accept the Department's proposal.

ALLOCATION OF FUNDS

Proposal: Staff presented a picture of the current financial status of the Board and options for the allocation of the remaining funds for FY 1989-90.

Staff reported that 13 equal grants of $7,115 were released to all eligible programs in October in an attempt to relieve the cash flow problems that all programs are experiencing because of the slowness of payment from the Department.

Two allocation options (A & B) were presented (Attachment C) to the Board. Other options from the floor were also discussed.

Decision: Consensus to utilize Option A for FY 89-90. Option A is the FY 90 Family Protection Funding Plan which is a formula used by the Governor's Committee over the past few years. The Board tabled the development of its own formula until a later meeting.

Discussion: Staff reported that counties are very slow in depositing their funds to the Board's account. Bill Hair suggested that staff determine why deposits are slow and that the

Board contact the appropriate entities to assure timely response from the counties such as the County Clerk's Association and the Supreme Court.

Decision: Consensus to accept Mr. Hair's suggestion.

Proposal: Bill Hair proposed that the grant applications submitted by the thirteen programs be approved. This approval for FY 89-90 will require some budget modifications since the Governor's Committee funding formula will be used.

Mr. Hair also suggested that Board members receive copies of grant applications for FY 90-91 prior to the Board meeting when they will be discussed.

Decision: Consensus to approve.

BOARD STAFF:

Proposal: A proposal has been received from the staff of the West Virginia Coalition Against Domestic Violence to provide staffing services to the Board. This proposal was developed at the request of the Department in an effort to relieve Department staff of additional responsibilities. The proposal is attached. (Attachment D)

Discussion: Board members discussed the possibility of a conflict of interest in the Board contracting with the Coalition. Department staff was requested to obtain a legal opinion regarding this possible conflict.

Decision: Consensus to contract with WVCADV staff to serve as Baord staff as proposed contingent upon the legal opinion rendered by Department attorneys. The Chair will inform members of this legal opinion.

SANITATION AND FIRE MARSHAL REPORTS:

Discussion: Programs must have approval to operate from the Division of Health and from the State Fire Marshal. The Board discussed the fact that many of the program grant applications for FY 89-90 did not include current reports from these state agencies. Further discussion and Board members revealed that these agencies are unable to keep reports current because of understaffing.

Proposal: Bill Hair proposed that the Board request that Department of Health and Human Resources Secretary Taunja Willis Miller write a letter to Chuck Polan, Secretary of the Department of Administration. The letter should explain the potential dangers involved in residential services when fire and health inspections are not done and standards are not met. The proposed letter will be sent to Chuck Polan in

his position as administrator over the state Division of Personnel.

Decision: Consensus.

ELIGIBILITY FOR FAMILY PROTECTION FUNDS

Discussion: Judy King-Smith opened a Board discussion on the eligibility of additional programs for funds. She reported the existence of a group in Blacksville providing services to victims in the same service catchment area as the Rape and Domestic Violence Information Center in Morgantown.

The Board's consensus was that, by law, it will review any application for funds, but that any new group applying for Family Protection funds msut be able to meet the letter of the law, the licensing requirements and meet the Board's plan for the formation of additional programs.

NEXT MEETING

Proposal: To meet on January 29, 1990 at 10 AM in the Commissioners' Conference Room at the Department of Human Services which will coincide with the next session of the state legislature. Legislators who assisted in the passage of the Domestic Violence Act of 1989 and other interested legislators will be invited to this meeting of the Board.

Decision: Consensus

ADJOURNMENT

Nov 89

MONTHLY REPORT OF CED PROJECT

November 1989

Met with Focus Groups and discussed GPOI:

Goal: Overall general goal. Take problem statement and turn it into a goal statement.

Purpose: Expected results. Brainstorm solutions; prioritize options; choose focus of project.

Outputs: What will the project look like? Structure. What will be the products of the project?

Inputs: What does the community need to make outputs happen? Costs? Resources? Time? People? Budget?

**Task**: Develop a rough GPOI draft.

**Completed**: Developed rough GPOI draft and focused mainly on the problem statement, goal statement and options on which to focus. See Attachment C.

Co-workers and I brainstormed options to the problems/goals.

ATTACHMENT C

Coalition Mtg
Dec 8-9, 1989

ROUGH DRAFT AND IDEAS - FOCUS GROUP
11/30/89

Problem Statement

Before 1970, there was virtually no help for battered women and their children in West Virginia. Victims of domestic violence seeking safe space and protection from perpetrators were faced with limited social, legal and economic options. Although countless women and children suffered physically, medically, emotionally, economically, spiritually, mentally and socially, batterers were not held accountable or responsible for their acts of violence and abuse; society did not consider domestic violence a crime.

Goal Statement

In the 1970's grassroots, community-based programs in West Virginia began to focus on the need to respond to domestic violence assault in the communities. The magnitude and scope of violence in the home heightened the need for those working in shelter programs to meet and to form a statewide coalition whose mission would be to work for the eradication of domestic violence in West Virginia. Formed in 1979, the West Virginia Coalition against Domestic Violence is committed to the elimination of personal and institutional violence against women and children. Its aim is to provide safe space and quality services to survivors of domestic violence, and to work for systemic change that will insure victims' rights and that will hold perpetrators accountable for their behavior.

Brainstorm of Solutions That Will Address The Problem

(Think of solutions to the problem and ways of achieving the goal.)

A. Provide safe space for victims of domestic violence.
   - Problem: 1. Cash flow of state funds is to keep shelter programs open.
   - Problem: 2. Limited numbers of staff due to cash flow and accessibility of corporate and foundation funds.
   - Problem: 3. Year-to-year program survival. Uncertainty of cash flow makes it difficult to do long-range financial planning. This same uncertainty demands that programs/coalition develop a three to five year financial plan.

B. Provide immediate legal protection from barterers. Pass DV law. (1979)
   - Problem: 1. After law was passed magistrates interpreted and implemented provisions of law inconsistently and often at the expense of victims' safety.
   - Problem: 2. Public at-large, especially people who could benefit from protection offered by the law, are unfamiliar about specifics of the law. This lack of knowledge puts people in a position of relying on magistrates' understanding and interpretation of the law.
   - Problem: 3. There are not enough women's advocates/legal advocates in the programs to adequately serve the fifty-five counties in the state.

C. Educate children on issues of prevention and violence-free relationships in order to break the generational cycle of abuse and to teach our children how to resolve conflict in non-violent ways.
   - Problem: 1. Curriculum that addresses rural and cultural realities of WV needs to be developed and introduced into the school system preferably by people working within the Battered Women's Movement.

Problem: 2. Teachers need to be educated on issues surrounding domestic violence and trained to present material in a holistic way in the classroom.

Problem: 3. The Board of Education and/or the legislature need to mandate prevention curriculums on domestic violence and abuse in all the school systems in West Virginia.

D. Provide access to transitional housing for survivors of domestic violence who are leaving residential programs and are wanting to live in a supportive environment for a longer period of time or whose housing situation is not certain.

Problem: 1. Limited number of staff in the programs to address this issue.

Problem: 2. Availability of housing units is severely restricted.

Problem: 3. At this time the Coalition does not have a long-range plan that addresses this need.

E. Law enforcement is essential in implementing the law and in assuring victims of violence that their calls for help will be responded to with sensitivity and knowledge.

Problem: 1. Domestic violence is not taken seriously in many law enforcement agencies; therefore this kind of violence is not perceived as a crime by many police officers.

Problem: 2. Education on issues of domestic violence and training on how to respond in a way that will not jeopardize the safety of victims is minimal.

* Job Training/Skills development

* Community education

* Support groups/child care (day and night)

48 230
DEC 87

# A G E N D A

## FAMILY PROTECTION SERVICES BOARD

**December 18, 1989**

- MINUTES OF LAST MEETING

- FAMILY PROTECTION FUNDS ACCOUNT

- CASH FLOW PROBLEM

- FUNDING OPTIONS

**WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES**

**Building 6, Capitol Complex**

**Gaston Caperton**
**Governor**

**Charleston, WV 25305** **Telephone (304) 348-2400**

**Taunja Willis Miller**
**Commissioner**



# MINUTES OF THE WEST VIRGINIA FAMILY PROTECTION SERVICES BOARD

Conference Room, West Virginia Department of Human Resources
December 18, 1989

PRESENT:

Deborah Short, Chair; Kathryn Atkins, Judy King-Smith, Members; Diane Crump, designated DHS representative; Sue Julian, Diane Reese, staff to FPS Board. Unable to be present: William Hair.

MINUTES:

The minutes and attachments of the October 31, 1989, meeting were reviewed and accepted. The agenda points were also reviewed and accepted.

FAMILY PROTECTION FUNDS ACCOUNT:

Diane Crump presented an update on available Family Protection funds. The initial allotment of $357,040 was reduced by the first program grant allocation, leaving $172,000 for the second program allocation. Program grants have been reduced from the original award because of changes legislated by the Domestic Violence Act of 1989 which includes non-shelter programs like SAFE and by a smaller base amount than originally projected. Funds projected for the remainder of this fiscal year total $344,000.

Diane Crump then presented some concerns and solicited input and discussion:

1) There is an approximate $17,000 difference between the budgeted and actual Family Protection grant awards. The program cuts range from $400 to $3900.

2) The Title XX funds are in arrears by four to six months, creating a desperate cash flow problem for all programs.

3) Because state funds are limited, there is the possibility of special revenue accounts being used for deficit reductions.

PROPOSALS: After extensive discussion, the Board proposed the following:

1) That the Family Protection Services Board authorize the immediate transfer of Family Protection monies to a Restricted Funds Account of the West Virginia Coalition Against Domestic Violence. Staff is authorized to negotiate as high an interest rate as possible. CONSENSUS.

2) That the Family Protection Services Board allocate $16,917 needed to bring each program to the initial grant awarded for 1989-1990. Programs will invoice WVCADV directly for this balance. CONSENSUS.

3) That the Family Protection Services Board make loans available to licensed domestic violence programs up to 50% of their allocation for the previous fiscal year. Loans must be repaid by the end of the second quarter of the following fiscal year. Loans will be authorized at a 5% interest rate compounded semi-annually and must be repaid in full by the designated date. CONSENSUS.

EXCEPTION: For the 1989-1990 fiscal year, loans to programs will be interest-free, with guidelines for this process developed at the January 29, 1990, meeting and distributed to all programs.

FUNDING OPTIONS DISCUSSION:

Although current year funds have been allocated, the group recognized that the Domestic Violence Act of 1989 has changed the distribution of funds. The law mandates equal distribution of one-half of the total allocation (minus 5% administrative costs). The group brainstormed as many other factors as possible that might affect the distribution of the remainder. These factors (some of which counter others) included the following:

** local or community-based fundraising;
** diversity in funding sources;
** a range of services which programs provide;
** services to non-residents;
** funding bases used by other states;
** factors which have equal impact on all programs, such as bed numbers, cost effectiveness, diversity of services, economy of scale; total number of West Virginia beds giving a cost-per-bed.

NEXT FAMILY PROTECTION SERVICES BOARD MEETING:

Discussion of these points will continue at the next meeting. This meeting will be held on Monday, January 29, 1990, at 10 a.m. in the Conference Room of the Department of Human Services with legislators who helped in the passage of the Domestic Violence Act and other interested legislators invited for a part of the gathering.

Respectfully submitted,

Diane Reese / Sue Julian

Diane Reese / Sue Julian
FPS Board Staff

Note: Minutes subject to review and approval 1-29-90.

**WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES**
**Building 6, Capitol Complex**
**Charleston, WV 25305** **Telephone (304) 348-2400**

**Gaston Caperton**
**Governor**

**Taunja Willis Miller**
**Commissioner**

December 18, 1989

The Family Protection Services Board authorizes the Department of Health and Human Resources to immediately transfer all funds from the Family Protection Special Revenue Account to the West Virginia Coalition Against Domestic Violence.

The West Virginia Coalition Against Domestic Violence staff members, Diane Reese and Sue Julian, will notify the Department of necessary information regarding details of the fiscal transfer.

Deborah Short

Ms. Deborah Short
President
Family Protection Services Board

MONTHLY REPORT OF CED PROJECT

December 1989

Met with Focus Group and reviewed the finer points involved in developing a Project Contract.

**Task:** Develop Project Contract and submit to David Miller before January 1, 1990.

**Completed:** Prior to developing contract I distributed "Brainstorm of Solutions That Will Address The Problem" (See Attachment D) to all thirteen Coalition member programs. I asked each program to prioritize what issue they perceived to be most crucial to work on at this time. The results of this survey are included in the Project Contract which was submitted prior to Januarry 1, 1990. (See Attachment E.)

ATTACHMENT D

ue's Master's Program - Community and Economic Development Project Options

Brainstorm of Solutions That Will Address The Problem

A. Provide safe space for victims of domestic violence.
Problem: 1. Cash flow of state funds is to keep shelter programs open. ≠ flowing
Problem: 2. Limited numbers of staff due to cash flow and accessibility of corporate and foundation funds.
Problem: 3. Year-to-year program survival. Uncertainty of cash flow makes it difficult to do long-range financial planning. This same uncertainty demands that programs/coalition develop a three to five year financial plan.

B. Provide immediate legal protection from batterers. Pass DV law. (1979)
Problem: 1. After law was passed magistrates interpreted and implemented provisions of law inconsistently and often at the expense of victims' safety.
Problem: 2. Public at-large, especially people who could benefit from protection offered by the law, are unfamiliar about specifics of the law. This lack of knowledge puts people in a position of relying on magistrates' understanding and interpretation of the law.
Problem: 3. There are not enough women's advocates/legal advocates in the programs to adequately serve the fifty-five counties in the state.

C. Educate children on issues of prevention and violence-free relationships in order to break the generational cycle of abuse and to teach our children how to resolve conflict in non-violent ways.
Problem: 1. Curriculum that addresses rural and cultural realities of WV needs to be developed and introduced into the school system preferably by people working within the Battered Women's Movement.
Problem: 2. Teachers need to be educated on issues surrounding domestic violence and trained to present material in a holistic way in the classroom.
Problem: 3. The Board of Education and/or the legislature need to mandate prevention curriculums on domestic violence and abuse in all the school systems in West Virginia.

D. Provide access to transitional housing for survivors of domestic violence who are leaving residential programs and are wanting to live in a supportive environment for a longer period of time or whose housing situation is not certain.
Problem: 1. Limited number of staff in the programs to address this issue.
Problem: 2. Availability of housing units is severely restricted.
Problem: 3. At this time the Coalition does not have a long-range plan that addresses this need.

E. Law enforcement is essential in implementing the law and in assuring victims of violence that their calls for help will be responded to with sensitivity and knowledge.
Problem: 1. Domestic violence is not taken seriously in many law enforcement agencies; therefore this kind of violence is not perceived as a crime by many police officers.
Problem: 2. Education on issues of domestic violence and training on how to respond in a way that will not jeopardize the safety of victims is minimal.

ATTACHMENT E.

# P R O J E C T  C O N T R A C T

Sue Julian
CED - Focus Group
David Miller
December 28, 1989

Sent to David Miller
12/28/89

CONTRACT - PAGE

PROJECT CONTRACT

## Overall Problem Statement

Before 1970, there was virtually no help for battered women and their children in West Virginia. Victims of domestic violence seeking safe space and protection from perpetrators were faced with limited social, legal and economic options. Although hundreds of women and children suffered physically, medically, emotionally, economically, spiritually, mentally, and socially from patterns of coercive and dehumanizing behavior inflicted upon them by another person, batterers were not held accountable for their acts of violence and abuse. Society did not consider domestic violence a crime.

## Overall Goal Statement

In the 1970's pockets of concerned citizens throughout the state of West Virginia began to focus on the need to respond to domestic violence assault in their communities. Several of these groups incorporated into grassroots, community-based organizations whose primary purpose was to provide safe space where survivors of domestic violence would be supported in looking at alternatives to their present situation. The magnitude and scope of violence in the home heightened the need for those working in shelter programs to organize themselves into a statewide coalition whose mission would be to work for the eradication of domestic violence in West Virginia. Formed in 1979, the West Virginia Coalition Against Domestic Violence is committed to the elimination of personal and institutional violence against women and their children. The thirteen local programs in the statewide domestic violence network provide a variety of services to meet the immediate needs of victims for safety and to provide them with support and information. Additionally, WVCADV's central service office serves as a vehicle for promoting change in systems affecting all persons who live in homes where violence and abuse occur.

## Scope of Solutions to Achieve This Goal

The nature of domestic violence is all-encompassing. In order to effect changes that stop violence in the home and prevent further occurrences of abuse, domestic violence programming must go beyond the provision of direct services. Because violence in families is deeply rooted in social and cultural values and attitudes, programs have had to take on the much larger tasks of public education, training, advocacy and outreach. Eradication of the problem of domestic violence challenges all of society's institutions: religious, social, educational, economic, political, judicial, and medical. Working within this context WVCADV strives to create places of safety, change and hope where long term goals of value based violence-free relationships are possible.

In deciding on what specific area to focus, representatives from each of the thirteen domestic violence programs were asked to prioritize two from among five predetermined issues. (See Appendix A). The results of the survey are as follows:

| Cash Flow | | Prevention | | Law Enforcement | | Criminal Justice | | Housing | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 |
| x | x | x | x | x | x | x | x | x | x |
| x | x | x | x | x | x | | x | | x |
| x | | x | x | x | | | x | | |
| x | | | | | | | x | | |
| x | | | | | | | | | |
| 5 | 2 | 3 | 3 | 3 | 2 | 1 | 4 | 1 | 2 |
| 7 | | 6 | | 5 | | 5 | | 3 | |

Many of the participants found the request to prioritize issues difficult because they felt that all the issues were equally important and necessary. At the same time, participants noted the criticalness of cash in order to develop and implement projects on other issues. Based on the programs' present financial dilemma this contract will address cash flow issues in the domestic violence network of West Virginia.

CONTRACT - PAGE

## Cash Flow Problem Statement

Since 1984 the thirteen programs of the West Virginia Coalition Against Domestic Violence have consistently experienced on-going problems of irregular cash flow from state funding sources. These sources of money come from Victims' Of Crime Assistance (VOCA), Family Prevention Services Act, Title XX Purchase of Social Services, and Family Protection Act; they comprise a major percentage of the programs' budgets. Since the state is legally obliged to provide safety and protection to adults and children who are victimized by violent and abusive behavior in the home, program directors are insistent in negotiating with state agencies a funding transfer process that benefits the people for whom the funding is intended. As of December 1989, Title XX funding is five months in arrears with some programs and six months with others. Family Prevention grants were scheduled to begin January 1, 1990; programs have yet to receive the grant application. $220,000

Delay in delivery of funds creates havoc in the efficient and effective operation of programs. For instance, time and creative energy normally spent organizing around women's issues are diverted to figuring-out from where will the next month's budget come. Because of the financial crisis there is a freeze on expansion of services to outlying and remote areas; legislative advocacy is curtailed; long-range planning e.g., developing transitional housing, is postponed. The lack of programmatic security and longevity deplete staff morale and their willingness to hang-in for the long haul. Prevention work in the schools and training programs for magistrates and law enforcement officers are considered less essential compared to keeping the shelter doors open. All of this creates an atmosphere of incompleteness where minimal direct services are provided without substantive support from work for social change.

Programs have been forced into month-to-month survival and have used a variety of strategies to continue delivery of services. They have borrowed money from lending institutions; have laid-off staff, cut health insurance benefits and staff hours. Some programs have shifted major amounts of money through interfund transfers; others have engaged in emergency community fundraising. However, if this problem continues, by Fiscal Year 1991-1992 specialized services to battered women and their children in West Virginia will be severely decreased.

## Cash Flow Goal Statement

The cash flow goal of the West Virginia Coalition Against Domestic Violence is to develop financial processes that will enable domestic violence programs to maintain fiscal stability.

CONTRACT - PAGE

Project Purpose

establish an agreed upon process of distribution of funds to

1. To work with the Department of Human Resources in establishing an efficient process for the distribution of funds to domestic violence programs who have social service contracts.

2. To develop a plan for ~~diversification of funds~~ that will facilitate movement of Coalition programs toward greater economic flexibility and stability.

Objectives and Methods

1. To assist in setting-up a mechanism for timely distribution and more efficient allocation of grant awards.
   - a. By analyzing and evaluating the impact cost-reimbursement has on cash flow in grassroots, non-profit domestic violence programs in West Virginia.
   - b. By setting-up a meeting with representatives from the Department of Human Resources and WVCADV in order to critique and possibly restructure the current process of grant award distribution.
   - c. By meeting with representatives from the Family Protection Services Board in order to look at the possibility of the Coalition itself being a depository for Special Revenue Accounts e.g. Marriage License Tax and Divorce Surcharge.

2. To compare relevant statistical data that will inform WVCADV's financial decisions and will be useful in revising portions of WVCADV's 1987-1988 State Plan.
   - a. By gathering appropriate financial and programmatic data from the five neighboring state coalitions and networks against domestic violence: Ohio, Pennsylvania, Maryland, Virginia and Kentucky.
   - b. By comparing and analyzing levels of funding from state funding sources to WVCADV programs between FY 84-84 and FY 89-90.
   - c. By projecting ideal and feasible financial conditions for effective delivery of services.

3. To ~~develop a strategy for diversification of funds that would then be incorporated into~~ revise + print financial plan WVCADV's revised State Plan.
   - a. By developing and distributing to Coalition member programs a questionnaire that will serve as the base in determining the Coalition's current financial profiles + needs assessment
   - b. By meeting with program representatives to analyze the information received ~~from other domestic violence networks and~~ from WV domestic violence programs. and to ~~develop a proposed plan for diversification of funds~~. revise State Plan

c. By facilitating discussion and decision-making regarding ~~plan for diversification of funds at the~~ long range financial plan quarterly meeting of WVCADV..

4. To initiate a progressive partnership between statewide corporations who purport to have a socially responsible commitment to local/state communities and WVCADV.

a. By researching several statewide corporations' record of corporate donations: International Business Machines, Chesapeake & Potomac Telephone Company,, Atlantic Telephone & Telegraph Company, Union Carbide, and at least two major coal companies in West Virginia..

b. By setting up meetings between representatives of these corporations and representatives of the Coalition to discuss the mission of WVCADV and the possibility of on-going annual corporate donations that will support the Coalition in its work to "create a safer state of family."

5. To identify out-of-state funding sources that fund networks versus local programs.

a. By researching private foundations' interests and award criteria in the foundation directories at the state library.

b. By sending requests for grant applications to appropriate foundations and funding sources.

Revise this for April → December

CONTRACT - PAGE

Timeline * January - December 1990

| Activity | J | F | M | A | M | J | J | A | S | O | N | D |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Contact programs re:cost reimbursement | x | x | | | | | | | | | | |
| Prepare for/meet with reps from DHS/Purchase of Social Services | | x | x | | | | | | | | | |
| Prepare for/meet with reps from Family Protection Services Board | x | X | X | X | x | | | | | | | |
| Develop/send questionnaire to programs | x | | | | | | | | | | | |
| Gather, compare, analyze levels of state funding to programs between Fiscal Years 84 to 89. | x | x | | | | | | | | | | |
| Develop/send questionnaire to other state networks | | x | | | | | | | | | | |
| Meet with Coalition reps re;info received from questionnaire. | | | | | | x | | | | | | |
| Decision-making re: Diversification Plan | | | | | | | | | x | | | x |
| Research statewide corporations | | | | | | x | x | x | | | | |
| Meet with reps from corporations | | | | | | | | | x | x | x | |
| Research private foundation | | | | | | x | x | x | | | | |
| Send requests for grant applications. | | | | | | | | | x | x | x | |

* Develop + send survey to programs

State Plan

## Project Budget *

| Income | | Expenses | |
|---|---|---|---|
| WVCADV | $6000. | Salary (25% FT position) | $3975. |
| | | Travel | 500. |
| | | Postage | 150. |
| | | Phone | 250. |
| | | Office Supplies | 125. |
| | | Printing | 1000. |
| Total Income | $6000. | Total Expenses | $6000. |

* Because this is an in-house project and part of the work of the Coalition costs will be absorbed through the organizational budget.

JAN 90

# MONTHLY REPORT OF CED PROJECT

January 1990

Met with Focus Group. Discussed problems several participants were having in developing a contract. Group decided to have two people per month present their project and talk about how things are going regarding implementation of the goals and objectives.

**Task**: To present my project at the February meeting of the Focus Group.

* To gather, compare and analyze levels of state funding to programs between Fiscal Years 1984 and 89.
* To contact programs regarding cost reimbursement.
* To prepare for/meet with Family Protection Services Board.

To begin keeping a journal describing work associated with project. Submit this journal to David.

**Completed**: The asterisks refer to the timeline included in my Project Contract. Enclosed is a narrative of my work during January.

PROJECT JOURNAL

January 1990

Many events have taken place in the past months around Family Protection Funds which include the Marriage License Tax and the recently imposed Divorce Surcharge Fee. These two source of funds are legally mandated to be deposited in a special revenue account in the state treasury for sole use by the domestic violence programs West Virginia. The flow of these funds to domestic violence programs has been delayed ("caught in the system") since Fiscal Year 1988.

A bit of history:

1979: Family Protection Act passed.
This provided survivors of domestic violence legal recourse to safety and protection.

1981: Revision of Family Protection Act
Revised to include the generation of funds through a Marriage License Tax ($15). These monies are earmarked specifically for domestic violence shelter programs. Family Protection funds are administered by the Family Protection Sub-Committee of the Governor's Committee on Crime, Delinquency and Correction (GCCDC).

1989: Domestic Violence Act of 1989
This revision does a number of things: 1) Establishes an additional fee ($30) for the filing of a divorce action; this money is earmarked for domestic violence programs; 2) Shifts administration of Marriage License Tax and Divorce Surcharge Fee from the Family Protection Sub-Committee of GCCDC to a newly established Family Protection Services Board (FPSB) under the Department of Health and Human Resources. (This Act of 1989 abolished the previous Family Protection Sub-Committee. The Coalition worked hard to help get this bill passed into law.) 3) The new Board is composed of five members, two of whom are members of the Coalition Against Domestic Violence. This is the first time in the Coalition's history that we have direct representation and input into policy-making on the state funding level.

The first meeting of the FPSB was held October 18, 1989. Staff of the WV Coalition Against Domestic Violence-WVCADV (myself and the other coordinator) were invited to this meeting to provide orientation for the Board. On October 31, 1989, members of the FPSB proposed that WVCADV staff serve also as staff to the FPSB. This proposal meant - in addition to other things - a 5% administrative cut of the Marriage/Divorce fees for the Coalition. Prior to this the 5% administrative cut went to the Governor's Office. On December 8, 1989, the Board of Directors of WVCADV agreed to the above proposal.

At the October 31st meeting the FPSB decided to release the second allocation of FY 90 funds to the domestic violence programs. These funds were to be invoiced through DHHR. Invoices were made available to programs for signature on December 8th; programs were assured that the funds would be release by the end of December. By mid-January the funds had not moved.

Many of the programs were experiencing severe negative cash flows. Parallel to the delay in the distribution of FPSB funds was/is also a five month delay in Title XX, Purchase of Social Services funds and no decision on Family Violence Prevention Services Act (FVPSA) funds FY 90. FVPSA funds were to begin October 1, 1990! The bottleneck of all state/federal funding at the same time created financial crises in all thirteen programs. Virtually since July 1, 1989, the programs had received only $7115 each. This money was supposed to cover all personnel and operational expenses.

In order to meet payroll, operational costs and cash flow deficits the programs borrowed extensively. Some programs cut staff hours; other programs cut staff benefits; a few programs laid-off workers and others reduced services to "bare bones."

At the FPSB meeting of December 28, 1989, Board members decided to transfer funds from the Special Revenue Account in the state's treasury to a special account with the West Virginia Coalition Against Domestic Violence. None of us present at this meeting were optimistic about this decision passing all of the bureaucratic red tape but we had nothing to lose in trying to gain access to this money. In early January, Diane and I (Team Coordinators of WVCADV) signed all appropriate papers for this transfer to occur. By mid-January nothing had happened so the two FPSB members who represent the Coalition contacted legislators who had just arrived in the state's capitol city for the annual legislative session. Legislators, Coalition members and other allies pressured DHHR to move the money immediately.

On January 29th the FPSB met with legislators, DHHR reps, WV Finance & Administration reps and Coalition reps. At that meeting, DHHR promised to have the second allocation of FY 90 to the programs by the end of the week. **ON WEDNESDAY, JANUARY 31ST, ALL THIRTEEN PROGRAMS RECEIVED THEIR SECOND ALLOCATION.**

At this same meeting DHHR promised to do whatever need be done to transfer the Special Revenue Account from the state treasury to the Coalition.

Cost Reimbursement

During January I also spoke with several program directors about cost reimbursement methods of pulling down funds from the state. Each of the directors addressed the difficulties experienced with cost reimbursement: in order to get money the programs have to expend money that they don't have. Up to this time all state/federal monies (FP, FVPSAC, VOCA, Title XX) are received through cost reimbursement. The directors were clear in stating that cost reimbursement itself is not the problem but the delays associated with this method of payment.

I think more discussions need to evolve around this method of receiving state grant awards.

Research State Funding

During January I spent two full days looking through the Department of Health and HUman Resources' financial files on domestic violence programs. Information around Family Protection was not clear so I will have to contact the Governor's Office for this info and for info regarding VOCA. DHHR will have info on FVPSA for me soon.

Enclosed is an updated version of the financial information gathered thus far.

Meet with Reps from DHHR Regarding FVPSA

During the month of ~~February~~ January a rep from DHHR contacted ~~teh~~ the Coaliton office inviting representatives from ~~teh~~ the Coalition to participate in the FVPSA grant review process. Needless to say I was pleasantly surprised to learn that for ~~teh~~ the first time in the history of the Coalition the state was inviting us to actively participate in the process of making decisions around grant awards.

Didn't do spell check!

Diane and I contacted the thirteen programs trying to get a sense of who the programs wanted to represent them at the grant review meeting. Because of the time crunch involved (one week) programs agreed to send as representtatives the four members of the WVCADV Coordinating Committee and the two Coalition staff persons (Diane and myself). Two reps from DHHR also sat on this committee.The task of the Grant Review Committee was to make grant award recommendations to DHHR.

The Grant Review Committee met January 29th, developed a set of criteria to be used in making recommendations and submitted these recommendations to DHHR.

UPDATED END OF FEB. 90

~~Mar 30, 1990 WVCADV:SECTION III/IV DATA SUMMARY~~

| YEAR | PROGRAM | TITLE XX | PROTECTION | PREVENTION | VOCA | TOTAL BUDGET |
|---|---|---|---|---|---|---|
| 1986 | BECKLEY | $28,692 | $33,283 | $0 | $0 | $184,818 |
| | CHARLESTON | $31,034 | $28,289 | $0 | $0 | $135,916 |
| | ELKINS | $19,905 | $11,456 | $0 | $0 | $67,850 |
| | FAIRMONT | $29,406 | $14,604 | $0 | $0 | $83,055 |
| | HUNTINGTON | $48,517 | $20,450 | $0 | $0 | $107,687 |
| | KEYSER | $24,278 | $7,620 | $0 | $0 | $50,310 |
| | LEWISBURG | $28,219 | $12,219 | $0 | $0 | $103,588 |
| | MARTINSBURG | $25,920 | $13,357 | $0 | $0 | $110,856 |
| | MORGANTOWN | $35,021 | $11,911 | $0 | $0 | $102,793 |
| | PARKERSBURG | $15,750 | $19,761 | $0 | $0 | $105,388 |
| | WHEELING | $10,103 | $11,560 | $0 | $0 | $32,265 |
| | WILLIAMSON | $25,500 | $12,891 | $0 | $0 | $57,906 |
| Tot: | | $322,345 | $197,401 | $0 | $0 | $1,142,432 |
| 1987 | BECKLEY | $28,820 | $33,267 | $10,442 | $0 | $186,042 |
| | CHARLESTON | $29,637 | $25,000 | $0 | $0 | $125,880 |
| | ELKINS | $18,611 | $9,788 | $0 | $0 | $50,726 |
| | FAIRMONT | $30,036 | $17,563 | $0 | $0 | $106,598 |
| | HUNTINGTON | $52,782 | $18,766 | $15,000 | $19,000 | $118,848 |
| | KEYSER | $26,125 | $5,631 | $0 | $0 | $50,784 |
| | LEWISBURG | $35,495 | $9,630 | $10,442 | $15,333 | $150,347 |
| | MARTINSBURG | $25,920 | $15,453 | $0 | $8,000 | $101,485 |
| | MORGANTOWN | $51,551 | $15,231 | $0 | $17,611 | $132,114 |
| | PARKERSBURG | $41,920 | $19,860 | $20,883 | $34,400 | $207,690 |
| | WELCH | $7,590 | $0 | $0 | $0 | $12,650 |
| | WHEELING | $10,103 | $14,747 | $10,442 | $6,800 | $49,179 |
| | WILLIAMSON | $33,193 | $10,266 | $0 | $0 | $90,431 |
| Tot: | | $391,783 | $195,202 | $67,209 | $101,144 | $1,382,774 |
| 1988 | BECKLEY | $28,820 | $38,549 | $0 | $22,750 | $229,741 |
| | CHARLESTON | $29,637 | $25,000 | $0 | $0 | $151,082 |
| | ELKINS | $18,844 | $10,400 | $0 | $7,200 | $66,509 |
| | FAIRMONT | $31,709 | $16,340 | $9,200 | $0 | $112,873 |
| | HUNTINGTON | $52,782 | $22,163 | $11,100 | $0 | $0 |
| | KEYSER | $26,125 | $5,708 | $0 | $18,688 | $0 |
| | LEWISBURG | $39,045 | $13,887 | $10,440 | $19,875 | $202,046 |
| | MARTINSBURG | $25,920 | $17,179 | $10,172 | $23,000 | $0 |
| | MORGANTOWN | $51,551 | $15,246 | $7,548 | $21,251 | $172,583 |
| | PARKERSBURG | $56,920 | $18,354 | $11,000 | $46,401 | $207,874 |
| | WELCH | $14,400 | $0 | $0 | $0 | $24,000 |
| | WHEELING | $10,103 | $15,474 | $0 | $0 | $46,357 |
| | WILLIAMSON | $34,993 | $17,168 | $0 | $0 | $98,251 |
| Tot: | | $420,849 | $215,468 | $59,460 | $159,165 | $1,311,316 |
| 1989 | BECKLEY | $28,820 | $38,056 | $0 | $0 | $220,980 |
| | CHARLESTON | $29,637 | $26,470 | $0 | $20,000 | $0 |
| | ELKINS | $18,844 | $11,781 | $10,000 | $7,900 | $70,868 |
| | FAIRMONT | $31,709 | $13,478 | $7,500 | $0 | $0 |
| | HUNTINGTON | $52,782 | $22,803 | $0 | $0 | $0 |
| | KEYSER | $26,125 | $5,296 | $0 | $0 | $0 |
| | LEWISBURG | $39,045 | $13,446 | $7,500 | $21,265 | $157,873 |
| | MARTINSBURG | $25,920 | $15,272 | $7,500 | $0 | $0 |
| | MORGANTOWN | $51,551 | $13,884 | $7,500 | $23,000 | $0 |
| | PARKERSBURG | $41,920 | $18,641 | $7,500 | $0 | $0 |
| | SUTTON | $12,500 | $0 | | $0 | $47,500 |

Mar 30, 1990 WVCADV:SECTION 111/IV DATA SUMMARY

| YEAR | PROGRAM | TITLE XX | PROTECTION | PREVENTION | VOCA | TOTAL BUDGET |
|---|---|---|---|---|---|---|
| 1989 | WELCH | $20,500 | $0 | $0 | $0 | $37,000 |
| | WHEELING | $10,103 | $19,004 | $0 | $18,475 | $54,317 |
| | WILLIAMSON | $34,993 | $11,986 | $0 | $0 | $98,708 |
| Tot: | | $424,449 | $210,117 ↓ | $47,500 ↓ | $90,640 | $687,246 |
| 1990 | BECKLEY | $28,820 | $38,056 | $0 | $0 | $220,980 |
| | CHARLESTON | $29,637 | $26,470 | $0 | | $0 |
| | ELKINS | $18,844 | $11,781 | $5,690 | $0 | $0 |
| | FAIRMONT | $31,709 | $13,478 | $5,326 | $0 | $0 |
| | HUNTINGTON | $50,143 | $17,954 | $0 | $0 | $0 |
| | KEYSER | $26,125 | $5,296 | $7,875 | $0 | $0 |
| | LEWISBURG | $39,045 | $13,446 | $7,500 | $0 | $0 |
| | MARTINSBURG | $25,920 | $15,272 | $5,634 | $0 | $0 |
| | MORGANTOWN | $51,551 | $13,884 | $6,200 | $0 | $0 |
| | PARKERSBURG | $41,920 | $18,641 | $0 | $0 | $0 |
| | SUTTON | $0 | $15,000 | $10,360 | $0 | $60,000 |
| | WELCH | $20,500 | $7,150 | $0 | $0 | $0 |
| | WHEELING | $10,103 | $15,430 | $0 | $0 | $0 |
| | WILLIAMSON | $34,993 | $11,986 | $0 | $0 | $0 |
| Tot: | | $409,310 ↓ | $223,844 | $48,585 ↓ | $0 | $280,980 |
| Total: | | $1,968,736 | $1,042,032 | $222,754 | $350,949 | $4,804,748 |

# SURVIVORS OF DOMESTIC VIOLENCE

For Project Presentation 2/90

## DIRECT SERVICES

- THIRTEEN DOMESTIC VIOLENCE PROGRAMS IN WEST VIRGINIA.
- EACH WITH THEIR OWN BOARD OF DIRECTORS.
- EACH AUTONOMOUS.

## SOCIAL CHANGE

- WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENCE
- BOARD OF DIRECTORS MADE UP OF ONE REPRESENTATIVE FROM EACH OF THE THIRTEEN MEMBER PROGRAMS.
- COMMITTEES & TASK FORCES

## DEPARTMENT OF HEALTH & HUMAN RESOURCES

- TITLE XX
- FAMILY PREVENTION SERVICES ACT

## FAMILY PROTECTION SERVICES BOARD

- FAMILY PROTECTION
  - * Marriage license
  - * Divorce Surcharge

## GOVERNOR'S OFFICE OF COM. & IND. DEVELOPMENT

- VICTIMS OF CRIME ASSISTANCE

## INVOICING

1. PROGRAMS SUBMIT INVOICES
2. INVOICES APPROVED AND SENT TO FINANCE & ADMIN.
3. INVOICES MUST PASS THROUGH FIVE DIFFERENT OFFICES IN F&A.
4. BOTTLENECK OF FUNDS.

**WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES**

**Building 6, Capitol Complex**

**Gaston Caperton**
**Governor**

**Charleston, WV 25305** **Telephone (304) 348-2400**

January 23, 1990

Sue Julian
WVCADV
P.O. Box 85
Sutton, WV 26601

Dear Sue:

Thank you for agreeing to serve on the Proposal Review Committee for the FY 89-90 Family Violence Prevention and Services Funds. Enclosed with this letter are some items which will be of help to you as you prepare for the meeting. Included are:

- Results of the Pre-Proposal Questionnaire;
- A listing of the FVPSF awards since 1986, and the amounts requested for this fiscal year;
- A packet of Proposal Evaluation forms for your use as work sheets;
- A copy of each proposal;
- A copy of the Request For Proposal material; and,
- A copy of the federal law allocating these funds.

As we agreed earlier, the meeting will be held on January 29, in the Human Services' Commissioners' Conference Room which is located on the sixth floor of Building Six of the Capitol Complex. A map of the Capitol Complex is included to help you find this room. The Review Committee will begin work immediately after the Family Protection Services Board meeting which starts at 10:00 AM. I hope you'll also be able to attend that meeting.

Thanks again and I'm looking forward to seeing you on the 29th.

Sincerely,

Diane

K. Diane Crump
Contract Specialist
Contracted Services

ATTACHMENTS

AGENDA

FAMILY PROTECTION SERVICES BOARD

January 29, 1990

CAIL TO ORDER 10:00 AM
- Welcome
- Introductions

EXPLANATION OF AGENDA

REPORT FROM DEPARTMENT STAFF

MINUTES OF LAST MEETING

RECEPTION FOR LEGISLATORS 10:45 AM

OLD BUSINESS

NEW BUSINESS

DATE FOR NEXT MEETING

WEST VIRGINIA DEPARTMENT OF HUMAN SERVICES
Building 6, Capitol Complex
Gaston Caperton
Governor
Charleston, WV 25305
Telephone (304) 348-2400
Taunja Willis Miller
Commissioner

# MINUTES OF THE WEST VIRGINIA FAMILY PROTECTION SERVICES BOARD

Conference Room, West Virginia Department
of Health and Human Resources
January 29, 1990

**PRESENT:**

Deborah Short, Chair; Diane Crump, designated DHHR representative; Martha Hinchman, acting representative of the Governor's Committee on Crime, Delinquency, and Correction; Judy King Smith, WVCADV representative; Kathryn Atkins, member-at-large; Sue Julian and Diane Reese, staff to the Board. Also present for all or part of this meeting: Claire Leviner (DHHR, Purchase of Social Services); Michael McCabe (Department of Finance and Administration); Peg Gearhart (Williamson, TVRS); Carlotta Smith (Beckley, WRC); Beverly Darnold (Administrative Assistant to Dr. Ruth Ann Panepinto, DHHR); Jim Morton (Administrative Assistant, DHHR); Delegate Andrew Katz; Delegate Thomas Susman.

**MINUTES:**

The minutes and attachments of the December 18, 1989, meeting were reviewed and accepted. The meeting agenda was also accepted.

**REVIEW OF FUNDING PROCESS:**

Deborah Short began the meeting by suggesting a review of the various steps involved in allocating the second half of the Marriage License funds. Claire Leviner reviewed the process used by the Department and noted several reasons why a delay had occurred. Although authorized for release at the October 31 FPSB meeting, the Department acted under an informal understanding that Board decisions would be reviewed by WVCADV prior to action. This delayed action until after the December Coalition meeting. Further delays were caused by DHHS staffing limitations and by the process itself. Jim Morton noted that transmittals require five steps, with a number of substeps at each level.

WVCADV is not sure exactly how this came to

At the request of a legislative sub-committee, program transmittals of the second award of Marriage License funds are in the process of being "walked through" the system and are expected to reach programs this week (February 2).

A second area of concern related to the Board recommendation to transfer funds from the Family Protection State Special Revenue Account to a WVCADV interest-bearing account for distribution to programs. WVCADV staff will administer these funds according to directives given by the Family Protection Services Board. Claire Leviner explained that this requires a grant rather than a contract in order to comply with state guidelines. Michael McCabe noted that guidelines for a grant process are similar to those used for a contract. He did not anticipate any significant delay in developing and processing a grant. He also assured the group that Special Revenue Accounts are set aside and cannot be used for non-designated allocations. Delegate Katz expressed concern that this transfer occur as soon as possible so that funds can be moved to programs.

**IMPLEMENTATION OF FUNDING PROCESS:**

After reviewing the funding processes for both the allocation of awarded funds and the transfer of the account, the Board discussed ways to implement these processes.

1. **Marriage Funds Awards:**

   a) The second allocation of funds is expected to be available to programs this week, February 2.

   b) The FPSB authorized a supplemental award to the eleven programs whose grant had been reduced because of the Domestic Violence Act of 1989 legislative changes. The staff will send to those programs invoices requesting signatures and immediate return in order to process this award as a block and distribute funds quickly.

2. **Family Protection Services Board Special Revenue Account:**

   a) The staff has researched various interest-bearing accounts and has opened an account at the Bank of Gassaway (WVCADV-FP).

   b) After discussion, the Board suggested that staff offer assistance in order to develop a grant and expedite the transfer of funds.

   c) The Board will meet again when this has occurred to discuss the process of and guidelines for fund dispersal.

PROPOSALS:

1. That the Family Protection Services Board staff develop a brief document which outlines the intent of the Board in transferring funds and gives initial suggestions for use in developing the grant. CONSENSUS

2. That the Family Protection Services Board authorize Diane Reese as WVCADV staff to assist Claire Leviner in the development of a grant that will enable the transfer of Family Protection Funds from the Special Revenue Account to a separate WVCADV account. CONSENSUS

NEW BUSINESS:

Deborah Short suggested that the Board invest in letterhead stationery for official use. Diane Crump offered to see if the Department's Graphics Specialist could assist in this.

Martha Hinchman noted that Bill Hair has resigned from his position with the Governor's Office and that a new representative to the Family Protection Services Board is pending.

Diane Crump requested that the Board review drafts of two letters regarding domestic violence programs' health and safety inspections. One solicits assistance from Secretary Taunja Willis-Miller in requesting annual fire and health inspections needed to comply with state licensing guidelines. The other is a letter to Secretary Polan which could be used by Secretary Miller in drafting her request. These drafts were accepted by CONSENSUS.

Diane Crump also distributed a Family Protection Services Board Financial Report from July 1, 1989, to December 31, 1989. As of 1/25/90 the total account balance is $441,683, with the total unallocated balance of $141,502.

The Board requested that FPSB minutes be sent to members, to Dr. Ruth Ann Panepinto (DHHS), to Mr. Jamie Albert (GOCID), and to the thirteen WVCADV member programs.

The next meeting of the Family Protection Services Board is scheduled for Monday, February 26, 1990, at 10 a.m. in the Commissioner's Conference Room.

Respectfully submitted,

Diane Reese / Sue Julian

Diane Reese / Sue Julian
FPSB Staff

**ATTACHMENT A**

The members of the Family Protection Services Board at their October 31, 1989, meeting discussed the fiscal crisis that domestic violence programs were facing, especially because of delays in the flow of Title XX funds.

To alleviate the cash flow problem the Board recommended that the second allocation of Marriage License Fees funds be distributed according to the formula used by the Governor's Office and tabled any revision of this formula until a later meeting. The Board also approved grant applications for FY 89-90, noting that some modifications would be required under the revised law.

At the December 18, 1989, meeting the Family Protection Services Board Diane Crump provided an update on the $16,917 difference between budgeted and actual FP grant awards. The Board authorized three actions:

1. Allocation of $16,917 to bring each program up to inital grant awards.

2. Transfer of Family Protection funds to a restricted interest-bearing account administered by WVCADV staff.

3. Establishment of a loan fund for programs in need making up to 50% of the previous year's allocation available on a no-interest base this year and low-interest in the future.

At the January 29, 1990, meeting of the Family Protection Services Board additional action was taken by the Board in an effort expedite the process of fund distribution.

1. Claire Leviner, with assistance from Diane Reese, will develop a grant for the transfer of the FP funds.

2. Staff will develop a brief outline of the intent and process used by the Board in taking this action.

3. Suggested guidelines implementation included the following: regular, possibly monthly transfer of funds from the Special Revenue Account to the WVCADV-FP Account; monthly meetings of the Board if necessary to work on process directives and details; establishment of clear guidelines for distribution of funds; periodic evaluation and on-going development of fiscal processes and guidelines.

FEB 90

MONTHLY REPORT OF CED PROJECT

February 1990

Met with Focus Group and presented my project. The Focus Group was supportive of the work that the Coalition has been able to do regarding the Cash Flow crisis experienced by all of the programs. The Focus Group particularly affirmed the networking and alliances the Coalition has developed with government agencies on the state level.

Came to class with handwritten journal but did not give it to David. I need to organize this piece a bit more.

**Task**: Answer questions David printed out regarding the project. Include these responses in monthly Journal.

* Contact programs regarding cost reimbursement.
* Meet with reps from DHHR Purchase of Social Services.
* Work on state funding to programs from Fiscal Years 84 to 89.
* Develop questionnaire and send it to programs.

**Completed**: Journal of February activities. See enclosed.

# PROJECT JOURNAL

## February 1990

### Family Protection Services Board

Diane and I (Staff for WVCADV) spent the first two weeks of February travelling back and forth from Sutton to Charleston (an hours drive one way) to meet with representatives from DHHR regarding the transfer of the Special Revenue Account. On February 14th the transfer actually occurred!

WVCADV deposited $325,000 into a rural county bank in the following accounts:

| | | |
|---|---|---|
| Money Market ..... | $120,000 | @ 6% |
| Cert. of Deposit ..... | 200,000 | @ 7.75% 4 mos. |
| Super NOW Checking ..... | 5,000 | @ 5% |

Up until today, WVCADV was told that the Special Revenue Account was non-interest bearing. I find this hard to believe. My cynical self thinks that the state kept the interest over the years on this account.

With the money now deposited in a place that the Coalition has direct access to - pending decision made by the FPSB - we are now faced with the task of setting-up a process for application, invoicing and distributing the money to programs.

The FPSB met during February to discuss this issue. See Minutes of FPSB.

### Research State Funding

I took advantage of the travel to Charleston and continued research on state funding for domestic violence programs from FY 84 to 89. Because of a difference in the timeline of Fiscal Years among the programs, in 1985 Family Protection decided to bring all programs under the same Fiscal Year. This change made funding allocations difficult to track; therefore, I have decided to focus on Fiscal Years 86 to 90 thus concentrating my analysis on the last five years. The updated version of this research is located in the January monthly report section.

One thing that became clear to me in doing this financial research is the great diversification of funds that <u>already</u> exists in the domestic violence program network. This information made me rethink my contract objectives especially Objectives 4 and 5. I discussed this with the other staff person and we both agreed that it would be more beneficial if I were to focus thoroughly on Objectives 1 through 3 and drop 4 and 5. We also thought that a written long-range financial plan for the Coalition is actually what is needed and not a diversification plan.

**REVISED PROJECT PURPOSE:**

1. To develop with the following state agencies written agreed upon processes for efficient distribution of funds to domestic violence programs who have contracts with the Department of Health and Human Resources (DHHR), with the Family Protection Services Board (FPSB), and with the Governor's Office of Community and Industrial Development (GOCID).

2. To develop a written long-range fiscal plan for the Coalition. (Minimum of three years, maximum of five years.)

DHHR: Family Violence Prevention Services Act

By mid-February the Coalition as yet had not received word about the recommendations regarding FVPSA grants. Diane and I called several times to inquire about the results and we were told that the recommendations were sitting on the Commissioner's desk. Nothing could be done until the Commissioner decided upon the recommendations. During this time many of the programs called the Coalition office wanting to know if there grant was recommended. We found skirting the question very difficult. The Review Committee had decided not to say anything to programs until the Commissioner made final decisions regarding the awards. However the Review Committee did not anticipate a full month's delay in the decision-making process. The Review Committee simply told inquisitive programs that decisions had not been made.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

[redacted]

Contracted Services
WV Department of Health and Human Resources
Room 850, Building Six
Capitol Complex
Charleston, WV 25305

PURCHASE ORDER NO. S-347 DATE SUBMITTED: February 8, 1990

~~PROJECT NO.~~
FEIN 311-011-750-1

AMOUNT DUE: [redacted]0

Pay CL 2/8/90

WVCADV is invoicing ~~the total amount of the~~ $325,000 of the grant with the Department of Health and Human Resources. Fifteen thousand dollars ($15,000) will be used for administrative costs and the remaining three hundred ten thousand dollars ($310,000) will be available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers

Susan Julian
Susan Julian: WVCADV Team Coordinator — 2-8-90 Date

Diane Reese
Diane Reese: WVCADV Team Coordinator — 2-8-90 Date

(S-347)
2-75
9120-13-025

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8215363

PAY TO
THE ORDER OF

WV COALITION AGAINST DOMESTIC
VIOLENCE

[redacted]

$*******[redacted]*

PAY EXACTLY*******325,000*DOLLARS AND NO CENTS

025 90FY 9120-13

WEST VIRGINIA
TREASURY

STATE TREASURER

AUDITOR

Glen B. Gainer, J

⑈8215363⑈ ⑆051902322⑆ 02⑉095⑉9⑈

AGENDA

FAMILY PROTECTION SERVICES BOARD

February 26, 1990

CALL TO ORDER - 10:00AM

MINUTES OF LAST MEETING

GUIDELINES FOR TRANSFER OF FUNDS FROM DHHR

FINANCIAL REPORT - Staff

APPROVAL TO PAY BOARD COSTS

LOAN PROCESS - Guidelines
Family Crisis Center

PROCESS FOR FY 90-91 PROPOSALS

PEER REVIEW PROCESS - Update

FAMILY PROTECTION ANNUAL REPORT

# MINUTES OF THE WEST VIRGINIA FAMILY PROTECTION SERVICES BOARD

Conference Room, West Virginia Department
of Health and Human Resources
February 26, 1990

**PRESENT:**

Debbie Short, Chair; Diane Crump, Deaprtment of Health and Human Resources (DHHR); Judy King-Smith, WVCADV; Martha Hinchman, Governor's Office of Community and Industrial Development (GOCID); Kitty Atkins, member-at-large; Diane Reese and Sue Julian, FPSB staff.

**MINUTES:**

The minutes of the January 29, 1990, meeting were reviewed and accepted with the following change: Michael McCabe (Department of Health and Human Resources) not (Department of Finance and Administration).

**UPDATE:**

Diane Crump reported that Cheryl Gains, DHHR Graphic Artist, is working on 2-3 designs for the Family Protection Services Board stationery.

**FINANCIAL REPORT:**

Staff gave a financial report regarding the deposit of $325,000 from the State's Special Revenue Account to WVCADV Family Protection interest-bearing accounts. See Attachment A.

**GUIDELINES FOR TRANSFER OF FUNDS FROM STATE SPECIAL REVENUE ACCOUNT TO WVCADV FAMILY PROTECTION ACCOUNT:**

As of February 26, 1990, the balance of the State's Special Revenue Account was $33,810.

**Proposal:** That the FPSB authorize FPSB staff to invoice a monthly transfer of funds from the Special Revenue Account to the WVCADV-FP Account while maintaining a minimum balance of $5000 in the Special Revenue Account.
**Consensus**

Note: Diane Crump said that she and Claire Leviner will resubmit the grant concerning the agreement between WV-DHHR and WVCADV to provide services to the Family Protection Services Board. Diane Crump said they will submit the grant in time for it to be effective July 1, 1990. Before the grant is resubmitted the FPSB will look at the FY 90-91 ceiling amount.

WVCADV PROPOSED BUDGET FY 89-90:

Proposal: THat the FPSB approve WVCADV-FP projected budget for FY 89-90 with changes made in the following Line Items:
Eliminate Meeting Room Line Item.
Increase Office Supplies Line Item by $100.
Consensus

Proposal: That checks be written today to FPSB members to cover cost of outstanding travel account.
Consensus

GUIDELINES FOR EMERGENCY ADVANCE ALLOCATION OF FY 90-91 FUNDS:

FPSB developed a process whereby member programs of WVCADV can apply for an Emergency Advance Allocation of FY 90-91 funds. As stated by teh FPSB the purpose of an Emergency Advance Allocation is to alleviate cash flow problems, not to establish new sources of funding or to make-up for deficit budgeting or to pay-off liabilities e.g. bank loans. These funds cannot be used to enhance or expand existing services. (Refer to attached letter.)

The FPSB encourages domestic violence programs to work toward developing a three month cushion to alleviate cash flow problems in the future.

Proposal: That the following guidelines and process be used in determining Emergency Advance Allocations to domestic violence programs of WVCADV:

Guidelines:

G1. Emergency Advance Allocations can be used to prevent loss of staff, closure of program, utility cut-offs, substantial decrease in staff due to negative cash flow problems.
G2. Emergency Advance allocations cannot be used as matching funds, to pay-off loans or to enhance and expand existing services.
G3. Domestic violence programs can request up to 50% of their current year Family Protection program allocation.

Application Process:

A1. Submit a letter of request explaining the program's financial need and a projection of how future cash flow problems will be resolved.
A2. Complete Emergency Advance Allocation Form. This needs to be signed by the program's Director and Board President.
A3. Submit a Statement of Financial Position (Balance Sheet) explaining the make-up of Accts. Receivable and Payable.

A4. Send the above information as a packet to:
Deborah Short
Chair of FPSB
P.O. Box 1476
Beckley, WV 25802

A5. Debbie will send approved packets to FPSB staff who will disburse checks in the amount approved by the FPSB.

Consensus.

Proposal: That, based on the present financial cash flow emergency of the Family Crisis Center in Keyser, an exception be made to the proposed process for application and that the FPSB immediately advance $3,157 (50% of Current Year FP allocation) to the Keyser program with the understanding that the Director of the Family Crisis Center send to Deborah Short completed application forms required of all programs as soon as possible.

Consensus.

## FISCAL YEAR 90-91 FAMILY PROTECTION FUNDING

FPSB members discussed the importance of programs submitting accurate and complete grant applications, financial invoices and data base statistics. FPSB also addressed the need for program Board members to understand their responsibilities and role in serving on a Board of Directors of a domestic violence program. Therefore, the FPSB agreed to conduct a technical assistance session for all programs as a pre-requisite for applying for 90-91 FP funding.

Proposal: That WVCADV staff, Department of Health and Human Resources (DHHR), Governor's Office of Community and Industrial Development (GOCID), and the Family Protection Services Board (FPSB) will conduct a technical assistance session for all domestic violence programs as a pre-requisite for applying for Family Protection Funds FY 90-91.
Consensus.

Proposal: That a technical assistance session be offered in Morgantown, on Thursday, April 5, 1990, and in Beckley, on Tuesday, April 10, 1990, 9:30am - 4:00pm.
Consensus.

Debbie Short and Judy King-Smith are responbible for locating a meeting place in Beckley and in Morgantown.

The following program persons will be encouraged to attend: Directors of programs, program person who completes data base forms, program person responsible for financial management and one or two reps from the Board of Directors.

AGENDA FOR TECHNICAL ASSISTANCE SESSIONS (Tentative)

Two Tracks: Board Track and Staff Track

Morning Session: (2 1/2 hours)
Board Track: Kitty Atkins - Overall Board Development
Staff Track: Database gathering/filling-out forms
GOCID - VOCA reporting/invoicing
FPSB - Family Protection reporting/invoicing

Afternoon Session: (3 hours)
Board Track: Kitty Atkins and/or WVCADV staff and/or Marjorie McDermott
Staff Track: DHHR: Diane Crump - Title XX reporting/invoicing
Financial Planning & Management

Last hour in the afternoon will combine both tracks and address the overall responsibilties of Board, staff and volunteers.

Martha Hinchman will talk with Mary Risso about the possibility of Mary doing the GOCID presentation at these meetings. Martha will contact FPSB staff to inform us of who will do what.

PEER EVALUATION:

Proposal: That FPSB staff send-out a memo reminding domestic violence programs of the timeline involved in the Peer Evaluation Process. (See enclosed.)
Consensus.

ANNUAL FAMILY PROTECTION REPORT:

Diane Crump distributed the FY 88-89 Annual Family Protection Report. FPSB staff will send two reports to each domestic violence program. In addition reports will be sent to all legislators.

**NEXT FPSB MEETING: MARCH 27, 1990, 10:00 a.m., DHHR Conference Room**

Respectfully submitted,

Sue Julian / Diane Reese

Sue Julian / Diane Reese
FPSB Staff

MAR 90

# MONTHLY REPORT OF CED PROJECT

April 1990

DHHR: Family Violence Prevention Services Act

In early March the Coalition received a grant award notice from the Department of Health and Human Resources informing us that the central office grant was approved in the amount of $10,360. Reimbursement funds were retroactive from January 1, 1990.

At the end of this month I have submitted four invoices which cover the months of January, February, March and April. (See Attachment 4A) The total amount of these invoices is $10,360. The Coalition office has yet to receive a cost reimbursement check from DHHR regarding FVPSA funds.

On April 24th, Diane and I spoke with a representative from DHHR and inquired about the delay with FVPSA funds. The spokesperson was unaware that the funds were held up and promised to "look into" the situation. As of this day, May 3rd, we have yet to hear from her.

Victims Of Crime Assistance Funds (VOCA)

On April 26, 1990, the Comptroller of Finances for VOCA and the Washington, D.C. VOCA Program Director came to West Virginia to monitor the state's process of administering VOCA funds to subgrantees. (VOCA is federal money which is awarded to the states who in turn award these funds to subgrantees.) Each of the thirteen domestic violence programs in West Virginia are funded in part through VOCA funds.

Along with a local program director I was invited to meet with these two people to evaluate from a subgrantee perspective the strengths and difficulties involved in applying for, receiving of and accounting for VOCA funds. This was somewhat of an "easy" meeting since there are no major difficulties regarding VOCA funds save the common frustration of working with bureaucrats who understand very little of day-to-day occurrences of shelter work.

A symbolic moment of the meeting occurred when the representative of the state VOCA program admitted to the state office's misinterpretation of the federal regulations which in turn was the reason why local programs were having some problems figuring out what were or were not allowable costs. The federal Comptroller immediately jumped all over this novice bureaucrat and said, "You're going to get yourself fired, kid. The first thing you learn when working in the bureaucracy is never to admit department mistakes."

Title XX - Purchase of Social Services

The Department of Health and Human Resources are fourth months behind in paying program invoices. However, since, February, the local programs have been receiving monthly checks from DHHR. In April the programs received checks for their December invoices.

DHHR plans to speed up payment to programs in "the very near future." The 1990 Legislative Session passed a 20 million dollar

Supplemental Allocation to assist DHHR in meeting its debts. By Fiscal Year 1990-91 the Department hopes to decrease the turn-around time of invoice to payment from 120 days to 60 days. Time will tell.

Family Protection Services Board

During the month of April the FPSB and staff facilitated two Technical Assistance Sessions for the thirteen member programs. These two sessions were well attended and enthusiastically received. Programs welcomed information on how to properly complete financial monthly reporting forms required by each of the four state funding sources. Part of the sessions focused on the importance of gathering statistics for the monthly database and another section dealt with the history and process of the Peer Evaluation Process.

A FPSB working committee was formed to brainstorm alternatives to distributing funds using the Family Protection Funding Formula. This formula was developed in 1983 by people in state government to distribute Marriage License Tax money to the twelve existing domestic violence programs in WV. From day one many programs criticized the formula for catering to large, urban-located shelters; the formula focuses on population and the percentage of county marriages to total state marriages. The Coalition at that time had little input into the development of the formula.

Passage of the Domestic Violence Act of 1989 (on which the Coalition lobbied extensively) mandates that half of the Marriage License Tax and the Divorce Surcharge Fee be equally divided among all domestic violence programs. (See Attachment 4B)

The working committee, Diane Crump: FPSB, Diane Reese and myself: staff of FPSB, met on April 27th. We came up with four possibilities regarding the second half of the funds.

1. Use the old formula. (See Attachment 4C)
2. Revise the old formula: include only beds in the second half of the formula.
3. Distribute the money equally among all programs.
4. Look at where programs are and distribute the money according to criteria that would bring programs that are operating at very low levels up to a minimum acceptable level and that would enable growing programs to expand their services.

The working committee focused on option #4. In so doing we discussed what we perceived to be critical needs of program staff: equitable salaries and health benefits. We developed a simple questionnaire and sent it to programs in order to get the information we needed before presenting a proposal to the full board of Family Protection. (See Attachment 4D)

The above discussion looks like the following in terms of money:

| | |
|---|---|
| Total Grant: | $450,000 |
| 5% Admin. Cut (WVCADV) | 22,500 |
| Available for Programs | 427,500 |
| | |
| First Half: Equal Allotments Divided by 13 programs equals @ $16,596 each. | 213,750 |
| | |
| Second Half | 213,750 |
| 40% Minimum Level = $85,500 | |
| 60% Growth = $128,250 | |

The working committee will meet in May prior to the FPSB meeting to refine a proposal for presentation at the May FPSB meeting on the 24th.

Revision of Project Contract

Project Purpose

1. To establish with the Department of Health and Human Resources an agreed upon process of distribution of state funds (Family Protection Funds and Family Violence Prevention Services Act Funds) to domestic violence programs in WV.

2. To revise WVCADV's State Plan.

Objectives

1. To assist in developing an agreed upon process for timely distribution and more efficient allocation of state grant awards.
   a. By evaluating the impact cost-reimbursement has on the cash flow in grassroots, non-profit domestic violence programs in WV.
   b. By meeting with representatives from the Department of Health and Human Resources in order to critique and possibly restructure the current process of grant award distribution.
   c. By meeting with representatives from the Family Protection Services Board in order to look at the possibility of the Coalition itself being the depository for Special Revenue Accounts e.g. Marriage License Tax and Divorce Surcharge.

2. To gather and analyze relevant statistical data that will inform WVCADV's financial projections/decisions and WVCADV's program development.
   a. By comparing and analyzing levels of funding from state funding sources to WVCADV programs between FY 85-86 and FY 89-90.
   b. By projecting ideal and feasible financial conditions for effective delivery of services.
   c. By collecting and analyzing program data submitted on a monthly basis to the Coalition office. (See Attachment 4E)

3. To coordinate the revision, printing, and distribution of the WVCADV State Plan. (3 year projection)
   a. By developing and distributing a Program Survey to the thirteen domestic violence programs that will assist the programs in identifying future project needs and costs.
   b. By meting with program representatives to analyze the information received from the domestic violence programs.
   c. By developing with programs reps specific objectives and processes for the implementation of the revised State Plan.

Contract Timeline

MAY

* Form small ad hoc committee of two or three Coalition members to work with me on revision of State Plan.
* Review and revise draft of Program Survey.
* Mail Program Survey to Coalition member programs.
* Collate information received from programs regarding FPSB questionnaire.
* Meet with FPSB working committee to develop funding proposal for distribution of Marriage License and Divorce Surcharge funds.
* Meet with the Family Protection Services Board, May 24th.

JUNE

* Brainstorm future projections with entire Coalition at the quarterly meeting in June.
* Memo to programs to complete and return Program Survey by July.
* Meet with ad hoc committee to shape input given at Coalition quarterly meeting.
* Meet with Family Protection Services Board. finalize funding process.

JULY

* Collate and analyze information retrieved from the first full year of the Coalition's database.
* Collate information gathered from the Program Survey.
* Send Survey information to ad hoc committee.
* Meet with the Family Protection Services Board.

AUGUST

* Meet with ad hoc committee; develop first draft of the revised State Plan.
* Meet with Family Protection Services Board.

SEPTEMBER

* Submit first draft to Coalition member programs at the quarterly meeting.

APR 90

# MONTHLY REPORT ON CED PROJECT

MAY 1990

Met with Focus Group: Sandra and Tony gave updates on their program projects. There was lots of discussion around the benefits and hindrances of Sandra starting a not-for-profit spin-off from her present for-profit business. Good interaction among participants.

**Tasks:** * Form small ad hoc committee to work with me on revision of State Plan.
* Review and revise draft of Program Survey.
* Mail Program Survey to Coalition members.
* Collate information received from members.
* Meet with FPSB Working Committee to develop funding proposal for distribution of Marriage License and Divorce Surcharge funds.
* Meet with full FPSB, May 24th.
+ Respond to David Miller's questions.

**Completed:** Formed ad hoc committee.
Reviewed and revised draft of Program Survey.
Did not mail survey to programs therefore did not collate information. Committee members suggested that the survey be presented to the full Coalition at the June meeting for discussion prior to distribution for input.
Met with the FPSB Working Committee.
Met with the full FPSB.
Responded to David's questions.
Went on vacation to NC's Outer Banks for an entire week!

# MONTHLY REPORT OF CED PROJECT

May 1990

## Family Protection Services Board

In early May I invoiced the monthly transfer for funds in the amount of $34,000 (Attachment A) from the Special Revenue Account to the Coalition account. On May 29th the Coalition received a check for $65,166 covering February and March invoices (Attachment B).

The FPSB Ad Hoc Working Committee met to collate information received from member programs regarding the questionnaire that was sent out in April. Based on the information received (Attachment C) the Working Committee proposed that the Family Protection Services Board adopt the Minimum Standards and Needs/Expansion Formula. The full FPSB accepted the proposal with minor revisions (Attachment D)

## Revision of State Plan

(Attachment E) is a draft of the Program Survey to be used in revising the Coalition's State Plan. I passed the draft out to Alicia McCormick and Cathy Zizzi, directors of local domestic violence programs; to Diane Reese, Team Coordinator WVCADV; and to Diane Crump, Board member of FPSB. These persons agreed to review the survey and to act as an Ad Hoc Committee until the full Coalition meets in June. At that time an 'official' committee will be formed. Ad Hoc members were clear about waiting for the June Coalition meeting before asking programs to complete the survey. Their rationale focused on informed participation and inclusion in identifying what it is the Coalition needs to know to revise the State Plan.

I'll have more information on this piece after the June 21-22 Coalition meeting. Stay tuned.

## Response to David's Questions

1. **DHHR funds: If you have not heard by now why the money has not arrived, perhaps it is time to call the office of your state representative.**

Good idea. In my most recent call to DHHR inquiring about these funds I was informed that a notice was sent from Purchase of Social Services to Finance requesting details on the moneys whereabouts. Since this pocket of money (Prevention: $10,360) does not at this time jeopardize operation of the Coalition office and since the Coalition office is pushing hard for the transfer of Protection funds for direct service programs, we (Diane and I) have decided to probe gently and consistently until after the Coalition meeting in June - an arbitrary date. If this money is not moving by the time of the June meeting we will take a stronger position.

**2a. You seem to have considerable state funds, more than you had hoped for. It seems more a problem of sitting down and getting an administrative procedure set up to make those funds flow evenly.**

You're right! WVCADV has considerable state funds due to the passage of the Domestic Violence Act of 1989.This bill doubled previously available funds. The Family Protection Services Board, appointed by the Governor and legislatively mandated to oversee distribution of these funds, formed and Ad Hoc Committee whose task was to design an administrative procedure that would make these funds flow in an equitable manner to all domestic violence programs.

The Ad Hoc Committee met with the Family Protection Services Board on May 24th. See Attachment D for the minutes of the meeting.

**2b. You no longer need to develop a strategy for diversification of funds?**

Diversification of funding is essential for the Coalition central service office as well as for all Coalition member programs. The research that I did in January/February (refer to Journal 2/90: Research State Funding) regarding funding sources revealed that the programs already receive funding from a diversity of sources.

Based on information gathered and in talking with Coalition colleagues, diversification of funds became less of an immediate issue while recognizing the need to maintain updated and relevant funding strategies. Coalition members felt that an updated State Plan would in fact lay the groundwork for a funding strategy.

**2c. Management information system in place already. What further information are you looking for from the needs assessment? What are the issues? Current problems with 87-89 State Plan? What is your new Problem Statement?**

Yes! The database for gathering statistics from the thirteen programs <u>is</u> in place. In June, WVCADV will complete the first full year of using the database forms developed by program and Coalition staff. This will be the first time in the state of West Virginia that comprehensive statistics on domestic violence are available. We're excited.

The database is complete with information regarding what has already transpired e.g how many residents? adults? children? how many shelter nights? number of hotline calls? abuser information, etc. The database gives WVCADV information on the volume of services used. However, information gathered through the database is limited; it does not give the full picture.

A Needs assessment will ask program staff to identify priorities and to set direction for the future of Coalition work. The 1987-1989 State Plan is obviously outdated, many of the goals have been achieved and there is no strategy in place that will enable the Coalition to responsibly act on other priorities.

Hopefully the needs assessment survey will help the Coalition to answer some of the following questions:
- What do we want to do and why?
- What physical resources do we need to do it?
- What financial resources do we need? How will we get these?
- Is the Coalition structured to accomplish our goals?
- Who will be responsible and accountable in realizing our goals?
- What human resources do we have? need?
- What systems are needed?
- How will we evaluate our work?
- What are the new directions in which the Coalition must move?
- What are the issues? blocks?

Revising the State Plan is critical for the Coalition particularly at this time in its evolution. Because of the present composition of the Family Protection Services Board, the decisions made by the Coalition will greatly influence how and for what Family Protection funds will be distributed. The Coalition cannot afford not to revise its outdated State Plan.

**2d. Building partnerships with statewide corporations out the window too?**

"Out the window" only in terms of this project. After the Coalition has a better idea of where it is going and how it wants to get there can the Coalition begin to build effective partnerships with corporations.

In the meantime, Diane and I (WVCADV Team Coordinators) continue to make information contacts with a few statewide corporations "just to let them know we exist" e.g IBM, AT & T, Massey Coal

**2e. What mechanism is in place to approve a new State Plan? End of project status?**

A new State Plan will be approved by the WVCADV Board of Directors at one of its quarterly Board meetings.

End of Project Status:

Minimum: To have draft of Revised State Plan.

Expected: To have approved State Plan in process of being printed.

Maximum: To have new State Plan printed and available by January 1991 in time for the WV Legislative Session.

**NEW PROBLEM STATEMENT**

a. Fixed in Time: Since 1989 WVCADV has operated without a State Plan that would give direction to long range plans.

b. Place: Lack of long range planning is a problem for the Coalition's central service office, for the Coalition's thirteen member programs and ultimately impacts all victims of domestic violence the overwhelming majority of whom are women and children.

c. Nature of the Problem: Without clearly articulated and agreed upon goals and objectives, and without specific strategies to achieve these goals, the collective voice of battered women in the state of WV is effectively silenced. In addition, lack of a State Plan dooms the Coalition to sporadic activity and places the Coalition in a reactionary stance regarding social change work.

d. People Affected: This problem affects the Board/staff of the Coalition office, all thirteen member programs, all persons living in violent home situations in WV, and ultimately affects the social environment in which we all live.

e. Size of the Problem: At this time not having a State Plan is manageable but if the Coalition does develop a strategy for long range planning the problem will become overwhelming in the very near future. Members of the Coalition are ready to act on revising the old State Plan; the timing is right to address this problem.

PROBLEM STATEMENT

Since 1989 WVCADV has operated without an agreed upon State Plan that would provide direction and focus for its activities, fundraising, service expansion and creation, legislative action, community education and public awareness. If the Coalition does not develop long-range strategies for change WVCADV's actions will be sporadic and its impact barely felt.

PROBLEM GOAL

By January of 1990 WVCADV will have in place an agreed upon State Plan that will include the following:

* **vision**: What do we want the Coalition to look like and be doing in 3-5 years?
* **contradictions**: What are the underlying obstacles or issues preventing the Coalition from realizing its vision?
* **new directions**: What new directions will we take that honor our vision and recognize the obstacles?
* **action plan**: What substantial actions are required for the Coalition to carry-out the new directions?

ATTACHMENT A

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV for a Safer State of Family

May 4, 1990

Contracted Services
Office of Social Services
WV Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

PURCHASE ORDER NUMBER: S-347 DATE SUBMITTED: May 4, 1990

FEIN: # 311-011-750-1 AMOUNT DUE: $34,000

WVCADV is invoicing $34,000 of the grant with the Department of Health and Human Resources. The grant is available for and distributed to domestic violence programs according to the directives established by the Family Protection Services Board.

Providers:

Susan Julian 5-4-1990
Susan Julian: WVCADV Team Coordinator Date

Diane Reese 5-4-1990
Diane Reese : WVCADV Team Coordinator Date

ATTACHMENT B

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8659352

PAY TO
THE ORDER OF WV COALITION AGAINST DOM VIOLENCE

MAY 21, 1990

$*********65,166.00**

PAY EXACTLY*********65,166*DOLLARS AND NO CENTS

025 90FY 9120-13

WEST VIRGINIA
TREASURY

STATE TREASURER

AUDITOR

Glen B. Gainer, Jr.

⑈8659352⑈ ⑆051902322⑆ 02⑈095⑈9⑈

Since February:

Accrued Interest in Money Market $2,086.35

ATTACHMENT C

# MINUTES OF THE FPSB AD HOC WORKING COMMITTEE

Committee Members: Diane Crump, Sue Julian, Diane Reese

April 27, 1990

Based on FPSB minutes of March 27th, the Ad Hoc Working Committee was asked to brainstorm possible options for an allocation process regarding the second half of Family Protection funds. Pros and cons were given to th following options:

## Family Protection Formula.

PROS: Programs are familiar with it.
Keeping this formula would mean less work for FPSB.

CONS: With an increase in available funds, the current discrepancies among program allocations will be enlarged.

The formula doesn't take into consideration the additional cost and limited resources of rural programs.

Formula factors reflect past year not present or future need.

Occupancy Rate and Population are not valid cost and/or service indicators.

## Beds Only Formula

PROS: Beds are a common factor for all shelter programs.

There is a connection between the potential volume of people served and the number of beds in a program.

CONS: Looking at beds only does not take non-resident services into consideration.

The temptation to increase beds simply for the sake of drawing down additional funding could exist if beds are the sole determinating factor.

## Statement of Need Formula

PROS: This ~~program~~ formula will encourage programs to analyze and identify program needs based on actual costs.

Statement-of-Need narratives individualize the proposal process and value programs' decision-making ability to look at what they have an to write for what they need.

This formula encourages financial and programmatic long-range planning.

CONS: The process involved in developing program needs in narrative form can be time consuming for program staff and for FPSB members.

This formula sets-up a competitive base for receiving Family Protection funds.

Selection of awards would be more subjective using this formula.

Equal Distribution to *Shelter* Programs

PROS: This is the simplest formula to use.
This formula is objective.
This formula allows for flexibility in program use.

CONS: The major drawback with this formula is that it is not equitable in its distribution.

The formula assumes that all programs have equally the same needs with the same costs.

Minimum Standards and Needs Expansion Formula

PROS: This formula takes into consideration two points: 1) bringing programs up to a minimum level of operations in specified areas; 2) supporting programs' maintenance and/or expansion according to their needs.

This formula looks at distribution of funds from a more equitable standpoint.

All programs benefit as a Coalition when sister programs operate from at least - and not below - a minimum level of standards.

After weighing the pros and cons of the above formulas the Ad Hoc Working Committee focused on the Minimum Standards and Needs Expansion Formula. The Committee discussed different percentage breakdowns of the money, e.g. 60%-40%; 80%-20%. The Committee realized that program information was necessary in order to arrive at a percentage breakdown that reflected programs' present situation. The attached questionnaire was sent to each member program.

The Ad Hoc Working Committee agreed to meet on May 16th to collate responses and to develop a working proposal for the FPSB meeting scheduled for May 24th.

May 16, 1990

The following information was received from all thirteen programs:

| Program | Health | Admin. | Counsel | Outreach | Other |
|---|---|---|---|---|---|
| Huntington 12,000 | ok | ok | ok | ok | ok |
| Keyser 20,000 (17,000) | ok | ok | ok | ok | ok |
| Parkersburg 15,000 | ok | ok | ok | ok | ok |
| Lewisburg 20,000 | ok | ok | ok | ok | ok |
| Morgantown 19,000 | ok | ok | ok | ok | ok |
| Welch 12,000 | ok | $2,000 | $1,000 | ok | ok |
| Martinsburg 20,000 | $ 6,400 | ok | ok | ok | ok |
| * Fairmont 22,000 | $ 4,800 | ok | ok | ok | ok |
| * Williamson 29,000 | ok | $3,000 | $2,000 | ok | $600 |
| * Elkins 25,000 | $ 4,800 | ok | ok | ok | ok |
| Beckley 12,000 | $12,800 | ok | ok | ok | ok |
| Charleston 13,000 | $ 3,200 | ok | ok | ok | ok |
| Wheeling 18,000 | ok | ok | ok | $2,000 | ok |
| Total ($31,080) | $20,480 | $5,000 | $3,000 | $2,000 | $600 |

The breakdown of available Family Protection funds using this formula look like the following:

Minimum Standards Needs/Expansion

| | |
|---|---|
| Estimated FP Funds: | $450,000 |
| WVCADV 5% Admin. Cut: | 22,500 |
| Available for Programs: | $427,500 |

First Half Divided Equally Among All Thirteen Programs:
$427,500 / 2 = $213,750
213,750 /13 = $ 16,442 per member program

Second Half: Minimum Standards and Needs Expansion Formula:
$213,750 x 20% = $ 42,750 Minimum Standards Fund
213,750 x 80% = $171,000 Needs Expansion Fund

Distribution of Needs/Expansion Fund:

Option A: Equal division among twelve shelter programs. $14,250 per shelter program.

Option B: Needs/Expansion Proposal with $15,000 cap for shelter programs.

PROPOSAL: Based on the above information and analysis, the Ad Hoc Working Committee proposes that:

✓ 1. The Family Protection Services Board adopt the Minimum Standards and Needs Expansion Formula with Option B for distribution of FP funds.

✓ 2. Member programs develop a Needs Expansion Proposal which includes the following components: (five pages plus budget and attachments)
   a. Statement of Need
   b. Project Description and Goals
   c. Project Line Item Budget and Narrative
   d. Full Program Budget Identifying All Sources of Funding (% of FP funds to overall budget)
   e. Implementation Timeline
   f. Project Evaluation Process
   g. List of current Program Board of Directors
   h. Articles of Incorporation/501 (c) 3 status (These will not be needed for future proposals.)

→ large programs
→ small programs

ATTACHMENT C ✓

RECEIVED
MAY 10 1990
DEPT. SOCIAL SERVICES OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 4

   No. of staff program provides with health coverage: 0 (All staff are covered by other health insurance) $6,400

2. Is your full-time administrator/director salary at or above $15,000? Yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 2.

4. Is your full-time counselor/advocate base salary at or above $13,000? Yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? same #3.

6. Is your full-time outreach worker base salary at or above $13,000? Yes. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 2. What is the total number of hours per week provided by these employees? 20. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)
   Yes.

PROGRAM NAME: SWC MARTINSBURG

Salaries in the Eastern Panhandle (Jefferson, Berkeley esp.) reflect higher cost of living here. In addition, we compete for staff with agencies in MD & VA - both States pay relatively high salaries so, (5 ?)

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# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 9

   No. of staff program provides with health coverage: 1 8 x $1600 = $12,800

2. Is your full-time administrator/director salary at or above $15,000? Yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/~~advocates~~ does your program employ? 1.

4. Is your full-time counselor/~~advocate~~ base salary at or above $13,000? Yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ?_____. No full time outreach workers. Two positions do outreach-one is over $13,000 and one under.

6. Is your full-time outreach worker base salary at or above $13,000? See #5 above. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 3 full time ~~3 part time~~. What is the total number of hours per week provided by these employees? full time - 40 hours. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   Yes, Fill-in yes.

PROGRAM NAME: WOMEN'S RESOURCE CENTER BECKLEY

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# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 10

   No. of staff program provides with health coverage: 8 2 x 16 = $3200

2. Is your full-time administrator/director salary at or above $15,000? yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 2.

4. Is your full-time counselor/advocate base salary at or above $13,000? yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? 0.

6. Is your full-time outreach worker base salary at or above $13,000? N/A. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 7. What is the total number of hours per week provided by these employees? 208 hrs. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91) N/A.

PROGRAM NAME: YWCA Resolve Family House Program

CHARLESTON

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DEPT. OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: Currently 4, WILL DECREASE TO 3 IN JUNE

   No. of staff program provides with health coverage: 0 +$4800

2. Is your full-time administrator/director salary at or above $15,000? yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 2.

4. Is your full-time counselor/advocate base salary at or above $13,000? yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? 1.

6. Is your full-time outreach worker base salary at or above $13,000? yes. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 4. What is the total number of hours per week provided by these employees? 76 hrs/wk. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91) yes.

PROGRAM NAME: WOMEN'S AID IN CRISIS ELKINS

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DEPT. OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 6 full non-grant, 1 grant

   No. of staff program provides with health coverage: 4 - agency pays a portion $4.80

2. Is your full-time administrator/director salary at or above $15,000? yes. If NO, what is the administrator/director salary? _____.

3. How many full-time counselors/advocates does your program employ? 2 - one non-grant and one grant.

4. Is your full-time counselor/advocate base salary at or above $13,000? yes. If NO, what is the counselor/advocate base salary? _____.

5. How many full-time outreach workers does your program employ? 2 - one non-grant and one grant

6. Is your full-time outreach worker base salary at or above $13,000? yes. If NO, what is the outreach worker base salary? _____.

7. How many persons does your program employ on an hourly pay scale? none. What is the total number of hours per week provided by these employees? _____. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   _____.

PROGRAM NAME: HOPE, Inc., FAIRMONT

What's non-grant?

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# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 5

   No. of staff program provides with health coverage: 5 SINGLE COVERAGE B.C. NO PENSION Benefits

2. Is your full-time administrator/director salary at or above $15,000? YES. If NO, what is the administrator/director salary? _____.

3. How many full-time counselors/advocates does your program employ? one. PLAN TO HIRE SECOND COUNSELOR IN JULY.

4. Is your full-time counselor/advocate base salary at or above $13,000? YES. If NO, what is the counselor/advocate base salary? _____.

5. How many full-time outreach workers does your program employ? NONE. PLAN TO HIRE ONE - SALARY RANGE $12,000

6. Is your full-time outreach worker base salary at or above $13,000? $13,000. If NO, what is the outreach worker base salary? _____.

7. How many persons does your program employ on an hourly pay scale? THREE full-time 6-8 PART-TIME What is the total number of hours per week provided by these employees? 120 (full-time) 48 (PART-TIME). Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   YES Full Time Now @ $4.50/Hr PART-TIME $4.25/Hr (PLAN to GO to $5.25 FULL-TIME — $4.50 PART-TIME JULY '90)

PROGRAM NAME: Branches, Inc

HUNTINGTON

FCC

Talked to Marie 5/15

Didn't receive questionnaire

FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   4FT 2PT

   No. of full-time staff: 2

   No. of staff program provides with health coverage: 2

2. Is your full-time administrator/director salary at or above $15,000? Yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 2.

4. Is your full-time counselor/advocate base salary at or above $13,000? Yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? 0.

6. Is your full-time outreach worker base salary at or above $13,000? N/A $13,000. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 0. What is the total number of hours per week provided by these employees?_____. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   _____.

KEYSER

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MAY 02 1990
SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?
   No. of full-time staff: 4 (5 part time)
   No. of staff program provides with health coverage: 4 (4 part time)

2. Is your full-time administrator/director salary at or above $15,000? yes. If NO, what is the administrator/director salary? $17,40.

3. How many full-time counselors/advocates does your program employ? 1.

4. Is your full-time counselor/advocate base salary at or above $13,000? yes. If NO, what is the counselor/advocate base salary? $16,350.

5. How many full-time outreach workers does your program employ? 1.

6. Is your full-time outreach worker base salary at or above $13,000? yes. If NO, what is the outreach worker base salary? $15,210.

7. How many persons does your program employ on an hourly pay scale? none. What is the total number of hours per week provided by these employees? _____.
   Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)
   _____.

PROGRAM NAME: Family Refuge Center LEWISBURG

No one on staff earns less than $13,000, prorated for part time. At this time a family of four must earn over $25,000 to be above the poverty level. The salaries we earn, while "better" than

in some programs, are still abusively low!
Health insurance providing minimal coverage
with deductible which is a hardship at our salary
is provided for families after 3 yrs employment, for
employee only for first 3 years. A full time
staff person could be hired for our projected health
insurance costs for next year, a great drain on
our limited resources. Help!

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# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 7

   No. of staff program provides with health coverage: 7

2. Is your full-time administrator/director salary at or above $15,000? Yes. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 1.

4. Is your full-time counselor/advocate base salary at or above $13,000? Yes. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? VISTA Worker.

6. Is your full-time outreach worker base salary at or above $13,000?_____. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 5. What is the total number of hours per week provided by these employees? 40 hours each. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91) Yes.

PROGRAM NAME: The Family Crisis Intervention Center of Region V, Inc.

PARKERSBURG

Crump

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 5 / 2 3/4 time

   No. of staff program provides with health coverage: 7

2. Is your full-time administrator/director salary at or above $15,000? ~~yes~~ above. If NO, what is the administrator/director salary?_____.

3. How many full-time counselors/advocates does your program employ? 4.

4. Is your full-time counselor/advocate base salary at or above $13,000? ~~yes~~. If NO, what is the counselor/advocate base salary?_____.

5. How many full-time outreach workers does your program employ? 1.

6. Is your full-time outreach worker base salary at or above $13,000? yes. If NO, what is the outreach worker base salary?_____.

7. How many persons does your program employ on an hourly pay scale? 0. What is the total number of hours per week provided by these employees?_____. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   _____.

PROGRAM NAME: RDVIC

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SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

returned 5/3/90

MORGANTOWN

RECEIVED
MAY 02 1990
SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: Two

   No. of staff program provides with health coverage: Two

2. Is your full-time administrator/director salary at or above $15,000? No. If NO, what is the administrator/director salary? $13,000 + $2,000 (Director of Services).

3. How many full-time counselors/advocates does your program employ? One (Director of Services).

4. Is your full-time counselor/advocate base salary at or above $13,000? No. If NO, what is the counselor/advocate base salary? ~~$12,000~~ + $1,000.

5. How many full-time outreach workers does your program employ? N/A.

6. Is your full-time outreach worker base salary at or above $13,000? N/A. If NO, what is the outreach worker base salary? _____.

7. How many persons does your program employ on an hourly pay scale? N/A. What is the total number of hours per week provided by these employees? _____. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91) _____.

PROGRAM NAME: Stop Abusive Family Environments, Inc. (S.A.F.E.)

WELCH

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MAY 07 1990
SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?
   No. of full-time staff: 3 for Shelter Program
   No. of staff program provides with health coverage: 3

2. Is your full-time administrator/director salary at or above $15,000? yes. If NO, what is the administrator/director salary? _____.

3. How many full-time counselors/advocates does your program employ? 1 full 1 part

4. Is your full-time counselor/advocate base salary at or above $13,000? yes. If NO, what is the counselor/advocate base salary? _____.

5. How many full-time outreach workers does your program employ? 1.

6. Is your full-time outreach worker base salary at or above $13,000? NO. If NO, what is the outreach worker base salary? 11,000 + $2000

7. How many persons does your program employ on an hourly pay scale? 5. What is the total number of hours per week provided by these employees? 169. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)
   yes.

PROGRAM NAME: Wheeling Abuse Shelter, WHEELING

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: 5

   No. of staff program provides with health coverage: 4 part-time staff provided with health

2. Is your full-time administrator/director salary at or above $15,000? NO. If NO, what is the administrator/director salary? $12,000.00 + 3,000.

3. How many full-time counselors/advocates does your program employ? 2.

4. Is your full-time counselor/advocate base salary at or above $13,000? NO. If NO, what is the counselor/advocate base salary? $12,000.00 + 2,000.

5. How many full-time outreach workers does your program employ? 0.

6. Is your full-time outreach worker base salary at or above $13,000? —. If NO, what is the outreach worker base salary? _____.

7. How many persons does your program employ on an hourly pay scale? 1. What is the total number of hours per week provided by these employees? 20.

   Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91)

   NO. + $600

Budgeted
3.35
.45 for 9 mos. x 20
.90 for 3 mos x 20

PROGRAM NAME: Tug Valley Recovery Shelter WILLIAMSON

.45 x 20 hrs. x 4 wks. x 9 mos.

.90 x 20 hrs x 4 wks x 3 mo

45 .20 9.00 4 36.00 9 $324.00 152 $480

.90 20 18.00 4 52.00 3 156

324 216 $540

ATTACHMENT D

# FAMILY PROTECTION SERVICES BOARD

May 24, 1990

AGENDA

10:00 A.M. CALL TO ORDER

- MINUTES OF LAST MEETING
- FINANCIAL REPORT
- REVIEW OF TECHNICAL ASSISTANCE WORKSHOPS
- PEER REVIEW
  - Catholic Community Services - Western Region
  - Recommendations and Commendations
  - Signatures
- NEEDS ASSESSMENT
- UPDATE ON HB 4109
- FY 1990-91 FUNDING PROCESS
  - Proposed Options
  - Proposal Process

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FAMILY PROTECTION SERVICES BOARD MINUTES

Frametown, WV
May 24, 1990

PRESENT:

Deborah Short, Chairperson; Judy King Smith, WVCADV; Diane Crump, WV Department of Health and Human Resources (DHHR); Kitty Atkins, member-at-large; Sue Julian and Diane Reese, FPSB staff. Martha Henchman, acting representative from the Governor's Office of Community and Industrial Development (GOCID), was unable to attend.

MINUTES:

The minutes of the March 27, 1990, meeting were reviewed and accepted as written.

FINANCIAL REPORT:

The Board members reviewed the financial report prepared by the staff. Diane Crump stated that a check covering invoices for March and April would arrive within the week, giving the FPSB account a ten month balance. The group requested that the staff let Diane Crump know if there are delays in processing invoices.

TECHNICAL ASSISTANCE REGIONAL TRAININGS:

Review of the two sessions focused on the positive evaluation received from programs. All programs were present, with the smallest representation from program Boards of Directors. The FPSB discussed scheduling similar regional trainings on an annual basis, suggesting that local Boards of Directors identify at least one person as a liaison to the FPSB. Several ideas were discussed regarding topics for future input. The routine nature of the April sessions underscored the need for local consistency and transfer of information as staff and board members evolve. Since WVCADV is currently working on the revision of the State Service Plan, future regional trainings will integrate this work with technical assistance needs. The Board proposed **that FPSB facilitate a regional technical assistance session in the spring of 1991 and that local programs and Boards of Directors select a Board member to serve as liaison at that session.** Accepted by CONSENSUS. Diane Crump noted that there has been improvement in the quality and accuracy of reports and forms.

CATHOLIC COMMUNITY SERVICES, HAMLIN:

Diane Crump facilitated a discussion centered on a request by Catholic Community Services of Hamlin to receive Title XX funding for that part of their work dealing with domestic violence. The group is not a member program of WVCADV and is not licensed. Title XX has awarded funds contingent upon the group's participation in some aspect of the WVCADV process, e.g. as an outreach of Branches. In discussing the evolution of this and several other emerging groups throughout the state, the Board expressed concern that the unity and integrity of the Coalition would be affirmed, particularly through the development of strong satellite outreach services. The current regionalization plan which divides the fifty-five counties of the state into twelve catchment areas was briefly discussed with the realization that some assessment of this plan is needed. The staff was asked to include questions on the current regional service areas as part of the needs assessment in preparation for the State Plan update. Recognizing that the issue of program growth concerns both the Board and WVCADV as a whole, that groups proposed **that Title XX allocate $9230 through the Branches program as support for the domestic violence project of the Hamlin CCS program, understanding that this is a precedent for viewing established WVCADV programs as a channel for future FPSB funding.** Accepted by CONSENSUS. The group will return to this discussion after the needs assessment is done and after looking at county by county services as documented in the WVCADV data base.

PEER EVALUATION REVIEW PROCESS FOR COMPLIANCE:

A major portion of the meeting was devoted to an in-depth discussion of the materials sent through the Peer Review process. Recommendations and commendations were discussed, with the request that a copy of these be included with next year's packet for Board review. Currently all programs are in compliance and documentation to that effect will be forwarded to each program. WVCADV was asked to evaluate this year's process and make recommendations for the future. A suggestion was made that a portion of the regional trainings focus specifically on implementing the peer review process and that this training occur before the review.

UPDATE ON H.B. 4109:

The staff noted that the Department of Public Safety has established an ad hoc Domestic Violence Task Force to develop policies and procedures for law enforcement response to domestic violence calls. Sue Julian is serving on the core planning group which is developing guidelines based on the Pennsylvania model. The guidelines need to be drafted by July 1, 1990.

ALLOCATION OF FISCAL YEAR 1990-1991 FUNDS BY THE FPSB:

The remainder of the meeting involved discussion of work papers prepared by a committee of the Board regarding possible ways to distribute next year's Family Protection funds. Five different proposals were discussed, noting the strengths and the weaknesses of each. After discussion, the Board adopted by CONSENSUS a minimum standards and needs expansion formula for distribution of fiscal year 1990-1991 funds.

According to this proposal, all programs will receive a significant increase in total funds. The breakdown of available Family Protection funds using this formula is as follows:

I. Estimated funding base: $450,000
WVCADV 5% Admin. Services: 22,500
Program Funds Available: $427,500

II. First half will be divided equally among all thirteen programs as required by law:
$427,500 / 2 = $213,750
$213,750 / 13 =$ 16,442 per member program

III. Second half will be divided into a Minimum Standards grant (20%) and a Needs/Expansion grant (80%):
$231,750 x 20% = $ 42,750 - Minimum Standards
$231,750 x 80% = $171,000 - Needs/Expansion

The Needs/Expansion portion of the fund will be available to shelter programs according to need or expansion plans with a $15,000 cap. No program will receive an increase of more than $20,000 over last year's FP allocation.

This year the Minimum Standards grant will be based upon the information gathered by the work group regarding base salaries and health benefits. Programs will have the option of receiving funds enabling them to bring full-time administrators up to a base salary of $15,000, full-time counselors and outreach workers up to a base salary of $13,000, and to give full-time employees $1600 annual health insurance coverage. Programs will be asked to send a letter of request for this portion of the grant, including a budget. On-going funding of these expenses will become the program's responsibility; they may become part of next year's needs/expansion request.

The Needs/Expansion grant will be available to shelter programs on the basis of a proposal of no more than five pages exclusive of attachments which includes these components: a) statement of need; b) project description and goals; c) project line item budget and budget narrative; d) total program budget showing percentage of FP funds to other income; e) timeline for implementation; f) project evaluation process. Attachments will include a list of the current Board of Directors, Articles of Incorporation, and certification of 501-(c)-3 status. (These last two items will be on file after this year.)

The distribution of the first half of the total FP funds and of the Minimum Standards grant will occur by the end of July, 1991, on the basis of a Letter of Request and Program Budget forms sent out by the staff by June 10 for return by June 30. The Needs/Expansion proposal will also be due by June 30, with distribution of funds in January, 1991.

A report will be given to WVCADV by the FPSB chair at the June Coalition meeting to clarify this process.

After clarifying a funding question sent to the Board by Glen Jones, the meeting ended. The next meeting will be Tuesday, July 17, 1990, in the Department of Health and Human Services Conference Room, Charleston.

Respectfully submitted,

Sue Julian and Diane Reese

Sue Julian and Diane Reese, FPSB Staff

WVCADV
MAY 1990 ATTACHMENT E.

DRAFT

# PROGRAM SURVEY

(To assist in the revision of the State Plan.)

Name of Program _____

Contact Person _____

1. Identify any geographic area(s) that are underserved within your program's service area?

2. Identify any unmet needs of specific population groups within your program's service area, e.g. women of color, differently-able women, lesbians, prostitutes, older women.

3. Does your program have any expansion plans beyond FY 1990-1991? If so, identify the services to be expanded and estimate the costs.

4. Identify services which your program is unable to meet due to a lack of resources.

5. What specific activities would your program conduct if there were increased resources?

6. In your program's Affirmative Action policy do you identify any certain groups? If yes, please list the identified groups.

7. Briefly describe how your program implements the Affirmative Action policy?

8. Would you say that your program is adequately staffed? If not, what additional staff positions would you include?

9. Does your program have a Child Advocate: a person whose primary focus is children's issues?

10. In what activities would you like to see the Coalition office focus on during the next three years?

During the last eighteen months, Coalition staff visited each program at least once. In the course of conversation several programs suggested tht the Coalition assess salary scales in the member programs. The following questions are based upon these conversations.

6. What is the salary (not including benefits) of the highest paid fulltime staff position in your program?
   Position: _____ Salary: _____

7. What is the salary (not including benefits) of the lowest paid fulltime staff position in your program?
   Position: _____ Salary: _____

8. Identify criteria your program uses in establishing salary scales.

# MONTHLY REPORT OF CED PROJECT

APRIL 1990

Met with the Focus Group; Acquati and Beverly presented their program projects. The Focus group is starting the second round of project presentations. I need to start thinking about my presentation for the June CED weekend.

**Tasks:** Revise Contract to reflect evolution of work on Cash Flow problem to include the revision of the WVCADV State Plan.

* Develop survey to send to programs.
* Meet with reps from the Family Protection Services Board.

Mail monthly Journal to David by May 5th.

**Completed:** Revision of Project Contract.

Draft of Program Survey for State Plan Projections.

Met with Family Protection Services Board.

Met with reps from the federal office of VOCA.

Met in a working community to brainstorm possible alternatives to the present Family Protection funding formula.

Mailed April's Monthly Journal to David.

'ARTMENT OF HEALTH AND HUMAN RESOURCES

# COST REIMBURSEMENT INVOICE

SECTION I

FOR DEPARTMENT USE ONLY
STATE AUDITOR OF WEST VIRGINIA
This is your authority to issue a warrant in

an amount not to exceed $_____

Month/Year of Service January 1990

P. O. No. s-362 Project No. _____

Account No. 915-9120-13-25-16

F.E.I.N. 31-1011750-1

Date Submitted March 28, 1990

FOR DEPARTMENT USE ONLY
APPROVED FOR PAYMENT

BY _____

DATE _____

TO: WV Coalition Against Domestic Violence
PROVIDER AGENCY NAME AS PER CONTRACT

P.O. Box 85 307 Main Street
STREET ADDRESS

Sutton WV 26601
CITY STATE ZIP CODE

| OF SERVICE/SERVICES AS PER CONTRACT | ELIGIBLE CLIENTS SERVED | UNITS PROVIDED |
|---|---|---|
| Coordination, research, | | |
| training, technical assistance, | | |
| documentation and evaluation | | |
| of domestic violence services. | | |

SECTION II

| BUDGET CATEGORIES | A. OTHER FUNDS | B. CONTRACT BUDGET (FVPS + MATCH) | C. TOTAL FUNDS (A + B) | D. TOTAL EXPENSES THIS MONTH | E. CUMULATIVE EXPENSES TO DATE |
|---|---|---|---|---|---|
| | TOTAL APPROVED OPERATING BUDGET | | | | |
| PERSONAL SERVICES | $37,000 | -0- | $37,000 | $2956.09 | $2956.09 |
| CURRENT EXPENSE | 11,950 | 10,360 | 22,310 | 2024.26 | 2024.26 |
| EQUIPMENT/FURNITURE | 3,100 | -0- | 3,100 | -0- | -0- |
| TOTAL | $52,050 | $10,360 | $62,410 | 4980.35 | 4980.35 |

I certify that this is the original invoice and that payment has not been received. The above information has been approved by me.

SIGNATURE Sue Julian & Diane Rusa

TITLE WVCADV Team Coordinators

| | | |
|---|---|---|
| 1. | OTHER INCOME | -0- |
| 2. | SUBTOTAL (Minus No. 1) | 4980.35 |
| 3. | CASH MATCH | 2956.09 |
| 4. | IN-KIND MATCH | -0- |
| 5. | AMOUNT INVOICED (No. 2 minus 3 & 4) | $2024.26 |

SUBMIT THE ORIGINAL AND FIVE COPIES TO:

WV DEPARTMENT OF HEALTH & HUMAN RESOURCES
Contracted Services
Building 6, Room 850, Capitol Complex
Charleston, WV 25305
(Rev. 7/89)

WV ARTMENT OF HEALTH AND HUMAN RESOURCES

# COST REIMBURSEMENT INVOICE

SECTION I

FOR DEPARTMENT USE ONLY
STATE AUDITOR OF WEST VIRGINIA
This is your authority to issue a warrant in

an amount not to exceed $_____

Month/Year of Service February 1990

P. O. No. S-362 Project No. _____

Account No. 915-9120-13-25-16

F.E.I.N. 31-1011750-1

Date Submitted March 28, 1990

FOR DEPARTMENT USE ONLY
APPROVED FOR PAYMENT

BY _____

DATE _____

TO: WV Coalition Against Domestic Violence
PROVIDER AGENCY NAME AS PER CONTRACT

P.O. Box 85 307 Main Street
STREET ADDRESS

Sutton WV 26601
CITY STATE ZIP CODE

| NAME OF SERVICE/SERVICES AS PER CONTRACT | ELIGIBLE CLIENTS SERVED | UNITS PROVIDED |
|---|---|---|
| Coordination, research, | | |
| training, technical assistance, | | |
| documentation and evaluation | | |
| of domestic violence services. | | |

SECTION II

| BUDGET CATEGORIES | A. OTHER FUNDS | B. CONTRACT BUDGET (FVPS + MATCH) | C. TOTAL FUNDS (A + B) | D. TOTAL EXPENSES THIS MONTH | E. CUMULATIVE EXPENSES TO DATE |
|---|---|---|---|---|---|
| | TOTAL APPROVED OPERATING BUDGET | | | | |
| PERSONAL SERVICES | $37,000 | -0- | $37,000 | $2852.72 | $5808.81 |
| CURRENT EXPENSE | 11,950 | 10,360 | 22,310 | 5551.30 | 7575.56 |
| EQUIPMENT/FURNITURE | 3,100 | -0- | 3,100 | -0- | -0- |
| TOTAL | $52,050 | $10,360 | $62,410 | 8404.02 | $13,384.37 |

I certify that this is the original invoice and that payment has not been received. The above information has been approved by me.

SIGNATURE Sue Julian & Diane Reese

TITLE WVCADV Team Coordinators

| | | |
|---|---|---|
| 1. | OTHER INCOME | 3855.57 |
| 2. | SUBTOTAL (Minus No. 1) | 4548.45 |
| 3. | CASH MATCH | 2852.72 |
| 4. | IN-KIND MATCH | -0- |
| 5. | AMOUNT INVOICED (No. 2 minus 3 & 4) | $1695.73 |

SUBMIT THE ORIGINAL AND FIVE COPIES TO:

WV DEPARTMENT OF HEALTH & HUMAN RESOURCES
Contracted Services
Building 6, Room 850, Capitol Complex
Charleston, WV 25305
(Rev. 7/89)

WV ARTMENT OF HEALTH AND HUMAN RESOURCES

# COST REIMBURSEMENT INVOICE

SECTION I

FOR DEPARTMENT USE ONLY
STATE AUDITOR OF WEST VIRGINIA
This is your authority to issue a warrant in

an amount not to exceed $_____

Month/Year of Service March 1990

P. O. No. S-362 Project No. _____

Account No 915-9120-13-25-16

F.E.I.N. 31-1011750-1

Date Submitted April 9,1990

FOR DEPARTMENT USE ONLY
APPROVED FOR PAYMENT

BY _____

DATE _____

TO: WV Coalition Against Domestic Violence
PROVIDER AGENCY NAME AS PER CONTRACT

P.O. Box 85 307 Main Street
STREET ADDRESS

Sutton WV 26601
CITY STATE ZIP CODE

| NAME OF SERVICE/SERVICES AS PER CONTRACT | ELIGIBLE CLIENTS SERVED | UNITS PROVIDED |
|---|---|---|
| Coordination, research, | | |
| training, technical assistance, | | |
| documentation and evaluation | | |
| of domestic violence services. | | |

SECTION II

| BUDGET CATEGORIES | TOTAL APPROVED OPERATING BUDGET A. OTHER FUNDS | B. CONTRACT BUDGET (FVPS + MATCH) | C. TOTAL FUNDS (A + B) | D. TOTAL EXPENSES THIS MONTH | E. CUMULATIVE EXPENSES TO DATE |
|---|---|---|---|---|---|
| PERSONAL SERVICES | $37,000 | -0- | #37,000 | $3,377.32 | $9,186.13 |
| CURRENT EXPENSE | 11,950 | 10,360 | 22,310 | 1,620.55 | 9,196.11 |
| EQUIPMENT/FURNITURE | 3,100 | -0- | 3,100 | 160.00 | 160.00 |
| TOTAL | $52,050 | $10,360 | $62,410 | $5,157.87 | $18,542.24 |

I certify that this is the original invoice and that payment has not been received. The above information has been approved by me.

SIGNATURE Sue Julian

TITLE WVCADV Team Coordinators

SUBMIT THE ORIGINAL AND FIVE COPIES TO:

WV DEPARTMENT OF HEALTH & HUMAN RESOURCES
Contracted Services
Building 6, Room 850, Capitol Complex
Charleston, WV 25305
(Rev. 7/89)

| | |
|---|---|
| 1. OTHER INCOME | 153.60 |
| 2. SUBTOTAL (Minus No. 1) | 5,004.27 |
| 3. CASH MATCH | 3,377.32 |
| 4. IN-KIND MATCH | -0- |
| 5. AMOUNT INVOICED (No. 2 minus 3 & 4) | $1,626.95 |

WV ARTMENT OF HEALTH AND HUMAN RESOURCES — COST REIMBURSEMENT INVOICE

SECTION I

FOR DEPARTMENT USE ONLY
STATE AUDITOR OF WEST VIRGINIA
This is your authority to issue a warrant in an amount not to exceed $_____

Month/Year of Service: April 1990
P. O. No.: S-362 Project No.: _____
Account No.: 915-9120-13-25-16
F.E.I.N.: 31-1011750-1
Date Submitted: May 4, 1990

FOR DEPARTMENT USE ONLY
APPROVED FOR PAYMENT
BY _____
DATE _____

TO: WV Coalition Against Domestic Violence
PROVIDER AGENCY NAME AS PER CONTRACT

P.O. box 85 — 307 Main Street
STREET ADDRESS

Sutton (CITY) — WV (STATE) — 26601 (ZIP CODE)

| NAME OF SERVICE/SERVICES AS PER CONTRACT | ELIGIBLE CLIENTS SERVED | UNITS PROVIDED |
|---|---|---|
| Coordination, research, | | |
| training, technical assistance, | | |
| documentation, and evaluation | | |
| of domestic violence services. | | |

SECTION II

| BUDGET CATEGORIES | TOTAL APPROVED OPERATING BUDGET A. OTHER FUNDS | B. CONTRACT BUDGET (FVPS + MATCH) | C. TOTAL FUNDS (A + B) | D. TOTAL EXPENSES THIS MONTH | E. CUMULATIVE EXPENSES TO DATE |
|---|---|---|---|---|---|
| PERSONAL SERVICES | $37,000 | -0- | $37,000 | $2,852.72 | $12,038.85 |
| CURRENT EXPENSE | 11,950 | 10,360 | 22,310 | 6,168.41 | 15,364.52 |
| EQUIPMENT/FURNITURE | 3,100 | -0- | 3,100 | -0- | 160.00 |
| TOTAL | $52,050 | $10,360 | $62,410 | 9,021.13 | 27,563.37 |

I certify that this is the original invoice and that payment has not been received. The above information has been approved by me.

SIGNATURE Diane Rose / Sue Julian

TITLE WVCADV Team Coordinators

| | |
|---|---|
| 1. OTHER INCOME | 609.50 |
| 2. SUBTOTAL (Minus No. 1) | 8,411.63 |
| 3. CASH MATCH | 2,852.72 |
| 4. IN-KIND MATCH | -0- |
| 5. AMOUNT INVOICED (No. 2 minus 3 & 4) | $5,558.91 |

SUBMIT THE ORIGINAL AND FIVE COPIES TO:

WV DEPARTMENT OF HEALTH & HUMAN RESOURCES
Contracted Services
Building 6, Room 850, Capitol Complex
Charleston, WV 25305
(Rev. 7/89)

**ENROLLED**

COMMITTEE SUBSTITUTE

FOR

# H. B. 2103

(By DELEGATE HATFIELD)

---

[Passed April 8, 1989; in effect from passage.]

---

AN ACT to repeal article two-c, chapter forty-eight of the code of West Virginia, one thousand nine hundred thirty-one, as amended, relating to the family protection shelter support act, and to enact in lieu thereof a new article two-c of said chapter, relating to the domestic violence act; licensure and funding of domestic violence shelters; definitions; establishing a family protection services board; duties; closure of shelters; provisional license waivers; establishing additional fee for filing of divorce actions to be collected by circuit clerk; funding application requirements; award provisions; referral to shelters; licenses; waiver; rules; and termination of board.

*Be it enacted by the Legislature of West Virginia:*

That chapter forty-eight of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended by repealing thereto article two-c and enacting a new article, designated article two-c to read as follows:

ARTICLE 2C. DOMESTIC VIOLENCE ACT.

**§48-2c-1. Title.**

This article shall be known as the Domestic Violence

Act of 1989.

**§48-2C-2. Definitions.**

As used in this article, unless the contest clearly requires otherwise:

(a) "Board" means the family protection services board created pursuant to section three of this article;

(b) "Department" means the department of human services or any successor agency however so named;

(c) "Shelter" or "Family Protection Shelter" means a family shelter created for the purpose of receiving, on a temporary basis, persons who are victims of domestic violence, abuse or rape as well as the children of such victims;

(d) "Commissioner" shall mean the commissioner of the department of human services; and,

(e) "Family protection program" or "program" means a program offered by a locally controlled organization primarily for the purpose of providing services to victims of domestic violence or abuse and their children.

**§48-2C-3. Family protection services board.**

(a) There is hereby created a family protection services board. The board shall consist of five persons. The Governor, with the advice and consent of the Senate, shall appoint three members of the board. One such member shall be a director of a shelter. One member shall be a member of a major trade association which represents shelters across the state. The final gubernatorial appointee shall be a member of the public. The other two members shall be the commissioner of the department of human services, or his or her designee, and the chairman of the governor's committee on crime, delinquency and correction.

(b) The terms of the three members appointed by the governor shall be staggered terms of three years. In the case of the initial appointments, the director of the shelter shall serve a one year term and the representative of the trade association shall serve a two year term.

(c) In the event that a member of the board shall cease to be qualified for appointment, then such appointment shall terminate.

**§48-2C-4. Duties of board.**

It is the duty of the board to:

(a) Regulate its procedural practice;

(b) Receive and consider applications for the development of shelters;

(c) Facilitate the formation and operation of shelters;

(d) Promulgate rules and regulations to implement the provisions of this article and any applicable federal guidelines;

(e) Advise the commissioner on matters of concern relative to his or her responsibilities under this article;

(f) Study issues pertinent to family protection shelters, programs for domestic violence victims, and report the results to the governor and the Legislature;

(g) Conduct hearings as necessary under this article;

(h) Delegate to the commissioner such powers and duties of the board as the board may deem appropriate to delegate, including, but not limited to, the authority to approve, disapprove, revoke or suspend licenses;

(i) Deliver funds to shelters within forty-five days of the approval of a proposal for such shelters;

(j) Establish a system of peer review which will ensure the safety, well being and health of the clients of all shelters operating in the state;

(k) Evaluate annually each funded shelter to determine its compliance with the goals and objectives set out in its original application for funding or subsequent revisions;

(l) **To award to shelters, for each fiscal year, ninety-five percent of the total funds collected** and paid over during the fiscal year to the special revenue account established pursuant to section twenty-four, article one

of this chapter and to expend, during said period a sum not in excess of five percent of said funds for cost of administering provisions of this article;

(m) Establish and enforce system of standards for annual licensure for all shelters and programs in the state;

(n) Enforce standards; and

(o) Review its rules and regulations biannually.

**§48-2C-5. Closure of shelters; provisional licensee waivers.**

(a) The board may close any shelter which violates the standards established under this article and which threatens the health, well being and safety of its clients: *Provided,* That the board shall establish a plan to place such clients in other shelters and to develop a method to continue serving the areas served by the shelter to be closed.

(b) The board may place a shelter, which violates standards established under this article and which threatens the health, well being and safety of its clients, under receivership and operate said shelter. The board shall have access and may use all assets of the shelter.

(c) In order to close or place a shelter in receivership, the board shall hold a public hearing within the confines of municipality or county in which the shelter is located. The board, by the first day of September, one thousand nine hundred eighty-nine, shall establish rules and regulations to govern the conduct of such hearings: *Provided,* That four members of the board must vote in the affirmative before a shelter is closed or placed in receivership.

(d) If a shelter disagrees with the findings of the board, the shelter may appeal such ruling to the circuit court of Kanawha County or the circuit court of the county where the shelter is located pursuant to the provisions of section four, article five, chapter twenty-nine-a of this code.

**§48-2C-6. Additional fee to be collected for divorce filing.**

In addition to any fee heretofore established for the filing of a divorce action, the clerk of the circuit court shall collect an **additional fee of thirty dollars**. The fee shall be deposited in the special revenue fund established pursuant to section twenty-four, article one, chapter forty-eight of this code: *Provided*, That such additional fee shall not be collected by the clerk from persons complying with the provisions of section one, article two, chapter fifty-nine of this code pertaining to suits filed by poor persons.

**§48-2C-7. Funding application requirements.**

(a) A shelter or program may apply to the board for a grant of funds as provided by this article. The application shall include, but not be limited to, the following:

(1) Evidence that the organization submitting the application is incorporated in this state as a nonprofit corporation.

(2) A list of the incorporators of the corporation and a list of the officers and the board of directors;

(3) The proposed budget of the shelter or program for the following fiscal year;

(4) A summary of the services proposed to be offered in the following fiscal year by the shelter or program;

(5) An evaluation of local needs for a shelter or program;

(6) An estimate of the number of people to be served by the shelter or program during the following fiscal year; and,

(7) Any other information the board may feel is necessary.

(b) In order to qualify for a grant of funds under this article, each family protection shelter or program shall:

(1) Provide or propose to provide a facility which will serve as temporary shelter to receive, care and provide services for persons who are victims of domestic violence or abuse and their children;

(2) Be incorporated in this state as a nonprofit corporation;

(3) Have a board of directors which represents a broad spectrum of the community to be served, including at least one person who is or has been a victim of domestic violence or abuse;

(4) Receive at least fifty-five percent of its funds from sources other than funds distributed under this article. These sources may be public or private and may include contributions of goods or services; and

(5) Require persons employed by or volunteering services to the shelter or program to maintain the confidentiality of any information which may identify individuals served by it.

(c) A family protection shelter or program may not be funded initially if it is shown that it discriminates in its services on the basis of race, religion, age, sex, marital status, national origin or ancestry. If such discrimination occurs after initial funding, the shelter or program may not be refunded until the discrimination ceases.

(d) A family protection shelter program may not be refunded if its original application projected the provision of residential services and such services were not provided in the first six months following disbursement of the original funds under this article: *Provided*, That upon a subsequent showing that the funds were used in the manner proposed in the original application, the shelter or program is not barred from subsequent funding. A revision of the original application may be filed with the board.

**§48-2C-8. Award provisions.**

Grants made pursuant to this article shall be awarded on the basis of the following criteria:

(a) Demonstration of local need for proposed services;

(b) Merit of project as proposed;

(c) Demonstration of local control of the shelter or program;

(d) Administrative design and efficiency of the project; and

(e) The Board shall develop a formula for equal distribution of fifty percent of any money it awards.

**§48-2C-9. Annual reports of shelter and programs.**

A shelter or program receiving funds pursuant to this article shall file an annual report with the board by the thirty-first day of each October for the prior fiscal year. The report shall include statistics on the number of persons served, the relationship of the victim to the abuser, services provided to the abuser, the number of referrals made for medical, psychological, financial, educational, vocational, child care or legal services and the results of an independent audit. No information contained in the report may identify any person served by the shelter or enable any person to determine the identity of any such person.

**§48-2C-10. Referral to shelters.**

Where shelters are available, any law-enforcement officer or any public authority investigating an alleged incident of domestic violence shall advise the victim of such abuse of the availability of the family protection shelter to which such person may be admitted.

**§48-2C-11. Licenses.**

(a) The board shall establish an application for licensure for all shelters and programs.

(b) Licenses may be renewed on an annual basis with all such licenses having a term of one year commencing on the first day of July and terminating on the thirtieth day of June on the next year.

(c) The board shall grant or deny any license within forty-five days of the receipt of the application.

(d) The license granted by the board shall be conspicuously displayed by the licensees.

**§48-2C-12. Waiver.**

The board may grant a provisional license or grant

a waiver of licensure if the board deems such waiver or provisional license necessary for the shelter or program. All such waivers or provisional licenses shall be reviewed semi-annually.

## §48-2C-13. Rules and regulations.

The board shall promulgate rules and regulations to effectuate the provisions of this article. The rules and regulations shall not take effect until the first set of rules and regulations are approved by the Legislature.

## §48-2C-14. Termination of board.

The family protection services board shall be terminated pursuant to the provisions of article ten, chapter four of this code, on the first day of July, one thousand nine hundred ninety-two, unless sooner terminated or unless sooner continued or reestablished pursuant to that article.

GCCDC 1989
OPTION A
ATTACHMENT 4C

# FY 90 FAMILY PROTECTION FUNDING PLAN

(for Grants Considered June, 1989)

| Shelter | Beds | Average Occupancy Rate | Population | Basic Allotment | Needs Allotment | Total |
|---|---|---|---|---|---|---|
| Beckley | 36 | 48% | 17.9% | $14,884.00 | $17,818.00 | $32,702.00 |
| Charleston | 14 | 51% | 14.0% | 13,580.00 | 7,311.00 | 20,891.00 |
| Elkins | 8 | 69% | 5.3% | 5,282.00 | 5,674.00 | 10,956.00 |
| Fairmont | 11 | 42% | 9.1% | 8,483.00 | 4,763.00 | 13,246.00 |
| Huntington | 12 | 66% | 12.4% | 11,616.00 | 8,233.00 | 19,849.00 |
| Keyser | 7 | 46% | 3.6% | 3,232.00 | 3,332.00 | 6,564.00 |
| Lewisburg | 10 | 81% | 3.1% | 2,657.00 | 8,410.00 | 11,067.00 |
| Martinsburg | 12 | 89% | 4.5% | 4,293.00 | 10,980.00 | 15,273.00 |
| Morgantown | 10 | 58% | 7.4% | 6,374.00 | 6,008.00 | 12,382.00 |
| Parkersburg | 15 | 44% | 9.2% | 9,855.00 | 6,779.00 | 16,634.00 |
| Wheeling | 6 | 112% | 9.0% | 8,520.00 | 6,910.00 | 15,430.00 |
| Williamson | 10 | 61% | 4.5% | 3,724.00 | 6,292.00 | 10,016.00 |
| TOTALS | 151 | 64% | 100% | $92,500.00 | $92,510.00 | $185,010.00 |

*Occupancy Rates for Months April 1, 1988 through March 31, 1989.

GCCDC 1989
OPTION A

## ATTACHMENT B

## Worksheet for Determing Ceiling of Family Protection Fund Request

### PART I - Basic Allotment

A. Average of % of Family Protection Funds collected in shelter region for past fiscal year and % of state population in region = _____

B. Total amount of Family Protection funds collected in past fiscal year = _____

C. Product of Line A times Line B divided by 2 = Basic Allotment

_____ X _____ ÷ 2 = _____

### PART II - Need Allotment

D. Average Occupancy Rate for Shelter for previous twelve months = _____

E. Shelter Capacity = _____

F. Product of Line D times Line E times 365 days per year times $3.00 shelter rate = Need Allotment

_____ X _____ X 365 X $3.00 = _____

### PART III - Ceiling of Family Protection Grant Application Requests

G. Sum of Line C plus Line F = FP Grant Ceiling

_____ + _____ = _____

OPTION A

# FY 90 FAMILY PROTECTION FUNDING PLAN

| | Shelter Area | Population | % Population | Funds | % Funds | Average % $ | FY90 $$$ | Basic Allotment | Occupancy Rate | Capacity | Bed Allotment | Grant Ceiling |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Wheeling | 174,532 | 9.0% | $19,560.00 | 9.5% | 9.2% | $185,000.00 | $8,520.11 | 112 | 6 | $6,910.44 | $15,430.54 * |
| 2. | Morgantown | 143,942 | 7.4% | $13,215.00 | 6.4% | 6.9% | | $6,373.69 | 58 | 10 | $6,008.33 | $12,382.02 |
| 3. | Fairmont | 178,079 | 9.1% | $19,020.00 | 9.2% | 9.2% | | $8,483.34 | 42 | 11 | $4,762.76 | $13,246.10 |
| 4. | Parkersburg | 179,564 | 9.2% | $24,990.00 | 12.1% | 10.7% | | $9,855.35 | 44 | 15 | $6,778.73 | $16,634.08 |
| 5. | Martinsburg | 87,788 | 4.5% | $9,870.00 | 4.8% | 4.6% | | $4,292.59 | 89 | 12 | $10,980.26 | $15,272.85 |
| 6. | Elkins | 103,614 | 5.3% | $12,615.00 | 6.1% | 5.7% | | $5,282.67 | 69 | 8 | $5,674.34 | $10,957.01 |
| 7. | Lewisburg | 60,457 | 3.1% | $5,460.00 | 2.6% | 2.9% | | $2,656.76 | 81 | 10 | $8,409.93 | $11,066.70 |
| 8. | Charleston | 273,126 | 14.0% | $31,710.00 | 15.4% | 14.7% | | $13,579.57 | 51 | 14 | $7,310.99 | $20,890.56 |
| 9. | Beckley | 348,519 | 17.9% | $29,550.00 | 14.3% | 16.1% | | $14,884.40 | 48 | 36 | $17,818.39 | $32,702.79 |
| 10. | Williamson | 88,015 | 4.5% | $7,305.00 | 3.5% | 4.0% | | $3,723.63 | 61 | 10 | $6,292.39 | $10,016.02 |
| 11. | Huntington | 241,757 | 12.4% | $26,265.00 | 12.7% | 12.6% | | $11,616.20 | 66 | 12 | $8,232.61 | $19,848.81 |
| 12. | Keyser | 70,251 | 3.6% | $6,990.00 | 3.4% | 3.5% | | $3,231.69 | 46 | 7 | $3,332.12 | $6,563.82 * |
| | Totals | 1,949,644 | 100.0% | $206,550.00 | 100.0% | 100.0% | | $92,500.00 | | 151 | $92,511.29 | $185,011.29 |

Notice the difference in award amount with one bed less!

| | | Occupancy Rate (%) | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shelter Area | 4/88 | 5/88 | 6/88 | 7/88 | 8/88 | 9/88 | 10/88 | 11/88 | 12/88 | 1/89 | 2/89 | 3/89 | Totals | Average % Capacity |
| 1. | Wheeling | 99 | 129 | 128 | 132 | 152 | 101 | 66 | 132 | 86 | 102 | 85 | 126 | 1,338 | 112 |
| 2. | Morgantown | 53 | 53 | 77 | 69 | 70 | 58 | 31 | 32 | 40 | 48 | 75 | 92 | 698 | 58 |
| 3. | Fairmont | 45 | 56 | 40 | 38 | 55 | 69 | 63 | 36 | 6 | 48 | 24 | 23 | 503 | 42 |
| 4. | Parkersburg | 33 | 43 | 38 | 49 | 45 | 31 | 17 | 25 | 23 | 64 | 77 | 80 | 525 | 44 |
| 5. | Martinsburg | 63 | 56 | 79 | 118 | 104 | 109 | 75 | 81 | 104 | 100 | 100 | 74 | 1,063 | 89 |
| 6. | Elkins | 85 | 86 | 33 | 18 | 54 | 40 | 123 | 98 | 65 | 52 | 120 | 50 | 824 | 69 |
| 7. | Lewisburg | 94 | 43 | 68 | 56 | 51 | 79 | 74 | 105 | 107 | 127 | 69 | 104 | 977 | 81 |
| 8. | Charleston | 0 | 0 | 2 | 32 | 50 | 68 | 79 | 55 | 25 | 31 | 46 | 67 | 455 | 51 |
| 9. | Beckley | 37 | 66 | 65 | 55 | 73 | 42 | 26 | 37 | 36 | 43 | 49 | 46 | 575 | 48 |
| 10. | Williamson | 59 | 104 | 46 | 76 | 60 | 87 | 59 | 29 | 47 | 42 | 58 | 64 | 731 | 61 |
| 11. | Huntington | 59 | 95 | 78 | 69 | 58 | 50 | 67 | 77 | 41 | 91 | 66 | 46 | 797 | 66 |
| 12. | Keyser | 13 | 30 | 28 | 44 | 49 | 9 | 6 | 16 | 58 | 87 | 96 | 117 | 553 | 46 |
| | Totals | 640 | 761 | 682 | 756 | 821 | 743 | 686 | 723 | 638 | 835 | 865 | 889 | 9,039 | 63 |

ATTACHMENT 4D

# MEMO

To: WVCADV Member Programs

From: Family Protection Services Board Committee

Date: April 30, 1990

Subject: Information in preparation for the next FPSB meeting

==========

In preparation for the next meeting of the Family Protection Services Board, a working committee is requesting information needed for bringing current full-time staff salaries up to a minimum base level and for providing health coverage options to full-time employees.

We ask that you fill out the enclosed questionnaire and return it no later than Wednesday, May 9, 1990, to:

Diane Crump
WV Department of Health and Human Resources
Contracted Services
Capitol Complex, Building 6, Room 850
Charleston, WV 25304

Thank you for giving your time and attention to this request.

# FPSB QUESTIONNAIRE

(Due May 9, 1990)

1. How many full-time staffpersons does your program employ? How many full-time staffpersons are covered by health insurance?

   No. of full-time staff: _____

   No. of staff program provides with health coverage: _____

2. Is your full-time administrator/director salary at or above $15,000? _____. If NO, what is the administrator/director salary? _____.

3. How many full-time counselors/advocates does your program employ? _____.

4. Is your full-time counselor/advocate base salary at or above $13,000? _____. If NO, what is the counselor/advocate base salary? _____.

5. How many full-time outreach workers does your program employ? _____.

6. Is your full-time outreach worker base salary at or above $13,000? _____. If NO, what is the outreach worker base salary? _____.

7. How many persons does your program employ on an hourly pay scale? _____. What is the total number of hours per week provided by these employees? _____. Has your program budgeted in the minimum wage increase for these workers? ($3.80 through 3/31/91 and $4.25 after 4/1/91) _____.

PROGRAM NAME: _____

Sue Julian,

By the time we meet next, I assume that the survey will be completed. I guess that not too much more can be said until that information is in and you sit down with colleagues and develop a first draft of a revised state plan.

Your grant application form appears to be a very straight-forward fiscal document with little room for expansion on new, creative, programmatic ideas. Is this intentional? It would seem that the application could serve more to collect data about what is happening around the state in family protection services. It could be the front line of a management information system. It could be an excellent resource for planning, public information, budgeting, decision making.

See you next week.

David

Monthly Report

Sue Julian

JUN 70

# MONTHLY REPORT

JUNE 1990

Met with Focus Group and presented updated information and version regarding the evolution of my project. I find some difficulty in describing the Coalition's structure in a way that is easily understood by members of the Focus Group. However, people ask good questions particularly in terms of long range financial stability and dependency.

**Tasks:**
* Brainstorm future projections with the entire Coalition at the quarterly meeting in June.
* Memo to programs to complete and return survey by July 31st.
* Meet with Ad Hoc Committee to shape input given at the quarterly Coalition meeting.
* Meet with Family Protection Services Board to finalize funding process.

**Completed:** Met with entire Coalition and discussed revision of the State Plan.

Met with Ad Hoc Committee; reviewed, revised and distributed Program Survey to all thirteen member programs.

Drafted and finalized FPSB Grant Application regarding Budget Summary and Budget Line-Item Narrative.

# MONTHLY REPORT OF CED PROJECT

## JUNE 1990

### Family Protection Services Board

Met with Board member of the FPSB to review and revise final draft of FPSB Grant Application process including Budget Summary and Line-Item Narrative forms. Member programs are to send in completed grant proposals postmarked June 30th. The first cut of Family Protection funds will occur by July 31, 1990, and the second cut will occur in early January, 1991.

There are several major differences between distribution of funds between this year and last year:

* Grant awards are non-competitive.
* First cut of funds will be distributed in July versus late September or early October.
* Programs will not have to invoice on a monthly basis.
* Cost reimbursement will not apply for these funds.

At the June meeting of the full Coalition member programs expressed support and were encouraged by the decisions made by the Family Protection Services Board. Because 60% of the FPSB, including staff, is composed of Coalition reps who understand the grassroots reality of domestic violence programs, decisions are being made on a funding level that greatly impact the day-to-day quality of life on the local level.

Monthly transfer of funds occurred again this month. On June 22, 1990, I deposited $34,000 into the Special Revenue Account. These funds will be distributed to individual member programs throughout the coming Fiscal Year. They are not specific Coalition office funds. (See Attachment A.)

### Revision of the State Plan

I met with and phoned all members of the Ad Hoc Committee who are Executive Directors of their local programs: Alicia McCormick, Charleston; Cathy Zizzi, Elkins; Trudy Laurenson, Lewisburg. Attached is a revised copy of the Program Survey that programs are asked to complete by July 31, 1990. (See Attachment B.)

The Ad Hoc Committee will meet in August to compile information received and to develop a process for prioritizing goals and objectives of the State Plan. This process will be presented to the entire Coalition at the September meeting. At this same meeting, reps from the thirteen programs will then engage in the process agreed upon in order to identify issues and timelines for the next three years of Coalition work.

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FAMILY PROTECTION GRANT APPLICATION BUDGET SUMMARY

PROGRAM _____ FISCAL YEAR _____

PROGRAM ADMINISTRATOR _____

DATE SUBMITTED _____ DATE RECEIVED _____

| | PROTECTION | OTHER | TOTAL |
|---|---|---|---|
| **PERSONNEL** | | | |
| .01 SALARIES | | | |
| .02 FRINGE | | | |
| TOTAL PERSONNEL | | | |
| **CURRENT EXPENSES** | | | |
| .03 CONSULT/PROF. SERV | | | |
| .04 STAFF TRAVEL | | | |
| .05 CONTRACTUAL SERVICES | | | |
| .06 CONSUMABLE SUPPLIES | | | |
| .07 SPACE | | | |
| .08 OTHER COSTS | | | |
| .09 EQUIPMENT/FURNITURE | | | |
| TOTAL CURRENT EXPENSES | | | |
| | | | |
| TOTAL BUDGET | | | |

# FAMILY PROTECTION GRANT APPLICATION
# BUDGET LINE-ITEM NARRATIVE

PROGRAM _____ FISCAL YEAR _____

PROGRAM ADMINISTRATOR _____

**PERSONNEL**

01 SALARIES

| Position | Salary | FT | PT | Total |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | .01 | | |

02 BENEFITS

| Type | Basis of Cost Estimate | Total |
|---|---|---|
| FICA: | | |
| Workers' Comp: | | |
| Health Insurance: | | |
| Other: | | |
| | .02 | |

**TOTAL PERSONNEL** (.01 + .02)

CURRENT EXPENSES

.03 CONSULTANTS/PROFESSIONAL SERVICES

| Nature of Service | Basis of Cost Estimate | Total |
|---|---|---|
| | | |
| | | |
| | | |
| | .03 | |

.04 STAFF TRAVEL

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| Mileage: | | |
| Lodging: | | |
| Meals: | | |
| | .04 | |

.05 CONTRACTUAL SERVICES

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| Equipment Maintenance: | | |
| Building Maintenance: | | |
| Advertising: | | |
| Equipment Rental: | | |
| Other (Be specific.) | | |
| | .05 | |

.06 CONSUMABLE SUPPLIES

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| Office Supplies: | | |
| Janitorial Supplies: | | |
| Food (Service Only): | | |
| Other Expendables: | | |
| | .06 | |

.07 SPACE

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| Rent: | | |
| Utilities: | | |
| Prop/Liab Insurance: | | |
| | .07 | |

.08 OTHER COSTS

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| Printing: | | |
| Postage: | | |
| Telephone: | | |
| WVCADV Dues: | | |
| Other | | |
| | .08 | |

.09 EQUIPMENT/FURNITURE

| Item | Basis of Cost Estimation | Total |
|---|---|---|
| | | |
| | | |
| | | |
| | .09 | |

**TOTAL CURRENT EXPENSES** (Total of .03 thru .09)

**TOTAL FAMILY PROTECTION BUDGET**
(Total Personnel + Total Current Expenses)

# FAMILY PROTECTION GRANT APPLICATION

## BUDGET NARRATIVE INSTRUCTIONS

### Line-Item Categories

For all line-items include only those expenses covered by Family Protection funds.

.01/.02 Personnel

Under salaries and benefits include only those positions covered by Family Protection funds. Fringe benefits should not exceed 30% of the salary.

.03 Consultants/Professional Services

List fees and expenses of consultants and other professionals who are not employees of your program and are engaged in independent contractors for specified services on a fee or contract basis. For each, list the nature of the service.

.04 Staff Travel

Travel costs cannot exceed those allowed by the current West Virginia State Travel Regulations. Current regulations allow mileage reimbursement for the use of personal cars at $.20 per mile; lodging based on the actual cost of the least expensive available room(s) and meal cost limited to a maximum of $20.00 per day.

Can include quarterly Coalition meetings and conferences.

.05 Contractual Services

Maintenance: Can include any costs necessary for the upkeep of equipment and property that keeps it in an efficient operating condition.

Rental: Can include costs that are necessary and reasonable. Leasing of equipment e.g. copier machines can be included here.

.06 Consumable Supplies

Can include expendable material which will be used during a normal operational year.

Other expendables: Include costs of pampers, personal hygiene items for residents, etc.

.07 Space

Can include all space and related costs. Please be clear regarding the breakdown of each expense.

.08 Other Costs

Other: Can include subscriptions, WVCADV membership fee, resources, etc.

.09 Equipment and Furniture

List all equipment and furniture which will be purchased for program operations. Please be specific.

Total Grant Application includes the following:

* Statement of Need
* Needs/Expansion description and goals/objectives
* Grant Application Budget Summary
* Grant Application Budget Line-Item Narrative
* Timeline for Implementation
* Process for Evaluation
* Attachments: Current Board of Directors, Non-Profit Status, Articles of Incorporation

Please be sure that Grant Application includes signatures of Program Administrator and President of the Board of Directors.

Please send the original application and five complete copies to:

WV Coalition Against Domestic Violence
PO Box 85
Sutton, West Virginia 26601

Grant packets should be postmarked no later than June 30, 1990.

School project


# West Virginia Coalition Against Domestic Violence

WVCADV for a Safer State of Family

P.O. Box 85 Sutton, WV 26601 (304) 765-2250


May 4, 1990

Contracted Services
Office of Social Services
WV Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

PURCHASE ORDER NUMBER: S-347 DATE SUBMITTED: May 4, 1990

FEIN: # 311-011-750-1 AMOUNT DUE: $34,000

WVCADV is invoicing $34,000 of the grant with the Department of Health and Human Resources. The grant is available for and distributed to domestic violence programs according to the directives established by the Family Protection Services Board.

Providers:

Susan Julian

Susan Julian: WVCADV Team Coordinator — 5-4-1990 Date

Diane Reese

Diane Reese : WVCADV Team Coordinator — 5-4-1990 Date

© HARLAND 1988

DATE June 22 19 90

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE TERMS AND CONDITIONS OF THIS FINANCIAL INSTITUTION'S ACCOUNT AGREEMENT.
**DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.**

SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

the Bank of Gassaway
GASSAWAY, W.VA. 26624

| | | | |
|---|---|---|---|
| CURRENCY | | | |
| COIN | | | |
| CHECKS | LIST CHECKS SINGLY | | |
| | 69-232/519 | 34,000 | — |
| | | | |
| TOTAL FROM OTHER SIDE | | | |
| SUB-TOTAL | | $ 34,000 | 00 |
| TOTAL ITEMS | LESS CASH RECEIVED | | |
| | TOTAL DEPOSIT | $ 34,000 | 00 |

69-274
515

**DEPOSIT TICKET**

PLEASE ITEMIZE ADDITIONAL CHECKS ON REVERSE SIDE

⑆051502748⑆ ⑈22 722 6⑈

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8758842

PAY TO THE ORDER OF WV COALITION AGAINST DOMESTIC VIOLENCE

JUNE 15, 1990

$**********34,000.00**

PAY EXACTLY**********34,000*DOLLARS AND NO CENTS

025 90FY 9120-13

STATE TREASURER

AUDITOR

Glen B. Gainer, J

**WEST VIRGINIA TREASURY**

⑈8758842⑈ ⑆051902322⑆ 02⑈095⑈91⑈

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

WVCADV
for a Safer
State of Family

**Revision of WVCADV State Plan**
**Program Survey**

(Due July 31, 1990)

1. List any county(ies) in your program's service area that is/are not currently being served or is/are underserved.

| Not Served | Underserved |
|---|---|

2. List unmet needs for the following population groups within your service area.

| | Women of Color | Differently Able | Lesbians | Prostitutes | Rural | In Prison | Other |
|---|---|---|---|---|---|---|---|
| Safe Shelter | | | | | | | |
| Counseling | | | | | | | |
| Prot. Order | | | | | | | |
| Outreach | | | | | | | |
| Other | | | | | | | |

If you listed "other" population group and/or "other" services please identify population and services.

3. Has your program developed a plan for the expansion of services beyond FY 90-91?

Yes _____ No _____

If yes, list the services to be expanded and the yearly estimated cost of the expansion.

| Service | Cost |
|---|---|
| | |
| | |
| | |
| | |

4. List services which your program is unable to provide due to a lack of resources. Please be specific.

5. What specific activities would your program conduct if there were increased resources?

Up to $10,000 per year:

$10,000 to $25,000 per year:

$25,000 to $50,000 per year:

6. In your program's Affirmative Action policy do you identify any certain groups? If yes, please list the identified groups.

7. Briefly describe how your program implements the Affirmative Action policy.

8. Would you say that your program is adequately staffed for the services you are now providing?

   Yes _____ No _____

   If no, what additional staff positions are needed and what would it cost to fund each position?

| Position | How many? | Salary |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

9. Does your program have a Child Advocate, a person whose primary focus is children's issues?

10. In what activities would you like to see the Coalition staff focus during the next three years?

| | |
|---|---|
| Volunteer Programs | _____ |
| Children's Programs | _____ |
| Prevention Programs in Schools | _____ |
| Law Enforcement Training | _____ |
| Magistrate training | _____ |
| Victim Witness Programs | _____ |
| Outreach Programs | _____ |
| Legislative Issues | _____ |
| Transitional Housing Issues | _____ |
| Other (Specify) | _____ |

During the last eighteen months, Coalition staff visited each program at least once. In the course of conversation several programs suggested that the Coalition assess salary scales in the member programs. The following questions are based upon these conversations.

11. What is the salary (not including benefits) of the highest paid fulltime staff position in your program?
    Position: _____ Salary: _____

12. What is the salary (not including benefits) of the lowest paid fulltime staff position in your program?
    Position: _____ Salary: _____

13. Identify criteria your program uses in establishing salary scales.

14. Does your program's Personnel Policies address the issue of salaries? If yes, what does it say?

15. Please list your program's full and part time staff positions.

| Full time | Part time |
|---|---|

16. What percentage of your program's budget goes to Personnel?

17. Optional:

Program Name: _____

Person Completing Survey: _____

JUL 90

# MONTHLY REPORT

JULY 1990

Met with Focus Group and listened to Barbara Demeter's updated presentation regarding a public access TV station in New Haven, CT. Prior to Barbara's update the group spent considerable time discussing the importance of getting to know the steps involved in state planning (particularly around issues that affect CED programs) and the persons who are involved in making funding/planning decisions in these areas.

**Tasks:** * Meet with Family Protection Services Board to review grant applications for Family Protection funds and provide input into decisions regarding grant awards.

* Develop FPSB Financial Monthly Report Form.
* Develop grant award/pending letters and send FPSB packets with the following information to each of the programs:
  a. A letter listing specific comments and/or concerns Board members had in reviewing the program's application for Family Protection funds.
  b. A timeline for distribution of awarded funds.
  c. A Formal Agreement between the FPSB and the program.
  d. A Monthly Financial Reporting Form.

**Completed:** All of the above work was completed during the month of July.

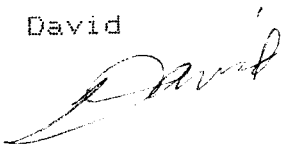
Sue Julian,

By the time we meet next, I assume that the survey will be completed. I guess that not too much more can be said until that information is in and you sit down with colleagues and develop a first draft of a revised state plan.

Your grant application form appears to be a very straight-forward fiscal document with little room for expansion on new, creative, programmatic ideas. Is this intentional? It would seem that the application could serve more to collect data about what is happening around the state in family protection services. It could be the front line of a management information system. It could be an excellent resource for planning, public information, budgeting, decision making.

See you next week.

David



# MONTHLY REPORT OF CED PROJECT

JULY 1990

## Family Violence Prevention Services Act

Once again persistence paid off. On July 3rd WVCADV office received a check for the full amount of its FVPSA grant $10,360. (See Attachment A.) As noted before this money is used for the central office's operational expenses and for Coalition committee work which financially enables local program staff to become actively involved in the statewide work of the Coalition without draining resources from local communities.

FVPSA funds is one of few sources of federal money to which Coalition's actually have access. Most federal monies are restricted to direct services and are not available for coordination of statewide services with social change as a goal. In West Virginia the state's total allotment of FVPSA funds is roughly $50,000 - all of which is competitive for the thirteen domestic violence programs and the central office. Because the programs are convinced of the need to organize on a statewide basis and because the programs are now feeling the impact of having a statewide central office the Coalition members decided to "allow" the central office to apply for up to 35% of FVPSA funds.

For me this is a real sign of the Coalition moving together in a way that sees beyond the financial struggle of individual programs to the possibility of impacting statewide policies and legislative action through equitable sharing of resources.

## Response to David's Comments re: June Monthly Report

True. The grant application forms are very straight-forward fiscal documents and are intended to be that way. The FPSB's intention was to simplify as much as possible the financial aspect of applying for funds and in reporting expenditures. However, in its breakdown of the distribution of funds the FPSB decided on the following:

1) Equal Share of first half of total available funds to all programs; this is based on the law.
2) 20% of second half of total available funds earmarked to bring programs up to Minimum Standards in the area of full-time salaries, health insurance for full-time staff and minimum wage increase.
3) 80% of second half of total available funds earmarked for Needs/Expansion. Needs/Expansion is understood to mean a) whatever need the local program identifies for itself or; b) new, creative and programmatic ideas the program is wanting to develop.

In submitting grant applications programs were asked to include the following components: Statement of Need; Project Description and Goals; Timeline; Process for Project Evaluation; Financial Information.

Most programs used this year's FP funds to hire additional staff and/or to renovate shelter facilities/appliances long in need of repair or replacement.

The "front line management information system" is what WVCADV refers to as its database. The database will be used "as a resource in planning, public information, budgeting, and decision-making." Statistics taken from the database along with programs' responses to the Program Survey will provide the base for the revision of the State Plan. (See Attachment B for a listing of information gathered through the database.) Each program fills-out a database form on a monthly basis and sends the completed form to the Coalition's central office where Diane and I input the results into the computer. Diane is now in the process of compiling the first full annual report for the state of WV.

Speaking of annual reports ... included is a Summary Report for FY 1989-1990 of the Coalition staff's work toward implementing its goals and objectives. (See Attachment C.)

Program Surveys For Revision of the State Plan

As of this day, July 27th, one third of the programs have completed and sent in their Program Survey. The ad hoc State Plan Committee will meet in August to collate information and draft a preliminary document.

At the official meeting of the FPSB, I apprised the Board members of the process regarding the Revision of the State Plan. As a result the FPSB proposed and consensed to "review the Coalition's State Plan and use it to assist the Board in determining distribution of funds and content focus of the technical assistance sessions for FY 91-92." (See Attachment D.)

Family Protection Services Board

The monthly transfer of funds from the Special Revenue Account to the FPSB Coalition Account continues to happen. (See Attachment E.) Having been part of the whole process of setting-up the transfer of accounts and seeing actual results because of the changes gives me energy and confidence to continue the work of building creative alternatives to existing social and economic systems.

During the month of July, Diane and I were extremely busy with Family Protection Services Board work. The Board met on July 18th to review grant applications. At this meeting decisions were made to award funds to twelve programs and to suspend distribution of funds to two programs pending the programs' revision of their grant. (See Attachment D.) Based on the decisions made at this meeting Diane and I developed letters of award for the programs, put together packets that included letters of award, Monthly Financial Report Form and Guidelines, Agreement Between FPSB and programs. The Chair of the FPSB signed these letters on July 25th,,

Diane and I collated the packets and mailed them the same day. As soon as the programs sign and send the Agreement in to the Coalition office, FPSB staff will write a check totaling the program's Equal Share and Minimum Standards allotment. The second release of funds will occur in January, 1991.

Last Fiscal Year, programs received their first month's FP reimbursement invoice in September and had to invoice for additional monthly reimbursements. Because of the changes in the law regarding the Family Protection Services Board and subsequent decisions made by the FPSB, this year each program will receive two checks totaling their full grant award. Monthly financial reports are requested from programs for accounting purposes only.

This Fiscal Year is perceived as somewhat of a Pilot Program Year. If the process works the Governor's appointed Family Protection Services Board will support the Coalition's efforts to administer and distribute other state funds in a similar fashion.

The FPSB Miutes of July 18, 1990, are important.

ATTACHMENT A

FAMILY VIOLENCE PREVENTION SERVICES ACT

Refer to April 90 MONTHLY REPORT
"DHHR: FVPSA"

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8805483

PAY TO THE ORDER OF WV COALITION AGAINST DOMESTIC VIOLENCE

JUNE 26, 1990

$*********10,360.00**

PAY EXACTLY*********10,360*DOLLARS AND NO CENTS

025 90FY 9120-13

WEST VIRGINIA TREASURY

STATE TREASURER

AUDITOR

Glen B. Gainer, J

"8805483" :051902322: 02"095"9"

Received WUCADV Office
7/3/90

ATTACHMENT B.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

WVCADV for a Safer State of Family

# WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENCE DATA BASE REPORT

PROGRAM NAME: _____ REPORTING MONTH _____

DATE SENT: _____ PERSON REPORTING _____

==========

## I. RESIDENT DATA

A. **NEW ADULT RESIDENTS**: FEMALE_____ + MALE_____ = TOTAL ADULT RESIDENTS_____

AGE GROUPS
_____UNDER 16
_____16 - 21
_____22 - 59
_____60 +

ETHNIC GROUPS
_____WHITE
_____BLACK
_____ASIAN ORIGIN
_____HISPANIC ORIGIN
_____NATIVE AMERICAN
_____OTHER

MARITAL STATUS
_____SINGLE
_____MARRIED
_____DIVORCED
_____WIDOWED
_____SEPARATED

EDUCATIONAL LEVEL
_____GRADE SCHOOL
_____SOME HIGH SCH./9+
_____HS GRADE/GED
_____SOME COLLEGE
_____COLLEGE/PROFESSIONAL
_____OTHER

REFERRAL SOURCE
_____LEGAL SERVICES
_____SOCIAL/SHELTER
_____POLICE/SHERIFF
_____MEDICAL
_____SELF/FRIEND
_____CHURCH/MINISTER
_____SCHOOL
_____OTHER

PHYSICAL CHARACTERISTICS
_____PREGNANT
_____DIFFERENTLY-ABLED

B. **NEW CHILD RESIDENTS**: FEMALE_____ + MALE_____ = TOTAL CHILD RESIDENTS_____

AGE GROUPS: _____BIRTH TO 5 _____6 - 12 _____13 AND ABOVE

C. **CONTINUING RESIDENTS**: ADULTS (C1) _____ + CHILDREN (C2)_____ = TOTAL C.RES_____

D. **TOTAL ADULT RESIDENTS SERVED THIS MONTH**:(A + C1) _____

E. **TOTAL CHILD RESIDENTS SERVED THIS MONTH**:(B + C2) _____

F. **TOTAL RESIDENTS SERVED DURING THIS MONTH**:(D+E) _____

==========

## II. SHELTER NIGHTS DATA

A. **SHELTER NIGHTS PROVIDED:** ADULT_____ + CHILD_____ = TOTAL_____

B. GEOGRAPHIC SERVICES: **NUMBER OF SHELTER NIGHTS AND RESIDENTS BY COUNTY/STATE KEY**

| KEY | ADULTS | + | CHILDREN | + | TOTAL PERSONS | ADULT NIGHTS | + | CHILD NIGHTS | = | TOTAL NIGHTS |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
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## III. ADULT ABUSER INFORMATION

ABUSER RELATIONSHIP
_____SPOUSE
_____PARENT
_____SON/DAUGHTER
_____RELATIVE/IN-LAW
_____ACQUAINTANCE
_____FORMER SPOUSE
_____SIGNIFICANT OTHER
_____STRANGER/OTHER

TYPES OF ABUSE
_____PHYSICAL
_____EMOTIONAL/VERBAL
_____SEXUAL

_____ABUSER = VETERAN

THREATENED
_____WEAPON
_____FISTS
_____OTHER
_____MED.ATTN.

USED
_____WEAPON
_____FISTS
_____OTHER
_____MED.ATTN.

ABUSER AGE GROUPS
_____UNDER 16
_____16 - 21
_____22 - 59
_____60 +

ABUSER ETHNIC BKGR
_____WHITE
_____BLACK
_____ASIAN ORIGIN
_____HISPANIC ORIGIN
_____NATIVE AMERICAN
_____OTHER

ABUSER REFFERALS
_____MENTAL HEALTH
_____LEGAL
_____EDUCATIONAL
_____LAW ENFORCE.

CONTRIBUTING FACTORS
_____ALCOHOL OR DRUGS
_____UNEMPLOYMENT/STRESS
_____HISTORY OF ABUSE
_____OTHER

==========

## IV. CHILD ABUSER INFORMATION

ABUSER RELATIONSHIP
_____MOTHER
_____FATHER
_____RELATIVE/IN-LAW
_____OTHER

TYPES OF ABUSE
_____PHYSICAL
_____EMOTIONAL/VERBAL
_____SEXUAL

THREATENED
_____WEAPON
_____FISTS
_____OTHER
_____MED.ATTN.

USED
_____WEAPON
_____FISTS
_____OTHER
_____MED.ATTN.

## V. ADVOCACY, COUNSELING, SERVICE DATA

A. **NUMBER OF HOTLINE CLIENTS RESPONDED TO THIS MONTH:** _____
B. **NUMBER OF PERSONS FILING A DOMESTIC VIOLENCE PETITION:** _____
C. **NUMBER OF PERSONS DROPPING A DOMESTIC VIOLENCE PETITION:** _____
D. **NUMBER OF FAMILY PROTECTION ORDERS DENIED BY MAGISTRATE:** _____

E. **NUMBER OF NON-RESIDENTS SERVED:** ADULTS_____ + CHILDREN_____ = TOTAL_____
F. **NUMBER OF RESIDENTS SERVED:** ADULTS_____ + CHILDREN_____ = TOTAL_____
G. **TOTAL NO. OF PERSONS SERVED:** ADULTS_____ + CHILDREN_____ = TOTAL_____

H. **COUNSELING/ADVOCACY HOURS/UNITS PROVIDED TO:**
ADULT RESIDENTS_____
CHILD RESIDENTS_____
ADULT NON-RESIDENTS_____
CHILD NON-RESIDENTS_____
GROUP SUPPORT HOURS_____

I. **TOTAL HOURS/UNITS PROVIDED THIS MONTH** _____

I. **TYPES OF REFERRAL:** RESIDENT AND NON-RESIDENT

| | | |
|---|---|---|
| _____MEDICAL | _____MENTAL HEALTH | _____PROTECTIVE |
| _____LEGAL | _____VOCATIONAL | _____CHILD CARE |
| _____FINANCIAL | _____EDUCATIONAL | _____HOUSING |
| _____LAW ENFORCEMENT | | |

H. **NUMBER OF PERSONS REFERRED OR HOUSED ELSEWHERE BECAUSE OF SPACE LIMITS** _____

==========

## VI. COMMUNITY EDUCATION AND PREVENTION: STAFF/VOLUNTEERS/BOARD

A. **PROGRAMS TO COMMUNITY GROUPS** _____ NUMBER OF PERSONS PRESENT_____
B. **PROGRAMS TO SCHOOL GROUPS** _____ NUMBER OF PERSONS PRESENT_____
C. **TOTAL COMMUNITY/SCHOOL PRO.** _____ TOTAL NO. PERSONS PRESENT_____
D. **NEWSLETTERS/PRINT MATERIAL DEVELOPED** _____
E. **PRESS RELEASES OR PSA'S DEVELOPED** _____
F. **OTHER MEDIA EVENTS PRESENTED** _____
G. **TRAININGS PRESENTED BY STAFF/BOARD/VOLUNTEERS**_____ PERSONS COMPLETING_____
H. **TRAININGS ATTENDED BY STAFF/BOARD/VOLUNTEERS**_____ PERSONS COMPLETING_____

==========

## VII. OTHER DATA

A. TOTAL **VOLUNTEER HOURS** CONTRIBUTED DURING MONTH: _____
B. VALUE OF **IN-KIND DONATIONS** FOR MONTH: $_____
C. **TOTAL PROGRAM COST** FOR MONTH: $_____

D. NUMBER OF **HOMELESS PERSONS SHELTERED** IN ADDITION TO SERVICES PROVIDED TO DOMESTIC VIOLENCE/SEXUAL ASSAULT SURVIVORS:
NUMBER OF ADULTS_____
NUMBER OF CHILDREN_____
TOTAL SHELTERED_____
NUMBER OF **HOMELESS SHELTER NIGHTS**_____

==========

ATTACHMENT C.

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV for a Safer State of Family

# WVCADV SUMMARY REPORT
# FISCAL YEAR 1989-1990

SECTION I: GOALS AND OBJECTIVES

During the past year the WVCADV staff worked toward the implementation of the goals and objectives identified in the New York Community Trust grant application in the following ways:

Objective: To strengthen the WVCADV network and the voice of battered women.
Action Summary: During the past year the WVCADV central service office has

* facilitated quarterly meetings and trainings for all programs, including a statewide Board of Directors workshop, training on magistrate and protection policies, a session on effective use of media;
* created a statewide data base to demonstrate services and needs;
* worked to develop task force groups for survivors of abuse, Child Advocates, and lesbians;
* begun work to update the statewide domestic violence service plan for 1991-1994;
* developed linkages with regional, state, and interstate agencies concerned with domestic violence, homelessness, and economic self-development; e.g., the WV Coalition on Homelessness, the WV Self-Employment Training Project, neighboring state coalitions.

Objective: To provide a base for public awareness and education.
Action Summary: The WVCADV central service office during the past year has

* worked with the Family Violence Project to plan a statewide media campaign for October, 1990;
* published two issues of a statewide coalition newsletter;
* worked cooperatively with a range of regional and state agencies, in particular with the Governor's Task Force on Children, Youth, and Families; the Children's Summit Process; the WV Departments of Education, Health and Human Resources; the WV Women's Agenda;
* planned and hosted an initial statewide conference on domestic violence.

Objective: To offer technical assistance and resources to programs.
Action Summary: WVCADV has in the past months

* worked to develop two regional trainings to provide technical assistance in the areas of reporting, board development, data collecting, and peer evaluation;
* as staff of the Family Protection Services Board, worked to move the Special Revenue Account holding marriage/divorce funds into a WVCADV Special Family Protection Fund for expedited distribution to programs;

# WVCADV 1989-1990 SUMMARY REPORT

* worked with the Family Protection Services Board and the Dept. of Health and Human Services to simplify and unify processes for funding and reporting;
* facilitated with the WV Department of Education the development of on-site education in the areas of literacy, basic skills, vocational and life skills for homeless persons for each of the thirteen programs;
* met on-site with new program staff to assist with orientation to the Coalition and provide input as needed.
* continued the development of media resources in the central office;
* offered technical help as requested, particularly in the area of computer aided shelter services.

Objective: To work with public policy makers.
Action Summary: Since last July the WVCADV Office has

* worked toward the strengthening of existing family protection law, which resulted in H.B.4109 being signed in April, 1990;
* represented the corporate position of WVCADV in the area of women's reproductive rights and the development of legislation protecting those rights;
* been actively engaged with the Domestic Violence Task Force of the Department of Public Safety in the development of policies and guidelines for law enforcement response to domestic violence calls;
* facilitated the inclusion of domestic violence homeless persons in the general understanding of the homeless population especially in regard to the allocation of McKinney funds.

The WVCADV staff identifies the following highlights and disappointments in their efforts to work toward the accomplishments of the 1989-1990 fiscal year goals:

Areas of Specific Accomplishments:

The highlights of the past year include the following:

* All programs participated in the quarterly meetings, one state conference, and one of two regional trainings.
* WVCADV staff now administers the state Family Protection Funds and distributes just under $500,000 directly to programs.
* Each of the thirteen programs has an on-site basic/life-skills education program for twenty hours per week.
* By August, 1990, WVCADV will have compiled a twelve-month summary of services throughout all fifty-five counties of the state. To date programs have provided 35,386 shelter nights and directly served 10,685 persons.

# WVCADV 1989-1990 SUMMARY REPORT

* One hundred and fifty persons participated in the initial WVCADV conference," Putting the Pieces Together: Building a Non-Violent World."
* New legislation was passed that strengthens the Protection Order and extends the time it is in effect from 30 to 60 days.
* Uniform policies and guidelines for law enforcement response to domestic violence calls are being developed with WVCADV input. These will be in place by July 1, 1990.
* Task Force and Committee members have access to WVCADV funds to enable organizing to occur at a statewide level.
* The Family Protection Services Board, for which WVCADV serves as staff, has increased programs' access to funds, provided technical assistance, and developed the Peer Evaluation process.
* The Media Campaign planned for October promises to be effective.

Areas of Disappointment:

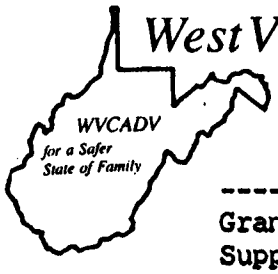
Underdeveloped areas of the WVCADV workplan include these:

* Although the Education Project has provided access to a computer for every program, at this time only seven of the programs have an adequate computer system in place.
* Although significant legislative and law enforcement steps have been taken to insure safe space for survivors of abuse, much remains to be done. Homicide is too often the tragic outcome of violence in the home.
* The programs have increased access to funding with minimum standards identified for salaries and benefits; these remain far below levels in comparable agencies and staff turnover/burnout remains high. Five directors have changed this year.
* Although supporting membership has increased significantly, the level of program dues remains low.
* An Administrative Manual and a revision of the Statewide Service Plan remain in the planning stages.

SECTION II: PROGRESS REPORTS (ATTACHMENT A)

SECTION III: BUDGET SUMMARY (ATTACHMENT B). The current year audit will not be available for distribution until October, 1990.

Attachment B




*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

ISCAL YEAR
89 - 1990

| INCOME | Budgeted | End of Year | Variance |
|---|---|---|---|
| Grants | $65,360.00 | $65,000.00 | 99% |
| Supporting Membership | 545.00 | 1,250.00 | 229% |
| Active Membership | 455.00 | 455.00 | 100% |
| Interest Earned | 400.00 | 1,478.46 | 370% |
| Fundraising/Donations | 600.00 | 350.00 | 58% |
| Conference Income | | 6,120.84 | |
| Restricted Funds | 3,000.00 | 3,000.00 | 100% |
| TOTAL INCOME | $70,360.00 | $77,654.30 | 110% |

| EXPENSES | Budgeted | End of Year | Variance |
|---|---|---|---|
| FPBS Supplies: 2/90 | | 6.30 | |
| FPSB Travel: 2/90 | | 684.09 | |
| Resource Library | 1,200.00 | 957.87 | 80% |
| Staff Training | 1,000.00 | 386.00 | 39% |
| Liability Insurance | 800.00 | 780.00 | 98% |
| Staff Travel | 3,000.00 | 1,856.40 | 62% |
| FPSB Travel | 1,500.00 | 1,413.32 | 94% |
| Audit | 600.00 | 600.00 | 100% |
| Office Supplies | 1,350.00 | 938.74 | 70% |
| Equipment Maintenance | 500.00 | 449.00 | 90% |
| Computer/Equip/Furn | 3,100.00 | 3,111.58 | 100% |
| Postage | 1,200.00 | 1,015.69 | 85% |
| Printing | 1,600.00 | 383.01 | 24% |
| Trainer/Consultant | 2,000.00 | 2,986.28 | 149% |
| NCADV Rep | 1,500.00 | 1,501.00 | 100% |
| Fica Expense | 2,388.00 | 2,410.32 | 101% |
| Workers' Comp | 312.00 | 277.35 | 89% |
| Insurance/Reese | 1,600.00 | 1,600.00 | 100% |
| Insurance/Julian | 1,600.00 | 1,050.74 | 66% |
| Phone/AT&T | 2,300.00 | 1,498.57 | 65% |
| Phone/C&P | 1,300.00 | 919.90 | 71% |
| Salaries/Reese | 15,900.00 | 15,900.00 | 100% |
| Salaries/Julian | 15,900.00 | 15,900.00 | 100% |
| SC Rentals | 350.00 | 2,178.91 | 623% |
| SC Printing | 625.00 | 625.00 | 100% |
| SC Supplies | 200.00 | 198.61 | 99% |
| SC Travel | 225.00 | 514.43 | 229% |
| SC Consignment | 600.00 | 837.51 | 140% |
| Legislative Committee | 1,225.00 | 369.68 | 30% |
| Coordinating Committee | 500.00 | 87.74 | 18% |
| Personnel Committee | 500.00 | | 0% |
| Finance Committee | 206.00 | | 0% |
| Training Committee | 150.00 | | 0% |
| Survivors Task Force | 264.00 | | 0% |
| Lesbian Task Force | 264.00 | | 0% |
| Children's Task Force | 401.00 | | 0% |
| Media Project: ACF | 3,000.00 | | 0% |
| Fiscal Year Reserve | 1,200.00 | | 0% |
| TOTAL EXPENSES | $70,360.00 | $61,438.04 | 87% |

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mmittee work
extend through
30/90.

ATTACHMENT D

STATE OF WEST VIRGINIA

# FAMILY PROTECTION SERVICES BOARD

BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

## MINUTES OF BOARD MEETING

July 18, 1990

**Present:**
Kathryn Atkins, member-at-large; Diane Crump, Department of Health and Human Resources; Martha Hinchman, acting representative of the Governor's Office of Community and Industrial Development; Deborah Short, Chairperson; Judy King Smith, Chair of WVCADV; Sue Julian and Diane Reese, FPSB staff.

**Minutes:**
With the following revisions the minutes and attachments of May 24, 1990 were accepted:

Changes in FP Funds Allocation Limit Chart:
1. Keyser: Minimum Standards = $7,115 (not $6,564)
N/X Max = $10,673 (not $10,122)
Total = $27,115 (not $26,564)

2. Lewisburg: N/X Max = $14,625 (not $15,000)
Total = $31,067 (not $31,442)

**Review of and Decisions on Program Grant Applications:**
FPSB Board members and staff reviewed each of the thirteen grant applications submitted to the Board by June 30, 1990. The following decisions were made regarding each application:

| PROGRAM | STATUS | EQUAL SHARE | MIN.STAND. | N/X MAX | TOTAL |
|---|---|---|---|---|---|
| Beckley | Awarded | $16,442 | $12,800 | $15,000 | $44,242 |
| Charleston | Awarded | 16,442 | 2,580 | 15,000 | 34,022 |
| Elkins | Awarded | 16,442 | 4,800 | 9,714 | 30,956 |
| Fairmont | Awarded | 16,442 | 1,804 | 15,000 | 33,246 |
| Huntington | Awarded | 16,442 | -0- | 15,000 | 31,442 |
| Keyser | Awarded | 16,442 | -0- | 10,673 | 27,115 |
| Lewisburg | Awarded | 16,442 | -0- | 14,625 | 31,067 |
| Martinsburg | Awarded | 16,442 | 6,400 | 12,431 | 35,273 |
| Morgantown | Awarded | 16,442 | -0- | 15,000 | 31,442 |
| Parkersburg | Awarded | 16,442 | -0- | 15,000 | 31,442 |
| Wheeling | Pending | 16,442 | 2,000 | 15,000 | 33,442 |
| Williamson | Awarded | 16,442 | 5,600 | 7,973 | 30,015 |
| Welch | Pending | 16,442 | 3,000 | -0- | 19,442 |
| Sutton (5% Administration) | | | | | 22,500 |
| | | $213,746 | $38,984 | $160,416 | $435,646 |

Process for Distribution of Funds:
FPSB will send to each program a packet containing the following information and documents:

a. a letter listing specific comments and/or concerns Board members had in reviewing the program's application for Family Protection funds;
b. a timeline for distribution of awarded funds;
c. a Formal Agreement between the FPSB and the program;
d. a Monthly Financial Reporting Form.

Proposal: That the FPSB release Equal Share and Minimum Standards funds awarded to programs upon receipt of signed FPSB Agreement.
Decision: Consensus

## Draft of Formal Agreement

Proposal: That, pending revisions by Diane Crump on the Cancellation Section, the FPSB accept the Draft of Agreement Between The West Virginia Family Protection Services Board and (the program's name.)
Decision: Consensus

## Monthly Financial Report and Formal Agreement

Proposal: That the FPSB accept the Financial Monthly Report form and that programs receiving Family Protection funds be required to complete monthly financial reports using this form.
Decision: Consensus

Proposal: That the Formal Agreement document and the Monthly Financial Report form be sent to the programs along with a letter of award; that the programs sign the Formal Agreement and return it to the Coalition office. Upon receipt of the Agreement in the Sutton office, the total of the program's Equal Share and Minimum Standards allocations will be released.
Decision: Consensus

Proposal: That the second allocation of funds, Needs/Expansion, will be distributed in January, 1991.
Decision: Consensus

**Financial Report**

Sue Julian submitted the enclosed financial report which was accepted by the Board. In an effort to consolidate WVCADV checking accounts staff closed-out the FP NOW Account (which held the Coalition's administrative grant allocation) and deposited the balance ($7,407.06) into the Coalition's General Account.

Proposal: That the Family Protection Services Board accounts be audited through the WVCADV audit and that staff submit the report to the FPSB.
Decision: Consensus

Proposal: That Diane Crump in coordination with staff revise the formal funding agreement in order to facilitate the transfer of the 5% administrative allocation to WVCADV ($22,500).
Decision: Consensus

Proposal: In an effort to determine what percentage of statewide program funds comes from federal, state, county, local, and other sources, the Family Protection Services Board proposes that FPSB staff send to all domestic violence programs the survey of FY Source of Cash Funds Summary. Programs are asked to return completed forms to the Coalition office by August 15, 1990.
Decision: Consensus

**Revision of State Plan**

Coalition staff apprised FPSB members of the process regarding the revision of the Coalition's State Plan. Completion of the State Plan is expected by December 1990.

Proposal: That the FPSB review the Coalition's State Plan and use it to assist the Board in determining distribution of funds and content focus of technical assistance workshops for Fiscal Year 91-92.
Decision: Consensus

Agenda for Next FPSB Meeting:

* Evaluation of Grant Application Process and Forms
* Content of Technical Assistance Session for FY 90-91
* Salary Scale Survey from Programs
* Form for Programs' Annual Report

***NEXT FPSB MEETING***: August 28, 1990 * DHHR in Charleston * 10:00 am

Respectfully submitted,

Sue Diane

Sue Julian/Diane Reese
FPSB Staff

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

July 18, 1990

# FINANCIAL REPORT

## FY 89-90

| | | |
|---|---|---|
| **Certificate of Deposit** | | |
| Face Value | $200,000.00 | $200,000.00 |
| **Money Market** | | |
| Initial Deposit | $120,000.00 | |
| Money Market Interest | 2,978.44 | |
| Feb/Mar Transfer | 65,166.00 | |
| April Transfer | 34,000.00 | |
| Minus: Keyser Advancement | 3,157.00 | |
| WVCADV Grant Allocation | 10,000.00 | |
| Balance in Money Market | | $208,987.44 |
| **Total FPSB Funds 6/30/90** | | $408,987.44 |
| **Outstanding:** | | |
| CD Interest 7/2/90 | 5,860.27 | |
| May Invoice | 32,000.00 | |
| June Invoice | 40,000.00 | |
| Total Outstanding | | 77,860.27 |
| **TOTAL FP FUNDS AVAILABLE FOR FY 90 - 91** | | $486,847.71 |

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# MONTHLY FINANCIAL REPORT GUIDELINES

Please complete the information on the Monthly Financial Report of Family Protection funds using the following guidelines:

**PROGRAM:** This refers to your program (not sponsor program).

**REPORTING MONTH:** This refers to the month for which expenses are reported.

**PROGRAM ADMINISTRATOR:** This is the designated person responsible for program financial reports.

**DATE SUBMITTED:** This should be no later than the 20th of the month following the reporting month.

**BUDGET:** This shows the budget approved by the FPSB. These numbers will not change unless a revision is submitted and approved.

**MONTH:** This shows the amount of money expended in each budget category during the reporting month. The total of this column is the same as the total of the receipts attached. Please attach to your receipts an adding machine printout showing the same number as the total of the funds expended this month.

**Y-T-D:** This shows the year-to-date expenses in each category. These numbers are calculated by adding last month's year-to-date expenses to the current month's expenses in each category.

**VARIANCE:** This shows the difference between the allotted budget in each category and the expenditures to date. These numbers are found by subtracting the Y-T-D column from the BUDGET column. For this reporting form, please express variance in actual funds remaining in each category.

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# MONTHLY FINANCIAL REPORT
# FISCAL YEAR 1990 - 1991

PROGRAM _____ REPORTING MONTH _____

PROGRAM ADMINISTRATOR _____

DATE SUBMITTED _____

| | BUDGET | MONTH | Y-T-D | VARIANCE |
|---|---|---|---|---|
| PERSONNEL | | | | |
| .01 SALARIES | | | | |
| .02 FRINGE | | | | |
| TOTAL PERSONNEL | | | | |
| CURRENT EXPENSES | | | | |
| .03 CONSULT/PROF. SERV | | | | |
| .04 STAFF TRAVEL | | | | |
| .05 CONTRACTUAL SERVICES | | | | |
| .06 CONSUMABLE SUPPLIES | | | | |
| .07 SPACE | | | | |
| .08 OTHER COSTS | | | | |
| .09 EQUIPMENT/FURNITURE | | | | |
| TOTAL CURRENT EXPENSES | | | | |
| TOTAL BUDGET | | | | |

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FISCAL YEAR FUNDING SOURCE SUMMARY GUIDELINES

Please complete the Fiscal Year Source of Cash Funds Summmary using the following guidelines:

These numbers refer to actual income for the 1989-1990 fiscal year. Please use rounded numbers and include all cash income. If funds have been received through grants (federal, state, local government, or private foundation), please list sources and total for that category.

Once this information has been collected, the FPSB will have a compete overview of funding sources for the Coalition.

Please send your completed form to the WVCADV Office, P.O. Box 85, Sutton, WV 26601 by AUGUST 15,1990 in order to provide staff time for collation of this data.

Thank you for your assistance in gathering this information.

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENCE
FISCAL YEAR SOURCE OF CASH FUNDS SUMMARY

PROGRAM _____ FISCAL YEAR _____

THE FORM BELOW IS A SUMMARY OF PROGRAM CASH INCOME FOR THE PAST FISCAL YEAR. PLEASE USE ROUNDED NUMBERS. TOTALS REFER TO ACTUAL PAST INCOME.

| | |
|---|---|
| FAMILY PROTECTION FUNDS | |
| TITLE XX FUNDS | |
| VOCA FUNDS | |
| CHILD NUTRITION FUNDS | |
| FEMA FUNDS | |
| FAMILY VIOLENCE PREVENTION FUNDS | |
| OTHER FEDERAL GRANTS* | |
| OTHER STATE GRANTS* | |
| LOCAL GOVT. GRANTS (CITY, COUNTY)* | |
| FOUNDATION GRANTS* | |
| UNITED WAY FUNDS | |
| COMMUNITY FUND-RAISING | |
| OTHER FUNDS: DONATIONS, INTEREST, ETC. | |
| TOTAL PROGRAM CASH BUDGET FOR YEAR | |

*PLEASE LIST SOURCES AND TOTALS: E.G. MCKINNEY, CHILDREN'S TRUST, CHICAGO RESOURCE CENTER.

ATTACHMENT E.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

WVCADV for a Safer State of Family

RECEIVED
JUN 08 1990
SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

June 6, 1990

Contracted Services
Office of Social Services
West Virginia Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

PURCHASE ORDER NUMBER: S-347 DATE SUBMITTED: June 6, 1990

FEIN: 311-011-750-1 AMOUNT DUE: $32,000 Pay AA 6-8-90

WVCADV is invoicing $32,000 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers:

Susan Julian 6-6-90

Susan Julian: WVCADV Team Coordinator Date

Diane G. Reese 6-6-90

Diane Reese: WVCADV Team Coordinator Date

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8801754

PAY TO
THE ORDER OF WV COALITION AGAINST DOMESTIC VIOLENCE

JUNE 26, 1990

$*********32,000.00**

PAY EXACTLY*********32,000*DOLLARS AND NO CENTS

025 90FY 9120-13

STATE TREASURER

AUDITOR

WEST VIRGINIA TREASURY

Glen B. Gainer, J

⑈8801754⑈ ⑆051902322⑆ 02⑉095⑉9⑈

Received WVCADV Office
7/3/90

HUG 90

# MONTHLY REPORT

AUGUST 1990

Met with Focus Group; Aqhati and Beverly gave updates on their Projects. Its time now to start thinking about the final report and presentations for our Projects. Think about:

* How to demonstrate levels of organizational participation.
* Delivery of solid planning, e.g. step-by-step process, incorporation of CED program courses, etc.
* Style of presentation: clear, understandable, fun-to-follow, use of charts.

**Tasks:** * Meet with the Family Protection Services Board.
* Collate information received from programs regarding Revision of State Plan Survey.
* Meet with Ad Hoc State Plan Committee.
* Develop first draft of the revised State Plan.

**Completed:** All of the above were completed with the exception of a completed first draft of the revised State Plan.

# MONTHLY REPORT OF CED PROJECT

## AUGUST 1990

### Family Protection Services Board

During the month of August I met with the Family Protection Services Board three times: two full-group meetings and one prep meeting. The first full-group meeting was called to address a member program's questions regarding its 'pending' status of Family Protection funds. The second full-group meeting focused in on the FPSB Annual Report and on the two programs whose Family Protection awards are 'pending.' The second meeting was long and boring. Having completed its first year of activity, the FPSB is considering meeting every other month instead of every month. The Board has schedules time in October to evaluate its past year's decisions, activities and processes. (See Attachments A & B.)

### State Plan Revision

All thirteen programs responded by August 10th to the Program Survey. The Ad Hoc Committee meeting scheduled for August 21st was postponed by committee members to September 6th. The sudden change in dates was disappointing for me because there seems to be so much work to be done in order to have a revised State Plan ready for the January legislative session.

In the meantime Diane and I brainstormed Table of Content and collated the information received from the programs. (See Attachment C & D.)

During the month of August WVCADV received a corporate donation of Ventura Gold, a desktop publishing software, from Xerox Corporation. In order to decrease costs of printing I have decided to learn Ventura as part of my CED Project. Familiarity with Ventura will enable the Coalition to do the typesetting and layout before sending the State Plan to the printer's.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV
for a Safer
State of Family

Form No. 356

**BANK OF GASSAWAY**

GASSAWAY, WEST VIRGINIA 26624

THIS IS YOUR **OFFICIAL RECEIPT** FOR YOUR DEPOSIT AND SHOULD BE HELD UNTIL VERIFIED WITH YOUR NEXT STATEMENT OF ACCOUNT. ALL DEPOSITS ARE SUBJECT TO FINAL AUDIT AND TO THE CONDITIONS APPEARING ON SIGNATURE CARDS USED BY THIS BANK.

Received 8/2/90

BANK SYMBOL, TRANSACTION NUMBER, DATE AND AMOUNT OF YOUR DEPOSIT ARE SHOWN BELOW.

7 P. S. B.

B 0 6 *000 0006 AUG/27/90 0015
*22-722-6* $40,000.00 00A

ALWAYS OBTAIN AN OFFICIAL PRINTED RECEIPT WHEN MAKING A DEPOSIT

Supplemental for June, 1990
Month of Service: June 1990

PURCHASE ORDER NUMBER: S-347 DATE SUBMITTED: July 11, 1990

FEIN: 311-011-750-1 AMOUNT DUE: $40,000 Pay 10 f 7-12-90

WVCADV is invoicing $40,000 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers:

Susan Julian 7-11-90
Susan Julian, WVCADV Team Coordinator Date

Diane Reese 7-11-90
Diane Reese, WVCADV Team Coordinator Date

S-347
2-75
9120-13-025

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8897443

PAY TO
THE ORDER OF WV COALITION AGAINST DOMESTIC VIOLENCE

AUG. 10, 1990

$*********40,000.00**

PAY EXACTLY*********40,000*DOLLARS AND NO CENTS

025 91FY 9120-13

STATE TREASURER

AUDITOR

Glen B. Gainer, J

WEST VIRGINIA TREASURY

"8897443" :051902322: 02"095"91"

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV for a Safer State of Family

Ad Hoc Committee
Task: Revision of the State Plan

August 1990

DRAFT OF CONTENTS OF WVCADV STATE PLAN

Section 1: Introduction

A. Purpose of the State Plan
B. History of WVCADV and Central Service Office
   Phase of Organizational Development
   Organizational Chart
C. Mission, Philosophy and Principles of Unity
D. Characteristics of Domestic Violence in WV
E. Listing of WVCADV Programs including Map
F. Domestic Violence Services Description

Section 2: Statistics

A. Database - (Use PCADV as a guide.)
B. Needs Assessment - Program Survey
C. Sources of Income - Program Survey
D. Graphs

Section 3: Overview of Domestic Violence Legislation

Section 4: Peer Review Process

Section 5: Goals and Objectives ~~of State Plan~~ Projected Goals + Objectives

Section 6: Work Plan for Each County or
Each Underserved County (Use PCADV as a model.)

Ad Hoc Committee
Task: Revision of the State Plan

August 1990

COMPILATION OF INFO RECEIVED FROM PROGRAMS' SURVEY
(All thirteen programs responded.)

1. Underserved counties:

Fayette, Summers, Nicholas; Boone, Clay; Braxton, Webster; Gilmer, Doddridge, Harrison, Lewis; Mason, Wayne, Putnam; Pendleton, Grant; Pocahontas, Monroe; Morgan; Preston, Taylor; Wyoming; Logan; Marshall.

Unserved Counties

Wetzel

2. Unmet Needs of Population Groups

a. Women of Color: Outreach (2 programs)
b. Differently-Abled: Outreach (2 programs)
Safe shelter (3 program)
Counseling (1 program)
Advocacy (1 program)
c. Lesbians: Outreach (2 programs)
Advocacy (1 program)
d. Prostitutes: Outreach (2 programs)
Counseling (1 program)
Safe shelter (1 program)
e. Rural Women: Counseling (3 programs)
Outreach (3 programs)
Safe shelter (1 program)
Transportation (1 program)
Protection Order (1 program)
f. In Prison: Counseling (2 programs)
Outreach (3 programs)
Advocacy (1 program)
g. Children: Safe shelter (2 program)
Counseling (1 program)
Protection Order (1 program)
Outreach (1 program)
Advocacy (1 program)

3. Developed a plan for expansion? YES: 8 NO: 5

| Services to be expanded. | Cost Estimate |
|---|---|
| Art Therapist | $16,000 |
| Rural Outreach Services | 15,000 |
| Volunteer Coordinator | 18,000 |
| Children's Therapist | 20,000 |

(continued)

| Services to be expanded | Cost Estimate |
|---|---|
| Outreach: 2 counties | $28,000+ |
| Children's Program | 18,500+ |
| Shelter Facility | 6,500 |
| Volunteer Program | 14,000+ |
| | |
| Childrens' Services | 50,000 |
| Outreach | 25,000 |
| | |
| Shelter Facility | 50,000 |
| | |
| Child Advocate to FT | 9,500 |
| Satellite Office | indirect costs |
| Intake worker to FT | 8,900 |
| Transitional Housing | 15,000 |
| Increased focus on Women's Issues | indirect costs |
| | |
| Batterers' Program | 20,000 |
| Handicap accessibility office/shelter | 50,000 |
| Child Advocate | 18,000 |
| Community Outreach Educator | 18,000 |
| | |
| Outreach Office | 3,000 |
| | |
| Therapist/Counselor | 15,000 |
| | |
| Outreach | 25,000 |
| Child Advocate to FT | 10,000 |
| Transportation | 2,000 |

4. Services unable to be provided due to lack of resources:

Outreach; children's counseling; volunteer coordination; evening groups and local support groups; shelter night and weekend coverage; public education, training for police, hospital and school personnel; outreach in rural areas; training; outreach for sexual assault issues; child advocacy; transportation; comprehensive prevention program; men's group; paid child care; housing;

5. $10,000 increase per year:
   increased public education efforts
   improvement of shelter facility; PT child advocate
   added case management
   larger educational campaign; expanded counseling staff
   increased advocacy/outreach
   increased preventative activities
   intake case manager PT
   children's programming and outreach
   transportation for victims

up to $25,000 per year:
children's activities
outreach services and volunteer coordinator
improve shelter facility and FT child advocate
school presentations increased
child care, job service, full-time counselor added
prevention program
part-time grant writer
out-of-shelter offices
batterers' treatment program
second counselor

up to $50,000 per year:
van and insurance
child advocate, art therapist
co-director and FT child advocate
increase of staff salaries
five full-time outreach coordinators
outreach and counseling
sexual assault program
client-run small business
physical accessibility
facility renovation

6. Affirmative Action Policy? Yes: 5 No: 8

7. Implementing Affirmative Action
presentations, ads, employment practices, orientation, outreach to minority community, in compliance with the Uniform Guidelines on Employee Selection.

8. Program Adequately Staffed? Yes: 1 (minimally) No: 12
Additional Staff Positions Needed:
one child advocate @ $15,000
one outreach staff @ $12,000
one client advocate @ $12,000
one secretary @ $12,000

part time outreach staff @ $10,000
one volunteer coordinator @ $18,000
part time child therapist @ $10,00

two women's counselors @ $13,000 each
two outreach coordinators @ $13,000 each
one public education coordinator @ $10,000
one administrative assistant @ $10,000

one child advocate @ $18,500
two outreach workers @ $14,000 each
two part-time outreach workers @ $7,000 each
one volunteer coordinator @ $14,000
one administrative assistant @ $ 12,000

one case management @ $15,000
part time shelter manager @ $6,000
one child advocate/teacher @ $25,000

two counselors @ $14,500 each
one secretary/receptionist @ $10,500
one shelter night counselor @ $12,500

three outreach advocates @ $15,000 each
one sexual abuse program coordinator @ $15,000
one child advocate @ $15,000
one shelter manager @ $13,000

one permanent instructor @ $16,000+
two intake case managers @ $16,000+ each
part time child advocate @ $8,500

one child advocate @ $18,000
one community outreach educator @ $18,000
one ABE counselor @ $17,000

one shelter care worker @ $10,000
one counselor @ $19,500
one child care worker @ $12,000

one therapist/counselor @ $15,000
one children's program director @ $15,000

part time child advocate @ $7,500

9. Child Advocate? Yes: 5 No: 8

| Salary of Child Advocate: | part time | full time |
|---|---|---|
| | $7,100 | $15,750 |
| | 4,500 | |
| | 8,500 | |
| | 7,500 | |

10. Coalition priorities:

| | Points | |
|---|---|---|
| Volunteer Program: | 1 | |
| Childrens Program | 12 | tie for 3rd |
| Prevention in Schools | 7 | |
| Law Enforcement Training | 18 | 1st priority |
| Magistrate Training | 17 | 2nd priority |
| Victim Witness program | 1 | |
| Outreach Program | 12 | tie for 3rd |
| Legislative Issues | 9 | |
| Transitional Housing | 2 | |
| Other | | |

| 11. Highest Fulltime Salaried Position | Amount |
|---|---|
| Executive Director | $23,285 |
| Program Director | 20,837 |
| Executive Director | 15,000 |
| Executive Director | 23,320 |
| Executive Director | 21,000 |
| Executive Director | 17,500 |
| Director | 19,000 |
| Executive Director | 23,000 |
| Executive Director | 26,700 |
| Administrative Director | 22,491 |
| Program Coordinator | 15,000 |
| Program Shelter Director | 14,000 |
| Administrative Team (3 equally paid positions) | 15,000 each |

| Lowest Fulltime Salaried Position | |
|---|---|
| Client Advocate | 8,900 |
| Crisis Staff | 10,595 |
| Women's Counselor | 13,440 |
| Secretary/Support | 11,000 |
| Shelter Worker | 10,900 |
| Administrative Assistant | 11,500 |
| Shelter Manager | 12,000 |
| House Manager | 7,904 |
| Counselor | 14,000 |
| Shelter Care Worker | 8,902 |
| Director of Services | 13,000 |
| Resident Building Director | 7,500 |
| Shelter Coordinator | 12,000 |

13. Criteria for Salary Scale

State law, Board of Directors, available money, educational level; market place, job responsibilities, skill level; education, experience, work history; survey of other agencies, availability of funds, education level, work experience, competitive; money available, annual performance based increase; salaries comparable to surrounding area agencies; no objective criteria; experience, education, licensure, responsibility, tenure; competitive with local job market; minimum standards, seniority, parent agency criteria; all staff have equal importance.

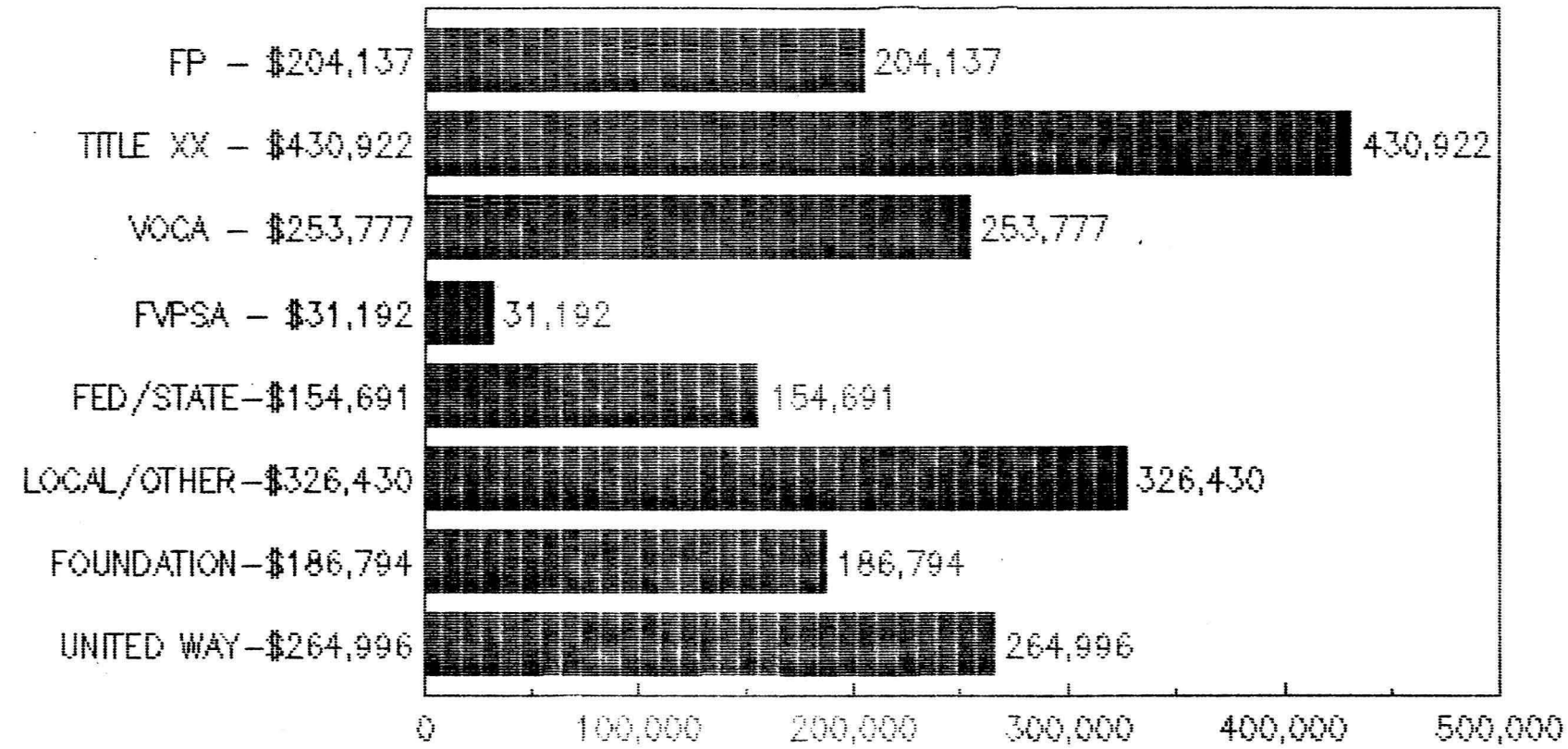
14. Does Personnel Policy address staff salaries? Yes: 5 No: 8

| 15. Fulltime Positions | Part time | 16. % of budget = Personnel |
|---|---|---|
| Beckley: 9 | 4 | 51% |
| Charleston: 10 | 3 | 80 |
| Elkins: 2 | 5 | 70 |
| Fairmont: 6 | 1 | 73 |
| Huntington: 7 | 9 | 81 |
| Keyser: 4 | 3 | 70 |
| Lewisburg: 6 | 3 | 71 |
| Martinsburg: 4 | 9 | 75 |
| Morgantown: 5 | 4 | 69 |
| Parkersburg: 7 | 2 | 75 |
| Welch: 2 | 0 | 56 |
| Wheeling: 3 | 0 | 55 |
| Williamson: 5 | 3 | 67 |

# WVCADV CASH INCOME SOURCES

## FISCAL YEAR 1989 - 1990

SOURCES OF CASH INCOME




OTHER INCOME:
IN-KIND DONATIONS: $327,125
VOLUNTEER LABOR HOURS: $54,202

TOTAL CASH INCOME: $1,853,000

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FAMILY PROTECTION SERVICES BOARD SPECIAL MEETING

August 6, 1990 + Charleston, WV
Department of Health and Human Services Conference Room

**PRESENT:**

Deborah Short, Chairperson; Judy King Smith, WVCADV; Diane Crump, WV Department of Health and Human Resources (DHHR); Kitty Atkins, member-at-large; Martha Hinchman, acting representative from the Governor's Office of Community and Industrial Development (GOCID), Sue Julian and Diane Reese, FPSB staff.

**MEETING SUMMARY:**

Because of the special circumstances of this meeting the general format was not followed. Review of Minutes and Financial Report will be part of the August 28, 1990, meeting.

Deborah Short provided a brief update of the reason for this special meeting, which was requested by the Board of Directors of the Stop Abusive Family Environments in Welch. The SAFE Board asked for an opportunity to clarify concerns expressed in the letter to them dated July 23, 1990. The three issues raised in that letter were these: the basis for figures used in the budget; the question of funding through the SAFE program services in Wyoming County, which is in the Women's Resource Center catchment area; and concerns regarding the program's policies and by-laws.

The following persons represented SAFE at this meeting: Sharon Yates, Program Coordinator; Patricia England, Director of Program Services; Norman Googel, Board President; Katie Jones, Board member; Karen Milligan, volunteer.

A lengthy discussion of the three areas of concern ensued. The budget concerns were clarified and SAFE will resubmit a revised grant application and budget form. The question of catchment area was clarified regarding the present regionalization plan of services and the possible revision of that plan in the future. The revised application will cover services in McDowell County. Diane Crump noted that at this time both Family Protection Funds and Title XX Funds are distributed according to the current regionalization plan. Norman Googel responded to questions regarding Board policies and guidelines, noting that a review and possible revision of these is in process. The FPSB recognized the efforts being made to update these policies and will review them when this has been accomplished.

Following the discussion, the FPSB members outlined the content of a letter of response to be sent to SAFE. This outline was approved by consensus and the staff was asked to draft a letter to SAFE clarifying the steps needed for the revision of their funding application. (Please see attached document.) Because of time constraint, other agenda items were tabled until the regularly scheduled meeting of the FPSB on August 28, 1990, in Sutton, WV. Martha Hinchman stated that Mr. Michael Oliverio has been elected Chair of the Governor's Committee on Crime, Delinquency, and Correction and will replace her on the Board.

**Respectfully submitted,**

Diane Reese/Sue Julian

STATE OF WEST VIRGINIA

# FAMILY PROTECTION SERVICES BOARD

BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

Sharon Yates, Program Coordinator
Stop Abusive Family Environments
P.O. Box 234
Welch, WV 24801

August 11, 1990

Dear Sharon,

The Family Protection Services Board is grateful to members of the SAFE Board and Staff who met with them at the Special Meeting held on August 6, 1990. The FPSB members discussed at length the mutual concerns expressed by those present at this meeting. We are requesting that you submit a revised grant application to this Board by August 24, 1990, so that we may review and act on your revisions at the August 28 meeting.

We ask that you revise your original grant application according to the form provided, correcting the mathematical inaccuracies, and expanding the narrative section to clearly detail needs, program goals, objectives, timeline, and process for program evaluation. Funding for services in Wyoming County have been allocated through the Women's Resource Center in Beckley according to the present regional plan for domestic violence services in West Virginia. Efforts to provide services in Wyoming County are coordinated through the Women's Resource Center.

The FPSB recognizes and appreciates efforts made by the SAFE Board of Directors to review and revise policies and procedures. We also realize that this process requires additional time on the part of both Board and staff members. For this reason we will release a three month operational grant upon approval of a revised application and budget. Additional allocations will occur after the FPSB has reviewed revised by-laws and personnel policies guiding SAFE's administrative design for the future. Kitty Atkins, member of the Family Protection Services Board, offered her assistance in this area. Her work number is 344-5401.

Thank you again for your willingness to work cooperatively in the on-going development of advocacy services in your area. We look forward to reviewing both your application and your revised by-laws and personnel policies.

Sincerely,

Deborah Short

Deborah Short
Chairperson

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# MINUTES OF MEETING
# AUGUST 28,1990

**Present:** Deborah Short, Chair of the FPSB; Diane Crump, delegate from DHHR; Judy King Smith, Coordinator of WVCADV; Michael Oliverio, Chair of the GCCDC; Diane Reese and Sue Julian, Staff to the FPSB.

**Minutes:** Minutes of both the July 18th and August 6th meetings were accepted as reported.

**Financial Report:** The Financial Report was accepted as presented.

**Annual Report:** Members of the FPSB discussed the purpose and content of the FPSB's Annual Report. The following is a list of suggested information to include in this document:

* Domestic Violence Act 1989
* Statewide statistics required by law.
* Names and addressed of FPSB members.
* FPSB financial summary statement for FY 89-90.
* Listing of local domestic violence programs including logo, brief history of program, catchment area, number of beds, summary of program's statistics.
* WV map identifying programs' locations and catchment areas.
* Identification of busy times of the year and how they impact programs.
* Listing of FPSB awards and formula used in distributing funds.
* Summary of additional statistics taken from WVCADV's database e.g. hotline calls, DVPs, referrals, non-residents served, etc.

**Proposal:** That FPSB staff send a memo to the programs asking them to bring the following information with them to the September Coalition meeting: 1) camera-ready logo; 2) brief history of program; 3) program contact person; 4) number of shelter beds.
**Decision:** Consensus

**Proposal:** That FPSB staff put together a draft of the Annual Report for presentation at the next FPSB meeting.
**Decision:** Consensus

Cash Source: Diane Reese distributed the results of the program survey regarding sources of cash income. Board members suggested that the information be categorized in graph form under headings and subheadings to clarify funding sources as federal, state, local, etc. Diane Crump noted that Title XX is 25% federal funds and 75% state funds.

Board Evaluation: In order 1) to evaluate the Board's work of the past year and 2) to develop the Board's workplan for the coming year, members of the Board decided to schedule retreat time for October 25th and 26th. FPSB staff will try to make reservations for this meeting at a WV State Park with meeting room facilities.

Re-appointed: Deborah Short has been re-appointed by the Governor to serve on the Family Protection Services Board for a term of three years.

Charleston: RFAP

Resolve Family Abuse Program submitted a request for line-item revisions in their program's FP budget.

Proposal: That the FPSB approve RFAP's revisions as submitted.
Decision: Consensus

Welch: S.A.F.E.

Diane Crump reported on her visit to the Welch program where she met with Sharon Yates and Karen Milligan. According to documentation submitted concerns regarding the former Program Director's resignation have been resolved. Also, program staff have contacted Kathryn Atkins to work with them on Board/Staff development.

Members of the FPSB reviewed and discussed S.A.F.E.'s revised grant application for FY 90-91.

Proposal: That the FPSB immediately release 3 months of operating funds to the Welch program and that pending review of S.A.F.E.'s revised Personnel Policies and By-Laws the balance of S.A.F.E.'s grant allocation be awarded to the program.
Decision: Consensus

Proposal: That FPSB staff develop and send a letter to S.A.F.E. informing the program of the Board's decision, include a check in the amount of $4,860 (3 months of grant allocation), remind S.A.F.E. that an annual audit for FY 89-90 is due October 31, 1990, and ask S.A.F.E. to

send revised policies to the FPSB for review in October.
**Decision:** Consensus

**Proposal:** That Diane Crump advise Kathryn Atkins to address the conflict-of-interest issue regarding Karen Milligan's status as both program Board member and staff.
**Decision:** Consensus

**Wheeling: YWCA**

Kathryn Atkins submitted a written report of her on-site visit to the Wheeling program. The Board continues to have major concerns with the structure and operations of the Wheeling program. Because of these concerns the Board made the following proposal:

**Proposal:** That the FPSB write a letter to the YWCA's Board President requesting to meet with the YWCA's Board President, the YWCA Director and the Women Abuse Program Director on September 28th in Morgantown. The purpose of the meeting is to clarify the grant application to the FPSB and to understand roles and responsibilities of persons involved. In addition, the FPSB would like copies of the domestic violence program's Personnel Policies, By-Laws, and job descriptions. FPSB contact person is Deborah Short.
**Decision:** Consensus

Respectfully submitted,

Sue Julian / Diane Reese

Sue Julian / Diane Reese
WVCADV Team Coordinators

MONTHLY REPORT OF CED PROJECT

March 1990

Met with Focus Group and listened to two poeple present their projects. I did not turn-in my Journal to David. No more time to delay the Journal.

**Task**: Turn-in Journal to David.

* Meet with reps from DHHR Purchase of Social Services.

**Completed**: Journal entries and mailed them to David prior to the April CED weekend.

# MONTHLY REPORT OF CED PROJECT

March 1990

## DHHR: Family Violence Prevention Services Act

On March 5th, a little over a month since the FVPSA Review Committee met, programs received grant award letters, grant contracts and revised budget forms from DHHR. Since these grant monies were scheduled to begin October 1, 1989, programs received news of FVPSA grant allocations with bittersweet enthusiasm.

The Grant Review Committee evaluated the process used in submitting grant award recommendations to the Commissioner of DHHR. Coalition committee members valued the opportunity to have direct input into the process of recommendations. Also Coalition committee members experienced for the first time the difficulties in making funding decisions particularly when the decisions mean that some of the sister programs will not be funded. In light of this committee members strongly supported the idea of establishing criteria for selection prior to engaging in the task of awarding grants. The main drawback from the local programs' perspective is that the programs did not know what criteria would be used to evaluate their grant applications.

FVPSA grant review process is scheduled for evaluation and critique by the full Coalition Board at the June Coalition meeting. Input, comments and suggestions will then be passed on to DHHR.

## Family Protection Services Board

At the February 26th meeting of the FPSB, members discussed - inconsistencies with programs' understanding of how to complete grant applications; how to gather information for database forms; what is common and different to all state funding processes; shared responsibilities and specific duties of Board and staff in receiving and spending state funding; how database information impacts the work that we do and the funds that we receive.

To address this problem FPSB decided to schedule two Technical Assistance Sessions, one in the northern part of the state and one in the southern part. All domestic violence programs must attend one of these meetings as a prerequisite to applying for Family Protection funds. Eacg program is asked to send the Program Director, the person responsible for finances, the person responsible for teh database and at least one Board member.

These meetings will be held April 5th and 10th. Staff of the Coalition will provide input in the areas of gathering information and completing the database forms, financial management and Board development. Each of the state funding agencies will be present at these meetings and will go over in detail all that is involved in completing and submitting information to their respective agencies.

At first I thought that programs would take issue with the prerequisite mandate but their response to the Technical Assistance Sessions was really positive. Programs are welcoming the interest that this state agency is showing them.

The DHHR rep on the Family Protection Services Board is also seeing first hand how the state can work cooperatively with organizations in ways that benefit the programs themselves. In fact

this rep called the Coalition office this week and suggested the possibility of transferring Family Violence Prevention monies to the Coalition account in much the same way that Family Protection monies were transferred!

New Directions/Ideas Regarding This Project

As Diane and I were talking about how to go about developing a three-to-five year Financial Plan we realized that we needed more than financial information to do the projection. We then referred to the Coalition State Plan of 1987 and thought that this is the time to revise the State Plan. The entire Coalition will be involved in this revision which will also included financial projections and planning.

What this means for my project:

1. Change in Project Purpose #2.
   To revise and print the WVCADV State Plan.

2. Change in Objectives and Methods
   Objective #2a: * Omit soliciting information from surroundings states.
   * Instead send Needs Assessment Survey to domestic violence programs in Coalition network. See enclosed and tentative Needs Assessment Survey.

Aside from CED Project Work

The bulk of my focus for March was organizing and coordinating the last phase of the Coalition's first statewide conference on domestic violence held March 21st - 22nd. The conference, "Putting the Pieces Together: Creating a Non-Violent World" drew over 150 participants. Workshop and conference evaluations were excellent. In addition to addressing issues relevant to domestic violence, the conference was a time for women and some men to celebrate those who have survived domestic/sexual assault, to mourn those who died as a result of the violence inflicted upon them, to envision a violence-free world and to strategize ways of making that vision our reality.

**Pennsylvania Coalition Against Domestic Violence**

2250 ELMERTON AVENUE ● HARRISBURG ● PENNSYLVANIA 17110-9728 ● PHONE 652-9571 or 1-800-932-4632

# NEEDS ASSESSMENT SURVEY

Organization:_____

Address:_____

_____Phone:_____

Name of Person(s) Completing Survey:_____

1. There have been minimal funds available for domestic violence services. If more funding was made available what direct services for battered women would you indentify as being most in need of increased funding? Rank in order the following, leaving blank any service area that you do not feel is in need of increased funding.

DIRECT SERVICE

_____Counseling/Victim Advocacy
_____Shelter (including safe homes)
_____Hotline
_____Transportation for Victims

2. What indirect services for battered women would you identify as being most in need of increased funding? Rank in order the following, leaving blank any service area that you do not feel is in need of increased funding.

INDIRECT SERVICE

_____Long-Term Housing (availability and priority policies)
_____Bridge Housing (Interim housing provided for usually up to one year after shelter services)
_____Job Training
_____Child Care
_____Accessibility to Emergency Funds and Food
_____Accessibility to/provision of Legal Services
_____Coordination between Agencies/Professionals providing services to battered women
_____Training of Medical Professionals
_____Training of Criminal Justice Professionals
_____Training of Mental Health Professionals
_____Training of Child Welfare Professionals
_____Training of Clergy
_____Training of School Personnel
_____Increased Public Education/Prevention efforts (Please check area of need)

Media _____ Schools _____
Informational Materials _____ Community Groups _____
(brochures, films, etc)

_____Other (please specify)_____

## COMMENTS

1. Describe the needs of battered women that are not being met in your community.

2. Describe the needs of your own agency in providing services to victims of domestic violence.

3. Has your program experienced an increase in referrals of domestic violence victims to domestic violence programs during FY 86/87? Do you anticipate an increase in referrals for FY 87/88 and FY 88/89? (If you have statistics on the number of referrals made and the percentage of increase, please include them in your comments.)

4. Other comments.

FAMILY PROTECTION SERVICES BOARD

March 27, 1990

AGENDA

10:00 A.M. CALL TO ORDER

MINUTES OF LAST MEETING

FINANCIAL REPORT

UPDATES

- PEER REVIEW
- ADVANCE ALLOCATION PROCESS

TECHNICAL ASSISTANCE SESSIONS (Finalize Plans)

FY 1990-91 PROPOSAL PROCESS

- Allocation Method

HB 4109 UPDATE

# MINUTES OF THE WEST VIRGINIA FAMILY PROTECTION SERVICES BOARD

Conference Room, West Virginia Department
of Health and Human Resources
March 27,1990

**PRESENT:**

Judy King Smith, WVCADV; Diane Crump, Department of Health and Human Resources (DHHR); Martha Hinchman, acting representative from the Governor's Office of Community and Industrial Development (GOCID); Kitty Atkins, member-at-large; Sue Julian and Diane Reese, FPSB staff. Deborah Short was unable to be present.

**MINUTES:**

The minutes of the February 26, 1990, meeting were reviewed and accepted as presented.

**FINANCIAL REPORT:**

The staff presented a financial report of FP funds. (Attachment A) By the tenth of each month the staff will invoice funds from the Special Revenue Account for transfer to the WVCADV-FP Account. Diane Crump is monitoring the accumulation of marriage and divorce funds and stated that next year's fund balance will probably be nearly double last year's.

**PEER REVIEW:**

The Board reviewed the process of Peer Review currently being implemented by the programs and discussed the licensing procedure. The staff was asked to have program Peer Review packets ready for the next Board meeting.

**TECHNICAL ASSISTANCE WORKSHOPS:**

A major portion of the meeting was spent in finalizing the agenda for the program workshops scheduled for April 5 and 10 in Morgantown and Beckley, respectively. (Please see the enclosed schedule for the day and directions.) Programs are asked to review the FPSB February Minutes for background information regarding these workdays:

FPSB members discussed the importance of programs submitting accurate and complete grant applications, financial invoices, and data base statistics. FPSB also addressed the need for program Board members to understand their responsibilities and role in serving on a Board of Directors of a domestic violence program. Therefore, the FPSB agreed to conduct a technical assistance session for all programs as a pre-requisite for applying for 90-91 FP funding....The following persons will be encouraged to attend: directors of programs; program person who completes the data base forms; program person responsible for financial management; and one or two representatives from the program Board of Directors. (FPSB Minutes, 2/26/90, page three)

The trainings will begin with a general session at 9:30 a.m. and conclude with a second general session ending at 4:00 p.m. Lunch will be available for purchase on-site. Two separate tracks will be held for program staff and Board members. Input will be provided by FPSB members and by representatives of both GOCID and DHHR. Programs may select the preferred site and date; participation in one of the two sessions is a required for applying for next year's FP funds.

FUTURE AGENDA:

The next meeting of the FPSB will be held on May 24, 1990. The agenda for this meeting will focus on two points: peer evaluation reviews and the allocation process for next year's funding. Diane Crump proposed that she and FPSB staff meet to prepare some possible options for an allocation process: criteria, guidelines, timeline, etc. Consensus.

Respectfully submitted,

Sue Julian / Diane Reese

Sue Julian / Diane Reese
FPSB Staff

# AMILY PROTECTION SERVICES
# BOARD WORKSHOP AGENDA

## April 5, 1990 - Morgantown
## April 10, 1990 - Beckley

| | |
|---|---|
| 9:30 a.m. | Welcome, Introduction, Overview |
| 9:45 - 10:45 | General Session: Requirements for Successful Organizations; Minimum Requirements; Allocation of Responsibilities. |
| | BREAK |
| 11:00 - 12:30 | Board Track: Roles and Responsibilities: Legal and Fiscal<br>Program Track: DHHR |
| | LUNCH - Available for purchase on-site |
| 1:30 - 3:30 | Board Track: Recruitment, Training, Accountability<br>Program Track: VOCA; Data Base; Peer Evaluation |
| 3:30 - 4:00 | General Session: Future Issues |

MORGANTOWN MEETING: BONANZA RESTAURANT, 306 PATTERSON DRIVE, MORGANTOWN 599-2778

BECKLEY MEETING: DEPT. OF HEALTH & HUMAN RESOURCES, 407 NEVILLE ST, BECKLEY 256-6930. (HARPER ROAD EXIT FROM I-77, SECOND EXIT FROM NORTH OR SOUTH. CONTINUE STRAIGHT INTO DOWNTOWN. HARPER ROAD BECOMES NEVILLE STREET. DHHR ON THE LEFT, PARKING IN THE REAR.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV for a Safer State of Family

March 9, 1990

Contracted Services
Office of Social Services
West Virginia Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

PURCHASE ORDER NUMBER: S-347 DATE SUBMITTED: March 9, 1990

FEIN: 311-011-750-1 AMOUNT DUE:

WVCADV is invoicing $35,353 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

**Providers:**

Susan Julian 3-9-90
Susan Julian: WVCADV Team Coordinator Date

Diane Reese 3-9-90
Diane Reese: WVCADV Team Coordinator Date

[redacted] This will be revised & sent to programs by the end of April.

**NEEDS ASSESSMENT SURVEY**

**Organization:**_____

**Address:**_____

_____**Phone:**_____

**Name of Person(s) Completing Survey:**_____

1. There have been minimal funds available for domestic violence services. If more funding was made available what direct services for battered women would you indentify as being most in need of increased funding? Rank in order the following, leaving blank any service area that you do not feel is in need of increased funding.

DIRECT SERVICE

_____Counseling/Victim Advocacy
_____Shelter (including safe homes)
_____Hotline
_____Transportation for Victims

2. What indirect services for battered women would you identify as being most in need of increased funding? Rank in order the following, leaving blank any service area that you do not feel is in need of increased funding.

INDIRECT SERVICE

_____Long-Term Housing (availability and priority policies)
_____Bridge Housing (Interim housing provided for usually up to one year after shelter services)
_____Job Training
_____Child Care
_____Accessibility to Emergency Funds and Food
_____Accessibility to/provision of Legal Services
_____Coordination between Agencies/Professionals providing services to battered women
_____Training of Medical Professionals
_____Training of Criminal Justice Professionals
_____Training of Mental Health Professionals
_____Training of Child Welfare Professionals
_____Training of Clergy
_____Training of School Personnel
_____Increased Public Education/Prevention efforts (Please check area of need)

Media _____ Schools _____
Informational Materials _____ Community Groups _____
(brochures, films, etc)

_____Other (please specify)_____

## COMMENTS

1. Describe the needs of battered women that are not being met in your community.

2. Describe the needs of your own agency in providing services to victims of domestic violence.

3. Has your program experienced an increase in referrals of domestic violence victims to domestic violence programs during FY 86/87? Do you anticipate an increase in referrals for FY 87/88 and FY 88/89? (If you have statistics on the number of referrals made and the percentage of increase, please include them in your comments.)

4. Other comments.

PROGRAM NAME _____

COUNTY/COUNTIES SERVED _____

INDIVIDUAL(s) COMPLETING SURVEY _____

I. SERVICE ACTIVITIES - COMBINE PCADV FUNDED AND NON-PCADV FUNDED TOGETHER WHEN COMPUTING STATISTICS AND COSTS

| | | Number of Victims | | | Total Service Units in Hours | | | Domestic Violence Costs | | Total Domestic Violence Costs |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Victims | Children | Sig. Others | Victims | Children | Sig. Others | Personnel | Operations | |
| **Counseling and Advocacy** | 86/87 | | | | | | | | | |
| | 87/88 | | | | | | | | | |
| | 88/89 | | | | | | | | | |

| | | Units/Days | | | Costs | | |
|---|---|---|---|---|---|---|---|
| | | Adults | Children | | Personnel | Operations | Total Costs |
| **Shelter** | 86/87 | | | | | | |
| | 87/88 | | | | | | |
| | 88/89 | | | | | | |
| **Safe Homes** | 86/87 | | | | | | |
| | 87/88 | | | | | | |
| | 88/89 | | | | | | |

| | | Number of Contacts | Units/Hours | Total Costs |
|---|---|---|---|---|
| **Systems Advocacy** | 86/87 | | | |
| | 87/88 | | | |
| | 88/89 | | | |

| Training | 1986/87 | | 1987/88 | | 1988/89 | |
|---|---|---|---|---|---|---|
| **Volunteers** | ____#trainings | ____#individuals | ____#trainings | ____#individuals | ____#trainings | ____#individuals |
| **Outside Agencies** | ____#trainings | ____#individuals | ____#trainings | ____#individuals | ____#trainings | ____#individuals |
| **Staff** (In-service only) | ____#trainings | ____#individuals | ____#trainings | ____#individuals | ____#trainings | ____#individuals |

**Total Training Cost 86/87** _____ **Total Training Cost 87/88** _____ **Total Training Cost 88/89** _____

| Public Education | 1986/87 | | 1987/88 | | 1988/89 | |
|---|---|---|---|---|---|---|
| **Regular Events** | | | | | | |
| Newsletter | _____#developed | _____#distributed | _____#developed | _____#distributed | _____#developed | _____#distributed |
| Presentations to Community Groups | _____#programs | _____#individuals | _____#programs | _____#individuals | _____#programs | _____#individuals |
| **Presentations to Schools** | | | | | | |
| Elementary | _____#programs | _____#individuals | _____#programs | _____#individuals | _____#programs | _____#individuals |
| Secondary | _____#programs | _____#individuals | _____#programs | _____#individuals | _____#programs | _____#individuals |
| Colleges | _____#programs | _____#individuals | _____#programs | _____#individuals | _____#programs | _____#individuals |
| **Community Wide** | | | | | | |
| Media Appearances on TV & Radio | _____#appearances | | _____#appearances | | _____#appearances | |
| PSAs | _____#developed | | _____#developed | | _____#developed | |
| Brochures | _____#developed | _____#distributed | _____#developed | _____#distributed | _____#developed | _____#distributed |
| Press Releases | _____#developed | | _____#developed | | _____#developed | |

**Total Public Education Cost 86/87** _____ **Total Public Education Cost 87/88** _____ **Total Public Education Cost 88/89** _____

If there is a substantial increase in costs (higher than 25%) in any category between 86/87 - 87/88 and 87/88 -88/89 please provide supporting information (give reasons, such as hiring additional staff, purchasing new shelter, etc.).

**Counseling** _____

**Shelter/Safe Homes** _____

**Systems Advocacy** _____

**Public Education** _____

**Training** _____

Please answer the following questions. (Use the back of the sheet if needed.)

(a.) Identify any geographic areas (rural or urban) that are underserved within your program's service area.

(b.) Identify any unmet needs of special populations, such as target groups, within your program's service area (women of color, lesbian women, differently-abled women, older women, etc.)

(c.) Identify any other requests for service which your program is unable to meet due to lack of resources.

(d.) Can you identify the costs of transportation which your program currently provides? Include costs which program currently reimburses and costs of transportation provided which the program would pay for if it had the funding. Please provide information according to miles traveled and other travel costs, such as public transportation.

(e.) Does your program have any expansion plans beyond 1988/89? If so, identify the services to be expanded and estimate the costs. Identify the particular staff positions which may be added in the expansion of services.

(f.) Are there specific Public Education/Prevention activities which your program would conduct if there were increased resources? Please identify the activities and estimate costs.

## II. PROGRAM FACILITIES

Please provide information based upon "one-time only" funding.

Funding Needs for Facilities are based upon: _____ Shelter Expansion ____ New Shelter ____ Purchase of Existing Shelter _____ Counseling Center (check one)

| Need | Cost | Description |
|---|---|---|
| Shelter Purchase | | |
| Shelter Renovations | | |
| Moving Expenses | | |
| Legal Assistance * | | |
| Furniture | | |
| Equipment | | |
| Safe Home Expenses | | |
| Other (Identify) ** | | |

* for zoning, leases, contracts, sales agreements, etc. ** insurance, supplies, etc.

## III. GAPS IN SERVICES FOR BATTERED WOMEN AND CHILDREN

Identify where there are deficiencies in services for battered women and their children in your area by checking any of the following:
(Comments, directed at describing the need, are optional.)

| | Need | Comment |
|---|---|---|
| _____ | Transportation services for victims | |
| _____ | Transportation services for volunteers | |
| _____ | Long-Term Housing (availability and priority policy) | |
| _____ | Bridge Housing | |
| _____ | Child Care | |
| _____ | Job Training | |
| _____ | Training of Medical Professionals | |
| _____ | Training of Criminal Justice Professionals | |
| _____ | Training of Mental Health Professionals | |
| _____ | Improved Child Support | |
| _____ | Improved Public Education efforts, particularly in the media | |
| _____ | Prison Project, i.e., battered women in prison | |
| _____ | Community Outreach | |
| _____ | Other (describe) | |

## IV. LOST FUNDS

List, by dollar amounts and source, any lost funding your program is experiencing in FY 1986/87 or is expecting to experience in FY 1987/88 or 88/89.

| Amount | Source |
| --- | --- |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

## V. COALITION ACTIVITIES

Are there particular areas of program activities which you would like to see the Coalition address, such as training materials, training programs, public education materials, etc? Please describe the activity in 1 - 2 sentences.

| Activity | Description |
| --- | --- |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

SEP 90

MONTHLY REPORT

SEPTEMBER 1990

Met with Focus Group and Terry Lyons presented her project on the development of a child care facility in her neighborhood. A healthy discussion and lots of questions ensued.

For the rest of the semester David Miller suggested that members of the Focus Group do a "round robin" of 5-10 minutes each on updates of our projects. The Group agreed to this.

For project presentation start thinking about HOW to organize my material: historical perspective? conversational style? charts: which ones? any hand-outs?

What were the highlights of these past sixteen months as I engaged in the work of this project? What were the successes of the project? weaknesses or difficulties? What changes happened as a result of the project? What changes did I decide to make during the course of the project in regards to the initial proposed contract submitted in December?

NOTE: In final presentation categorize goals, timeline and objectives of WVCADV State Plan, e.g. Legislative Goals, Local Program Goals, Central Service Office Goals.

**Tasks**: To input the following information into the computer: Mission Statement, Principles of Unity, History of WVCADV, Purpose of State Plan, Characteristics of DV in West Virginia (rural), Description of Services provided, organizational chart, and member programs.

To pull together stats in response to David's notes.

To begin reading on the use of Ventura Desktop Publishing software.

To meet with the State Plan Ad Hoc Committee.

To meet with the Family Protection Services Board.

**Completed**: All of the above.

Sue Julian: CED Project

# MONTHLY REPORT OF CED PROJECT

## September 1990

### State Plan Ad Hoc Committee Meeting

On September 6th all but one person attended this meeting held in Lewisburg, West Virginia. We originally planned the meeting to last about three hours but once we started discussing the issues involved we found ourselves exploring all kinds of possibilities that someday could bring relief and safety to battered women and their children, e.g. What measures could be taken to hold Magistrates accountable to the law; How to strategize a process of monitoring counseling for batterers; etc. The meeting lasted from 10am to 4:30pm!

The minutes of this meeting are enclosed. (See Attachment A.) At this meeting Diane and I distributed collated information received from the member programs (refer to August Monthly Report). I think the major benefit of this meeting was becoming familiar with the material and information submitted, brainstorming questions, critiquing responses sent in by programs and sharing tasks to get us to the next meeting scheduled for October 9th in Sutton.

Asking the Coalition to look at revising the Regionalization Plan will be a major task. Up until this year funding was dependent on the population of the catchment area that a shelter program served. Because this is no longer a critria for the amount of funding a program receives, some member programs are wanting to let go of counties that are too far from the shelter location. To do this however opens up a whole can of worms: to break-up the state into smaller catchment areas means increasing the number of potential applicants for funds. So ... with limited resources how do we effectively do outreach in rural and isolated counties?

Included in this packet are drafts of:

- # history of WVCADV
- # mission statement
- # principles of unity
- # organizational structure
- # program listing
- # article on "Rural Accessibility" (This article was written several years ago by Diane Reese and we find it still applies today. We thought this could be an educational article for legislators.)
- # description of services

Also included are a couple of graphs that Diane and I were experimenting with: Total Shelter Nights For All Programs; Total Number of Persons Served.

Underserved Counties

When we look at the information gathered from the statewide Database Forms we see that 38,241 shelter nights were provided by the domestic violence programs during Fiscal Year 89-90. Divided by fifty-five counties this averages out to be about 695 shelter nights per county. Statistics reveal a different story: higher concentration among counties where shelter program is located. For us this raises real questions about accessibility to services. (Asterisks identify counties where shelters are located.)

| Beckley | |
|---|---|
| Raleigh | 1918* |
| Fayette | 873 |
| Nicholas | 172 |
| Wyoming | 753 |
| Summers | 252 |
| Mercer | 1711 |
| McDowell | 2013 |

| Parkersburg | |
|---|---|
| Wood | 3114* |
| Tyler | 23 |
| Pleasant | 55 |
| Ritchie | 87 |
| Wirt | 36 |
| Roane | 217 |
| Jackson | 75 |
| Calhoun | 202 |

| Elkins | |
|---|---|
| Randolph | 1057* |
| Tucker | 53 |
| Upshur | 863 |
| Webster | 99 |
| Barbour | 910 |
| Braxton | 196 |

| Charleston | |
|---|---|
| Kanawha | 2279* |
| Boone | 176 |
| Clay | 50 |

| Williamson | |
|---|---|
| Mingo | 1260* |
| Logan | 384 |

| Lewisburg | |
|---|---|
| Greenbrier | 1212* |
| Monroe | 225 |
| Pocahontas | 534 |

| Martinsburg | |
|---|---|
| Berkeley | 2487* |
| Jefferson | 791 |
| Morgan | 1 |

| Wheeling | |
|---|---|
| Ohio | 2383* |
| Hancock | 80 |
| Brooke | 355 |
| Marshall | 175 |

| Keyser | |
|---|---|
| Mineral | 1234* |
| Hampshire | 455 |
| Hardy | 217 |
| Grant | 47 |
| Pendleton | 28 |

| Morgantown | |
|---|---|
| Monogahalia | 804* |
| Preston | 404 |
| Wetzel | 3 |
| Taylor | 248 |

| Huntington | |
|---|---|
| Cabell | 2163* |
| Mason | 171 |
| Putnam | 448 |
| Lincoln | 306 |
| Wayne | 1105 |

| Fairmont | |
|---|---|
| Marion | 907* |
| Harrison | 479 |
| Lewis | 97 |
| Doddridge | 30 |
| Gilmer | 53 |

I think I'll get the breakdown of these groupings onto graphs. The visuals will help in highlighting the need for fulltime outreach offices in all counties. The Coalition will then have something to show legislators when we start pushing for increase in state funding for outreach offices.

Family Protection Services Board

Met with the full FPSB on September 28th. (See Attachment B.) The part of the meeting that will probably jump-out at you is the section Program Cash Flow Concerns. As it turns out Title XX funds are not behind as of yet but because of the drainage of cash that the Parkersburg program experienced last fiscal year, Glen Jones said emergency cash reserves were depleted for this fiscal year. Also the Board of Directors of this particular program refuses to take-out short term loans.

Diane Reese, WVCADV, contacted DHHR and spoke directly with Raymona Kinneburg, the person responsible for disbursement of funds. Raymona assured Diane that Title XX checks will meet the proposed timeframe established by DHHR ... sixty day turnover.

Attachment A

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV for a Safer State of Family

September 6, 1990

Ad Hoc Committee
Revision of State Plan

For what period of time will the State Plan be written?

Members discussed the pros and cons of a Three Year Plan vs. a Five Year Plan. Three years seem like a manageable and workable amount of time to plan. Given the high rate of staff turnover in the Coalition and the unpredictableness of state government systems, members of the committee thought planning for three years was more feasible and possible.

What is the relationship between the Coalition's State Plan and the Family Protection Services Board Annual report?

The FPSB Annual Report addresses activity of the past year. The WVCADV State Plan looks at what has been, what is and makes projections for future projects. The State Plan addresses the needs and work of both local programs and the central service office. The State Plan approaches the analysis of domestic violence in WV from a comprehensive perspective by looking at issues and needs of direct services and for social change work. The FPSB Annual Report and the State Plan dovetail around statistics: both documents incorporate statewide statistics gathered through the Coalition's database.

Ad Hoc committee members discussed the importance of developing standardized methods and forms for collecting information to be used in the database. All thirteen programs used different forms in gathering totals for the uniform statewide database form. What are the blocks to developing statewide forms for collecting this data? Can the Coalition get an Ad Hoc Committee to focus on generating these forms? Rationale: The validity of the statistics would increase if all programs gathered information in a similar fashion and had a common understanding of the terms used.

Purpose of State Plan

1. Give direction to Coalition.
2. Give direction to local programs.
3. Inform decision-making process of state funders.
4. Inform legislators and policy makers on issues related to domestic violence.

Some Highlights of Collated Information

Identified needs of local programs: Outreach Offices and Children's Programs.

Identified focus for Coalition office: Law Enforcement Training and Magistrate Training.

Underdeveloped areas in programs: Personnel Policies and Equitable Salary Scales.

Some counties that were not identified as underserved areas have, according to the database, very low numbers of persons served.

According to stats 2/3 of residents are children. Only five programs have Children's Advocates and of that five only one Child Advocate works fulltime.

The question asking for information regarding particular population groups was not adequately framed. According to responses most program are meeting the needs of all people without too many problems. How are programs advocating Protective Orders for lesbians? What kind of counseling and protection really is available for persons with different/limited abilities? How are programs getting the message 'out there' that their programs are non-judgmental safe space for prostitutes? etc. Suggestion: At the September Coalition meeting ask programs how they interpreted this question as they were completing the Program Survey.

In looking at increasing services in underserved counties in the state what will constitute and adequately served county?

Minimum and Maximum Services need to be identified, e.g.
Minimum = Part-time Outreach Worker with a min. of 20 hours in one county.
Maximum = Full-time Outreach Worker whose office is located in the county seat. Plus volunteers and trained advocates.

What do model budgets for outreach and children's services look like? Components? Figures?

*REGIONALIZATION PLAN NEEDS TO BE DISCUSSED.*

HOW MANY NEW SHELTERS ARE NEEDED? WHERE ARE THEY NEEDED? WHAT CRITERIA WILL BE USED? WHAT IS ESSENTIAL FOR 'EFFECTIVE OUTREACH OFFICES'? HOW WILL THESE ADDITIONAL SHELTERS AND OFFICES BE FUNDED?

WVCADV Staff agreed to contact Crisscross in Clarksburg regarding state hotline services.

Mandated Counseling: WVCADV needs to address the issue soon and take a corporate position on this. Develop a strong lobbying group soon. With the new DV Law legislators may begin to push for Mandatory Counseling. If this happens the Coalition needs to be ready to identify criteria for counseling, where funding for this counseling ought not to come from, how the counseling should be monitored and who should do the monitoring.

Tasks: Trudy Laurenson agreed to develop a draft of goals and objectives of the State Plan. This will be ready for the next meeting of the Ad Hoc Committee.

: Sue Julian will pull together the first section for the next meeting. Sue will also give the Committee report at the September meeting of the Coalition and get feedback from member programs.

: Diane will work on graphs for the next meeting.

: At the Coalition meeting, Sue and Diane will recruit another person to work on the Committee.

**NEXT MEETING**: October 9, 1990, 10:30am, Sutton Office

Submitted by,

Sue Julian
WVCADV Team Coordinator

# HISTORY

WVCADV began ten years ago as a support network of domestic violence service providers. Today that network includes fourteen programs serving the fifty-five counties of the state. By 1985 the coalition recognized that decreased resources and increased needs mandated a stronger service base. A two-year leadership development effort resulted in a clear and common understanding of mission, principles of unity, processes for decision-making, and a statewide service projection. During these years WVCADV had no central office and was staffed by already over-committed local program personnel. The need for a small staff and office centrally located and fully committed to facilitation of local programs through statewide services resulted in the initiation of a central service office in mid-October, 1988.

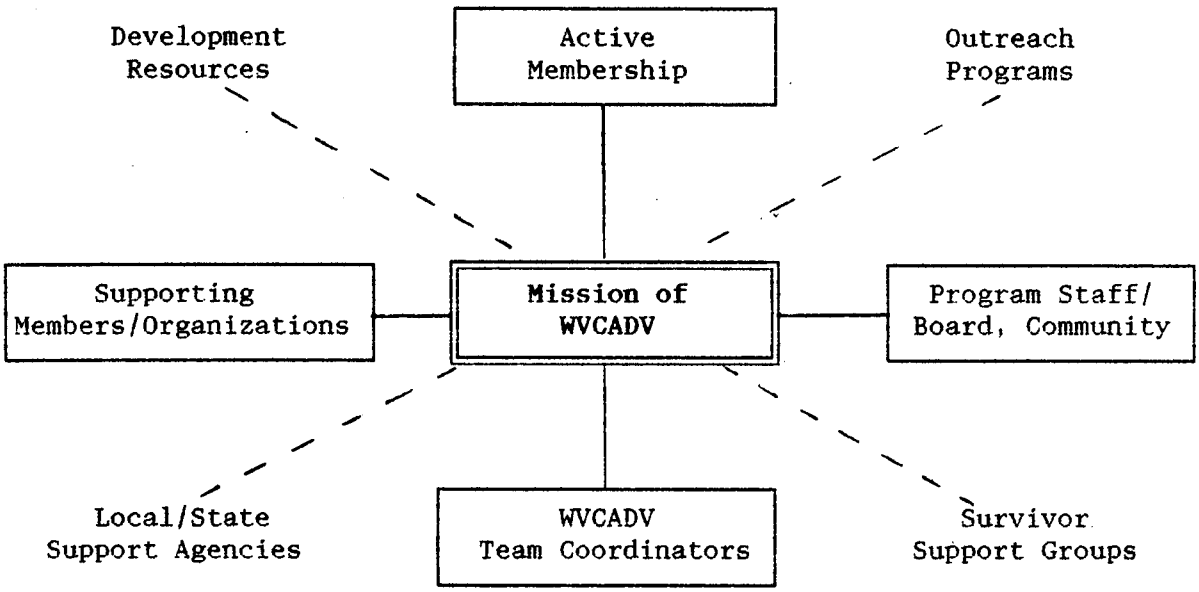
The geography of West Virginia tends to isolate individuals and groups. The steady decline in employment and economic resources during the past decade---combined with a culture and heritage that often supports violence as a means of control, biblical fundamentalism that allows and even sacralizes unequal family relationships, educational and political policies that equate might with right---demands that grassroot programs join in a strong coalition committed to ending violence in the family. While individual programs can work to provide immediate safe space, support, and resources for victim/survivors of domestic abuse, crisis intervention deals with only part of the problem. A concerted effort is critical in order to impact community awareness, public policy, criminal justice systems, and the educational system where abuse prevention is rooted.

~~For the past five months~~ The WVCADV central office has begun the task of implementing four major coalition goals: providing greater voice and visibility for battered persons throughout West Virginia; working to strengthen and implement public policies that name battering within the family as a crime, mandating sanctions and offering help to victims of this crime; developing access to resources needed both for continued quality services and for outreach to unserved areas; facilitating skill-sharing, leadership development, and technical assistance to member programs. The coalition as a whole has been energized by access to a central staff and service center. The increased potential for immediate and long-range services to battered women and children throughout the state is seen as a value, and determined efforts are being made to provide a solid base for the continued development of this aspect of WVCADV.

Currently West Virginia is at the edge of fiscal crisis with a new administration pledging a better economy in the future. Meanwhile, state funding for all social service programs has been reduced and taxes have been added or increased on basic items such as food, gasoline, and sale goods. Efforts to identify funding for the the next few years are critical to bridging the present and a more fiscally stable future. For this reason WVCADV is asking that you allow us to enter into partnership with you in common effort to provide for the quality of family life in the Appalachian region.

# WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENC

## ORGANIZATIONAL STRUCTURE




At the core of the organization is the WVCADV mission statement and its supporting principle of unity (brochure). Primary to the implementation of this mission are active members: the Board of Directors composed of representatives from each direct service member program (13), task force chairs (Survivors of Abuse, Child Advocates, Lesbian), and committees (Coordinating, Finance, Personnel, Training, Legislative). Supporting members are any individual or organization committed to implementing in various ways the Coalition goals and providing financial support. Two full-time Team Coordinators staff the Coalition. Local program staff/communities provide direct service in each of the state's fifty-five counties. In addition the WVCADV mission statement is implemented by local survivor support groups; by staff/volunteers in outreach or satellite centers; by local/state support agencies (Department of Human Resources, legal services, Department of Education, law enforcement and criminal justice agencies, medical and mental health agencies, housing authorities, job training centers); and by development resources such as foundations, corporate donors, in-kind and volunteer services and gifts, food pantries, church and fraternal groups, community service groups.

## WVCADV Mission

Formed in 1979, the West Virginia Coalition Against Domestic Violence (WVCADV) is committed to the elimination of personal and institutional violence against women and their children. WVCADV's mission is to provide safe space and quality services to survivors of domestic violence, and to work for systemic change that will insure victims' rights while holding perpetrators accountable for their behavior. WVCADV is comprised of thirteen autonomous member programs who provide a variety of direct services to meet the immediate needs of survivors' safety and a statewide central service office responsible for coordinating social change work throughout the domestic violence coalition.

# WVCADV Principles of Unity

We believe that abuse is a societal configuration and not an individual psychological dysfunction.

We concur that oppression such as racism, sexism, heterosexism, and classism contribute to the perpetuation of violence.

We are building a non-profit coalition among domestic violence service providers to promote communication, support, and networking to ensure comprehensive quality services.

We are an advocate for social change at all levels.

We encourage the development of model programs.

We support implementation of projects with regional focus.

We agree that a priority of resources shall be to ensure that victims of domestic violence, both within and without shelters, shall have access to adequate direct and preventive services.

We recommend that abusive partners be referred to adequate and appropriate programs.

WVCADV does not work to interfere with or curtail the autonomy of local programs.

We agree that WVCADV and its member programs shall not discriminate against any person on the basis of race, color, gender, religion, sexual identity, national origin, handicap, age, marital status, or any other basis prohibited by law.

We agree that WVCADV will function as a member of the National Coalition Against Domestic violence.

1. ~~SUPPLY AND DEMAND~~ PROGRAMS

WVCADV member programs each serve a multi-county area enabling the network to span the fifty-five counties of West Virginia, a state wholly within the thirteen state region known as Appalachia. The domestic violence network's regionalization plan includes the following programs, counties, populations, and available beds:

**1. Women's Resource Center:**
Five Counties: Fayette, Mercer, Nicholas, Raleigh, Summers
Population: 262,627
Beds: 36

**Stop Abusive Family Environments (SAFE):**
Two Counties: McDowell, Wyoming
Population: 85,892
Beds: none (Referrals for shelter made to WRC.)

**2. Resolve Family Abuse Program:**
Three Counties: Kanawha, Boone, Clay
Population: 273,126
Beds: 14

**3. Women's Aid In Crisis:**
Six Counties: Barbour, Braxton, Randolph, Tucker, Upshur, Webster
Population: 103,614
Beds: 8

**4. HOPE, Inc.:**
Five Counties: Dodridge, Gilmer, Harrison, Lewis, Marion
Population: 178,079
Beds: 11

**5. Branches:**
Five Counties: Cabell, Lincoln, Mason, Putnam, Wayne
Population: 241,757
Beds: 12

**6. Family Crisis Center:**
Five Counties: Grant, Hampshire, Pendleton, Hardy, Mineral
Population: 70,251
Beds: 7

**7. Family Refuge Center:**
Three Counties: Greenbrier, Monroe, Pocahontas
Population: 60,457
Beds: 10

**8. Shenandoah Women's Center:**

Three Counties: Berkeley, Jefferson, Morgan
Population: 87,788
Beds: 12

**9. Rape and Domestic Violence Information Center:**
Four Counties: Monongalia, Preston, Wetzel, Taylor
Population: 143,942
Beds: 10

**10. Family Crisis Intervention Center:**
Eight Counties: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood
Population: 179,564
Beds: 15

**11. Women's Abuse Program**
Four Counties: Brooke, Hancock, Marshall, Ohio
Population: 174,532
Beds: 6

**12. Tug Valley Recovery Shelter:**
Two Counties: Mingo, Logan
Population: 88,015
Beds: 10

Total statistics through June 30, 1989:

Regions: 12
Counties Served: 55
Population: 1,949,644
Beds: 151

# DOMESTIC VIOLENCE SERVICES DESCRIPTION

The 13 programs which make up the statewide network of domestic violence services were created to meet the immediate needs of victims for safety and to provide them with support and information. Each program is unique, responding to the circumstances and resources of its particular catchment area in the state. Shelter programs provide comprehensive services including shelter, counseling, 24-hour hotline, advocacy, community education, and outreach; except for shelter, S.A.F.E. in McDowell County offers all the above services.

**HOTLINE:** One of the core services for every domestic violence program is 24 hour access for battered women to a telephone hotline. Trained staff or volunteers who cover the hotline are prepared to provide the caller with crisis intervention counseling; back-up calls to the police; information on emergency housing, medical assistance, legal options and referrals to other sources of help. For some battered women, it will take some time to build the courage, acquire the resources, and make arrangements necessary to leave their violent home. During this time, the hotline becomes a vital source of support, reassurance and information for making such plans.

**COUNSELING:** For most victims of domestic violence, it is no simple matter to seek an end to the violence in their homes. They must come to terms with their own ambiguous feelings of loyalty, love, and self-blame; with the feelings and needs of the children; with their religious and cultural norms and with their fear about leaving the familiar and moving into the unknown. Domestic violence programs offer a range of counseling services aimed at assisting survivors to identify and claim what it is they need:

> One-to-one counseling that supports survivors as they sort out their feelings and fears, overcome self-doubt, and make choices about the future.
>
> Support groups (peer counseling) for women still caught in violent situations and those who have left them in order that they might draw strength and knowledge from one another and their experience.

**ADVOCACY:** Often the places where battered women expect to find justice and help in defending their rights to live free from violence are the very areas that revictimize them. Legal, social and judicial systems share a legacy of blaming the victim, securing benefits a nightmare and protecting perpetrators from being accountable for their behavior. Program staff inform battered women about their legal rights, the availability of emergency and long-term housing, financial assistance, education and employment opportunities, and other resources. Programs advocate when necessary on the victim's behalf with the police, the courts,

social service and other agencies. In addition staff often accompany and transport battered women to court, medical treatment and other vital appointments.

**SHELTER**: Shelters provide refuge for battered women and their children. This enables a woman to take the time, in a safe and supportive environment, to make choices about her future and take the necessary steps to carry them out. In addition to the safety it provides a shelter's greatest asset to battered women is the company of other women who are struggling with similar issues and obstacles. They share feelings, experiences and information with each other as each comes to terms with trying to create a non-violent future for herself and her children.

Shelters function both as round-the-clock emergency centers, taking women and children in 24 hours a day, arranging for medical care, and arranging transportation to the shelter from homes, hospitals and police stations; and as on-going residential programs providing regular counseling, support groups, community meals, and other aspects of daily life. In addition, each program that operate shelters also offer a full range of services to women who are not residing in the shelter.

**********

In order to effect the changes that stop violence in the home and prevent further occurrences of abuse, domestic violence programs must go beyond the provision of direct services. Because violence in families is deeply rooted in social and cultural values and attitudes, programs have had to take on the much larger tasks of community education, training, outreach.

**COMMUNITY EDUCATION**: Community education activities inform the public about the serious nature of domestic violence and its widespread occurrence. Educating agency and systems personnel who come in contact with victims of domestic violence and assisting them in the development of policies and procedures which respond to domestic violence are necessary components of social change work. Prevention activities most frequently conducted by domestic violence programs are classes on domestic violence for school students.

**OUTREACH**: The purpose of outreach activities is to ensure access for battered women. Domestic violence programs have recognized the particular hardship faced by battered women in the many rural areas of West Virginia. Women in rural areas are hampered in the ability to get assistance by the lack of public transportation, the great distances between their homes and needed services, and the dearth of available housing and employment.

# Rural Accessibility

From one perspective the word **poverty** can be defined by the concept **lack of access.** Although this is true wherever people are poor, it is especially evident in rural areas and forms an ever-present backdrop for efforts to meet the needs of battered women and their children who live in rural regions. The term 'rural' itself is generic, encompassing a wide range of divers socio-economic, cultural, theological and political factors. In the United States alone rural realities vary dramatically — from remote island and backwoods villages, to farms, agriculturally-based towns and migrant camps, from isolated hollows in the Appalachian coal fields to reservations, mountain enclaves, sea-coast and desert settlements.

Undergirding the varied textures of these 'rural realities' is a common denominator: lack of access to resources. The scarcity of goods, services, and relationships readily available in urban areas reinforces the sense of isolation and hopelessness battered women so often experience. And limited access to these resources profoundly shapes advocacy, support, and programs for battered women and their children living in rural areas.

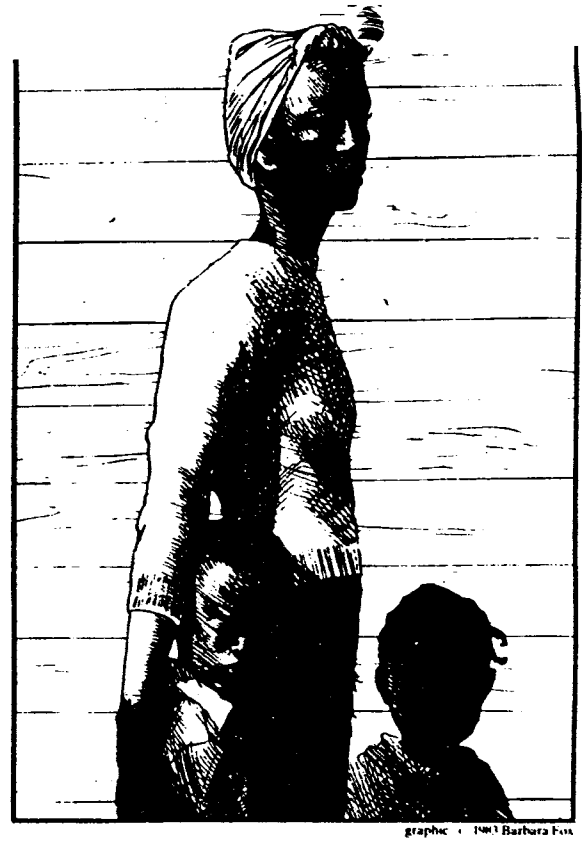
Efforts to develop services and programs offering accessibility to rural women and their children evolve out of various combinations of at least some of the following factors.

Isolation is common to the rural scene. Women may not only live in remote places but may also be prevented from leaving the home or from contacting others. Phone service may be absent or economically unfeasible. Roads are often poor and rendered impassible by adverse weather conditions such as snow, ice, mud, or high water. If there is a vehicle, and it is 'legal,' the gas money and keys may not be available. Public transportation is usually non-existent, and neighbors may either be unwilling to get involved or, more commonly, may be kin by marriage. Seasonal work, unemployment, or simple refusal to hold a job may mean long periods of time when a woman is constantly under the watchful control of her partner. Tools and hunting weapons are commonplace in rural homes; the damage they inflict may be 'easily explainable' or long-healed before a woman sees a friend, especially in winter.

**The rich diversity of rural women has birthed a heritage characterized by deep love of the land and its resources; a persistent commitment to life, to right relationship, to growth and rebirth; an uncanny skill in making-do; a belief in the power of beauty and humor; a fierce willingness to struggle and suffer in order to find or create freedom and interdependence.**

Physical isolation is reflective of the deeper psychological and spiritual distancing a battered woman may experience in rural areas. Fundamentalist religious teachings, deep-rooted cultural traditions, and commonly accepted sexual stereotyping can form a chorus of voices accusing her of causing what she perceives as battering. They accuse her of being unfaithful to her role as woman, wife, mother; they surround her with walls of guilt and self-abasement. Potential sources of support and strength — family, preachers, other women — often echo the accusations and further isolate her from the possibility of choosing alternatives to a battering situation.

If the woman does manage to find a way out of the violence and to connect with a host home, safe-house network, or shelter program she still faces formidable problems. The act of leaving the homeplace and coming to a shelter can be emotionally wrenching. The land, the animals who often depend on her for their care, and her key position in the family economy can have magnetic power. The county seat or the 'big city' where help is offered (and which may be relatively small) can seem complex, scary, and confusing. Legal and social service resources, where they exist, are limited. The political and criminal justice systems are all too often tied into the 'good old boy' network which makes law enforcement slow, arbitrary, ineffective. Unserved or unenforced restraining orders are useless papers, especially if the deputies are slow in responding. And men cannot be forced from a family farm if it is a source of income. Many rural areas depend upon a single-industry economy. When economic depression persists, factors which escalate domestic violence increase — stress, boredom, alcohol and drug abuse — and access to self-sufficient alternatives decreases. Jobs, housing, child care, health services, education and vocational training: these become dreams distant at every level.



graphic © 1983 Barbara Fox

Battered women in rural areas do have obstacles unique to their rural base; however, they can also claim access to a heritage of strong women from many cultures, races, classes, and ages who have pioneered new ways of relating to the land, to the family, to community. Gertie in Harriet Arnow's novel ***The Dollmaker*** images this strong rural spirit; Mary Harris, better known as Mother Jones, exhorted her West Virginia friends to work hard at building peace: "pray for the dead; fight like hell for the living." The rich diversity of rural women has birthed a heritage characterized by deep love of the land and its resources; a persistent commitment to life, to right relationship, to growth and rebirth; an uncanny skill in making do; a belief in the power of beauty and humor; a fierce willingness to struggle

and suffer in order to find or create freedom and interdependence. These are some of the resources intrinsic to the rural heritage from which battered women draw strength, challenge, and support. And these are some of the characteristics undergirding rural programs and services which help give battered women and their children access to non-violent lives.

No single nor simple model exists for facilitating the empowerment of battered women in rural areas. One norm of rural survival is to make-do with what is at hand and whatever works. Programs and services grow as the rural situation shapes them. But there are some guidelines that have worked for some and that might prove helpful in the sharing.

1. Know the truth from which battered rural women come: the roots of their heritage; the faces of violence which confronts them; the political, economic, educational, religious, cultural, and social ground on which they stand. Know with the heart as well as the head. Understand social analysis as well as social services.
2. Recognize and accept the limitations of rural resources of every kind. Realize the critical need for networking and coalition-building — sometimes with strange bedfellows, sometimes swallowing a false sense of autonomy. Negotiate everything but vision, values, and principles.

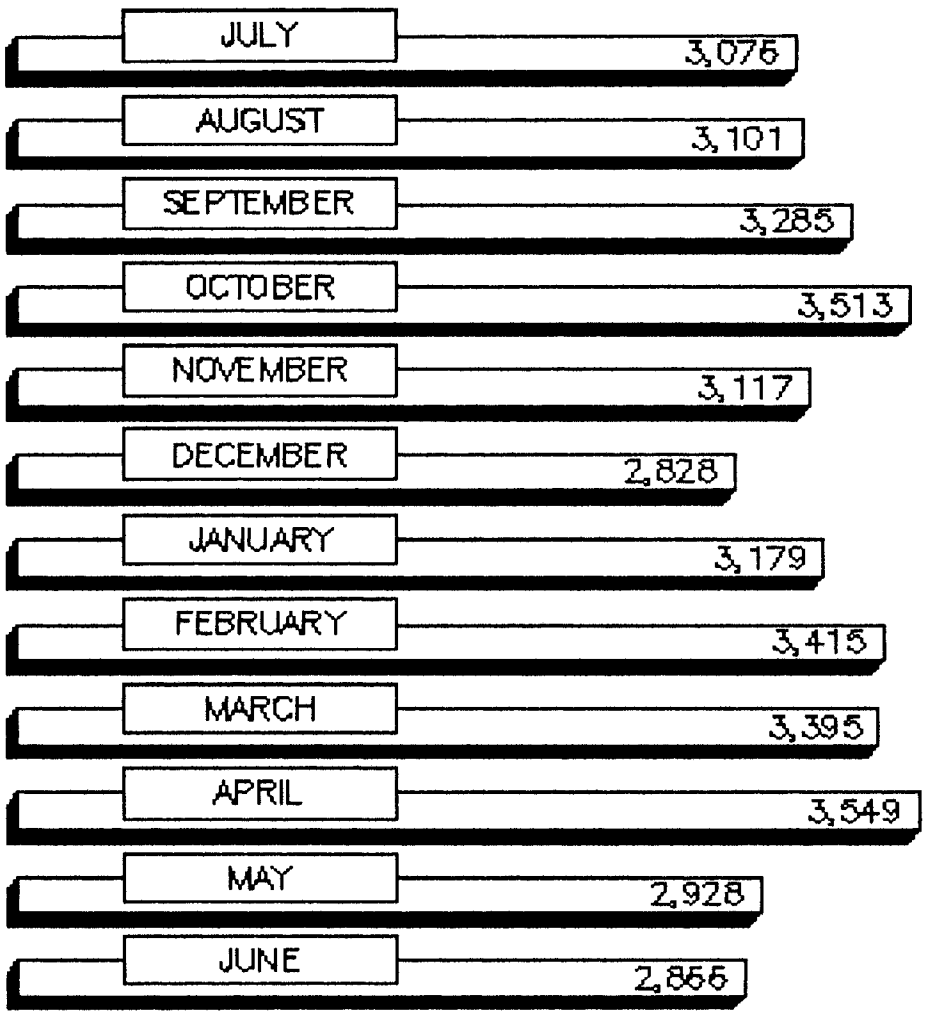
**The land, the animals who often depend on her for their care, and her key position in the family economy can have magnetic power.**

3. Make the connections. Understand that the battered women's movement undercuts the deep-rooted structures of patriarchy that dominate the rural courthouse, schoolhouse, and pulpit. Walk carefully and tall. Expect to be condemned by the 'righteous right,' ridiculed by the 'liberal left,' and unnoticed by most as radically committed to systemic revolution.
4. Celebrate small steps. See the part as needed for the whole. Know that the paralyzing fact of global violence is touched directly in the woman and her child who find safe space and support, who choose alternatives to violent living, who see and understand new ways of relating, who create new life and peace.
5. Build, with deliberate efforts, a strong support group of persons — locally, regionally, nationally — who share the vision and the hope of a world where all persons can live in mutuality, equality, freedom, and interdependence. Laugh, love, dream, and dry tears with justice-seeking friends who enable one another to stay in the struggle.

*— Diane Reese*
*Williamson, WV*

# TOTAL SHELTER NIGHTS
## FISCAL YEAR 1989 - 1990

TOTAL NIGHTS BY MONTHS

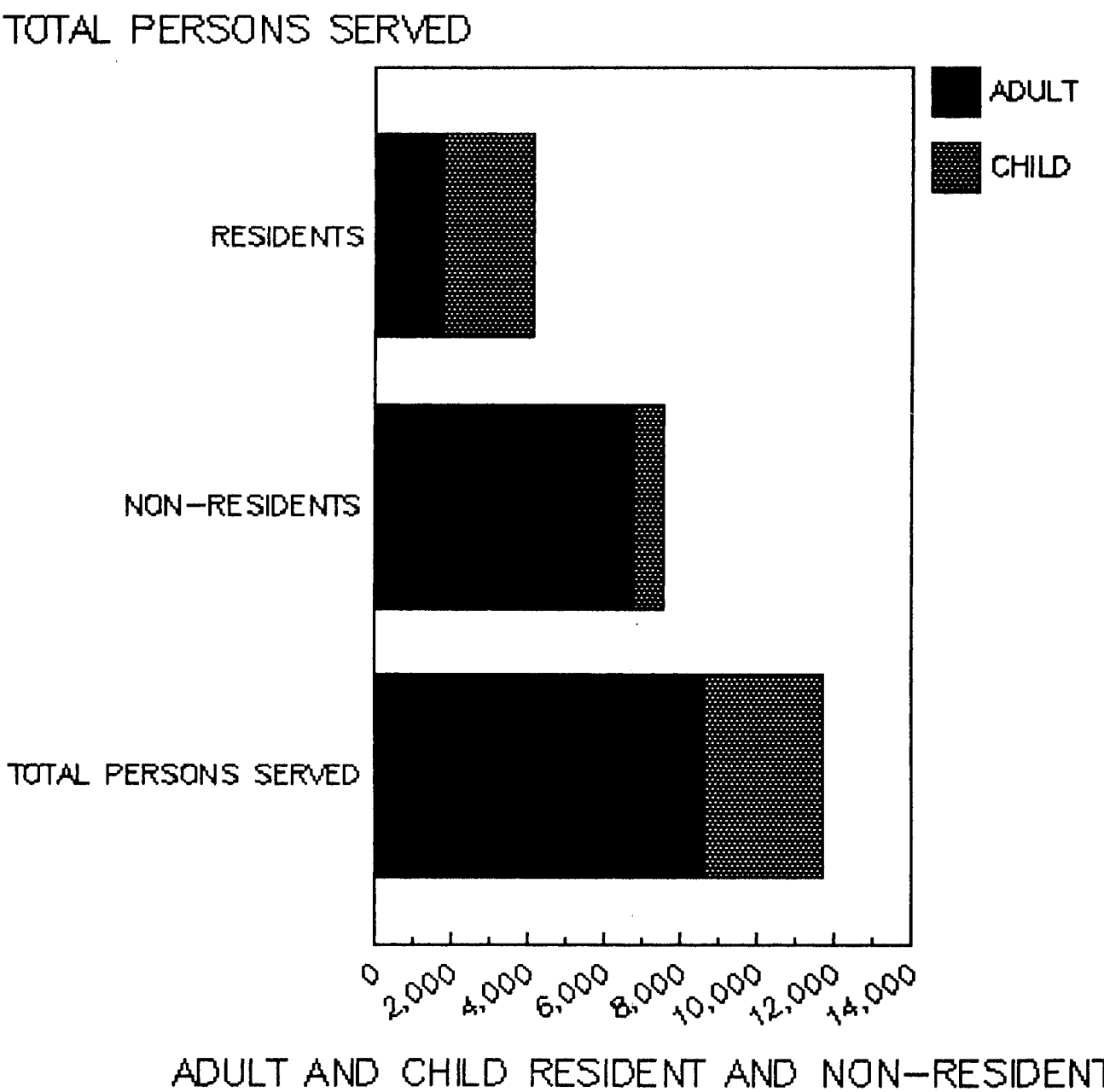



TOTAL NIGHTS FOR ALL PROGRAMS = 38,241

average per mo/ 3187

WVCADV CENTRAL SERVICE OFFICE

# TOTAL PERSONS SERVED
## FISCAL YEAR 1989 -1990
## ADULT AND CHILD RESIDENT AND NON-RESIDENT




WVCADV CENTRAL SERVICE OFFICE

WVCADV DATA SUMMARY OF COUNTY SHELTER NIGHTS
FISCAL YEAR 1989-1990

| COUNTY KEY | ADULT NIGHTS | CHILD NIGHTS | TOTAL NIGHTS | |
|---|---|---|---|---|
| 01 | BARBOUR | | | |
| Total: | 446 | 464 | 910 | |
| 02 | BERKELEY | | | |
| Total: | 1166 | 1321 | 2487 | * Martinsburg |
| 03 | BOONE | | | |
| Total: | 133 | 43 | 176 | |
| 04 | BRAXTON | | | |
| Total: | 92 | 104 | 196 | |
| 05 | BROOKE | | | |
| Total: | 309 | 46 | 355 | |
| 06 | CABELL | | | |
| Total: | 1034 | 1129 | 2163 | * Huntington |
| 07 | CALHOUN | | | |
| Total: | 88 | 114 | 202 | |
| 08 | CLAY | | | |
| Total: | 28 | 22 | 50 | ← |
| 09 | DODDRIDGE | | | |
| Total: | 29 | 1 | 30 | ← |
| 10 | FAYETTE | | | |
| Total: | 312 | 561 | 873 | |
| 11 | GILMER | | | |
| Total: | 44 | 9 | 53 | ← |
| 12 | GRANT | | | |
| Total: | 44 | 3 | 47 | ← |
| 13 | GREENBRIER | | | |
| Total: | 474 | 738 | 1212 | * Lewisburg |
| 14 | HAMPSHIRE | | | |

WVCADV DATA SUMMARY OF COUNTY SHELTER NIGHTS
FISCAL YEAR 1989-1990

| COUNTY KEY | | ADULT NIGHTS | CHILD NIGHTS | TOTAL NIGHTS | |
|---|---|---|---|---|---|
| Total: | | 348 | 107 | 455 | |
| | 15 HANCOCK | | | | |
| Total: | | 68 | 12 | 80 | ← |
| | 16 HARDY | | | | |
| Total: | | 154 | 63 | 217 | |
| | 17 HARRISON | | | | |
| Total: | | 269 | 210 | 479 | * ~~Fairmont~~ |
| | 18 JACKSON | | | | |
| Total: | | 31 | 44 | 75 | ← |
| | 19 JEFFERSON | | | | |
| Total: | | 275 | 516 | 791 | |
| | 20 KANAWHA | | | | |
| Total: | | 1412 | 867 | 2279 | * Charleston |
| | 21 LEWIS | | | | |
| Total: | | 76 | 21 | 97 | ← |
| | 22 LINCOLN | | | | |
| Total: | | 170 | 136 | 306 | |
| | 23 LOGAN | | | | |
| Total: | | 283 | 101 | 384 | |
| | 24 MARION | | | | |
| Total: | | 567 | 340 | 907 | * ~~Marion~~ Fairmont |
| | 25 MARSHALL | | | | |
| Total: | | 148 | 27 | 175 | |
| | 26 MASON | | | | |
| Total: | | 98 | 73 | 171 | |
| | 27 MCDOWELL | | | | |
| Total: | | 519 | 1494 | 2013 | * Welch |

WVCADV DATA SUMMARY OF COUNTY SHELTER NIGHTS
FISCAL YEAR 1989-1990

| COUNTY KEY | | ADULT NIGHTS | CHILD NIGHTS | TOTAL NIGHTS | |
|---|---|---|---|---|---|
| 28 | MERCER | | | | |
| Total: | | 1034 | 677 | 1711 | |
| 29 | MINERAL | | | | |
| Total: | | 667 | 567 | 1234 | * Keyster |
| 30 | MINGO | | | | |
| Total: | | 668 | 592 | 1260 | * Williamson |
| 31 | MONOGAHALIA | | | | |
| Total: | | 364 | 440 | 804 | * Morgantown |
| 32 | MONROE | | | | |
| Total: | | 121 | 104 | 225 | |
| 33 | MORGAN | | | | |
| Total: | | 1 | 0 | 1 | ← |
| 34 | NICHOLAS | | | | |
| Total: | | 56 | 116 | 172 | |
| 35 | OHIO | | | | |
| Total: | | 1976 | 407 | 2383 | * Wheeling |
| 36 | PENDELETON | | | | |
| Total: | | 28 | 0 | 28 | ← |
| 37 | PLEASANT | | | | |
| Total: | | 31 | 24 | 55 | ← |
| 38 | POCAHONTAS | | | | |
| Total: | | 215 | 319 | 534 | |
| 39 | PRESTON | | | | |
| Total: | | 274 | 130 | 404 | |
| 40 | PUTNAM | | | | |
| Total: | | 377 | 71 | 448 | |
| 41 | RALEIGH | | | | |

WVCADV DATA SUMMARY OF COUNTY SHELTER NIGHTS
FISCAL YEAR 1989-1990

| COUNTY KEY | | ADULT NIGHTS | CHILD NIGHTS | TOTAL NIGHTS | |
|---|---|---|---|---|---|
| Total: | RALEIGH | 734 | 1184 | 1918 | * Beckley |
| 42 | RANDOLPH | | | | |
| Total: | | 810 | 247 | 1057 | * Elkins |
| 43 | RITCHIE | | | | |
| Total: | | 27 | 60 | 87 | ← |
| 44 | ROANE | | | | |
| Total: | | 90 | 127 | 217 | |
| 45 | SUMMERS | | | | |
| Total: | | 101 | 151 | 252 | |
| 46 | TAYLOR | | | | |
| Total: | | 113 | 135 | 248 | |
| 47 | TUCKER | | | | |
| Total: | | 29 | 24 | 53 | ← |
| 48 | TYLER | | | | |
| Total: | | 12 | 11 | 23 | ← |
| 49 | UPSHUR | | | | |
| Total: | | 460 | 403 | 863 | |
| 50 | WAYNE | | | | |
| Total: | | 402 | 703 | 1105 | |
| 51 | WEBSTER | | | | |
| Total: | | 65 | 34 | 99 | ← |
| 52 | WETZEL | | | | |
| Total: | | 3 | 0 | 3 | ← |
| 53 | WIRT | | | | |
| Total: | | 20 | 16 | 36 | ← |
| 54 | WOOD | | | | |
| Total: | | 1466 | 1648 | 3114 | * Parkersburg |

WVCADV DATA SUMMARY OF COUNTY SHELTER NIGHTS
FISCAL YEAR 1989-1990

| COUNTY KEY | ADULT NIGHTS | CHILD NIGHTS | TOTAL NIGHTS |
|---|---|---|---|
| 55 WYOMING | | | |
| Total: | 258 | 495 | 753 |
| 56 KENTUCKY | | | |
| Total: | 188 | 163 | 351 |
| 57 MARYLAND | | | |
| Total: | 67 | 89 | 156 |
| 58 OHIO | | | |
| Total: | 197 | 219 | 416 |
| 59 PENNSYLVANIA | | | |
| Total: | 64 | 0 | 63 ← |
| 60 VIRGINIA | | | |
| Total: | 158 | 248 | 406 |
| 61 OTHER STATES | | | |
| Total: | 398 | 331 | 729 |
| Total: | 20091 | 18301 | 38391 |

ATTACHMENT B

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FAMILY PROTECTION SERVICES BOARD MINUTES

September 28, 1990 + Morgantown, WV
Rape and Domestic Violence Information Center Conference Room

## PRESENT

All Board and staff members were present: Deborah Short, Chairperson and program representative; Judy King Smith, WVCADV representative; Michael Oliverio, Chair, Governor's Committee on Crime, Delinquency, and Correction; Diane Crump, representative of the WV Department of Health and Human Services; Kitty Atkins, member-at-large; Sue Julian and Diane Reese, FPSB staff.

## MINUTES

The minutes of the FPSB meeting of August 28, 1990, were reviewed and accepted.

## FINANCIAL REPORT

The current financial report was reviewed. The balance is low because $242,206 has been distributed to programs. The Certificate of Deposit was increased to $200,000 for three months at 7.50% term and will mature on 1\12\91. The report was accepted, with the request that monthly invoices continue to be sent to the state.

## PROGRAM CASH FLOW CONCERNS

Diane Crump read a letter from Glenn Jones stating two concerns: the immediate need to transfer on a temporary basis funds from the program's Family Protection account in order to cover expenses of other accounts whose funds have yet to arrive, e.g. Title XX; and the possible need to draw down additional Family Protection funds before January if Title XX funds are further delayed.

After discussion, the Board acted upon these two proposals:

1. Family Protection funds can be transferred internally to cover general expenses as needed; adherence to intra-fund accounting principles will assure that expenditures are ultimately allocated to the proper grant source.

2. Because of the way that this year's Family Protection Special Account has been set up, advance allocations are not possible. The Board will consider loan criteria in the future.

Both proposals were accepted by CONSENSUS.

MONTHLY REPORTING

Sue Julian will prepare a report on the status of programs' timely reporting process at the end of the first quarter.

ANNUAL REPORT

The staff presented a draft of the proposed Annual Report for review. Several suggestions were offered for revision. A final draft will be presented at the next FPSB meeting. Information from two programs has not yet been received.

MEETING WITH REPRESENTATIVES OF THE ABUSE PROGRAM IN WHEELING

The remainder of the meeting was spent with representatives of the Abuse Program in Wheeling clarifying questions concerning the YWCA Abuse Program grant application.

BOARD RETREAT AND EVALUATION

Because of time constraints, the proposed two-day Board retreat and evaluation was changed to one full-day meeting followed by supper. This will be on Thursday, October 25, from 10 a.m. until 6 p.m. at Kitty Atkin's home in Charleston. Staff were requested to facilitate the Board evaluation and planning process.

Respectfully submitted,

Diane Reese / Sue Julian

Diane Reese / Sue Julian
FPSB Staff

**FAMILY PROTECTION SERVICE BOARD NOTES**

At the September 28, 1990, meeting of the Family Protection Services Board two representatives of the YWCA Abuse Program - Liz Watkins and Bonnie Bell - were present to respond to questions and concerns raised by the Board regarding their grant application. Gay Dickenson, YWCA Board President, was unable to attend this meeting. A summary of the discussion follows.

Debbie assured the group that the intent of the Family Protection Services Board was not to divert funds but to understand clearly the use of Family Protection money in the implementation of the grant objectives.

The Board had identified the following eight areas as needing clarification:

1. Differences between the organizational chart for the YWCA and the job descriptions;
2. Relationship between job descriptions for those working in the Abuse Program and issues specifically related to domestic violence;
3. Concerns related to the perceived need for outside therapists, the model of therapy used by these persons, and the consistency between this model and the YWCA/battered women's movement philosophy;
4. A question about how on-site counseling available through the program differs from the proposed project to hire therapists;
5. Lack of clarity about how the development of grants and program development are linked;
6. Questions about the percent of time spent by the Y director in the program (20% in Atkins report; 30% in Title XX), and the fact that this person represents the program on the WVCADV Board;
7. Confusion about the need for a $2000 increase in outreach salary to meet minimum standards and the allocation of $2000 to the program director requested in the grant application;
8. The allocation of funds for consumable supplies and for space appears high for a six-bed facility.

Debbie reviewed the process leading to this meeting, stressed the fact that the intent was to clarify concerns, not divert funds, and introduced Diane C and Kitty as facilitators.

Diane C began by asking that Bonnie clarify the basic organizational chart of the YWCA and its relationship to the Abuse Program. She noted that in the chart the Board of Directors governs all programs, Bonnie is responsible for all YWCA programs, and Liz directs the Abuse Program.

Bonnie affirmed this overview and commented that she fills in as needed in a particular program, depending on the need. 20% of her time, 90% of Liz's time, and 100% of Lorraine's time is with the Abuse Program.

Kitty asked what kind of responsibilities Liz has as director of the shelter. Bonnie noted that Liz supervises Lorraine and deals directly with clients. All workers on the staff work with clients as needed. For example, Mary Jane is resident director for all Y residents and deals with domestic violence persons by referring them to Liz. Liz stressed that the staff uses a team approach and all are accountable to Bonnie.

Kitty commended the YWCA for not labeling persons as homeless, abused, low-income, etc.

Bonnie explained that the Abuse Program functioned flexibly within the general YWCA program. She claimed six beds, but in reality the Abuse Program uses as many or few as needed.

Mike asked about the process for grant development. Bonnie explained that Liz arrived on staff in April so Bonnie had written grants and would continue to do so for the coming year. She also said that Liz was not the program representative to WVCADV because she had not attended three meetings. Judy clarified that the three-meeting requisite was for election to the Coordinating Committee not for active program representative.

Judy was unclear about the percentage of time spent by the YWCA director on the program (20%) as adequate to the demands of grant writing, etc. Bonnie stated that she was salaried totally by the Y but that in reality 50% of her time was given to the Abuse Program. She stated that as a staff the Y develops needs, budgets, etc. and that the staff work as a team.

Diane C asked about the organizational chart lines of accountability and actual practice. According to Liz all accountability is to the Y director; Liz and Lorraine work as much as possible in team style.

Kitty raised the issue of counseling and the plan for hiring therapists.

Liz described the two psychotherapists, their interaction with the program, and their qualifications for working with battered women. When Diane R noted that only 16 referrals to mental health were made last year, Liz stated that others were referred but not able to gain access because of long waiting lists of persons needing services. Bonnie asked why they should hire a full-time therapist when only a small number of hours of therapy might be needed. She preferred keeping a running balance of expended funds for this project and return what is not used.

Diane C asked about the program's relationship to Northern Panhandle Mental Health Services. Liz stated that they have a good relationship with individual therapists but that the reality is long waiting lists and poor referrals. Bonnie stated that free referrals will be used as available; the proposed hiring of mental health therapists is a back-up.

Discussion followed on the number needing or wanting long-term therapy. One basic question raised by Judy is whether domestic violence programs are set up to do long-term therapy or crisis intervention and peer counseling. Liz expressed hesitancy about mental health referrals in general and affirmed the skill of those they would be hiring at $35/hour. Bonnie noted that this is far below their regular rate for services.

Another concern centered on job descriptions and organizational structures. Diane C noted that Lorraine's job description seems specific to the program but the others do not. Kitty noted that when a program works under the auspices of a national organization, the program often has to justify its own

guidelines in terms of national guidelines. Current job descriptions are generic and apply to all Y programs; they do not reflect the specific program.

Bonnie stated that the Wheeling Y and the Charleston Y work separately. "We work as a whole and as a team, not separate units."

Judy brought the discussion back to the therapy project and expressed concern that Family Protection funds be used for hiring out-of-staff persons. "We are a crisis service offering short-term counseling; we are not long-term therapists." Diane C asked if staff could not handle counseling needs. Liz explained that she can not handle some cases in need of therapy. According to her, these cases are "neither rare nor often." "We also want to expand children's services and could hire on an hourly basis as needed." Judy repeated that if the system fails we must force it to do its job, not take on that job ourselves. Liz agreed that we need to do systemic work as well as provide services. "We need community education and political action as well as response to what this client needs today."

Diane C asked what timeline the program was working with. Bonnie stated that six weeks would be the maximum for paid services, with Liz picking up those needing additional sessions. When asked if this was a long-term project, Bonnie stated that they would try this approach this year and evaluate it at the end. Sue noted that her experience, like that of Debbie, was that peer counseling and support groups are needed more often than therapy. She asked if the $13,500 for this program could come from other funds keeping FP funds within the program. Bonnie stated that she felt it easier to do as a pilot project using funds in the way described in the grant.

Bonnie explained the cost allocation for space and consumable supplies as having been worked out with Mary Faerber early in the Family Protection program. Fifteen percent of the total budget in these areas is funded by FP.

Diane C asked if there were other parts of the program needing FP funding if the therapy project were not affirmed. Bonnie stated that she would need to discuss this with staff. The Y has not requested funds from other sources, such as Family Violence Prevention, because they have not had need of them.

Debbie thanked Bonnie and Liz for coming and assured them of a prompt response to their grant application requests.

After the Wheeling representatives left the Board made the following decisions:

1. Allocation of the $16,442 equal share of FP funds for operational expenses detailed in the grant pending receipt of a signed agreement.

2. Rejection of the request that Family Protection funds be used to hire mental health therapists, and a suggestion that other program needs be considered if a revised grant application is submitted for additional funds.

3. Request that job descriptions for those working primarily with domestic violence survivors be revised to include issues related specifically to this work.

4. Request for a comprehensive budget of the YWCA showing the Abuse Program cost allotment.

5. Affirmation of the concept of team leadership while requesting a clear expression of accountability and responsibility regarding organizational structure of the Y and the program.

FPSB Staff was asked to communicate these decisions in writing to Liz and Bonnie promptly. Other concerns expressed by the group included these: the tension between therapy and crisis/peer counseling; a paternalism toward Liz; unclear lines of accountability and responsibility; "the garmenting of how things were seems to cling;" the lack of justification evident for a $33,000 award.

When the group compared Title XX and FP budgets, there was a $13,000 discrepancy. Diane Crump will check this out. The group also proposed that Diane Crump inform Dr. Ruth Ann Panepinto of the limited access to mental health services in the Northern Panhandle Behavioral Health Center. Accepted by CONSENSUS.

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

FAMILY PROTECTION ACCOUNTS
STATEMENT OF INCOME AND EXPENSE
ACTUAL RESULTS
FISCAL YEAR ENDING IN 1991

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **INCOME** | | | | | | | | | | | | | |
| FPSB INTEREST EARNED | 7308 | 652 | - | - | - | - | - | - | - | - | - | - | 7960 |
| FPSB SPECIAL REVENUE ACCT | 97000 | 40000 | - | - | - | - | - | - | - | - | - | - | 137000 |
| TOTAL INCOME | 104308 | 40652 | - | - | - | - | - | - | - | - | - | - | 144960 |
| **EXPENSE** | | | | | | | | | | | | | |
| FPSB:BECKLEY | 29242 | - | - | - | - | - | - | - | - | - | - | - | 29242 |
| FPSB:CHARLESTON | - | 19022 | - | - | - | - | - | - | - | - | - | - | 19022 |
| FPSB:ELKINS | 21242 | - | - | - | - | - | - | - | - | - | - | - | 21242 |
| FPSB:FAIRMONT | 18246 | - | - | - | - | - | - | - | - | - | - | - | 18246 |
| FPSB:HUNTINGTON | 16442 | - | - | - | - | - | - | - | - | - | - | - | 16442 |
| FPSB:KEYSER | 16442 | - | - | - | - | - | - | - | - | - | - | - | 16442 |
| FPSB:LEWISBURG | - | 16442 | - | - | - | - | - | - | - | - | - | - | 16442 |
| FPSB:MARTINSBURG | 22842 | - | - | - | - | - | - | - | - | - | - | - | 22842 |
| FPSB:MORGANTOWN | - | 16442 | - | - | - | - | - | - | - | - | - | - | 16442 |
| FPSB:PARKERSBURG | 16442 | - | - | - | - | - | - | - | - | - | - | - | 16442 |
| FPSB:SUTTON | - | - | 22500 | - | - | - | - | - | - | - | - | - | 22500 |
| FPSB:WELCH | - | - | 4860 | - | - | - | - | - | - | - | - | - | 4860 |
| FPSB:WILLIAMSON | 22042 | - | - | - | - | - | - | - | - | - | - | - | 22042 |
| *TOTAL EXPENSE | 162940 | 51906 | 27360 | - | - | - | - | - | - | - | - | - | 242206 |
| NET INCOME | -58632 | -11254 | -27360 | - | - | - | - | - | - | - | - | - | -97246 |

*Does not include Wheeling's part of Welch's Equal Share

FPSB Meeting 9/28/90

CED

STATE OF WEST VIRGINIA

# FAMILY PROTECTION SERVICES BOARD

BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

FAMILY PROTECTION ACCOUNTS
STATEMENT OF FINANCIAL POSITION
ACTUAL RESULTS
FISCAL YEAR ENDING IN 1991

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CHECKING** | | | | | | | | | | | | | |
| * FPSB MONEY MARKET | 150353 | 139098 | 46738 | - | - | - | - | - | - | - | - | - | *Transfer of monthly invoi goes into MM Account. |
| SUBTOTAL CHECKING | 150353 | 139098 | 46738 | - | - | - | - | - | - | - | - | - | |
| **SAVINGS** | | | | | | | | | | | | | |
| * FPSB CERT. OF DEPOSIT | 135000 | 135000 | 200000 | - | - | - | - | - | - | - | - | - | *Face Value of CD increased by $65,000. Terms: 3 mont at 7.50%; matures 1/12/ |
| SUBTOTAL SAVINGS | 135000 | 135000 | 200000 | - | - | - | - | - | - | - | - | - | |
| TOTAL ASSETS | 285353 | 274098 | 246738 | - | - | - | - | - | - | - | - | - | |
| **EQUITY** | | | | | | | | | | | | | |
| 599 FUND BALANCE | 285353 | 274098 | 246738 | - | - | - | - | - | - | - | - | - | |
| SUBTOTAL EQUITY | 285353 | 274098 | 246738 | - | - | - | - | - | - | - | - | - | |
| TOTAL DEBT AND EQUITY | 285353 | 274098 | 246738 | - | - | - | - | - | - | - | - | - | |

FPSB Meeting 9/28/90

MONTHLY REPORT

NOVEMBER 1990

In lieu of meeting as a Focus Group participants were asked to attend a seminar on Project Presentations using different media technology at the Main Campus of NHC. I went to this meeting and found it to be helpful particularly in the creation of overhead tranparencies and in the use of overhead projectors.

**Tasks:** Complete final draft of the Family Protection Services Board Annual Report.

Incorporate revisions made by the Ad Hoc State Plan Committee regarding the first draft of the State Plan.

Send copies of the revised State Plan to all domestic violence programs before the end of the month. Programs will then have time to read and critique before the Coalition meeting on December 6th & 7th.

Contact Legislative Committee for input on Goal #6 of the State Plan.

**Completed:** All of the above

Sue Julian

# MONTHLY REPORT OF CED

## November 1990

### Family Protection Services Board

Invoices and checks from the State Treasurer's office for the months of July, August and September all arrived during the month of November. These three checks totalled $105,000. Invoicing the state as a Coalition carries so much more weight than those efforts made by individual local programs to pull-down state funding. This is true because of the following reasons:

* The Coalition speaks as a network of statewide domestic violence service providers and therefore has greater voice. Also there is strength in numbers.
* Legislators are able to see that the administration aspect is happening much more smoothly and simply through the Coalition office.
* The Coalition offered an alternate funding plan to the State and the State bought into it. The State (DHHR) sees the Coalition as a pro-active organization committed to its mission of ending violence in the lives of women and children.
* In the process the Coalition has made great allies with people in 'prominent positions' in state government.

### WVCADV State Plan

Fiscal notes were attached to each of the specific goals of the State Plan and the Legislative Committee presented its agenda for inclusion in Goal #6. A draft of the State Plan was copied and distributed to all member programs of the Coalition. Decisions on the State Plan will be made at the Coalition meeting of December 6th & 7th.

# MONTHLY REPORT OF CED PROJECT

December 1990

The State Plan was accepted with minor revision by the thirteen programs at the December meeting of the Coalition. HOORAY! All that remains is to:

1. Incorporate minor revisions.
2. Format and typeset text of State Plan.
3. Send to printers for copying.
4. Distribute to Coalition members, legislators, state government agencies, etc.

## GOALS AND OBJECTIVES

## WVCADV STATE PLAN

Goal 1

**Assure that the needs of battered women and their children in unserved or underserved counties are adequately met.**

By 1994:

Each of West Virginia's fifty-five counties will have at least a part-time outreach worker present at a specific county location for a minimum of 20 hours a week.

Standards for outreach offices will be developed and incorporated into West Virginia's Domestic Violence Licensing Standards and the Domestic Violence Peer Review Process.

The Regional Plan for statewide domestic violence services will be evaluated and on this basis either affirmed or revised.

Guidelines for the development of new programs - outreach offices as well as shelters - will be established and promulgated.

Cost
$15,000 per Outreach Office
42 Outreach Offices

Minimum Cost: $630,000

Goal 2

**Assure that the special needs of children in domestic violence programs are adequately met.**

By 1994:

Each domestic violence shelter program will have a minimum of one full-time staff position whose primary focus is children's needs and advocacy.

Standards for children's programs in the domestic violence network will be developed and incorporated into West Virginia Licensing Standards and the Domestic Violence Peer Review Process.

Stabilized and on-going funding for child advocates, children's programs and activities will become an integral part of each local shelter budget.

Cost
$18,750 per Child Advocate (This includes benefits.)
13 Child Advocates

Minimum Cost: $243,750

Goal 3

**Assure that personnel within the criminal justice system understand the dynamics of domestic violence and are knowledgeable of the legal requirements for assisting battered women.**

By 1994:

A law enforcement curriculum related to domestic violence will be developed for all law enforcement agencies throughout West Virginia.

A domestic violence curriculum for magistrates will be developed.

State, regional and local training will be provided to law enforcement agencies, magistrates, prosecutors, family law masters and related service providers.

Costs
$50,000 per year for statewide training
3 years

Minimum Cost: $150,000

Goal 4

**Collect database and analysis regarding the needs of and services to battered women and their children.**

By 1994:

A uniform process for collecting local service statistics will be implemented through the use of standardized forms and computer-assisted technology.

Data collected during the three-year period of this State Plan will be analyzed and developed into a comprehensive report for distribution to public and private agencies.

Cost
Project SafetyNet: Computer-assisted technology

Maximum Cost: $80,000

Goal 5

**Assure that all programs implement practices in the workplace that are consistent with the philosophy of the battered women's movement, namely empowerment and equality.**

By 1994:

The existing Affirmative Action Policies used by local programs will be reviewed and critiqued in an effort to include a greater diversity of persons within the Coalition network.

The existing Personnel Policies used by local programs will be reviewed and critiqued in an effort to develop organizational models that encourage long-time commitment through access to leadership development and decision-making.

Through research and analysis WVCADV will have developed criteria for setting equitable salary scales and benefits for use in all domestic violence programs.

Cost
Absorbed through WVCADV's Board of Directors' structure and budget.

Goal 6

**Assure that legislative issues at the state and federal levels are promoted and resolved in the best interest of battered women and their children.**

By 1994 WVCADV will work:

To change child custody laws so that perpetrators of domestic violence will not be allowed custody of the children.

Toward the prohibition of corporal punishment as a means of discipline in the West Virginia school system.

Toward legislation of probable cause arrest with mandatory incarceration time for the primary abuser in domestic violence situations.

To implement federal guidelines such as those introduced in the Violence Against Women Act (commonly referred to as the Biden Bill) during the 1990 US Senate.

In 1991 WVCADV make these legislative recommendations:

Regarding the Domestic Violence Act of 1990 to the 1991 legislature: 1) That 'up to' sixty days read 'for' sixty days; 2) That policies and procedures be distributed to 'all' law enforcement agencies not only to the 'Department of Public Safety.'

That Domestic Violence Petitions and Restraining Orders filed in any county be acknowledged and enforced in all state counties.

When directing perpetrators for counseling, that magistrates clearly identify those counseling services that deal specifically with domestic violence and batterers.

If visitation is allowed to perpetrators that these visitation periods be supervised.

That magistrate and circuit courts have concurrent jurisdiction over domestic violence situations.

That all costs and service charges associated with Domestic Violence Petitions and Restraining Orders be charged to the perpetrator.

That the top legislative funding priorities for 1991-1992 be outreach offices and children's programs.

Cost: Absorbed through the Coalition's annual budget.

Goal 7

**Work toward breaking the generational cycle of violence through education and prevention.**

By 1994:

WVCADV will work with the WV Department of Education to mandate on a statewide basis the inclusion of a domestic violence curriculum component at all educational levels.

Locals programs will increase and expand efforts to develop domestic violence prevention programs and materials for use with teachers, parents and youth, medical personnel, legislators, media, etc.

The central office and local programs will establish working alliances with ministerial associations and local churches and synagogues in order to strengthen theological and spiritual resources for survivors of violence.

Cost
$20,000 per program
14 programs

Minimum Cost: $280,000

STATE OF WEST VIRGINIA

# FAMILY PROTECTION SERVICES BOARD

BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

December 12, 1990 Invoice Submitted

Contracted Services
Office of Social Services
West Virginia Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

S. A. No. S-450
State Acct. No. 9120-13-025-106-21

DATE SUBMITTED: December 12, 1990
MONTH OF SERVICE: October 1990

FEIN: 311-011-750-1

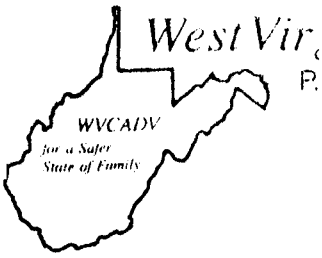
AMOUNT DUE: $65,000

WVCADV is invoicing $65,000 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers:

Susan Julian
Susan Julian: WVCADV Team Coordinator — 12-12-90 Date

Diane Reese
Diane Reese: WVCADV Team Coordinator — 12-12-90 Date




Form No. 356

BANK OF GASSAWAY

GASSAWAY, WEST VIRGINIA 26624

THIS IS YOUR **OFFICIAL RECEIPT** FOR YOUR DEPOSIT AND SHOULD BE HELD UNTIL VERIFIED WITH YOUR NEXT STATEMENT OF ACCOUNT. ALL DEPOSITS ARE SUBJECT TO FINAL AUDIT AND TO THE CONDITIONS APPEARING ON SIGNATURE CARDS USED BY THIS BANK.

BANK SYMBOL, TRANSACTION NUMBER, DATE AND AMOUNT OF YOUR DEPOSIT ARE SHOWN BELOW

Family Protection Board

B O G *008 0022 NOV/08/90 0014
*22-722-6* $40,000.00 DDA

**ALWAYS OBTAIN AN OFFICIAL PRINTED RECEIPT WHEN MAKING A DEPOSIT.**

Contracted Service
Office of Social Services
West Virginia Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

S. A. No. S-450
State Acct. No. 9120-13-025-106-21

FEIN: 311-011-750-1

DATE SUBMITTED: October 11, 1990
MONTH OF SERVICE: September 1990

AMOUNT DUE: $40,000

Approved 10-12-90

WVCADV is invoicing $40,000 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers:

Susan Julian — 10-11-90

Susan Julian WVCADV Team Coordinator — Date

Diane Reese — 10-11-90

Diane Reese: WVCADV Team Coordinator — Date

S-450
2-75
9120-13-025-106-21

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 8114210

PAY TO THE ORDER OF W VA COALITION AGAINST DOMESTIC VIOLENCE

NOV. 1, 1990

$*********40,000.00**

PAY EXACTLY*********40,000*DOLLARS AND NO CENTS

025 91FY 9120-13

STATE TREASURER

AUDITOR

WEST VIRGINIA TREASURY

Glen B. Gainer, J

"8114210" :051902322: 02"095"9"

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250

September 10, 1990

Rec. 11/14/90

Contracted Services
Office of Social Services
West Virginia Department of Health and Human Resources
Building 6, Room 850
Capitol Complex
Charleston, WV 25305

S. A. No. S-450
State Acct. No. 9120-13-025

DATE SUBMITTED: September 10, 1990
MONTH OF SERVICE: July/August 1990

FEIN: 311-011-750-1

AMOUNT DUE: $65,000 Pay 9-11-90

WVCADV is invoicing $65,000 of the grant with the Department of Health and Human Resources. This grant is available for and distributed to domestic violence programs according to directives established by the Family Protection Services Board.

Providers:

Susan Julian, WVCADV Team Coordinator — 9-10-90
Susan Julian: WVCADV Team Coordinator — Date

Diane Reese, WVCADV Team Coordinator — 9-10-90
Diane Reese: WVCADV Team Coordinator — Date

S-450
92-75
9120-13-025-100-21

RECEIVED
SEP 11 1990
SOCIAL SERVICES
DEPT. OF HUMAN SERVICES

VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

STATE CAPITOL, CHARLESTON

69-232
519

WARRANT # 812116

PAY TO
THE ORDER OF WV COLITION AGAINST DOMESTIC VIOLENCE

NOV. 7, 199(

$*********65,000.00**

PAY EXACTLY*********65,000*DOLLARS AND NO CENTS

025 91FY 9120-13

STATE TREASURER

AUDITOR

Glen B. Gainer, J

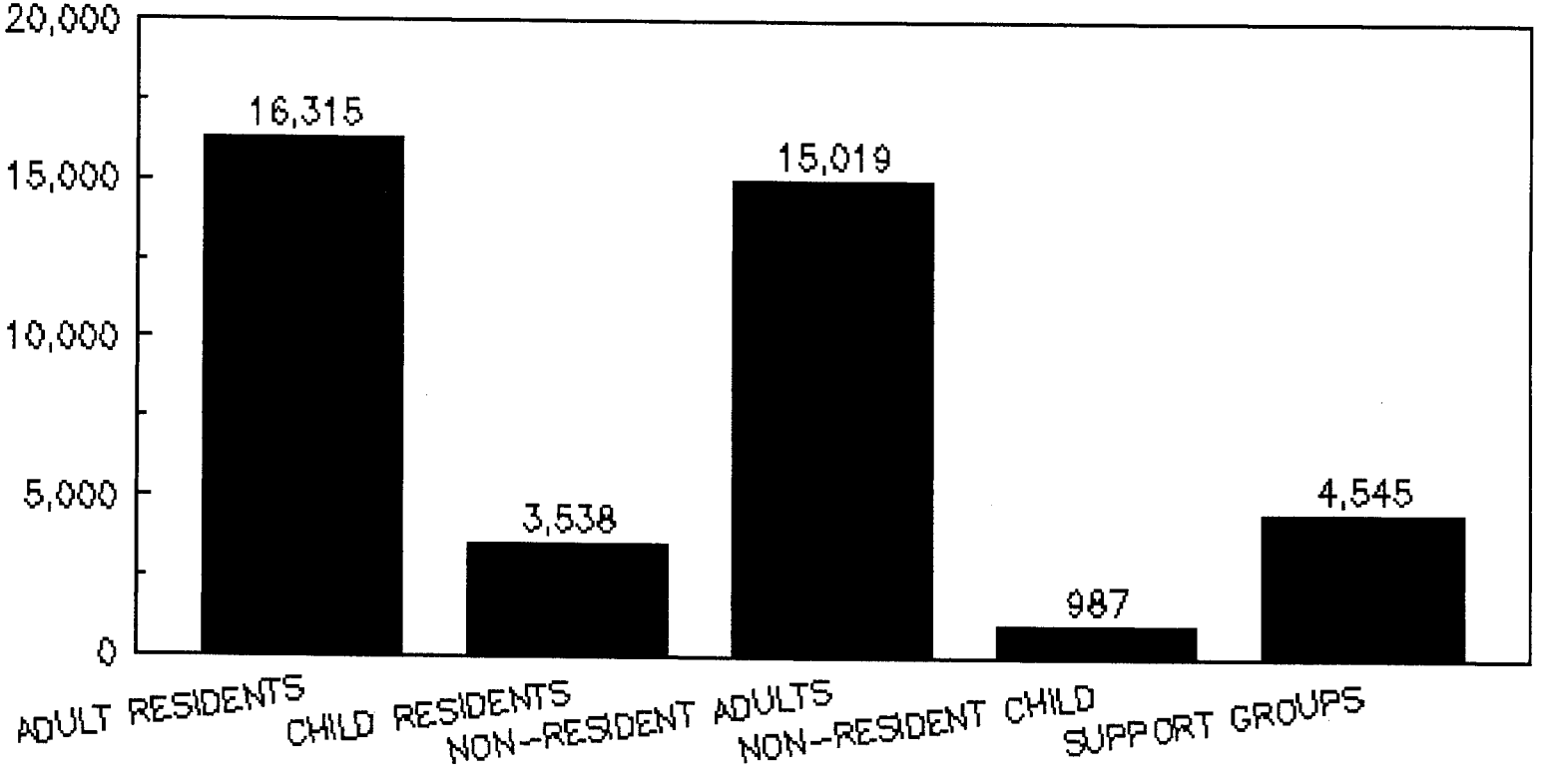
WEST VIRGINIA
TREASURY

⑈8121165⑈ ⑆051902322⑆ 02⑈095⑈9⑈

OCT 90

# WVCADV UNITS OF SERVICE
## FISCAL YEAR 1989 – 1990

TOTAL SERVICE HOURS = 40,403

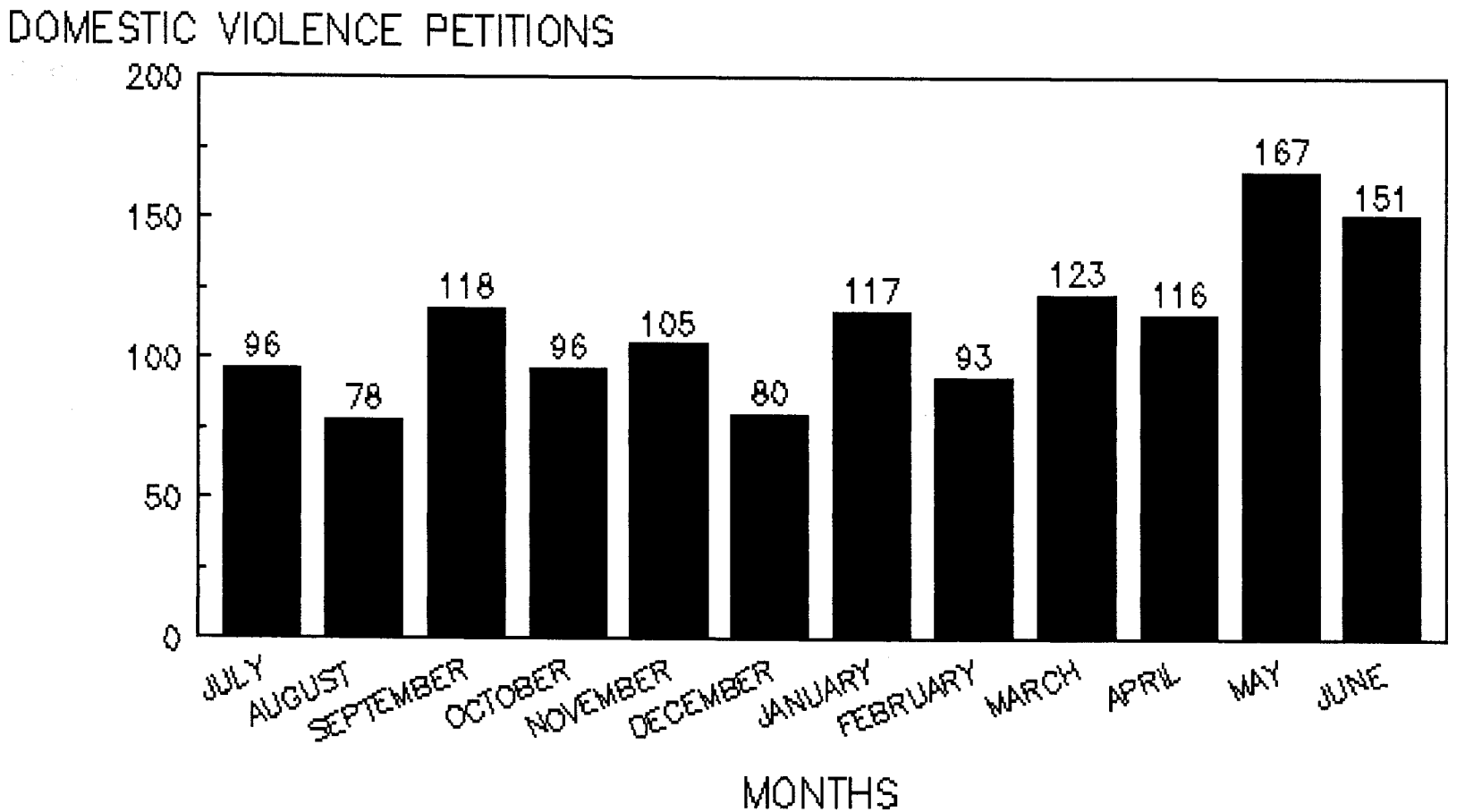



GROUP RECEIVING UNITS OF SERVICE

ONE UNIT OF SERVICE EQUALS ONE HOUR OF
DIRECT OR COLLATERAL CLIENT CONTACT PROVIDED
BY PROGRAM STAFF OR VOLUNTEERS

WVCADV CENTRAL SERVICE OFFICE

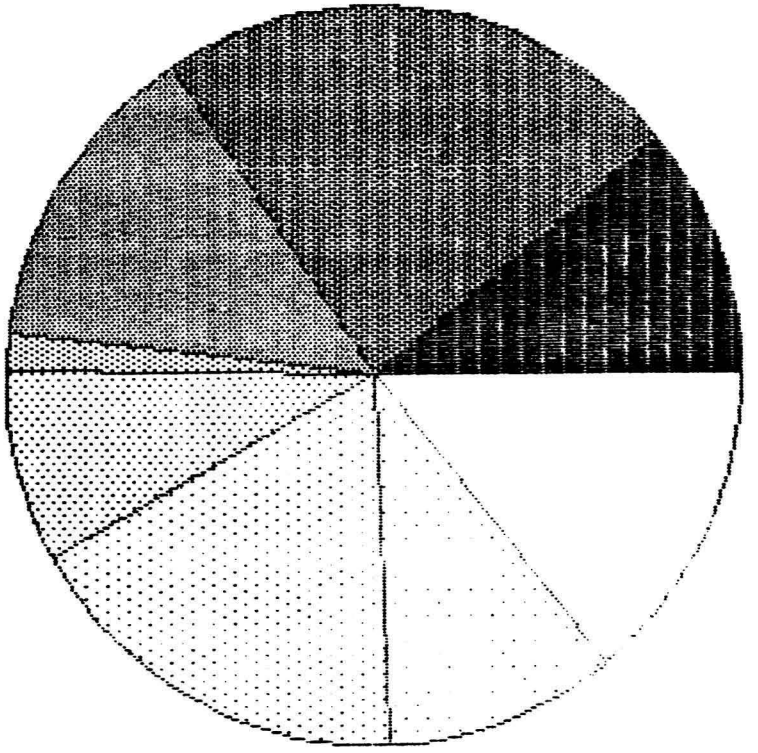
# DOMESTIC VIOLENCE PETITIONS
## FILED WITH WVCADV PROGRAM ASSISTANCE
## FISCAL YEAR 1989 – 1990




TOTAL DOMESTIC VIOLENCE PETITIONS
FILED THROUGH WVCADV PROGRAMS
IN 1989 – 1990 = 1340

WVCADV CENTRAL SERVICE OFFICE

# WVCADV CASH INCOME SOURCES
## FISCAL YEAR 1989 - 1990

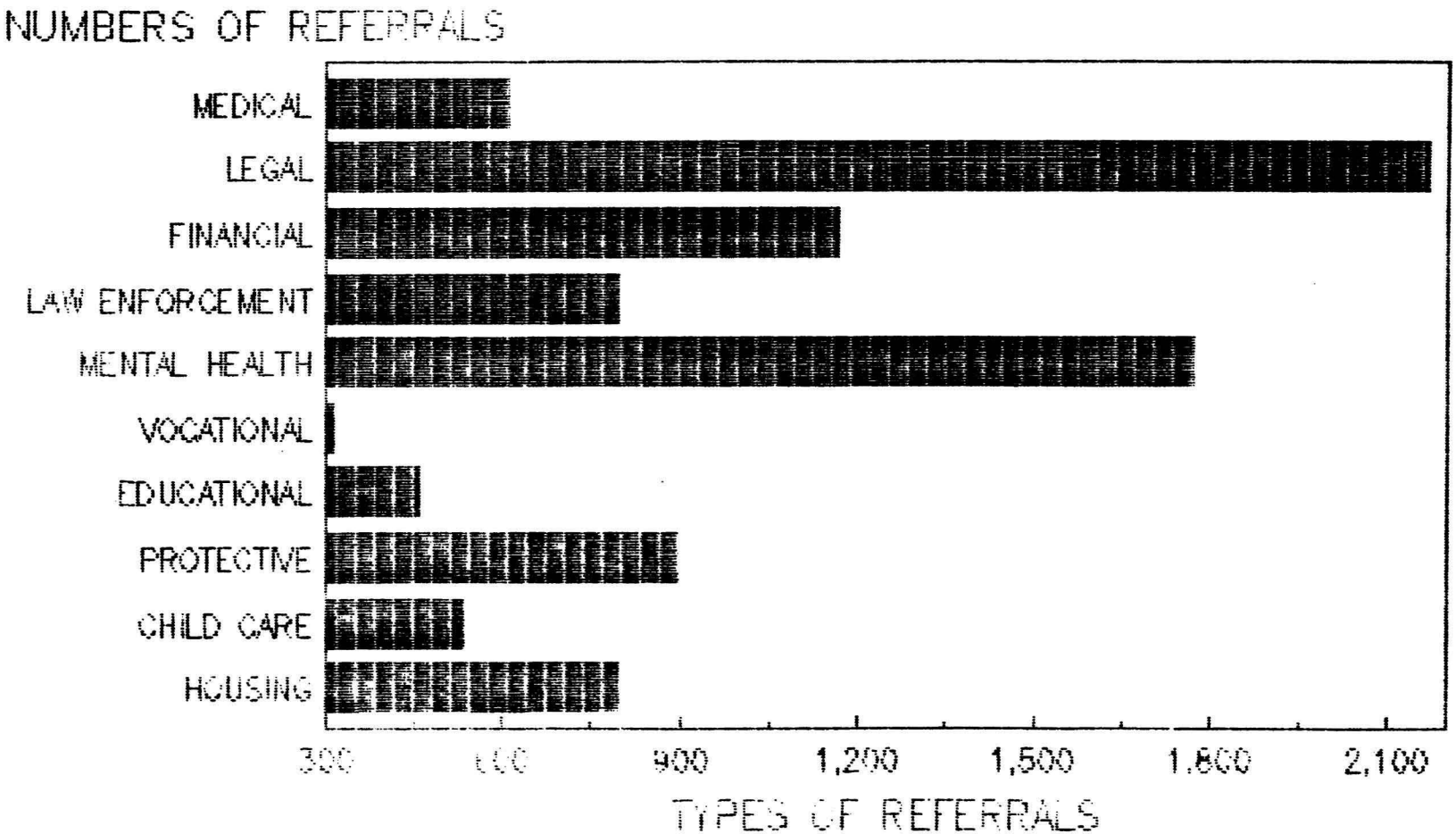


- FAMILY PROTECTION
- TITLE XX
- VOCA
- FAMILY VIOLENCE PRE
- OTHER FED/STATE $
- OTHER LOCAL FUNDS
- FOUNDATION GRANTS
- UNITED WAY FUNDS

OTHER INCOME
IN-KIND DONATIONS: $327,125

# WVCADV PROGRAM REFERRALS

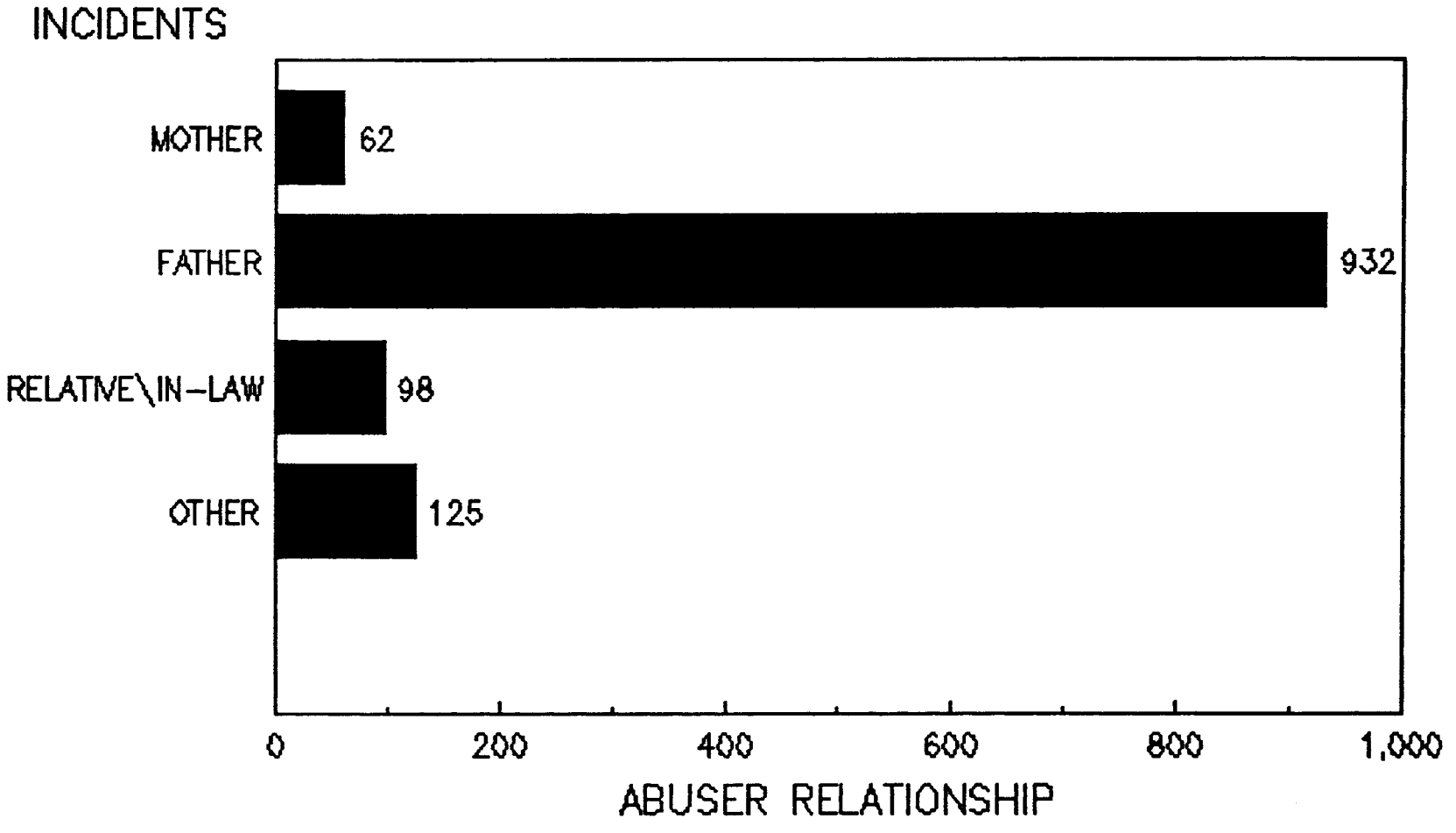
## FISCAL YEAR 1989-1990



# CHILD ABUSER RELATIONSHIPS

## WVCADV PROGRAMS

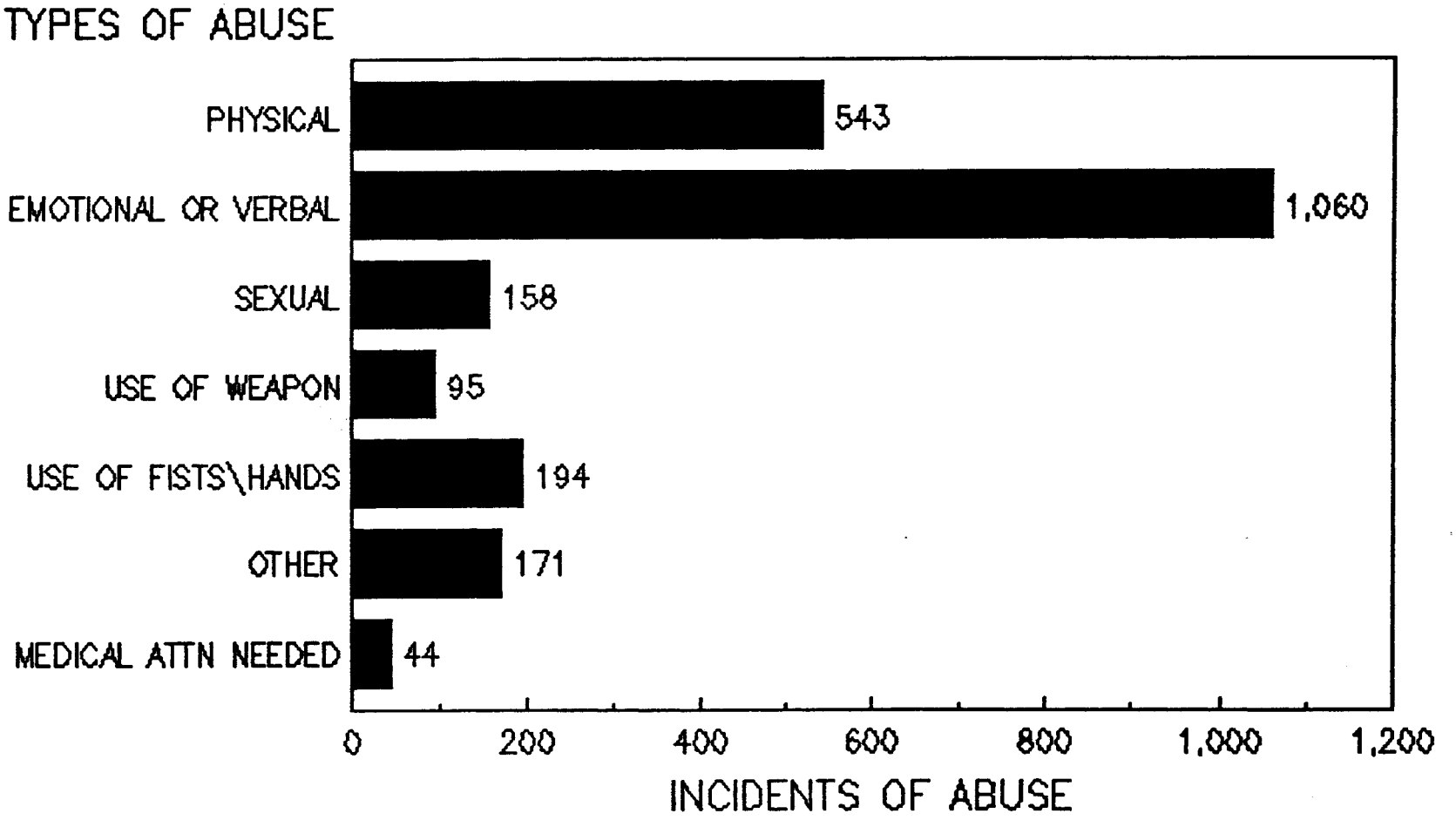
## 1989 – 1990 FISCAL YEAR



# TYPE OF CHILD ABUSE

## WVCADV PROGRAMS

## FISCAL YEAR 1989–1990

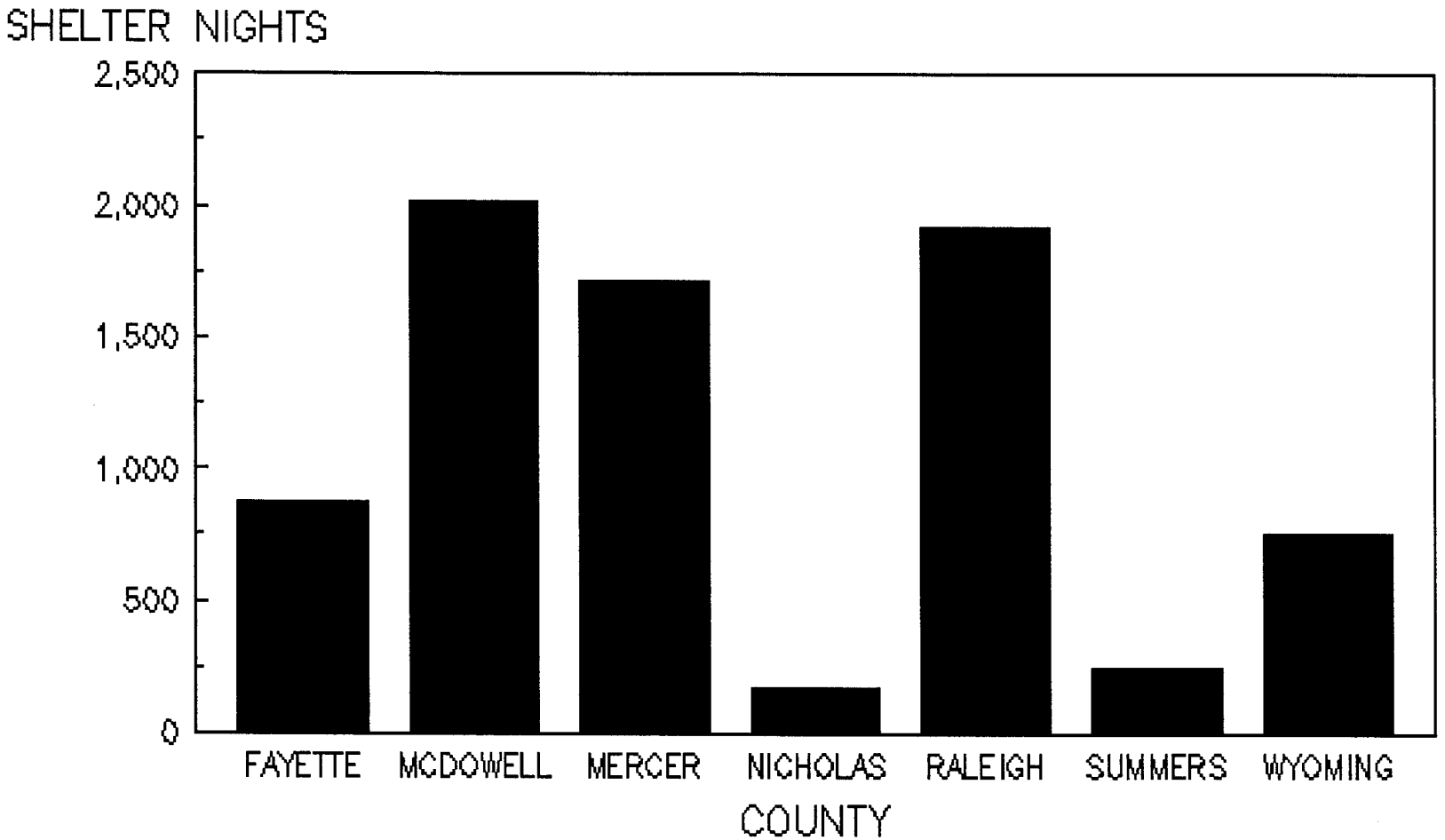



WVCADV CENTRAL SERVICE OFFICE

# WOMEN'S RESOURCE CENTER

BECKLEY, WV

FISCAL YEAR 1989 – 1990



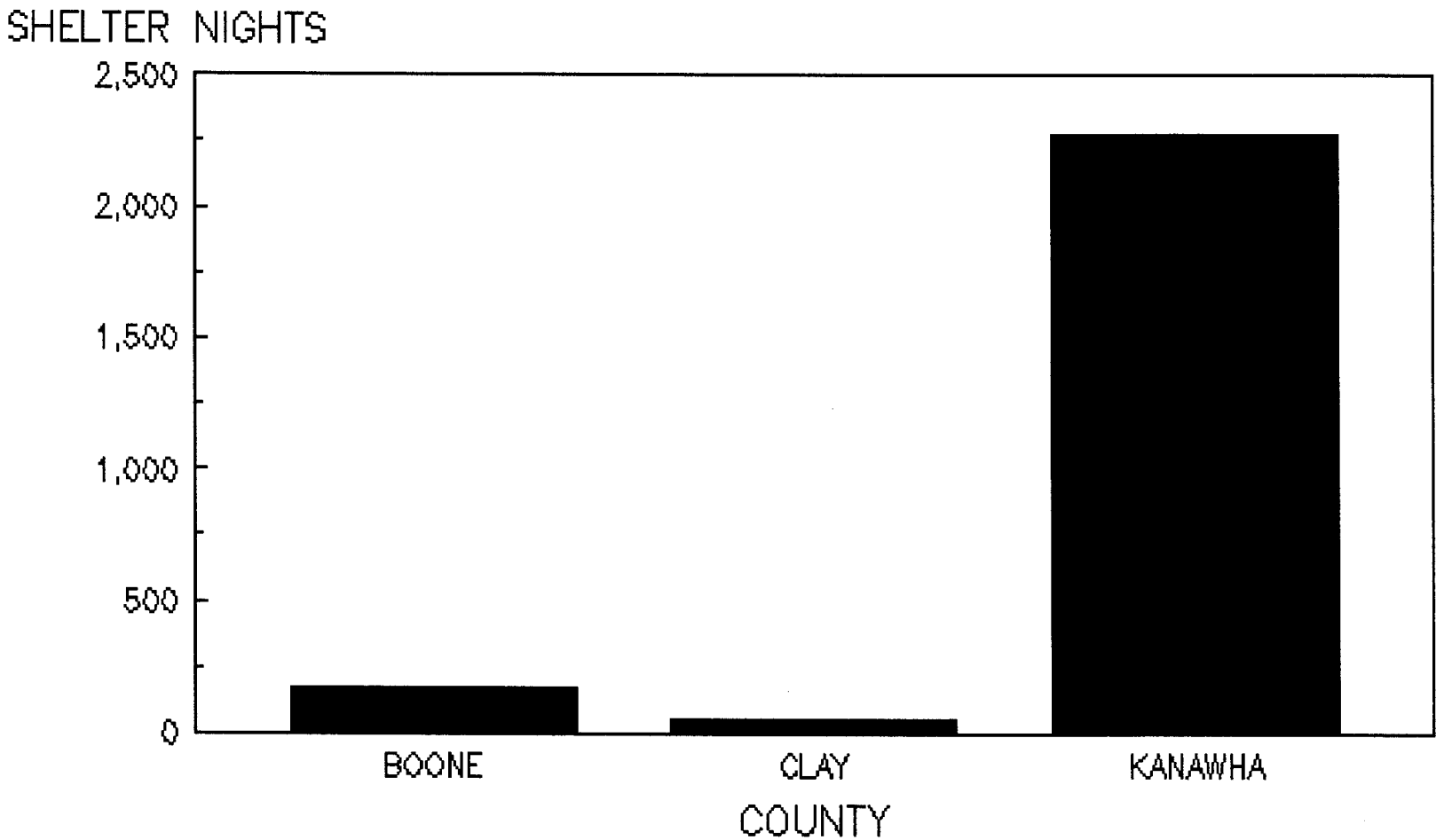

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# RESOLVE FAMILY ABUSE PROGRAM

## CHARLESTON, WV

## FISCAL YEAR 1989 – 1990



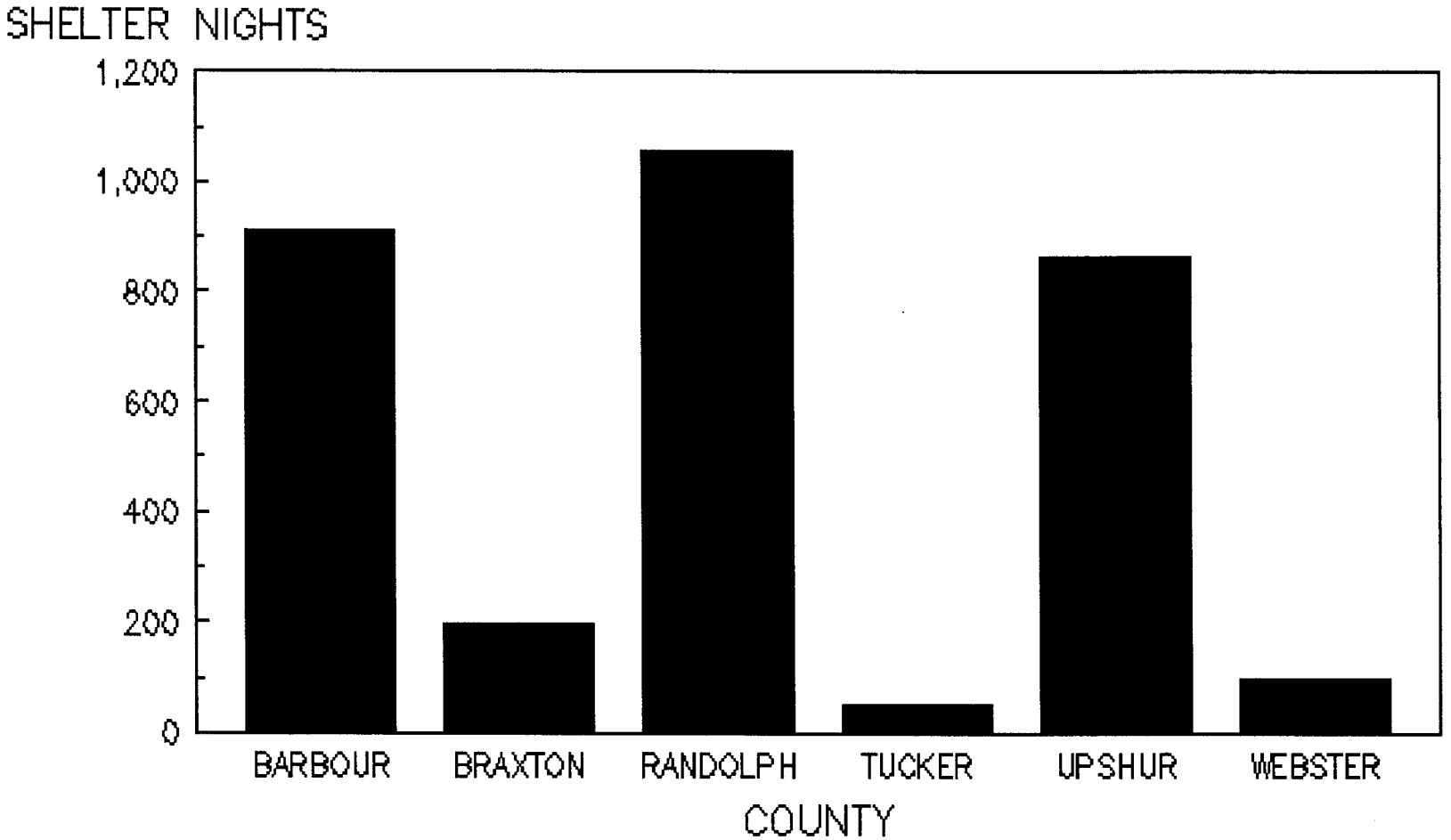

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# WOMEN'S AID IN CRISIS

## ELKINS, WV

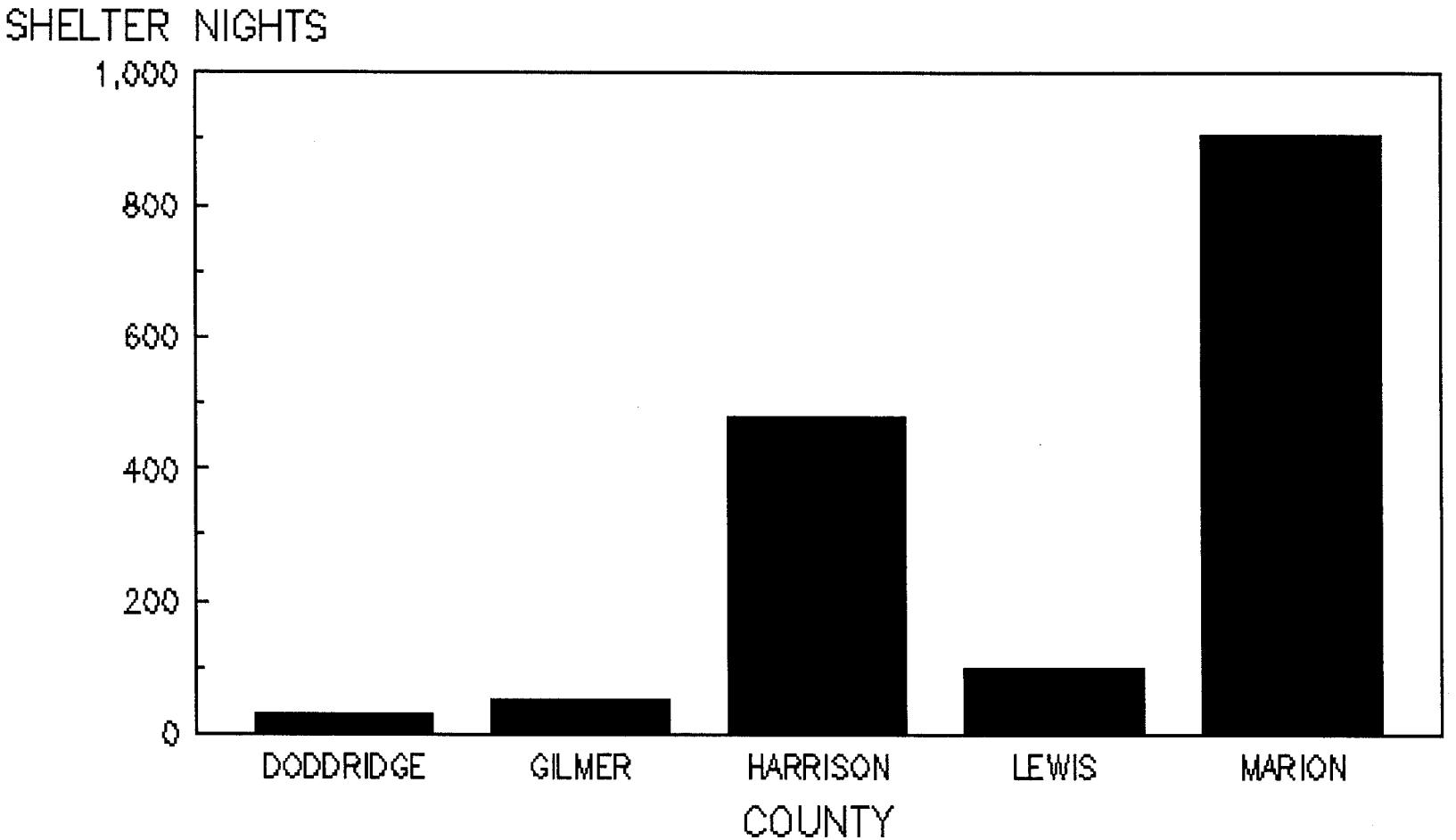
## FISCAL YEAR 1989 – 1990




SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

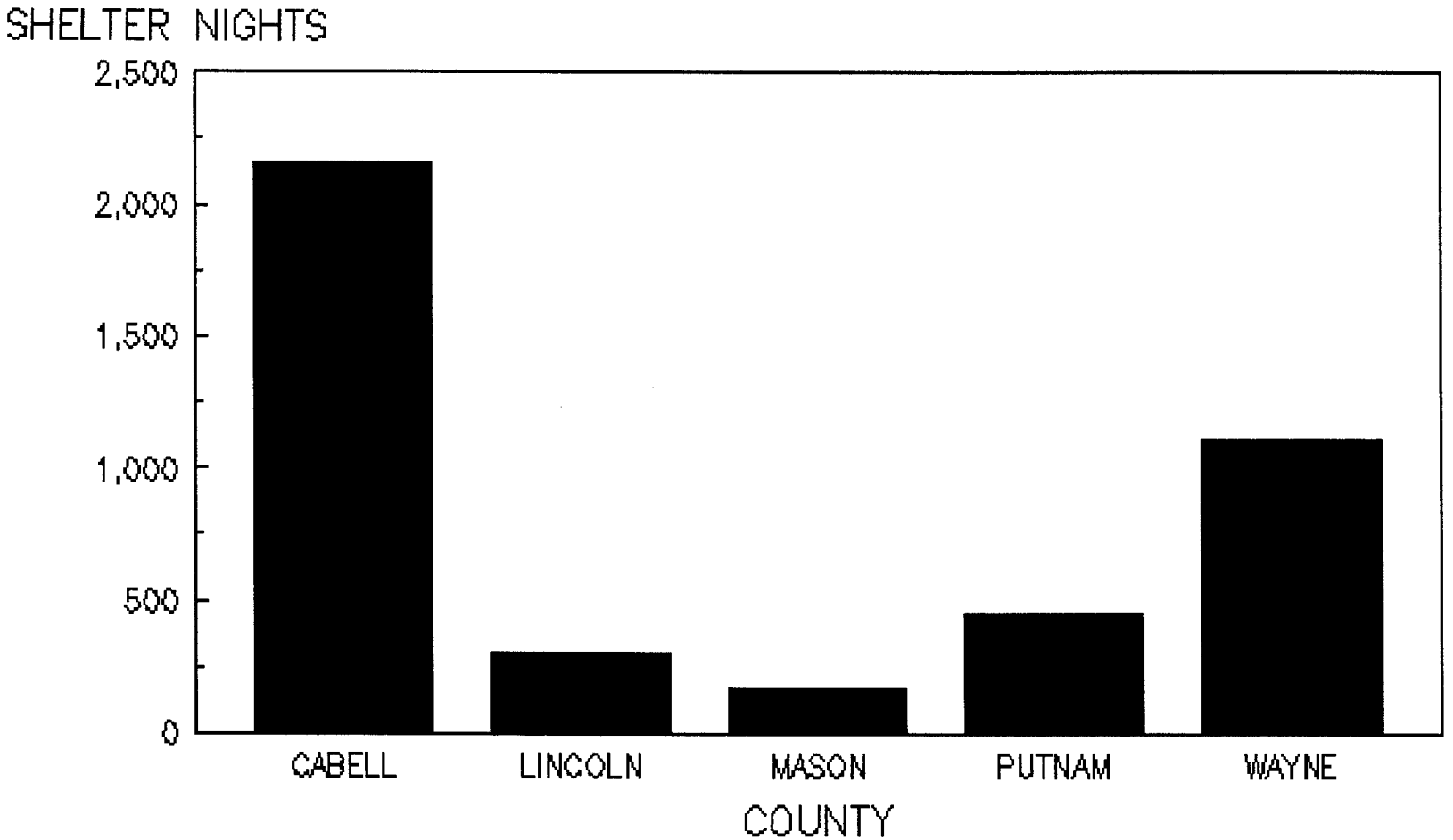
# HOPE, INC.
## FAIRMONT, WV
## FISCAL YEAR 1989 – 1990




SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# BRANCHES
## HUNTINGTON, WV
## FISCAL YEAR 1989 – 1990



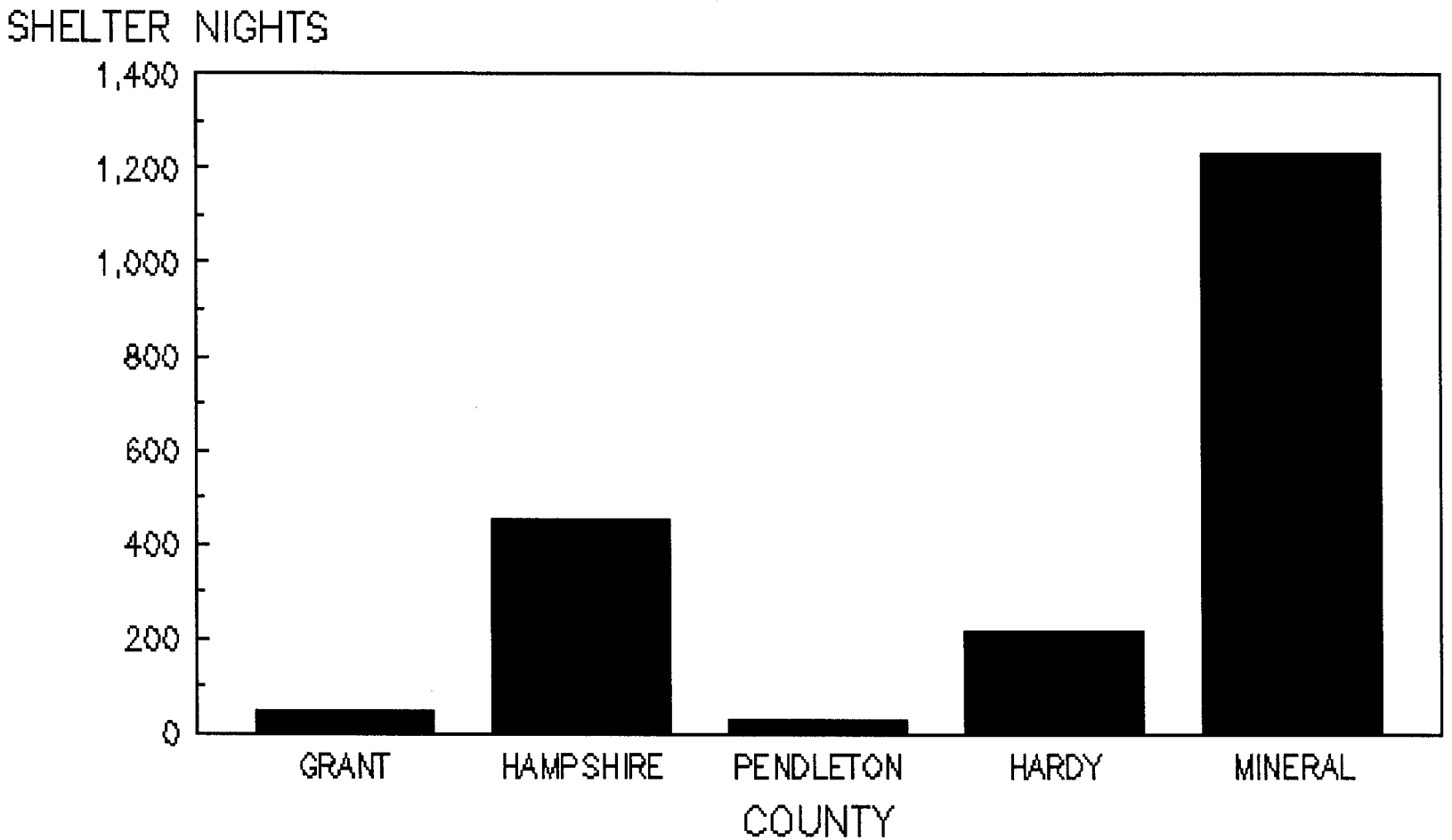

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# FAMILY CRISIS CENTER

KEYSER, WV

FISCAL YEAR 1989 – 1990



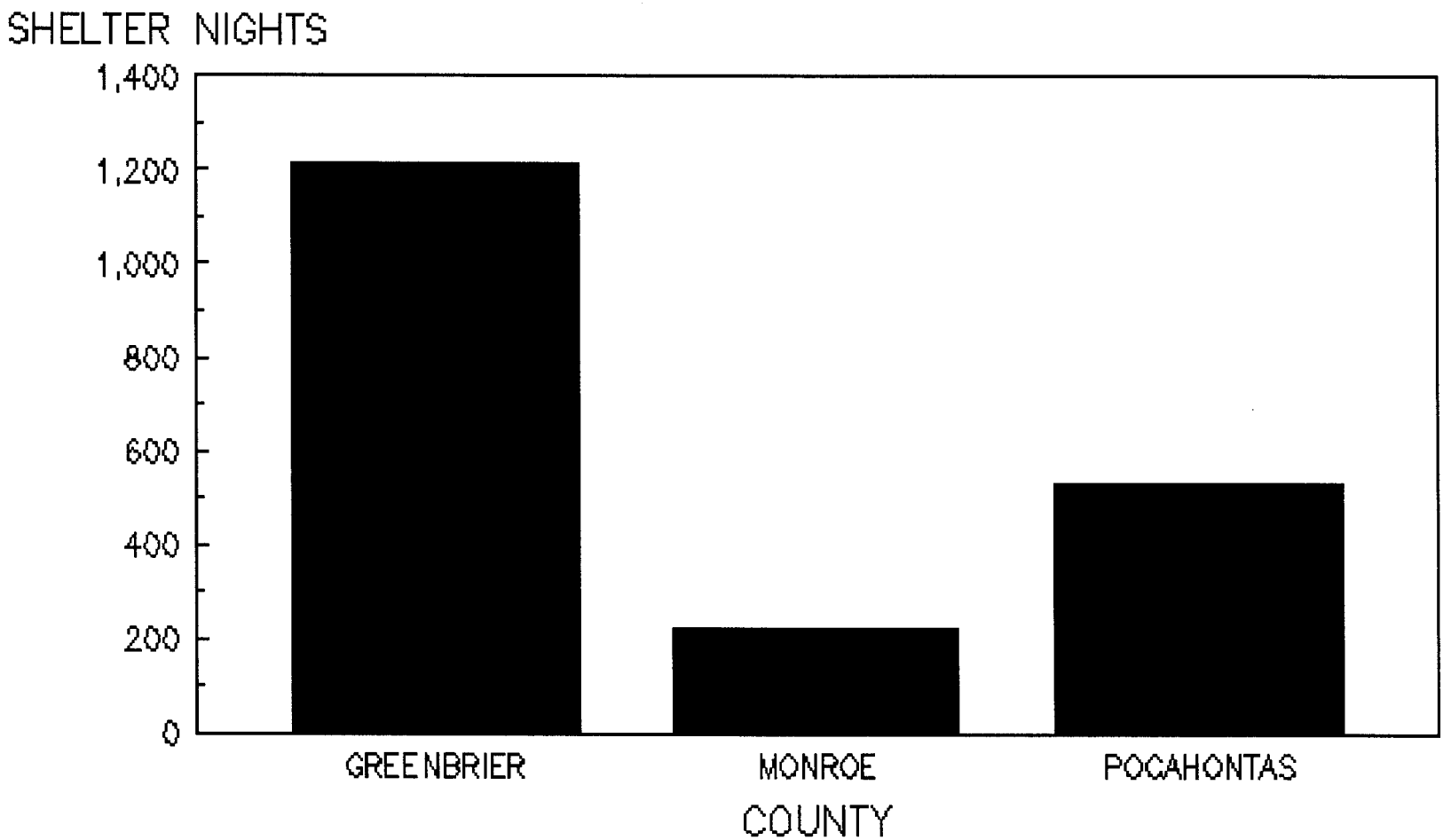

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# FAMILY REFUGE CENTER

## LEWISBURG, WV

## FISCAL YEAR 1989 – 1990



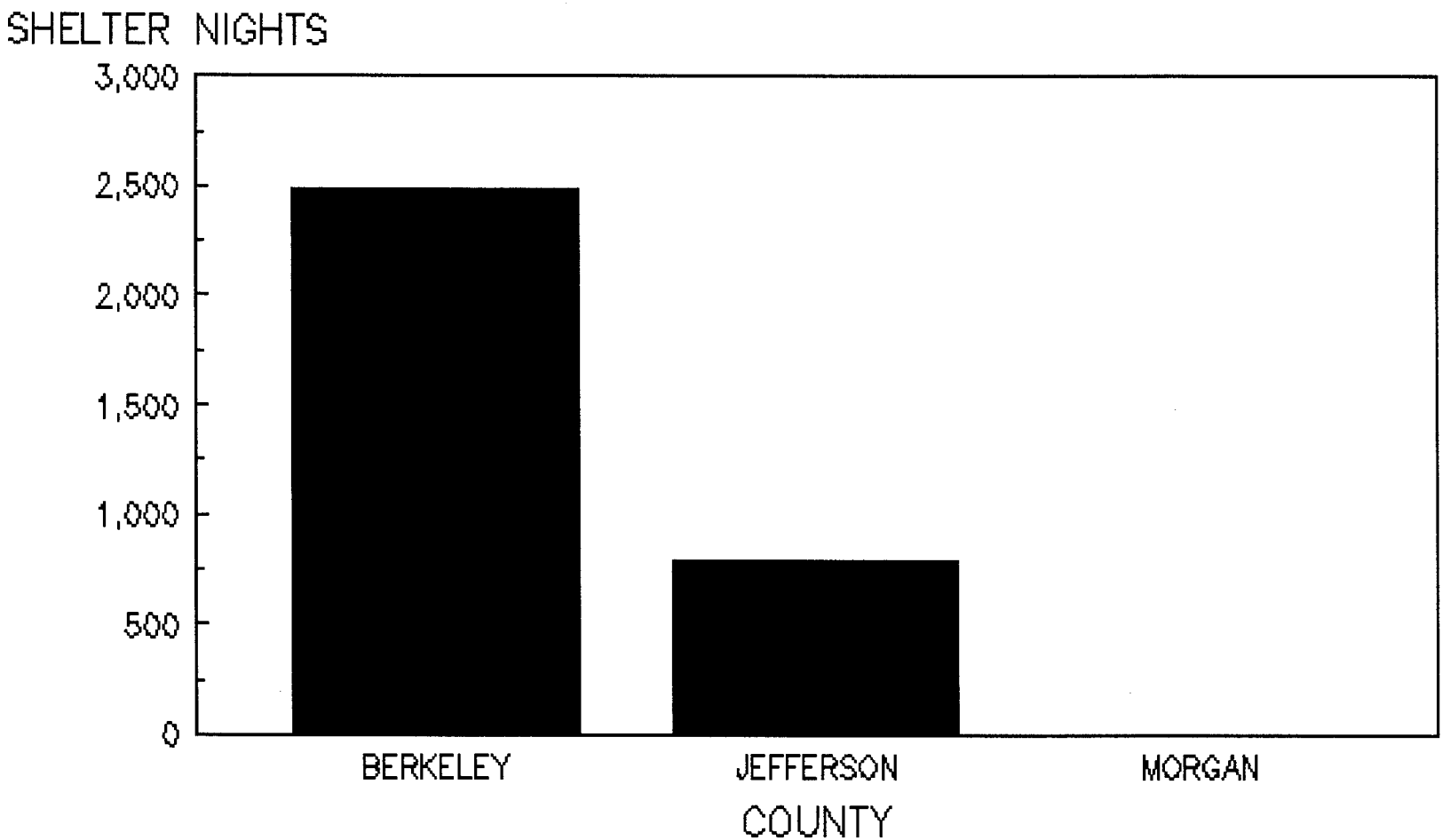

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# SHENANDOAH WOMEN'S CENTER

MARTINSBURG, WV

FISCAL YEAR 1989 – 1990



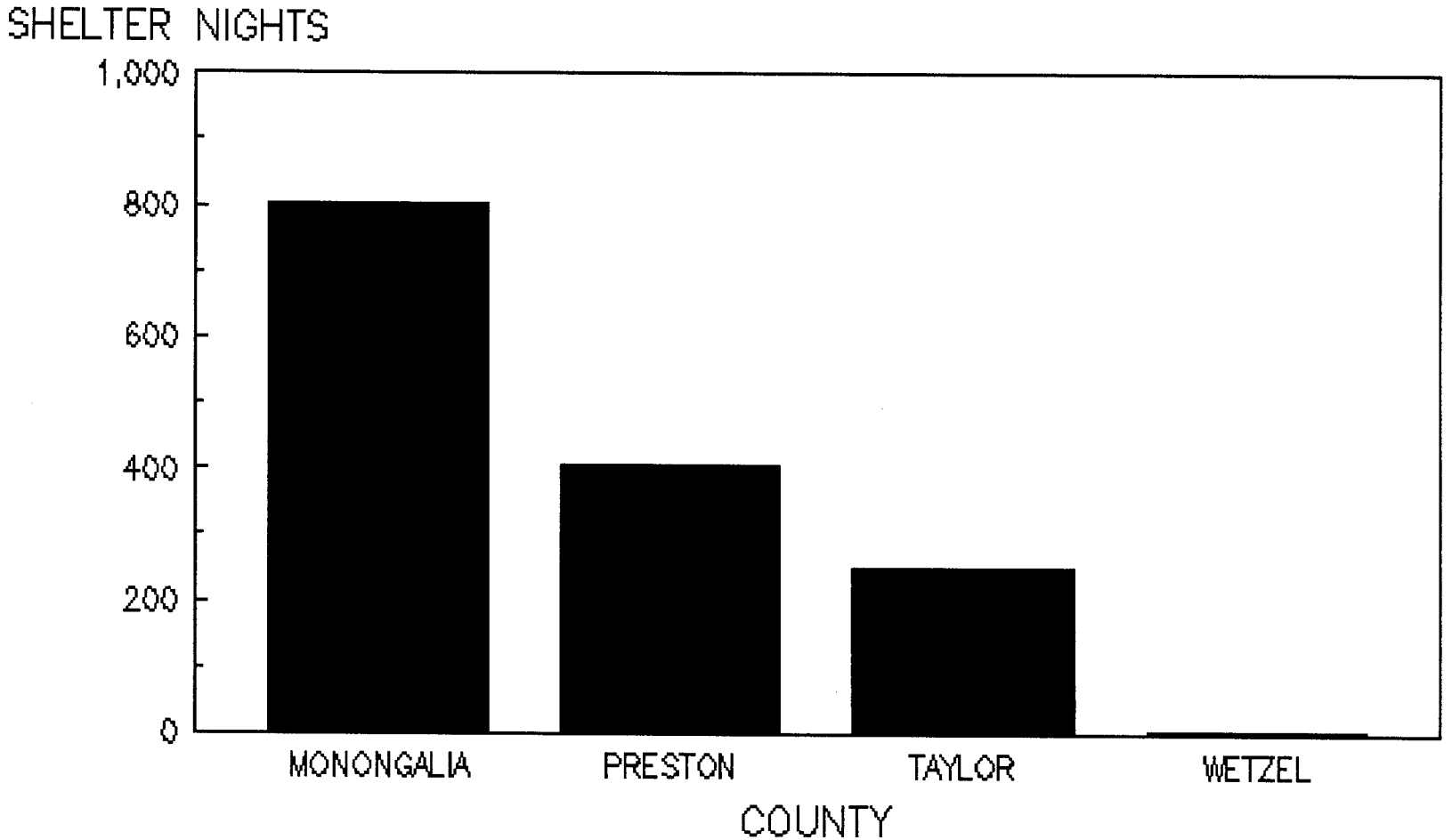

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# RAPE AND DOMESTIC VIOLENCE INFORMATION CENTER

MORGANTOWN, WV

FISCAL YEAR 1989 – 1990



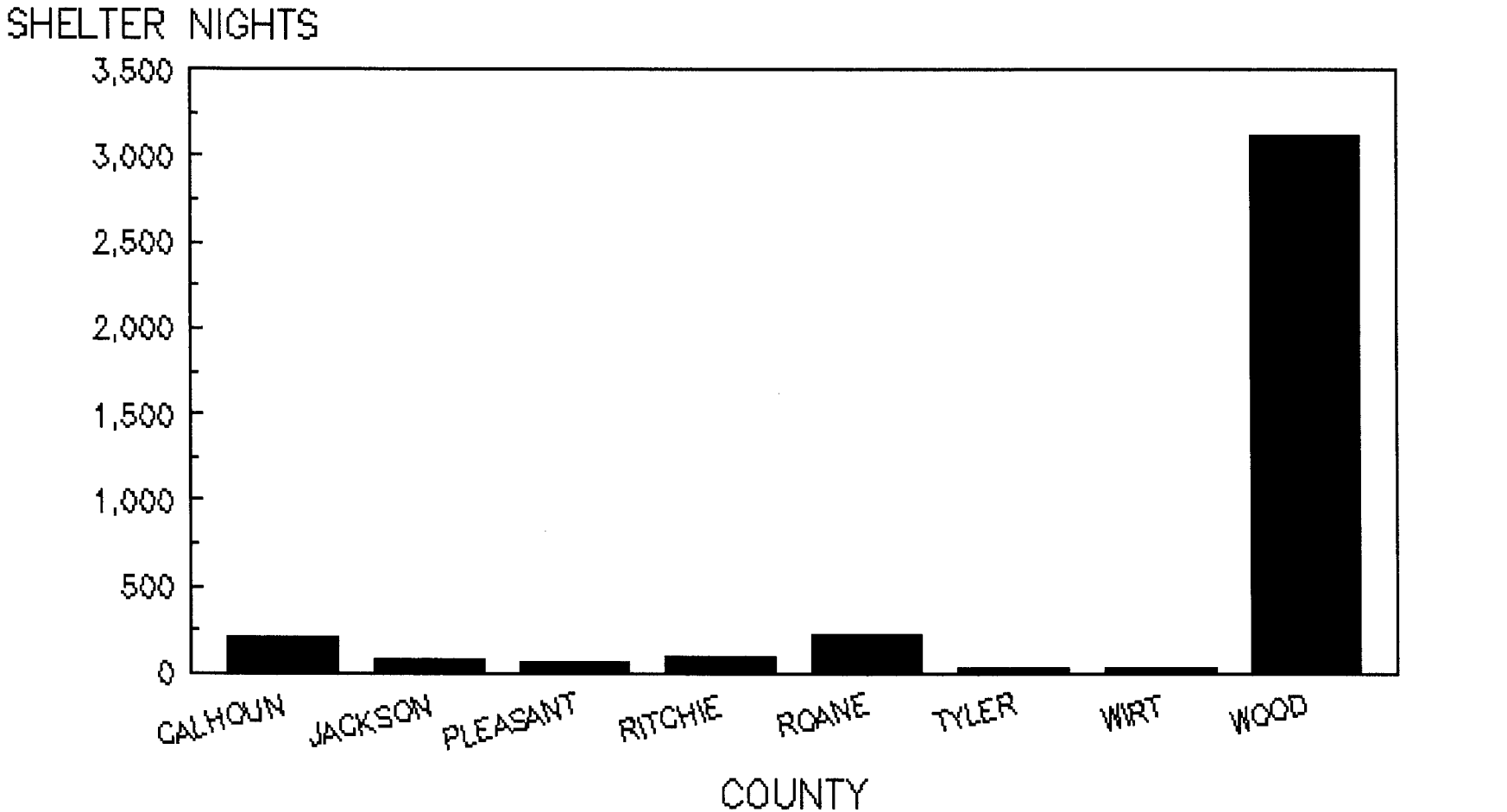

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# FAMILY CRISIS INTERVENTION CENTER

PARKERSBURG, WV

FISCAL YEAR 1989 – 1990



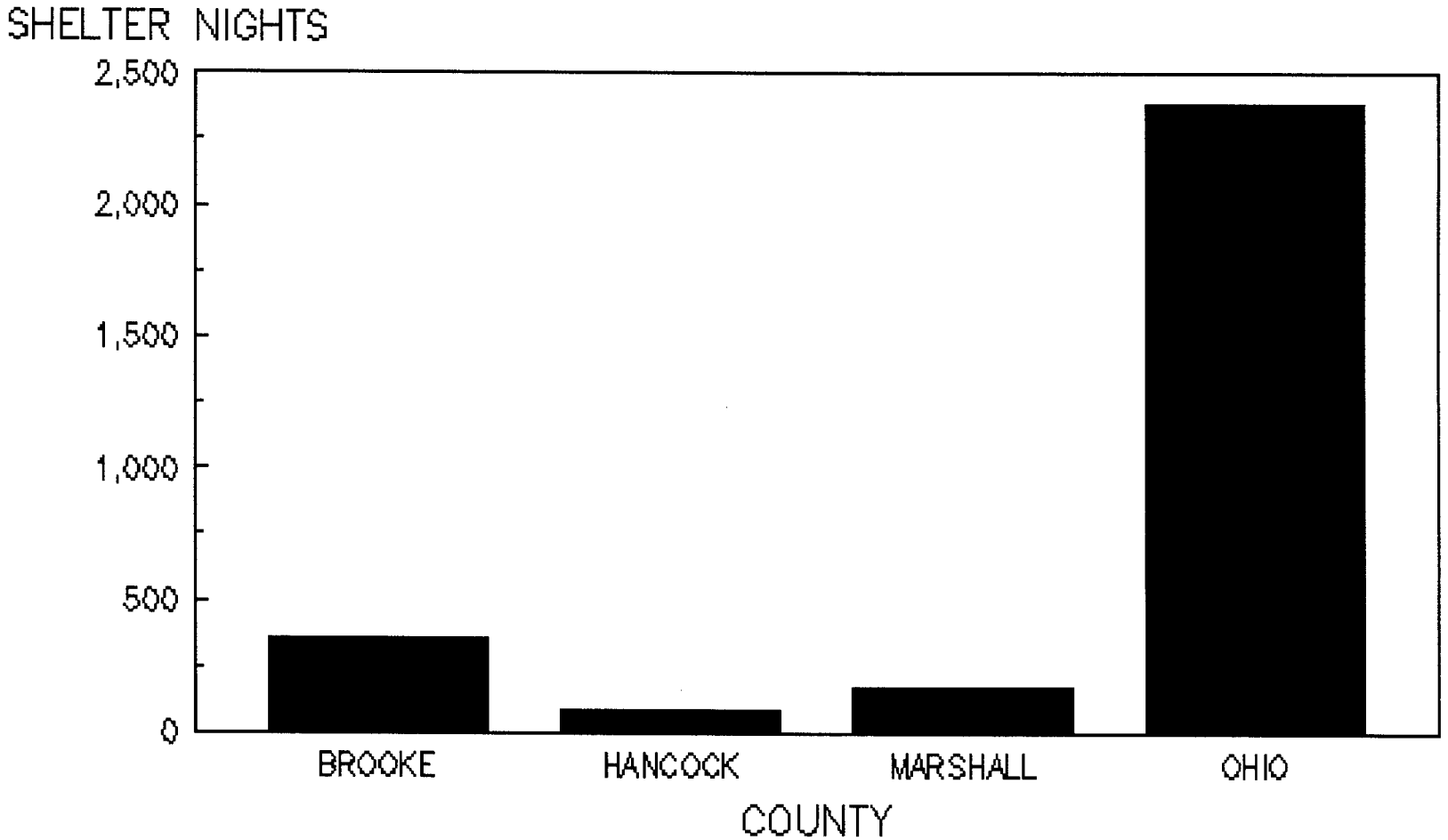

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# YWCA ABUSE PROGRAM

## WHEELING, WV

## FISCAL YEAR 1989 – 1990



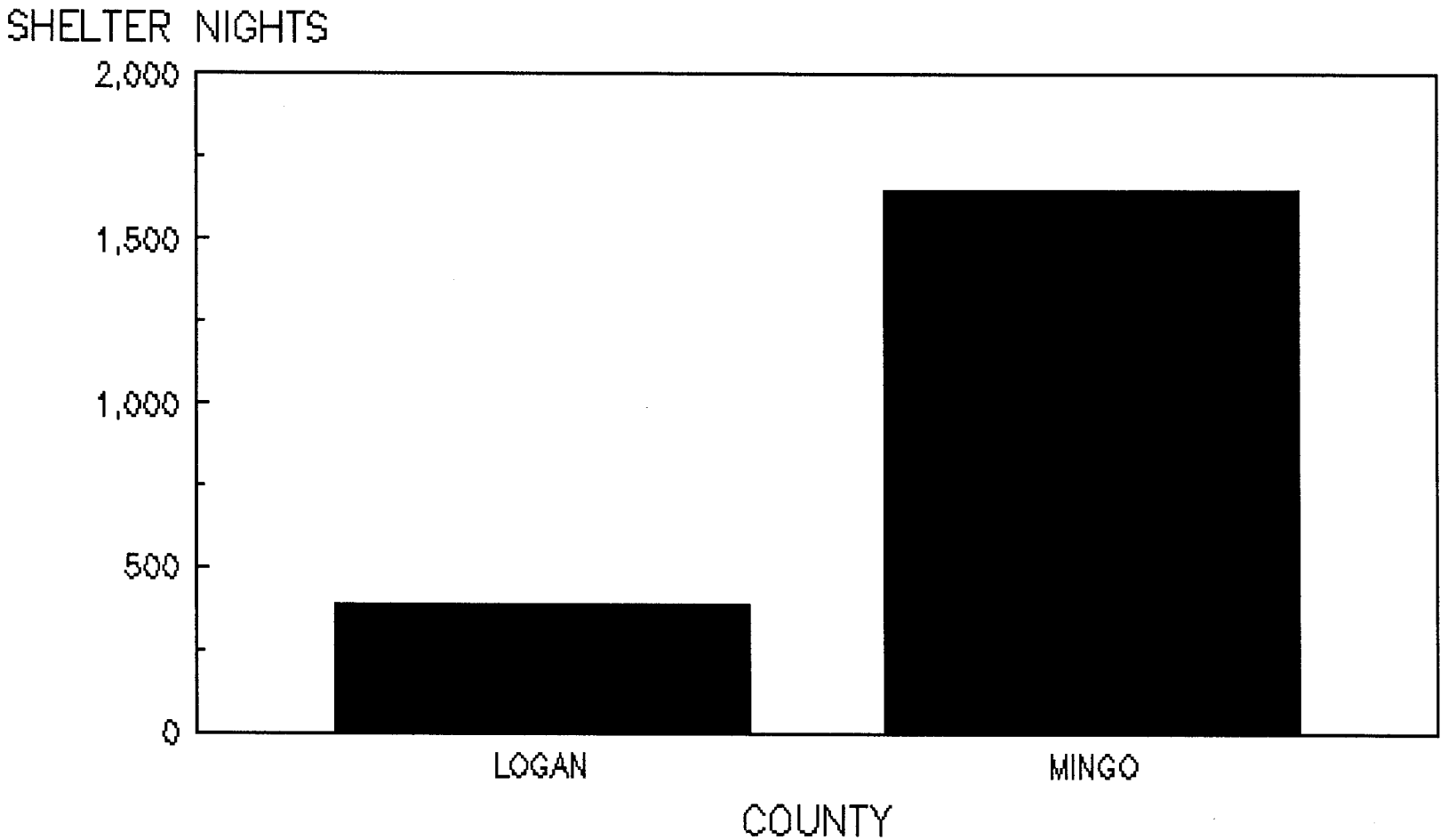

SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# TUG VALLEY RECOVERY SHELTER

WILLIAMSON, WV

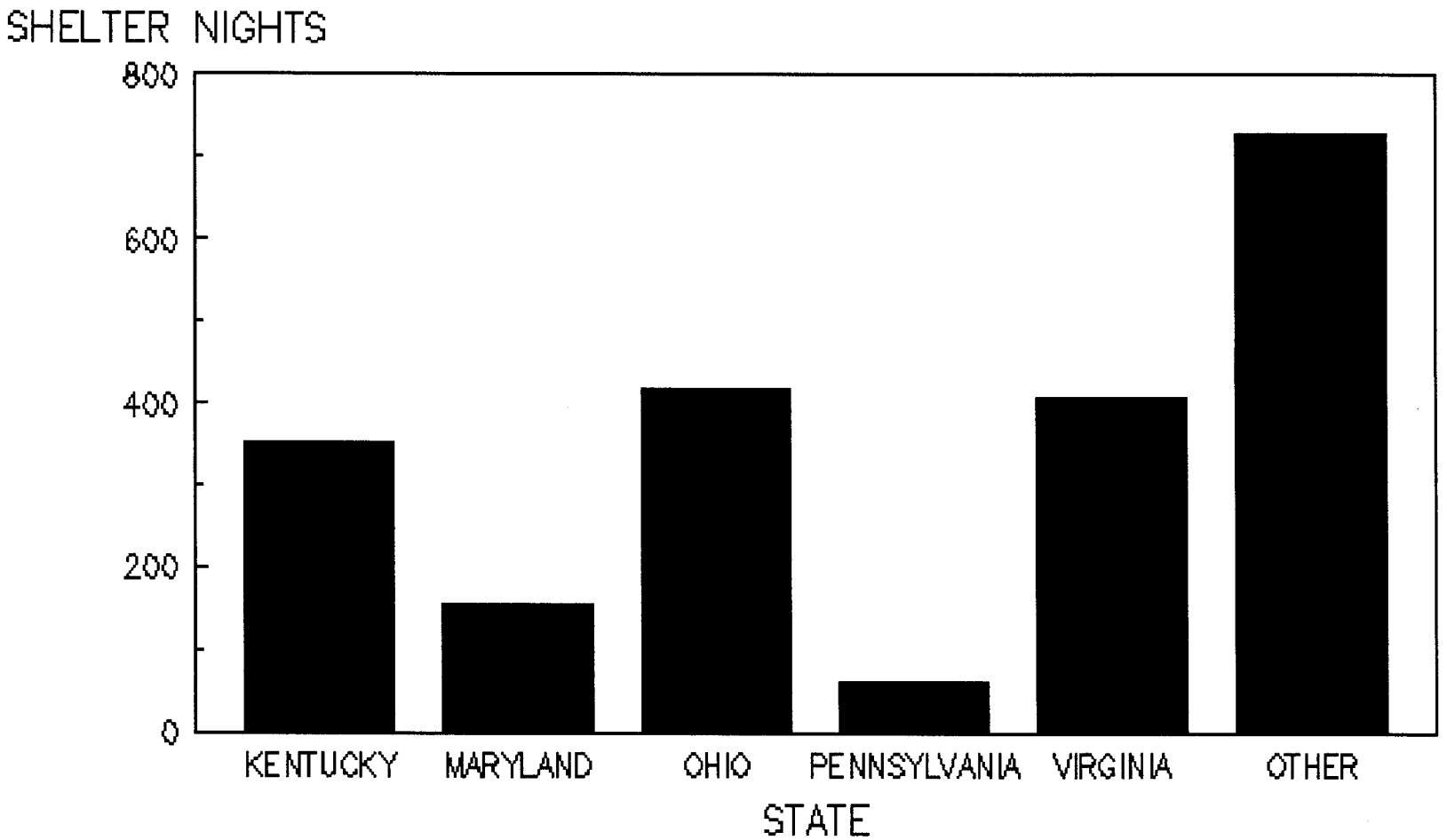
FISCAL YEAR 1989 – 1990




SHELTER NIGHTS ACCORDING TO
PROGRAM CATCHMENT AREA

WVCADV CENTRAL SERVICE OFFICE

# SURROUNDING STATES
## SHELTER NIGHTS
## FISCAL YEAR 1989 – 1990




WVCADV CENTRAL SERVICE OFFICE

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# *MINUTES OF BOARD MEETING*

October 25, 1990
Charleston, WV

## PRESENT

All Board and staff members were present: Deborah Short, FPSB Chair and direct services program representative; Judy King Smith, WVCADV representative; Michael Oliverio, Chair, Governor's Committee on Crime, Delinquency, and Correction; Diane Crump, representative of the Department of Health and Human Resources; Kitty Atkins, member-at-large; Diane Reese and Sue Julian, FPSB staff.

## MINUTES

The minutes of the Family Protection Services Board meeting of September 28, 1990, were reviewed and accepted.

## FINANCIAL REPORT

The first quarter financial report, July 1, 1990 to September 30, 1990, was reviewed and accepted.

Sue Julian noted the absence of a Special Revenue Account transfer for the month of September. Diane Crump attributed this to the delay in the approval of the federal budget. After speaking with Harry Evans, DHHR accountant, Diane said we could expect arrival of the September transfer to occur by November 5th with the October transfer to follow soon thereafter.

## UPDATE ON WELCH PROGRAM

Kitty Atkin's reviewed Welch's By-Laws, Personnel Policies and job descriptions. Kitty has been in touch with Sharon Yates and has offered to provide Board Training for the Welch program.

**Proposal:** That, based on SAFE's cooperative response to the FPSB requests and on the information submitted, the FPSB agrees to release the remainder of SAFE's Equal Share Allotment.
**Decision:** Consensus

FPSB staff will write a letter informing SAFE of the Board's decision.

## UPDATE ON WHEELING PROGRAM

FPSB members voiced concern in not having heard from the Board of Directors of the Wheeling Abuse Program regarding questions related to the Family Protection grant application and to the different roles and responsibilities of those involved with the YWCA and the Abuse Program.

**Proposal:** That the FPSB write a letter to the President of the Wheeling Abuse Program's Board of Directors requesting a response regarding the FPSB concerns. This letter will include a copy of the October 3rd letter written to the Program Director.
**Decision:** Consensus

**Proposal:** That a letter be written to the Wheeling Abuse Program reminding them to send a camera-ready logo and a brief account of their history for inclusion in the FPSB Annual Report.
**Decision:** Consensus

## AUDITS

To date three programs, Beckley, Charleston and Sutton, have submitted their annual audit reports due October 31, 1990; four programs have called to say their reports would be late: Huntington, Fairmont, Keyser and Morgantown. Staff will remind other programs to send in their audits.

## FPSB ANNUAL REPORT

Diane Reese gave an update on the status of the Annual Report. Collating information for the report is nearly completed. Questions raised:

* Should FPSB include statistics from the 1988 Uniform Crime Report (most recent UCR)? No because of the FPSB Annual Report is based on Fiscal Year 1990 figures.

* Should FPSB Annual Report include recommendations to the Governor and legislators? Yes.

* Is it possible for the DHHR to do the printing? Diane Crump is looking into this.

* Should FPSB Annual Report include a cover letter? Yes. As As FPSB Chair, Debbie Short will write this and send it to staff for inclusion.

## MISCELLANEOUS

Diane Reese gave updates on the Biden Bill, #2724 - Violence Against Women Act 1990. The Biden Bill addresses violence against women in the streets, in the home and on college campuses; in addition the bill increases penalties for perpetrators. Diane also apprised the Board of Project SafetyNet, a computer network proposal developed by Clayton Reynolds, Michael Granruth and WVCADV staff. If funded Project SafetyNet will enable all domestic violence programs to computerize their operations and to communicate via electronic bulletin board. If FPSB members have any ideas about who WVCADV staff can contact for a one time corporate capital investment for Project SafetyNet please call the Coalition office, #765-2250.

## FPSB LINE-ITEM CHANGES

In regards to local programs requesting line-item changes in their Family Protection budget:

**Proposal:** That the FPSB empower the FPSB staff to make requested line-item changes up to 20% of a program's total budget, that staff report all changes to the full FPSB, and that staff send a letter of approval to programs seeking changes.
**Decision:** Consensus

## EVALUATION

The rest of the day was spent reflecting on the past year's experience and projecting goals for the coming year. Please see Attachment.

## NEXT MEETING

The next meeting of the FPSB will be in **Charleston** at the **Department of Health and Human Resources.** Possible dates include January 15th or 16th or 17th, 1991. You will be notified when a specific date is selected.

Respectfully submitted,

Sue Julian / Diane Reese

Sue Julian, Diane Reese
FPSB Staff

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

HELP US OUT WITH GRANT ALLOCATION PLANNING

PLEASE RETURN YOUR COMMENTS BY SENDING YOUR COMPLETED FORM TO THE WVCADV CENTRAL OFFICE BY JANUARY 1, 1991. THANKS FOR YOUR INPUT!

NAME OF PROGRAM: _____

CURRENT NEEDS WHICH MIGHT BE GIVEN PRIORITY IN FPSB FUNDING:

SUGGESTIONS FOR FPSB FUNDING CRITERIA FOR 1991-1992:

THINGS WHICH THE FPSB SHOULD NOT FUND:

SUGGESTIONS FOR FPSB FUNDING PROCESS:

IDEAS FOR THE FPSB 1991-1992 TECHNICAL ASSISTANCE WORKSHOPS:

SUGGESTIONS FOR IMPROVING THE PEER EVALUATION PROCESS:

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
BUILDING 6, CAPITOL COMPLEX
CHARLESTON, WV 25305

GASTON CAPERTON
GOVERNOR

# FPSB EVALUATION

October 25, 1990

What would you identify as the major achievements of this group during the past year?

* Transferring money from Special Revenue Account to Family Protection Account administered by the FPSB staff.
* Sponsoring technical assistance sessions.
* Basing funding formula on equitable distribution of funds.
* High participation of Board members.
* Setting Minimum Standards for program directors and counselors.
* Allocating funds for health insurance.
* Holding programs accountable.
* Quality spirit in which the Board operated.
* Fairness with which the Board made decisions.
* Interest and knowledge of Board members re: local programs.
* Risk-taking on the part of the Board to present new model of administering state funding.
* Push toward collation of reporting forms.

What would you identify as things you would like to change about the work of the group during the past year?

* Frequency of meetings.
* Timeline of grant application process.
* Time of regional technical assistance meetings. (earlier)
* More TA around Peer Evaluation Process.
* Process for working with programs who are not in compliance.
* Direct and regular communication with Boards as well as staff of local programs.
* Clear process for dealing with legislative issues and legislators.

What would you identify as things you hope this group will accomplish during the year ahead?

* Sponsor technical assistance workshops.
* Increase program participation in grant application process.
* Make recommendations to Governor and legislators.
* Create a meaningful Annual Report.
* Advocate increased public awareness on issues of domestic violence.
* Invite program directors to meet with the FPSB.

As an appointed member of the FPSB what recommendations would you make to the Governor and legislators?

* Address sunset clause of #2103.
* Increase funding for on-going general support.
* Advocate policies and procedures for law enforcement response to domestic violence calls for all law enforcement agencies in the state.
* Advocate WVCADV training of magistrates in the area of domestic violence.
* Advocate the abolishment of corporal punishment in the schools.
* Encourage Governor and legislators to inform themselves about the importance of understanding the full implication of families in crisis: economic, political, personal and social impact.
* Support recommendations from the following groups: Children's Summit; Task Force on Children, Youth and Families; Education Summit.

Recommendations to the FPSB staff?

* Greater visibility at local programs.

Recommendations to WVCADV programs?

* Attend regional technical assistance meetings to address current issues.
* Timely completion of grant application, monthly reports and database.
* Develop three year long-range plan
* Attend and participate in WVCADV meetings.
* Increase financial support to the Coalition office.
* Encourage on-going staff development of local programs.
* Develop children's program.
* Develop prevention programs, e.g. self-esteem programs. school programs, church programs, how to deal with conflict, gender roles.

Purpose of the Board

The Family Protection Services Board is a group of committed citizens appointed by the Governor of West Virginia whose mission is to assure that programs working toward the elimination of personal and institutional violence are adequately funded and provide quality services. In addition the Family Protection Services Board has the responsibility to inform the WV legislature of statewide issues related to and impacted by domestic violence.

GOALS OF THE FPSB

1. Distribute funds to domestic violence programs.
2. Advocate increased resource base for domestic violence services.
3. Serve as strong and well-informed advocates in conjunction with domestic vioelnce programs.
4. Define for West Virginia that **domestic violence is a crime that must be addressed.**
5. Advocate for the development and implementation of domestic violence prevention programs throughout the state.
6. Assure that domestic vioelnce programs provide services which are available and accessible throughout the state.

TIMELINE

October 90:
- FPSB meeting
- Staff: send recommendations for review to Board.
- Debbie Short: write cover letter for Annual Plan.
- Domestic Violence Awareness Month

November 90:
- Deadline for draft of plan - Nov. 15th
- Send draft to Diane Crump for printing.

December 90:
- Coalition meeting
  - Peer Evaluation Process
  - Distribute questions to solicit input on grant application process.

January 91:
- FPSB meeting
- 2nd distribution of FP funds
- 'Unveiling' of FPSB Annual Report: Media Event
  - Diane Crump: Point person for this event
    - Legislators' reception.
    - Identify key legislators.
    - Get press.
    - Confirm place, date, time. (Jan. 15 or 16 or 17)
      - morning: reception
      - afternoon: business meeting

February 91:

March 91:
Coalition meeting
FPSB attend this meeting.
FPSB Grant Application Kit distributed.

April 91:
FPSB Grants due April 30, 1991

May 91:
FPSB meeting
Review grant applications.

June 91:
Coalition meeting

July 91:
FPSB meeting
Distribute funds.

August 91:
Vacations !!!

September 91:
Coalition meeting

October 91:
FPSB meeting
Evaluation of Past Year
Goals for Year Ahead
Domestic Violence Awareness Month

## GOALS AND OBJECTIVES

## WVCADV STATE PLAN

Goal 1

**Assure that the needs of battered women and their children in unserved or underserved counties are adequately met.**

By 1994:

Each of West Virginia's fifty-five counties will have at least a part-time outreach worker present at a specific county location for a minimum of 12 hours a week.

Standards for outreach offices will be developed and incorporated into West Virginia Licensing Standards and the Domestic Violence Peer Review Process.

The Regional Plan for statewide domestic violence services will be evaluated and on this basis either affirmed or revised.

Guidelines for the development of new programs - outreach offices as well as shelters - will be established and promulgated.

Goal 2

**Assure that the special needs of children in domestic violence programs are adequately met.**

By 1994:

Each domestic violence shelter program will have a minimum of one full-time staff position whose primary focus is children's needs and advocacy.

Standards for children's programs in the domestic violence network will be developed and incorporated into West Virginia Licensing Standards and the Domestic Violence Peer Review Process.

Stabilized and on-going funding for child advocates, children's programs and activities will become an integral part of each local shelter budget.

Goal 3

**Assure that personnel within the criminal justice system understand the dynamics of domestic violence and are knowledgeable of the legal requirements for assisting battered women.**

By 1994:

A law enforcement curriculum related to domestic violence will be developed for all law enforcement agencies throughout West Virginia.

A domestic violence curriculum for magistrates will be developed.

State, regional and local training will be provided to law enforcement agencies, magistrates, prosecutors, family law masters and related service providers. ~~advocates~~.

Goal 4

**Collect database and analysis regarding the needs of and services to battered women and their children.**

By 1994:

A uniform process for collecting local service statistics will be implemented through the use of standardized forms and computer-assisted technology.

Data collected during the three-year period of this State Plan will be analyzed and developed into a comprehensive report for distribution to public and private agencies.

Goal 5

**Assure that all programs implement practices in the workplace that are consistent with the philosophy of the battered women's movement, namely empowerment and equality.**

By 1994:

The existing Affirmative Action Policies used by local programs will be reviewed and critiqued in an effort to include a greater diversity of persons within the Coalition network.

The existing Personnel Policies used by local programs will be reviewed and critiqued in an effort to develop organizational models that encourage long-time commitment through access to leadership development and decision-making.

Through research and analysis WVCADV will have developed criteria for setting equitable salary scales and benefits for use in all domestic violence programs.

Goal 6

**Assure that legislative issues are promoted and resolved in the best interest of battered women and their children.**

By 1994

Legislative Committee meets November 15-16 to develop this section.

Goal 7

**Work toward breaking the generational cycle of violence through education.**

By 1994:

WVCADV will work with the WV Department of Education to mandate on a statewide basis the inclusion of a domestic violence curriculum component at all educational levels.

Locals programs will increase and expand efforts to develop domestic violence prevention programs and materials for use with teachers, parents and youth.

The central office and local programs will establish working alliances with ministerial associations and local churches and synagogues in order to strengthen theological and spiritual resources for survivors of violence.

# DOMESTIC VIOLENCE SERVICES DESCRIPTION

The 13 programs which make up the statewide network of domestic violence services were created to meet the immediate needs of victims for safety and to provide them with support and information. Each program is unique, responding to the circumstances and resources of its particular catchment area in the state. Shelter programs provide comprehensive services including shelter, counseling, 24-hour hotline, advocacy, community education, and outreach; except for shelter, S.A.F.E. in McDowell County offers all the above services.

**HOTLINE:** The core service for every domestic violence program is 24-hour access for battered women to a telephone hotline. Trained staff or volunteers are prepared to provide crisis intervention counseling; to provide information and to make arrangements for victims to come to the shelter. The hotline serves as the link to other services offered by the program, such as legal advocacy or support groups.

**COUNSELING:** For most victims of domestic violence, it is no simple matter to seek an end to the violence in their homes. Victims must come to terms with their feelings and the effects of violence on the children. Domestic violence programs offer one-to-one counseling and support groups that sustain victims as they make choices about the future. Counselor advocates also provide information about and accompaniment and transportation to other services such as medical treatment, financial assistance and longterm housing.

**LEGAL ADVOCACY:** Legal advocacy activities include: assisting victims in filing for protection from abuse orders; advocating within the criminal justice system to ensure effective response for victims and implementation of domestic violence laws and educating law enforcement officers about domestic violence and their responsibilities under the law.

**SHELTER:** Shelters provide safety and refuge for battered women and their children. This enables a woman to take the time, in a safe and supportive environment, to make choices about her future and take the necessary steps to carry them out. Shelters are open 24 hours a day, 365 days a year, and provide a room and meals for adult victims of domestic violence and their children.

**CHILDREN'S PROGRAMS:** Many children in shelters have witnessed violence at home or have been abused themselves. They have special needs that require counseling and activities that encourage expression of feelings, teach positive and non-violent ways to cope and restore self-confidence, trust and self-esteem.

**COMMUNITY EDUCATION:** Community education activities inform the public about the serious nature of domestic violence and its widespread occurrence. Domestic violence programs work to educate the public and dispel myths. Information is aimed at building awareness of individual behavior or attitudes that may encourage or tolerate family violence.

**OUTREACH:** The purpose of outreach activities is to ensure access for battered women. Outreach activities are designed to reduce obstacles and barriers that may hinder a victim from fully assessing services, thereby increasing a victim's accessibility to domestic violence services. Several programs operate satellite offices for this purpose and to reach rural women in particular.

**PREVENTION:** The prevention activities most frequently conducted by domestic violence programs are classes for school students on domestic violence. Intervention with children may be the best form of primary prevention of adult domestic violence and may also result in early identification of children who are being abused or witnessing violence in their homes.

**TRAINING:** Because domestic violence impacts many institutions and systems, professionals from various disciplines need training on how to respond to victims of domestic violence and how to refer them to appropriate resources. Domestic violence programs also conduct in-service training for their own staff and volunteers.

# RURAL ACCESSIBILITY

(Article written by *Diane Reese*)

From one perspective the word poverty can be defined by the concept **lack of access.** Although this is true wherever people are poor, it is especially evident in rural areas and forms an ever-present backdrop for efforts to meet the needs of battered women and their children who live in rural regions. The term 'rural' itself is generic, encompassing a wide range of diverse socio-economic, cultural, theological and political factors. In the United States alone rural realities vary dramatically - from remote island and backwoods villages, to farms, agriculturally-based towns and migrant camps, from isolated hollows in the Appalachian coalfields to reservations, mountain enclaves, sea-coast and desert settlements.

Undergirding the varied textures of these 'rural realities' is a common denominator: lack of access to resources. The scarcity of goods, services, and relationships readily available in urban areas reinforces the sense of isolation and hopelessness battered women so often experience. And limited access to these resources profoundly shapes advocacy, support, and programs for battered women and their children living in rural areas.

Efforts to develop services and programs offering accessibility to rural women and their children evolve out of various combinations of at least some of the following factors.

Isolation is common to the rural scene. Women may not only live in remote places but may also be prevented from leaving the home or from contacting others. Phone service may be absent or economically unfeasible. Roads are often poor and rendered impassable by adverse weather conditions such as snow, ice, mud, or high water. If there is a vehicle, and it's 'legal,' the gas money and keys may not be available. Public transportation is usually non-existent, and neighbors may be either unwilling to get involved, or, more commonly, may be kin by marriage. Seasonal work, unemployment, or simple refusal to hold a job may mean long periods of time when a woman is constantly under the watchful control of her partner. Tools and hunting weapons are commonplace in rural homes; the damage they inflict may be 'easily explainable' or long-healed before a woman sees a friend, especially in winter.

Physical isolation is reflective of the deeper psychological distancing a battered woman may experience in rural areas. Fundamentalist religious teachings, deep-rooted cultural traditions, and commonly accepted sexual stereotyping can form a chorus of voices accusing her of causing what she perceives as battering. They accuse her of being unfaithful to her role as woman, wife, mother;they surround her with walls of guilt and self-abasement. Potential sources of support and strength -

family, preachers, other women - often echo the accusations and further the isolate her from the possibility of choosing alternatives to a battering situation.

If the woman does manage to find a way out of the violence and to connect with a host home, safehouse network, or shelter program she still faces formidable problems. The act of leaving the homeplace and coming to a shelter can be emotionally wrenching. The land, the animals who often depend on her for their care, and her key position in the family economy can have magnetic power. The county seat or the "big city" where help is offered (and which may be relatively small) can seem complex, scary, and confusing. Legal and social service resources, where they exist, are limited. The political and criminal justice systems are all too often tied into the 'good old boy' network which makes law enforcement slow, arbitrary, ineffective. Unserved or unenforced restraining orders are useless papers, especially if the deputies are slow in responding. And men cannot be forced from a family farm if it is a source of income. Many rural areas depend upon a single-industry economy. When economic depression which escalate domestic violence increase - stress, boredom, alcohol and drug abuse - and access to self-sufficient alternatives decreases. Jobs, housing, child care, health services, education and vocational training: these become dreams distant at every level.

Battered women in rural areas do have obstacles unique to their rural base; however they can also claim access to a heritage of strong women from many cultures, classes, and ages who have pioneered new ways of relating to the land, to the family, to the community. Gertie in Harriet Arnow's novel <u>The Dollmaker</u> images this strong rural spirit; Mary Harris, better known as Mother Jones,exhorted her West Virginia friends to work hard at building peace: "pray for the dead and fight like hell for the living." The rich diversity of rural women has birthed a heritage characterized by deep love of the land and its resources; a persistent commitment to life, to right relationship, to growth and rebirth; an uncanny skill in making do; a belief in the power of beauty and humor; a fierce willingness to struggle and suffer in order to find or create freedom and interdependence. These are some of the resources intrinsic to the rural heritage from which battered women find their strength, challenge, and support. And these are some of the characteristics undergirding rural programs and services which help give battered women and their children access to non-violent lives.

No simple or single model exists for facilitating the empowerment of battered women in rural areas. One norm of rural survival is to make-do with what is at hand and whatever works. Programs and services grow as the rural situation shapes them. But there are guidelines that have worked for some and that might prove helpful in sharing.

1. **Know the truth from which battered rural women come**: the

roots of their heritage; the faces of violence which confronts them; the political, economic, educational, religious, cultural, and social ground on which they stand. Know with the heart as well as the head. Understand social analysis as well as social services.

2. **Recognize and accept the limitations of rural resources of every kind.** Realize the critical need for networking and coalition-building - sometimes with strange bedfellows, sometimes swallowing a false sense of autonomy. Negotiate everything but vision, values, and principles.

3. **Make the connections.** Understand that the battered women's movement undercuts the deep-rooted structures of patriarchy that dominate the rural courthouse, schoolhouse, and pulpit. Walk carefully and tall. Expect to be condemned by the 'righteous right,' ridiculed by the 'liberal left,' and unnoticed by most as radically committed to systemic revolution.

4. **Celebrate small steps.** See the part as needed for the whole. Know that the paralyzing fact of global violence is touched directly in the woman and her child who find safe space and support, who choose alternatives to violent living, who see and understand new ways of relating, who create new life and peace.

5. **Build with deliberate efforts a strong group of people - locally, regionally, nationally - who share the vision and the hope of a world where all persons can live in mutuality, equality, freedom, and interdependence.** Laugh, love, dream,. and dry tears with justice-seeking friends who enable one another to stay in the struggle.

# MONTHLY REPORT

OCTOBER 1990

Met with Focus Group and more or less began to evaluate what was helpful and what was a hinderance in developing our projects for the sixteen month CED program cycle.

Points made included:

* Project Wheel Chart was helpful; periodically return to it during the course of the year.
* Help each other identify where we are on the wheel and how to move through sections of it.
* Focusing on one section may be enough for a full project.
* Would be helpful to have some input on "how to" organize a community.
* Community planning = key to community development.
* Possibility of advisor visiting project sites?

**Tasks:** Meet with State Plan Committee.
Meet with Family Protection Services Board.
Revise and send draft to State Plan Committee members.

**Completed:** All of the above.

This was a particularly difficult month for domestic violence programs in West Virginia. On October 24th Vonnie Dawson and a friend, Dana Racer, were murdered during rush hour traffic on Interstate 79 just outside of the capitol city of Charleston. Vonnie's ex-husband forced Dana's car off the road, shot Vonnie and Dana in the head each several times and all in the presence of their six-year old son. I've met with people and talked with staff from the local program who are trying to work through deep feelings of anger, guilt, fear and outrage over the execution of Vonnie and Dana.

Getting back to the nitty-gritty of the State Plan took some concentrated effort.

Sue Julian - CED Project

# MONTHLY REPORT OF CED PROJECT

## October 1990

### State Plan Ad Hoc Committee Meeting

On October 9, 1990, members of the State Plan Committee met in Flatwoods, West Virginia. The committee reviewed Section One of the proposed outline:

- Purpose of the State Plan
- History of WVCADV
- Organizational Chart
- Mission and Principles of Unity
- Rural Accessibility Article
- Services Description (Revisions were made to the Services Description section.)

The committee also reviewed and suggested revisions to the first draft of Goals and Objectives. I then input all the information into the computer, sent second draft to committee members and am awaiting their response before pulling-off fifteen copies of the draft for the Coalition meeting December 6-7. The final decision about contents and goals will be made by the Board of Directors at this meeting.

### Family Protection Services Board

The Family Protection Services Board met on the 25th to review the past year and to plan the coming year. (Refer to enclosed minutes.) The Board has come a long way in its first year of operation. After working through the kinks of what it actually means to have decision-making power regarding the future of domestic violence programs in the state, the FPSB is seeing itself as a real advocate for increased funding and stronger legislative action in the area of domestic violence.

*West Virginia Coalition Against Domestic Violence*
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV
for a Safer
State of Family

October 9, 1990

Ad Hoc Committee Sue
Revision of State plan

Present: Trudy Laurenson - FRC, Lewisburg
Sharon Yates - SAFE, Welch
Alicia McCormick - RFAP, Charleston
Sue Julian - WVCADV, Sutton

Suggested Changes, Revisions, Comments

* Include Children's Services description separately.

* Governor's Summit on Children, Youth and Family does not focus on domestic violence - check this out.

* Include photographs in final document.

* Include graphs to go with Rural Accessibility article.

* Include section on services for non-residents.

* Include map of shelter and outreach office locations.

* What is the cost of services per person?

* Get input from Legislative Committee regarding issues to include in Goal 6.

* Include characteristics/stats of west Virginia in general?

* Layout Idea: Group goals in the following way:
  Service Goals
  Public Policy Goals
  Organizational Development Goals
  Funding Goals

Task: Sue will send revisions to committee members for review before November 15, 1990.

West Virginia Coalition Against Domestic Violence
P.O. Box 85 Sutton, WV 26601 (304) 765-2250
WVCADV
for a Safer
State of Family

November 8, 1990

TO: Ad Hoc State Plan Committee

FROM: Sue Julian

RE: Draft Components of State Plan

Please review enclosed information with a critical eye. Think about :

1. How to arrange information in a smooth flowing manner.
2. What graphs need to go where.
3. What is missing?
4. Clarity of goals and projections.
5. Additions or deletions?

To refresh your memories refer to the Table of Contents distributed at our last meeting.

Please note that the information you have is <u>not</u> formatted and will appear differently once we make decisions about the content.

Copies of the draft will need to be distributed at the December Coalition meeting so please call me with comments and questions before November 15th. Scheduling a time to meet before the December 6th meeting seems almost impossible. Is it possible to arrive early the day of the Coalition meeting?

Looking forward to hearing from you.

WVCADV STATE PLAN GOALS AND OBJECTIVES - First Draft

In August 1990 the West Virginia Coalition Against Domestic Violence undertook a survey of member programs to identify needs and underdeveloped areas in these programs and to establish priorities in addressing these needs. As a result of this survey the following needs became clear:

For local programs:

OUTREACH OFFICES: 24 counties were identified as underserved, one as unserved. Some of the counties that were not identified as underserved areas have, according to the data base, very low numbers of persons served.

CHILDREN'S PROGRAM: 2/3 of shelter residents are children. Only five programs have Children's Advocates and of that five, only one works fulltime.

For state office:

LAW ENFORCEMENT TRAINING

MAGISTRATE TRAINING

Underdeveloped areas in programs are:

Personnel Policies

Equitable Salary Scales

Also of broad concern are:

Legislative Issues

Prevention Programs in Schools

Submitted by:
Trudy Lawrenson
10-9-90

In order to address the above needs, WVCADV proposes the following goals and objectives:

Goal I

Assure that the needs of battered women in unserved or underserved counties are adequately met.

Objective: Develop standards for service for counties without shelters.

Objective: Locate outreach/ sattelite office within each underserved county.

Objective: Reevaluate regionalization plan.

Objective: Develop guidelines for new programs.

Objective: Provide for tollfree phone accessibility to programs from all areas in each region.

Goal II

Assure that the special needs of children in shelter are adequately met.

Objective: Employ full time Children's Advocate in each shelter program.

Objective: Develop minimum standards for Children's Programs.

Objective: Develop ongoing funding sources to support Children's Programs at minimum levels.

Goal III

Assure that personell within the criminal justice system are aware of the legal requirements for assisting battered women.

Objective: Develop and provide training for magistrates and law enforcement personnel.

Goal IV

Collect database and analysis regarding the needs of and services to battered women and their children.

Objective: Develop standardized methods and forms to collect information for the database.

Goal V

Assure that all programs have personnel policies and criteria for establishing equitable salary scales.

Objective: Provide technical assistance regarding personnel policies and criteria for equitable salary scales.

Goal VI

Assure that legislative issues will be promoted and resolved in the best interest of battered women and their children.

Objective: Develop a collective position regarding mandated counseling of batterers including criteria for and monitoring of such counseling.

Goal VII

Work toward breaking the generational cycle of violence through education.

Objective: Develop violence prevention and awareness programs and materials for school children and youth.

Objective: Provide staff to carry out school programs.

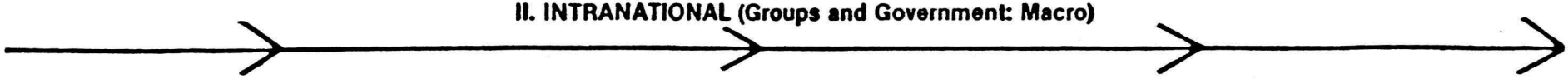
Objective: Develop linkages to encourage schools to include such training in their curriculum.

## Chart K. THE LEVELS OF VIOLENCE: A CONTINUUM SHOWING THE CONNECTIONS BETWEEN DOMESTIC, INTRANATIONAL AND INTERNATIONAL VIOLENCE

### I. DOMESTIC (Individual and Interpersonal: Micro)

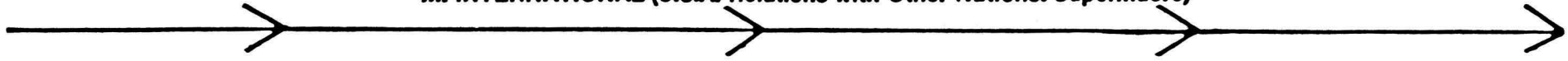
| VERBAL | PSYCHOLOGICAL | PHYSICAL | DEATH |
|---|---|---|---|
| Constant putdowns, Name calling, Insults, Threats, Humiliation. (See p. 4, and 41-2.) | Isolation techniques, being held "hostage". Intentional destabilization through manipulation and fear. | Beatings, Stabbings, Forced sexual assaults, Serious sadistic injuries. | Suicide. Homicide |

### II. INTRANATIONAL (Groups and Government: Macro)



| | | | |
|---|---|---|---|
| Racial, ethnic and sexual slurs/threats. Recent attacks on the Freedom of Information Act. Packing the Federal Courts with Judges opposed to Bill of Rights Enforcement. | Institutional racism, classism, and sexism. Campaigns to repeal women's rights to reproductive freedom. Revoke many minority employment opportunities. Label as "unpatriotic" groups opposed to government policies. | Failure to regulate dangerous or unhealthy working conditions. Increase violence by Ku Klux Klan. Family Planning and Abortion clinics bombed. Unlawful searches and seizures. Police brutality. Severe jail sentences for civil disobedience. | Death penalty. Civil war. |

### III. INTERNATIONAL (U.S.A. Relations with Other Nations: Supermacro)



| | | | |
|---|---|---|---|
| Promote superiority of U.S. and inferiority of other nations. Exploit and dehumanize the poor of 3rd World nations. Label as "communist" organizations or leaders who disagree with U.S.A. Discredit United Nations, Withdraw from UNESCO, Disrespect for World Court decisions. | Disinformation by government; Omission of events by U.S. media; Fund "demonstration elections." Hinder travel to selected nations, harrass travelers returning. Promote Intermonetary Fund and World Bank policies which are detremental to selected poor nations. Incarcerate or deport political refugees. | Low intensity conflict, includes bombing and search and destroy rural areas where civilians live. Fund nations whose military torture, rape, "disappear" civilians and who violate Geneva Conventions and protocols. Support covert actions–sabotage. Taxes are used for conventional and nuclear buildup. | Assassinations. Support proxy armies. Rapid deployment force actions. Conventional warfare; Nuclear warfare; Global destruction. |

Note: Although this continuum chart shows a progression, various levels of violence may occur concurrently. Another chart should be developed on teaching and practicing dialogue, compromise, negotiations, nonviolence and pacifism. Joy Hintz, July 1987.