

**ANNUAL REPORT
OF THE
HENNEPIN COUNTY FAMILY VIOLENCE COORDINATING COUNCIL**

2005

HENNEPIN COUNTY FAMILY VIOLENCE COORDINATING COUNCIL

March 26, 2006

Chief Judge Lucy Wieland
Fourth Judicial District Court
300 South Sixth Street
Minneapolis, MN 55487

Dear Judge Wieland:

The members of the Hennepin County Family Violence Coordinating Council (“FVCC”) are pleased to present you with our 2005 Annual report. The membership worked diligently to enhance the administration of justice inside and beyond the courthouses of this jurisdiction. Each of the five committees implemented initiatives which are making demonstrable differences in how our community addresses domestic violence.

The Criminal Committee formulated a protocol for court staff, probation and prosecutors to ensure victim notification when an offender is released following arrest on a warrant. The Committee also implemented a streamlined process whereby suburban prosecutors may expeditiously refer cases for felony charging determinations by the Office of the Hennepin County Attorney. That process is an outgrowth of the Probable Cause Felony Enhancement List created and maintained by the Committee; the List currently includes more than 1,100 names and is distributed to over 60 decision makers on a bi-weekly basis.

The Child and Juvenile Committee focused on raising awareness about the impact that domestic violence has on children in our community. The Committee organized a training session, “Warning: Children’s Exposure to Domestic Violence is Hazardous to Their Future.” Over 100 professionals from a wide spectrum of departments within Hennepin County attended. The program provided information about how to recognize the indicators of domestic violence, and described efforts underway in the courts and the human services departments to respond more effectively to families and children in need.

The FVCC embarked on two additional public information events by establishing an ad hoc Town Hall Meeting subcommittee. The ad hoc group worked incredibly hard to organize two programs to coincide with national Domestic Violence Awareness Month. The program at the Bloomington Community Center, “Close to Home: Family Violence in the Southwest Suburbs,” poignantly educated citizens by sharing case history insights from police officers who had worked to solve a domestic fatality. The second program,

“A Call to Action: Our Communities’ Response to Domestic Violence,” took place at the Sabathani Community Center. It was moderated by Dr. Oliver Williams of the Institute on Domestic Violence in the African American Community, and featured leaders from a diverse cross-section of the religious community. Through these events, citizens were provided direct information about how the court system addresses domestic violence, and the resources that are available from many organizations within the community.

The Civil Committee continued to focus on the administration of the Order for Protection system at the Family Justice Center and the Domestic Abuse Service Center. The Committee established information kiosks in the monitored rooms where petitioners and respondents wait to be called to court for OFP hearings. The kiosks include pamphlets from service providers that specialize in helping individuals who are in the midst of the cycle of violence. The Committee also worked with the Minnesota Coalition of Battered Women to draft a legal memorandum on the issue of whether custody and parenting time orders may properly be issued during OFP hearings for respondent fathers who have not previously been granted any such rights.

The Advocate Committee had a particularly busy year. Committee membership grew substantially in response to focused outreach efforts. The Committee formed an Interpreter Workgroup to address concerns about the accuracy of services in civil and criminal court for those languages which are not yet subject to the certification process governed by the Minnesota Supreme Court. The Committee developed a survey regarding proficiency and ethical standards for the private agencies with whom the court contracts for non-certified interpreter services; the data will be available for review in 2006. The Committee also undertook a project to draft an information form regarding the potential implications for a victim of domestic violence who signs a Recognition of Parentage immediately after a child’s birth; the form was disseminated widely to hospitals and medical professionals within the jurisdiction.

The Community Outreach Committee continued to focus on developing a pilot program to offer comprehensive case management services to families determined to remain together despite a history of chronic domestic violence. The Committee obtained a \$50,000.00 appropriation from the Hennepin County Board of Commissioners to fund implementation of the project by African American Family Services, in conjunction with the NorthPoint Community Wellness Center. The Committee anticipates that the project will demonstrate that the cycle of chronic domestic violence can be broken when intensive case management services are offered not only to perpetrators, but also to victims and children in such households. The other main project for the Committee during this past year was completed in partnership with the Domestic Abuse Project and numerous organizations which serve Minnesota’s immigrant communities. Information regarding the Order for Protection process was translated into nearly a dozen languages, and is available in written and audio format for petitioners and respondents awaiting hearings at the Family Justice Center.

We hope you agree that the outcomes reported here are significant. As co-chairs, we extend our appreciation to all of the members for their dedicated efforts during 2005. It The fact that the FVCC – an all volunteer, unfunded organization – has accomplished so much reflects the commitment demonstrated by the members; the monthly full council meetings routinely are attended by 35-45 members and the bylaws require each member to also participate in a monthly committee meeting. The committees are the engine of this organization, and the committee co-chairs deserve recognition for their diligent leadership.

As the FVCC begins its 9th year, the members have charted an ambitious course for 2006. Each committee has selected work projects from a compilation of recommendations issued by the Fatality Review Team and a series of system audits completed by the Battered Women’s Justice Project. By working to implement recommendations formulated by those two initiatives, the FVCC will remain true to its mission of enhancing system accountability and fostering innovative approaches to prevent and address domestic violence as a public policy priority.

We thank you for your continued support, and request your approval and appointment of the proposed membership roster for 2006, submitted herewith.

Sincerely,

Judge Tanja K. Manrique
FVCC Co-Chair

Judge Heidi S. Schellhas
FVCC Co-Chair

Cc: Assistant Chief Judge Gary Larson
FVCC Members

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COMMITTEE REPORTS

2005 FVCC ANNUAL REPORT
CRIMINAL COMMITTEE
Chairs: Michelle Jacobson, Esq
Jennifer Inz, Esq.

The Criminal Committee of the Family Violence Coordinating Council met monthly in 2005. The Committee established goals and assessed the progress which had been made from the goals of the previous year. The Committee narrowed its focus in 2005 and had three active work groups, concentrating on Release Issues, Enhancements and Domestic Review Hearings.

1. **Release Issues:** The Release Issues Working Group was chaired by Kelly Cashman of the Hennepin County Attorney's Office. The group identified that there was a gap in victim notification, in that there was inconsistent victim notification when defendants were released from jail following arrests on warrants. The group finalized a form and procedure for victim notification on these warrant cases, which was approved by the Council and was implemented on April 1, 2005. The group met after the implementation of the new form and has continued to monitor any issues that have arisen from the form's use. To provide more information about the new victim notification procedure for warrant cases, the group distributed a memo to prosecutors, probation and court staff.
2. **Enhancements:** The Enhancement work group met several times throughout 2005 to discuss issues related to the enhancement of domestic related charges based on prior convictions. The Probable Cause Felony Enhancement List is still being maintained by Assistant Minneapolis City Attorney Michelle Jacobson. The list currently has over 1,160 names on it and is distributed bi-weekly to over 60 persons throughout Hennepin County. A felony referral process was set up to simplify the referral process for suburban prosecutors on cases that had previously been charged as misdemeanors. Suburban prosecutors can now contact Assistant County Attorney Rumna Chowdhury at the Domestic Abuse Service Center to refer these cases directly to her.
3. **Domestic Review Hearings:** The Domestic Review Hearings group met several times during 2005 to discuss whether domestic review hearings should be implemented as a part of the domestic court in Hennepin County. The group drafted a proposal which was shared with Judge Schellhas, lead judge, of Domestic Violence Court, and the Domestic Court Steering Committee. Members of the group traveled to Milwaukee during October to attend a conference sponsored by the VERA Institute about domestic review hearings. During the trip to Milwaukee, the team was able to observe actual domestic review hearings and speak to the key players involved in the review hearings. The group continues to meet to discuss the potential implementation of review hearings as a part of Domestic Violence Court.

The Committee also spent a large portion of its time discussing issues and new developments in criminal law relevant to the domestic violence. The Committee spent time discussing the Court of Appeals decision in State v. Behr and its impact on the use of post sentence investigations by probation and the use of the language “follow the recommendations of probation” in sentencing. The Committee also discussed the new felony strangulation law and the holes discovered in the data collection system regarding domestic convictions and firearms access. The Committee also had a presentation about MNCIS, the computer system which will replace SIP. The Committee then prepared a document, which was subsequently approved by the entire council, of the criminal committee’s recommendations for MNCIS, as MNCIS is still in development.

**2005 FVCC ANNUAL REPORT
CIVIL COMMITTEE**

*Chairs: Kimberly Weinacht, Esq.
Rumna Chowdhury, Esq.*

The Civil Committee of the Family Violence Coordinating Council met regularly in 2005. Our regular meeting time was the third Thursday of each month at 12:15 P.M. The Committee did some follow-up work on 2004 projects and focused our efforts on several new projects.

- 1. Unadjudicated Fathers and OFPs:** The Committee continued to monitor and discuss the issue of unadjudicated fathers being granted custodial rights and/or parenting time within the OFP process. The Committee worked extensively on this issue in 2004, and several legal memoranda were circulated on both sides of the issue. Ultimately, the general consensus of the Hennepin County Bench was that such provisions were permissible. Accordingly, in 2005, we placed our focus on educating advocates and the greater community on the potential ramifications of this change in Bench policy. We feel strongly that Petitioners need to be educated on the increased risks associated with seeking an OFP when the parties have a child in common, even absent a legal relationship. We also made an effort to document and discuss the number of potential Petitioners who decided not to seek an OFP when informed of the risks related to parenting time. Due to the fact that we are lucky enough to have members of the Bench on our Committee, we decided to limit ourselves to these discussions and some members of the Committee continued lobbying on this issue through other forums.
- 2. Waiting Rooms at the Family Justice Center:** We spent much of our time in 2005 working closely with Judge Manrique on improvements to the Petitioner and Respondent waiting rooms at the FJC. The Bench approved a new policy supporting the inclusion of information kiosks and other introductory information in the waiting rooms and we aided in the project’s implementation. Initially, we were faced with whether or not each waiting room had to have identical information. There was an opinion among participating programs that, while each

waiting room should have access to information, it would be better to tailor the information to each party. For example, there was a concern about providing information in the Respondent waiting room regarding the time and location of counseling groups for victims of domestic violence. Ultimately, we gained approval to sponsor the information kiosks (in place of District Court) so that programs with safety/sensitivity concerns could choose what information they wanted to supply in each waiting room. We then solicited information and brochures to include in the new program and, with the help of Court Administration, set up information centers in the waiting rooms. We also reviewed and approved the script written by Judges Manrique and Wernick. There are now CDs available in several languages that describe the OFP process and translated handouts are also available.

- 3. Child Protection:** We discussed the concern that Child Protection was encouraging or requiring women to seek OFPs when they didn't truly want one. Upon discussion with the general Council, this topic proved of greater interest and a member of the Child Protection team was invited to a general HCFVCC meeting to discuss the issue further.
- 4. The Criminal Committee's MNCIS Recommendations:** We spent one meeting discussing these recommendations in depth and provided our Committee's approval.
- 5. In Custody Respondents:** One of the Civil Committee's primary goals is to alleviate barriers for those people seeking protection. As the Hennepin County Sheriff would not transport in custody Respondents to the FJC for OFP Hearings, Petitioners would arrive for hearings that could not take place and had to be rescheduled at the HCGC. This was extremely hard on Petitioners, both emotionally and financially. At present, Respondents are being transported and, with the willing ear of Court Administration, we continue to work on permanently resolving the problem.
- 6. Alternative Service:** Due in part to Committee work in the previous year, the Bench approved using Service by Alternative Means Affidavits in place of the formerly required certified mail. We tracked and discussed the sometimes rocky implementation of this new policy and are happy to report that it is now working well.
- 7. Guardian Ad Litem Pilot Project:** A pilot project utilizing a "GAL of the Day" was put into place in 2005. Judges could appoint the Guardian of the Day to make recommendations about custody and parenting time when children were involved in the OFP. We had the GAL Program Supervisor attend a meeting and explain the role and training of the Guardians as well as their goals for the program.

- 8. Future Projects:** The Committee has three main areas of focus for 2006. First, we plan to address the issue of deputy arrest/non-arrest for OFP violations occurring in the Family Justice Center. Next, we plan to focus on several issues inherent in OFP Calendaring. Third, we plan to spend some time on the issue of “on behalf of” OFPs and how to best meet the needs of involved children.

Meetings will continue to be held on the third Thursday of each month at 12:30 PM in Judge DuFresne’s courtroom – FJC 630.

2005 FVCC ANNUAL REPORT
CHILD/JUVENILE SUBCOMMITTEE
Chair: Elizabeth Kilb Stofferahn

The Child/Juvenile subcommittee meets on the third Tuesday of the month at 12:15 p.m. Most meetings are held in the C-20 administrative conference room of the county attorney’s office in the Government Center.

Our goals for 2005 were:

- To increase awareness of children’s domestic violence issues in the community;
- To identify the unmet needs of children affected by domestic violence and realistic ways in which the court system can respond;
- To keep children’s domestic violence issues visible to the Council; and
- To facilitate information sharing between agencies which deal with family domestic violence issues.

The first half of the year was devoted to planning our program “Warning: Children’s Exposure to Domestic Violence is Hazardous to Their Future”, which took place on May 26, 2005. The program consisted of a panel discussion by court system professionals on the court system’s response to children affected by domestic violence. There was a short documentary on a domestic homicide/suicide in Chicago, with follow-up on the unfortunate local consequences when a child survivor of that situation killed his girlfriend in Bloomington as an adult. Steve Bogira, a Chicago journalist who wrote about the original homicide/suicide, offered his reflections on the case and discussed his new book “Courtroom 302”, based on his observations of one Chicago criminal courtroom over a year.

The program was attended by over 100 people from the court system and community agencies which serve children affected by domestic violence. The evaluations indicated that the program was a great success.

We devoted the second half of the year to building on the successes of our May program and our 2004 service provider fair. Our goals for 2006 include continued advocacy for children affected by domestic violence while advancing the mission of the Council. We have studied the recommendations of the Hennepin County Domestic Fatality Review Team and have adopted its recommendations for children in the child protection system and children in schools as two of our primary goals. We plan to sponsor another fair in spring 2006 for agencies which provide services to children affected by domestic violence. We also hope to provide a forum for inter-agency discussions on best practices in serving children affected by domestic violence.

2005 FVCC ANNUAL REPORT
ADVOCATE COMMITTEE
Chair: Deirdre Keys

The Advocate committee attended a brainstorming session early on in the year. During this session there emerged two projects then assigned to two Workgroups: ROP and Interpreter.

The Recognition of Parentage “ROP” workgroup wanted to assist women who are asked to sign forms at the time of the birth of a child. It was our position that women should have more, correct information regarding the legal implications of a father’s signature on a ROP document. This group found that at the close of 2004 there were changing legal opinions on the Bench that affect mothers and children with regard to offering visitation to non-adjudicated dads in the Order for Protection hearings. While the Family Court Advocates do not agree with the implication this has on battered women, there is a consensus that Advocates may not be able to change the Bench’s mind. We took a look at the forms women are given at the hospital. The Recognition of Parentage form says that a signature in the “father” signature line affects provision of Child Support but does not give legal rights to this person. This ROP Workgroup developed a product that was distributed to hospitals and OB GYN clinics in Hennepin County. This product gives current information with regard to what is occurring in Hennepin County around the legal rights of persons who sign the ROP document.

The Interpreter Workgroup wanted to address the issues that were coming up for advocates in civil and criminal court. Advocates whose native language was the language being interpreted found that there were incorrect interpretations taking place in hearings. Advocates also had concerns that the interpreter’s cultural background may be used to influence those for whom they were interpreting, creating safety consequences for victims of domestic violence. We had questions about the qualifications and roles of Non-Certified Interpreters. The Interpreter Workgroup wrote, and had approved by the Bench, a letter letting these resources know that we would be calling them with questions as to the qualification process of their interpreters. We were looking for information on training, ethics, competency, etc. This compiled information would then be provided to the Bench as information they can use when choosing interpreter services. We wish now to express our gratitude to the Council Chair for approval of our letter.

At the inception of the Advocate Committee, the Committee Purpose was to participate in the building of the Family Justice Center. With this project completed the Advocate Committee headed in a new direction this year representing not just Legal Advocates but all service providers in Hennepin County who interact with victims of domestic violence. It is this Committee's on-going goal to have participation of all/different providers of services to victims of domestic violence. We were delighted to have an increase in participation this year.

The Advocate Committee faced one very difficult situation which as of this writing is unresolved. We had a participant/service provider who serves the deaf community and is deaf herself. We asked the council if there were interpreter services for Sub-Committee participants. The Chair of the Council and the Chair of the Advocate Committee were in agreement that this is an unfunded Council. All participation in Council activities is on a volunteer basis. The Chair of the Advocate Committee asked for support from the Council, stating that the Advocate Committee would be more likely to be in need of interpreter funding than any other sub-committee. Language as a barrier would more likely affect the Advocate Committee as more advocates serving their own cultures will be joining this Committee. The voice of the victim is important to this committee and to the court. If we don't provide interpreters to the advocates who want to participate in this Committee, we are in-effect not hearing the voice of those victim's of domestic violence who do not speak English. The Advocate Committee will be looking for dollars to fund the effort to hear the victim's voice so that the Committee represents the voice of ALL victims of domestic violence in Hennepin County.

The Advocate Committee closed the year by looking at the "Intervention Objectives" document provided by the joint efforts of Battered Women's Justice Project and the Fatality Review Team. We will start out 2006 by following the Council's direction and choosing projects from this wonderful and informative compilation of information.

Finally, Deirdre Keys stepped down as Chair and her Co-Chair, Sarah Greenman, will Chair the Advocate Committee in 2006.

**2005 FVCC ANNUAL REPORT
COMMUNITY OUTREACH COMMITTEE**

Chairs: Dr. Pamela Harris

Judge Tanja K. Manrique

In 2005, the Community Outreach Committee focused on obtaining funding for the research project it began formulating two years ago. In October, the Committee secured \$50,000 from the Hennepin County Board of Commissioners. In 2006, the project finally will become a reality. The research project will be one component of a larger comprehensive initiative funded by the State of Minnesota and operated out of the NorthPointe facility in Minneapolis. Families in the NorthPointe "Gateway" project will receive comprehensive case planning services for two years to assist them in gaining

independence from MFIP. Families with a history of chronic domestic violence will be referred to African American Family Services, where they will work with a Domestic Violence Case Manager. The committee continues to believe that by providing comprehensive domestic violence services to all family members, the cycle of violence can be broken.

Ayanna Duren was hired by African American Family Services as the Domestic Violence Case Manager for the Gateway project. She began working on January 9, 2006. Ms. Duren has over 12 years of experience working with families and children in developing healthy parent-child relationships through family therapy, day treatment, and parenting classes. Ms. Duren holds a Master of Arts in Marriage and Family Therapy from Argosy University. Ms. Duren will work in tandem with the Family Facilitators at the NorthPointe Gateway Project.

The role of the Domestic Violence Case Manager is to work with families who volunteer for the project because they want to remain together despite the domestic violence that has been prevalent in their home. As a key component of the project, Ms. Duren will identify the most appropriate service provider for each family member, and facilitate the referral. In other words, some of the family members will be served at AAFS, while others will be referred to different community resources. Families will receive individual and/or family counseling, and work toward the goal of learning healthy alternative ways of dealing with conflict. Additionally, safety concerns within the family system will be identified, a crisis assistance plan will be formulated, and the plan will be implemented to address any subsequent domestic violence crisis.

The overall results of the Gateway project will be published by the Urban Institute of Washington, D.C. However, the Committee will retain the right to publish results specifically related to the work. The committee will continue to seek funding to ensure that adequate resources will be available throughout the entire term of the overall Gateway initiative.

The other main project for the Committee during 2005 involved development of summary information regarding the Order for Protection process. The Committee drafted a script with general information. After the Family Court bench approved the document, The Domestic Abuse Project took the lead in organizing translation of the script into nearly a dozen languages. To ensure accessibility for citizens with limited reading skills, the translators also recorded the scripts onto compact discs. The Committee worked with district court administration to obtain tables, chairs, and compact disc players for the petitioner and respondent monitored waiting rooms at the Family Justice Center. This project was unveiled in tandem with the information kiosk project completed by the Civil Committee. The projects have been well-received by citizens and court personnel.

2005 committee members and visiting participants: Judge Tanja K Manrique, Dr. Pamela Harris, Fran Hesch, Aaron Milgrom, Sarah Biddlecom, Michelle Jacobson, Alan Harris, John Staloch, Mike Gephart, Carolyn McHenry, Sharlene Shelton, Steve Bittick, Lolita Ulloa, and Carol Murphy.

2005 FVCC ANNUAL REPORT
AD HOC TOWN HALL MEETING SUBCOMMITTEE
Chair: Elizabeth Kilb Stofferahn

The work of this ad hoc subcommittee culminated in two very successful town hall meetings in October 2005 in honor of Domestic Violence Awareness Month.

The committee met regularly from January through October 2005. Committee members included Carol Arthur, executive director of the Domestic Abuse Project, Susan Neis, executive director of Cornerstone, Barton Erickson, P.A.V.E. program coordinator at Cornerstone, Chief John Laux of the Bloomington Police Department, Jen Polzin, Associate Director of Programs at Tubman Family Alliance, Leo Espinoza, Community Builder at Tubman, John Staloch, and Nancy Halverson, unit supervisors, Hennepin County Community Corrections, and Lizzie Stofferahn, Assistant Hennepin County Attorney.

The first town hall meeting “Close to Home: Family Violence in the Southwest Suburbs” took place at the Bloomington Civic Plaza on October 10, 2005. The meeting was moderated by Bloomington Police Chief John Laux and included presenters from the Bloomington Police Department, St. Louis Park Police Department, Cornerstone, the Richfield public schools, and adult and teen survivors of domestic violence.

The second town hall meeting “A Call to Action: Our Communities’ Response to Domestic Violence” took place at the Sabathani Community Center in Minneapolis on October 17, 2005. It was moderated by Dr. Oliver Williams of the Institute on Domestic Violence in the African American Community. Presenters included a panel of criminal justice professionals and a panel of faith community leaders, who discussed their communities’ responses to domestic violence.

The committee extends its thanks to the Tubman Family Alliance, Domestic Abuse Project, Cornerstone, Outfront Minnesota, Women of Nations, the Initiative for Violence Free Families of Family and Children’s Service, the City of Bloomington, Sabathani Community Center, African-American Family Services, Judge Manrique, the event speakers, and Council members, for their hard work and coordinated efforts in making these events a success.

APPENDIX A

**2006 OPPORTUNITIES FOR INTERVENTION –
A COMPILATION OF RECOMMENDATIONS FROM THE HENNEPIN
COUNTY FATALITY REVIEW TEAM AND THE BATTERED WOMEN’S
JUSTICE PROJECT SYSTEM AUDITS**

APPENDIX B

**BYLAWS OF THE HENNEPIN COUNTY FAMILY VIOLENCE
COORDINATING COUNCIL**

FAMILY VIOLENCE COORDINATING COUNCIL BYLAWS
Adopted May 2003

PURPOSE OF THE FAMILY VIOLENCE COORDINATING COUNCIL

The Fourth Judicial District has established the Family Violence Coordinating Council for the purpose of dealing with family violence issues. The Council will promote interdisciplinary programs and initiatives to coordinate public and private legal and social services and law enforcement, prosecutorial, and judicial activities. The general purpose of the Council shall be:

- To coordinate between agencies, departments and the courts on the issues of domestic violence and abuse;
- To promote effective prevention, intervention and treatment techniques; and
- To improve the response to domestic violence and abuse so as to reduce incidents of domestic violence and promote victim safety.

EXECUTIVE COMMITTEE

Overall, the Executive Committee shall take a directive role, providing leadership for the FVCC, handle emergency issues, and coordinate efforts.

- *Membership:* The committee will be made up of the FVCC co-chairs, the chairs of the committees, and two at-large members voted on by the FVCC.
- The committee chairs will attend all Executive Committee meetings and provide reports on their committees' activities. In the event of an absence, information and proxy votes, if applicable, will be communicated to the FVCC co-chairs. No designee will be sent to the Executive Committee meeting.
- The committee will meet the first week of month (the week before the FVCC meeting) at a standard time and location.
- The committee sets the agenda for the upcoming FVCC meeting and identifies what issues require a vote of FVCC members.
- The committee identifies and coordinates presentations to the FVCC.
- The committee shall address issues of membership attendance and filling vacancies.
- Members shall take minutes of meetings on a rotating basis.

STANDING COMMITTEES

There will be five standing committees of the Family Violence Coordinating Council:

- (1) Civil Committee
- (2) Criminal Committee
- (3) Advocates Committee
- (4) Child/Juvenile Committee
- (5) Community Outreach

Committee structure:

- Each committee will have a chair and vice-chair.

- Each committee will establish goals for the coming year.
- Each committee will submit a written year-end report to the Executive Committee committee activities.
- Each committee can establish temporary workgroups to work on specific, short-term issues.
- Additional standing committees may be established by a vote of the FVCC.

Committee meetings:

- Committees will have standing meeting times and locations.
- Committees will meet at least 6 times per year.
- Minutes must be taken and distributed to committee members and members of Executive Committee.
- Committee members (listed on committee roster) can vote on issues.

Committees chairs:

- Chairs serve for term of one year and can be reappointed.
- Chairs are appointed by the FVCC co-chairs.
- Chairs must be voting members of the FVCC.
- Chairs sit on the Executive Committee.
- Chairs run meetings and set procedure for meetings.
- Chairs maintain their committee rosters—identifying “members” as opposed to guests.
- Chairs reports on committee activity at each FVCC meeting, or asks designee to make report.
- New chairs should be identified by December and begin their term in January.

Committee vice-chair:

- Takes minutes.
- Appointed by chair of committee.
- Runs committee meeting in absence of committee chair.
- Does not attend Executive Committee meetings.

FVCC FULL COUNCIL MEETINGS

- Meeting run by the FVCC co-chairs.
- Only FVCC members can vote.
- Name cards provided for all FVCC members.
- Attendance taken at each meeting.
- The FVCC meets the second Thursday of the month, 12:15—1:30 pm.
- The FVCC meetings are open. Anyone who is not a member is a guest. Guests are welcome to participate in the meetings, but only members can vote.

FVCC MEETING AGENDA

- To get on agenda, notify the FVCC chair or other member of executive committee.
- Meeting has regular agenda items:

- (1) Presentations
- (2) Committee reports
- (3) Business requiring votes
- (4) Issues and other business not requiring votes
- (5) Announcements and new issues

FVCC MEMBERS

- The Chief Judge appoints all members.
- Members are expected to attend all FVCC meetings.
- Members must sit on at least one committee of the council.
- The FVCC will be made up from 35 representatives from governmental and nongovernmental organizations. *(See attached grid for breakdown.)*
- New members should be provided an orientation and given the FVCC bylaws and roster.

ANNUAL WORKPLAN

- Each committee makes at least one goal for the year.
- The Executive Committee shall review the goals of each committee, as well as identify overall goals for the FVCC and come up with an annual work plan by the October FVCC meeting to be presented to the entire FVCC at the November meeting. The annual work plan shall be voted upon at the December meeting.

YEAR-END REPORT

- The Executive Committee will prepare a year-end summary of FVCC activities for distribution to the FVCC and the community at large.
- The annual report shall be prepared in December and January, and delivered to the FVCC at the February meeting.

FVCC YEAR

- The FVCC operates on a calendar year schedule—January to December. FVCC co-chairs and committee chairs begin their annual appointments starting in January.

OTHER RECOMMENDATIONS REGARDING STAFFING

- If a new FVCC Executive Director position is established, it is recommended that the ED have the following duties:
 - (1) Organize and maintain FVCC records.
 - (2) Maintain up-to-date FVCC membership roster.
 - (3) Take minutes of FVCC meetings and committee meetings.
 - (4) Provide orientation to new members.

APPENDIX C
PROPOSED 2006 MEMBERSHIP LIST

