

Family  
Violence  
Coordinating  
Council

2015

Annual report of the Fourth Judicial District  
Family Violence Coordinating Council serving  
Hennepin County.



**MINNESOTA  
JUDICIAL BRANCH**

FOURTH JUDICIAL DISTRICT

June 1, 2016

Chief Judge Peter A. Cahill  
Acting Chief Judge Ivy Bernhardson  
Fourth Judicial District Court  
300 South Sixth Street  
Minneapolis, MN 55487

Dear Judge Cahill and Judge Bernhardson:

The Family Violence Coordinating Council (“FVCC” or “Council”) met monthly throughout 2015. The Council was co-chaired by Judge Elizabeth Cutter, and during the first half of the year, by Referee Patricia Moses. During the second half of the year, Judge Martha Holton-Dimick replaced Referee Moses as co-chair. Katie Brey served as the FVCC’s Executive Director throughout 2015.

The statutorily defined goal and mission of the Fourth Judicial District Family Violence Coordinating Council is to address family violence issues by promoting interdisciplinary programs and initiatives so as to coordinate public and private legal and social services and law enforcement, prosecutorial and judicial activities. Our purpose is 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 in order to reduce incidents of domestic violence and promote victim safety. The Council fulfills these objectives through committees, at council meetings and through the efforts of the FVCC as a whole.

Members of the FVCC represent virtually all justice system players: judges, court administrators, prosecutors, public defenders, police, probation, child protection, public health, and representatives from many community agencies, in particular domestic violence advocacy programs. The Council recognized the following members who rotated off the Council in 2015 after many years of membership: Cheryl Kolb Untinen, Cornerstone, and John Staloch, Hennepin County Adult Probation.

As in the past, the FVCC’s monthly meetings served as a forum for members to share expertise and ideas to effect improvements in addressing domestic violence. The following represents a sampling of the speakers and subjects presented and discussed at the meetings:

- Michelle Jacobson. Minneapolis City Attorney’s Office, presented on the Minneapolis Hotspots pilot outreach program. This grant funded program provides intervention to families at hotspot addresses where there are 911 calls related to domestic violence and no follow-up police report.

- Rhonda Martinson, J.D., Rhonda Martinson Consulting, LLC, gave a witness intimidation presentation.
- Deena Anders, Project Director, presented the 2014 Domestic Fatality Review Team (DFTR) report. The report details the work of the DFRT, which reviewed closed cases of domestic homicide, identified the presence of risk factors in each case, and identified areas for improvement both within and outside the justice system.
- Overview of Domestic Violence Court by Judge Elizabeth Cutter and Michelle Jacobson, Minneapolis City Attorney's Office. Judge Cutter and Ms. Jacobson provided an overview of the calendar and changes implemented when DV Court moved to the HCGC.
- Rebekah Moses, Minnesota Coalition for Battered Women, provided an overview of proposed legislative changes for the session that started February 2016.
- Regular updates on the progress in Family Court of the Family Court Enhancement Project (FCEP) by Tawnie Langenfeld, FCEP Coordinator. The FCEP is a federally funded grant awarded to the Fourth Judicial District to specifically address gaps and barriers in Family Court's handling of custody in case with domestic abuse issues.

In 2015, the Council spent time reviewing its infrastructure and relationship to the Domestic Violence Steering Committee. Membership was reviewed and updated (Appendix A), bylaws (Appendix C) were updated and a survey of members from both the Council and DVSC was conducted. Results identified that members find value through educational opportunities provided through the Council and cross communication components found at the monthly meetings. Council members attended a brainstorming session in December and finalized the 2016 strategic plan (Appendix B).

The 2015 strategic goals reflected many of the barriers identified by members and proposed solutions to those barriers. The Council was able to achieve some of the 2015 goals and continued others to its 2016 strategic plan (Appendix B). Achievements include:

- Expansion of the Council public website to include all upcoming agendas and meeting minutes.
- Creation of an index of resources available for supervised parenting time.
- 4<sup>th</sup> District judicial officer training on domestic violence.
- Comments to Governor Mark Dayton for the Task Force on Child Protection.

The attached committee reports set forth in more detail many achievements for the year, but especially worthy of note are several trainings either sponsored by the Council or with substantial member involvement.

- Co-sponsored a CLE with the Stalking Resource Center regarding stalking (investigating, charging and tips on how to work with stalking victims).
- Stalking focused CLE entitled “The Use of Technology to Stalk: The Investigation and Prosecution of Stalking Cases.”
- The annual Resource Fair and CLE in October, focusing on “Innovative Approaches to a Coordinated Community Response to Domestic Violence.” The MCBW’s Clothesline Project was exhibited at the Government Center, highlighting the tragedy of domestic homicide in Minnesota. The Resource Fair and CLE were a joint project by the Juvenile and Criminal committees.
- CLE brown bags trainings sponsored by the Civil committee:
  - Services provided by programs working with victims in Hennepin County;
  - Roundtable discussion between advocates and the Family bench on roles of the court and roles of the advocate.

**The Advocates’ Committee** met on a regular basis in 2015. They made progress on the Council’s goal of supporting the Family Court Enhancement Project (FCEP). The Committee focused primarily on orders for protection and special meetings arranged by FCEP. The Advocate Committee’s goals for 2016 include increasing advocate capacity to help women in Family Court hearings as well as in order for protection hearings.

**The Child/Juvenile Committee** heard a number of presentations in 2015 and supported Council goals by contributing recommendations to the FVCC letter to Governor Dayton on the Child Protection Task Force. Their 2016 goals include hosting the October Resource Fair and they will to invite speakers to their meetings so they can increase their knowledge of community resources.

**The Civil Committee** has been involved in the work of the FCEP as well as furthering specific goals of the Council. Besides sponsoring two brown bag events, they continue to work with the FCEP to identify gaps in the way domestic violence is addressed by all components of Family Court. In 2016, the Civil Committee will continue to sponsor brown bag events, convene roundtables with the Family bench, and identify gaps.

**The Criminal Committee**, in addition to sponsoring stalking trainings and co-sponsoring the October Resource Fair, continues to work on a booklet for children coming to court in Hennepin County.

The four standing committees (Civil, Criminal, Advocates, Child/Juvenile) of the FVCC accomplish much of the work of the Council. The committee reports are incorporated into this report and set forth membership, meeting frequency, and achievements for 2015, as well as goals for 2016.

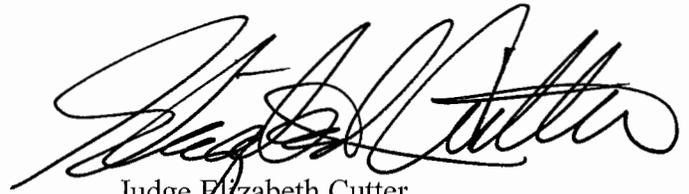
The co-chairs thank all of the members of the FVCC, the chairs and members of the committees, for their tireless work and continued optimism that together we can be effective in reducing domestic violence in this district.

We appreciate your continued support for the work of the Family Violence Coordinating Council.

Sincerely,



Judge Marth Holton Dimick  
FVCC Co-Chair



Judge Elizabeth Cutter  
FVCC Co-Chair

cc: FVCC Members

## TABLE OF CONTENTS

<b>Committee Reports</b> .....	7
Advocate Committee .....	7
Child/Juvenile Committee .....	8
Civil Committee .....	10
Criminal Committee .....	12
<b>Appendix A: FVCC 2016 Voting Members</b> .....	14
<b>Appendix B: FVCC 2016 Strategic Plan</b> .....	15
<b>Appendix C: FVCC 2016 Bylaws</b> .....	16

### Acronym Key

AC	Advocates Committee
BWJP	Battered Women’s Justice Project
BWLAP	Battered Women’s Legal Advocacy Project
CC	Civil Committee
C/JC	Child / Juvenile Committee
CrC	Criminal Committee
DAP	Domestic Abuse Project
DASC	Domestic Abuse Service Center
DV	Domestic Violence
EC	Executive Committee
FCEP	Family Court Enhancement Project
FCS	Family Court Services
FVCC	Family Violence Coordinating Council
GOA	Gone On Arrival
HRO	Harassment Restraining Order
HSPHD	Human Services and Public Health Department (Hennepin County)
MCBW	Minnesota Coalition for Battered Women
OC	Community Outreach Committee
OFP	Order for Protection

**COMMITTEE REPORTS**

**Advocates Committee**

- I. Advocates met most months of 2015. We met 2:30-4pm the last Tuesday of the month at DAP, 204 West Franklin.

Meetings served as places for advocates to review difficulties they encounter, get support and feedback from other advocates, share information, and discuss current topics related to advocacy for battered women. Amy Walsh Kern from Watch spoke with advocates at the September meeting to discuss ways to inform domestic violence victims about the Watch volunteers and what they do.

- II. Meetings focused primarily on OFP and Family Court issues being taken up by the Family Court Enhancement Project. Several meetings informed and prepared advocates for special meetings for advocates set up by the Family Court Enhancement Project to raise specific concerns. Advocates are troubled by the number of victims who file OFPs without advocate assistance and/or accompaniment. Advocates propose that the FVCC adopt an advocacy goal that every domestic violence victim coming to court has had an opportunity to talk with an advocate and be accompanied to the hearing by an advocate.

- III. Goals for the coming year:

- Increase advocate capacity to help women in Family Court hearings as well as OFPs.
- Track referrals from DASC to community agencies.
- Track FVCC standards of advocacy in Hennepin County

Respectfully submitted by Stephanie Avalon, Chair

Advocates attending the committee meetings in 2014: Stephanie Avalon, Larissa GS, BWJP; Janelle O, Cornerstone; Vanessa F, Kate FP, Tubman, Lisa S, FBI; Holly, Rachel, Sojourner; Eboni, DAP

.....

## Child / Juvenile Committee

The Child/Juvenile Committee (C/JC) is composed of systems and advocacy professionals working with children who experience family violence. The members include representatives of child protection, adult and juvenile probation, advocacy agencies, the county attorney, guardian ad litem, and community-based organizations. The CJC meets on the second Tuesday of the month at 12:15 p.m. at the Health Services Building, Suite 1100, 525 Portland Ave. S., Minneapolis, MN.

Our committee goals for 2015:

1. Support the wider goals of the FVCC;
2. Sponsor the annual FVCC Domestic Violence Resource Fair at the Government Center in October 2015;
3. Invite presenters to our committee to continue to inform our members about resources in Hennepin County for youth impacted by family violence;
4. Continue to update the membership list, retain current members and recruit new members;

Committee Activities:

In October 2015 the Juvenile/Child Committee sponsored the annual Domestic Violence Resource Fair at the Government Center. The purpose of the Resource Fair was to offer advocacy groups access to systems workers and to offer systems workers information about domestic violence services in various diverse communities. Nineteen community nonprofit agencies participated in the Resource Fair. Attendees were able to view the Clothesline Project from the MCBW and listen to a jazz trio while they learned about community resources. The Resource Fair was held in conjunction with the Criminal Committee's CLE. The resource fair and CLE were well attended.

The Juvenile/Child Committee heard a number of presentations in 2015 including presentations from the Hennepin County Attorney's Office on the Juvenile Family Violence Diversion Project, Child Protection Maltreatment Findings and Administrative Appeals; and the court process for child protection cases.

The Juvenile/Child Committee made recommendations to the FVCC's Letter to Gov. Dayton on the Child Protection Task Force, many of which were adopted by the FVCC.

The Committee also increased its membership. New members are Lois Nilson and Margaret Thunder-Solarzano, HSPHD; Sarah Lockhart, Domestic Abuse Project, Elsa Swenson, CornerHouse and Sgt. Tara Dumond, Hennepin County Sheriff's Office

Next Year's Goals

- Support the wider goals of the FVCC for 2016;
- Host a Brown Bag seminar with the FVCC Criminal Committee on the Minneapolis City Attorney's HotSpots Project;
- Host the Resource Fair in October 2016;
- Invite presenters to our committee to continue to inform our members about resources in Hennepin County for youth impacted by family violence;
- Continue to update the membership list, retain current members and recruit new members.

Respectfully submitted by the FVCC Juvenile/Child Committee

Committee Members: Anne Taylor, Co-Chair, HCAO Juvenile Prosecution; Lori Schwartz, Co-Chair, HCAO-Child Protection; Abbie Diehl, Cornerhouse; Andrea Flaherty, Headway; Anne Glidden, Adult Probation; Carlein Cloutier, Home Free; Chandra Jackson, The Bridge; Elsa Swenson, Cornerhouse; Gary Keifenheim, Family Partnership; Sgt. Tara Dumond, Hennepin County Sheriff's Office; Jill Stricker, Juvenile Probation, SAFE Program ; Kim Johnson, Juvenile Probation Supervisor; Judy Nelson, Sojourner Project; Liliana Espondaburu, HCAO, Victim Services; Lisa Eder, HCAO, Victim Services Supervisor; Lisa McNaughton, Hennepin County Public Defender, Juvenile Division; Lois Nilson, HSPHD; Margaret Thunder-Solorzano; Martha Swanson, Guardian Ad Litem; Michelle Meyer, Probation; Nancy Halvorson, Probation Supervisor; Ref. Angela Willms, Juvenile Court; Sarah Lockhart, Domestic Abuse Project; Tamara Stark, Tubman; Zach Lien, Cornerstone

.....

## Civil Committee

### I. Committee Membership and Meeting times

The Civil Committee (CC) of the Family Violence Coordinating Council meets on the fourth Thursday of each month at 12:15p.m. Membership of the committee consists of judicial officers from the Fourth Judicial District Family Court including Judge McKeig, Referee Patricia Moses and Referee Timothy Mulrooney, Central Minnesota Legal Services, Battered Women's Legal Advocacy Project, Hennepin County Attorney's Office, Cornerstone, Domestic Abuse Project, Home Free, Tubman, Hennepin County Family Court Services, Hennepin County Child Support Office, Guardian Ad Litem's office, and Family Wise.

### II. Committee's Goals for the past year and progress towards the year's goals.

The Civil Committee had several goals over the last year that were part of the work of the Family Court Enhancement Project and will remain as goals in the upcoming year. Specifically the goals and accomplishments of the Civil Committee were as follows:

- The civil committee will continue with brown bag CLE's.

The committee coordinated two brown bags over the course of the year. The first was on what services are provided by programs working with victims of domestic violence in Hennepin County. Presenters included not only domestic violence providers, but also abuser programs including East Side Neighborhood Services and DAP.

The second brown bag was in fact a round table discussion between advocates and the family court bench on what are the roles of the court and what are the roles of advocates. Presiding Family Court Judge Anne McKeig presented basic information about what the court can and cannot do in an Order for Protection and what the bench may look for when reviewing petition and through testimony/evidence presented at hearings. Cheryl Untinen Kolb of Cornerstone and Vernona Boswell of the Domestic Abuse Service Center presented a brief overview of their role and the services that advocates can provide to petitioners from start to finish. At the end of the short presentations questions were asked to help provide both advocates and the Bench with a better understanding of what each other's roles are with respect to OFPs. This session was attended by over 60 individuals, including a majority of the family court judicial officers, family law attorneys, guardians, family court services and advocates. It was recommended that the committee schedule this kind of round table every quarter.

- Continue to work with the FCEP to identify gaps in the way DV is addressed by all components of family court, and work to implement plans arising out of FCEP

The Civil Committee has several committee members who are part of the Family Court Enhancement Project in different capacities. We have members who are part of the Management Team and members who are part of the Collaborative Work Group. Civil Committee members serve on various subcommittees of the FCEP and are working on screening for domestic violence at different access points to the judicial system for victims, updating the

pro se court forms to inquire about safety and violence in the home and providing assistance on a pilot OFP court.

- Create a cheat sheet on resources for supervised parenting time

The committee was able to complete the cheat sheet for supervised parenting time resources not only for the fourth judicial district but also information on statewide resources. (See attached). The document has been provided to all family court judicial officers, the GAL office, Family Court Services and others across the state.

- If approved by the Executive Committee and/or the FVCC as a whole, provide comments on the Gov’s Task Force on Child Protection and once if approved, assist in providing/drafting the comments.

The committee drafted comments on the Governor’s Task Force which were presented to the executive committee and the full Family Violence Coordinating Council for approval. The comments were submitted to the Task Force in March 2015.

### III. Next Year’s Goals

In 2014, the Fourth Judicial District Family Court in partnership with White Earth Tribal Court applied for and was awarded a grant from the U.S. Department of Justice Office of Violence Against Women to look at how the Court could better address domestic violence in Family Court. Many of the issues that the FCEP has identified are issues that the FVCC Civil Committee has been discussing over the last year or more. As the FCEP moves forward with developing goals and recommendations, it is expected that those may overlap with the goals of the Civil Committee. To the extent that there is overlap, the Civil Committee may be in the position of reevaluating its goals over the next year to compliment but not duplicate the work of the FCEP.

1. The civil committee will continue with brown bag CLE’s.
2. The civil committee will convene the Roundtable between the bench and advocates at least two times in 2016.
3. Continue to work with the FCEP to identify gaps in the way DV is addressed by all components of family court, and work to implement plans arising out of FCEP.

Respectfully submitted by Christy Snow-Kaster, Chair

.....

## Criminal Committee

### I. Committee Membership and Meeting times.

The Criminal Committee of the Family Violence Coordinating Council met monthly on the third Monday of each month at 1:30 p.m. and its members consisted of representatives from prosecutor's offices, advocacy agencies, probation, district court administration and community based organizations. The Committee is pleased that this multi-disciplinary and multi-jurisdictional group of professionals continues to hold lively discussions about issues arising in the criminal courts, and that the committee make-up allows for a broader analysis of the impact of changes in the law and to the way that domestic violence criminal cases are handled in Hennepin County because of the many perspectives and jobs of those serving on the Committee.

### II. Committee's Goals for the past year

During 2015, the Criminal Committee focused on these main goals:

- a. Increasing training and awareness of stalking for all criminal justice partners, focusing on stalking in intimate partner relationships;
- b. Continuing to host at least 2 educational programs/seminars regarding domestic violence related topics for criminal justice system personnel;
- c. Continuing to monitor implementation of new firearms laws and provide training when needed regarding the new implementation for all interested partners;
- d. Continuing to work on the booklet regarding domestic violence for children who may be attending court as victims, witnesses, or observers;
- e. Providing an annual updates to the Quick Reference Guide created by the Criminal Committee.

### III. Committee's Activities over the past year focused on progress against the year's goals.

The Criminal Committee continued its focus on providing training regarding domestic violence, and they sponsored or co-sponsored 3 CLEs in 2015. In January, the committee sponsored a CLE with the Stalking Resource Center regarding stalking. The day and a half long program included information about investigating and charging stalking cases, and also tips on how work with a stalking victim.

In October, the Criminal Committee co-sponsored a CLE along with the Child/Juvenile Committee entitled "Innovative Approaches to a Coordinated Community Response to Domestic Violence". The CLE included presentations from 3 different communities (Brooklyn Park, Minneapolis, and Anoka County) on new approaches they have taken in responding to domestic violence.

In December, the Criminal Committee sponsored another CLE focusing on stalking entitled "The Use of Technology to Stalk: The Investigation and Prosecution of Stalking Cases". This

CLE was designed to be a more in-depth look into how police can investigate stalking cases and cases involving technology.

A sub-committee continues to work on developing a booklet for children who are coming to court in Hennepin County that explains the court process. The sub-Committee is developing the book after reviewing similar books from Wisconsin and Ramsey County.

The committee continued to work on issues related to the new domestic violence related gun laws, and a committee member presented at two trainings in 2015 relating to the implementation of the new laws, one for the Hennepin County bench in January and another for the Fall Judicial Conference in September.

#### IV. Next Year's Goals.

After discussion at the November and December meetings, the Criminal Committee has adopted the following goals for 2016:

- a. Continue to focus on training and awareness of stalking for all criminal justice partners, focusing on stalking in intimate partner relationships;
- b. Continue to host at least 2 educational programs/seminars regarding domestic violence related topics for criminal justice system personnel;
- c. Continue to work on the booklet regarding domestic violence for children who may be attending court as victims, witnesses, or observers;
- d. Continue to work on innovative approaches to domestic violence in violent crime hot spots in Minneapolis;
- e. Provide annual updates to the Quick Reference Guide created by the Criminal Committee.

Respectfully submitted by Michelle Jacobson, Chair

#### Committee Members:

Jamie Becker-Finn, Hennepin County Attorney's Office, Domestic Abuse Service Center;  
Renee Clemenson, Hennepin County Public Defender's Office;  
Melissa Fraser, Hennepin County Public Defender's Office;  
Nancy Halverson, Hennepin County Community Corrections & Rehabilitation;  
Judith Hawley, Hennepin County Attorney's Office;  
Gretchen Hoffman, Hennepin County Public Defender's Office;  
Bob Olson, Cornerstone;  
Rachel Ratner, Sojourner Project;  
Torrie Schneider, Bloomington City Attorney's Office;  
John Staloch, Hennepin County Community Corrections & Rehabilitation.

.....

## Appendix A

### Family Violence Coordinating Council 2016 Membership

Group	Name	Name	Name
<b>Judicial officers</b>	Judge Elizabeth Cutter 4 <sup>th</sup> Judicial District	Judge Martha Holton Dimick 4 <sup>th</sup> Judicial District	Referee Angel Willms 4 <sup>th</sup> Judicial District
<b>Court Admin.</b>	Brenda Langfellow 4 <sup>th</sup> Judicial District	Lidia Morales 4 <sup>th</sup> Judicial District	Jennifer Taylor 4 <sup>th</sup> Judicial District GAL Program
<b>Probation Authorities</b>	Joan Blace Hennepin County	Melynda Nelson Hennepin County	Michael Weinstein (FCS) Hennepin County
<b>Health Care</b>	Karen Adamson Hennepin Co. HSPHD	Kristin E. Hays Hennepin Co. HSPHD	Margaret Thunder Hennepin Co. HSPHD
<b>Mental health care providers</b>	Angela Lewis-Dmello Domestic Abuse Project	Aaron Milgrom Private providers	
<b>Law Enforcement</b>	Lt. Eddie Frizell Minneapolis Police Dept.	Sgt. Patrick Hardin Hennepin Co. Sheriff	Vacant Suburban law enforcement
<b>Prosecutors</b>	Jamie Becker-Finn (DASC) Hennepin County	Judith Hawley Hennepin County	Michelle Jacobson City of Minneapolis
	Torrie Schneider City of Bloomington	Lori Schwartz Hennepin County	Anne Taylor Hennepin County
<b>Public defenders</b>	Melissa Fraser Hennepin County	Lisa McNaughton Hennepin County	
<b>Legal Aid</b>	Christy Snow-Kaster Central MN Legal Services		
<b>Educators</b>	Vacant (urban)	Vacant (suburban)	
<b>Child Protection</b>	Sandra White Hennepin County		
<b>Other public officials</b>	Sarah Clyne Domestic Abuse Project	Ann Gaasch FamilyWise	Amy Walsh Kern WATCH
<b>DA Advocates or social service agencies</b>	Stephanie Avalon Battered Women's Justice Project (BWJP)	Vernona Boswell Domestic Abuse Service Center	Pamela Maldonado Cornerstone
	Rachel Ratner Sojourner	Eva Wood OutFront MN	
<b>Executive Director</b>	Katie Brey 4 <sup>th</sup> Judicial District		

## Appendix B

### Family Violence Coordinating Council (MN § 484.79 Family Violence Coordinating Councils) 2016 Strategic Plan

Strategic Plan Objective	Responsible Party
<p><b>Objective 1</b> Support the Family Court Enhancement Project (FCEP) to better address domestic violence in Family Court (MN § 484.79.3.2 Plan Identification of current weaknesses in the system and areas where additional resources are needed, and ways to improve those components)</p>	
<p><b>Action items</b></p> <p>1.a. Continue working with the Family Enhancement Project to identify gaps in the way domestic violence is addressed by all components of Family Court. Keep FVCC informed of progress. 1.b. Provide FCEP representatives yearly strategic plan along with gaps/challenges brainstorming documentation.</p>	<p>1.a. Judge Holton Dimick and Katie Brey  1.b. Katie Brey</p>
<p><b>Objective 2</b> Provide and Promote Training (MN § 484.79.3.1 Plan Interdisciplinary training and systemic approaches to family violence issues)</p>	
<p><b>Action items</b></p> <p>2.a. Provide a full day system training during March 2016. 2.b. Incorporate domestic violence issues into yearly bench training events. 2.c. Promote a consistent district wide response to domestic violence at regularly scheduled bench meetings. 2.d. Continue to support brown bag topic sessions.</p>	<p>2.a. Michelle Jacobson and Judicial Co-Chairs. 2.b. Judicial Co-Chairs and Executive Director.  2.c. Judicial Co-Chairs  2.d. FVCC Civil, Criminal and Juvenile Committees.</p>
<p><b>Objective 3</b> The Executive Committee of the FVCC shall develop a system for evaluating the effectiveness of its initiatives and programs in improving the coordination of activities and delivery of services and shall focus on identifiable goals and outcomes. An evaluation must include data components as well as input from individuals involved in family violence activities and services, victims, and perpetrators. (MN § 484.79.4 Evaluation)</p>	
<p><b>Action items</b></p> <p>3.a. Develop a council wide survey that is administered after all events.</p>	<p>Katie Brey and Brynn Rhodes.</p>

## Appendix C

### FAMILY VIOLENCE COORDINATING COUNCIL - Bylaws

Revised November 12, 2015

---

#### PURPOSE

The Fourth Judicial District has established the Family Violence Coordinating Council for the purpose of addressing family violence issues. The Council shall 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;
- Promote effective prevention, intervention and treatment techniques; and
- Improve the response to domestic violence and abuse so as to reduce incidents of domestic violence and promote victim safety.

#### EXECUTIVE COMMITTEE

The Executive Committee shall take a directive role, provide leadership for the FVCC, handle emergency issues, and coordinate efforts. Minutes shall be taken at every meeting. Members shall:

- Consist of:
  - FVCC co-chairs
  - Chairs or vice-chairs of each committee.
  - Two at-large members voted on by the FVCC may be included but are not required. At-large members may be added at any time upon simple majority of the members of the meeting at which the full Council vote.
  - FVCC Executive Director
- Attend all Executive Committee meetings and provide reports on their committee activities.
- Meet in person a minimum of six times per year.
  - In the event of an individual member absence, information and proxy votes, if applicable, shall be communicated to the FVCC co-chairs.
  - No designee shall be sent to the Executive Committee meeting.
- Set the agenda for the upcoming FVCC meeting and identify issues requiring a vote of FVCC members.
- Address issues of FVCC membership attendance and vacancies, forwarding recommendations to the Chief Judge for appointment.
- Identify and coordinate presentations to the FVCC.

**FAMILY VIOLENCE COORDINATING COUNCIL - Bylaws**  
Revised November 12, 2015

---

## **STANDING COMMITTEES**

There shall be four standing committees of the Family Violence Coordinating Council:

1. Civil Committee
2. Criminal Committee
3. Advocates Committee
4. Child/Juvenile Committee

- **Committee structure:**

- Committees shall have a chair and vice-chair.
- Committees shall establish goals for the coming year.
- Committees shall submit a written year-end report to the Executive Committee detailing committee activities.
- Committees 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 shall have standing meeting times and locations.
- Committees shall meet at least 6 times per year.
- Minutes may be taken and distributed to committee members at the direction of the committee chair.
- Committee members (listed on committee roster) can vote on issues.

- **Committee chairs:**

- Shall be appointed by a vote of each committee.
- Must be voting members of the FVCC.
- May sit on the Executive Committee.
- Run meetings and set procedure for meetings.
- Maintain their committee rosters.
- Report on committee activity at each FVCC meeting, or ask a designee to make the report.

- **Committee vice-chairs:**

- Appointed by chair of committee.
- Run committee meetings in the absence of committee chair.
- May attend Executive Committee meetings.

**FAMILY VIOLENCE COORDINATING COUNCIL - Bylaws**  
Revised November 12, 2015

---

## **FULL COUNCIL**

- **Meetings**
  - Meetings shall be run by the FVCC co-chairs.
  - Only FVCC members can vote.
  - Attendance shall be taken at each meeting.
  - Shall meet at a minimum 9 times per year.
  - Are open meetings.
    - Anyone who is not a member is a guest.
    - Guests are welcome to participate in the meetings, but only members can vote.
  - Ad hoc subcommittee members shall be appointed by the FVCC Co-Chairs.
  - Voting on designated agenda items shall be taken at the direction of the FVCC Co-Chairs.
  
- **Agendas**
  - Those wishing to add an item to the agenda shall notify an FVCC Co-Chair or the Executive Director.
  - Every meeting shall have the following regular agenda items:
    - Presentations
    - Committee reports
    - Business requiring votes
    - Issues and other business not requiring votes
    - Announcements and new issues
  
- **Members**
  - The Chief Judge appoints all members upon the recommendation of the Executive Committee.
  - Members are expected to attend all FVCC meetings.
  - Members must sit on at least one committee of the council.
  - The FVCC shall be made up of up to 35 representatives from governmental and nongovernmental organizations. *(See attached grid for breakdown.)*
  - The Executive Director shall provide an orientation, and provide the FVCC bylaws and roster.

## **ANNUAL WORKPLAN**

The Executive Committee and each Standing Committee shall establish goal(s) for the year.

- The Executive Committee shall:

## FAMILY VIOLENCE COORDINATING COUNCIL - Bylaws

Revised November 12, 2015

---

- Review the goals of each standing committee.
- Identify overall goals for the FVCC.
- Develop an annual work plan based upon the goals.
- The strategic plan for any given year shall be voted upon by the FVCC membership in the January of that same year.

### YEAR-END REPORT

The Executive Committee shall prepare a year-end summary of FVCC activities for distribution to the FVCC and the community at large.

- An annual report shall be prepared in December and January, and delivered to the FVCC at the February meeting.

### EXECUTIVE DIRECTOR

The Chief Judge shall appoint an Executive Director who shall be responsible for:

- Organizing and maintaining FVCC records.
- Maintaining an up-to-date FVCC membership roster.
- Minutes of FVCC meetings.
- Provide an orientation and membership roster to new members.

### BYLAWS

- Bylaws may be amended at any time.
- Any voting member of the FVCC may present a proposal for change to the Executive Committee.
- If the Executive Committee approves the change it shall be forwarded to the full FVCC membership who shall vote on the change.
  - A simple majority of members present at the meeting at which the vote is taken is required for approval.