

Batterers Intervention Program Standards Oversight Committee

Review Subcommittee

Meeting Minutes: May 17th, 2005

Attending: (5) Laura Jaworski, BIPSOC; Shelley Cortese, Probation & Parole; Sage Bauer, RICADV; Adrienne McGowan, Probation & Parole; Sharon Schwartz-Vanderhoff, Probation & Parole.

Laura called the meeting to order at 2:40pm. Members reviewed and approved the amended minutes from the March 29th, 2005 meeting.

Programs Under Review: Renewed Comprehensive Certification

- Center for Social Work Practice (CSWP).**
 - o Laura received the application for CSWP last week; however supplemental materials are still pending receipt. Laura will follow-up with Richard Lapierre, Director of CSWP, in regards to these items.**
 - o Sage Bauer volunteered to work on the review of this application with Laura.**
- Galilee Mission to Fishermen, Inc.**
 - o Laura and Sharon have reviewed the application submitted by Ray Dussault for recertification. Group members reviewed the document summary as prepared by Laura and Sharon, which includes a review of the program curriculum and other related documents; all reviewed materials appear to be in order. Observations of Galilee's program to be scheduled in June.**

Programs with Applications due July 2005.

- Kent House.**

o Laura will request volunteers to review this application once it has been received.

Updates.

• **Feedback from RIBIP re: certification process.**

o Laura met with George Sheehan, Director of RIBIP for feedback on the certification process. George reported that submittal of the same documents (i.e. handouts, Power and Control Wheel, etc.) every certification cycle is extremely duplicative and wasteful. He suggested the use of electronic files in completing the application process. For example, instead of mailing the entire certification packet to a program, an e-mail could be sent with all relevant forms attached. A BIPSOC website where the forms would be available for download would be beneficial as well. George emphasized the importance of the Project Services Coordinator position in terms of providing technical assistance and follow-up to the certification process.

o Laura reported that she will be developing a standardized survey for programs to complete once they have finished the certification process.

• **Facilitator Qualifications**

o Facilitator qualifications forms were received from Kathy Carty at Vantage Point which were reviewed and accepted for addition to Vantage Point's records.

• **Observation description for facilitators**

o Sisan and Laura will develop a draft regarding the observation process for facilitators as a means to outline the process involved

and its purpose.

- **Complaint**

- o **Sisan has not received a response from Richard Lapierre, Program Director of CSWP, regarding the complaint filed against the program. Sisan will follow-up with Mr. Lapierre regarding this matter.**

Meeting adjourned at 3:30pm.

Next Meeting:

June 28th, 2005 at 2:30pm-4pm (Sisan's Office)

Minutes: Laura Jaworski