

MINUTES
Sexual Assault Forensic Examiners Advisory Committee
March 18, 2010

The Sexual Assault Forensic Examiners Advisory Committee met at 225 Spring Street, Wethersfield, in the fourth floor conference room on Thursday, March 18, 2010, from 2:04 p.m. to 4:00 p.m.

Statutory Members in Attendance:

Chair Linda J. Cimino, Denise S. Covington, Robert Hoffman, Nancy Kushins, Nancy Mayeda-Brescia, Joy Reho, Gregory Shangold, and Sharon Tarala

Non-statutory Members in Attendance:

Nicholas Cimmino, Martin Libbin, Lisa Secondo, Kelly Sinko

Statutory Members Excused or Absent:

Marielle Daniels, Michelle Cruz, Judith Rossi, and James Thomas

OVS Staff Present:

Brenda Jordan and James Morgan

Agenda:

1. Welcome and Introductions

Linda J. Cimino called the meeting to order at 2:04 p.m. and welcomed members. Members introduced themselves.

2. Approval of the February 25, 2010 Meeting Minutes

Linda asked for a motion to accept the minutes of February 25, 2010. The motion was moved and seconded; the minutes were accepted as presented.

3. Discussion: Grant Budget Revision

Linda reported that she and Lisa Secondo in their discussions regarding grant funding discussed purchasing medical related equipment, such as a colposcope to influence the standard of care and to serve as an incentive for hospitals to participate in the program.

Lisa Secondo added that the Violence Against Women Act (VAWA) grant expires March 2011 and a measure to prevent losing the funding is to move some of the equipment expenditures to the VAWA grant. If more planning time is needed on new technology, these expenditures could be moved to the Justice Assistance Grant (JAG), a second Recovery Act grant, which expires December 2012. Linda stated it is anticipated that the personnel will be on board in June 2010.

Members discussed several issues of requiring colposcopes in the collection of evidence, including a burden for hospitals to train and certify staff, most

adults do not need a colposcope for evidence collection, and it is mostly used in pediatric sexual assaults.

Members discussed what medical equipment might be beneficial for the program:

- ◆ a quality forensic camera, such as an SDFI (Secure Digital Forensic Imaging) (SAFE/SANE)
- ◆ blue lights for body fluid detection (SAFE/SANE and police departments)
- ◆ Locked refrigerators (hospitals)
- ◆ Microscopes (forensic lab)
- ◆ GynoCart (hospitals)

4. Discussion: Request for Qualification

Linda reported that Materials Management approved issuing a Request for Qualifications for a twenty-four hour a week program coordinator, a twenty-four hour a month clinical coordinator, a trainer, and SAFE/SANEs. The contracted program and clinical coordinators may work offsite but will not be supplied with major office equipment, such as a fax and printer.

The duties of the program coordinator will include interfacing with hospitals, managing the on-call system, and serving as SAFE/SANE back-up. The clinical coordinator will serve as a back-up to the program coordinator and SAFE/SANEs, and may conduct monthly case reviews. Linda stated that she is working on the parameters of the positions to submit to the Purchasing Department and will forward to the Committee for review.

A member suggested that purchasing laptops for the coordinators might be considered with grant funds.

Members also discussed avenues to distribute information on the positions. Gregory Shangold volunteered to make an announcement at the March 24, 2010 Connecticut College of Emergency Physicians Conference. Linda stated that the RFQ would be re-distributed via e-mail.

5. Updates

Linda reported that at a previous meeting a recommendation was raised to name the sexual assault forensic examiners program after the late Gail Burns-Smith. Linda asked for a motion to consider naming the project after Ms. Burns-Smith. Nancy Kushins moved and Robert Hoffman seconded the motion. Attorney Martin Libbin requested that the motion be amended so that the motion *names* the Program after Ms. Burns-Smith. Nancy and Robert moved and seconded the amended motion. The motion was approved unanimously.

Linda reported that there were no submissions for the second program coordinator Request for Proposal, which closed on March 2, 2010.

6. Discussion: Contents of the Memorandum of Agreement (continued)
Members reviewed the proposed changes in Sections IV through VI and Attachment B of the draft Memorandum of Agreement (MOA). Several changes were made to the draft MOA that will be reflected in a Word document and distributed to members.

Members discussed the obligation of the hospital in regards to evidence collection standards if the certified SAFE/SANE does not report for the SAFE examination. A member suggested that whatever standard the SAFE/SANE will provide should be added to the Sexual Assault Examination Kit standard and to seek the guidance of the Commission on the Standardization of the Collection of Evidence in Sexual Assault Investigations. Denise Covington stated that she would provide to Linda the International Association of Forensic Nurses Standards of Practice.

Members also discussed who would be responsible (police, hospital, or SAFE/SANE) for contacting a sexual assault advocate. A member suggested that if the SAFE/SANE does the contact this could be addressed in the responsibilities section of the SAFE/SANE contract.

Members with medical backgrounds agreed to review Appendix B of the MOA and to provide further revisions to Linda.

7. Meeting Schedule
The next meetings will be held on April 7, 2010 from 2:00 to 4:00 p.m. and May 5, 2010, from 2:00 to 4:00 p.m.
8. New Business
No new business was introduced.
9. Adjournment
Linda adjourned the meeting at 4:00 p.m.

Brenda Jordan, Recorder