

MINUTES
Sexual Assault Forensic Examiners Advisory Committee
April 7, 2010

The Sexual Assault Forensic Examiners Advisory Committee met at 225 Spring Street, Wethersfield, in the fourth floor conference room on Wednesday, April 7, 2010, from 2:06 p.m. to 3:55 p.m.

Statutory Members in Attendance:

Chair Linda J. Cimino, Denise S. Covington, Marielle Daniels, Robert Hoffman, Nancy Kushins, Nancy Mayeda-Brescia, Joy Reho, Gregory Shangold, and James Thomas

Non-statutory Members in Attendance:

Nicholas Cimmino, Martin Libbin, and Karen Zott

Statutory Members Excused or Absent:

Michelle Cruz, Judith Rossi, and Sharon Tarala

OVS Staff Present:

Brenda Jordan and James Morgan

Agenda:

1. Welcome and Introductions
Linda J. Cimino called the meeting to order at 2:06 p.m. and welcomed members.
2. Approval of the March 18, 2010 Meeting Minutes
Linda asked for a motion to accept the minutes of March 18, 2010, with the correction of the misspelling of GynoCart on page 2 under agenda item 3 *Discussion: Grant Budget Revision*. The motion was moved and seconded; the minutes were accepted as presented with the correction.
3. Discussion: Contents of the Memorandum of Agreement (continued)
Linda distributed a revised Attachment B of the Memorandum of Agreement (MOA) that was grouped by the type of supply. Members reviewed the Attachment and made several changes that will be reflected in the Attachment and forwarded to members.

Members also discussed the following elements of the MOA document:

- ◆ Equipment provided by the Judicial Branch to the participating pilot Hospitals should be maintained by the Hospitals.
- ◆ SAFE/SANEs who are dispatched by the SAFE Program Coordinator to the Hospital to perform SAFE services that are not performed at the

request of the patient should receive the same reimbursement rate had the service been performed.

- ◆ The section of the MOA that requires informed consent for the SAFE exam should reflect the language used in the sexual assault evidence collection kit.

Members also discussed the benefits of maintaining a logbook that reports the time the SAFE/SANE was dispatched and the time the SAFE/SANE reported to the hospital. A member indicated that this could also serve as a tool in identifying gaps in the Forensic Science Lab receiving kits timely.

4. Updates

Linda reported that the Justice Assistance Grant budget revision was forwarded to the Office of Policy and Management. The budget includes medical equipment purchases.

Linda reported that it is anticipated that the Request for Qualifications for program and clinical coordinators, a trainer, and SAFE/SANEs will be issued near the end of the week of April 12th.

Linda reported that meetings have been scheduled at the end of April and beginning of May with five of the six identified pilot hospitals.

Linda reported that following the next meeting, members would be divided into subcommittees to focus on rolling out the program to police departments, prosecutors, and sexual assault advocates. The larger Committee will have routine check-ins every couple of months. Linda will seek Department of Criminal Justice representation on the Committee from Chief State's Attorney Kevin Kane.

5. Meeting Schedule

The next meeting will be held on May 5, 2010, from 2:00 to 4:00 p.m.

6. New Business

During the next meeting, members will receive a presentation on the SDFI-TeleMedicine (Secure Digital Forensic Imaging).

7. Adjournment

Linda adjourned the meeting at 3:55 p.m.

Brenda Jordan, Recorder