Louisiana Sexual Assault Oversight Commission Minutes

April 16, 2019

1:30pm – 3:30pm

Louisiana Department of Justice

Office of Attorney General Jeff Landry

1885 N. Third St. – Livingston Building

First Floor – Clermont Conference Room

Baton Rouge, LA 70802

**Board Members/Designees:**

PRESENT- John Sinquefield, Amanda Tonkovich, Pat Wajtkiewicz, Olivia Jones, Tammy Vincent, Morgan Lamandre, Treva Parolli-Barnes, Leslie Ricard Chambers, Myles Robichaux, Sundée Winder, Heidi Martin, Jerrod King, Michael Ranatza, Rafael De Castro, and Bob Wertz. Other members or their designees were absent.

**Other Attendees:**

Monica Taylor, Lauryn Sudduth, Brianna Shackelford, Erica B. Sparacino, Joanie Brocata, Brandy Sheely, Chiquita Broussard, David Yang, and Shannon Dirmann.

* **Call to Order**
* Commission Chairman John Sinquefield called the meeting to order at 1:36p.m. Opening remarks by Chairman John Sinquefield
* **Approval of the Minutes**
  + Minutes for the January 17, 2019 meeting were unanimously adopted.
* **Presentations**
* Adult Sexual Assault Kits – Olivia Jones
  + Members discussed the proposed contents, dimensions, and labeling of the standardized adult sexual assault kits. Proposed recommendations included having clear instructions on each envelope and barcodes on each box in order to prepare for a statewide tracking system.
* Protocols for Forensic Medical Examiners – Sundée Winder
  + Members discussed an outline of the protocols that will be recommended to LDH. The committee will continue to work on writing out the protocols. The protocols will also include links to the regions different regulations. Internal documents and contact information were removed from the protocol since they change so frequently and will be included as an addendum. Members amended the protocol recommendations to include an additional section for miscellaneous matters.
* Louisiana Board of Ethics Ruing – Lauryn Sudduth
  + On February 20, 2019, the Louisiana Board of Ethics ruled that the Louisiana Sexual Assault Oversight Commission members do not have to file annual personal financial disclosure statements since the Commission does not have the authority to expend, disburse or invest $10,000 or more in funds in a fiscal year. Louisiana Board of Ethics Docket Number 2018-1532
* **Topics of Discussion**
* Funding of Sexual Assault Kits
  + Members discussed how to move forward to secure funding for the statewide sexual assault kits. Discussion included what office would be tasked with the mechanics of distributing the kits, how to ensure that the funding is available in the future, and how to ensure that the program does not dissolve years in the future.
* Billing and Collections
  + Members addressed the issue of how hospitals will work out the patient bills from the first stop hospital and the hospital that the patient receives the FME and treatment.
* Out of date kits
  + Monica Taylor updated the Commission about the status of a grant that was applied in order to secure funding to test and catalog out of date kits. Members discusses technicalities relative to the testing if funding is secured.
* Identification of Appropriate Entities to Perform Examinations
  + The Commission discussed the appropriate entities and will refer to the Louisiana Revised Statutes that cover who is authorized to perform the FMEs.
* **Public Comment**
* **Votes on Issues**
  + Model Juvenile Sexual Assault Kits
    - Members postponed the vote on the Pediatric Sexual Assault Kit until the Commission could have more time to review the Pediatric Kit suggestions.
  + Model Adult Sexual Assault Kit
    - Motion to adopt the proposed contents of the Adult Sexual Assault Kits discussed and reviewed by the Commission, including the addition of the barcode to the envelopes and kit was made by Morgan Lamandre and seconded by Rafael De Castro.
    - The vote in favor was unanimous. Motion Passed
  + Any Other Necessary Votes
    - Draft outline of LDH protocols
    - Motion made to adopt the proposed outline of LDH policies that includes an additional catch-all section of the policies was made by Pat Wojtkiewicz and seconded by Rafael De Castro.
    - The vote in favor was unanimous. Motion Passed.
* **Assign Tasks and Schedule Next Meeting**
  + Continue discussion on funding for SAKs and continue working on recommendations for a pediatric sexual assault kit.
  + Provide a legislative update to the Commission about changes that were made during the Regular Legislative Session of 2019.
  + Next meeting is scheduled for Tuesday, July 16, 2019, 1:30 – 3:30pm at the Louisiana Department of Justice.
* **Adjournment**
* Chairman John Sinquefield adjourned the meeting at 3:03p.m.