Quarterly Meeting
Sexual Assault Forensic Examination (SAFE) Commission
of the
West Virginia Governor's Committee on Crime, Delinquency and Correction

8/18/26

Members Present:

Nancy Hoffman	WV Foundation for Rape Information and Services
Debra Lopez-Bonasso	WV Foundation for Rape Information and Services
Aaron Dean	WV State Police Forensic Laboratory
Jason Chute	Marshall University Forensic Science Center
Larry Hasley	WV SAKI Project
Beth Cook	Director of Child Advocacy Center
Dr. Joan Phillips	CAMC Pediatrics Abuse Specialist
Katie Spriggs (proxy Nancy Hoffman)	Eastern Panhandle Empowerment Center

Members Not Present:

No approved designee	WV Department of Health
Angelita Nixon	SANE Representative
Jonathan Adler	WV Association of Counties
Tiffany Edwards	WVU Forensic and Investigative Science Programs
Gabrielle Mucciola	WV Prosecuting Attorneys Association
Dr. Christopher Goode	Emergency Room Physician
No approved designee	WV CAN
Hallie Morgan	WV Hospital Association

Guests:

Dave Miller	WV State Police Forensic Laboratory
Shiloh Woodard	WV Child Advocacy Network
Tracy Shroyer-Carlyle	WV Foundation for Rape Information and Services

DAS/JCS Staff Present:

Krista Ferrell	JCS Assistant Director
Brittany DeCrease	WV SANE Coordinator
Carolann Caudill	JCS Program Manager
Erica Turley	Research Specialist
Riki Correal	Secretary 1

Welcome and Introductions: Chairperson Nancy Hoffman welcomed SAFE Commission members to the meeting and facilitated introductions. Several member agencies have had staff transitions, so the Commission is waiting on new appointments for some positions.

Approval of 5/27/26 Meeting Minutes: After reviewing the 5/27/26 meeting minutes, Beth Cook made a motion to approve them. Debra Lopez-Bonasso seconded the motion; the motion carried.

Workgroup Updates and Recommendations:

Standards Committee:
Nancy shared the County Sexual Assault Forensic Exam Plans Map. All counties have plans submitted and approved. The committee has begun the next phase: aligning the hospital plans

with the county plans. Nine plans do not align because United Hospital Center (UHC) is the referral site but does not have a 24/7 SANE Program. Nancy and WV SANE Project Coordinator Brittany DeCrease met with UHC administrative staff to discuss the service gap. UHC has hired a Forensic Nurse Coordinator and plans to begin providing 24/7 adult SANE exams in January.

A determination needs to be made regarding who is sending letters to the counties – Justice and Community Services (JCS) or the committee. The Commission would like a consistent JCS place/point person assigned with a designated email for official correspondence. The workgroup would determine who/what letters would be sent; JCS would send the correspondence. Krista Ferrell noted that JCS is moving away from individual emails for separate grant programs and will be transitioning to an overall general email system in the near future. Members discussed how concerns/complaints that the Commission receives will be handled, with the potential for some containing confidential information. Krista offered to connect with the Office of Technology regarding the level of security needed.

Training and Compliance Committee:
Debra Lopez-Bonasso presented three items for discussion: (1) Hospitals legislatively have the authority for evidence collection, but no other entities are named. A process and a plan are needed for other sites to perform assessments/acute medical forensic exams. (2) A process needs to be formalized for where complaints are sent, including identifying who on the Commission will handle them and criteria for how they are resolved. (3) SANE curriculum approved by the Training and Compliance Committee.

1. Brittany and Debra presented a draft application for Child Advocacy Centers (CACs) to be able to provide acute exams. Brittany provided an overview of the application. Members were asked to review the form and submit feedback by September 4th, with an e-vote planned for final approval before the next full Commission meeting.

2. Brittany facilitated a discussion on handling complaints. Several scenarios were presented demonstrating the need for a safe and secure method for email submission. Krista will meet with the Division of Administrative Services' Director regarding this level of security.

The Commission discussed designating a subgroup to handle complaints. Debra made a motion, seconded by Beth, that a new complaint committee be formed, comprised of the three existing committee chairs (Standards, Training, and Data) and chaired by the Commission's chairperson. The motion passed. This committee would bring recommendations to the full Commission as needed. Only a small number of complaints are anticipated.

3. The committee reported that the WVU (Ruby) clinical skills training curriculum was reviewed and approved.

Brittany proposed the creation of a SANE Advisory Board to provide a forum for SANE input, collaboration and support. She was encouraged to form this informal group that would be ancillary to the Commission.

Data Collection Report:
Aaron Dean presented an update to the committee regarding kits (information current as of 8/18/26). From September 1, 2025, to present, 600 kits were distributed; 378 kits were sent to

facilities (24 to out-of-state agencies); 6 redistributed from 1 hospital to another; 57 sent to Marshall University; 112 used for training; 173 not tracked yet; and 3 activated non-reports.

Sex Crime Kit Status Update: The crime lab has no kits. The kit vendor is undergoing corporate restructuring, with an estimated kit shipment delay of one year. Other vendors are experiencing significant delays as well. Lab staff compiled 75 kits and have supplies to compile 100 more. If the one-year delay is a reliable time estimate, West Virginia's kit order should be sent in October.

SANE Coordinator Report:
Britney provided an update since the last meeting (June 2026-August 2026). She facilitated 2 adult/adolescent trainings, with a pediatric/adolescent training to be held next week. The June training had 13 students from CAMC, Thomas Memorial, Raleigh General, Minnie Hamilton, Sistersville Medical Center, Mon Health Medical Center, Wheeling Hospital and St. Mary's Medical Center. The July training had 10 students complete the two-day course, with nurses from Mon Health, Logan Regional, Davis Medical Center, Wheeling Hospital, Marshall University SANE Program, and Raleigh General. The pediatric training set for next week has 3 registered from CAMC and a nurse from Clay County Health Department (who plans to perform exams for the child advocacy centers in her region).

Since May 2024, 281 individuals have completed the didactic Adult/Adolescent courses; 236 completed the clinical skills (84% of those who did the didactic – an increase from 83.1% last report); and 214 completed the practicum skills (90.1% of those who completed clinical skills). Trainings scheduled for the remainder of 2026 include two Adult/Adolescent trainings (October at CAMC CLAR and November at UHC for day one and WVU STEPS for day two). Pediatric/Adolescent trainings scheduled include August 26-27 at CAMC, October 27-28 at Wheeling Hospital and December 9-10 at UHC.

SANE Applications received/approved: Since May 2024, 124 nurses have applied and been approved for their AA SANE status (increase of 10 from last report) and 28 have submitted and been approved for their PA SANE (increase of 3 from last report).

Hospital Plans: All hospitals have submitted a plan, with three hospitals needing an adjustment (Beckley ARH, Sistersville General and Summers County ARH).

Data: Brittany shared a chart showing kit quality reports for each hospital. This data continues to enable her to provide monthly feedback to the hospitals regarding kit quality as needed. From January-July 2026, 148 kits were well done, 25 kits needed improvement and 9 classified as poorly collected. Looking at kit quality by discipline, 5 were poorly collected by non-SANE nurses.

Legislative Audit Update: No updates to report.

Protocol for Storing and Repackaging for non-report kits: Several members submitted feedback to MUFSC on the draft protocol. Jason Chute reviewed a revised protocol that incorporated that feedback. Beth moved to approve the protocol as presented. Debra seconded the motion, which passed. It was noted that the Commission still needs to develop a protocol for the disposal/destruction of the kits after 20 years; that task is a standing item on the Commission's meeting agenda.

Annual Report to the Legislature: Nancy provided a review of the proposed annual report, which members received electronically prior to the meeting. Highlights for the year included the completion of the county plans; the development of the protocol for storing and repackaging

non-report kits; all hospital facilities submitted treatment/transfer plans by the 1/1/2026 deadline; 306 SAECK Quality Reviews of collected kits were completed in the Sexual Assault Kit Tracking System (number could change before final report submission); a pediatric/adolescent SANE clinical skills course was launched and a "train the trainer" event was held; the SAFE Commission's website was expanded and completed; and internal protocols related to training and hospital compliance were developed. Beth made a motion, seconded by Debra, that the report be approved as presented with consent that the crime lab and WV SANE Coordinator provide updated statistics through the end of the month. The motion carried.

Attendance: Commission membership attendance was discussed. While Aaron Dean and Jason Chute have been officially approved, several more are pending approval. Nancy met with Tina Desmond regarding quorum concerns; Tina shared that the statute states that only the Governor can remove members from the Commission. As full attendance is vital to obtain a quorum, attendance by all members was emphasized or appointing a proxy if unable to attend.

Kit Tracking: Aaron and Dave provided an estimate of $16,168 from the vendor for updates to the kit tracking system. Nancy will follow up with Jim Samples at the WV Prosecuting Attorneys Institute regarding payment for the system upgrades.

SAKI Project: Larry provided an update on law enforcement agency certifications regarding the retention of any untested kits at their agencies. A total of 62 law enforcement agencies did not respond to the SAFE Commission's letters in April 2021 requesting certification that no untested kits were retained. All agencies have now responded, except for 27 agencies that no longer exist. Through the certification process to ensure that law enforcement agencies have retained no untested kits (as mandated by statute), 53 additional kits were identified for testing.

FRIS is supporting 3 regional trainings on investigating these cold cases. Trainings are to be held in Elkins (10/8), Martinsburg (10/20) and Beckley (11/17). The SAKI project has now reported the closure of 273 cases, with 96 closed by arrest, conviction, or plea (35%).

Appreciation to Retiring Members: This is the last meeting for Dave Miller and Debra-Lopez Bonasso, who have been members since the inception of the Commission and chaired its key committees. Both were thanked for their commitment and significant contributions to this work.

Pending Agenda Items for Future Meetings:

- Protocol for destruction of non-report kits after the 20-year retention period.
- Protocol for retrieving personal belongings/clothing from non-report kits.
- Membership proxy establishment to secure quorums.

Leadership Elections: With no volunteer willing to serve as chairperson, Larry Hasley was elected as vice-chair. Nancy agreed to remain as chairperson through the October meeting, with the commitment that a new chairperson be elected no later than the first meeting in 2027. Beth Cook moved that Nancy Hoffman remain chair and Larry Hasley be elected as vice chair. The motion was seconded by Joan Phillips and passed by the group.

Next Meeting: All of the Governor's Committees on Crime, Delinquency and Correction will hold their annual meetings in person on October 29th at 9:00 a.m. in Charleston. A virtual attendance option will be available and logistics will be shared when available.