Quarterly Meeting
Sexual Assault Forensic Examination (SAFE) Commission
of the
West Virginia Governor's Commission on Crime, Delinquency and Correction
8/21/2025

Members Present:

Nancy Hoffman	WV Foundation for Rape Information and Services
Debra Lopez-Bonasso	WV Foundation for Rape Information and Services
Dave Miller	WV State Police Forensic Laboratory
Tracy Shroyer-Carlyle	WV Child Advocacy Network
Terry Fenger	Marshall University Forensic Science Center
Tiffany Edwards	WVU Forensic and Investigative Science Programs
Katie Spriggs	Eastern Panhandle Empowerment Center
Larry Hasley	WVSAKI Project
Hallie Morgan	WV Hospital Association
John McComas	WV Department of Health
Dr. Joan Phillips	CAMC Pediatrics Abuse Specialist
Gabrielle Mucciola	WV Prosecuting Attorneys Association

Members Not Present:

Beth Cook	Director of Child Advocacy Center; proxy to Tracy Shroyer-Carlyle
Jonathan Adler	WV Association of Counties
Angelita Nixon	SANE Representative
Dr. Christopher Goode	Emergency Room Physician

Guest:

Nikki Godfrey	WV Foundation for Rape Information and Services
Chelsea Sohyda	Marshall University Forensic Science Center
Jason Chute	Marshall University Forensic Science Center

DAS/JCS Staff Present:

Tina Desmond	DAS Director
Brad Bailey	Programs Assistant Director
Brittany DeCrease	WV SANE Coordinator
Ellen Vance	Criminal Justice Specialist Program Manager
Carol Blankenship	JCS Criminal Justice Specialist
Erica Turley	Research Specialist
Monika Sterling	Administrative Services Assistant
Wendy Fink	Administrative Services Assistant

Welcome and Introductions: Chairperson Nancy Hoffman welcomed SAFE Commission members to the meeting.

Approval of 5/28/2025 Meeting Minutes: Dave Miller made the motion to approve the minutes of the 5/28/2025 meeting. Terry Fenger seconded the motion. Motion carried.

SAFE Commission Website Update: Erica Turley and Monika Sterling reported that the website information is being developed but is not yet live to the public as more content is being added. Monika virtually shared the structure and content of the site with the Commission.

WV SANE Coordinator's Report: WV SANE Coordinator Brittany DeCrease reported that, from June – August, four SANE trainings were held. Several hospitals have been sending nurses for training even though they aren't stating in their submitted hospital plans that they plan to actually conduct exams. The fact that they are getting nurses trained is a promising sign that more hospitals will provide exams. From May 2024 - August 2025, 178 nurses completed the online didactic courses, 156 nurses completed clinical skills trainings, and 138 participated in practicum skills courses (adult/adolescent). A total of 65 nurses were approved for their AA-SANE this past year, and 19 were approved for their Pediatric SANE. During the past year, 23 hospitals have been approved for mini-grants through the WV Foundation for Rape Information and Services (WVFRIS) to purchase equipment. Documents that were updated included the WV Protocol: Medical Response to Sexual Assault, WV Pediatric Protocol for Response: Child Sexual Abuse and the Medical Evaluation, and the WV SANE Training Overview and FAQS.

WVFRIS launched the pediatric didactic course on August 13th. The pediatric clinical skills training curriculum is in development, with the first train-the-trainer event scheduled for Sept 15-16 with 24 students enrolled. The SANE Coordinator/SANE Champions meeting was held in June 2025. Thirty-five hospitals have submitted their plans for treatment or transfer; the deadline was July 1st. Some of these plans are not complete or are missing documents. Hallie Morgan made a motion to send approval letters to those with complete plans and send letters to those who are missing documentation with a due date of October 15th. Tracy Shroyer-Carlyle seconded the motion. Motion carried. The group agreed that the hard deadline for submission would be 11/1/25, giving Brittany time to review the plans and ensure compliance prior to the 1/1/2026 legislative rule deadline.

Brittany created maps that were shared and indicate the current locations of Pediatric and Adult/Adolescent SANE-trained nurses in the state. She also created a spreadsheet listing all hospitals, contacts, and treatment/transfer plan status. She highlighted a project that the WV Child Advocacy Network (WVCAN) is leading to assist child advocacy centers in developing sites for medical forensic exams and non-acute exams. WVCAN created a request for proposals from the child advocacy centers (CACs) to serve as pilot sites for the project. Brittany, Tracy, and WVCAN staff then visited the applicants. Nine CACs have remained under consideration for selection after the site visit process.

SAFE Standards Sub-Committee Work Group Update: Nancy reported that 17 counties still do not have approved service plans. Twelve are just need signed MOUs with hospitals or EMS; 5 need additional plan revisions.

SAFE Data Collection Sub-Committee Update: Dave reviewed the Data Collection section of the annual report. Turnaround time for kits from arrival at the lab to being tested, data finalized,

and returned to local law enforcement agencies is about 74 days. There were 329 SAECK quality reviews completed in the SAK system from September 2024 to August 2025.

SAFE Training Sub-Committee Update: Debra Lopez-Bonasso noted that, in addition to the training information shared by Brittany, annual training updates were included in the annual report. WVFRIS' pediatric online course was launched, and the content was submitted to the International Association of Forensic Nurses for approval.

Annual Report to the Legislature: Nancy reviewed the annual report, noting that some of the information will be updated to include any additional data through the end of the month. Brad mentioned that "JCS Director' should be changed to 'DAS Director." Tracy moved that the report be accepted with any additional data updates included. Debra seconded the motion. Motion carried.

Definition of adolescent and child: Refusal of exams: Brittany developed an introductory paragraph for the definitions discussed at the last meeting and presented it to the Commission. Joan motioned that the introductory paragraph and the definition of pediatric and adolescents be as follows:
There are distinct differences in the medical forensic examination for those individuals who are prepubertal when compared to post-pubertal victims. Since growth and development vary greatly among individuals, defined age ranges are not sufficient to determine when any individual has reached sexual maturity. The use of Tanner Staging, also known as the Sexual Maturity Rating, allows for objective classification of pubertal development of children. For medical forensic examinations, the WV SAFE Commission uses the following definitions.
Pediatric patients are individuals who are Tanner Stage 1 or 2. These individuals are prepubertal and have not developed secondary sex characteristics.
Adolescent patients are individuals who are Tanner Stage 3 and above, but who are under the age of 18. Adolescents have developed secondary sex characteristics or have had the onset of menses.
Tracy seconded. Motion passed.

Legislative Audit by WV Legislature's Performance Evaluation and Research Division: The Commission is being audited by the WV Legislature's Performance Evaluation and Research Division as part of an audit of JCS. Additional questions were received from the auditors last week, which Brittany and Nancy are responding to on behalf of the Commission.

Protocol for storing and repackaging non-report kits: Terry shared a five-page draft protocol outlining the process for logging, maintaining, repackaging and destroying the non-reported kits. Key points include that, after two years, the kits can be stored into smaller packaging to be kept for 20 years. Only highly trained individuals would have access to the repackaging of these kits and limited access to the storage area. Repackaging is only necessary when storage space is needed. The disposal after twenty years will be done through a biohazard company, and the electronic files will be deleted. Commission members asked that additional issues be addressed in the protocol, including how the kits will be destroyed and how victims will be notified. The group discussed adding a question to the kit consent form that asks how the victim would prefer to be notified after the 20-year period. The group shared their concerns about the language of that

communication to victims after such a lengthy time period. Tracy, Brittany, Larry Hasley and Jason Chute agreed to assist the work group in drafting a letter/email.

Policy regarding non-report kits done in WV for assaults out-of-state: The group discussed a question that arose from a hospital regarding where to send non-report kits for victims who are assaulted out of state but have the medical forensic exam in West Virginia. Dave motioned that all non-report kits collected in West Virginia (regardless of where the assault occurs) will go to the Marshall University Forensic Lab for storage. Debra seconded the motion, which passed.

SAFE Commission Role in Handling Complaints: This discussion was tabled for the next committee meeting.

Election of Officers: Nancy asked for volunteers to serve as chair and vice-chair of the Commission, as she and Dave will be leaving the Commission in the upcoming months. No one volunteered. Tracy moved for Nancy to continue as Chairperson and Dave as Vice-Chair, but to revisit the election of officers at the next meeting. Terry seconded the motions, which carried.

SAKI Project Update: Larry, as a WV SAKI Project Site Coordinator, provided an update on that project's activities. The project worked with the Huntington Police Department, Cabell County Prosecutor, and Cabell County Sheriff's Department and was able to identify a serial rapist, clearing about six of their cases. Larry coordinated a training with 9 additional troopers who are 'loaned' to the project by the WV State Police. Since the training, 20 cases have been cleared. The project's investigator is currently working on three cases in Ohio County. A Monongalia County case has identified 4 potential perpetrators. A training is scheduled at the State Police Training Academy in September for investigators and a presentation is set for State Police Crime Lab staff. Larry shared a map of CODIS hits from the project. At this point, from the tested kits, 109 cases have been examined and closed (20 in just this past quarter), with 11 of those reported as arrests, pleas or convictions.

Next Meeting: The next meeting will be on October 30th at 9:00 at the Embassy Suites in Charleston as part of the Governor's Committee on Crime, Delinquency and Correction's annual meeting, with a virtual option also available.