Human Trafficking Coordinating Council

Legislative Drafting and Review, Strategic Planning and Task Force Protocol Committee

Office of Defense Services, 820 N. French Street, 3rd Floor, Wilmington, DE 19801

Library/Conference room

Agenda

December 2, 2015, 9 a.m. – 10 a.m.

1. Type of meeting: Legislative Drafting and Review, Strategic Planning and Task Force Protocol Committee Meeting
2. Welcome and introductions/Roll Call
3. Approval of Minutes from last meeting
   o September 9, 2015 minutes
4. Old Business
   o Approval of Mission Statement
   o Training date and location
   o Research on National Trends in Law Enforcement and United Nations Office of Blue Heart Crimes – Chris Counihan
   o Suggestions for law enforcement membership on committee – Rose Killian
   o Outreach to Immigrant Communities and Advocates – Rose Killian and Lisa Minutola
   o Legislative trends on the national level and implications for DE – Mike Houghton
5. New Business
   o Meeting schedule
   o Coordination among Council Chairs and Committees
   o Data collection
   o Annual goals for Council
6. Questions and comments
7. Public Comment
8. Adjournment
Legislative Drafting and Review, Strategic Planning and Task Force Protocol
Mission Statement

The Legislative Drafting and Review, Strategic Planning and Task Force Protocol committee is responsible for making recommendations for standard operating procedures and protocols; reviewing the gaps and impediments to addressing human trafficking; and identifying policies and legislation that can address those challenges for the Delaware Human Trafficking Coordinating Council.

Protocols to be developed include:

- procedures for conducting investigations, emergency response and safety plans,
- victim identification, victim intake and care planning,
- engaging in outreach and education
- regular strategic planning
  - setting annual goals for the task force,
  - reviewing data from task force members to analyze differences in the work of various members, and
  - conducting periodic needs assessments,
- reviewing and revising the human trafficking statutes as needed, including advocacy with the General Assembly, and
- briefing the task force on any pending legislation that might impact its work in addressing human trafficking.

Please note: This committee should involve members across all sectors who have historical knowledge of their respective agency policies and procedures. This membership will help ensure that whatever procedures are developed will align and intersect with each member’s existing protocols. This committee is accountable to the task force and should work with all members to develop procedures and processes that ensure orderly functioning across key tasks. Note that while this committee is particularly important at the start-up of a task force, once functioning, and agreed upon protocols are created, the committee may lose its purpose and dissolve. It can also reform if new protocols are needed or existing ones need to be revisited.
The meeting began shortly after 9:00 am. Present were Lisa Minutola, Stephen Lawless and Christopher Counihan. Via conference call were Rosemary Kilian and Mike Houghton. Donna Thomas was present to take the minutes.

Lisa Minutola advised that Abby Layton, Chair of the Human Trafficking Coordinating Council was not able be present.

Each member gave information on their background:

Lisa Minutola – Chief of Legal Services, Office of Defense Services (ODS). Lisa has been with the Office of Defense Services (formerly the Public Defender’s Office) for 19 years. Lisa has much experience in the Criminal and Juvenile Justice area. She has worked on numerous Criminal and Juvenile Justice Committees. Lisa is also the ODS’s legislative point person.

Mike Houghton – Mike is partner with Morris, Nichols, Arsht and Tunnel in Wilmington. He has over 30 years’ experience mainly in administrative law and business law. He was past President of the National Uniform Law Committee. He worked for 2 ½ to 3 years to draft the Delaware Anti Trafficking bill which is based on the Anti National Human Trafficking Legislation.

Rose Kilian – Rose is a retired attorney. She is on the board of the Child Advocacy Center. She was a prosecutor for many years. Rose headed the rape unit and started the Domestic Violence Unit in the DOJ. She has been very involved with victims and their families.

Chris Counihan – Chris is a Professor at the University of Delaware in International Relations. Last year he became involved in the World Affairs Quest Program and his topic was Human Trafficking. As a result, he volunteered for this committee. Chris has done extensive research regarding Human Trafficking.

Stephen Lawless – Enterprise Vice President for Quality and Safety at Nemours. He can bring information regarding how the provider can help to provide information about Human Trafficking.

The purpose of the meeting is to determine the goals and missions of the Committee. The committee is a combination of the “Strategic Planning and Task Force Protocol Committee” and “Policy and Legislation Committee” outlined on the Office of Justice Programs model website. A link to this website was previously sent to the committee members and the model missions for these committees were reviewed. Lisa will draft a Delaware specific mission statement combining these two committees and circulate for comment before the next Council meeting.
The committee will look over Human Trafficking in other states to see how we can tweak our goals. Chris will be our research point person on national trends with law enforcement protocols. Chris will also research the United Nations Office of Blue Heart Crimes protocols.

Lisa will e-mail Abby Layton advising of our procedures and any changes we suggest to the legislation or policy.

Additional committee membership was discussed. It was suggested to have a member/members from the law enforcement community. Rose advised that there are lots of victim groups in the community and we need to reach out to them to find out what they are doing. Lisa will contact Ellie Torres from the DVCC to see if she can assist us. The committee will also reach out to the medical community. Stephen will reach out to the American Academy of Pediatrics. Lisa will discuss presenting a Human Trafficking conference with Abby. If Abby agrees, Stephen and Lisa (along with the ODS Director of Training Dawn Williams) will be the point persons on this training. The committee also needs to contact the immigration community. There is trafficking issues in nail salons, massage parlors, etc. The committee will reach out to the Latin American Community Center and Esperanza. Lisa will contact an immigration attorney from Philadelphia who conducted a program for the Public Defender’s Office. Rose will contact NCCPD as well.

Mike advised this movement took 5-10 years to develop. It is changing regularly. Mike suggested we get in contact with other groups to see what they are doing. Mike will be out point person for legislative changes.

We will have quarterly meetings which will be the second Wednesday of each month. All meetings will be held in the Public Defender’s Office but will also be available via conference call. A list of the quarterly meetings will be sent out by the end of the day.