

Family and Children's Trust Fund (FACT) Board of Trustees

December 7, 2016 FACT Meeting Minutes

Board Meeting Site: VDSS Central Regional Office, Henrico

Members Attending

Candace Bryan Abbey
Frank Blechman
Robert Bolling
Betty Wade Coyle
Robin Foreman-Wheeler
Lilliana Hernandez
Pam Kennedy
Judy Kurtz
Nadine March-Carter
John Oliver
Margaret Schultze, VDSS Commissioner
Lisa Specter-Dunaway
Yasmine Taeb

Members Not Attending

Linda Gilliam
Kay Kovacs
Mary Russo Riley

Also Attending

Jack Frazier, VDSS Deputy Commissioner for Operations
Meghan Resler, FACT Senior Research Associate
Michelle L'Hommedieu, Office of the Attorney General
Nicole Poulin, FACT Executive Director
Purple Strategies Staff:

- Joe Abby
- Dana Kritsas
- Caroline Sage
- Taylor Evans

Call to Order and Review of Agenda

Chair Lisa Specter-Dunaway called the meeting to order at 10:05 AM and provided an overview of the agenda.

Mission Moment

The Board watched a video about secondary trauma—the emotional stress that results when an individual hears about the firsthand trauma experiences of another. The video featured Laura van Dernoot Lipsky, founder and director of the Trauma Stewardship Institute and author of “Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others.” The video can be found at <http://tedxtalks.ted.com/video/Beyond-the-Cliff-Laura-van-De-2>.

Approval of Minutes

Ms. Specter-Dunaway presented the September 2016 minutes that were sent in advance via email to Board members. Ms. Kurtz noted that a correction in the Grants Committee section where the word “quick” should have been “which.” ON MOTION DULY MADE (Mr. Blechman) and seconded (Ms. Kennedy), amended September minutes were approved. Motion carried with all present voting in favor.

Commissioner’s Comments

Commissioner Schultze informed the Board that the state is actively working to address turnover among local child protective services workers through training and strengthening practices. The state has reinstated the Title IV-E stipend program to cover educational expenses of social work students in exchange for one year of service. Funding is also available for current employees. Due to changes in the federal funding stream for adoption assistance, VDSS has a pending budget proposal strategy to reinvest the adoption fund savings in centralizing Child Protective Services intake.

The Commissioner provided updates on major department initiatives.

Eligibility systems modernization - The pilot of TANF and SNAP are finished, but infrastructure issues were slowing the system down so the mass conversion and transition from the legacy system has been pushed to March 31, 2017. The state is also considering providing workers with tablets to allow them to interface with the software system in the field.

Safety, permanency and well-being of children in foster care – The second initiative will be reframed as “Safety, Permanency and Welfare of Virginia’s Children.”

Modernization of child support practices -The state has executed agreements with Walmart and 7-11 to allow child support payments to be made at their locations.

Safe, quality childcare - The study on exemptions to child care licensure has been published. Come-an-go facilities (e.g., martial arts schools) are an exemption category that will be addressed. The federal Childcare Development Block Grant now requires fingerprint background checks for all employees of licensed child care facilities. A bill will be put forward for getting background checks done by July 1.

Commissioner Schultze also announced that the Petersburg and Henrico offices have been merged as part of the effort to reduce the department’s brick and mortar footprint and the upcoming retirements of Rita Katzman, Child Protective Services Program Manager, and Ann Childress, Prevention Specialist. Christopher Spain has been hired as the new CPS Program Manager.

Treasurer’s Report

Board members were provided copies of the balance sheet as of October 31, 2016, profit and loss statement through November, and the FY17 budget. Ms. Specter-Dunaway and Ms. Poulin reviewed the financial statements.

ON MOTION DULY MADE (Ms. Marsh-Carter) and seconded (Mr. Bolling) the Treasurer’s Report was accepted. Motion carried with all present voting in favor.

Rebranding Update and Discussion

The team from Purple Strategies presented on its strategy development for FACT's branding and messaging with the goals of increasing awareness of FACT among stakeholders and the general public, establishing FACT as a thought leader in the family violence and trauma arena, and enhancing FACT's presence among donors. Specific strategies to accomplish the goals include an awareness month, an annual report, and a donation drive. Purple Strategies also noted Altria, Wells Fargo, Chatham Oil, Towne Bank, Northrup Grumman, Capital One, and CarMax as prospective funders to approach.

The Board discussed the proposed strategy and special considerations for messaging.

Treasurer's Report continued

The auditor, Lane and Associates, has been paid for the 2012, 2013, and 2014 audits. The Board discussed the need for continuing to get an audit, frequency, and getting a review as an alternative since FACT's financials are not complicated. Ms. L'Hommedieu noted that the Code of Virginia assigns Treasury as custodian of FACT funds and Treasury is audited.

ON MOTION DULY MADE (Mr. Blechman) and seconded (Ms. Marsh-Carter) the practice of having a biennial financial review until such time as FACT's budget reaches the state threshold that requires an audit was approved. Motion carried with all present voting in favor.

FACT Chair Report

Procurement

Ms. Specter-Dunaway reintroduced the topic of procurement, which Ms. Poulin was asked to research at the September meeting. In order to acquire goods and services outside of the RFP process, FACT is required to adopt formal processes. Therefore, the following language for "small purchases" (up to \$100,000 for nonprofessional services) was developed in consultation with Michelle L'Hommedieu from the Office of the Attorney General and presented to the Board for consideration:

The Family and Children's Trust Fund of Virginia (FACT) will adopt and adhere to the policies and procedures outlined for small purchases in Chapter Five of the Agency Procurement and Surplus Property Manual (the "Procurement Manual") issued by the Virginia Department of General Services/Division of Purchases and Supply, September 1998 Edition, as revised. The Procurement Manual small purchases policies and procedures do not apply to one-time, annual requests for funds from FACT. Such requests are subject to FACT's Small Grants Award Policy procedures.

UPON MOTION DULY MADE (Ms. Marsh-Carter) and seconded (Mr. Blechman) the adoption of the proposed procurement language was approved.

Proposed Resolution

Ms. Specter-Dunaway is working with the legislative aide to Delegate Paul Krizeck, a former FACT Board member, on the development of potential legislation for a formal resolution to help FACT and recognize its 30 years of service.

FACT Staff Report

Ms. Poulin provided a written update to Board members and highlighted the following projects:

On-line Donation Portal - An off-the-shelf online donor portal will be easier to secure thanks to the new procurement policy the Board approved. Ideally, an initial portal will be established within the next few months with an expanded version to be incorporated into the new contract for webhosting services for next fiscal year.

Local Services Grants - First quarter reports from all local services grant recipients have been received.

Potential Project Opportunity - Ms. Poulin has continued to work with VCU's gerontology program to design a collaborative grant request for Department of Medical Assistance Services Civil Penalty Funds. The United Way of Richmond and Petersburg and staff from the Department of Aging and Rehabilitative Services have also participated in the meetings. The project would involve the development of online trauma-informed training modules for Certified Nursing Assistants in nursing homes. The Board encouraged Ms. Poulin to continue exploring this opportunity.

Office Relocation – The FACT Office is relocating to the DSS Central Regional Office in Henrico on December 15, 2016.

Children's Trust and Prevention Funds Meeting – Ms. Poulin gave a presentation on the National Alliance of Children's Trust and Prevention Funds, its history, resources offered, and other state trust fund models.

Committee Updates

Editorial and Planning Committee

Ms. Resler reported that the Committee plans to release three issue briefs over the next 18 months. The next brief will be published in April and will focus on trauma-informed practices within the education system. The board watched a video, "Children, Violence and Trauma: Interventions in Schools" to get a better understanding of the topic. The video can be found at <https://www.youtube.com/watch?v=49GzqPP7YYk>.

The Committee is discussing switching from to the FACT Report to an annual report and producing fact cards that address individual data points and drive people to the online data portal for more information. The annual report will still include some data, but will have a broader reach and marketing purpose per the Purple Strategies plan.

Grants Committee

Ms. Kurtz noted that Purple Strategies assisted in revising the grant monitoring tool for site visits. FACT will not be issuing an RFP until 2018, so revisions to the process will be discussed in March. FACT received two ad hoc grants requests.

UPON MOTION DULY MADE (Ms. Marsh-Carter) and seconded (Mr. Oliver) the following ad hoc grants were approved:

Virginia Department of Social Services - \$2,000 for the April 2017 Child Abuse Prevention Conference
Ms. Specter-Dunaway, Ms. Kennedy, Ms. Coyle recused themselves and abstained from voting.

Greater Augusta Coalition Against Adult Abuse - \$2,000 for Elder Abuse Training on May 10, 2017

Child Abuse and Neglect Committee

Ms. Coyle reported that the committee will not meet until December 8, 2016, so a citizen Co-Chair has not yet been appointed. Jeanine Harper, of Greater Richmond SCAN is the likely candidate. The committee will be discussing potential projects and resolutions to support in the General Assembly session. Ms. Coyle made a motion seconded by Mr. Blechman that FACT support the resolutions about FACT's service, trauma-informed care and background checks. Ms. L'Hommedieu advised that the committee should present a recommendation by email which the Board could have an emergency meeting to approve. The motion was withdrawn.

UPON MOTION DULY MADE (Mr. Blechman) and seconded (Ms. Marsh-Carter), Ms. Specter-Dunaway and the FACT board members who serve on the Child Abuse and Neglect Committee (Ms. Coyle, Mr. Oliver, Ms. Marsh-Carter) and were authorized to proceed with developing appropriate language for letters supporting General Assembly resolutions regarding FACT's 30 years of service, trauma-informed care and background checks of child care workers.

Closing Remarks

Ms. Specter-Dunaway noted the next meeting dates and the need for appointing a nominating committee in March.

Adjourn

UPON MOTION DULY MADE (Ms. Hernandez) and seconded (Mr. Taeb) the meeting was adjourned at 3:45PM.