

**Family and Children’s Trust Fund (FACT) Board of Trustees
June 2014 Meeting Minutes**

Members Attending

Anne Atkinson
Tom Atwood
Dawn Chillon
Betty Wade Coyle
Robin Foreman
John Oliver
Mary Riley
Margaret Schultze
Marty Sayler
Lisa Specter-Dunaway

Members Absent

Shak Hill
James Isaac
Kevin Keane
Ann McGrady
Leigh Pence
Ray Rodriguez

Also Attending:

Nichele Carver, Virginia Department of Housing and Community Development
Rebecca Hjelm, FACT
Hayley Mathews, FACT
Paige McCleary, Virginia Department for Aging and Rehabilitative Services
Michelle L’Hommedieu, Office of the Attorney General

June 4, 2014

Call to Order

Chairman Tom Atwood called the meeting to order at 10:05 am. He reviewed the agenda, and no revisions were made. Everyone in attendance introduced themselves.

Approval of Minutes

Secretary Lisa Specter-Dunaway presented the March 2014 minutes. ON MOTION DULY MADE (Mr. Atwood) and seconded (Mr. Oliver) moved to add the letter “d” to the word “close” under the Certificate of Closed Meeting section and attach a listing of the 2014-2015 grant recipients to the minutes. Motion carried with all in favor. ON MOTION DULY MADE (Mr. Atwood) and seconded (Ms. Atkinson) moved to approve the amended March minutes. Motion carried with all in favor.

FACT Chair Report

In Ms. Pence’s absence, Ms. Mathews reviewed the cash balance, profit and loss statement, and balance sheet. Questions were raised regarding obligated expenses and projected license plate revenue. Ms. Mathews will continue to work with Ms. Pence to clear up some of the categories. Ms. Mathews also provided an update on the status of the 2012 and 2013 audit with Lane and Associates.

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Mr. Atwood provided an update on FACT's Child Welfare Certificate of Appreciation Awards that were given during the 2014 Child Abuse Prevention Conference in Richmond. Over 480 people attended the conference, and several FACT Board members were in attendance as well. A press release was issued following the conference about the award recipients.

Mr. Atwood presented a draft budget for FY15. He highlighted that income from license plates has continually decreased over the years along with revenue from the income tax check-off program. The draft budget outlined projected revenues exceeding expenditures by \$73,200. Line items were reviewed individually. ON MOTION DULY MADE (Mr. Atwood) and seconded (Mr. Oliver) moved to reduce estimated printing expenses to \$5,000 and special projects to \$7,500. Discussion followed and involved the elimination of the training materials line item (\$5,000) entirely. The Board also discussed the need to identify financial sponsors for the FACT Report and Issue Brief. ON MOTION DULY MADE (Ms. Riley) and seconded (Ms. Saylor) move to approve the budget as discussed and amended. Motion carried with all in favor.

Discussion about the budget highlighted the need for Board members to do more fundraising. Mr. Atwood reminded members that fundraising is each member's statutory responsibility and FACT, as a Trust Fund, cannot support the work of local community programs unless it brings in money. Ms. Mathews cannot conduct fundraising as a state employee.

Mr. Atwood announced the proposed officers for FY 15 based on discussions by the Nominating Committee, which was comprised of Mr. Atwood, Ms. Saylor, and Mr. Rodriguez. Recommendations included Ms. Specter-Dunaway as Chair, Ms. Foreman as Vice Chair, Ms. Atkinson as Secretary, and Mr. Oliver as Treasurer. Mr. Atwood asked for additional nominations from the floor, but there were none. ON MOTION DULY MADE (Ms. Riley) and seconded (Ms. Saylor) moved to accept the nominations as recommended. Motion carried with all in favor. The Board agreed that Ms. Foreman should continue as the chair of the Grants Committee, Ms. Coyle should continue as chair of the Child Abuse and Neglect Committee, and Ms. Atkinson should continue to represent the Board on the Editorial and Planning Committee. A chair for the fundraising committee will be determined once new Board members have been appointed. Committee assignments will be revisited at a later time.

Workplan and Committee Reports

Ms. Atkinson provided an overview of research she reviewed on family structure and its relevance as a possible indicator in the FACT Report. It included information from recently released reports published by the US Department of Justice and the Weldon Cooper Center at UVA. An update was provided on the status of the social indicators project for 2014, including an assessment of all indicators outlined in the FACT Report. In June, the Editorial and Planning Committee will review all data indicators to determine those that will be included.

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Ms. Foreman announced that award letters were distributed to organizations who will receive grant funding in FY15. Ms. Mathews reported that some offerors have contacted her for feedback on their proposals, and she emphasized the need for Board members to provide thorough feedback on individual review forms. Ms. Foreman also updated the Board on the seven site visits that took place this spring. The grants committee will be discussing whether fewer, larger grants would be a better use of funding than many smaller grants for the FY16 cycle.

Ad hoc requests were reviewed. ON MOTION DULY MADE (Ms. Coyle) and seconded (Mr. Oliver) moved to approve the full funding request by the Virginia Sexual and Domestic Violence Action Alliance and the Virginia Victim Assistance Network. Discussion took place and an amendment was proposed. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Coyle) moved to award the Virginia Sexual and Domestic Violence Action Alliance with \$1,000 and the Virginia Victim Assistance Network with \$2,000. Motion carried with all in favor. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Mr. Foreman) recommended against funding the Virginia Service Foundation request because it was determined that their organization's purpose and the goals of their featured event were different from FACT.

Mr. Atwood provided an update on fundraising regarding the information Ms. Mathews had gathered from the Virginia Department of Health about the establishment of heirloom birth certificates. This and other fundraising strategies will be reexamined once new Board members have been appointed. Mr. Atwood urged fellow Board members to make their annual contributions so that FACT can report 100% support when asking others for funding. Mr. Atwood also led a reporting session from all Board members on how they have supported FACT's mission since that last Board meeting.

Ms. Mathews provided an update on FACT's marketing work on behalf of Mr. Keane. She continues to work with Mr. Keane and a marketing firm out of Washington DC that has committed to helping FACT with their branding and outreach. A portion of the September Board meeting will be devoted to a more intensive discussion among Board members. In addition, Ms. Mathews reported that she will be spending a significant portion of her time over the summer focusing on the transition of the website to a new hosting vendor and discussing ways to overhaul the site.

Ms. Coyle reported that the Child Abuse and Neglect committee put forth the recommendation to ask state child welfare staff to clarify the differences between what is required by law (shall), what is strongly encouraged and expected (should), and what is suggested but not required (may) for direct service professionals in the Division of Family Services' Guidance Manual. ON MOTION DULY MADE (Ms. Coyle) and seconded (Mr. Oliver) moved to formally submit a letter to Commissioner Schultze for consideration. Motion carried with all in favor, with the exception of Commissioner Schultze who abstained.

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Information from the Field

The FACT Board heard presentations from two state representatives. Ms. Paige McCleary, Program Consultant with the Virginia Department for Aging and Rehabilitative Services, presented information about Adult Protective Services and a study that is currently underway about what is taking place in Virginia. Nichele Carver, Housing Program Manager with the Virginia Department of Housing and Community Development, provided information about an increased focus in Virginia on rapid re-housing and the need for communities to address the needs of homeless citizens in a more collaborative way.

Executive Director's Report

Ms. Mathews provided a written update to Board members and specifically highlighted work she is doing regarding the audit, the elder abuse curriculum, organizations that received ad hoc funding support from FACT, stakeholder groups, and FACT videos. The Board agreed that Ms. Mathews could move forward with the posting of two videos: 1) *Protecting Adults at Risk: A Mandated Reporter's Guide to Recognizing and Reporting Suspected Abuse, Neglect and Exploitation*, and 2) *Protecting Children: A Mandated Reporter's Guide to Recognizing and Reporting Child Abuse and Neglect*. In addition, Ms. Mathews provided background on House Bill 885 and the Crime Commission Work Group.

Ms. Hjelm provided an overview of Tableau Business Intelligence Software for the Board, and indicated that FACT will be utilizing this software to provide web users with interactive capabilities to better utilize the FACT Report information. The tool will hopefully be available by the end of the calendar year.

Commissioner's Update

Commissioner Schultze commented that new FACT member appointments are expected to be announced within the next ten days. She also provided updates on VDSS' three, major areas of focus:

1. Eligibility systems modernization
2. Youth permanency and adoption efforts
3. Modernization of child support practices through an initiative called *Family Strong*

Commissioner Schultze also updated the Board on a recent work across secretariats to establish a Children's Cabinet. More information will be forthcoming during future meetings.

Farewell to Outgoing Members

Commissioner Schultze thanked Mr. Atwood, Mr. Hill (not present), and Ms. Pence (not present) for their service to FACT over the past, four years. Their commitment and leadership was recognized, and an engraved clock was given to Mr. Atwood as a token of appreciation.

Adjourn

ON MOTION DULY MADE (Ms. Riley) and seconded (Ms. Specter-Dunaway) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 4:26 pm.