

## **Family and Children's Trust Fund (FACT) Board of Trustees September 2013 Meeting Minutes**

### **Members Attending**

Anne Atkinson  
Tom Atwood  
Betty Wade Coyle  
Lisa Specter-Dunaway  
Betty Wade Coyle  
Robin Foreman  
Shak Hill  
James Isaac  
Kevin Keane  
Leigh Pence  
Margaret Schultze

### **Members Absent**

Anne McGrady  
Ramon Rodriguez  
Martha Sayler  
Dawn Chillon  
Jeanine Harper  
Ellen Burhans

### *Also Attending:*

Hayley Mathews, FACT Executive Director  
Michelle L'Hommedieu, Office of the Attorney General  
Donna Douglas, VDSS Deputy Commissioner for Organizational Development  
Stephanie Larson, VDSS Organizational Development Consultant

## **September 10, 2013**

### **Call to Order**

Board Chair Tom Atwood called the meeting to order at 11:15 am. Mr. Atwood reviewed the agenda and congratulated Shak Hill and wife, Robin, on receiving the 2013 Volunteerism and Community Service Award for their service to Fairfax County's Department of Social Services and the 46 children they have fostered over the years. He also announced that the Board is still awaiting five, new appointments.

### **June Minutes Update**

Secretary Lisa Specter-Dunaway reported that the June 2013 meeting minutes are not yet available because the VDSS staff person who took notes has been on extended medical leave. Ms. Mathews is working on getting a draft of the minutes to share with the Board.

### **FACT Chair Report**

#### ***Social Indicators Report***

Mr. Atwood informed the Board that the 2012 Issue Brief on child sexual abuse has been printed and disseminated. Board members were encouraged to read it and share it with people in their networks. Preliminary work has begun on the 2013 FACT Report and Issue Brief, and both publications will likely be finalized by December. FACT's Editorial and Planning Committee will reconvene at the end of September to provide feedback on what Communitas Consulting has developed thus far. In addition, Mr. Atwood reported that Ms. Mathews worked with

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Communitas Consulting to disseminate a survey to stakeholders regarding the usefulness of the FACT Report and Issue Brief. Survey information will be shared with Board members at the December meeting. In the future, Board member Anne Atkinson will provide an update on the social indicators report during Board meetings.

### ***FY14 Committee Assignments***

Mr. Atwood provided an update on committee assignment recommendations for FY14. As a working board, all members are expected to participate on at least one committee. Since last year was a transition year for FACT in many ways, the recommendations reflected several similarities to last year's membership assignments in order to maintain committee continuity.

ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Foreman) moved to approve the FACT Board committee assignments as presented. Motion carried with all in favor. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to approve the remaining committees (Child Abuse and Neglect Committee and the Editorial and Planning Committee) as presented. Motion carried with all in favor.

### **Executive Director's Report**

Ms. Mathews distributed a written report to all Board members. She indicated that she will be increasing the level of grant monitoring and has assigned graduate student intern, Meghan Hagerty, to develop a process moving forward. Ms. Mathews intends to coordinate with Board members who volunteer to participate in site visits. In addition, Ms. Mathews noted that the transition to the new web host, a subsidiary of VITA, has now been complete. She is working to get updates made to the site.

### **Commissioner's Comments**

Commissioner Margaret Schultze provided an agency update. She informed the Board about the recent transition of the Adult Services and Adult Protective Services units to the Department for Aging and Rehabilitative Services that took place July 1<sup>st</sup>, even though local departments of social services are still providing services in their communities. In addition, she indicated that VDSS has received a technical assistance grant from the Three Branch Institute to support improved outcomes for children in foster care, specifically around accessing the data to measure specific goals. She also provided an update on the Governor's initiative to get 1000 kids in foster care adopted in 2013. There have been 272 children adopted and approximately 500 others who have been matched with families. Funding has been made available for post-adoption support.

### **Treasurer's Report**

Leigh Pence, Board Treasurer, reported that she worked to get all of FACT's financial information into QuickBooks from FY12 and FY13. Year end financials were shared. Balance sheet information through September 8<sup>th</sup> was reviewed, and Ms. Pence demonstrated the

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types of reports available through QuickBooks including data that will also assist FACT with future fundraising efforts.

### **Fund Development Committee Report**

Mr. Atwood reviewed the minutes from the last committee meeting. It was suggested that FACT include the value of volunteer hours (set at \$22.14/hour) in future marketing efforts.

### **Child Abuse and Neglect Committee**

Child Abuse and Neglect Committee Chair Betty Wade Coyle presented the draft committee charge to the Board for review. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to approve the charge as presented. Motion carried with all in favor.

### **Grants Committee Report**

#### ***Small Grants Award Policy***

Grants Committee Chair Robin Foreman reviewed the proposed revisions to the Small Grant Award Policy, which had not been updated since 1997. The revised policy has been reviewed by VDSS procurement staff and the Office of the Attorney General. A recommendation was made to clarify that an organization cannot receive more than one award per *fiscal* year. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Pence) moved to approve the revised policy. Motion carried with all in favor.

#### ***Ad Hoc Requests***

Two requests have been submitted to FACT for consideration. The Virginia Victim Assistance Network is requesting \$2,000 to sponsor the 2013 Conference on Crime Victims' Issues in November. In addition, the United Way of Virginia Highlands has requested \$2,000 for a regional summit that will focus on the root causes of poverty. ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Specter-Dunaway) moved to approve both requests as presented. Motion carried with all in favor. Commissioner Schultze recused herself from the vote.

#### ***2014-2015 Grant Cycle***

Ms. Foreman reviewed the timeline for grants that will be awarded for FY15. She will be working with Ms. Mathews prior to the December Board meeting to improve the RFP process for the next grant cycle. During the December meeting, Board members will determine how much money will be available. Ms. Mathews requested any additional feedback Board members have regarding how the process can be improved.

### **New Business**

#### ***National Network to End Domestic Violence***

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Mr. Hill provided an update on the National Network to End Domestic Violence event, which took place in June in Washington, DC. Mr. Hill commented that it was a great event with widespread support from various stakeholder groups.

### ***FACT Bylaws***

Ms. Mathews reviewed a minor change to the bylaws with Board members. The revision clarifies the distinction between FACT's standing and ad hoc committees, which are comprised of Board members, and advisory committees, which are comprised of both Board members and other stakeholders. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to approve the bylaws as presented. Motion carried with all in favor. .

### ***Executive Director Signature Authority***

Ms. Mathews reported that she is currently working with the Office of the Attorney General and VDSS procurement staff on additional changes that might be necessary to FACT's Executive Director Signature Authority policy. Additional information will be shared with the Board when it is made available.

### ***Board Survey***

Ms. Mathews reported that the annual survey would be sent to Board members by the end of September. She indicated that the information is helpful to gauge Board members' opinions about FACT's basic operations. Ms. Mathews encouraged all Board members to respond.

### **FACT's Vision for the Future**

Donna Douglas and Stephanie Larson, both from VDSS, led the Board in a strategic visioning process in order to inform FACT's 2014-2017 strategic plan. Board members spent time in small groups answering the question, "In the next three years, an opportunity exists for FACT to...". Board members charted their answers and reported out to the full Board.

### **Recess**

Mr. Atwood announced a recess at 4:40 pm.

***Wednesday, September 11, 2013***

### **Reconvene**

Mr. Atwood reconvened the meeting at 9:05 am.

### **FACT's Vision for the Future (Continued)**

Ms. Douglas and Ms. Larson reviewed the goals development the previous afternoon and Board members then discussed and prioritized goals and strategies. After a voting process, the Board decided to focus on four, primary areas, which are listed below.

- Conduct comprehensive fundraising efforts to support prevention and treatment of family violence statewide

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- Serve as the data clearinghouse on family violence throughout Virginia
- Support organizations and communities to build capacity and promote collaborative responses to family violence
- Enhance marketing efforts to promote FACT’s mission and service to the community

In addition, specific Board members were identified as “champions” for each strategy. Ms. Mathews indicated that she would use the information from the visioning exercise to develop a workplan to help guide FACT’s work.

Following the exercise, Board members completed an evaluation in order to provide feedback about the process. Of those who complete the survey, Board members indicated that the exercise was useful and were optimistic about future FACT accomplishments.

**Adjourn**

ON MOTION DULY MADE (Mr. Isaac) and seconded (Ms. Pence) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 12:10 pm.

Respectfully Submitted,

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Lisa Specter-Dunaway, Secretary