

**Family and Children's Trust Fund (FACT) Board of Trustees
December 2012 Meeting Minutes**

Members Attending

Anne Atkinson
Betty Wade Coyle
Ellen Burhans
Betty Wade Coyle
Robin Foreman
Jeanine Harper
Shak Hill
James Isaac
Kevin Keane
Anne McGrady
Leigh Pence
Lisa Specter-Dunaway, Secretary
Margaret Schultze

Members Absent

Tom Atwood
Ramon Rodriguez
Martha Sayler

Also Attending:

Hayley Mathews, FACT Executive Director
Cathy Hassinger, Bethany House of Northern Virginia
Maria Vasquez-Alvarez, INMED Partnerships for Children

December 5, 2012

Call to Order

Vice Chair Shak Hill called the meeting to order at 9:12 am on Wednesday, December 5, 2012. Mr. Hill reviewed the agenda and asked the Board if there were any revisions or additions to the agenda.

Approval of Minutes

ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Coyle) moved to approve the minutes of the September 2012 FACT Board Meeting. Motion carried with all in favor.

Treasurer's Report

Leigh Pence, Board Treasurer, reviewed the audit report and financial statements for FY11 and discussed material weakness in internal controls as described in the audit. Specifically, the auditors indicated that FACT lacks the personnel resources to prepare thorough financial statements. A deficiency was also presented around the reconciliation of the FACT account.

Beginning FY13, all finances will be managed using an online version of QuickBooks. Hayley Mathews, Executive Director, Margaret Schultze, Deputy Commissioner, and Ms. Pence will all have varying levels of access to the data. Ms. Pence recommended that the auditors set up FACT's account structure so that staff time can then be used to enter transactions beginning for the year beginning July 2012.

Family and Children's Trust Fund (FACT) Board of Trustees December 2012 Meeting Minutes

ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Burhans) moved to allocate up to \$1,000 for Lane and Associates to set up the QuickBooks account. Motion carried with all in favor.

FACT Chair Report

Jeanine Harper, Board Chair, revisited the topic of FACT's bylaws and informed the Board that the purpose statement as proposed by the Board in September was reviewed by the Office of the Attorney General. FACT has been advised that the purpose statement outlined in the bylaws must mirror what is outlined in Virginia Code. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to approve revised bylaws. Motion carried with all in favor.

Ms. Harper reiterated that all Board members have been assigned to at least one committee. If Board members are interested in serving on a different committee, Ms. Harper recommended for individuals to contact her directly.

Ms. Harper provided an update on the social indicators report. Communitas Consulting submitted the final draft of the FACT Report to Ms. Mathews this week and it should be printed by late December. This year's issue brief focuses on the topic of child sexual abuse. Because of FACT's partnership with VDH on this issue brief, FACT is awaiting approval from key decision makers at VDH before moving forward with printing. Printing is expected to take place in early 2013.

Ms. Harper reported that the contract with Communitas Consulting ends in February 2013, but the Board has the option of extending it. Ms. Mathews reported that the Weldon Cooper Center is still interested in providing mapping pro bono, but they do not have the organizational capacity to manage the entire project. The topic for the next issue brief has not been selected, but it will be added to the agenda for the March meeting. ON MOTION DULY MADE (Ms. Burhans) and seconded (Ms. Specter-Dunaway) moved to extend the Communitas Consulting contract for the 2014 social indicators report. Discussion included possible renewals, and an amended motion was made. ON MOTION DULY MADE (Ms. Burhans) and seconded (Mr. Keane) moved to extend the Communitas Consulting contract for one year with 3 optional renewals if approved by procurement. Motion carried with all in favor.

Ms. Harper advised the Board that based on recent developments, Ms. Mathews received confirmation from both VDSS procurement staff and the Office of the Attorney General that because FACT is a public body, it must adhere to all state procurement guidelines. As a result, Ms. Mathews will be working to review and revise existing contract in order to update them in accordance with procurement regulations. Moving forward, all contracts must adhere to these regulations.

Family and Children's Trust Fund (FACT) Board of Trustees December 2012 Meeting Minutes

Ms. Harper provided an overview of the draft FY13 budget. Typically, budgets are developed by the Executive Committee and adopted at the June Board meeting; however this did not occur in 2012. ON MOTION DULY MADE (Ms. Foreman) and seconded (Ms. Coyle) moved to approve the budget as presented with the interest revenue added. Motion carried with all in favor.

As part of the discussion regarding the FY13 budget, questions were raised regarding the Allstate grant. Although \$100,000 was originally requested, FACT received \$20,000. Ms. Mathews presented a budget outlining how the \$20,000 would be allocated, which included an additional request for \$5,000 to execute the program design. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Mr. Isaac) moved that Ms. Mathews follow up with Allstate about FACT's proposal to confirm their approval of the scaled-back project. Ms. Mathews will then advise the Executive Committee of the Foundation's response and feedback on FACT's financial contribution to the project. The Executive Committee is authorized to increase the FACT contribution up to \$10,000 or cancel the project. Motion carried with all in favor. ON MOTION DULY MADE (Mr. Hill) and seconded Ms. (Pence) moved that Ms. Mathews proceed with an agreement with the Virginia Sexual and Domestic Violence Action Alliance to provide the training. Motion carried with all in favor.

Public Comment

Maria Vasquez, from INMED Partnerships for Children, a previous FACT grant recipient, provided an overview of their services. Following her presentation, Cathy Hassinger, Executive Director of Bethany House of Northern Virginia, also a previous FACT grantee, presented information about her agency.

Commissioner's Comments

On behalf of the Commissioner Martin Brown, Deputy Commissioner Margaret Schultze reported that new Public Affairs Director had been hired. In addition, potential agency budget cuts have been submitted per the Governor's request. Beginning in FY14, the Department of Aging and the Department of Rehabilitation will merge and Adult Protective Services be shifted out of VDSS to the new agency.

Executive Director's Report

Ms. Mathews provided an update on several items including the FACT Report and Issue Brief, the Allstate Grant, the 2013-2014 Local Services Grants, the 2013 Child Abuse Prevention Conference, and other collaborative opportunities related to FACT and VDSS. She provided a written report.

Fund Development Committee Report

In Fund Development Chair Tom Atwood's absence, Ms. Mathews reviewed the draft budget for the April 4th fundraising event with projected of \$17,320. Mr. Keane and Mr. Atwood are working on identifying corporate event sponsors. All board members should forward names

Family and Children's Trust Fund (FACT) Board of Trustees December 2012 Meeting Minutes

and contact information for invitations to Ms. Mathews as soon as possible. Concern was expressed about the need for corporate sponsorships before committing to the caterer. ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. McGrady) moved that based on the report from the Fund Development Committee when they meet on January 11th, the Executive committee is authorized to make a decision as to whether or not there are sufficient sponsorship resources to continue planning for the event. Motion carried with all in favor.

In addition, Ms. Coyle suggested that the Board revisit the idea of an heirloom birth certificate as a fundraising source. Jeanine Harper agreed and suggested that Ms. Mathews work with Ms. Coyle to gather further information prior to the March meeting.

All board members should submit their pledge to Tom prior to the next meeting as it is critical to private fundraising efforts that we have 100% Board giving.

Child Abuse and Neglect Committee

Child Abuse and Neglect Committee Chair Betty Wade Coyle reported that she has been working with Ms. Harper and Ms. Mathews to lay the groundwork for this committee. The group will meet on December 6th for the first time, working initially on structure, membership, scope of work, and advisory board requirements for federal funding.

Grants Committee Report

Grants Committee Chair Robin Foreman reported that there have not been any ad hoc requests received for this quarter. The RFP for FY14 grants was revised by Ms. Mathews, and Ms. Foreman provided feedback. There were no significant changes from the previous RFP that was issued in December of 2010. The RFP will be posted and available for organizations to review on December 7th. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Mr. Hill) moved to approve up to \$250,000 in grants for FY14. Motion carried with all in favor.

Grants Review Training

Ms. Mathews presented an overview of the grant review process to Board members. Grants will be distributed for board members to review in February. Final determinations will be made at the March Board meeting.

New Business

Ms. Harper informed Board members that VDSS HR staff are coordinating with the Governor's Office to ensure that Statement of Economic Interest Form have been completed, which is required every year. Board members should receive an email soon regarding details about completing the form. All forms must be submitted by January 15, 2013.

Ms. Mathews provided an update on the 2013 Child Abuse Prevention Conference which is scheduled to take place on April 15th. FACT will host the Child Welfare Certificate of

**Family and Children's Trust Fund (FACT) Board of Trustees
December 2012 Meeting Minutes**

Appreciation Awards, and Ms. Mathews is working on developing the nomination form that will be sent to all child welfare professionals across the state. Ms. Coyle, Ms. Atkinson, and Ms. Burhans all volunteered to take part in the selection process. If the timeline is feasible, the nominees will be submitted to the Governor's office for approval.

Adjourn

Ms. Harper informed the Board that the next meeting will take place on March 5-6 at the VDSS Central Regional Office in Richmond. The June Board meeting will take place in Charlottesville on June 5th. ON MOTION DULY MADE (Ms. Foreman) and seconded (Mr. Isaac) moved to adjourn the meeting. Motion carried with all in favor.

Respectfully Submitted,

Lisa Specter-Dunaway, Secretary