

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

Members Attending

Anne Atkinson
Tom Atwood
Dawn Chillon
Betty Wade Coyle
Robin Foreman
Shak Hill
James Isaac
Kevin Keane
John Oliver
Leigh Pence
Mary Riley
Margaret Schultze
Lisa Specter-Dunaway

Members Absent

Anne McGrady
Ramon Rodriguez
Martha Sayler

Also Attending:

Hayley Mathews, FACT Executive Director
Meghan Hagerty, FACT Graduate Student Intern
Michelle L'Hommedieu, Office of the Attorney General
Kim Piner, Office of the Attorney General
Lisa Furr, Virginia Commonwealth's University's Center of Aging

December 4, 2013

Call to Order

Chairman Tom Atwood called the meeting to order at 9:15am. He reviewed the agenda. New and existing members introduced themselves.

Approval of Minutes

Secretary Lisa Specter-Dunaway reported that the September 2013 meeting minutes were circulated to Board members prior to the meeting. ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Coyle) moved to approve the minutes as presented. Motion carried with all in favor.

Treasurer's Report

Ms. Pence reviewed FACT's financial statements and indicated that she will begin providing a budget to actual comparison at meetings to track progress at future meetings. The Fund Development committee will review the Board's fundraising goal for FY14 given that FACT is not having a special event this year. Ms. Pence reviewed the accounting system procedures. She highlighted that Ms. Mathews enters all expenditures in Quickbooks and Ms. Pence reconciles the bank statements each month. To date, FACT received DMV

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disbursement figures: \$155,310 for Kids First plates (down from last year's \$158,565) and \$51,210 for Children's Programs (up from last year's \$48,967.50).

FACT Chair Report

Board members received a memo from Michelle L'Hommedieu on October 30th regarding FACT's signature authority policy and DSS's relationship with FACT. Ms. Schultze reported that due to repeated state budget reductions, a line item specifically designating funding for DSS administrative support to FACT had been removed from the budget, resulting in the issue cited by Ms. L'Hommedieu. DSS has requested an amendment to be included in the 2014 Caboose Budget and FY15/16 budget bills to authorize that DSS provide administrative support to FACT.

A slight revision was made to FACT's bylaws. A revised draft was sent to Board members two weeks ago which limits the terms of Chair and Vice-Chair to two terms. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to approve the changes as presented. Motion carried with all in favor.

Based on work that took place during the September Board meeting, the FACT's 2014-2017 strategic plan was presented. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Pence) moved to add the word "trainings" to Goal #2 and Strategy #2. Motion carried with all in favor. ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Coyle) moved to approve the amended strategic plan. Motion carried with all in favor.

Ms. Mathews provided historical perspective of FACT's relationship with Communitas Consulting and reminded the Board that FACT's contract will end in March 2014. Ms. Mathews presented the Board with several options for consideration for transitioning Communitas' work to another individual or vendor. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Foreman) moved to hire an individual through a state contracting vendor to take over FACT's social indicators report. Discussion followed, and an amended motion was made. ON MOTION DULY MADE (Mr. Oliver) and seconded (Mr. Isaac) moved to authorize Ms. Mathews to hire an individual through a state contracting vendor to take over FACT's social indicators report. Motion carried with 12 yays and 1 nay (Mr. Hill).

Workplan and Committee Reports

Each goal champion provided an update on key strategies that are underway relating to his or her goal area. Goal champions used the work plan to guide the discussion. The Board discussed two ad hoc requests. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Riley) moved to authorize a \$2,000 sponsorship to Prevent Child Abuse and VDSS for the 2014 Child Abuse Prevention Conference and a \$2,000 sponsorship to the Children's Advocacy Centers of Virginia for their 2014 statewide conference. ON MOTION DULY MADE (Ms. Pence) and seconded (Mr. Hill) moved not to approve the ad hoc request from the Virginia Geriatric Society since it did not meet the criteria set forth in FACT's small grant award policy. Motions carried with all in favor.

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Commissioner's Comments

Commissioner Margaret Schultze reported that VDSS has implemented the MAGI project. In addition, she provided an update on the Governor's campaign to have 1,000 foster children adopted by the end of 2013. To date, only 76 children remain unmatched, most of whom are older foster youth. She reported that the state Crime Commission will be submitting proposals around child sexual abuse that the Department will monitor. VDSS does not have any substantive proposals related to FACT's work for the upcoming legislative session.

Executive Director's Report

Ms. Mathews highlighted specific accomplishments in the areas of the social indicators report, local services grants, development of a new elder abuse curriculum, and FACT videos. A written report was also distributed. Ms. Mathews noted that a recent survey of local agencies and organizations found that those who reviewed the FACT Report and Issue Brief found them useful, but that there are still many people who do not know that these publications exist.

Public Comment

Nicole Poulin, Violence Prevention Supervisor with the Virginia Department of Health, provided an overview of her responsibilities as they relate to FACT's mission. She shared information about the research based on the nationally-recognized Stewards of Children curriculum. Ms. Poulin also shared that there is a significant lack of research and information about elder abuse including sexual violence prevention. Lisa Furr, Project Coordinator for VCU's Central Virginia Task Force on Domestic Violence in Later Life, provided an overview of the Task Force's work and her work training human services providers. She has worked with Ms. Poulin to develop a train-the-trainer elder abuse prevention curriculum which is currently in draft form. She looks forward to working in partnership with FACT to promote these issues. The Board expressed support for Ms. Mathews' continued involvement with the work on elder abuse prevention, education and treatment.

Grant Monitoring & Site Visits

Ms. Hagerty, MSW graduate student intern, provided a draft monitoring tool that board members can use when visiting grantees. The Board discussed the tool and a few members volunteered to participate in visits. These visits will take place in addition to the existing internal grant monitoring process that takes place. Ms. Hagerty will coordinate the visits.

2014-2015 FACT RFP Overview

Ms. Mathews reported that, based on feedback from the Board, she and Ms. Foreman worked to revise elements of the 2014-2015 RFP, the supporting documents, and the reviewer evaluation form. Changes in the proposal and review processes were reviewed. ON MOTION DULY MADE (Ms. Pence) and seconded (Ms. Riley) moved to award up to \$250,000 for grantees beginning on July 1, 2014. Motion carried with all in favor.

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New Business

Mr. Atwood reported that the Board will receive an email requesting the completion of a Statement of Economic Interest form. Forms must be submitted by January 15, 2014. In addition, Ms. Mathews reminded Board members that the nomination process for the 2014 Child Welfare Awards would begin soon. Ms. Foreman, Ms. Wade, and Ms. Riley volunteered to serve on the nomination committee. Board members were also reminded of the remaining FY14 meeting dates.

Adjourn

ON MOTION DULY MADE (Ms. Riley) and seconded (Mr. Isaac) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 3:40 pm.

Respectfully Submitted,

Lisa Specter-Dunaway, Secretary