

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

Members Attending

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

Members Absent

Ann McGrady
Ramon Rodriguez
Martha Sayler

Also Attending:

Hayley Mathews, FACT Executive Director
Al Wilson, Office of the Attorney General

March 5, 2013

Call to Order

Board Chair Jeanine Harper called the meeting to order at 10:10 am. Ms. Harper reviewed the agenda. Due to the impending storm, the agenda was modified so that all business would be conducted today.

Approval of Minutes

ON MOTION DULY MADE (Mr. Hill) and seconded (Ms. Pence) moved to approve the minutes of the December 2012 FACT Board Meeting. Motion carried with all in favor. ON MOTION DULY MADE (Ms. Pence) and seconded (Mr. Atwood) moved to approve the minutes from the special session, which took place in January 2013. Motion carried with all in favor.

FACT Chair Report

Social Indicators Report

Ms. Harper reported that the 2012 FACT Report was printed in January and disseminated to all 140 members of the General Assembly and all 120 directors of local departments of social services. In addition, the report and the appendix have been posted to FACT's website. Board members are encouraged to share these with stakeholders. Ms. Mathews reviewed the new features of the report and informed the Board that there will be an electronic evaluation distributed later in the year to assess how stakeholders use the report. The 2012 Issue Brief,

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which focuses on child sexual abuse, is awaiting approval by the new Commissioner at the Virginia Department of Health.

Allstate Grant Update

Ms. Harper provided an update to all Board members regarding the Allstate Grant and what transpired during January's special session. Ms. Mathews reported that she contacted both The Allstate Foundation and the Virginia Sexual and Domestic Violence Action Alliance about FACT's decision to return the funding. Board members discussed the need to develop a policy that guides how FACT pursues resources such as the grant opportunities through Allstate. Ms. Mathews will draft a policy for review by the Fund Development Committee.

Tax ID Status

Beginning in August of 2012, Ms. Mathews discovered multiple tax ID number in FACT's files. After multiple discussions with VDSS staff and the auditors at Lane and Associates, she contacted the IRS, which only had one number on file that listed FACT as a foundation, which is not accurate. Ms. Mathews met with Margaret Schultze and Al Wilson to further discuss the matter, and Ms. Mathews is currently working with the Office of the Attorney General to address the multiple numbers.

Term Update

Mr. Rodriguez, Ms. Burhans, Ms. McGrady, and Ms. Harper's second term ends on June 30, 2013. Although those members will continue to serve until they are replaced, the June Board meeting could be their last meeting if they are succeeded by other gubernatorial appointees. Since their terms are expiring, they will serve as the Nominations Committee and will recommend a slate of officers for FY14 during the June meeting.

Public Comment

Al Wilson provided Conflict of Interest training and information about public meeting requirements that are based on the Freedom of Information Act. Although Board members take an online course on Conflict of Interest information through the Knowledge Center when they are appointed, the Office of the Attorney General provides training refreshers each year.

Treasurer's Report

Leigh Pence, Board Treasurer, distributed and reviewed a quarterly income statement reflecting expenditures from December 1, 2012 through February 28, 2013, including a cash balance through January 31, 2013. Ms. Pence and Ms. Mathews are still working on transitioning to Quickbooks and will provide more detailed information during the June Board meeting.

Commissioner's Comments

Acting Commissioner Margaret Schultze provided an agency update, including information regarding her current role as Acting Commissioner. In addition, she provided information

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regarding legislative changes that could be expected as a result of the 2013 General Assembly session.

Executive Director's Report

Ms. Mathews provided an update on several items including the 2013-2014 Local Services Grant, the FACT Report and Issue Brief, the Allstate Grant, the 2013 Prevention Conference and FACT's Child Welfare Certificate of Appreciation awards, and the April fundraising event. She provided a written report for Board members to review.

Fund Development Committee Report

Mr. Atwood reported that planning continued for the "Home Safe Home" fundraising event scheduled to take place in Arlington on April 4th. He encouraged all Board members to attend and continue to inform others about attending the event. He provided an overview of the evening's events, including comments by both Secretary Hazel and Amanda Tenorio, a survivor of domestic violence.

Child Abuse and Neglect Committee

Child Abuse and Neglect Committee Chair Betty Wade Coyle reported that the committee met for the first time on December 6th. During the meeting, information was shared regarding the committee's structure, membership, and scope of work. The committee was scheduled to meet in the spring, but due to several conflicts, the meeting was cancelled. The next meeting will be on May 5th.

Grants Committee Report

Grants Committee Chair Robin Foreman reported that there were several ad hoc requests for this quarter. The Virginia Guardianship Association and the Virginia Elder Rights Coalition are requesting support between \$150 and \$350 for their joint conference on adult guardianship. ON MOTION DULY MADE (Mr. Hill) and seconded (Ms. Coyle) moved to provide \$350. Motion carried with all in favor. The Virginia Sex Offender Treatment Association is provided sponsorship and exhibit opportunity for up to \$1,500. ON MOTION DULY MADE (Mr. Hill) and seconded (Mr. Isaac) moved to provide \$500 and request that a board member make a brief presentation during the lunch session. Motion carried with all in favor. Blue Ridge Legal Services is requesting \$2,000 for a statewide training on elder abuse. The Virginia Sexual and Domestic Violence Action Alliance is requesting \$2,000 to support training for youth and sexual violence prevention. The Virginia Coalition for the Prevention of Elder Abuse is requesting \$2,000 for their annual conference. In addition, the Children's Advocacy Centers of Virginia is requesting \$2,000 for their statewide conference. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Specter-Dunaway) moved to provide \$2,000 to the Action Alliance, VCPEA, Children's Advocacy Centers of Virginia, and Blue Ridge Legal Services. Motion carried with all in favor.

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New Business

Child Abuse Prevention Conference

Ms. Harper provided an update on the upcoming Child Abuse Prevention Conference that is scheduled to take place on April 15th. Ms. Atkinson reported that a smaller committee, comprised of Ms. Burhans, Ms. Coyle, Ms. Atkinson, and Ms. Mathews, reviewed seven nominations for the first-ever FACT Child Welfare Certificate of Appreciation Awards that will be announced at the conference. The committee recommended that all seven nominees receive awards. The Board agreed. In the past, the Governor's Advisory Board on Child Abuse and Neglect covered the registration cost so that awardees could attend at no charge. They were also able to bring a guest. ON MOTION DULY MADE (Ms. Atkinson) and seconded (Ms. Coyle) moved to authorize funding up to \$500 so that each awardee and a guest of his/her choice can attend the conference at no charge. Motion carried with all in favor.

Policy on Executive Director's Signature Authority

Ms. Mathews reported that as part of her work to align all of FACT's contracts with state procurement guidelines, VDSS procurement staff have requested that a policy be put into place that allows the FACT Executive Director to approve expenditures in eVA, the state's payment system. Ms. Mathews drafted a policy and sent it to Al Wilson with the Office of Attorney General for review. ON MOTION DULY MADE (Ms. Pence) and seconded (Mr. Atwood) moved to adopt the policy that the FACT Executive Director has the authority to approve purchase orders through eVA following approval by the FACT Board to make expenditures. Motion carried with all in favor.

Topic for the 2013 Issue Brief

Ms. Mathews reported that she is currently working with Communitas Consulting to identify different topics for the 2013 Issue Brief. She proposed that this year's brief focus on the topic of victim-focused treatments for older victims of family violence. The FACT Board agreed.

Heirloom Birth Certificates

Ms. Mathews and Ms. Coyle reported that the establishment of an heirloom birth certificates will require that legislation be submitted, which would likely require a significant amount of planning and coordination, particularly with the Virginia Department of Health. The Board agreed to further research this idea as a revenue source for FACT. Ms. Specter-Dunaway and Ms. Coyle agreed to take the lead on gathering more information.

Next Meeting Date

Ms. Harper reminded Board members that the next meeting will take place on June 5th at the Albemarle County Government Center.

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Executive Session

ON MOTION DULY MADE (Ms. Schultze) and seconded (Ms. Pence) moved to the FACT Board enter into executive session in order to specifically discuss the grant proposals as outlined in CVS-13-033. Motion carried with all in favor. No other topics will be discussed. Ms. Harper recused herself to avoid any conflict of interest. Following the executive session, ON MOTION DULY MADE (Ms. Foreman) and seconded (Ms. Coyle) moved to approve the offerors the Board discussed and selected during the executive session to receive FACT funding. Motion carried with all in favor.

Adjourn

ON MOTION DULY MADE (Ms. Foreman) and seconded (Ms. Coyle) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 6:18 pm.

Respectfully Submitted,

Lisa Specter-Dunaway, Secretary