

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

### **Members Attending**

Anne Atkinson  
Tom Atwood  
Ellen Burhans  
Betty Wade Coyle  
Robin Foreman  
Jeanine Harper, Chair  
Shak Hill, Vice Chair  
Kevin Keane  
Leigh Pence, Treasurer  
Ramon Rodriguez, Immediate Past Chair  
Lisa Specter-Dunaway, Secretary  
Margaret Schultze

### **Members Absent**

Ann McGrady  
Marty Sayler

### *Also Attending:*

Lynne Edwards, VDSS Prevention Consultant  
Hayley Mathews, FACT Executive Director

**September 19, 2012**

### **Call to Order**

Board Chair Jeanine Harper called the meeting to order at 12:30 on Wednesday, September 19, 2012. Ms. Harper reviewed the agenda and asked the Board if there were any revisions or additions to the agenda.

### **Approval of Minutes**

ON MOTION DULY MADE (Mr. Hill) and seconded (Ms. Coyle) moved to approve the minutes of the June 26-27, 2012 FACT Board Meeting. Motion carried with all in favor.

### **Introduction of New Members**

Ms. Harper welcomed new FACT Board members Anne Atkinson, who succeeds Guadalupe Silva-Krause, and Kevin Keane, who succeeds Paul Krizek. Both Ms. Atkinson and Mr. Keane will serve from July 1, 2012 – June 30, 2016.

### **Treasurer's Report**

Treasurer Leigh Pence provided an overview of the financial statements and reported that consideration has been given over the past several months to replace FACT's existing accounting system with a system that is less complex and can be accessed by more than one user. In an effort to make the financial statements more accessible and easier to understand by all Board of Trustee members, Ms. Pence recommend that the Board consider the web-based version of QuickBooks. ON MOTION DULY MADE (Ms. Pence) and seconded (Mr. Hill) moved to

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approve the recommendation to adopt QuickBooks as FACT's new accounting software. Motion carried with all in favor. Ms. Pence will work with Executive Director Hayley Mathews to set up the new system once Ms. Mathews has an opportunity to acquire the software through the Virginia Department of Social Services (VDSS).

In addition, Ms. Pence referenced a draft copy of the 2011 audit report from Lane and Associates that was recently completed. Although the final audit report is not complete, Ms. Pence recommended that the Board consider issuing an RFP in order to secure a new auditor for 2012. Ms. Harper suggested that it might be difficult to change auditors and accounting software within the same year. ON MOTION DULY MADE (Mr. Hill) and seconded (Ms. Pence) moved to accept Lane and Associates as the auditing firm for FACT's 2012 audit and issue an RFP for a new auditor in 2013. Motion carried with all in favor.

### **FACT Chair Report**

Board Chair Jeanine Harper informed the Board that the FACT bylaws had not been revised since 2004, and as a result of the recent merger with the Governor's Advisory Board on Child Abuse and Neglect, it was imperative that the Board make revisions in order to reflect FACT's new statutory authority. As a result, Executive Director Hayley Mathews provided recommended revisions, which were vetted by Al Wilson, Paul Krizek, and FACT's Executive Committee. Ms. Mathews provided an overview of the changes. Additional revisions were suggested, and the Board asked for clarification from the Attorney General's Office on language under Article II. Ms. Harper asked that Ms. Mathews continue to work with Al Wilson to clarify the language and provide a revised version to Board members prior to the December meeting. Ms. Harper hopes that the Board can vote to amend the bylaws at the December meeting.

Ms. Harper reviewed Board appointments and welcomed Ms. Atkinson and Mr. Keane again to FACT. Ms. Harper informed the Board that Ms. Saylor's term ended on June 30<sup>th</sup>; however, she will continue to serve until she is replaced. In addition to Ms. Saylor's position, FACT is carrying two, additional vacancies.

In addition, Ms. Harper discussed the need for all Board members to participate on at least one FACT committee. She referred to the revised bylaws to discuss which committees are currently operational, which include the Executive Committee, Grants Committee and the Fund Development Committee. Ms. Harper suggested that Ms. Pence functions as the Finance Committee and seeks input from the FACT Board Chair, Executive Director, and other Board members when necessary. Board Development Committee duties are currently absorbed by the Executive Committee, and the Marketing Committee duties are currently absorbed by the Fund Development Committee. Discussion continued regarding the structure of the new Child Abuse and Neglect Committee, and Board members agreed that Ms. Harper, Ms. Coyle, and Ms. Mathews needed to get additional information from Rita Katzman before determining how

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best to structure the committee. Ms. Harper informed that Board that all members would be assigned to at least one committee between now and the December Board meeting.

Ms. Harper also provided an update on both the FACT Report and the 2012 Issue Brief. The FACT Editorial and Planning Committee met in September to provide input on the development of both publications. This year's FACT Report is scheduled to be complete and ready for print by the end of November, while the Issue Brief should be complete by December. The Issue Brief focuses on the topic of Child Sexual Abuse due to FACT's collaborative agreement with the Virginia Department of Health (VDH).

### **Commissioner's Comments**

Deputy Commissioner Margaret Schultze welcomed Ms. Atkinson and Mr. Keane on behalf of Commissioner Brown and VDSS. She mentioned that Mr. Tom Atwood was recently appointed to the Board of Social Services, which helps raise FACT's visibility with additional stakeholders.

She informed that VDSS is preparing for the 2013 legislative session and is working on 12 new legislative items. In addition, the Division of Public Affairs was recently moved under Ms. Schultze's supervision, which might help enhance FACT's marketing efforts over time. VDSS is in the process of hiring a new director of Public Affairs.

The Innovators for Success Council, which is part of the Department's Strengthening Families Initiative, continues to engage several local departments of social services across the state in piloting best practice strategies related to responsible fatherhood and healthy marriage and relationship activities and programs. In addition, Ms. Schultze mentioned that a new portal for online applications, CommonHelp, was launched statewide in October 2012. This provides VDSS clients with the ability to apply for benefits electronically.

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

Executive Director Hayley Mathews updated the Board on the recent launch of the FACT website. She is still working with Virginia Interactive on the online payment/donation function and hopes to expand on the information that is already listed. In addition, Ms. Mathews informed that Board that all final payments and evaluation were conducted for all 23 FACT grantees from the 2011-2012 grant cycle. She will work with the new Chair of the Grants Committee to prepare for the 2013-2014 grant cycle.

Also, Ms. Mathews spent considerable time proposing revisions to the FACT bylaws and developing and administering a Board member survey, which will be discussed later in the Board meeting. Feedback from the survey will be incorporated into the 2013-2017 strategic plan. Additional duties have included participation in the Governor's Domestic Violence Prevention and Response Advisory Board, ongoing collaboration with Communitas Consulting on the 2012 FACT Report and Issue Brief, participation on the 2013 Child Abuse Prevention

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Conference planning committee, and planning for the Allstate Foundation grant regarding financial empowerment training.

### **Fund Development Committee Report**

Fund Development Chair Tom Atwood reported that FACT's fundraising event is tentatively scheduled to take place on April 4, 2013 at Top of the Town in Arlington, VA. The event, which will hopefully include 100 to 150 people, will showcase keynote remarks from Governor Bob McDonnell, or another high-profile speaker. The Committee is working on a budget, but is hoping to get an organization to underwrite the event's expenses. The theme for the event is *Home Safe Home: Celebrating 25 Years of Preventing Family Violence*. Mr. Atwood continues to urge Board members to provide names and addresses for those who should be invited to the event. Contact information should be sent to Ms. Mathews.

In addition, Mr. Atwood reported that the committee recently received \$5,000 from Amerigroup and \$20,000 from The Allstate Foundation for a grant award to conduct financial empowerment training.

### **Grants Committee**

Deputy Commissioner Schultze led the review and discussion for a \$2,000 ad hoc request from for the statewide CASA Conference. Some Board members expressed concern about the topic that would be addressed by the lunch speaker; however, the Board ultimately agreed to provide the \$2,000 to support the event. ON MOTION DULY MADE (Mr. Hill) and seconded (Ms. Coyle) to accept the request. Motion carried with all in favor.

Deputy Commissioner Schultze asked to defer the ad hoc request for the 2013 Child Abuse Prevention Conference until the following day.

### **Public Comment**

Ms. Lynne Edwards, Senior Program Consultant from VDSS' Division of Family Services' Prevention Unit, joined the FACT Board of Trustees in order to provide a presentation on trauma-informed child welfare practice and the need for early prevention services. She informed the Board that children who experience child maltreatment and/or are exposed to domestic violence are profoundly impacted biologically, psychologically, and socially throughout the course of their lives and discussed the need to integrate protective factors (ie. parental resilience, knowledge of child development and parenting, etc) into programs and policies across the continuum of family violence.

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**September 20, 2012**

### **Reconvene**

Vice Chair Shak Hill reconvened the meeting at 9:07 am on Thursday, September 20, 2012 and commented on the excellent presentation that Lynne Edwards provided on trauma-informed practice and early prevention the day before.

### **Strategic Planning Discussion**

Ms. Mathews reviewed the Board Survey Feedback and highlighted the responses to the open-ended questions. By the December meeting, Ms. Mathews reminded the Board that all members would be assigned to at least one FACT committee. Ms. Coyle suggested that the Board consider scheduling committee meetings directly prior to the quarterly meetings. Board members also reviewed the importance of annual giving as part of FACT's ability to solicit funding from others. The Board member survey will be administered to members each year.

Ms. Mathews reviewed the Strategic Plan session summary from March of 2012 and provided a preliminary draft of the 2013-2017 Strategic Plan. The draft 2013-2017 plan includes information from FACT's existing strategic plan and information from the spring strategic planning session that took place with Mr. John Littel.

The Board discussed both the current mission and vision statement and those that were proposed back in March 2012. Board members considered whether all forms of family violence should be listed in the mission statement, but agreed that the mission statement should be consistent with the Virginia Code. There was also discussion regarding whether or not dating violence and sexual assault should be included in FACT's definition of family violence. The Board asked Ms. Mathews to determine the history behind why dating violence and sexual assault were previously included in FACT's definition.

Ms. Mathews reviewed the draft value statements, which she developed as a result of the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis conducted in March 2012. Minor revisions were proposed and a recommendation was made to highlight key words in each of the value statements. Ms. Mathews briefly provided an overview of the graphic that she developed in an effort to visually depict FACT's work. The Board will revisit the draft strategic plan at future Board meetings, but agreed that it was helpful to have an initial draft in place.

### **New Business**

Ms. Mathews reported that FACT was awarded a \$20,000 grant from Allstate to train 80 service providers in Allstate's financial empowerment curriculum who will then train 2,000 survivors of domestic violence across the state. Mr. Hill commented that it will be critically important to

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engage Allstate employees so that FACT can access additional funding in the future. Ms. Mathews is in the process of exploring a partnership agreement with the Virginia Sexual and Domestic Violence Action Alliance in order to conduct the training and hopes to develop some sort of mini-grant process to provide funding to family violence providers.

In addition, Ms. Mathews updated the Board on the 2013 Child Abuse Prevention Conference. Historically, FACT conferences were held biennially. Given the staff transition, FACT cannot manage a conference at this time. Ms. Mathews suggested and the Board agreed that FACT use the 2013 Child Abuse Prevention Conference in lieu of the traditional FACT conference. Ms. Mathews has been an active participant on the conference planning committee and has worked to add a family violence track of workshops. This will also be an opportunity to highlight FACT's roles, responsibilities and the FACT Report. She has also worked with conference planners to ensure that there will be additional vendor space for FACT grantees and/or family violence providers. In addition, FACT will have the opportunity to take over the Governor's Advisory Board on Child Abuse and Neglect's awards process and ceremony. In the past, annual awards were given to child welfare leaders across the state who made significant contributions to child abuse and neglect prevention efforts. The Board agreed to continue the awards process, but recreate it so that the awards are issued by FACT Board of Trustee members. The Board recommended that Ms. Mathews investigate similar conference partnership opportunities in the domestic violence and elder abuse arenas.

Ms. Schultze led a brief discussion on the \$2,000 ad hoc request to support the 2013 Child Abuse Prevention conference. ON MOTION DULY MADE (Mr. Hill) and seconded (Mr. Rodriguez) to accept the request. Motion carried with all in favor.

In addition, the 2013-2014 grant process was discussed. Ms. Mathews reported the importance of having a fully-staffed Grants Committee in order to review the RFP prior to its distribution at the end of 2012. The tentative timeline includes the issuance of the RFP in late December 2012, the pre-proposal conference in January 2013, and a grant deadline in February of 2013. Grant applications will be reviewed during the March Board meeting. In an effort to streamline the review process, Ms. Mathews checked with Al Wilson about engaging other subject matter experts in the review process. Due to FACT's statutory authority, only Board members can make determinations about how to disburse funds.

Finally, Ms. Mathews reminded the Board that it pays \$475 an issue for a quarterly advertisement in the Capitol Connections magazine. Due to the limited audience the publication reaches, Ms. Mathews wanted to know if the Board wished to continue with the advertisement. After some discussion, the Board agreed to withdraw the advertisement. ON MOTION DULY MADE (Ms. Foreman) and seconded (Ms. Atkinson) moved to withdraw the quarterly advertisement in the Capitol Connections magazine. Motion carried with all in favor.

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**Adjourn**

Ms. Harper informed the Board that the next meeting will take place on Wednesday, December 5, 2012 at the VDOT Northern Regional Office in Fairfax, VA. ON MOTION DULY MADE (Mr. Atwood) and seconded (Mr. Rodriguez) moved to adjourn the meeting at 12:20 pm.