



**FORENSIC
MENTAL HEALTH**
Association of California

Board of Directors Retreat Minutes

July 29, 2020

Location: Videoconference

Board Members Present: Cynthia Lermond, Sam Knudsen, Anna Kafka, Tom Granucci, Ramsey Khouri, Kevin Rice, Melinda DeCiro, and Deanna Adams; Ken Carabello joined late.

Board Members Absent: None

Administrative Staff Present: Catherina Isidro and Morgan Grabau

Guest Presenters Present: None.

Opening: A retreat of the FMHAC Board of Directors was called to order at 1:01 p.m. on July 29, 2020, by Kevin Rice.

A. Approval of Agenda and Minutes

The agenda was sent to the members via email prior to the retreat. Sam put forth a motion to approve the agenda. Ramsey seconded the motion. The Board voted to approve the agenda for today's retreat. All in favor, none opposed.

The minutes from May 19, 2020 were reviewed by the Board. Sam put forth a motion to approve the minutes as submitted. Ramsey seconded the motion. The Board voted to approve the minutes. All in favor, none opposed.

B. Introduction of Members in Attendance

Melinda and Deanna were welcomed by the Board and Staff. Everyone present introduced themselves to each other.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/ Outcome</i>	<i>Follow-up</i>
<p><i>Governance</i></p> <ul style="list-style-type: none"> • <u>Five-Year Strategic Plan</u> Catherina reviewed with the Board the Five-Year Strategic Plan and provided an Implementation Status Update. She also facilitated a discussion regarding each goal and update, making amendments to the goals as discussed. <u>Motion:</u> Sam put forth a motion to amend the Five-Year Strategic Plan as discussed. Ramsey seconded the motion. • <u>Board of Directors Title Change</u> Catherina proposed replacing the Director of Education title to Director; Chair, Education Committee. <u>Motion:</u> Sam put forth a motion to replace the title as proposed by Catherina. Ramsey seconded the motion. Catherina also proposed replacing the Director of Conference title to: Director; Chair, Conference Planning Committee. <u>Motion:</u> Sam put forth a motion to replace the title as proposed by Catherina. Ramsey seconded the motion. • <u>Committees</u> Catherina proposed establishing the following new committees with the newly adopted Strategic Plan in place: <ul style="list-style-type: none"> ○ Education Committee ○ Scholarship Committee ○ Membership Committee The Chair of each Committee would not be required to be a Board Member, but would need to be a dues paying member of the Association. <u>Motion:</u> Melinda put forth a motion to adopt the Education Committee. Deanna seconded the motion. <u>Motion:</u> Sam put forth a motion to adopt the Scholarship Committee. Deanna seconded the motion. <u>Motion:</u> Sam put forth a motion to adopt the Membership 	<p><u>Vote:</u> The Board voted on the motion to amend the Five-Year Strategic Plan. All in favor; none opposed.</p> <p><u>Vote:</u> The Board voted on the motion to amend the Director of Education title. All in favor; none opposed.</p> <p><u>Vote:</u> The Board voted on the motion to amend the Director of Conference title. All in favor; none opposed.</p> <p><u>Vote:</u> The Board voted on the motion to adopt the Education Committee. All in favor; none opposed.</p> <p><u>Vote:</u> The Board voted on</p>	<p>Catherina will amend the Five-Year Strategic Plan as discussed.</p> <p>Catherina will amend the titles of the Board positions as voted.</p> <p>Catherina will implement the three committees as voted upon.</p> <p>Catherina will proceed</p>

<p>Committee. Deanna seconded the motion. The issue of whether Committee Members can receive honorariums was discussed and it was determined it should be tabled for a later meeting when the Charters for each committee have been developed and more research into this matter has been accomplished.</p>	<p>the motion to adopt the Scholarship Committee. All in favor; none opposed.</p> <p><u>Note:</u> The Board voted on the motion adopt the Membership Committee. All in favor; none opposed.</p>	<p>with implementation of the new committees.</p> <p>The issue of committee members being paid an honorarium will be discussed at a later Board meeting.</p>
<p><i>Personnel</i></p> <ul style="list-style-type: none"> • <u>Review Recommended Employee Handbook</u> Catherina reported she is working on developing an Employee Handbook, a significant undertaking. Once a draft is completed, she will share it with the Board. • <u>Paid Time Off (PTO)/Vacation Policy</u> Catherina proposed bringing the Association’s vacation policy into compliance under California law by allowing FMHAC employees’ vacation time to accrue without forfeiture. In addition, FMHAC would provide vacation payout to employees up to 50% of employees’ annual accrued vacation time once per calendar year as a benefit. Furthermore, place a reasonable cap on vacation accrual time that prevents employees from accruing over 500 hours total. <u>Motion:</u> Melinda put forth a motion to adopt the proposed policy change. Deanna seconded the motion. 	<p><u>Note:</u> The Board voted on the motion to amend the vacation policy. All in favor; none opposed.</p>	<p>Catherina will continue to develop the Employee Handbook.</p> <p>The vacation policy will be amended as written and Catherina will include it in the Employee Handbook.</p>
<p><i>Financials</i></p> <ul style="list-style-type: none"> • <u>Review of Financial Statement and Investment Portfolio</u> This matter was tabled for the next board meeting. • <u>2019-2020 Budget Review</u> This matter was tabled for the next board meeting. • <u>2020-2021 Budget Planning</u> This matter was tabled for the next board meeting. 		
<p><i>Board Member Annual Goals</i> This matter was tabled for the next board meeting.</p>		

<p><i>2020-2021 Education/Trainings</i></p> <ul style="list-style-type: none"> • <u>Distance Learning</u> This matter was tabled for the next board meeting. • <u>Regional Training</u> This matter was tabled for the next board meeting. 		
<p><i>Projects-Update</i></p> <ul style="list-style-type: none"> • <u>Words to Deeds</u> This matter was tabled for the next board meeting. • <u>New MHSOAC Contract</u> This matter was tabled for the next board meeting. • <u>Incubator Lesson Dissemination Project</u> This matter was tabled for the next board meeting. 		
<p><i>2020 Conference Planning</i></p> <ul style="list-style-type: none"> • <u>2020 Conference Feedback</u> This matter was tabled for the next board meeting. • <u>Planning Committee Update</u> This matter was tabled for the next board meeting. • <u>Presentation/Keynote Speakers</u> This matter was tabled for the next board meeting. • <u>Conference Schedule</u> This matter was tabled for the next board meeting. 		
<p><i>Student Scholarship Feedback</i> This matter was tabled for the next board meeting.</p>		
<p><i>Executive Director Annual Evaluation Board Discussion (Closed Session)</i> This matter was tabled for the next board meeting.</p>		

D. Next Meeting

The next part of this retreat will be scheduled via Doodle poll.

E. Adjournment

The meeting was adjourned by Kevin Rice on July 29, 2020 at 4:19 p.m.

Minutes submitted by Cynthia Lermond on July 29, 2020