



*Board of Directors Meeting Minutes
October 29, 2019 at 10:00 a.m.*

Location: Videoconference

Board Members Present: Sam Knudsen, Tom Granucci, Ramsey Khouri, Kevin Rice, Anna Kafka, and Ken Carabello

Board Members Absent: Cynthia Lermond

Staff Present: Morgan Grabau-Dosskey, Catherina Isidro

A. Welcome/Call to Order

A meeting of the FMHAC Board of Directors was called to order by Ken Carabello at 10:05 a.m. on October 29, 2019.

B. Introduction of Members and Guests in Attendance

Catherina conducted a roll call of all those in attendance.

C. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. The Board approved the agenda with all in favor, none opposed.

D. Approval of Minutes

The minutes from July 15, 2019 were reviewed by the Board. Sam put forth a motion to approve the minutes as discussed and amended. Tom seconded the motion. All in favor, none opposed.

E. Open Issues

| <i>Agenda Item and Discussion</i> | <i>Action/Outcome</i> | <i>Follow-up</i> |
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| <p><u>Review Financial Report</u></p> <ul style="list-style-type: none"> ○ <i>Review Balance Sheet</i> Trina reviewed the Balance Sheet and an overview of the Ameriprise investment account with the Board. Trina reported that Ramsey has been added as a signer on the Ameriprise investment account and Carrie was removed. Trina reported that she is working on updating Quickbooks with the Ameriprise account information, as it hasn't been updated since 2017. ○ <i>Review Revised FY 19-20 Budget</i> Trina reviewed the FY 19-20 Budget updates based upon discussions at the retreat: health insurance benefits, Executive Director salary, conference room block ○ <i>Taxes</i> Trina explained that the taxes for last year will be need to be amended using the updated information from Ameriprise which will be input into Quickbooks. Trina has filed the quarterly state and federal employee wage taxes. Ramsey will file them going forward. Trina, Ken, Kevin, and Ramsey coordinated a trip to the bank in Sacramento to add Ramsey [Kevin too?] to the bank account on November 18, 2019. | | <p>Trina will work with the accountant in amending the prior year's taxes in line with the Ameriprise account.</p> <p>Trina, Ken, Kevin and Ramsey will go to the bank in Sacramento on November 18, 2019 to add Ramsey to the bank account.</p> |
| <p><u>Regional Training Update</u></p> <ul style="list-style-type: none"> ○ <i>Forensic Mental Health 101 - ASH</i> Morgan reported there were 79 attendees: 25 were comped/traded for facility cost, 54 were paid. Anna reported the training went well and the attendees were engaged. Morgan stated the event brought in funds, but not as significant as previous one-day trainings. She discussed the geographical challenges of having a training at DSH-A. Morgan stated the DSH-A staff are excited to work with FMHAC again, but will likely prefer topics geared more toward their staff. Trina provided an overview of the revenue and expenses when compared to other one-day trainings. While the training did not make as much revenue, the Board discussed its value and purpose being in line with the Association's mission. Moreover, it did not create a cost to the | | |

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| <p>Association. Morgan is awaiting more survey responses and will do another email push for survey responses.</p> <ul style="list-style-type: none"> ○ <i>Additional Trainings</i> <ul style="list-style-type: none"> ● <u>Franklin Hearings</u> Anna discussed efforts to secure presenters. The attorney, Mr. Hawthorne, has agreed to present, but an evaluator is needed to provide that portion because Dr. Carolyn Murphy has stated she would be unable to do it. Anna stated she could do it, though she would prefer someone with more experience provide the training. The plan is to host a training in LA in January and in Sacramento in April. ● <u>IDD/Forensic 101</u> Ken reported his staff at Liberty made a draft of a training on IDD, with a focus on sexual offending, which has been accepted as part of the conference. It was agreed it would be best to roll out this training first at the conference and further developing an IDD one-day training for June 2020. ○ <u>Suicide Prevention and Line Staff 101</u> The Board agreed the Line Staff 101 one-day training will be on hold at this time in light of Danny Shockwa [spelling] not having the same ideas about how to move forward with this training. Anna discussed her efforts to secure a presenter for the Suicide Prevention training. She will approach Dr. Obegi and Dr. Horne [spelling?] again now that the honorarium has been approved. ○ <i>Honorarium Discussion</i> Anna discussed challenges in securing a quality presenter without an honorarium. There was a discussion of increasing the attendee cost to cover the honorarium and paying the honorarium based upon the number of attendees. Additional funds could be charged for those who want CEUs and for non-members. Another option discussed was to set a flat rate for the presenters. There was a discussion of possible rates for the trainings. <u>Motion:</u> Anna put forth a motion to set the attendee cost for one-day trainings at \$170 for members and \$190 for non-members. Ken seconded the motion. <u>Motion:</u> Anna put forth a motion to set the presenter honorarium for one- | <p>The Board voted to approve the motion: 5 in favor, 1 opposed.</p> | <p>Morgan will send out an email push to get more survey responses and complete the related CEU documentation.</p> <p>Anna, Morgan, and Trina will proceed in scheduling and arranging the one-day trainings in the coming months.</p> <p>Ken and his staff at Liberty will continue to develop the curriculum for the IDD one-day training with plans for June 2020.</p> <p>Anna will continue in her efforts to secure a presenter for the Suicide Prevention one-day training.</p> <p>Trina and Morgan will adjust the attendee costs per the vote going forward.</p> |
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| <p>day trainings up to \$200/hour [unintelligible on recording]. Ken seconded the motion.</p> | <p>The Board voted to approve the motion: all in favor, none opposed.</p> | <p>Trina and Morgan will adjust the honorarium per the vote</p> |
| <p><u>Words to Deeds Conference Updates</u> Trina reported the Words to Deeds conference will be on November 7th. Sam and Ken will be in attendance. Morgan reported that there are currently 96 registered attendees. The goal is to have 100-120 attendees. Trina reviewed the agenda for the conference and reported that plans are on track with deadlines in preparing for the event. Trina reported she has hired a paid intern, Stephanie [last name?], who will be the Administrative Coordinator/Words to Deeds Liaison. Her compensation will come out of the Words to Deeds budget. Morgan will no longer be in the role of liaison with Kit Wall. The contract for this position is for October through March. Trina reported sponsorship checks are coming in and reviewed the pledged sponsorships at this point. Trina is awaiting a contract from Kit Wall for next year and hopes to have it by November 7th. The details of the working arrangement going forward will need to be discussed further and formalized.</p> | | <p>Trina will await Kit Wall's proposed contract and follow-up with the Board.</p> |
| <p><u>2020 Conference Planning Updates</u></p> <ul style="list-style-type: none"> o <u>Planning Committee/Presentation and Keynote Speakers Update</u> Tom reported the Keynote Speaker will be Matthew Mock speaking on cultural issues. The Opening Speaker will be James Densley from Minnesota speaking on mass shooters. The Closing Presenter, Ruth Shim from UC Davis, will be speaking on social determinants of mental health. She did not want to do the full 3 hours, so there will be 2 closing speakers. The other Closing Presenter will be Thomas Freese speaking on co-occurring disorders with a focus on opioids. Tom reported, as far as workshops, the Planning Committee received 25 submissions and now have enough presentations for 2 clinical tracks. He offered 5 poster presentations slots to the 7 submitters who were not selected to present at the conference. Tom is pleased with the presenter line-up. Tom opened a discussion about incentivizing poster presentations with a reduction in conference tuition. Morgan explained what the cost would be, which is often offset already because many of the poster presenters | | |

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| <p>are student scholarship awardees and presenters.</p> <p><i>Motion:</i> Sam put forth the motion that poster presenters are approved to attend the Wednesday of the conference free of charge. If they choose to register for the conference, they will get 50% off the registration fee. Kevin seconded the motion.</p> <ul style="list-style-type: none"> ○ <i>Registration Update</i> Morgan reported registration opened on October 18, 2019. There are 17 registered attendees, 10 paid. Morgan is pulling together course information to post online to increase interest/attendance and comply with CEU requirements. ○ <i>Exhibitor Update</i> Morgan informed the Board that the for-profit cost was increased to \$800 and the non-profit cost was increased to \$500. There are 2 exhibitors scheduled at this time. ○ <i>Award Nominations</i> Trina encouraged the Board to consider possible award nominees for the Rossiter and West awards and send them to her. Ken suggested each Board member submit a name or two over the next two weeks. Trina proposed sending the nominations they received for Words to Deeds to the Board for consideration. Ken suggested sending out emails to the membership encouraging them to make nominations and to include what information is needed to nominate someone. ○ <i>Scholarship Doug Smith</i> Trina received information from Doug's wife, Kay, regarding his bio. Her next step is to collaborate with Cynthia in putting together the information needed to advertise this scholarship. ○ <i>CEs – CJER Judicial Continuing Education</i> Sam opened up a discussion about providing training for judges through approval from the Judicial Council. The board agreed this is a matter worthy of further exploration. ○ <i>Conference Schedule</i> Morgan explained the additional track requires additional room and she is working on this with the Hyatt. Morgan reported we will offer the same number of CEUs as last year and the schedule will be a duplicate of last year's schedule. ○ <i>Marketing</i> Trina reported she and Morgan will be working on advertisements | <p>The Board voted to approve the motion: all in favor, none opposed.</p> | <p>Morgan will update the website to reflect this offer to poster presenters.</p> <p>Morgan will send out marketing emails with information on the Opening, Keynote, and Closing Presenters.</p> <p>The Board will consider and submit possible nominations for the Rossiter and West Awards.</p> <p>Trina will send out an email to the membership requesting nominations for the Rossiter and West Awards with a deadline of November 29th. The Board will review the nominations during the next Board meeting.</p> <p>Trina and Cynthia will collaborate to put together the information needed to advertise the Doug Smith Scholarship.</p> <p>Trina will look into the</p> |
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| <p>highlighting the various tracks, which boosts registration last year. Trina also stated Stephanie will be reaching out to the colleges in California to market the conference.</p> <p>Trina asked for input from the Board regarding whether to proceed with the bigger or smaller conference brochures. The Board agreed the bigger brochure is better, with an at-a-glance insert of the schedule.</p> <ul style="list-style-type: none"> ○ <i>2021 Annual Conference Update</i> <p>Trina reported she and Morgan have conducted site visits and have seen 6 or 7 venues. Sam and Ramsey joined them on some of the site visits. They also got feedback from Kevin, Ken, and Tom. They narrowed it down to 2 contenders: Town and Country and Marriott Marquis, and have decided to move forward with the Marriott Marquis in the Gaslamp District of San Diego.</p> <p>Trina walked through various concessions: food and beverage minimum at \$40K, 1 complimentary room for every 50 rooms booked, 20 upgrades to bay view balcony rooms, the rooms/suites for Morgan and Trina will be complimentary, a complimentary suite for the President, waived resort fee (i.e. rent a paddle board or kayak, Starbucks credit) for attendees, wi-fi in the conference center, waived destination fee, a discount for AV, and \$11,500 credit back to the master account based on the commission for rooms. Parking will be discounted to \$25 per day per vehicle.</p> <p>Trina explained the room rates will be \$199 and a state per diem rate for state employees on 70 rooms at \$124. The room rates will increase 2% starting in 2023 to \$204.</p> <p>Lunch will overlook the harbor. The Horn Blower cruise could be used as a networking event.</p> <p>There was a discussion of whether to let attendees know of the plans to move to San Diego in 2021.</p> <p>Morgan reported DSH-CONREP has expressed their intent to follow the Association to San Diego for their annual training.</p> | <p>The Board agreed to proceed with signing the contract with the Marriott Marquis in San Diego for the 2010-2024 conferences.</p> <p>The Board agreed to announce this will be the last year in Monterrey in February and then announce we are moving to San Diego at the conference.</p> | <p>process of securing approval from the Judicial Council to provide training to judges.</p> <p>Morgan will continue to work on getting additional room space for the second clinical track.</p> <p>Trina and Morgan will continue in their conference marketing efforts. And Stephanie will reach out to the colleges as noted.</p> <p>Trina will proceed with the brochures as agreed.</p> <p>Trina will proceed with signing the contract with the Marriott Marquis for the 2021-2024 conferences.</p> <p>Trina and Morgan will proceed with announcing the move as discussed.</p> |
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D. Next Meeting

Trina will send a doodle poll to schedule the next meeting in December.

E. Adjournment

The meeting was adjourned by Ken Carabello at approximately 3:00 p.m.

Final Version of Minutes submitted by Cynthia Lermond on December 6, 2019.