



Board of Directors Retreat Minutes

July 15-16, 2019

Location: La Jolla, CA

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

Board Members Absent: Carrie Gustafson

Administrative Staff Present: Catherina Isidro and Morgan Dosskey-Grabau

Guest Presenters Present: None.

Opening: A retreat of the FMHAC Board of Directors was called to order at 9:53 a.m. on July 15, 2019, by Ken Carabello.

A. Approval of Agenda and Minutes

The agenda was sent to the members via email prior to the retreat. Ken 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 approved.

The minutes from February 28, 2019 and March 14, 2019 were reviewed by the Board. Minor amendments were made to the minutes. Sam put forth a motion to approve the minutes as amended. Tom seconded the motion. The Board voted to approve the minutes. All in favor, none opposed.

B. Introduction of Members in Attendance

Kevin and Ramsey introduced themselves to the Board and Staff, and expressed their excitement about taking on their respective roles within the Board.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/ Outcome</i>	<i>Follow-up</i>
<p><i>Board Orientation</i> Catherina provided Kevin and Ramsey with Board Orientation Packets.</p>		
<p><i>Governing Values: Review & Update if Needed</i> <u>Mission/Vision</u></p> <ul style="list-style-type: none"> ○ The Board reviewed and discussed the Mission Statement. ○ The Board reviewed and discussed the Vision Statement. <i>Motion:</i> Ken put forth a motion to amend the Vision Statement to read in total: “To see every person in the criminal justice system receive high quality mental health care.” Ramsey seconded the motion. <p><u>Bylaws Review</u></p> <ul style="list-style-type: none"> ○ The Board reviewed and discussed the Bylaws. <i>Motion:</i> Sam put forth a motion to change the principal office address from San Francisco, CA to 4010 Foothills Blvd, Suite 103-196, Roseville, CA 95747, effective July 1, 2019. Ramsey seconded the motion. <i>Motion:</i> Anna put forth a motion to amend Article IV, Section 14 to state: “Vacancies on the Board of Directors shall exist: (1) on the death, removal, or resignation of any Director; and (2) whenever the number of authorized Directors is increased. The Board of Directors may also declare vacant...” Sam seconded the motion. <i>Motion:</i> Anna put forth a motion to amend Article V, Section 11 to state: “This may include serving as a liaison between all certifying agencies of continuing education credits and the Board of Directors.” Sam seconded the motion. 	<p>There were no amendments made to the Mission Statement.</p> <p>The Board voted to approve the motion to amend the Vision Statement. Six in favor, 1 abstain, and none opposed.</p> <p>The Board voted to approve the motion to change the principal office address. All in favor, none opposed.</p> <p>The Board voted to approve the motion to change Article IV, Section 14. All in favor, none opposed.</p> <p>The Board voted to approve the motion to change Article V, Section 11. All in favor, none opposed.</p>	<p>Catherina will amend the Vision Statement as indicated.</p> <p>Catherina will amend the Bylaws as indicated.</p>

<p><i>Five-Year Strategic Plan: Review & Update if Needed</i></p> <ul style="list-style-type: none"> ○ Catherina proposed a format for a Five-Year Strategic Plan and Implementation Status Matrix. ○ The Board reviewed, discussed, and amended Catherina’s proposals. 		<p>Catherina will make the discussed amendments and recirculate the plan to the Board.</p>
<p><i>Financials</i></p> <p><u>Review of Financial Statement and Investment Portfolio</u></p> <ul style="list-style-type: none"> ○ Catherina reviewed steps being taken to put Ramsey’s name on the financial accounts and to remove Carrie’s name. ○ Catherina provided an update on the Association’s Financial Statement and Investment Portfolio. The Total Net Assets is \$486,571.11, representing an increase of \$24,169.39. <p><u>2018-2019 Budget Review</u></p> <p>Catherina walked the Board through the FY 2018-2019 Budget and Actuals.</p> <p><u>2019-2020 Budget Planning</u></p> <ul style="list-style-type: none"> ○ Catherina walked the Board through the FY 2019-2020 Budget and there was a discussion about adjusting various line items as agreed upon. ○ For Morgan’s employment status and salary, Catherina proposed making her an exempt employee at a salary of \$40K. (Morgan not present.) The Board discussed this proposal. ○ For member benefits, there was a discussion of linking with publishing organizations such as Pearson, Sage, Wiley, and Springer. 	<p>The Board agreed to change Morgan’s status to a full time exempt employee at \$40K annually</p>	<p>Catherina will amend the proposed FY 19-20 Budget as discussed and recirculate to the Board for approval.</p>
<p><i>Board Member Annual Goals</i></p> <p><u>Review Last Year’s Goals</u></p> <p>All Board members will keep their goals as identified last year.</p> <p><u>New Goals</u></p> <ul style="list-style-type: none"> ○ Anna will amend her goal to reflect expanding Forensic Mental Health 101. ○ Ken will add the development of Mental Health 101 training with a focus on IDD to his goals. Ken will also guide Kevin in assuming the role of President. 		<p>Board member goals will be amended as noted by Catherina.</p> <p>Board members will continue to pursue their goals.</p>

<p><i>Operations</i></p> <p><u>Address Change Update</u> See the Bylaws section above.</p> <p><u>Phone System Update</u> Catherina proposed discontinuing Ooma and T-mobile and, instead, contracting with Team One Telecommunications, which offers expanded capability for about the same cost.</p> <p><u>Website Update</u> Catherina reported that Weebly, the new website software, is user friendly and allows Morgan and her to update the website easily, removing the need for Mary Higgins' services.</p> <p><u>Home Office Stipend</u> Catherina explained that the Tax Cuts Jobs Act of 2017 eliminated the ability for employees whose residence is where a business operates out of, to write-off business expenses. This resulted in work-from-home employees losing out on a pivotal tax deduction. She proposed a monthly stipend of \$200 to offset this tax deduction.</p>	<p>The Board agreed to proceed with Catherina's proposal to switch to Team One Telecommunications.</p> <p>The Board agreed to include a \$180 monthly stipend in the FY 19-20 Budget to offset the cost of working from home.</p>	<p>Catherina will proceed with switching to Team One Telecommunications.</p> <p>The agreed upon stipend will be included in the FY 19-20 Budget proposal.</p>
<p><i>Doug Smith Scholarship Fund</i></p> <p>Cynthia proposed establishing a scholarship fund for early career professionals in Doug Smith's name. The Board discussed establishing a fund based upon donations versus establishing an annual scholarship not based upon donations but on waiving the conference registration fee. The former would require establishing a separate account, etc. and additional labor. The latter option would allow for establishing the scholarship and maintaining it more easily year after year.</p> <p><u>Motion:</u> Cynthia put forth a motion to establish an early career professional scholarship in honor of Douglas Smith. Ken seconded the motion.</p>	<p>The Board voted to approve the motion to establish the scholarship. All in favor none opposed.</p>	<p>Catherina and Cynthia will proceed with establishing the scholarship.</p>
<p><i>Distance Learning</i></p> <p><u>Plans for 2019-2020</u></p> <p>Morgan discussed the need for having an internet based platform to gauge and facilitate user engagement. To weigh options, we will need estimates of cost.</p>		<p>Morgan will explore costs of such internet based platforms.</p>

<p><i>One-Day Training/Regional Training Update</i> <u>Keeping “Forensic Mental Health 101”</u> Morgan reviewed with the Board the feedback from the Mental Health 101 One-Day Trainings. The Board agreed to keep this as a signature training and add other “101” type trainings to the schedule.</p> <p><u>Additional Training</u> The Board discussed training needs within the field. For this fiscal year, providing a Forensic Mental Health 101 training at the Department of State Hospitals-Atascadero is in the works for October 7, 2019. Other trainings under discussion are Franklin Hearings, IDD/Forensic 101, Suicide Prevention and Line Staff 101.</p>		<p>Anna, Ken, Morgan, and Catherina will proceed in formulating and planning the One-Day Training programs.</p>
<p><i>Committee Updates</i> <u>Public Policy</u> No updates were provided.</p> <p><u>Newsroom</u> No updates were provided.</p>		
<p><i>Words to Deeds</i> The Board reviewed an update submitted by Kit Wall regarding the Words to Deeds Track.</p>		
<p><i>Hyatt Site Tour</i> The Board and Staff toured the resort guided by resort staff.</p>		
<p><i>Executive Director Annual Evaluation Discussion</i> (Catherina and Morgan not present) The Board discussed Catherina’s performance this year and goals for this year. The Board agreed Catherina’s performance has met and exceeded expectations.</p>	<p>The Board agreed to increase Catherina’s salary to \$85K annually and to budget for a \$1.5K bonus.</p>	<p>The FY 19-20 budget proposal will include this salary increase.</p>
<p><i>2020 Conference Planning</i> <u>2019 Conference Feedback</u> Morgan reviewed the registration landmarks with the Board. She also reviewed the results of the 2019 Conference Evaluations, which were largely positive. Comments were discussed for their value in planning upcoming conferences.</p> <p><u>Planning Committee Update</u></p> <ul style="list-style-type: none"> ○ Tom provided an update on his plans for the 2020 Conference. ○ Tom reported that Mike Abacherli will be switched to the Public 		

<p>Policy Committee, thereby creating an opening. He is reaching out to Kara Chien to join the Committee.</p> <ul style="list-style-type: none"> ○ Tom reviewed potential presenters for the sex offender track and requested feedback. <p><u>Presentation/Keynote Speakers</u></p> <ul style="list-style-type: none"> ○ Tom proposed Mathew Mock, Ph.D., as a keynote speaker on diversity in forensic mental health; Jeffrey Rowe, M.D., as an opener with a focus on juveniles and trauma; and Ruth Shim, M.D., as a closing speaker on social determinants of mental health. Other proposed options included Max Wachtel on empathy with boys. <p><u>Conference Schedule</u></p> <p>No changes to the schedule for this year were proposed.</p> <p><u>Student Scholarship</u></p> <ul style="list-style-type: none"> ○ Anna reported that the students worked out well this year. ○ There was a discussion of broadening the lead student pool to post-doc students who were previously a student scholarship attendee. <p><u>Marketing</u></p> <p>Catherina reported that she and Morgan have been following the marketing and communications plan outlined last year. Morgan will focus more on this area as she works more hours.</p> <p><u>CEUs</u></p> <p>There were no updates or changes reported.</p> <p><u>2021-2023 Site Discussion</u></p> <p>The Board and Staff reviewed various locations throughout the state to host the 2021-2023 Conferences.</p>	<p>The Board supported Tom in proceeding with reaching out to the proposed speakers.</p> <p>The Board agreed, going forward, the Director of Education will have the option to appoint a post-doctoral intern who has previously been a student scholarship attendee as the lead student.</p> <p>The Board agreed to explore further hotel options in San Diego.</p>	<p>Tom and the Planning Committee will continue arranging for presenters for the 2020 Conference.</p> <p>Morgan and Catherina will continue to explore hotel options for the 2021-2023 conferences.</p>
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D. Next Meeting

The next Board of Directors meeting will be scheduled via Doodle poll.

E. Adjournment

The meeting was adjourned by Ken Carabello on July 16, 2019 at 12:49 p.m.

Minutes submitted by Cynthia Lermond on July 16, 2019