



**FORENSIC  
MENTAL HEALTH**  
Association of California

*Board of Directors Retreat Minutes*

*June 19-21, 2018*

**Location:** Long Beach, CA

**Members Present:** Cynthia Lermond, Sam Knudsen, Anna Kafka, Ken Carabello, Carrie Gustafson, and Tom Granucci.

**Members Absent:** None

**Administrative Staff Present:** Catherina (Trina) Isidro and Morgan Dosskey-Grabau

**Guest Presenters Present:** Daniel Maniaci and Nikki Golden of Maniaci Group (Tuesday afternoon)

**Opening:** A retreat of the FMHAC Board of Directors was called to order at 12:55 p.m. by Ken Carabello.

**A. Approval of Agenda and Minutes**

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

**B. Approval of Minutes**

The minutes from March 22 and 23, 2018 were reviewed by the Board. Minor amendments were made to the minutes. Anna put forth a motion to approve the minutes as amended. Sam seconded the motion. The Board voted to approve the minutes. All in favor, none opposed.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Bylaws Review</i>            Ken proposed looking into an office space in Sacramento and considering transferring the P.O. Box or mailing address to Sacramento. The Board, Trina and Morgan discussed the pros and cons of this idea. There was a review of Article V, Section 3. Nomination of Officers. Motion: Cynthia put forth a motion to amend it as follows: All candidates for office election shall be nominated by the Board of Directors. Members may submit names for consideration of nomination in writing a minimum of 2 weeks prior to the annual membership meeting. Sam seconded the motion. No other amendments were made.</p>	<p>The Board voted and unanimously approved the motion.</p>	<p>Trina will explore office space options and the issue of mailing address will be tabled until such options are explored and decided upon. The plan is to have this figured out prior to October to lend itself to having things in place prior to the 2019 conference.</p> <p>Trina will amend the Bylaws accordingly.</p>
<p><i>Policy Review</i>            The Board reviewed the proposed Documentation Retention and Destruction Policy as included in the agenda packet. The Board made a minor adjustment to the verbiage of Section IV, "...these procedures with FMHAC's certified..."  <u>Motion:</u> Carrie put forth a motion to adopt the amended proposed Documentation Retention and Destruction Policy. Sam seconded the motion.</p>	<p>The Board voted and unanimously approved the motion.</p>	<p>Trina will incorporate the adopted policy into the procedures.</p>
<p><i>Member Benefits</i>            Trina proposed that the Board consider expanding member benefits by partnering with other organizations to reduce the members' cost of doing business, while at the same time generating revenue for the Association through royalties.</p>		<p>The Board will have ongoing discussions regarding the Maniaci proposal. Trina and Ken</p>

<p>Daniel Maniaci and Nikki Golden presented on the benefits available through partnership with the Maniaci group. The Board discussed the pros/cons of using the Maniaci group for member benefits. It was agreed that continued exploration of this option is appropriate at this time.</p>		<p>will follow-up with the Maniaci group to gather more details about this arrangement.</p>
<p><i>Five-Year Vision</i> Ken reviewed the 5-Year Vision with the board.</p>		
<p><u>Operating Budget</u> <u>2017-2018 Review</u> Trina and Carrie reviewed the Association’s Draft Budget for FY18-19 with the Board.</p> <p><u>2018-2019 Budget</u> Trina reviewed the proposed 2018-2019 Budget with the Board and amended as discussed. <u>Motion:</u> Carrie put forth a motion to approve the 2018-2019 Budget. Tom seconded the motion.</p> <p><u>Review of Financial Investment Portfolio</u> Carrie reviewed the Ameriprise Investment Portfolio with the Board.</p>	<p>The Board voted to approve the motion. All in favor, none opposed.</p>	<p>Trina will clarify and finalize the FY 17-18 ledger.</p> <p>The approved budget will be implemented in FY 2018-2019.</p>
<p><u>2019 Conference Planning</u> <u>2018Conference Review</u> Morgan provided the Board with a review of the Conference Evaluation data and a discussion ensued regarding how to apply the findings going forward.</p> <p><u>Planning Committee Update</u> Tom provided the Board with updates regarding the Conference Planning Committee. The members are: Norbert Ralph (juvenile track), James Rokop (sex offender track), Danny Sciacqua (substance use/clinical track), Dick Conklin (clinical track), and Mike Abacherli (legal track). The Planning Committee Advisors are: Sam Knudsen (legal track) and Anna Kafka (clinical track). There was a discussion of how to adjust the Planning Committee communication/meeting schedule, which Tom will take under</p>		

<p>consideration going forward.</p> <p><u>Presentation Update/Keynote Speakers</u> Tom and the Board brainstormed a number of ideas/speakers for the Keynote and Opening/Closing Presentations: Susan Burton, Barry Scheck, of the Innocence Project, the Murder Accountability Project, Charles Scott, a speaker on suicide or on risk assessment tools in court, IST evaluation, competency for juveniles, Kevin Powell, David Prescott, Mark Lipsey, Scott Miller, School Shooting/Threat Assessment, Jen Baitey.</p> <p><u>Conference Schedule</u> There was a discussion of various ways of adjusting the conference schedule. The only adjustment made was to shorten the breaks on Thursdays to 15 minutes.</p> <p><u>Selection Theme</u> The Board agreed that no theme will be selected this year.</p> <p><u>Pre-Conferences</u> It appears DSH will occupy the pre-conference slot. If they do not, the Board will consider other options.</p> <p><u>Student Scholarship Feedback</u> Anna reported on feedback from the student. Overall, the feedback was positive and the students did a great job. The Lead Student did an excellent job of overseeing their work.</p> <p><u>Marketing</u> Trina proposed a marketing plan for the 2019 Conference that included: reaching out to partners who can send out the conference information, generating a timeline for registration and email blasts with targeted announcements for the various disciplines, reaching out to those who haven't registered, and other timeline related emails.</p> <p><u>New Clinician Orientation</u> There was a discussion of hosting/facilitating a training for new forensic clinical staff, a Forensic Mental Health 101 type of course.</p> <p><u>CEUs</u> Sam shared MCLE guidelines with the Board. The Board agreed with our current practice. Morgan presented concerns regarding the CME application process. The Board agreed to not pursue CME application given the limited benefits and cumbersome application process.</p>		<p>Tom will follow up on potential speakers and update the court.</p> <p>Trina will follow-up with DSH regarding the pre-conference.</p> <p>Trina will generate a marketing plan and will provide it to the Board.</p> <p>The Board will consider a new clinician orientation training as a one-day training topic.</p> <p>The Association will not pursue CMEs for the 2019 Conference.</p>
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<p><u>2021-2023 Conference Location</u> Morgan discussed concerns regarding the limited guest room block size and ballroom options at the Hyatt. There was a discussion of alternative places to host the conference, including outside of Monterrey.</p> <p><u>Electronic Scanners</u> There was a discussion of the costs/benefits of using electronic scanners to track attendance at the conference. It was agreed that this option will be considered for the 2020 conference.</p> <p><u>Executive Director Evaluation Update</u> Ken invited the Board to give feedback regarding Trina's work.</p>		<p>Trina and Morgan will scout potential conference locations throughout the state and share with the Board.</p> <p>The Board will follow-up with Ken regarding input for the ED evaluation.</p>
<p><i>One Day Training Planning</i> <u>2017-2018 Review</u> Anna and Morgan facilitated a review of the attendee feedback from the one-day training.</p> <p><u>Topic Ideas for 2018-2019</u> Anna facilitated a discussion of potential topics for the one-day training. The Board agreed that Forensic Mental 101, a broad overview of the California forensic mental health system. This could take place in late September/early October.</p>		<p>Morgan and Trina will secure locations for the training. Anna will work on the curriculum and potential presenters.</p>
<p><i>Distance Learning</i> There was a discussion of a variety of factors to be addressed as we move toward distance learning, including CEU requirements for on-line training and the need for editors of content.</p>		<p>Anna will follow-up with accreditation agencies on the requirements of on-line trainings. She will also draft emails to the membership regarding content, presenter, and editing ideas.</p>
<p><i>Board Member Annual Goals</i> The Board reviewed their goals of 2017 and amended accordingly: <u>Sam</u></p> <ul style="list-style-type: none"> <li>○ Proactive outreach to legislators</li> <li>○ Development of an active Public Policy Committee</li> </ul>		<p>The Board will work toward their identified goals this year.</p>

<ul style="list-style-type: none"> <li>○ Attendance at more public policy meetings (including via phone)</li> </ul> <p><u>Anna</u></p> <ul style="list-style-type: none"> <li>○ Development on distance learning resources</li> <li>○ Development of Forensic Mental Health 101 training</li> </ul> <p><u>Tom</u></p> <ul style="list-style-type: none"> <li>○ Development of an excellent presenter line-up</li> </ul> <p><u>Cynthia</u></p> <ul style="list-style-type: none"> <li>○ Development of routine Newsroom updates and a Newsroom Committee.</li> <li>○ Development of a list of motions/board votes and catalog of agendas and minutes in an electronic format</li> </ul> <p><u>Ken</u></p> <ul style="list-style-type: none"> <li>○ Collaboration with the ED on the marketing plan to increase conference attendance and revenue</li> </ul> <p><u>Carrie</u></p> <ul style="list-style-type: none"> <li>○ Continued oversight of financial matters and transition of duties to the Executive Director, as indicated</li> <li>○ Preparation for transitioning out of the role of Treasurer</li> </ul>		
<p><i>Committee Updates</i></p> <p><u>Public Policy</u></p> <p>Sam and Trina reported that they have begun sending out emails encouraging feedback from members and are starting to get responses.</p> <p><u>Newsroom</u></p> <p>Cynthia and Trina are collaborating on the Newsroom Committee and will updated the Board in coming meetings.</p>		<p>Sam and Trina will continue to engage the membership around public policy.</p> <p>Cynthia and Trina will update the Board on the Newsroom Committee in upcoming Board meetings.</p>
<p><i>Annual Lobby Day Discussion</i></p> <p>Trina explained Lobby Day to the Board, including its purpose and benefits. A discussion of whether to attend and what the Association’s role and goal would be in such a process, as well as the importance of developing member input/surveys, which would be incorporated into a legislative day in the future.</p>		<p>The Board agreed to focus on developing the Association’s surveying of members on key legislative issues and then</p>

		participating in a legislative day at the Capitol down the road.
<p><i>Words to Deeds</i></p> <p>Ken provided an overview of the Association’s role with Words to Deeds.</p> <p>Trina provided an overview of attendee feedback from the W2D track at the conference and Kit Wall’s update on W2D.</p> <p>Kit Wall is proposing using “similar topics” for the conference and the track. The Board discussed the value of having the same presentations so as to secure presenters within a reasonable timeframe in advance of the conference.</p> <p>The Board discussed concerns regarding Kit Wall’s not following through with meeting deadlines in advance of the W2D conference and a lack of clarity regarding roles and responsibilities.</p> <p>Trina discussed possible changes in the location of the W2D conference scheduled for November 14-16, 2018.</p>		<p>Trina will follow up with Kit on her idea of “similar topics” being presented at both venues. She will also clarify the venue and dates for the W2D Conference.</p> <p>Trina will arrange a meeting with Kit Wall to clarify roles/ responsibilities and timelines. She will also draft a document outlining these items.</p>
<p><i>Website Update</i></p> <p>Trina reported that she is setting up a meeting with Mary Higgins for next week to address glitches with the website and set up a more in-depth training on how to update the website.</p>		<p>Trina will set up the meeting as mentioned.</p>

**D. Next Meeting**

The next Board of Directors meeting will be a teleconference on July 26, 2018 at 4:30 p.m.

## **E. Adjournment**

The meeting was adjourned by Ken Carabello on June 20, 2018 at 4:14 p.m.

*Minutes submitted by Cynthia Lermond on June 21, 2018.*