

Advancing the provision of mental health services to persons involved in the criminal justice system and providing educational opportunities to the professionals involved in the delivery of these services.



FORENSIC MENTAL HEALTH

Association of California

Board of Directors Retreat Minutes

November 7, 2018

Location: Videoconference

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

Members Absent: None

Staff Present: Catherina Isidro and Morgan Dosskey-Grabau

A. Welcome/Call to Order

A meeting of the FMHAC Board of Directors was called to order on November 7, 2018 at 9:38 a.m. by Ken Carabello.

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 retreat. Sam put forth a motion to approve the agenda. Ken seconded the motion. The Board voted to approve the amended agenda for today's retreat. All in favor, none opposed.

D. Approval of Minutes

The minutes from the September 10, 2018 board meeting were reviewed by the Board and minor amendments were made. Sam put forth a motion to approve the minutes as amended. Anna seconded the motion. The Board voted to approve the minutes. All in favor, none opposed.

E. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Review Statement of Purpose/Committee Descriptions</i></p> <p>Ken facilitated an annual review of the Association's Statement of Purpose and the Committee Descriptions. The Board discussed and made the following amendments:</p> <ul style="list-style-type: none"> • “Foster the provision of effective mental health treatment and supervision to persons in the criminal justice system including jails, prisons, state hospitals, and community diversion and supervision programs;” • “FMHAC is a member-based association and encourages professionals who work with justice-involved individuals with mental illness to work actively to make improvements in the field.” • <u>Motion:</u> Sam put forth a motion to approve the amendments; Carrie seconded the motion. 	The Board voted to approve the amendments. All in favor; none opposed.	Catherina will amend the Statement of Purpose accordingly.
<p><i>One Day Training Update</i></p> <ul style="list-style-type: none"> ○ Morgan reported there were 100 attendees at the Sacramento One-Day Training. The feedback overall was great, with the exception being that it was too “CONREP-centric” and they wanted the Powerpoint earlier. Long Beach had 89 attendees. Their feedback was also great overall. ○ Morgan and Anna discussed the agencies that sent attendees. They commented that there were a number of attendees with over 4 years experience, some of whom were scouting the training to determine whether they would send their staff. ○ Anna shared feedback they received from attendees and how they will incorporate said feedback going forward. ○ There was a discussion of the value of this training going forward. ○ Morgan is receiving proposals for a centrally-located place to do the 		

<p>next session of this training.</p>		
<p><i>Committee Reports</i></p> <p><u>Education Committee</u></p> <p>Anna referenced the above One-Day Training as her report on the Education Committee.</p> <p><u>Newsroom Committee</u></p> <p>Cynthia reported that there are no updates at this time as the technology for this committee is still in the works. She and Catherina will meet to discuss further the vision and functionality of this committee.</p> <p><u>Public Policy Committee</u></p> <ul style="list-style-type: none"> ○ Sam reported that work on his committee is somewhat on hold with the Capital being out of session. ○ He also reported that he and Catherina will attend Capital Day/ Mental Health Matters in March 2019. ○ Sam indicated that he will be in Sacramento next week to attend the Connection Coalition Retreat. ○ He also explained that he got an email from a possible member of the committee and will follow-up. ○ Sam reported that Rusty Selix has resigned from his position for medical reasons related to ALS. Sam suggested the Association make a donation to the Champions for Care and Cure organization as a means of honoring Rusty's work in the field. Catherina suggested purchasing seats at the upcoming fundraiser and it was agreed that this was a matter she would look into and possibly purchase a seat. 		<p>Catherina and Cynthia will schedule a meeting to discuss the Newsroom Committee.</p> <p>Catherina will look into opportunities available to purchase a ticket to the Champions for Care and Cure event.</p>
<p><i>Review Financial Report</i></p> <ul style="list-style-type: none"> ○ Catherina and Carrie reviewed with the Board the financials as of October 18, 2018, and answered all questions posed by the Board. ○ The Comparative Statement of Financial Position shows total cash as of October 18, 2018 is up by \$57,630.60 compared to prior year. Total Net Assets increased by \$58,173.94, while Current Liabilities is at \$-337.38, resulting in an Equity Increase of \$70,035.09. ○ Catherina reported that the IRS Form-990 was shared with the board for review. She indicated that both she and Carrie reviewed the form in detail. Information on the tax forms look good and is ready to be filed. 		

Words to Deeds Conference Updates

- Morgan reported that Words to Deeds is Thursday and Friday of next week. She provided an overview of planning efforts to date, noting that the numbers are low for attendees, which was not anticipated. It is hoped there will be more attendees registering soon.
- Catherina reported that \$139,000+ in sponsorship contributions has been collected to date, with more to come.
- Ken discussed his requested amendments to the contract with KWP, particularly the 15-day termination clause, which are under review with her attorney.
- Ken reported there have been funds budgeted by the state that have gone to CCJBH. Kit Wall is negotiating with them about using those funds for W2D partnering with California Forward, which could change the Association's role in W2D. Ken will look into this further in the coming weeks.
- Ken discussed how the increase in donations could lead to KWP earning more from the Words to Deeds events. Morgan inquired whether those funds could go toward covering the cost of the W2D track at the conference. Ken discussed his intent to discuss with Kit Wall further the terms of our partnership going forward.
- Morgan raised the issue of her and Catherina's hours being cut from the W2D budget, which likely isn't an accurate rendering of all the work they do for W2Ds. They discussed tracking their hours more closely and this rendering being incorporated into future discussion with Kit Wall.
- Catherina inquired about who would cover the cost of the Lifetime Achievement Award to be awarded to Kit Wall. Ken suggested the cost be taken out of the W2Ds donations.

Ken will follow-up as described with Kit Wall.

Morgan and Catherina will track their hours dedicated to W2Ds more closely going forward.

Old Business

Association Title

- Ken reflected upon the Board's decision to change the name of the Association to the Forensic Mental Health Association at last year's retreat.
- The Board discussed subsequently learning that this process is quite complicated, even if we were to change to a DBA, and consideration was given to the pros and cons of proceeding with the name change.
- Motion: Sam put forth a motion to keep the Association's title as

The Board voted to approve the motion. All in favor;

The Association will maintain the Forensic

<p>Forensic Mental Health Association of California. Tom seconded the motion.</p> <p><u>5-Year Plan</u></p> <ul style="list-style-type: none"> ○ The Board reviewed the 5-year plan developed on August 25, 2016 and discussed progress toward these goals. ○ Catherina suggested developing strategies toward these goals, making them more of a plan than simply goals. Catherina discussed parts of a strategic plan and how to develop one. <p><u>FMHAC Mailing Address Discussion</u></p> <ul style="list-style-type: none"> ○ Catherina reported that mail isn't being consistently forwarded in a timely manner from the previous address. She also noted that, after much consideration, it seems that sharing an office space with another organization creates a number of challenges. Instead, she suggested getting a P.O. Box in Sacramento and using that address. ○ <u>Motion:</u> Anna put forth a motion to change the Association's mailing address to a Roseville-based P.O. Box. Sam seconded the motion. <p><u>Member Benefits</u></p> <ul style="list-style-type: none"> ○ Maniaci Insurance Services This agenda item was table for discussion in the future. ○ Staples This agenda item was table for discussion in the future. 	<p>none opposed.</p>	<p>Mental Health Association of California title.</p> <p>Catherina will work with the Board to develop a viable 5-year strategic plan.</p>
<p><u>Conference Planning Updates</u></p> <p><u>Planning Committee Update</u></p> <p>Tom reported there was a successful Planning Committee meeting in September and there were such a high number of quality presentation proposals that they added a clinical track.</p> <p><u>Presentation Update/Keynote Speaker</u></p> <ul style="list-style-type: none"> ○ With regard to a closing speaker, Sam reported he is trying to get in contact with a representative of the California chapter of the Innocence Project and hopes to have a response in the next day or so. If no response is given within a week, alternate closers will be sought out. ○ Tom discussed alternative closing presenters and sought feedback from the Board. ○ Tom reported the opening speaker has presented difficulties with respect to getting her paperwork submitted. He will be following up 	<p>The Board voted to approve the motion. All in favor; none opposed.</p>	<p>Catherina will secure a new P.O. Box as discussed.</p> <p>Sam and Tom will follow-up as described.</p>

<p>and addressing this matter.</p> <p><u>Registration Update</u></p> <ul style="list-style-type: none"> ○ Morgan reported registration is open and there are 23 paid registrants. The website has been updated as well with conference information and specific information on each presentation. She also reviewed the new flyers Catherina created. ○ Morgan reported that planning/coordinating efforts are ahead this year. ○ Morgan inquired about whether to pursue CMEs this year, and the Board agreed not to pursue them this year. <p><u>Exhibitor Update</u></p> <p>Morgan reported there are 3 exhibitors currently, totally \$1300.</p> <p><u>Conference Schedule</u></p> <p>Morgan reviewed the conference schedule and adjustments being made with the Board.</p> <p><u>Function Room Update</u></p> <p>Morgan explained her efforts to secure an additional room and the costs involved so as to accommodate the additional track.</p> <p><u>Award Nominations</u></p> <p>The Board discussed considering award nominations from the membership.</p> <p><u>Marketing</u></p> <ul style="list-style-type: none"> ○ Marketing efforts were addressed earlier in the meeting. Catherina also discussed plans for 2 upcoming email blasts regarding the conference. ○ Ken encouraged broadening our marketing to agencies up and down the state. <p><u>2021-2023 Conference Location</u></p> <p>Morgan and Catherina are looking into potential sites for the 2012-2023 conference location.</p>		<p>Morgan will send out an email asking members for award nominations.</p> <p>Catherina and the Board will continue with marketing strategies as discussed.</p> <p>Morgan and Catherina will continue exploring potential conference locations.</p>
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F. Next Meeting

Catherina will send out a Doodle poll to schedule the next meeting.

G. Adjournment

The meeting was adjourned by Ken Carabello on November 7, 2018 at 1:30 p.m.

Minutes submitted by Cynthia Lermond on November 7, 2018.